



**Windham Regional Commission
Transportation Planning Initiative
Exhibit I – FFY 2026 Work Program and Budget**

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Federal Fiscal Year October 1, 2025 to September 30, 2026

INTRODUCTION

The Windham Regional Commission (WRC) hereby submits this FY 2026 Work Program and Budget for funding under the Vermont Agency of Transportation's (VTrans) Transportation Planning Initiative (TPI). The scope of work outlined herein represents a proposal for a one-year agreement (October 1, 2025 to September 30, 2026) for the stated amount of \$260,132.

The TPI is intended to achieve implementation of these guiding principles:

- Conformance with federal transportation regulations 23CFR 450.200
- Conformance with 24 VSA Chapter 117 (decentralized and coordinated decision making and developing regional plans)
- To develop and maintain comprehensive transportation plans that are incorporated into the Regional Plan
- To provide transportation planning support and resources to Municipalities
- To develop and sustain a collaborative and cooperative transportation planning relationship between VTrans, VT municipalities and regions
- To assist VTrans with public outreach for high profile/impact VTrans projects
- To ensure that there is a strong link between transportation planning and the programs it relates to, such as water quality, energy conservation, hazard mitigation, and other sustainability and livability efforts
- To provide a platform for discussing complex state, regional and municipal issues as they relate to transportation.

The transportation planning activities to be conducted by the WRC will be in cooperation with its 27-member municipalities, the WRC Commissioners, the Transportation Advisory Committee (TAC) and VTrans. This represents the WRC proposal submitted for funding under VTrans' TPI. Additional guidance on the work program tasks can be found in the VTrans document, "*Transportation Planning Initiative Annual Work Program Guidance and Budget*", dated 6/1/2025.

-WORK PLAN-

TASK 1.0 ADMINISTRATION

This task includes all activities related to the management of financial, reporting, and auditing requirements of the TPI program. It includes preparing the Work Plan, monthly invoices and status reports, mid-year review, documentation, preparing and updating procedures, attending monthly TPI meetings and participating in trainings and educational opportunities relevant to transportation planning best practices. Activities also include the hiring and supervision of consultant services and purchasing any equipment (including computers) needed to carry out the activities. Any training necessary to address Work Plan activities is also eligible. Tasks covered under Task 1.0 Administration include but are not limited to:

1. Retain and manage qualified transportation consultant(s) through adopted procurement procedures as needed.
2. Manage financial records in accordance with federal and state requirements; prepare monthly billing statements and progress reports; maintain all contract and project related files and records and internal monitoring procedures (including staff time sheets and work summaries); participate in mid-year work program review; prepare for an annual audit of accounts in accordance with state and federal audit requirements.
3. Provide administrative support of all work tasks and complete program administration training as needed.
4. Submit weekly TPI activity reports to Planning Coordinator.
5. Prepare and submit work program and budget for the next phase of the planning process (scheduled for October 1, 2026 - September 30, 2027).
6. As needed, purchase computers, supplies and equipment directly related to TPI activities. For FY2025 we intend to purchase:
 - Replacement bike and traffic count tubes.
 - Radar traffic counter.
 - Miscellaneous field equipment (zip ties, tools, vests, etc.)
7. Participate in Work Plan-related training and conferences as opportunities arise, including but not limited to the 2025 MassDOT Moving Together Conference, the 2025 Northern New England Chapter of the American Planning Association Conference and the 2026 Northeastern Transportation & Wildlife Conference.

TASK 1.1.1 TPI MONTHLY MEETINGS

- Participate in monthly TPI meetings to share information between the Windham Region and VTrans, and among RPC transportation planners.

Deliverables

- In-person or remote attendance at monthly TPI meetings.
- Organize and host one meeting each year.

TASK 1.1.2 ANNUAL TPI/VAPDA PERFORMANCE REPORTING

- Track TPI performance indicators throughout the TPI Work Program Cycle and prepare *TPI Performance Report* for inclusion in the SFY 2026 VAPDA Annual Report.
- Compile and maintain list of planning projects completed as part of the TPI Work Program.

Deliverables

- Submittal to VTrans of performance indicator data and list of completed planning projects by 06/30/2026

TASK 2.0 PUBLIC PARTICIPATION AND COORDINATION

Public participation and coordination are core functions that form the backbone of the TPI and ensure the public, business owners, and other stakeholders can participate in the regional transportation process, both individually and through their locally elected officials. This includes information sharing between state, local and regional partners. Activities help inform, educate, and gather input from participants about transportation issues, opportunities, and solutions from a broad range of stakeholders. Tasks covered under Task 2.0 Public Participation and Coordination include but are not limited to:

1. Support the WRC Transportation Advisory Committee (TAC) and hold regular meetings.
2. Organize, attend and facilitate meetings specific to VTrans and TPI program activities, including Road Foreman meetings.
3. Publicize transportation-related meetings and the TPI process.
4. Advising VTrans and, as appropriate, assisting municipalities with local questions, concerns and solutions regarding transportation projects and policies
5. Facilitate outreach and publicizing meetings on behalf of VTrans and the TPI program.
6. Train staff, Commissioners and RPC members on transportation planning and the TPI planning process.
7. Coordinate with local officials, regional partners, and local, state and federal agencies on transportation-related projects and initiatives. Solicit and encourage public participation in the planning process.

8. Coordinate and participate in regional/statewide transportation-related meetings and trainings. Participate in activities that foster broader coordination and cooperation with the State of New Hampshire and Commonwealth of Massachusetts. Serve on various transportation-related task forces and study committees as necessary.
9. Include regional transportation issues in WRC newsletters, communicate transportation issues to towns and regional partners, and post transportation studies on WRC website.
10. Educate municipalities on the latest road codes and standards and encourage their adoption.

TASK 2.1 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) LOCAL CONSULTATION

- Assist VTrans to publicize public hearings and distribute notice to the Transportation Advisory Committee, Windham Region Municipalities and other relevant stakeholders related to the State Transportation Improvement Program (STIP).
- Participate in the annual statewide hearing for the STIP.

Deliverables

- Participation in the STIP hearing either in person or by remote means.
- Promotion of the STIP hearing to towns and regional stakeholders.

TASK 2.2 TRAVEL DEMAND MANAGEMENT (Park Your Carbon)

- Conduct a minimum of four engagement activities related to the Park Your Carbon campaign in the Windham Region, tailored to the needs of the Windham Region. These activities could include but are not limited to:
 - Coordinate with the statewide consultant leading the event.
 - Find and support local champions.
 - Publicize and advertise the Park Your Carbon campaign around the region, including municipalities, schools and business owners.
 - Promote inter-school and/or intra-regional challenges.
 - Assist with updating and/or creating a School Travel Plan.

Deliverables

- Provide a summary report of all completed TDM activities undertaken during SFY26 by 9/30/26, describing outreach efforts, number of schools/people participating, advertising efforts, materials shared and description of any challenges encountered.

Task 2.3 Road Foreman Meetings and VLR Coordination

- Hold at least two Regional Road Foreman meetings per year.
- Notify VLR and District staff when aware of change in Road Foreman or Public Works Director.
- Include VLR staff in scheduling of and development of agenda items for Road Foreman meetings.
- Be aware of and participate in as relevant training opportunities offered through the VTrans Training Center (VTTC) and VLR.

Deliverables:

- Submit excel tracking sheet detailing number of meetings held and municipal as well as non-municipal participation to VTrans by 6/30/2026

Task 2.4 Vermont Strategic Highway Safety Plan (SHSP) Education

The Vermont Strategic Highway Safety Plan provides a framework of implementation strategies and countermeasures for reducing fatalities and major crashes on the State's public highways. The RPC will collaborate with the VTrans Operations and Safety Bureau Safe Systems Unit to raise the public's awareness and understanding of SHSP critical emphasis areas through engagement and education. Regional Planning Commission role includes:

- Read the Strategic Highway Safety Plan.
- Assist with public outreach and dissemination of information, with a focus on underserved communities.
- Participate in and collaborate on events organized by the State Highway Safety Office (SHSO).
- Assist VTrans OSB Safe Systems Unit to identify stakeholders to engage on safety initiatives.

Task 2.5 Aviation Program Coordination

As relevant, the WRC will:

- Engage in regional aviation planning including town plan policy, including best practices in the incorporation of airspace protection into land use regulation and engagement with developers on best practices in land development that may require FAA notification.
- Monitor development occurring near airports with respect to airspace protection and ground transportation to airports.
- Engage in discussions relevant to region's flying public and aviation infrastructure.
- Incorporate state aviation goals or contents into long range regional planning efforts.

Task 2.6 Human Services Transportation Coordination

The purpose of this task is to implement a multi-year plan to build regional Human Service Transportation Coordination in order to ensure adequate access to essential services is available to the public and underserved populations, including the elderly and persons with disabilities, as well as facilitate dialogue related to funding decisions by public transit and human service providers. This includes coordination of services relevant to the needs of stakeholders, identification of gaps in the availability and connectivity of the transportation system and the development of sufficient infrastructure and/or operation solutions.

The Older Adults and Persons with Disabilities (O&D) Transportation Program plays a crucial role in filling gaps in the existing transportation services for adults aged 60 and older as well as individuals with disabilities as defined by the Americans with Disabilities Act (ADA). The Windham Regional Commission supports this program through the coordination and facilitation of the Southeastern Vermont Regional

O&D Committee, working together with public transit providers (Southeast Vermont Transit) and human service agency partners.

Deliverables:

- Submit updated Annual O&D Committee Workplan, goals and objectives by 6/30/2026.
- Organize and facilitate a minimum of four (4) O&D Committee meetings by 9/30/2026.
- Ensure these meetings comply with Vermont Open Meeting law and engage as complete a spectrum of stakeholders as possible.
- Work to expand the scope of the O&D Committee to include Medicaid, Recovery & Job Access and other client-based transportation services with the goal of evolving the committee into a Regional Mobility Committee during FFY26.
- Coordinate with VTrans and Public Transit Provider to expand tracking of denials and unmet needs.
- Attend the annual O&D Summit and assist VTrans with organizing and public outreach relevant to the annual summit.
- Participate in discussion of how to incorporate equity principles and practices into the O&D program and regional committees' practices.

2.7 Complete Streets Coordination

The Windham Regional Commission will partner with VTrans to provide training on complete streets to municipalities and support municipalities in complete streets compliance reporting to VTrans, pursuant to Vermont Act No. 61 Sec. 37 (2023) and Act 34 (2011). This includes:

- Assist VTrans with development of municipal complete streets training, including by identifying training location in the region with an appropriate context, identifying relevant municipal staff in each municipality to be prioritized for attendance at the training and conducting outreach to municipal staff.
- Collect Municipal complete Streets Compliance forms from municipalities, including sending a letter to municipalities about complete streets compliance which includes a form for each municipal transportation project and/or project phase that was finalized the previous calendar year and compiling information about implementation of the Complete Streets statute in the RPC Complete Streets Tally Excel Sheet.

TASK 3.0 PLANNING

Planning activities are central to the TPI and involve extensive collaboration between RPCs and VTrans to develop and implement collective visions in varying time frames. Transportation needs are evaluated in the context of regional and local plans and solutions identified to meet those needs consistent with Federal and State regulations and Vermont statutes. Transportation Planning is central to meeting the goals outlined in the 2040 Vermont Long Range Transportation Plan to ensure a “A safe, reliable and multimodal transportation system that grows the economy, is affordable to use and operate, and serves vulnerable populations”. This includes but is not limited to development of a regional transportation

plan, corridor plans, modal specific plans, and planning efforts to support and reinforce Vermont's historic settlement pattern of compact settlement consistent with 24 VSA § 4302. All modes of transportation will be considered and integrated into the overall transportation system. While federal, state and town highways are the dominant mode of travel in the region, public transit, rail, aviation, waterway, bicycle and pedestrian travel are all part of the system and must be considered. Tasks covered under Task 3.0 Planning include but are not limited to:

1. Coordinate and provide technical support for intermodal, multimodal and freight transportation planning activities; including bike/pedestrian systems planning.
2. Prepare and/or support the preparation of regional, subarea, corridor and location transportation plans including but not limited to the assessment of transportation problems, feasibility studies and alternatives analysis.
3. Provide planning and technical assistance to municipalities.
4. Assist municipalities in integrating good access management practices into local plans, development and zoning regulations and ordinances. Review new/updated municipal plans with regard to transportation-related goals, policies, objectives and needed improvements. Provide transportation technical assistance to municipalities.
5. Support planning efforts for improvements to the West River Trail system to improve bicycle and pedestrian connectivity for towns and villages along the VT 30 corridor. The West River Trail was originally funded through a grant from VTrans and FHWA and serves as a multi-use path following the route Route 30 corridor. It provides important connection for bicyclists and pedestrians between several important village centers in the corridor, including Newfane, Townshend, Jamaica and Londonderry.
6. Utilize the results the Transportation Resiliency Planning Tool (TRPT) to support hazard mitigation planning, capital planning, transportation planning, and other work with individual municipalities.
7. Coordinate all-hazards mitigation planning as it relates to transportation planning efforts including watershed, stormwater, shoreline stabilization and other projects. Work with VTrans and local communities to identify critical infrastructure and important vital emergency routes within the region.
8. Assess and forecast future travel demand based on land use, demographic projections and other driving factors; assessing and recommending strategies to manage demand as well as identify gaps in transportation system connectivity based on analysis, this includes planning for travel demand management as it relates to Act 181.
9. Providing technical support and work with transit providers for transit related planning activities, transit service feasibility studies, etc.
10. Identify and participate in planning and project development efforts related to environmental transportation connections such as wildlife corridors, roadway barriers and aquatic and terrestrial wildlife crossings. This includes work as part of the Windham Region Habitat Connectivity Collaborative and Berkshire Wildlife Linkages to improve habitat connectivity and reduce conflict from transportation infrastructure including identify wildlife corridors, roadway barriers and crossings, and other environmental transportation connections as well as developing Culvert Inventory Data Collection Points related to AOP to include in regular culvert inventory work. Additionally, the WRC will explore the possibility of completing an aquatic and

terrestrial passage culvert improvement plan for our region working with University of Massachusetts Department of Environmental Conservation staff.

11. Planning, coordination and outreach associated with designated Scenic Byways.
12. Coordinate with Franklin Region Council of Governments in Massachusetts on shared transportation- related issues and interests. This includes transportation-related water quality, transportation system resilience, and supporting the Valley Flyer pilot rail expansion program. The latter may include surveying potential riders and marketing of the program.
13. Collaborate with Southwest Region Planning Commission in New Hampshire on shared transportation-related issues and interests, including but not limited to the Hinsdale-Brattleboro island greenway project, the Fort Hill rail trail bridge visioning initiative, the redevelopment of the Vilas Bridge as well as broader cross-border connectivity improvements relevant to Windham Region towns.
14. As requested by VTrans, participate in working groups and/or committees for statewide and other VTrans planning processes.

3.1 REGIONAL TRANSPORTATION PLAN

- Review and update as necessary the Regional Transportation Plan as a section of the Windham Regional Plan.

Deliverables

- Maintain an up-to-date Regional Transportation Plan (updated within past eight years) pursuant to 24 VSA 4348.
- Consult Regional Transportation Plan as part of review of projects under requirements of Act 250.

3.2 Statewide Transportation Plan Coordination

WRC staff participate in working groups, steering committees, and/or advisory committees, and assistance in outreach to local officials and the public, as well as provide relevant data and Regional Plan language as part of VTrans-managed planning projects. For FFY2026 these include, but are not limited to;

- State Freight Plan.
- Public Involvement Guide.
- Long-Range Transportation Plan.

3.3 Regional Planning Initiatives

Engage in planning efforts specific to the Windham Region relevant to multimodal connectivity in the region and present noteworthy efforts at the TPI Monthly Roundtable, this may include:

- Participate in the development of Demonstration Projects in the State Highway Right-of-Way intended to evaluate the impact of roadway infrastructure to improve walking, bicycling, transit access, public spaces and traffic flow without permanent investment working with municipalities to identify and develop priority demonstration projects.
- Assist VTrans with stakeholder engagement and data collection related to corridor planning efforts.
- Assist municipalities and regional Supervisory Unions on developing Safe Routes to School (SRTS) projects that encourage roadway safety around schools.

3.4 Public Transit Planning

RPC staff will support the planning, provision and performance of Vermont's public transportation system. This includes:

- Assist the public transit provider with developing strategies to increase ridership and decrease the cost of providing service, including but not limited to providing land use analyses, boarding analyses, route timing, surveys and demographic analysis.
- Assist public transit provider with transit planning efforts and aid with outreach strategies, including but not limited to the Rides to Wellness Initiative and the Recovery and Job Access Program.
- Serve on the Board of Southeast Vermont Transit.
- Participate in micro transit pilot projects in various capacities.
- Participate in electric bus pilot studies in various capacities.
- Assist VTrans with outreach related to the Public Transit Asset Management Plan.

3.5 ENVIRONMENTAL AND POLICY PLANNING

Work to incorporate an environmental lens into transportation planning practices and transportation projects. In particular this includes planning activities related to the four identified environmental topical areas Cultural Resource Preservation, Emerald Ash Borer (EAB) management planning along highways, habitat and ecological connectivity, pollinator habitat and town highway maintenance. This includes:

- Participation of WRC staff in working groups, steering committees, and/or advisory committees and assistance in outreach to local officials and the public on environmental policy and planning items.
- The Windham Connectivity Collaborative, Staying Connected Initiative, Berkshire Wildlife Linkages and other wildlife and ecological connectivity efforts.
- Develop an aquatic and terrestrial wildlife passage plan for the Windham Region, including identifying data points related to aquatic organism passage to be incorporated into regular culvert inventory work as well as engagement with University of Massachusetts Department of Environmental Conservation as well as Vermont Fish and Wildlife Staff.

- Assist VTrans in outreach to local officials and the public on general environmental planning activities.
- Transportation aspects of watershed alliances/collaboratives (Green River, Saxtons River).
- Statewide Comprehensive Energy Plan and Regional energy planning and implementation.
- Land use practices that promote smart growth and compact settlement.
- Support planning for the consideration and incorporation of aquatic and terrestrial wildlife crossings into municipal transportation projects.
- Emerald Ash Borer Management Plan.
- Encourage participation in trainings related to general environmental topical areas.

3.6 Active Transportation Planning

RPC staff will support the planning, provision, and performance of bike and pedestrian facilities and aid in the implementation of the VTrans Bicycle and Pedestrian Strategic Plan, this includes but is not limited to:

- Assist VTrans with the identification of municipal efforts that are good examples of collaboration, as related to walking and bicycling tasks.
- Update regional bicycle and pedestrian data layers by collection municipal bicycle and pedestrian facilities data to assist in the creation of baseline statewide facility information.
- Continue to work with municipalities to improve bicycle and walking conditions in municipalities via zoning, subdivision regulations, municipal planning, design and construction practices, and town plans.
- Complete bicycle and pedestrian counts around the region to help inform bicycle and pedestrian planning efforts including within Designated Downtowns, Villages and on mixed use paths around the region.
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Deliverables:

- By September 30th, 2026 submit a report on activities completed related to the Bicycle and Pedestrian Planning task.

3.7 Rail Planning Coordination

RPC staff will work with VTrans to support initiatives outlined in the Vermont Freight and Rail Plans, in particular maintaining the viability of industrial zoned parcels with access to active freight rail for multimodal use now or in the future and encourage the reactivation of underused priority parcels. This includes:

- Create and/or update an inventory of parcels zoned for industrial and commercial uses that are or could be served by rail. Access spurs may be in working or non-working conditions.
- Collaborate with municipalities/economic development partners to prioritize parcels based on the regional needs and identify potential locations to establish or enhance intermodal freight use. For example, improve a business's freight rail access or efficiency in truck/rail transfers.

- Coordinate with state/local stakeholders to increase awareness of viable parcels and help market priority parcels in a strategic manner to encourage use of such locations. For example, incorporate sites in ACCD's Commercial/Industrial site locator tool.
- Distribute a VTrans press release and/or share RPC efforts on this task and the implementation of the Rail and Freight Plans to coincide with National Train Day.
- Participate, as needed, in identifying real or perceived contamination that inhibits freight transfer uses and how to ameliorate such concerns; may inform brownfield assessments and remediation.
- Enhance multi-modal access to Amtrak to improve first mile/last mile connections such as wayfinding and parking.
- Assist with public outreach and dissemination of information.
- Attend at least one VT Rail Advisory Council (VRAC) Meetings.

Deliverables:

- By March 31, 2026 submit a spreadsheet to VTrans with priority industrial parcels with inactive rail spurs or candidates for rail spurs.

3.8 Highway Safety Planning

RPC staff will support the implantation of the Highway Safety Improvement Plan (HSIP), this includes:

- Create general awareness among Transportation Advisory Committee (TAC) members of emerging highway safety concepts, including systemic safety.
- Review regional safety needs based on the screenings performed by VTrans and encourage municipalities to apply for safety grant opportunities.
- Support safety project definition and scoping efforts through communication with municipalities
- Coordinate and attend Road Safety Audit Reviews when requested by VTrans
- Coordinate and support technical assistance for municipalities both through direct technical support and coordination with VTrans when appropriate
- Provide limited technical assistance to municipalities regarding safety concerns and questions on local system roadways
- Support efforts to improve delivery of safety improvements on local-system roads, working to identify and develop an appropriate process that ensures compliance with Federal funding requirements without unduly burdening municipalities or delaying the work.

3.9 Transportation Energy Planning

Windham Regional Commission will support communication and coordination regarding ongoing transportation energy efficiency planning efforts, including efforts to increase public awareness and education related to statewide carbon reduction targets consistent with the goals identified in the Vermont Global Warming Solutions Act, Climate Action Plan and Comprehensive Energy Plan. This includes:

- Participate in State planning efforts as requested by VTrans and assist in stakeholder outreach.

- Assist VTrans in outreach to local officials and the public on EV charging priorities and statewide transportation energy efficiency plans and priorities, including disseminating information to the Windham Regional Transportation Advisory Committee and the general public.
- Encourage parties interested in hosting EV charging equipment at their property to document this interest in the Vermont EV Charging Host & Service Provider Questionnaire for future coordination.
- Coordinate with VTrans as additional guidance becomes available.

TASK 4.0 Data Collection and Management

Transportation Data collection is a core service RPCs provide to municipalities. Data collection and management tasks support balanced planning efforts by grounding decision making in observations made directly in the field. These efforts involve documenting and uniformly reporting transportation facility location, condition, performance, and usage, to provide a comprehensive perspective on statewide, regional, and local transportation infrastructure needs and opportunities to VTrans, RPCs and municipalities. Data collection activities include but are not limited to:

1. Conduct inventory of Class 4 Town Highways and Legal Town Trails in region, and assess condition for vehicle, pedestrian and other use.
2. Develop and implement analytical methods to identify gaps in the connectivity of the transportation system as well as evaluate safety concerns.
3. Assist municipalities with town highway road, culvert, bridge, sidewalk, bicycle facilities and roadway sign inventories and assessment.
4. Develop and maintain statistics, GIS data and analyses used to support transportation planning and project development.
5. Develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
6. Provide traffic, as well as bicycle and pedestrian counts to towns at their request to support the local planning process.

4.1 TRAFFIC COUNTS

Collect traffic and turning movement counts that have a minimum of two full weekdays in order to compile and maintain records for all transportation related traffic count data paid for with federal funding, as well as provide towns with empirical metrics to assist in local transportation planning processes, update the regional transportation plan and support local and regional planning efforts. This includes:

- Upon Request, provide counts to VTrans on Federal Functional Class 6 rural and Federal Function Class 7 to support MIRE requirements.

Deliverables

- Provide counts to VTrans by September 30, 2026, consisting of raw traffic count data files with accompanying filled out Traffic Count Spreadsheet Template

4.2 BICYCLE AND PEDESTRIAN COUNT DATA

WRC will collect data on levels of bicycling and walking in order to assist VTrans in the development of a systematic approach to collecting bicycle and pedestrian volume data statewide as well as inform policy, planning and engineering decision making by the Agency and partner organizations, as well as assist municipalities in a local transportation planning process. Sites selected and counted by the WRC in previous years should continue to be counted. WRC may collect data for additional sites. The WRC will also complete bicycle and pedestrian counts for municipalities at their request when appropriate to assist in local planning initiatives. Each count location should be visited at least 3 times per year (once per season) in order to account for seasonal variation and should consist of a minimum of 7 days to capture weekday vs weekend traffic. At a minimum, count data will be provided for each of the following types of sites per VTrans guidance:

- A downtown or village sidewalk,
- A shared use path, and
- An area where the pedestrian/bike usage level is expected to be lower than average (e.g. less densely populated or where the bike/pedestrian transportation network is relatively sparse).
- An on-road location

Deliverables

- Submit bicycle and pedestrian count data collected in Calendar Year 2025 by March 31, 2026 in excel format by email.

4.3 STATE AND MUNICIPAL PARK AND RIDE COUNTS

WRC will conduct parking space occupancy counts at all existing state-owned Park-and-Ride facilities, and municipal Park-and-Ride lots constructed or improved with State funds, in the region.

- Counts at state lots shall be conducted 3-times per year in July, October and February.
- Counts at municipal Lots shall be conducted 2-times per year in October and February.

Counts for all lots will be conducted between the hours of 10:00 am and 3:00 pm on a Tuesday, Wednesday or Thursday. Counting will not occur during a holiday week or when special events are scheduled.

Deliverables

- Data will be entered into the VTrans Field Maps by the last business day of each month counts are completed.

4.4 TOWN HIGHWAY MAJOR COLLECTOR INVENTORY

- WRC will continue assistance in collecting highway improvement data on the Town Highway Major Collector (TH MC) system.

Deliverables

- WRC will submit data in the requested format by December 31, 2025.

4.5 Town Road Surface Data Verification

The VTrans Road Centerline GIS data contains information about Road Surface Types. The WRC will assist VTrans in improving the accuracy of surface type information for Class 3 and Class 4 town highways by reviewing surface data for accuracy. This includes:

- Assist with identification of surface types on Class 2,3, and 4 town highways by completing field verification and using existing data, such as Road Condition Inventories and Road Erosion Inventories.
- Report road centerline issues identified during surface type review.

Deliverables

- Complete the review and verification of town highway surface types by September 30, 2026.

4.6 Town Highway Bridge & Culvert Inventory

The Windham Regional Commission will assist municipalities in maintaining an inventory of bridges and culverts with spans less than 20 feet to support asset management and capital planning for municipalities. This data will be collected in a manner consistent with the Vermont Center for Geographic Information (VCGI) bridge and culvert standards, be recorded in the online VTCulverts Platform and incorporate available Agency of Natural Resources (ANR) bridge and culvert geomorphic compatibility assessments. WRC will prioritize the update of inventories where the last full inventory is at least 10 years old and the partial inventory update is over four years old, inventories in municipalities that have experienced damage from recent federally declared disasters and have not been reviewed to confirm current condition as well as inventories in municipalities that need assistance in tracking structures that experience repeat damage from flooding and erosion. This includes:

- Aid municipalities in maintaining inventories based on the recommended prioritization criteria.
- Input municipal bridge or culvert data into VTCulverts.
- Train and support municipal staff on the use of the VTCulverts to review and update their asset inventory.

Deliverables:

- Provide VTrans with report on the status of each municipality's inventory as of prior Calendar Year by December 31, 2025.

4.7 Public Transit Bus Stop Inventory

VTrans Public Transit is looking to improve their investment in bus stops and deepen our understanding of the statewide condition of their assets. To help accomplish this the WRC will inventory public transit bus stop locations and assess the condition, accessibility (ADA), connectivity to adjacent sidewalk networks, proximity to crosswalks, and amenities (e.g. shelters, bicycle parking, benches etc.). In accordance with Title VI and ADA, the Public Transit Section requires that service to individuals with disabilities be equivalent to service provided other individuals with respect to response time, fares, geographic service area, hours and days of service and capacity. Vehicles and transit facilities are required to be accessible to and usable by individuals with disabilities, including individuals using wheelchairs.

The RPC will:

- Maintain inventory for facilities in the region and enter changes to facility condition and/or accessibility as needed using the VTrans Collector app.
- Coordinate inventory efforts with Public Transit Providers, particularly regarding bus stop locations and other inventories.

Deliverables

- Summarize activity completed to maintain inventory and provide updated data to VTrans and Public Transit providers by September 30, 2026.

4.8 Resiliency Data

The Transportation Resiliency Planning Tool (TRPT) is a web-based application that identifies bridges, culverts, and road embankments that are vulnerable to damage from floods, estimates risk based on the vulnerability, and criticality of roadway segments, and identifies potential mitigation measures based on the factors driving the vulnerability. TRPT vulnerability scores are largely based on past damages. The majority of existing data is based on damages experienced during Tropical Storm Iren and does not include transportation damage from more recent events. There is a need for TRPT vulnerability scores to be updated with damages from 2023 and 2024 declared events. WRC staff will assist with these efforts. Work included in this task includes:

- Update the TRPT vulnerability scoring by adding damages from 2023 and 2024 declared events.
- Increase public awareness/education about VTrans Resilience Improvement Plan (RIP) and efforts to address the priority resilience locations identified in the Plan.
- Incorporate presently utilized tools and data into regional and municipal resiliency planning, including in the development of Local Hazard Mitigation Plans.
- Enter comments into the Reducing Repeat Damage webtool to capture local knowledge on repeat damage locations.
- Provide VTrans with list of planned or completed projects in the RIP priority locations.

TASK 5.0 PROJECT DEVELOPMENT PLANNING

Once goals and potential projects have been identified through the long and short-range planning processes, recommendations are evaluated more closely through the project development process.

Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. Establishing regional priorities for transportation projects is also a critical step because it ensures that regional goals are incorporated into project funding decisions and the implementation schedule. Examples of tasks include but are not limited to:

1. Identification of regional priorities
2. Feasibility and project definition studies
3. Assist municipalities with the preparation of grant applications.
4. Assist municipalities with the development of projects in preparation for implementation through federal, state and local programs.
5. Identification of local issues that relate to scoping analysis.
6. Participate in Online Shared Review (OLSR) of VTrans projects to identify concerns and share local and regional requests, needs, and priorities.
7. Participate in VTrans Asset Management Bureau programs such as VPSP2, New Project Summaries and other project prioritization activities.
8. Facilitation and participation in the public decision-making process for project development
9. Assist and review communities' Municipal Assistance projects that can be funded and developed outside the statewide prioritization system (such as Transportation Alternatives, Bike/Ped and other locally managed projects)
10. Collaborate with State and local partners on Jacksonville Flood Resilience infrastructure projects on Route 100. Provide technical assistance in project identification and grant writing assistance to secure funding to replace or improve several large culverts and small structures on town highways.

5.1 PROJECT PRIORITIZATION & VERMONT PROJECT SELECTION AND PROJECT PRIORITIZATION (VSPPS2)

VPSP2 provides a path to the Capital Program for various projects that use state and federal transportation funds including Roadway, Paving, Traffic and Safety, and Bridge projects. Additional modes will be added in future years. RPCs will be asked to participate in meetings and work with their TACs and municipalities to implement this process. RPC role includes:

- Attend meetings and trainings related to VPSP2 implementation.
- Implement the VPSP2 process with their municipalities and TACs.
- As needed, review and provide feedback on VPSP2 process documents under development for additional transportation modes.
- As needed, RPCs will assist VTrans and consultant with regional project refinement.

Deliverables:

- Submit regional scoring and information according to the timelines provided.
- Complete a review of the provided draft project list according to the timelines provided.

- As requested, assist the VTrans consultant in the Regional Project Refinement process with facilitating the advancement of the regional project priority.

5.2 NEW PROJECT SUMMARIES (NPS) FOR ASSET MANAGEMENT

Work with state and local partners to enhance VTrans corridor management efforts by providing VTrans with relevant local and regional context and assist with outreach and engagement for New Project Summaries (NPS). When VTrans budgets and programs a new project, the Asset Management Bureau creates a New Project Summary. New Project Summaries are a high-level review of the asset intended to document the transportation issues and concerns that may exist in a corridor. RPCs provide regional and local context to VTrans during the development of these documents and decide the level of outreach and engagement with stakeholders based on regional knowledge and relationships.

Tasks include:

- Provide VTrans input on draft NPS and provide regional and local context and any plans that may have been overlooked or missed.
- Inform VTrans of relevant plans and planning efforts specific to the corridor.
- Focus primarily on the planning aspect of the NPS.

Deliverables

- Submit input on an NPS according to timeline defined at onset of request. Deadline will be approximately four weeks from VTrans request for input.

5.3 VTRANS PROJECT OUTREACH AND COORDINATION

The purpose of this task is for VTrans to partner with RPCs to develop and implement public outreach plans prior to, during, and following project definition and/or during construction of state highway, interstate highway, bridge, bicycle & pedestrian, rail, aviation, transit or other high impact projects. VTrans relies on the RPCs to assist VTrans project managers or public information consultants (PIC) in tailoring outreach plans to the local context by helping to develop stakeholder lists, identifying outreach methods that may be unique to a certain locale, in helping to engage key players in the community, and in bringing a regional perspective to how the project will affect a community.

5.1.3a PROJECT DEFINITION AND DEVELOPMENT

This stage is typically coordinated by the VTrans Project Manager assigned to the individual project or in the case of high impact projects the VTrans Public Information Consultant. The contact may change as the project moves from the Project Definition to Project Development phases. Typically, these projects consist of town highway and state bridge projects. Tasks include:

- Help VTrans Project Manager or VTrans' public information consultant to identify and understand local and regional issues and concerns.
- Provide assistance to municipalities in completing Local and Regional Concerns Questionnaire
- Identify key local and regional stakeholders to contact and help to ensure key stakeholders are engaged.
- Ensure outreach plan is tailored to the local community.

- Coordinate with adjacent regional planning commission (s) when a project will have cross-regional impacts.
- Participate in information gathering discussions with identified stakeholders, when appropriate.
- Attend Regional Concerns and Alternatives meetings held with town(s).
- Review and provide comments on Preliminary and Final project plans as appropriate.
- Assist VTrans with follow up communications to municipal staff and municipal elected officials to ensure completion of required submittals, as necessary e.g. completed questionnaire, preferred alternatives acceptance letters, etc.
- As needed, assist the municipality to identify and notify affected property owners, businesses, etc. who may be impacted by a road closure.

5.1.3b CONSTRUCTION PROJECTS

RPCs are expected to continue to coordinate with VTrans on outreach for construction projects during the construction phase. Partnerships with RPCs helps to ensure heightened public understanding and engagement throughout project development and construction, thus reducing regional mobility impacts, minimizing disruption to residents and businesses, and better coordinating traffic management. Tasks include:

- Update any information provided during the Project Definition and Development stage that may need updating— for example changes in contact information and any changes to local context
- Help VTrans Project Manager, Resident Engineer or PIC to identify and understand local and regional issues and concerns.
- Alert VTrans Project Manager, Resident Engineer and/or PIC if any potential issues are developing.

Task 6.0 Municipal Roads General Permit (MRGP) Support

Regional Planning Commissions will provide support for municipalities in the Municipal Roads General Permit (MRGP) process. This includes assisting municipalities in completing Road Erosion Inventories, providing administrative assistance and engaging in outreach and education in the region. In January 2023, municipalities will begin the second cycle of this 5-year permit. It is the responsibility of the municipality to take corrective action on the non-complying road segments prioritized in the REI, annually report to DEC progress on compliance and maintain the REI. The primary manner through which MRGP planning activities will be completed is through the Better Roads program in coordination with DEC's program and guidance, however RPCs may continue to engage in limited planning activities to support municipal MRGP efforts. This includes:

- Engage in outreach and education efforts in coordination with DEC and VTrans to disseminate MRGP guidance and requirements.
- Provide municipalities assistance regarding permit reporting and compliance as well as preparation of grant applications.
- Collaborate and coordinate closely with DEC on MRGP requirements and permit cycle

Task 9.0 VTCulverts

9.1 VTCulverts RPC Support

VTCulverts is an online database that provides a user-friendly interface to handle data entry, access and status reporting on municipally owned bridge and culvert inventories. The last major update to the VTCulverts application was in 2022 and marked the migration of the application to ESRI ArcGIS Hub Premium. this application should be periodically reviewed to ensure it is meeting performance expectations and remains compatible with technology changes. The Windham Regional Commission will work with VTrans to continue to maintain, enhance and provide technical assistance to users of VTCulverts. RPC VTCulverts platform support role includes but is not limited to:

- Manage the VTCulverts ArcGIS Hub software platform (website and database) and provide technical support to users of VTCulverts including, but not limited to:
 - Assist municipal and RPC staff with account access, and
 - Update VT Culverts Offline Map static data layers as needed to support offline data collection.
- Coordinate with project partners to continue to improve and enhance the application.
- Develop and/or update documentation and guidance resources to support users, as needed.
- Enhance and/or update the Hub platform to support identified user needs with documentation and guidance, dashboard reporting, and website design.
- Monitor backup script, set-up by consultant, to run twice a year.
- Provide feedback to VTrans on the performance and utilization of the application.

Staffing and Match Tasks 9.0-9.1.1

- *Personnel:* GIS Technician and Consultant/Contract staff as needed.
- *Match:* RPC (0%)