

Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • www.acrpc.org • Phone: 802.388.3141

TRANSPORTATION ADVISORY COMMITTEE MEETING

Wednesday, August 16, 2023

Location: HYBRID: This meeting will be conducted at the ACRPC office (14 Seminary St., Middlebury) and through the **Google Meet** remote meeting on-line platform. See the connection information below. If you intend to join the Google Meet meeting and have never used Google Meets before, we recommend you begin the log-in process well in advance of the meeting to allow time for downloads and connections to occur. Or contact Mike Winslow (mwinslow@acrpc.org - 802-578-9999) before the event to walk through a practice session.

TAC meeting

Wednesday, August 16 · 6:30 – 8:00pm

Google Meet joining info

Video call link: <https://meet.google.com/zzt-azwv-way>

Or dial: (US) +1 216-930-7770 PIN: 505 935 356#

AGENDA

- Call to Order: 6:30PM
- Approval of June 14, 2023 TAC Meeting Minutes
- Review Applications for TAC funding - *applications Vergennes, Middlebury, and the TAC. Others may still apply.*
- Transportation Updates from Mike
 - Vergennes PELS update
 - FEMA assistance status
 - Other
- Other Business/Roundtable
- Adjourn

Note: adopted meeting minutes are also available online at the ACRPC website under agendas and minutes. For your convenience, the latest version of the TAC Bylaws are linked here also: <http://www.acrpc.org/transportation/>

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Grant Opportunities:

[Park and Ride Grants](#) - Due September 2

[Federal Lands Access Program](#) - Due October 3

[Safe Streets and Roads for All](#) - Due September 15

2022 REMAINING TAC MEETING SCHEDULE

September 21	November 16
October 19	December No Meeting

Addison Bridport Bristol Cornwall Ferrisburgh Goshen Leicester
Lincoln Middlebury Monkton New Haven Orwell Panton Ripton
Salisbury Shoreham Starksboro Vergennes Waltham Weybridge Whiting



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Addison County Regional Planning Commission Transportation Advisory Committee (TAC) **FY 2024 TRANSPORTATION PLANNING STUDY REQUEST FORM**

The Transportation Advisory Committee (TAC) of the Addison County Regional Planning Commission (ACRPC) is preparing to submit its FY 2024 (Oct. 1, 2023 – September 30, 2024) Transportation Planning Initiative (TPI) Workplan and Budget. The TPI is designed to foster greater involvement in the transportation planning process by local citizens and officials. Each year, the ACRPC sets aside a portion of the annual TPI funding received to hire consultants to perform various transportation studies in the county on behalf of our member municipalities, a consortium of municipalities, or a regional organization. Grant awards are contingent on ACRPC receiving funding from VTrans.

Do you have a transportation or traffic-related problem affecting your community? The TAC is requesting a list of transportation planning studies to fund in Addison County. (Note: these funds **cannot** be used for construction projects.) The TAC will evaluate all requests at their meeting to be held on August 16, 2023. Please be prepared, at the TAC's request, to have a representative make a short presentation at that TAC meeting. Thank you for taking the time to help us develop our priorities for future transportation studies and projects. To apply, please provide the following information. Use extra sheets as necessary.

Please return this Request Form to your TAC delegate or fill in the online version of the form at <https://forms.gle/k169qYN7u6oqAKc8A> by **Tuesday August, 8 2023**

For questions or additional information, contact:

Mike Winslow
Transportation Planner
Addison County Regional Planning Commission
14 Seminary St.
Middlebury, Vermont 05753
802-578-9999
mwinslow@acrpc.org

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Examples of transportation planning studies that have recently been funded:

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- 2022 - Bristol - scoping study for a sidewalk on Airport Dr.
- 2022 - Middlebury - improving pedestrian connections along US7 from Boardman St. north
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- 2019 – Monkton intersection alternatives for Monkton Ridge Rd. & States Prison Hollow Rd.
- 2018 – Vergennes Rt22A truck traffic reduction study
- 2018 – Middlebury rail platform siting study

****NOTE: A Feasibility Study or Conceptual Alignment Analysis (CAA) for a town bicycle path, multi-use path, recreational path or sidewalk will qualify as a transportation planning study**

Description of Problem:

Description of Planning Study: A gas-tanker truck caught fire on U.S. 7 in Ferrisburgh on June 1, 2023, closing the route for traffic and leading to damage to the roadway and adjacent utility cable. Incidents like that have the potential to compromise transportation in the county, and the TAC believes it would be useful to have a better sense of the seriousness of that risk. This project proposes an assessment of the nature and extent of hazardous materials flowing through the county. The study could mimic procedures used by TRORC for a statewide [commodity flow study](#) between 2017 and 2019 and augment their findings.

Expected Benefits of Planning Study:

- Improved understanding of hazardous commodity flows through Addison County
- Improved response preparedness for hazardous materials incidents

Amount Requested: \$25K (Note: We expect to have \$50 to 55,000 available and usually fund 2-3 projects)

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_____ (Municipality of / Agency / Organization, etc.) is interested in applying for funding under the Addison County Regional Planning Commission TAC grant program.

Signature of Agency, Organizational, or Municipal Official

Position / Title

Date

Contact Information (Telephone / E-Mail)

In the case that a municipality is applying for this grant, or the proposal lies entirely within one municipality, the applicant hereby represents that the Selectboard of the Town or City of _____ supports this proposal.

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Description of Problem:

Description of Planning Study:

This TAC grant would take 3-4 high-priority new project ideas identified in the public input and analysis portion of the 2023 Middlebury Bike-Ped Plan and add the level of engineering detail needed to make these projects grant-ready to apply for scoping, design and construction. Funds will be used for planning only. This TAC grant would enhance the bike-ped plan currently underway by adding back a reduction made to our scope of work. It would be co-funding a Municipal Planning Grant and municipal match totaling \$24,000. Our consultant indicated they could not include this element for that amount.

Expected Benefits of Planning Study:

This supplemental analysis would prepare us to apply to bike-ped grant programs as soon as 2024 pending match availability, e.g. VTrans Bike-Ped and TAP programs. Without this TAC Grant, we'll have an inventory of critical bike-ped projects, but would need to do more work to get them grant ready after the end of our next capital planning cycle. Also, leveraging funds allows one TAC grant to advance 3-4 new bike ped projects. The timing of this request could not be better, with work on our current plan scheduled to wrap up by the end of the MPG grant term (Sep 30) and our consultant expressing interest in bidding on a contract for additional services if this TAC grant is awarded (October).

Amount Requested: \$20,000 (Note: We expect to have \$50 to 55,000 available and usually fund 2-3 projects)

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Town of Middlebury _____ (*Municipality of / Agency / Organization, etc.*) is interested in applying for funding under the Addison County Regional Planning Commission TAC grant program.

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TOWN OF MIDDLEBURY

Office of Planning & Zoning
77 Main Street, Middlebury, Vermont 05753
(802) 388-8100 X210

Highlighted in yellow are items that were removed from the final contract with our consultant, due to budget constraints.

Request for Qualifications

Planning Consultant Services
Pedestrian and Bicycle Connectivity Plan
Town of Middlebury, VT
May 5, 2023

Summary- The Town of Middlebury seeks qualified consultants to assist in the development of a Bicycle and Pedestrian Connectivity Plan that provides a vision for improving the safety, capacity and efficiency of the non-vehicular components of our transportation network.

With the help of a consultant, the Town will engage a broad spectrum of users and other stakeholders in a process for identifying needs and safety concerns, including gaps in the bike-ped network. The plan will provide transportation data and analysis to supplement the input collected. The plan will present an inventory of present and future projects as a detachable project matrix. Sidewalk/connectivity maps will be created showing existing conditions and future linkages. The Town and the Consultant will work together on developing recommendations for implementation. As the budget allows, this will involve developing concept plans and cost estimates for 3-5 selected projects.

The plan will have a Town-wide focus.

Background- The Middlebury 2020 Downtown Master Plan recommends a bike-ped plan and identifies connectivity needs in the Downtown area. The proposed project would implement that recommendation, while expanding our focus beyond Downtown's boundaries to contemplate connections with other existing and planned commercial/residential growth areas in Middlebury.

In a desire to advance affordable housing projects, the Town has performed master planning to visualize areas for infill development close to growth areas and served by water and sewer. Zoning map amendments have been made and an NDA designation was obtained that reflects our vision for future growth.

Work will begin this summer on Transit-oriented planning using a grant from CCRPC in partnership with ACRPC. The consultant for that project has not yet been selected. There are several opportunities for those planning efforts to complement one another.

Project Organization- The Town will organize a Steering Committee consisting of members of the Planning Commission as well as other interested stakeholders to provide support, guidance and oversight throughout the process. The Office of Planning & Zoning will provide Project Coordination, with Steering Committee meetings occurring as an agenda item at regular Planning Commission (PC) meetings. The Middlebury Infrastructure Committee and Director of Public Works Planning will be closely involved in the development of plan recommendations.

Project Partners- We have an active bike-ped advocacy community in Middlebury that will provide input and participation in this planning process. They support the Bike-Ped Plan because it will help to identify and vet some priority projects for funding. We will attend quarterly meetings of the Walk-Bike Council of Addison County to provide project updates and maintain their support for this project. Their membership includes Addison County Regional Planning, Local Motion, Safe Routes to Schools, VT Dept of Health, and covers several towns.

Other key stakeholders include Tri-Valley Transit, as well as employers like Porter Hospital, Middlebury College, and Addison County Supervisory Union. There will be multiple opportunities to collaborate with these organizations and partner on events such as Walk n' Roll events, the annual Bike Sale, our Animal Shelter's benefit walk, Downtown summer markets, etc. Our Planning Commission is willing to provide assistance performing in-person outreach.

Project Objectives-

The Objectives for this project are outlined below. The selected Consultant can discuss these objectives in greater detail with the Project Coordinator during the preparation of a proposal and contract.

Existing Conditions Analysis. Addison County Regional Planning will assist our consultant with compiling existing transportation data for the plan. Consultant will assess the condition and safety of existing bike-ped infrastructure, review crash data and collect information from Middlebury Police Department.

Project Management. Consultant will maintain regular contact with the Project Coordinator and plan to attend (in-person or remotely) monthly meetings with the Steering Committee throughout the course of the project. Consultant will be the lead facilitator for public meetings.

Public Outreach. Collecting input across a variety of neighborhoods and stakeholders for making a plan that is fair and equitable. A critical component of the Infrastructure Committee's support for this plan is their desire to collect input on safety and connectivity needs from a broad cross section of Town infrastructure users and compile that input into a user-friendly plan document.

- Consultant will work with the Steering Committee to conduct stakeholder interviews and or facilitate stakeholder discussions to engage a broad and representative segment of the population.
- The Steering Committee intends to survey individual neighborhoods and residents. Consultant will assist the Steering Committee to develop an online survey and marketing materials (poster/maps) to support their efforts conducting in-person outreach at neighborhood meetings and other events.
- The consultant will plan and facilitate 2-3 public meetings throughout this process, one of which will be a Selectboard meeting.

Connectivity Maps. The 2020 Downtown Master Plan identified several commonly traveled routes in Downtown in need of safety improvements for bicycles and pedestrians. This plan will contain sidewalk and/or connectivity maps showing the existing bike-ped network and future linkages for the Downtown area and the Town as a whole. These maps should be suitable for use in capital planning, the 2025 Town Plan Update, and in future grant and state-designated area applications.

Project matrix. This project will include a detachable matrix of current and future projects, ranging in size from crosswalk and safety improvements to more comprehensive corridor studies. The matrix will provide tracking details such as what phase of development each project is in and rough estimates of cost. During the planning process, this matrix will be customized according to the needs of the infrastructure committee for their use in capital planning.

Implementation recommendations. This project will identify 3-5 projects selected through the planning process, which emerged as priorities for future funding applications. As our budget allows, these projects will receive concept plans and cost estimates suitable for collecting public input and submitting grant applications. The consultant will also be encouraged to include suggested improvements that can be made to the capital planning process, such as examples from other towns.

Budget and Schedule-

This project will be completed using a \$19,900 Municipal Planning Grant from VT DHCD. The total project budget is \$24,000. We request completion of this project by the end of August.

The Municipal Planning Grant deadline for project completion is **September 30, 2023** and cannot be extended.

Submissions-

<u>Item</u>	<u>Date</u>
RFQ announced	Fri May 5, 2023
Qualifications Due	Fri May 27, 2023
Evaluation of Qualifications	Week of May 29
Interviews (if needed)	June 1 or 2
Consultant Selected	June 5
Develop proposal/contract	Week of June 5
Selectboard Approval	June 13 or 27
Project Kickoff	End of June

Please include the following in your submission:

1. Contact Information and Availability (Proposed Schedule for Completion)
2. Experience & Capabilities- Describe your level of experience with this type of project. Identify the individuals on the project team and include a resume for each member.
3. References and Work Samples- Please provide contact information for three references. Submissions may include links to additional materials, but inclusion of lengthy supporting documents is not encouraged.

Please email a PDF of the submission by 5pm **Friday, May 27, 2023** to Jennifer Murray, Director of Planning & Zoning at jmurray@townofmiddlebury.org

Contact us with any questions. Thank you!

Jennifer Murray, AICP, Director of Planning & Zoning
(802) 458-8010 jmurray@townofmiddlebury.org

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DESCRIPTION OF THE PROBLEM: Because there is a need to better predict and budget for future capital expenses, the city is in the process of locating funding for the development of a long term capital improvement plan and budget. **DESCRIPTION OF THE PLANNING STUDY:** Such a project has the full support of our City Council and the Planning Commission. The study would consider all capital projects, including roads, sidewalks, public facilities (including parks), vehicles and equipment. Given the limitations of the funding available by ACRPC, our request is to seek some portion of funding from you that would cover the planning costs related only to transportation -- namely, roads, sidewalks, vehicles and equipment. The city understands it will need to also invest in this study, and is looking for funding sources that offer a match or percentage of funding. **EXPECTED BENEFITS OF THE PLANNING STUDY:** The development and implementation of a Capital Improvement Program is essential to the sound and cost effective maintenance of the city's infrastructure and capital assets of the community. Our draft objectives are (1) plan our capital improvements with a systematic, organized replacement and acquisition schedule; (2) promote wider community awareness about the planning of projects and reduce the pressure to fund a project which has not been weighed against immediate and long-range community-wide needs; (3) Present to our city council each year an updated Capital Budget listing recommended projects in order of priority. **AMOUNT REQUESTED:** Because the city if invested in this process, we propose the ACRPC consider funding the portion of the study that would be related to transportation - namely roads, sidewalks, vehicles and equipment. This support may come in the form of a match, or a percentage contribution. We anticipate the study could be as much as \$20,000. We understand you are attempting to spread available dollars to a maximum number of communities and appreciate any and all support.

Amount Requested: _____ (Note: We expect to have \$50 to 55,000 available and usually fund 2-3 projects)

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Ron Redmond

Signature of Agency, Organizational, or Municipal Official

Ron Redmond, City Manager

Position / Title

July 14, 2023

Date

manager@vergennes.org or 802-238-5598

Contact Information (Telephone / E-Mail)

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