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TASK 1 - ADMINISTRATION

The Southern Windsor County Regional Planning Commission (SWCRPC) assumes full responsibility for the management of financial reporting and audit tasks directly related to the elements contained in this work program. The SWCRPC staff has experience and knowledge in the administration of contracts at the federal, state and local levels.

Activities

1. Prepare specifications to hire and supervise consultant services as necessary to undertake elements of this work program.
2. Establish and maintain appropriate internal controls, as needed, to monitor the work program activities.
3. Prepare monthly progress reports regarding work program activities, work accomplishments and financial status for submittal to SWCRPC and the Vermont Agency of Transportation (VTrans).
4. Manage the financial record-keeping process to ensure compliance with federal and VTrans requirements.
5. Provide training for administrative staff to ensure compliance with state and federal audit procedures.
6. Conduct an audit of work program expenditures.
7. Formulate FFY 2006 Work Program based upon regional needs and prior work accomplishments.

Products

1. Monthly progress and financial status reports regarding the implementation of work program elements will be submitted to VTrans.
2. Records of all meetings, procurement of equipment and consultant services and work program implementation activities.
3. Monthly billing for reimbursement of eligible expenses relating to the implementation, management and administration of the work program.
4. An audit of FY '05 Work Program expenditures.
5. FFY 2006 Work Program.

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TASK 2 - PUBLIC PARTICIPATION AND COORDINATION

SWCRPC continues to consider public participation as a key element of its transportation planning efforts in the State of Vermont. Establishing effective communication and dialogue will promote sound decision-making at all levels. The Southern Windsor County Transportation Advisory Committee (SWCTAC) as an advisory body will gather input on local and state transportation issues through a public process and make recommendations to the Agency of Transportation. Staff will continue to act as a liaison to towns and VTrans. In addition to facilitation, coordination with VTrans, neighboring regional commissions and local governments will ensure cooperation and reduce duplication of effort. SWCRPC will provide forums to discuss transportation issues. These forums will focus on the relationship between land use planning and transportation, access management, transit, airports, interchange policies, Route 103 corridor, ski country corridor, the statewide transportation construction program, corridor studies, and regulatory issues. The Commission will also assist VTRANS in its statewide Modal Policy Plan and support the agency with updating the Bike/Pedestrian Modal Plan.

Activities

1. Undertake staff training including workshops, attendance at meetings, and review of publications to address work program responsibilities.
2. Coordinate ongoing transportation planning process with VTrans, transportation providers and adjacent RPCs through participation in VTrans sponsored monthly transportation planning meetings, telephone and written communications.
3. Participation in Legislative activities associated with the Transportation Planning Initiative.
4. Assist VTrans with scheduling and facilitating annual community visits.
5. Disseminate information to the public and municipalities regarding the status of work program activities and prepare informational materials (i.e. newsletters and newspaper articles).
6. Develop and implement workshops available to region towns to cover relevant transportation topics.
7. Act as a liaison between towns and VTrans by participating on transportation related task forces and study committees.
8. Participate in the development and implementation of VTrans's Long Range Transportation Plan including modal plans by facilitating public input. Continue to participate in transportation forums such as Transportation Board hearings, public hearings and other transportation related informational forums.
9. Provide staff support and administration for the SWCTAC, including mailings, meeting records, attendance at monthly meeting and SWCTAC correspondence and meeting preparations. Assist in organizing inter-regional TAC meetings in order to fully discuss significant transportation issues and policies.

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10. Assist towns in the provision of regional data and analysis to be used in the development of transportation and land use elements in town plans.
11. Participate in Act 250 hearings on projects that have the potential impacts on the region's transportation system.
12. Assist the Regional Development Corporation and local development groups in analyzing the potential impacts of transportation related decisions on economic development activities, and vice versa.
13. Maintain and update the transportation section of the RPC web page.
14. The SWCRPC will assist VTRANS in developing and implementing a statewide modal planning

Products

1. Improved regional awareness of federal and state transportation programs through compilation and distribution of reports, memos, minutes, presentations, quarterly newsletters, GIS maps, and other communications with local officials, concerned citizens and organizations.
2. Provision of at least 2 informational workshops for both staff and local officials on relevant transportation planning topics.
3. A public participation and oversight committee in the form of the Southern Windsor County Transportation Advisory Committee.
4. Technical assistance to communities for improved decision-making on regional land use and transportation planning issues.
5. Provision of presentation materials to disseminate transportation data to SWCTAC, SWCRPC and the general public.
6. Enhanced public awareness and participation in transportation planning issues including the *Regional Transportation Plan*, and ongoing transportation improvement projects. This includes meetings to solicit public feedback on the Airport, Rail, Bicycle/Pedestrian., and transit components of the Regional Transportation Plan. This will also include involvement in soliciting feedback concerning the Boston-Montreal High Speed Rail Planning & Feasibility Study, as well as the Airport Capital Facilities Program.

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TASK 3 - LONG RANGE TRANSPORTATION PLANNING

Activities included in this task are intended to relate to Vermont's long range transportation system planning and analysis. Activities in this task will assist in implementing the policies and goals of Vermont's Long Range Plan and related documents. Policies and recommendations from the Regional Transportation Plan will be implemented primarily under this task. Through the involvement of the SWCTAC and towns in our region, an updated inventory of transportation needs in the region will be developed to identify safety, maintenance, and transportation needs. The SWCRPC will continue to focus on more fully integrating of transportation planning and land use planning. The Commission will continue to develop the Route 103 Corridor Study, Ski Country Corridor Management Plan, Access Management, Asset Management, Transit Planning and the Regional Transportation and Bike and Pedestrian Plans. In addition to these activities, the SWCRPC will continue to update and develop its GIS system with an emphasis on making GIS materials available on the Commission's website. The SWCRPC will also continue to provide support to Connecticut River Transit by participating in their monthly meetings, participating in the 5310 program, coordinating transit planning and park and ride lot facilities issues with the State of New Hampshire, and working with a consultant to more fully integrate the transit activities amongst providers in the region. The SWCRPC will support VTRANS in promoting access management by providing education to local officials through the use of materials provided by the agency. The Commission will continue with its Bridge and Culvert Inventory program; the towns of Chester and Springfield will be inventoried.

Activities

1. Focused development of GIS transportation data layers for use in needs analysis and project planning.
2. Develop policies for the Towns of Windsor, Weathersfield and Springfield related to the Interchange Plan that can be used in their town plans.
3. The SWCRPC will hold 2 to 3 public hearings on the draft Route 103 Corridor Management Plan. After the hearing process has been completed, the Commission will adopt and make available to the towns and other interested parties copies of the management plan.
4. The SWCRPC will continue to assist Connecticut River Transit with administrative issues, transit planning, citizen participation and other related topics.
5. Work with Connecticut River Transit, Town of Ludlow, Okemo Mountain Resort, VTrans to develop an RFP and hire a consultant to develop a plan to more fully integrate transit service in the region.
6. The Commission will coordinate meetings with interested parties in Vermont and New Hampshire to address the issues of over-crowding at Park and Ride lots at Exits 8 & 9.
7. Attend access management workshop sponsored by VTrans. Continue to develop public outreach program for planning commissions, selectboards, and zoning boards.
8. Work with the SWCTAC/SWCRPC to complete the amendment and adoption of the Regional Transportation Plan.

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9. Work with VTrans officials to develop and distribute educational materials on access management.
10. Work with VTrans officials with its initiative on Asset Management. SWCRPC can assist VTrans with its data requirement, education program for local officials and work with the Agency on legislative issues related to asset management.
11. Continue to develop a process to identify transportation needs in the region. The goal will be to develop a prioritized list of needs across all modes to forward to VTrans when resources are available to incorporate additional projects in the capital program. The list can also be used at the local and regional level to seek funds available through VTrans District offices and other mode-specific sources such as the Airport Capital Facility Fund.
12. Continue work on the "Ski Country" traffic management plan to develop the model and continue with developing mitigation measures and strategies along the Route 103 corridor. Mitigation steps include: the use of Intelligent Transportation System, a coordinated transit system, a marketing plan for alternatives to ski areas, etc. Present the "threshold model" to towns along the corridor. Continue to perform traffic counts with area ski areas and corresponding Regional Planning Commissions.
13. Identify and prioritize NHS and State highway sections for future access management studies.
14. As part of the Ski Country Corridor Study, perform a build-out analysis from the intersection of Routes 103/100 to Routes 103/131.
15. Continue to monitor the usage of the Park & Ride lots at Exits 8 & 9 through the use of a survey mechanism. Discuss with Springfield officials and the DTA for the Springfield area strategies to better identify and market the Exit 7 Park and Ride lot.
16. Participate in the FTA 5310 policy committee. Maintain and facilitate the 5310 stakeholders group in the region and continue to coordinate needs and service provision.
17. Assist towns with a review of zoning bylaws/regulations in the context of transportation planning.
18. Contact local communities to determine if implementation strategies as identified by the RPC have been initiated. This activity will seek assistance from the Vermont Local Roads Program for developing implementation strategies.
19. Inventory bridges and culverts in Chester and Springfield. Download Version 1 of the Bridge and Culvert software and investigate importing existing data into new software system, if feasible. Information will be shared with VCGI.

Products

1. Adopt Route 103 Corridor Management Plan.
2. Expanded transportation GIS database and mapping.
3. Town Plan policies relate to the Interchange Plan.

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4. Adopt Regional Transportation Plan.
5. Prioritized list of transportation needs in the region (intended to address all modes including roads, bridges, bicycle, pedestrian, transit, rail and airports).
6. Hiring of a consultant to develop a plan for a more fully integrated transit system in the region.
7. Better understanding between New Hampshire and Vermont of needs of commuters for additional Park and Ride facilities, especially in New Hampshire.
8. Continue to assist towns in the adoption of access management ordinances in town zoning bylaws/regulations. Conduct 3 to 5 access management outreach informational meetings and continue to assist towns in the adoption of access management ordinances in town zoning bylaws/regulations. A written report, or access management log, describing marketing & educational activities undertaken, public comments, and suggested improvements. This will be submitted to VTrans no later than Sept 30, 2005.
9. Review and revise Regional bike/pedestrian Roadway Plan and Solicit public involvement and feedback by hosting at least one public meeting.
10. Assist in the coordination of public transit planning/implementation with the Transportation Improvement Program.
11. A better understanding of potential increase in average daily traffic, capacity, and mobility along the Route 103 corridor. Meetings will be suggested for the towns of Ludlow, Chester and Cavendish.
12. Provide information on transportation related topics to COASEV and other human service organizations.
13. Continue to work with Vtrans officials on the upgrading of Park and Ride lots at Exits 7, 8 & 9.
14. Survey of usage for Exits 7 & 8.
15. Assist Vtrans with data collection and public education with regards to its Asset Management Program.
16. Inventory of bridges and culverts in Chester and Springfield. Download Version 1 of the Bridge and Culvert software and investigate importing existing data into new software system, if feasible. Information will be shared with VCGI.

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TASK 4 - SHORT RANGE TRANSPORTATION PLANNING

These activities address specific transportation related problems in the region or consist of planning for short range problem issues. Activities under this task will tend to be project specific.

Activities

1. Participate in planning for increased use and availability of passenger and freight rail service in the region. Assist the State of Vermont by attending Rail Council meetings. Work with VTrans in the implementation of its Rail Capital Investment Policy Plan.
2. Work with the Hartness State Airport FBO, Springfield Regional Development Corporation and other organizations to promote the use of the airport and to help implement improvements to the airport that are identified through the process used by the Aviation Council.
3. Conduct traffic counts in support of specific transportation projects and at the request of towns. Continue to conduct traffic and turning movement counts at regional sites and produce a report comparing the data with past traffic count data.
4. Assist towns with the implementation of transportation improvements that have been funded through Downtown Infrastructure Program for designated downtowns.
5. Continue to conduct Road Safety Audit Reviews (RSAR) at mutually agreed upon locations in the regions.
6. Perform RSMS for the Towns of Chester, Baltimore and Windsor.
7. Review and evaluate VTrans Capital Construction projects to ensure conformity to Regional Plan.
8. Provide testimony and other forms of assistance to the legislature in the form of testimony and general information.
9. Conduct feasibility studies related to specific problems or town requests.

Products

1. Increase awareness of the Green Mountain Railroad line and related rail issues.
2. Increased marketing of the Hartness State Airport.
3. Updated traffic count information at selected sites through coordination with VTrans.
4. Assistance to towns in the development of application materials for the Downtown Infrastructure Program.
5. A road safety audit (RSAR) at an agreed upon location.

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6. RSMS inventory for the Towns of Chester and Windsor. Assist towns with implementation of RSMS in local road planning/budgeting.
7. A letter determining the conformity of the region's Capital Construction projects to the Regional Plan.
8. Testify before the Senate and House Transportation Committees.
9. Determining the data needs and begin the data collection in order to prepare the analysis of unmet needs for special services transportation.

TASK 5 - PROJECT DEVELOPMENT PLANNING

This task includes activities emphasizing project level planning for projects that are within the VTrans project development process. Specific tasks include: solicitation of public perceptions about specific project needs and desired outcomes, assistance in developing purpose and need statements for projects, feasibility and location studies, cost/benefit analysis, conceptual design, project alternative analysis and preparation of related historical and environmental studies. RPC staff will also coordinate with VTrans scoping teams to gather public input, coordinate meetings with towns and TAC representative regarding projects in scoping.

In addition to projects in the VTrans Capital program, this task includes work with Towns in support of applications for other funding available from the state (e.g. Class 2 Major Collector rehabilitation program, Class 2 Paving, Bridge and Culvert, etc.). Assistance will also be provided to towns seeking to apply for funding through other transportation grant programs such as: Transportation Enhancements, Local Transportation Facilities, Scenic Byways and others. Assistance will also be provided to towns who have received LTF, enhancement and byway's grants in the areas of pre-contract administration and other areas of Technical Advice prior to project initiation.

Activities

1. Monitor ongoing transportation projects through attendance at 502 hearings, informational meetings, project Scoping and Project Definition Team meetings.
2. Assist towns in participation in VTrans grant programs including Bicycle and Pedestrian Program (LTF), Public Lands Highways, Enhancement program, Scenic Byways programs and other state aid programs.
3. Serve on the Transportation Enhancement Selection Committee.
4. Assist towns that are awarded grants with all pre-contract administration work.
5. Evaluate Capital Program projects in the region to determine conformance with the Regional Plan. The RPC will also consult with local communities on local conformance issues.

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Products

1. Improved communication between towns and VTrans on transportation projects.
2. Conceptual alignment analyses of bicycle and/or pedestrian projects to support applications to either the Local Transportation Facilities program or the Transportation Enhancements program.
3. The successful award of enhancement grants
4. Regional representation at PDT and Scoping meetings.
5. Successful town/region applications for VTrans funding programs
6. Review and selection of projects for the Enhancement Program.

TASK 6 - SCENERY PRESERVATION COUNCIL

SWCRPC and its subcontractor will provide staff support to the council and act as a liaison between the Federal AOT, VTrans, RPCs, towns and non-profit organizations participating in the Scenic Byways Program. The priorities in FY 2004 for the Scenery Preservation Council will be to assist towns with: informing parties of the program, assisting parties with the application process, assisting the SPC with reviewing applications assisting the Connecticut River and Lake Champlain byways programs. The staff will also participate in the summer study committee on telecommunications facilities issues. The staff, with SPC assistance, will develop a brochure and website. Other activities include working with the legislators and appropriate state agencies on sign issues. Staff will also attend the biannual national scenic byways conference.

In addition to these tasks SWCRPC and its subcontractor will assist AOT in developing a comprehensive education program to inform towns and organizations about the program and to seek strategies to broaden the outreach of the scenic byways program. SWCRPC will assist the Connecticut River and the Lake Champlain Byway's Program with their initiatives. Activities under this task will be performed in accordance with the proposed work program that will be submitted to the Scenery Preservation Council at its August meeting.

Activities

1. Work with State agencies on the Scenic Byways program.
2. Create semi-annual newsletters.
3. Maintain the website.
4. Coordinate National Scenic Byway application process.
5. Co-ordinate meetings of the Scenery Preservation Council.

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6. Work closely with the tourism, agriculture, arts, natural resource and chambers of commerce.
7. Participate in the summer study committee on telecommunication facilities.

Products

1. Staff assistance to the Scenery Preservation Council.
2. Newsletters.
3. Educational materials.
4. Distribute minutes, agenda, etc. of monthly SPC meetings.
5. Participation in regional conferences.
6. Analysis of the role of the Scenery Preservation Council in the regulating process.
7. Greater awareness by the Agency of Commerce & Community Development (ACCD) joint partners of the activities of the Scenery Preservation Council.

Approved:

Thomas Kennedy, Executive Director
Southern Windsor County RPC

Date:_____