



# GEORGIA VERMONT

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## Planning Commission Meeting Tuesday, April 23, 2024 at 6:30 PM Chris Letourneau Meeting Room and via Zoom Agenda

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### Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

Dial by your Location: 1 929 205 6099 (New York)

1. **CALL TO ORDER - 6:30 PM**
2. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
3. **DISCUSSION**
  - A. Town Plan Analysis, by Section
  - B.** Bike and Pedestrian Path Grant
4. **APPROVAL OF MINUTES**
  - A.** Planning Meeting Minutes: April 9, 2024
5. **PLAN NEXT MEETING AGENDA**
  - A. Planning Meeting: May 14, 2024
6. **OTHER BUSINESS**
7. **DELIBERATIONS**
8. **ADJOURN**

Posted to the Town website, four designated places within the Town of Georgia (Town Clerk's Office, Georgia Public Library, Maplefields & Georgia Market), and e-mailed to the local media.

Signed: Douglas Bergstrom, Zoning Administrator, Planning Coordinator

Phone: 802-524-3524 | Fax: 802-524-3543 | Website: [townofgeorgia.com](http://townofgeorgia.com)

# Bicycle and Pedestrian Program



## 2024 Federal Aid Bicycle and Pedestrian Grant Program Guide

Application Deadline: **June 14, 2024**

For additional information, see the [Program Website](#).

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## Overview

The intent of the VTrans Bicycle and Pedestrian Program is to improve access and safety for people walking and bicycling through the planning, design and construction of infrastructure projects. This is in direct support of the Agency of Transportation's [Bicycle and Pedestrian Strategic Plan 2021](#), Objective #1: Fund, promote, and implement appropriate infrastructure which will encourage people to walk or bike. The Bike/Ped Program is administered within the VTrans Municipal Assistance Section (MAS).

This 2024 grant cycle is being supplemented with additional Carbon Reduction Program (CRP) funding provided through the Infrastructure Investment and Jobs Act (IIJA). The purpose of the CRP is to support State Departments of Transportation with the development of Carbon Reduction Strategies (CRS) and the funding of projects designed to reduce transportation emissions. VTrans recommendations for implementation of CRP funds were identified and prioritized based on cost-effectiveness, co-benefits, public support, alignment with other plans, and immediate need and opportunity. Those recommendations included: Bicycle and pedestrian projects, including Complete Streets, shared-use paths, bike lanes, and sidewalks, prioritized within designated smart growth locations (town and village centers).

### The Bike/Ped Program provides funding for two types of projects:

- 1) Scoping study for a project that has not yet been evaluated (Scoping)
- 2) Design and Construction of a project using Federal funds (Design/Construction or Additional Funding)

## Grant Preparation Instructions

1. **Read the Overview** to ensure that your project is eligible for a VTrans Bike/Ped Program grant.
2. **Complete the Project Application** based on the type of project for which you are applying (Scoping, Design/Construction, Additional Funding) through the [Online Application](#) link.
3. **Include a clearly annotated map** (example provided in Attachment E) with the following information:
  - a. Clearly shows the limits of the proposed project and how it connects to existing bicycling or walking facilities. Identify new vs. reconstructed facilities.
  - b. Identifies prominent features and/or destinations.
  - c. Includes route numbers and/or road names.
  - d. Shows any state designated centers.
  - e. Other pertinent information can be included if the map remains legible. Photos are not required, but if included should be of decent quality, clearly labeled, and easily interpreted.
4. **Include the selection criteria through the [Online Application](#) Link**, answering the appropriate questions for the project type you are applying for: Scoping, Design/Construction, Additional Funding.
5. **Include a current statement of support from the local Regional Planning Commission (RPC)**, confirming they concur with the application. *Ensure you leave enough time for their review, prior to*

the application deadline (minimum of 3 weeks.) See Attachment C for contact information for the RPC in your area.

- 6. **Include a current letter of support from the governing body of the applicant organization.** The letter should also include an acknowledgement and source of the local match, as well as commitment to future maintenance responsibility for construction projects.
- 7. Depending on the project type, the following materials are required.
  - a. **For construction projects,** include backup detail for the proposed construction costs, in the form of an engineer’s cost estimate, if available. Backup must match the construction cost included in the application or you must provide an explanation of the difference.
  - b. **For construction projects located in or adjacent to a State Highway Right-of-way,** coordination with the District Transportation Administrator (DTA) is required. Include a copy of your correspondence and any comments received from the DTA. The DTA oversees maintenance of the State Highway System in their district. See Attachment D for DTA contact information.
  - c. **If planning documents or scoping studies are used as references,** it is preferred to include appropriate pages only, and clearly identify where the reader should look (for example, “see highlighted section on page 34 of the attached town plan”).

## Web-Based Training

Applicants are strongly encouraged to attend the training session that will review the grant application requirements and the project development process.

The training will be offered via a live web-based format on **May 15, 2024 - 10 AM to 11:30 AM.** To attend the webinar click the “Join the meeting now” link below or call the telephone number:

### [Join the meeting now](#)

Meeting ID: 210 030 781 25

Passcode: GX9asv

### **Dial-in by phone**

[+1 802-828-7667,,165233053#](#) United States, Montpelier

[Find a local number](#)

Phone conference ID: 165 233 053#

Applicants without an internet connection may access the training via phone by calling the number noted above. If you have never used MS Teams, you may be prompted to download some software. Please plan to join the meeting a little bit early to make sure you work out any technical issues. No RSVP is required.

## VIEW WEBINAR POWERPOINT SLIDES

The PowerPoint from the training will be available shortly after the session on the [VTrans Bike/Ped Program web page](#). Please also check the site periodically for any program updates.

## Grant Program Timeline

Applicants to the 2024 Bicycle and Pedestrian Grant Program can expect the following timeline for this year's grant cycle.

- April 17– Schedule, program guide and materials available online
- May 15 – Program Guidelines and Application Webinar
- June 14 – Applications due to VTrans
- Late June/Early July – Selection Committee meets
- Late August – Notification to all applicants
- October – Grant agreements in place/project work commences

### A. ELIGIBLE APPLICANTS & PROJECTS

Eligible applicants to the Bike/Ped Program include the following:

- a local government
- a transit agency (VT non-profit rural transit providers have been deemed eligible)
- a school district or school
- a regional planning commission (Scoping projects only)

As part of the project development process, successful applicants will be required to sign a grant agreement that commits them to financial responsibility for the local share and for maintenance responsibility for completed construction projects. For scoping studies, the agreement will be for financial responsibility only.

Projects may be combinations of any of the following facilities:

- Bicycle lanes (on-road facility delineated with pavement markings and signs)
- Shoulders (generally a minimum of 3-feet wide to accommodate bicyclists)
- Sidewalks
- Pedestrian crossing improvements, including median pedestrian refuge islands and bulb outs
- Pedestrian or bicycle intersection signals
- Improvements that address requirements of the Americans with Disabilities Act
- Shared-use paths (designed for use by both bicyclists and pedestrians)

Applications may be for construction of new facilities, reconstruction of existing infrastructure to meet current design standards, or a combination of both. Projects that consist of a redundant facility (e.g. a sidewalk on one side of a street that already has a sidewalk) must include good rationale for the proposed facility. However, projects that consist solely of preventive maintenance (e.g. repaving an existing shared use path) are not eligible. Design and cost estimating resources are linked from the VTrans Bike/Ped program page at <https://vtrans.vermont.gov/highway/local-projects/bike-ped/resources>.

Projects that do not have a transportation purpose are not eligible for this funding. One of the prime considerations of eligibility of a project is that it has “independent utility”. Generally, “independent utility” means that, as a standalone project, there are clear and logical origins and destinations served by the facility. Examples of ineligible projects include loop trails for fitness, seasonal facilities (i.e. not open in winter), or facilities that do not serve population centers and destinations.

**For any of the eligible facility types listed, applicants may apply for up to two project types (e.g. one scoping and one design/construction).** More details on each type of application, including selection criteria, is provided in the appropriate section of this guide.

### Scoping Studies

Scoping Studies are for a project that has not yet been evaluated to look at different alternatives, assess right-of-way and environmental impacts, and develop realistic cost estimates. Scoping Studies help define projects, generate public support, and provide more confidence that a project will be successfully completed. A Scoping Study may be used to apply for subsequent rounds of design and construction funding.

Activities of a scoping study include:

- Defining the purpose and need of the project;
- Identifying potential impacts on the environmental resources in preparation for a National Environmental Protection Act (NEPA) clearance;
- Initial review of potential right-of-way needs;
- Selecting preferred alternative solutions or phased projects; and
- Estimating project management, design, and construction costs.

Scoping Study applicants in Chittenden County:

Since Chittenden County is designated a Metropolitan Planning Organization, they have access to funding for scoping studies. It is recommended that Chittenden County municipalities apply to the Chittenden County Regional Planning Commission (CCRPC) for scoping study funding before applying under the VTrans Bike/Ped program.

### Design/Construction Projects

Projects applied for under this category will move a concept through the design, permitting and right-of-way process to advance to construction. The Bike/Ped Program does not fund design only projects. Eligible costs for Design/Construction projects include project management and administration, engineering and permitting, right-of-way acquisition, construction, and construction inspection.

### Additional Funding

A sub-category of design/construction projects is a request for additional funding for an existing MAS project. **Requests for funding under this category must be for projects that have a VTrans right-of-way clearance certificate and are in the process of developing contract plans and bid documents.**

## **B. AVAILABLE FUNDING AND FINANCIAL RESPONSIBILITY**

### Scoping Project

**Project Budget** - The cost for scoping studies varies depending on the complexity and geographic extent of the project. Generally, scoping studies cost between \$40K - \$60K. The costs for administration of a scoping study would also be eligible for reimbursement. The recommended minimum request, including MPM costs, is \$40k. Applications for costs higher than \$60K must include justification of the additional expense. If you are unsure what the cost of a scoping study should be, please consult with VTrans. See Attachment A for the typical outline of a scoping study.

**Project Match Requirements** – The 20% local match will be a cash match and project applicants should indicate their ability to contribute at least this much to the project. In-kind match on scoping projects is not allowed, but the value of administrative time on the project may be charged to the project.

The required local match may also be comprised of funds provided to the Municipality under the revenue loss provisions of State and Local Fiscal Recovery/American Rescue Plan Act (SLFR/ARPA) (31 C.F.R. § 35). It is the Municipalities' sole responsibility to track expenditures and ensure compliance with United States Department of the Treasury (Treasury Department) rules and restrictions associated with SLFR/ARPA funds. Municipalities will need to certify when SLFR/ARPA funds are used as a local match that they are being used in accordance with all applicable Treasury Department rules and restrictions.

**Reimbursement** – The Bike/Ped Program is a reimbursement program. Applicants submit invoices for completed work and the Agency pays the Federal share of the total. For scoping, 80% of eligible project costs will be reimbursed up to the award amount. Applicants will be required to assume the remaining 20% of all costs incurred as the required local share plus 100% of any additional funding above the grant amount necessary to complete the project.



**Project Timeline** – It is expected that scoping studies will be completed within two years of executing the grant agreement.

*Design/Construction Project*

To be eligible for funding in the Design/Construction category, projects must have a completed scoping/feasibility study that conforms to the outline of a scoping study as detailed in Attachment A, or equivalent. If a scoping study has not been completed, but design/construction funding is still being sought, contact VTrans to clarify what backup material must be provided.

**Project Budget** - For Design/Construction projects, the project budget must account for all expected costs as described below. Project budgets that indicate costs for administration, engineering or construction inspection significantly lower than the typical percentage must include an explanation for this variance.

1. Project Administration, Engineering, Municipal Project Manager (MPM) – This includes the cost of hiring an MPM to oversee the development of the project all the way through construction. A professional design engineer will develop project plans, which generally includes securing any needed environmental permits, identifying any right of way needs, coordinating with utility companies, seeking public input and developing a set of contract documents that can be put out to bid. Engineers also evaluate the bids and are available for design questions during construction. Historical data shows that project administration, engineering and MPM costs combined are typically around 25% of construction. Please note that for relatively small construction projects, the engineering cost will be a larger percentage of the construction cost. A minimum engineering cost, regardless of project size, is in the range of \$40K to \$60K.
2. Right of Way - Cost of appraisals, property owner compensation and associated legal fees. A minimum recommended amount for this phase is \$5000, even if the project appears to be completely in a town or state right-of-way.
3. Construction – Applicants should use the cost estimate that is part of their completed scoping or feasibility study and use an inflation factor if that has not been incorporated in the estimate. Provide detailed backup for construction costs, not just totals or per foot costs.
4. Construction Inspection – Project applicants are required to provide oversight of the contractor to ensure that the project is built as designed and that all materials meet certification and testing requirements. The cost of hiring a construction inspection professional is an eligible project cost. For budgeting purposes, construction inspection is generally 15% of the construction cost.

**Partial Funding** – One option for larger projects is to provide options for partial funding. If an applicant is willing to accept partial funding by reducing the limits of a project, enough detail must be provided to support the reduced project. This would include estimates for all project budget elements as noted above. Note that projects receiving partial funding must still meet the requirement of having independent utility as described in section A. of this guide. Applicants should indicate the limits of the partial funding project on the main project map or provide a separate map to illustrate this. See the example of proper partial funding documentation in Attachment F.

**Project Match Requirements** - The funding share for design/construction projects is 80% Federal and 20% Local. The local match is generally a cash match and project applicants should indicate their ability to contribute at least this much to the project. Generally, other federal funds may not be used as match. Some applicants assume that their time spent on administering the project will count as “in kind” match for the project. In-kind only applies to VTrans-approved donations of eligible services or materials towards a project. Local officials spending time on the project can be reimbursed for their time, but it is not considered “in-kind”. All in-kind donations must be approved by VTrans in advance after a project has been selected.

The required local match may also be comprised of funds provided to the Municipality under the revenue loss provisions of State and Local Fiscal Recovery/American Rescue Plan Act (SLFR/ARPA) (31 C.F.R. § 35). It is the Municipalities’ sole responsibility to track expenditures and ensure compliance with United States Department of the Treasury (Treasury Department) rules and restrictions associated with SLFR/ARPA funds. Municipalities will need to certify when SLFR/ARPA funds are used as a local match that they are being used in accordance with all applicable Treasury Department rules and restrictions.

**Reimbursement** – The Bike/Ped Program is a reimbursement program. Applicants submit invoices for completed work and the Agency pays the federal share of the total. For the federally funded construction projects, eighty percent (80%) of the eligible project costs will be paid for with federal transportation funds up to the award amount. Applicants will be required to assume the remaining 20% of all costs incurred as the required local share plus 100% of any additional funding above the grant amount necessary to complete the project.

**Audit Requirements** – Applicants are responsible for complying with the Single Audit Act for the period during which their Grant Agreement is open. This requires an annual reporting of financial information.

**Construction by Local Forces** – For Federally funded projects, work by a municipality (where municipal services and labor are used instead of contracting) is called *Force Account Work*. FHWA is clear that this is meant to be approved only in exceptional cases. If an applicant wishes to use Force Account Work, they must present justification and seek approval from VTrans (after being awarded a project.) This would be required even when an applicant proposes completing a small amount of work to offset their match requirements for the project. Generally, FHWA requires that construction work be bid competitively.

**Municipal Assistance Guidebook** – All Federally funded projects are developed in accordance with the Municipal Assistance Guidebook for Locally Managed Projects. This guidebook can be found at: <http://vtrans.vermont.gov/highway/local-projects>.

**Project Timeline** – Federally funded design/construction projects generally take 3 – 5 years to complete (see Attachment B – Sample schedule for more detail).

## Evaluation Criteria & Response Templates

Applicants may submit projects under any category for consideration in the Bike/Ped Program (separate applications required, one per category) through the [Online Application](#) link.

The selection process will be based on the thoroughness and strength of the information provided in the project application and supporting materials, responses to the selection criteria and an assessment of project feasibility. Successful applicants will be notified late summer of 2024.

Projects that include facilities for pedestrians should consider how they are consistent with the Federal Highway Administration (FHWA) Safe Transportation for Every Pedestrian (STEP) initiative. Information on the STEP program is located here - [https://safety.fhwa.dot.gov/ped\\_bike/step/resources/](https://safety.fhwa.dot.gov/ped_bike/step/resources/).

### A. SCOPING PROJECTS

- 1. Community Need—15 Points:** How does the project to be scoped contribute to the community bicycling or walking network? How does the project contribute to ongoing local placemaking or economic development initiatives? Include a description of the type of facility (i.e. sidewalk, bike lanes, shared-use path) to be studied and key origins and destinations to be served. Provide justification for study requests that exceed \$60,000.

**11-15 Points** – Project is an important part of a pedestrian or bicycling network and serves obvious bike/ped generators and/or the project includes measures identified in the [FHWA STEP](#) initiative.

**6-10 Points** – Project is in an area of low land use density or not clearly contributing to a local network.

**0-5 Points** – Unclear how proposed facility contributes to a network or solves a safety problem.

## B. DESIGN/CONSTRUCTION PROJECTS

- 1. Community Need—25 Points:** How does the proposed project contribute to an existing or planned bicycle and/or pedestrian network? If the proposed project is a sidewalk along a street that already has a sidewalk, explain why the redundant facility is needed. What destinations or populations are served? What walking and/or bicycling access or safety problem are you trying to solve? Include details of how you estimated the peak usage number.

**16-25 Points** – Project is an important part of a pedestrian or bicycling network and serves obvious bike/ped generators and/or the project includes measures identified in the [FHWA STEP](#) initiative. Clear explanation of peak usage estimate for greenhouse gas emission reduction goal.

**6-15 Points** – Project is in an area of low land use density or not clearly contributing to a local network.

**0-5 Points** – Unclear how proposed facility contributes to a network or solves a safety problem.

- 2. Economic Development—10 Points:** How does the project contribute to broad local community and economic development goals? How does the project contribute to ongoing local placemaking or economic development initiatives?

**6-10 Points** – Specific references to community planning or economic development documents that support the project.

**0-5 Points** – Vague or non-existent references to community planning or economic development documents that support the project.

- 3. Well-supported budget —20 points:** How were the project costs developed? Are all required project elements (admin, engineering, construction, inspection) adequately budgeted for? Be sure to include backup documentation for project costs. Include reasonable contingency for inflation over the life of the project.

**11-20 Points** – Cost is well documented/detailed and consistent with bid history on similar projects.

**0-10 Points** – Cost is significantly less than similar projects, no detail provided or missing costs.

4. **Complexity—10 points:** What complexities does your proposed project have and how do you plan to address them? Response must address need for right of way, anticipated permitting, natural resource constraints or identified cultural resource (historic or archaeological) impacts anticipated for the project. If a scoping or planning report is attached, please highlight or reference the applicable sections.

**6-10 Points** – Fewer complexities, or for thorough identification of multiple complexities and specific efforts taken to address them.

**0-5 Points** – Complexities include ROW acquisition, significant permitting challenges, design constraints, significant structural components such as bridges or retaining walls, etc.

5. **Project coordination – 5 points:** To your knowledge, are there other state or local projects in the same area that might impact the project timeline and schedule for completion? Is the project on a state-maintained route? Is the funding being used for elements of a larger project funded through other sources?

**3-5 Points** – No conflicting projects.

**0-2 Points** – Several conflicts or coordination needs.

6. **Equity—10 Points:** How does your project directly address the needs of more vulnerable populations, specifically the needs of children, older persons, people with mobility challenges and low- or moderate-income households? What outreach was performed to include disadvantaged communities, especially low income, BIPOC, people with disabilities and others, in the planning of this project. The [VTrans Equity Framework mapping tool](#) is available as a resource.

**6-10 Points** – Project that provides direct access to a vulnerable population e.g. a sidewalk from an underserved community, a senior center, or community center to a downtown or clear documentation of outreach to disadvantaged populations.

**1-5 Points** – Equity is only addressed in broad terms.

**0 Points** – Equity not addressed.

7. **Multi-modal potential –5 points:** How does your proposed project coordinate with other modes of transportation? Will it improve walking or bicycling access to transit, rail service or park and ride facilities?

**5 Points** – Projects that provide direct access to another transportation mode e.g. a sidewalk that connects directly to a transit stop or park and ride.

**0-4 Points** – Project is part of a larger plan to connect to another transportation mode in the near future.

**8. State designated centers —5 points:** Is the proposed project within a state designated center?

**5 Points** – Project is contained primarily within a state designated center (such as downtowns, villages, or neighborhood growth centers recognized by the Vermont Department of Housing and Community Development).

**0-4 Points** – Project leads to, but is not primarily within, a state designated center.

*Designated centers can be confirmed on the state Planning Atlas - <http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas>.*

**9. Project Management—10 Points:** Describe your plan for keeping this project moving forward. What management practices do you now have, or plan to put in place, to successfully administer the project from design through construction? Who will manage the project (municipal staff, RPC or other)?

**6-10 Points** – Plan outlined for managing the project, including adequate or additional staffing.

**0-5 Points** – Vague or ill-defined management plan.

**C. ADDITIONAL FUNDING FOR EXISTING FEDERALLY FUNDED PROJECTS**

**1. Project Funding Need – 20 Points:** Describe the situation that led to the need to apply for additional funds.

**11-20 Points** – Presents valid unforeseeable causes of budget increases – e.g. permitting requirements, changes to scope.

**0-10 Points** – Poor management of the project or inadequate initial funding request as the reasons for additional funding need.

**2. Funding Documentation – 10 Points:** Provide any explanatory text regarding documentation of the project budget shortfall. Please attach the Additional Funding Worksheet (example provided as Appendix G) and any other documentation to support project costs being presented.

**6-10 Points** – Presents clear historical and future funding outline utilizing the attached worksheet.

**0-5 Points** – Presents historical and future funding outline in alternate format, or information presented is incomplete or unclear.

## Application Submission Instructions

Applicants may submit applications for a scoping project and a construction project. If more than one application is submitted, please indicate which project is a priority. If applying for more than one project, separate applications must be submitted for each project.

Address all questions and criteria as concisely as possible. If you are unsure of any question or criteria, please contact Peter Pochop, VTrans Bicycle and Pedestrian Project Manager at 802 477-3123 or [peter.pochop@vermont.gov](mailto:peter.pochop@vermont.gov).

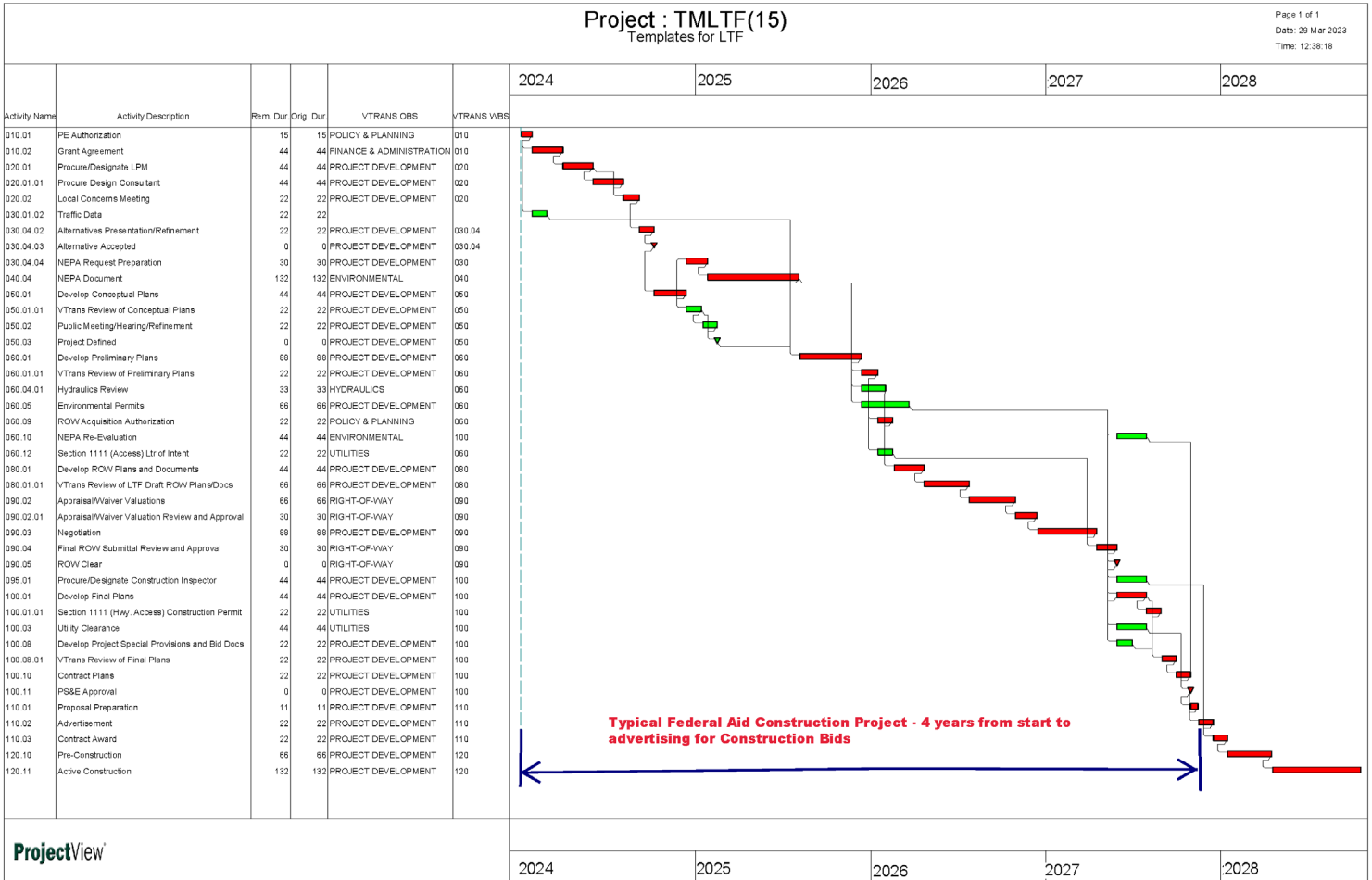
1. **Review your package for completeness and accuracy.**
  
2. **Submit application electronically:**
  - a. **Applications are required to be submitted electronically through the [Online Application](#) link. Questions can be addressed to Peter Pochop at [peter.pochop@vermont.gov](mailto:peter.pochop@vermont.gov) and/or 802-477-3123.**
    - i. Application names shall include the name of the applicant (e.g. Rutland City, Barre Town, Main St Middle School).
    - ii. Please provide all of the supporting information (e.g. maps, plan excerpts, etc. through the [Online Application](#) link.
    - iii. Applicants should alert Peter Pochop at [peter.pochop@vermont.gov](mailto:peter.pochop@vermont.gov) of their application with adequate lead time to make sure that the [Online Application](#) is received on time.
  
3. **All applications and supporting documentation must be received by June 14, 2024.** A confirmation email will be provided to all applicants. Applications submitted after the deadline will not be eligible for consideration.

**Attachment A:  
Recommended Format for Bicycle & Pedestrian Facility Scoping Study**

- Purpose and Need of the Project
- Project Area and Existing Conditions
- Each Alternate Should Define:
  - Right of Way Impacts
  - Utility Impacts
  - Natural & Cultural Resource Impacts
  - Preliminary Project Cost Estimate
  - Future Maintenance
- Public Involvement
- Compatibility with Planning Efforts
- Project Timeline
- Viability

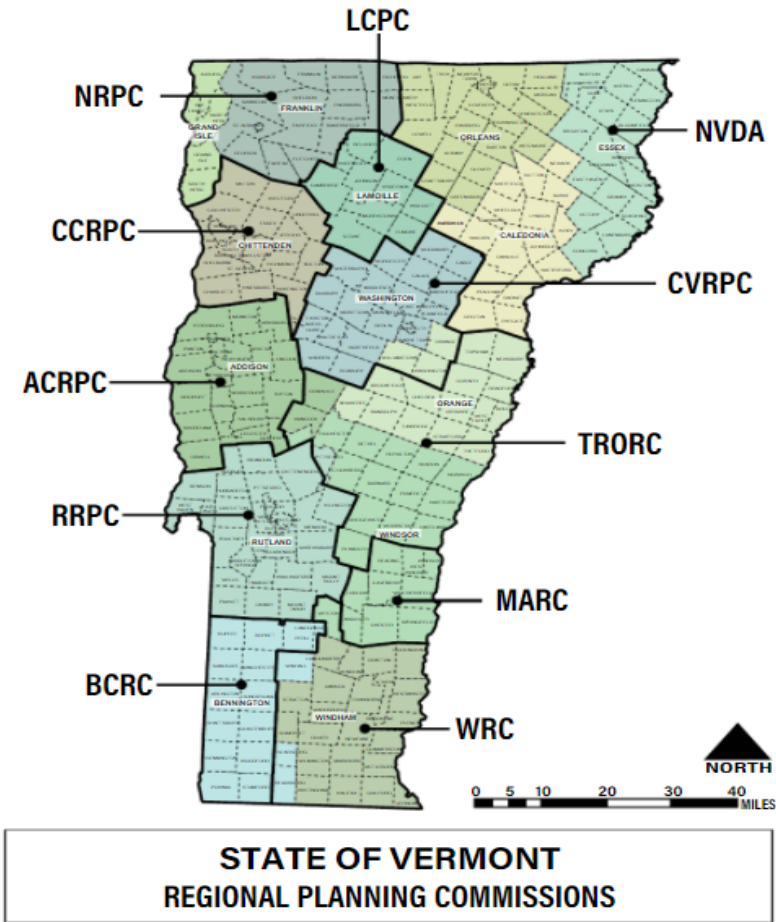


## Attachment B: Sample Schedule for a Design/Construction Project



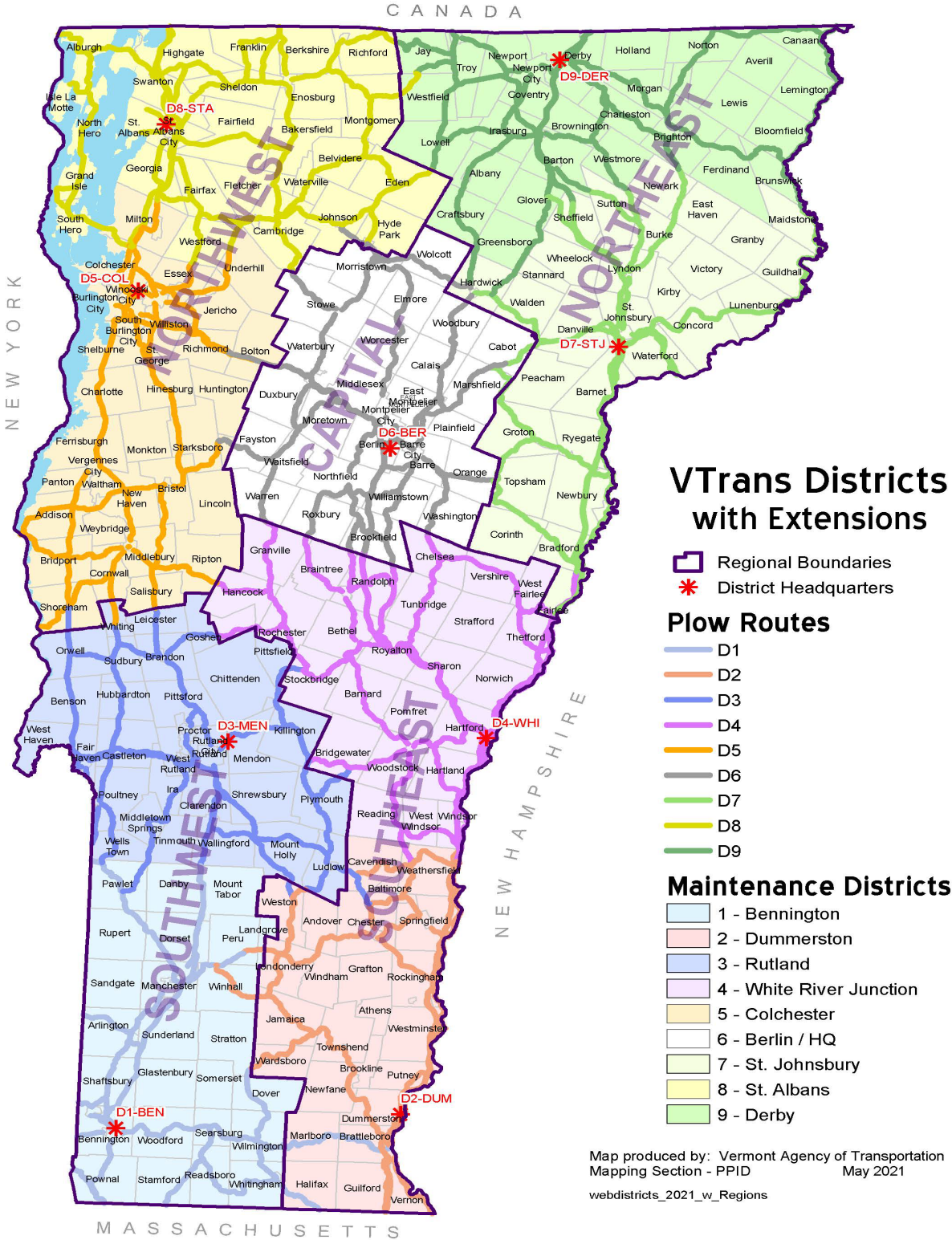
### Attachment C: Regional Planning Commissions

Vermont’s Regional Planning Commissions are important resources for VTrans Bike/Ped Program applicants. It is important to obtain a letter of support from the Commission that represents your region of the State. Contact the Transportation Planners at the numbers listed below. For more information, go to the Vermont Association of Planning and Development Agencies website at: <https://www.vapda.org/>



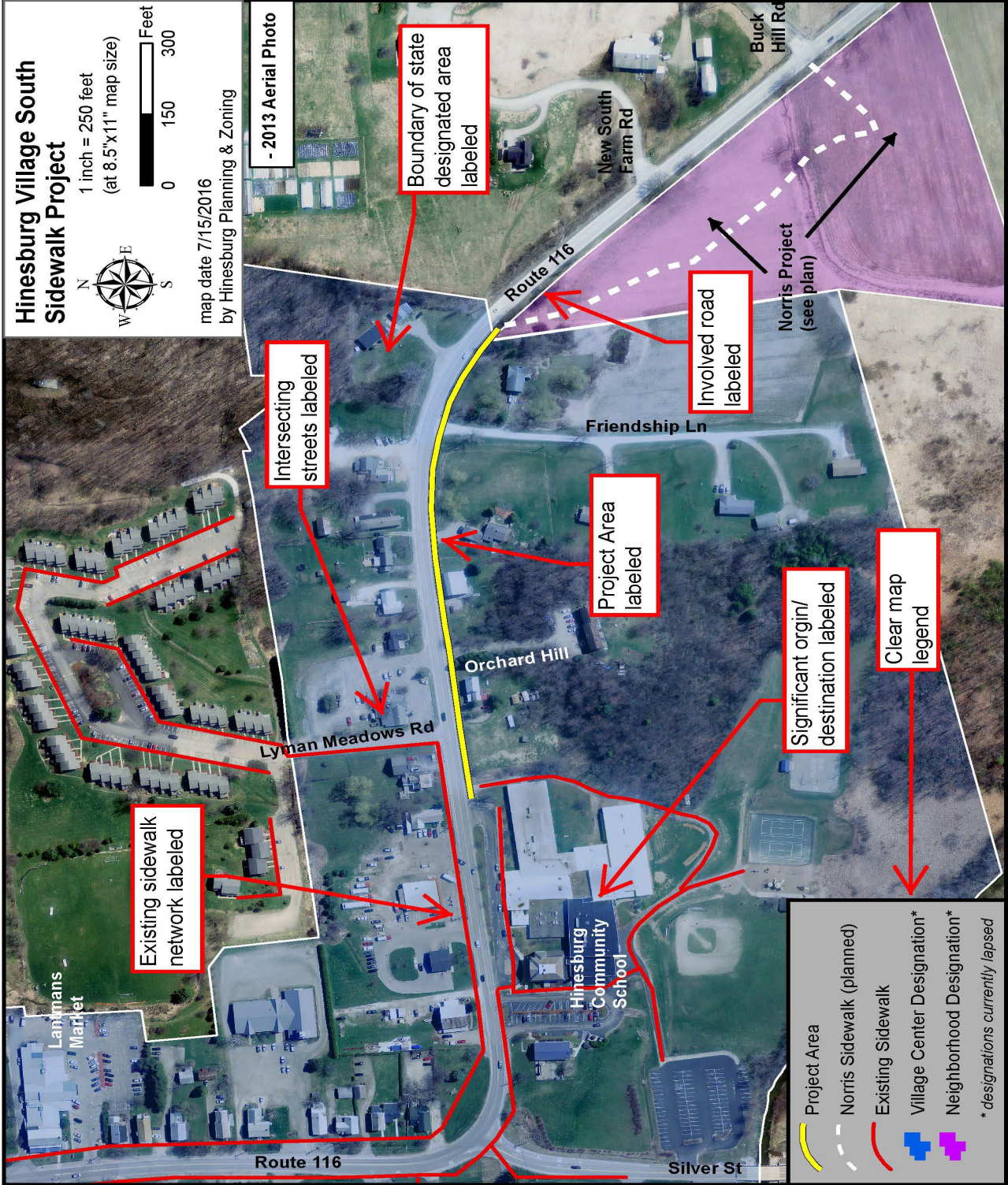
Addison County Regional Planning Commission	(802) 388-3141
Bennington County Regional Commission	(802) 442-0713
Central Vermont Regional Planning Commission	(802) 229-0389
Chittenden County Regional Planning Commission	(802) 846-4490
Lamoille County Planning Commission	(802) 888-4548
Northeastern Vermont Development Association	(802) 748-5181
Northwest Regional Planning Commission	(802) 524-5958
Rutland Regional Planning Commission	(802) 775-0871
Mount Ascutney Regional Commission	(802) 674-9201
Two Rivers-Ottauquechee Regional Commission	(802) 457-3188
Windham Regional Commission	(802) 257-4547

### Attachment D: District Transportation Administrators



Contact info can be found at: <https://vtrans.vermont.gov/operations/districts>

Attachment E:  
Example Map



### Attachment F: Example Partial Funding Worksheet

Applicant Name: Town of Anytown *Fill in applicant name*  
 Project Title: D St. Sidewalk *Fill in project title to match rest of application*

**Full Project Funding**

Description: 2000 Feet of Sidewalk from A St. to C St. *Describe full project with length and geographic identifiers*

Municipal Project Management	\$50,000
Engineering	\$80,000
ROW estimate	\$10,000
Construction	\$500,000
Construction Inspection	\$75,000

*Include all components of total project cost*

*Note: Construction estimate should have adequate backup documentation*

**Total for Full Project** **\$715,000** *This will total automatically based on input above*

**Partial Project Funding**

Description: 1500 Feet of Sidewalk from A St. to B St. *Describe partial project with length and geographic identifiers*

Municipal Project Management	\$35,000
Engineering	\$45,000
ROW estimate	\$8,000
Construction	\$300,000
Construction Inspection	\$50,000

*Include all components of total project cost*

*Note: Construction estimate should have adequate backup documentation*

**Total for Partial Funding Project** **\$438,000** *This will total automatically based on input above*

Attachment G:  
Example Additional Funding Worksheet

Applicant Name: Town of Anytown  
Project Title: D St. Sidewalk

*Fill in applicant name*  
*Fill in project title to match rest of application*

Determining Make Up Funding for an Existing Project

Original Award (including Local share)	\$650,000
Engineering Expenses to Date	\$50,000
Project Management Expenses to Date	\$25,000
ROW expenses to Date	\$10,000

*Fill in fields in the table based on the descriptions to the left.*

Amount Remaining from original award \$565,000

*This will total automatically based on input above*

Balance of Engineering contract to be billed	\$20,000
Balance of Project Management to end of project	\$15,000
Balance of ROW expenses anticipated	\$5,000
Estimated Construction Cost	\$525,000
Estimated Construction Inspection Cost	\$50,000

*Fill in fields in the table based on the descriptions to the left.*

Total Cost to Complete Project \$615,000

*This will total automatically based on input above*

Amount Remaining in Grant Award (or deficit)	<b>(\$50,000)</b>
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*This will total automatically based on input above - if figure shows up in parenthesis and red, then that is a shortfall.*



# GEORGIA VERMONT

## Planning Commission Meeting Tuesday, April 9, 2024 at 6:30 PM Chris Letourneau Meeting Room and via Zoom Minutes

### Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWLzVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

Dial by your Location: 1 929 205 6099 (New York)

### 1. CALL TO ORDER - 6:36 PM

#### BOARD PRESENT

- Chair Suzanna Brown
- Charles Cross
- Heather Dunsmore
- Jared Waite
- Tony Heinlein

#### STAFF PRESENT

- Kollene Caspers, Zoning Clerk

#### GUESTS PRESENT:

- Michael Allen, ReGrowth

### 2. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

### 3. DISCUSSION

#### A. ReGrowth: Draft Town Plan Goals & Policies

- Question from a community member why churches are addressed in the Town Plan, this Town Plan is a reflection on what our town interests are in the community, inclusive of clubs, organizations, sports, and other related activities.
- S. Brown questioned how work-from-home and new small businesses from home are represented as home businesses.

- Population and Growth, highlights on the aging demographic, as well as age distribution. Ensure this information reflects the data obtained with the town plan survey.
- Home Values- prior Town Plan used Market Value, ReGrowth is examining information to include in the new plan without using tax assessment data. The last census was missing data due to COVID restrictions and is not a good reflection of 2024's home values in Georgia.
- Market Value numbers (pg. 30, 2017 Town Plan), what sources did this data come from to help guide how the new Home Values are going to be presented in the new Town Plan?
- S. Brown questioned the Median Home values vrs. Market Home Values: the Town Plan should present the data in a way that is most understandable to the general public.
- Property types, (pg. 29, 2017 Town Plan) this data may be available from the tax assessor. ReGrowth will collect and confirm the numbers at our next meeting.
- Board members will send their research to the town for ReGrowth to add to the updated Draft Plan. Next meeting ReGrowth will present updated edits and additions to the Town Plan.
- Cultural Resources, (pg. 49, 2017 Town Plan) historical markers are listed separately from the State Register of Historic Places. There is also a Franklin Co. document that lists nearby historical information. No map of historical sites available, but it is something we can create.
- ReGrowth's goal is to get a complete section III Draft Report to the Planning Commission before the next meeting for review and discussion.

**B. Town Plan Analysis, by Section**

T. Heinlein left the meeting.

ReGrowth Draft Plan, April 2024 Draft:

Part I, Introduction: corrections and additions. S. Brown is making notes on her report copy to send to M. Allen.

J. Waite- Presentation on Education and Recreation Sections:

- EDUCATION- send data to ReGrowth to include in Draft Town Report. Similar to the last town plan with updated student data and area high schools and colleges. Add the year the State of Vermont allowed for private school tuition reimbursement.
- RECREATION- Updated recreational areas, including more specific location information on the Town Trail #4 and Henley Webster Town Forest, 10 acres off Bovat Road, home to Georgia's town forest; includes benches, picnic tables and hiking loop. Lost Pond is not advertised as a park, as it is more conservation, no right of way, land-locked.

H. Dunsmore- Presentation on Fire & Emergency Services, Elderly Daycares, Childcare, Doggy Daycares and the Churches of Georgia, VT sections:

- FIRE & EMERGENCY: suggestion to include any drug overdose information and the hours of the new full-time EMT.
- ELDER DAYCARE- short list of care centers, suggestion to also include bussing information.
- DOGGY DAYCARE- include additional suggestions in & around Burlington.



- **CHILDCARE**- statistics from birth to age 12, as well as what is available here in Georgia. A statement should be made that Georgia does not have enough childcare facilities, as is the case in other Franklin County communities.

- **CHURCHES**- Five active churches to date, which should include a history of the two oldest churches in town. H. Dunsmore will reach out to the churches and the Georgia Historical Society. The Town Plan should include some geographical location information.

- **ZONING ACRES**- Comparables with area towns (Fairfax, Fairfield, Grande Isle, Jericho, Milton, Westford, etc.) to gauge trending lot sizes and how Georgia may change the Zoning Districts and regulations to better serve our community.

Library information will be compiled by C. Cross & Administration will be compiled by S. Brown.

**4. APPROVAL OF MINUTES**

A. Planning Meeting Minutes March 26, 2024

Motion to approve minutes with no changes.

Motion made by Cross, Seconded by Waite.

Voting Yea: Chair Brown, Cross, Dunsmore, Waite

**5. PLAN NEXT MEETING AGENDA**

A. Planning Meeting April 23, 2024

M. Allen from ReGrowth will continue with Town Plan Draft update.

Planning Commission will continue with Town Plan updates by section, the layout of the Town Plan and discussion.

**6. OTHER BUSINESS**

**7. DELIBERATIONS**

**8. ADJOURN**

Motion to adjourn at 9:15pm

Motion made by Cross, Seconded by Waite.

Voting Yea: Chair Brown, Cross, Dunsmore, Waite

**Posted to the Town website**

**Signed: Douglas Bergstrom, Zoning Administrator, Planning Coordinator**

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