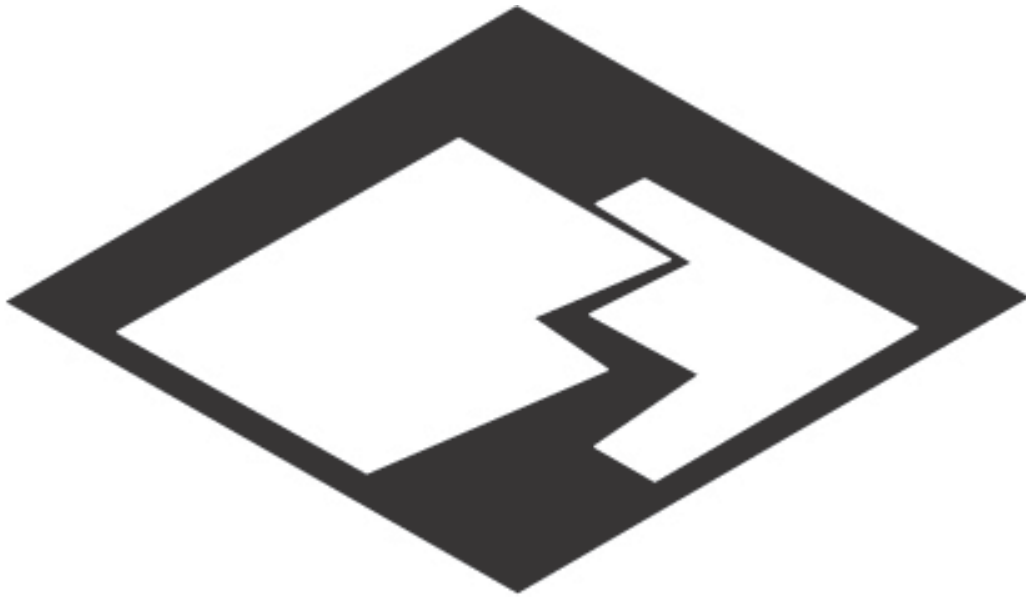


VERMONT LOCAL ROADS

LEGISLATIVE REPORT

JANUARY 2017



VERMONT LOCAL ROADS

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THE PROGRAM

The Vermont Local Roads program (VLR) provides assistance to municipal highway departments and town governments to improve their road networks by providing training, technical assistance, communication tools and information exchange.

MISSION AND VISION

Mission: To foster a safe, efficient, and environmentally sound surface transportation system by improving skills and increasing knowledge of the transportation workforce and decision makers.

Vision: Improve the quality and safety of the surface transportation system through collaborative partnerships, training, and information exchange.

STAFF

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PROGRAM SERVICES

WORKSHOPS

There were **80** workshop offerings provided during calendar year 2016 many that were similar in nature to courses that have been offered by Vermont Local Roads in previous years.

Workshop examples:

- Road System Management Software (RSMS)
- Introduction to Grader
- Tractor Mower Operator Safety Training (TMOST)
- Rivers & Roads Tier II
- Game of Logging (GOL)
- Trenching & Shoring
- Occupational Safety & Health Administration (OSHA 10)
- Work Zone/Flagger

Vermont Local Roads also provided new programming:

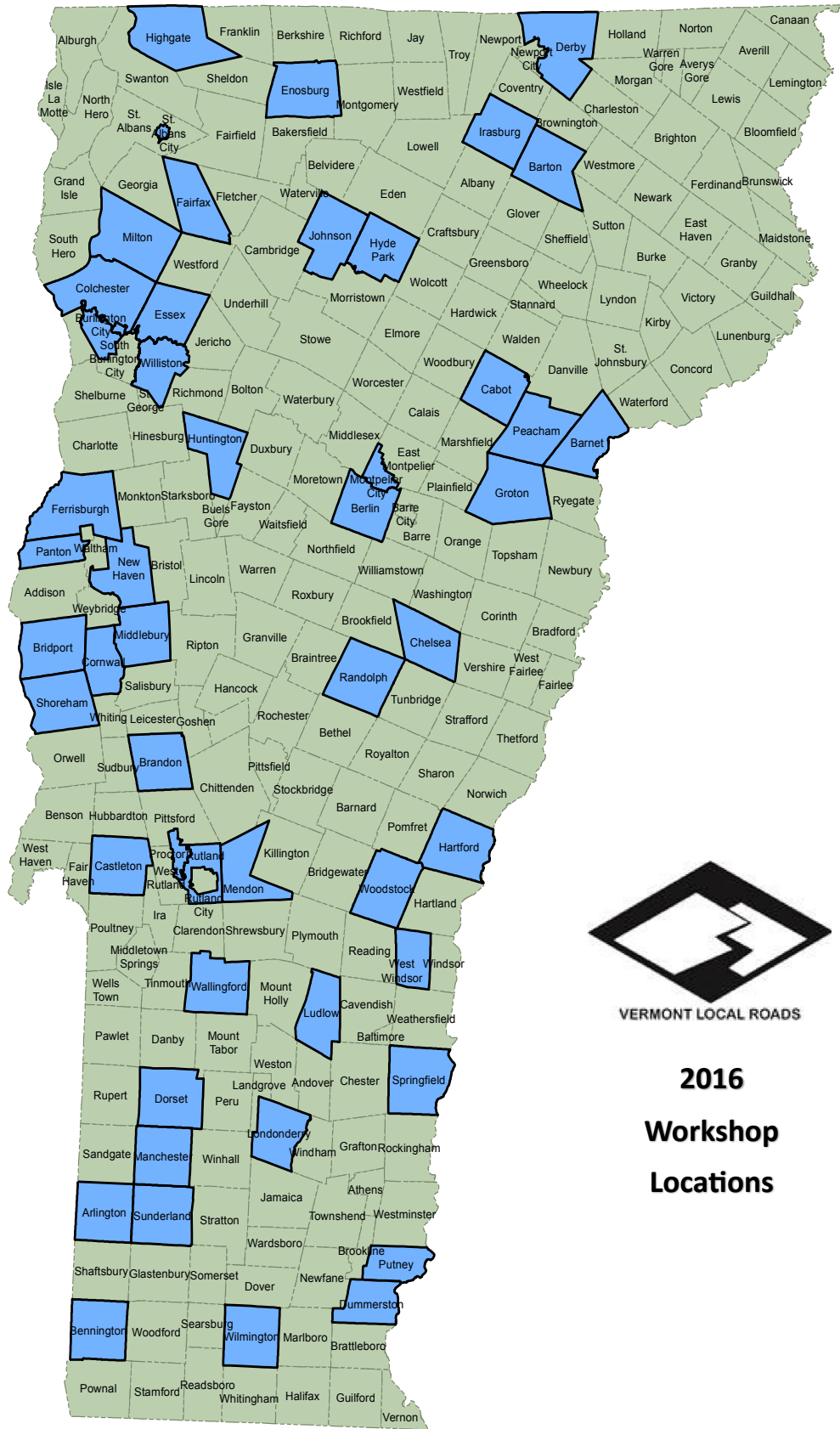
New workshop examples:

- Construction Safety Awareness
- Roadway Fundamentals
- Microsoft Excel Tips & Tricks
- Roads Roundtable
- VT Better Roads
- Lock Out Tag Out (LOTO)

Based on our outreach to the municipalities, several key training areas that will be offered in 2017:

Workshop such as:

- ✓ Culvert installation
- ✓ Welding training
- ✓ Heavy Equipment (grader, loader, excavator)
- ✓ Capital planning and budget development
- ✓ Basics of a Good Gravel Road (Best Management Practices)
- ✓ Show me the Money!



VERMONT LOCAL ROADS

**2016
Workshop
Locations**

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**OSHA 10 Workshop
Montpelier (AGC)- March 2016**



**Game of Logging Workshop
Ferrisburg – May 2016**

**Workzone Flagger Workshop
Middlebury - April 2016**

**Trenching & Shoring Workshop
Bennington - May 2016**



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WORKSHOPS CONTINUED

Vermont Local Roads serves their customers need for training and will continually provide training upon request.

Vermont Local Roads works to provide workshops located around the state keeping the commute reasonable. Some courses will be held each year and moved around the state accordingly.

Workshops were held in regional locations around the state utilizing almost exclusively municipal property.

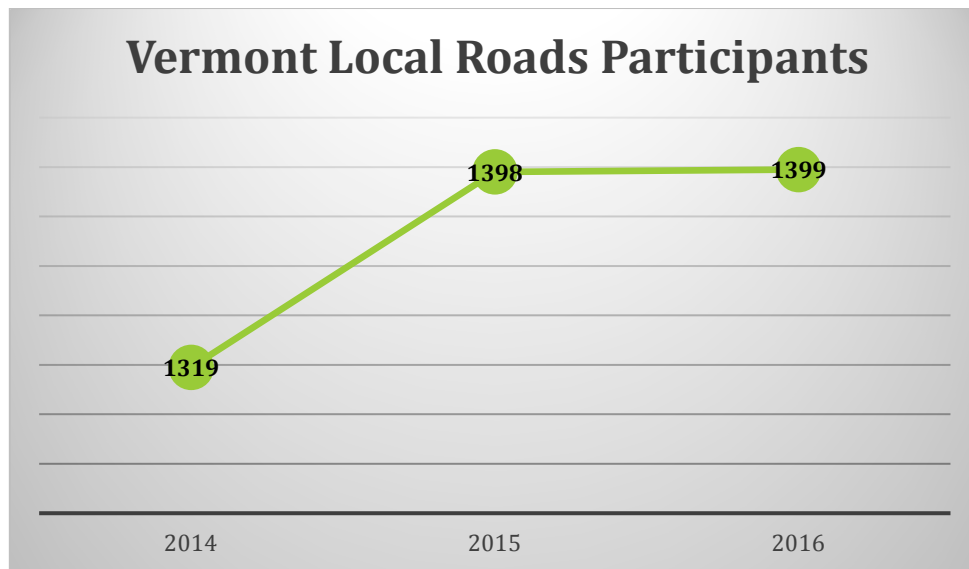
Sample locations:

- Manchester
- Johnson
- Essex
- New Haven
- Rutland Town
- Wallingford
- Panton
- Hyde Park
- Wilmington
- Peacham

The quality of our workshops is vitally important therefore at least 1 VLR staff member will be present at every workshop.

Attendance for calendar year 2016:

- **80** workshop sessions
- **1,399** participants



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SERVICE REQUESTS/TECHNICAL ASSISTANCE

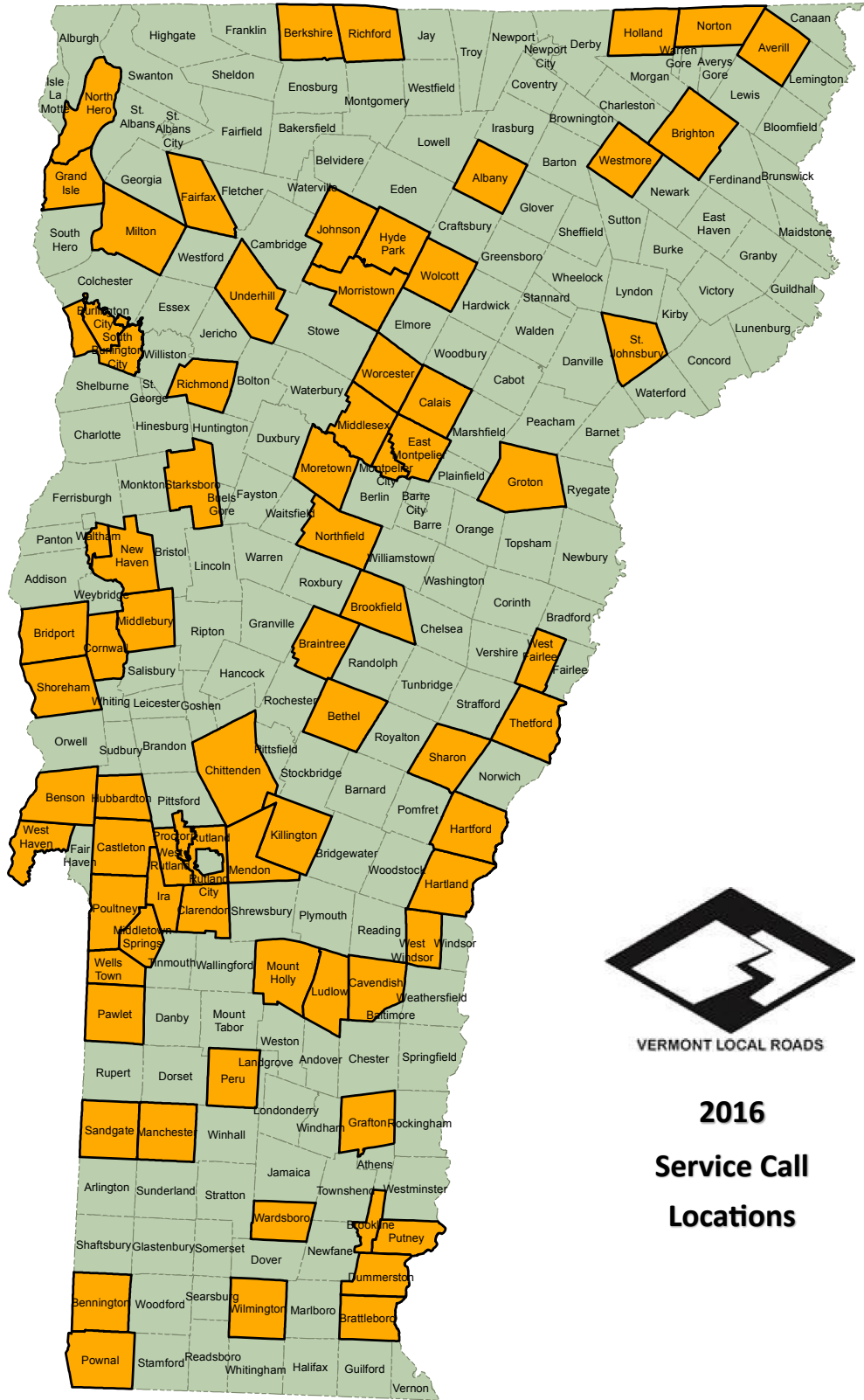
- **228 Service Requests** – Formal requests received via email, telephone, listserv, circuit rider reports and website.
- **148 Town Visits** – Total # of towns visited by the Vermont Local Roads Circuit Rider and Branch Manager for calendar year 2016.

COMMUNICATIONS AND OUTREACH

Website – The VLR website provides resources such as workshop description and schedule, contact information, Roads Scholar information, technical resources (such as Tailgate Talks), current road conditions, written material (such as newsletters and directory of officials), classifieds sections, listserv information and registration as well as Facebook and other media outlets.

The VLR website migrated to the new State of Vermont website template February 2016. The template has several design features that will assist VLR in organizing our content and providing quick easy access to high demand content. This standard template will continue to be developed with new features being added regularly.

The screenshot shows the Vermont Local Roads website homepage. At the top, it features the Vermont Official State Website logo and the Vermont Agency of Transportation logo. The main header includes a search bar and a 'SUBMIT' button. The navigation menu on the left lists: Home, About Us, Workshops, Calendar of Events, Resources, Technical Assistance, Connect, Classifieds, ListServ, and Press Releases. The main content area has a large banner for 'VERMONT LOCAL ROADS' with a logo and a background image of a road. Below the banner, there is a welcome message for the Local Technical Assistance Program (LTAP) Center, a section for 'Upcoming Workshops' listing 'Roadway Fundamentals' and 'Rural Roads Winter Maintenance', and a 'ROAD NOTES' sidebar with links to various resources like 'Survey, please let us know how we're doing!', 'Upgrading Roads for Driverless Cars', 'VTrans Training Center Bulletin', 'Clean Water Act 64', 'Better Roads Program', 'Register for a Workshop', and 'The Orange Book'. The footer contains 'Contact Information' (Mailing Address, Office/Fax numbers, Facebook icon), 'Twitter' (@511VT), '511 Road Reports' (Check Current Road and Driving Conditions), and 'Popular Links' (Register for a Workshop, Join our Listserv, Join our mailing list, Request assistance, Better Roads Program). A copyright notice for 2017 State of Vermont is at the bottom.

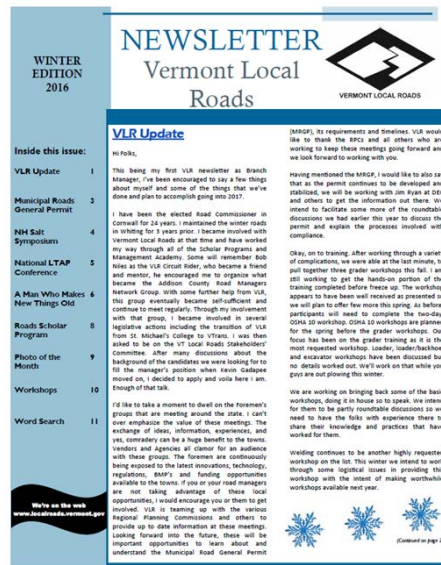


VERMONT LOCAL ROADS

**2016
Service Call
Locations**

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Newsletter – We continue to produce newsletters periodically and have been exploring other formatting styles. The newsletter is also available electronically via the VLR website as well as distributed on our listserv.



Listserv – Subscribers have increased from **437 to 459** in calendar year 2016 with weekly activity on the site. The Listserv is the most efficient way to quickly inform municipalities of workshop opportunities, highlight municipal equipment for sale as well as state surplus equipment, and advertise municipal employment opportunities. It serves as a discussion forum for the subscribers to collaborate with each other. This service allows towns to communicate with each other as well as open discussions and questions to other communities for their input on any particular town related subject.

Recent topics included:

- ✓ Road Standards in your Town
- ✓ Overweight Trucks on Local Roads
- ✓ Sign Packages
- ✓ Job Opportunities
- ✓ Equipment for sale
- ✓ Brine Makers
- ✓ Anti-Ice
- ✓ Potholes

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Roads Scholar Program – This program will continue with appropriate recognition given to scholars completing the various levels and categories.

Arthur (Buzzy) Julien received recognition for becoming a Roads Scholar Master in January of 2016. A press release was sent to Colchester Sun for publication and VLR met in front of his peers to give him his award.

FOR IMMEDIATE RELEASE
January 22, 2016
Contact: Kevin Gadapee
(802) 828-3537

Vermont Local Roads
Roads Scholar Recognition

BERLIN, VT--The Vermont Local Roads Program along with the Town of Colchester recognizes Arthur (Buzzy) Julien for his accomplishments in completing the Masters Level within the Road Scholar Program. Arthur attended 176 total required hours of training sponsored by the Vermont Local Roads Program to achieve the designation Master Road Scholar title. Arthur accumulated the required credit hours in each of our five main focus groups to earn this recognition: Technical: 68 hours; Safety: 41 hours; Equipment: 37 hours; Environmental: 14 hours and Supervisory: 16 hours.



Arthur (Buzzy) Julien (L) Kevin Gadapee (R)

These workshops have provided broad-based educational opportunities that are certain to make Arthur a more valuable part of the Town of Colchester's team of professionals. The staff at Vermont Local Roads is pleased to offer workshops as one way to transfer technology in this ever-changing transportation environment.

It's been our pleasure to get to know Arthur and we look forward to seeing him at future workshops as he continues his professional development.

The Vermont Local Roads Program at Vermont Training Center in Berlin, Vermont has served Vermont towns and cities since 1983. The Center sponsors workshops on road matters, publishes a newsletter and provides information and resource materials to Vermont towns and cities. The program is funded by the Vermont Agency of Transportation and the Federal Highway Administration.

Partnerships

Establishing and maintaining partnerships are high priorities of VLR, FHWA, and NLTAPA. Below is a list of key partners:

National Local Technical Assistance Program Association (NLTAPA)

VLR staff will continue to look for opportunities to collaborate, learn and/or share best practices with their neighboring LTAP centers.

Regional Planning Commissions (RPC's) & Road Foremen Groups

- Collaborates with RPC staff on outreach assistance:
- For the Regional Safety Forums
- To organize road foremen meetings
- Provide agenda topics and attend the road foremen meetings
- Attend Transportation Planning Initiative (TPI) monthly meetings

Vermont League of Cities and Towns (VLCT)

- VLR communicates with VLCT to prevent duplicity of workshops and maintain open collaboration regularly
- VLCT is a member of the VLR Key Stakeholder group
- VLR will exhibit at the VLCT Municipal Town Fair and attend the Annual meeting

Better Roads Program (BR)

The relationship between VLR and BR continues to grow in the following areas:

- Increased communication between BR and VLR tech requests
- Publish BR information in VLR newsletter and listserv
- Provide training and best management practices at workshops
- VLR is partnering with BR to help provide updated information on the grant process

VT Department of Environmental Conservation (DEC)

- VLR holds a seat on the Stormwater General Permit (Act 64) "core" and "technical" committees for the development of the permit
- VLR will continue to understand the changes in best management practices to meet new water quality standards for municipalities
- VLR will provide training and resources for DEC to municipalities

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VT Municipal Highway Association (VMHA)

- VLR will participate in the Annual Field Day and Expo
- VLR will provide administrative assistance for Field Day

Other partners include, but are not limited to:

- American Association of State Highway & Transportation Officials (AASHTO)
- American Public Works Association (APWA)
- Associated General Contractors of Vermont (AGC)
- National Association of County Engineers (NACE)
- National Weather Service Burlington (NOAA)
- UVM Extension Service
- UVM Transportation Research Center (UVM UTC)
- VT Agency of Natural Resources (ANR)
- VT Emergency Management
- VT Occupational Safety & Health Administration
- VTrans Office of Highway Safety

Key Stakeholder Group

VLR established a key stakeholder group that meets quarterly to gather feedback and validate the direction of the program.

This group consists of:

- 3 VLR staff members
- VTTC Program Manager
- 4 municipal members (Colchester, Groton, North Bennington & West Windsor)
- 1 VLCT member
- 1 BR member
- 1 RPC member

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ADDITIONAL ACCOMPLISHMENTS:

- ❖ Heavy Equipment training with Associated General Contractors (AGC) was finalized and workshops started in September of 2016.
- ❖ More workshop sessions were brought directly to individual towns in their regional locations.
- ❖ Attended majority of Road Foremen Meetings around the state with at least 1 VLR staff present.
- ❖ Delivered mobile computer lab workshops to towns including the Road System Management Software (RSMS) and Computer Basics.
- ❖ VTTC implemented a new Learning Management System (LMS) in June of 2016 and VLR's database was migrated into this new system. VLR is developing reporting and certification within the LMS and hopes to go live before the end of June 2017. This LMS will provide more robust tools and a much more stable platform to store our information. If desired, a municipal employee will have access to their own training records. This new system will allow significant improvements and data collection on training evaluations and in the future be leveraged for E-Learning capabilities.

2017 GOALS

- ❖ Implementation and configuration of reporting for VLR data will be developed in the new Learning Management System.
- ❖ Continue to build relevant curriculum to fill knowledge gaps in the municipal workforce.
- ❖ Continue to expand the heavy equipment training including loader & excavator.
- ❖ VLR will work with the foremen group leaders to provide training, discussion and networking.
- ❖ Collaborate with VT DEC on the Municipal Roads General Permit and provide workshops that pertain to the upcoming changes.
- ❖ Hold the 30th Annual Northeast Regional LTAP Meeting in May of 2017.