

## MONTHLY PROGRESS REPORT FOR FY 2007 April 2007

The following outlines the major activities of CCMPO in April 2007 by Work Task. This is the tenth month of our FY 2007. Therefore, 83% of time has elapsed.

### 1. CCMPO Management

#### 1.01 Agency Administration – 83% Complete [Staff Manager: Scott Johnstone]

- ? The MPO Board met on April 18, 2007, with presentations from Dr. Lisa Aultman-Hall of the UVM University Transportation Center and an update on the EIS for Circ-Williston.
- ? The Executive Committee met on April 4, 2007.

#### 1.02 Technical Advisory Committee (TAC) – 83% Complete [Staff Manager: Peter Keating]

- ? The TAC discussed project prioritization, the FY08 UPWP, committee restructuring and recommended approval of a minor TIP amendment.

#### 1.03 Training and Staff Development – [All staff] 83% Complete

- ? Staff attended the American Planning Association National Planning Conference.

### 2. Regional Comprehensive Planning [www.ccrpcvt.org](http://www.ccrpcvt.org) [Staff Manager: Scott Johnstone]

Note: The following breakdown is by CCRPC Work Program Elements

#### 1.1.1 Defining Substantial Regional Impact. 15% Complete

- ? The Task Force began considering possible changes to the existing SRI definitions used in the 2006 Regional Plan.

#### 1.1.5 Regional Plan Adoption - 100% Complete

#### 2.1.2 Land Use Allocation Module (LUAM) 10% Complete

- ? No work to report.

#### 1.7.1 A Regional Open Space Plan- 10% Complete

- ? Staff has begun working on map product to be included in deliverable to municipalities.

#### 2.1.1 Regional & Local Buildout Analysis- 10% Complete

- ? No work to report.

#### 2.2.1 Support for Municipal Asset Management – 25% Complete

- ? Staff has continued work on an updated User Manual for the AssetGIS software package. Staff has been contacted by Hinesburg to do some gps work on new culvert locations.

#### 2.2.5 Data Update and Maintenance -10% Complete

- ? Staff has begun updating Sewer and Water Service Area data.

#### 3.3.2 Coordination & Assistance with CCMPO Activities – 35% Complete

- ? Staff is working with Local Motion to edit gps'd data that will be used on the Trail Finder website. Staff is developing numerous maps for the Bike/Ped summit.

#### 3.4.2 Land Use, Transportation and Air Quality - 25% Complete

- ? No work to report.

#### 3.6.4 Lake Champlain Byway Development - 80% Complete

- ? CCRPC Staff provided update on Byways developments to governing bodies of Shelburne and participated in a statewide summit of the different Byways grants in Vermont.

- ? Discussed scheduling with Johnstone of a presentation to the CCMPO concerning the Byways conference in Baltimore in May and the activities of the Champlain Quadricentennial Commission .

#### 4.1.11 Route 15 Corridor Transportation & Land Use Planning - 10 % Complete

#### 4.1.13 Land Use/Transportation Model Ordinance Development - 15% Complete

- ? Surveyed municipalities on current practices and needs and continued research on model bylaws.

#### 1.4.1 Alternative Fuels Plan Assistance - 60% Complete

- ? Staff is completing background research on land use activity related to bio fuel and other alternative fuel production in Vermont and Chittenden County. Preparing materials to present topic to commissioners starting at the July CCRPC meeting.

#### 5.2.5 Futures Initiative Assistance - 90 % Complete

- ✍ Staff completed materials for Commission meeting on May 23<sup>rd</sup>, plus proposed schedule and topics for presentation and discussion at monthly CCRPC meetings to brief commissioners on issues prior to preparation of a more detailed scope of work.

## 2.02 Regional Comprehensive Planning – CCMPO – 83% Complete

- ? No activity this month.

## 3. Multimodal Transportation Planning

### 3.01.1 Public Transit Planning by CCTA <http://www.cctaride.org/> [Staff Manager: Peter Keating]

#### A. Metrics/Data/Surveys that aid in the planning process 90% Complete

Old North End Loop Surveys The passenger surveys were completed in April. All 34 weekday trips were surveyed and 178 passengers provided responses. The results were as follows:

When asked whether they were interested in earlier AM service (a 6:15 AM trip)

- ? 30% indicated they were interested
- ? 55% indicated they were not interested
- ? 15% indicated they were neutral

When asked whether they were interested in later PM service (trips from 6:45 to 9:15 PM)

- ? 79% indicated they were interested
- ? 14% indicated they were not interested
- ? 7% indicated they were neutral

When asked whether they supported eliminating 15-minute service during part of the day to extend service from 6:45 to 9:15 PM

- ? 77% indicated they supported the idea
- ? 12% indicated they did not support the idea
- ? 11% indicated they were neutral

When asked how the proposed change would affect their ridership

- ? 51% indicated they would ride more often
- ? 41% indicated they would ride the same amount
- ? 8% indicated they would ride less often

Based on this specific passenger preference data, CCTA moved forward with proposing later PM service on the Old North End Loop, made possible by eliminating some 15-minute service on the route during the afternoon.

St. Albans Link Timepoint Survey. The actual running time data collected led to several timepoint adjustments, which we plan to implement in mid-June. Staff believes these times more accurately reflect the time between stops and will help the bus better adhere to the printed schedule.

**B. Service Planning 90% Complete**

Old North End Loop As mentioned above, based on our route analysis and the passenger survey responses, staff moved forward with proposing later PM service on the Old North End Loop. Due to limited resources, 15-minute service on the Old North End Loop between 2:45 and 5:30 PM had to be eliminated with the resources reallocated to the evening to make the increased span of service possible.

Montpelier Link Express Staff moved forward with the following proposal for the addition of a new 3<sup>rd</sup> AM trip and a change to the trip times of buses departing from Montpelier in the PM (all PM Burlington departure times would remain the same).

		<b>Burlington to Montpelier</b>								
		Church St.	PARC Lot	FAHC	Richmond	Waterbury	DET P&R	Nat'l Life	Statehouse	DT Mont
AM	CCTA	6:15	6:25	-	6:45	-	-	R	7:22	7:25
	GMTA	7:00	7:10	-	7:30	-	-	R	8:07	8:10
	GMTA	7:45	7:55	-	8:15	-	-	R	8:52	8:55
PM	CCTA	4:45	-	4:52	5:10	5:30	5:50	-	5:57	6:00
	GMTA	5:15	-	5:22	5:40	6:00	6:20	-	6:27	6:30
	GMTA	6:15	-	6:22	6:40	7:00	7:20	-	7:27	7:30

		<b>Montpelier to Burlington</b>								
		Statehouse	DT Mont	DET P&R	Nat'l Life	Waterbury	Richmond	FAHC	PARC Lot	Church St.
AM	GMTA	5:42	5:45	5:55	-	6:15	6:35	6:53	-	7:00
	GMTA	6:27	6:30	6:40	-	7:00	7:20	7:38	-	7:45
	CCTA	7:22	7:25	7:35	-	7:55	8:15	8:33	-	8:40
PM	GMTA	4:02	4:05	-	4:10	-	4:45	-	5:00	5:15
	GMTA	5:02	5:05	-	5:10	-	5:45	-	6:00	6:15
	CCTA	5:57	6:00	-	R	-	R	-	6:55	7:05

Public Involvement. Staff held three public hearings during April regarding upcoming changes to three routes; the Montpelier Link Express, Old North End Loop, and CATMA Shuttle. The official minutes for all three hearings are attached.

Montpelier Link – Staff held a public hearing to discuss the proposed times for the 3<sup>rd</sup> AM trip on the Montpelier Link Express, as well as changes to the afternoon trip times for buses departing Montpelier. This was one of two public hearings on this proposed route change and was held in Montpelier due to the significant bi-directional travel on the Montpelier Link.

Montpelier Link (Burlington-based) and the Old North End Loop – Staff combined the Burlington-based Montpelier Link Express public hearing with the Old North End Loop public hearing.

CATMA Shuttle – CATMA informed CCTA that it was not interested in operating the extended CATMA Shuttle to Winooski Falls during the summer (when Champlain College is out of session). Therefore, staff held a public hearing regarding the reduction of service on the CATMA Shuttle as of May 4, 2007.

Richmond Park & Ride Staff provided statistics to VTrans and their consultant, Stantec, regarding the use of the Richmond Park & Ride by Montpelier Link passengers. Staff also sent a letter (attached) detailing CCTA's interests and concerns related to the proposed expansion of the Richmond Park & Ride.

### **C. Training**

No Activity

### **D. Human Service/Paratransit Transportation Planning 80% Complete**

ADA: Staff continues to work on board recommendations regarding taxi transportation of ADA clients, the ADA eligibility list update, the ADA committee revival, and the transition of cab reservations to our contractor, SSTA. We have also worked out local capital match funding for ADA that eliminates an ADA subsidy of E&D and other human service transportation.

E&D Program: We completed fleet planning for ADA and E&D for the next four years, obtained local match commitments for the FY 08 grant application, which is now complete.

### **E. Long Term and Capital Planning 80% Complete**

Cherry Street Sign System: This system is under operational testing, which continues to be challenged by our low bandwidth connection at CCTA. We are working on an upgrade. We also have an initial punchlist for the contractor, and are working on acceptance testing protocols with the Vendor and our engineer.

Passenger Shelters: We now have our permits for two shelters and a pedestrian crosswalk at Champlain College and have issued shelter construction awards. We have also issued an award for a replacement shelter at Hinesburg and Timberlane, in conjunction with the Kennedy Drive project.

Bus Storage Expansion: Construction is underway. CCTA staff has arranged for remote parking/walking and more alternative transportation to make room for construction.

Cherry St. Station Repairs: The contractor, KR Adams, has provided submittals for the new windows and this project will be completed by Fall.

Link Express Mobile Internet Access We have retained the Tech Group to conduct a test of various providers' data coverage on the Montpelier route.

Burlington Downtown Transit Station: We met with the City of Burlington on this project and came up with four layouts, some of which depend on the land available. Layouts also include pedestrian access from Pine Street to make the station easier to access from the Church St. Marketplace.

Burlington Transportation Plan: We met with the steering committee who discussed

a market study, road diet as applied to Colchester Ave, and a draft outline. We are working on future transit plans and funding concepts for increased transit service in order to realize the more multi-modal future the plan committee has elaborated.

Proposed Essex Lowes: Met with Town of Essex Planning Commission and explained the need for bus stop in the vicinity of this project and offered to fund a bus shelter.

Essex Center Expansion: Met with the developer to discuss altered routing once development is complete. We plan to continue to serve the grocery store but alter our exit from Essex Way to Old Stage Road Extension to better serve the senior housing off of Old Stage.

Regional TOD Advice to Municipalities: Met with CCMPO and CCRPC regarding advice to municipalities about permanence of specific transit routes (both local and commuter) which could support municipal planning goals.

UPWP and TIP: Met with MPO Committees on these topics and proposed relevant CCTA planning and implementation elements.

CCTA Strategy Committee: Met with this committee regarding revision to CCTA mission statement as well as strategy committee task list.

Route 15 Corridor Study: Attended a corridor meeting. Working on future transit elements. Reviewing difference between model and service planning ridership estimates in the Route 2 study to determine relevance in this study.

Route 2 Corridor Study: Attended a corridor meeting on the Draft US 2 Plan.

3.01.2 Public Transit Planning by CCMPO & Human Services Transportation Analysis– **83% Complete** <http://ccmpo.org/ptp/index.html> [Staff Manager: Peter Keating]

- ? The CCMPO's Public Transportation Committee discussed VTrans Public Transportation Policy Plan, Transit Oriented Design issues and heard a legislative update.

3.02.1 Environmental Planning – **15% Complete** [Staff Manager: Christine Forde]

- ? MPO Staff attended a two day training session on the EPA's Mobile version 6.2 air emissions model.
- ? Staff continues to participate on the Governor's Climate Change Commission

3.02.2 Alternatives Fuels Plan - **10% Complete** [Staff Manager: Not yet assigned]

- ? No activity this period.

- 3.03.1 Bicycle/Pedestrian Transportation Planning – 17% Complete [Staff Manager: Peter Keating] <http://www.ccmpto.org/BikePed/>  
? See task 3.03.2 below.
- 3.03.2 Regional/Inter-Regional Bike-Pedestrian Coordination - 50% Complete [Staff Manager: Peter Keating]  
? Bike/Ped committee continues to plan the ped/bike Summit to take place May 12.  
? Summit will address intra-/inter-regional connections and inform the CCMPO ped/bike plan update.
- 3.03.3 Safe Routes to Schools (SR2S) - 83% Complete [Staff Manager: Peter Keating] <http://www.ccmpto.org/SR2S/>  
? Local Motion’s staff engaged with all seven schools. Plans for Way to Go Week school competition underway.
- 3.04 2030 Metropolitan Transportation Plan (MTP) - 40% Complete [Staff Manager: Peter Keating]  
? On hold pending confirmation from VTrans on expected level of funding resources over the 25 year planning horizon.
- 3.05 Safety -30 % Complete [Staff Manager: Eleni Churchill]  
? Staff continues to participate in the Strategic Highway Safety Plan (SHSP) Infrastructure committee to discuss various implementation strategies recommended by the plan.
- 3.06 Transportation Demand Management (TDM) Program –83% Complete [Staff Manager: Peter Keating]  
? Way To Go! (WTG) Partners continue with event planning and business and media outreach.  
? WTG Web updates continuing.  
? WTG Program expansion toward Central Vermont underway.  
? WTG/SR2S school challenge developed.  
? Radio and print ads aired and published.
- 3.09 Transportation Systems Management - 15% Complete [Staff Manager: David Roberts and Eleni Churchill].  
? Staff finalizing RFP for signal optimization project in South Burlington.
- 3.11 Development Review – 20% Complete [Staff Manager: Eleni Churchill]  
? No activity undertaken or planned for this work item.
- 3.12 Aging of Vermont Transportation Users - 25% Complete [Staff Manager: Peter Keating]  
? Staff continued participation in the AARP/ Burlington efforts to plan for mobility issues related to the graying population.
- 3.13 Freight Transportation Planning - 98% Complete [Staff Manager: Daryl Benoit] <http://www.ccmpto.org/freight/>

? No major activity undertaken.

3.13.1 Western Vermont Gateway Corridor Study - **5% Complete** [Staff Manager: *Eleni Churchill*]

- ? The MPO received six consultant proposals in response to the Western Corridor Transportation Management Plan (WCTMP) Request for Proposals.
- ? The consultant selection committee—comprising of MPO, participating RPCs and VTans staff— met on May 1<sup>st</sup> to score and discuss the proposals. Three consulting firms were short-listed for further consideration (invited for interviews).
- ? Staff continued to compile corridor-related studies for potential consultants. Some studies were scanned and posted online for ease-of-access. More studies will be added as they become available. See the following link for the listing:  
[http://www.ccmpto.info/library/western\\_corridor/](http://www.ccmpto.info/library/western_corridor/)

3.14 Route 2 Corridor Study - **99% Complete** [Staff Manager: *Susan Smichenko*]

- ? A Stakeholders meeting was held on April 30, 2007 to discuss the Plan Summary and the final public meeting for this study which is scheduled for June 6<sup>th</sup>, 7:00 to 9:00 pm at the Doubletree Hotel in So. Burlington.
- ? Public involvement consultant attended and completed draft meeting notes for the Stakeholders' Meeting on April 30, 2007.

3.15 Route 15 Corridor Study - **50 % Complete** [Staff Manger: *Eleni Churchill*]

- ? A Stakeholders Committee meeting took place on April 26<sup>th</sup>. During the meeting, results from the *Future Conditions* report were presented and discussion on *Vision, Goals and Preliminary Strategies* for the Route 15 corridor was initiated.
- ? Staff is working with the consultant team to refine the *Vision, Goals and Strategies* framework for this corridor.
- ? Public involvement consultant attended and completed draft meeting notes for the Stakeholders meeting on April 26, 2007.

3.16 Milton Town Core Traffic Circulation Study - **50% Complete** [Staff Manager: *Susan Smichenko*]

- ? No activity undertaken or planned for this work item.

3.17 Preliminary Corridor Analysis with Addison County - **5 % Complete** [Staff Manager: *Scott Johnstone*]

- ? . Developed scope of work with Addison County

#### 4. Municipal and Regional Service

4.01 Data Collection and Maintenance – **100% Complete for season** [Staff Manager: *Daryl Benoit*] <http://www.ccmpto.org/data/counts.html>

- ? Staff continues building a countywide parking database, using the 2003 Downtown Burlington Parking Study data (created by Wilbur Smith Associates under contract to the Burlington Department of Public Works) as a starting place.
- ? Responded to several requests for traffic count data. Staff has been accepting spring counts to be done within the school year (before mid-June).
- ? Two additional interns have been recruited for the summer 2007 count & pavement programs (Two have already been hired).

4.02.1 Planning Assistance and Coordination - **75 % Complete** [*Staff Manager: David Roberts*]

- ? Underhill Flats sidewalk feasibility study under review by VTrans staff. Final report expected in May
- ? Colchester Severance Corners bicycle-pedestrian study final draft report sent to VTrans for review. Severance Corners traffic study in development with draft report expected in early May.
- ? Richmond village parking study final draft presented to Selectboard in early April. Comments due by May 1<sup>st</sup>, after which the report will be finalized.
- ? Shelburne Harbor Rd bridge over McCabe Brook inspection completed. Inspection revealed serious structural deficiencies and bridge was temporarily closed for repairs. Town will request funds for redesign of the structure from VTrans district 5.
- ? Huntington Park and Ride feasibility study on hold pending development of larger parking lot at the Union Meeting House library. Anticipate traffic counts in Huntington village areas to support traffic calming study request in May-June.

4.01.1.1 VTrans Planning Assistance and Coordination - **70 % Complete** [*Staff Manager: David Roberts*]

- ? CCMPO staff continues providing VTrans and the Circ EIS consultant with information on CCMPO data sources and models. The Circ EIS technical committee is no longer meeting regularly. No major milestones to report on since the last meeting in December. More information on the project is available at <http://www.circeis.org>.
- ? Staff assisting VTrans on Richmond park and ride expansion scoping.
- ? Staff continued working with VTrans to develop Safe Routes to Schools infrastructure grant program.

4.02.2 Planning Assistance – Locally Managed [*Staff Manager: David Roberts, except as noted*]

- ? Burlington Transportation Plan Advisory Committee – **80% complete** *Staff manager: Peter Keating*. The committee discussed the Downtown Market Study, a potential “Road Diet” application to part of Colchester Avenue, and a draft outline for the final plan expected in June.
- ? Richmond and Williston continue work on the East Hill Road Transportation Study. Final report expected by May.
- ? Jericho Dickinson St technical assistance. Town officials and staff continue outreach on the draft report in preparation for a public presentation. Other work on this project is on hold pending the outcome of this effort.

4.03 Transportation Model Maintenance and Enhancement – **65 % Complete** [*Staff Manager: David Roberts*]

- ? <http://www.ccmpto.org/modeling/>
- ? An incremental maintenance update is underway to provide minor enhancements to the existing version 2.2.4 of the regional transportation model. Scope of work for a larger update, including expansion of the model area and shifting from a peak hour model to a daily model is under development.

- ? MPO staff reviewing TranSIMS demonstration materials prepared by RSG for FHWA research project. Staff will be involved in a peer review process for this in summer 2007.

4.04 Chittenden Traffic Alert Program – **5 % Complete for the season** [*Staff Manager: David Roberts*] <http://ccmpo.org/cta/index.html>

- ? Traffic Alerts started for 2007 construction season on April 20th.

4.05 Transportation for Livable Communities (TLC) Grant Program – **50% Complete** [*Staff Manager: Peter Keating*]

- ? Three funded projects in Burlington, South Burlington and through Local Motion are underway

4.06 Small Community Service Initiative – **10% Complete** [*Staff Manager: Michelle Mraz*]

- ? Assistance provided to communities as requested. Follow up documentation provided to Charlotte.
- ? All communities in County have been contacted and will continue to set up initial meeting times

**5. Transportation Programming** [*Staff Manager: Christine Forde*]

<http://www.ccmppo.org/TIP/>

5.01 TIP Development – **50% Complete**

- ? Staff developed preliminary draft FY08-11 TIP.
- ? TIP subcommittee reviewed the preliminary draft FY08-11 TIP and developed a draft for the TAC's review at the June TAC meeting.

5.02 TIP Project Tracking and Management – **75% Complete**

- ? FY06 Obligation information received from VTrans. Staff is preparing the Obligation report for Board and TAC review.
- ? Minor TIP amendments approved for CCTA Buses, Facility and Equipment, Champlain Parkway – Contract 2, CCTA Bus Replacement.
- ? Minor TIP amendments approved for new Transportation Enhancement awards including: Tilley Drive Path, South Burlington; Webster Road Path Segment 4, Shelburne; Warner's Corner Pedestrian Path, Colchester; School Area Pedestrian Improvements, Winooski.
- ? Project prioritization information provided to the Board for their input.

**6. Public Involvement and Communications**

6.01 Public Involvement - **50% Complete** [*Third Sector Associates*]

- ? The consultant met with the Pedestrian and Bicycle Summit committee on April 2<sup>nd</sup> and April 30<sup>th</sup> to discuss logistics for the event on May 12, 2007. for publicity, she followed up with local newspapers and submitted information to the BUZZ Enews and Front Port Forums.

6.02 Communications – **83% Completed** [*Staff Manager: Scott Johnstone*]

6.03 Legislative Monitoring – **70% Complete** [*Staff Manager: Scott Johnstone*]

- ? Tracking bills as introduced to legislature and monitoring same.

## 7. Project Development [*Staff Manager: Christine Forde*]

### 7.01 Project Definition (Scoping) Studies

Colchester/Essex/Essex Junction, Route 15 Bicycle/Pedestrian Path - **90% complete.**

? Consultant evaluating the portion of the path from West Street to VT2A in Essex Junction against the most recent standards and guidance. Consultant reevaluating the section between Fort Ethan Allen and Lime Kiln Road for possible alternatives adjacent to Route 15.

VT15/Sand Hill Road, Essex

? Draft report has been completed. Essex Selectboard to make final recommendations in May.

Queen City Park Road Bridge, Burlington

? Consultant is developing alternatives.

Bridge Street Bridge, Richmond

? Consultant evaluating existing conditions. Local Concerns Meeting to be held in May.

### 7.02 Locally Managed Project Definition (Scoping) Studies

? No current projects.

## 8. CCMPO Strategic Planning [*Staff Manager: Scott Johnstone*]

### 8.01 CCMPO Strategic Plan - **95% Complete**

? Recommendations for committee alignment and bylaw modifications brought forth to Board. Bylaw adoption process to commence in May

### 8.02 Futures Initiative - **75% Complete**

? Continued discussion with partners about how best to facilitate this discussion across regional organizations, including who best should be hosting this initiative and how to assure it continues.

### 8.03 Performance Measures & Indicators Initiative - **0 % Complete**

? No work Performed – Scheduled to begin in spring, following implementation of project management system

### 8.04 Innovative Finance Initiative - **50% Complete**

? Attended national innovative finance summit to gather information.

? Firmed up date and agenda for workshop on June 4<sup>th</sup> and sent invitations

### 8.05 Project/Program Management Information System - **40% Complete**

? Developing guidelines for use prior to implementing selected system