

MONTHLY PROGRESS REPORT FOR FY 2008 April 2008

The following outlines the major activities of CCMPO in April 2008 by Work Task. This is the tenth month of our FY 2008. Therefore, 83% of time has elapsed.

1.0 Existing System Preservation and Improvement Services

1.1.1 Safety Program – 83 % Complete [*Staff Manager: Jason Charest*]

- Staff prioritized 10 programmatic corridors and 9 high hazard locations for this summer's High Risk Rural Roads (HRRR) program. The prioritized list accompanied with comments from municipalities and the TAC was sent to VTrans. VTrans will be notifying us as to which and how many locations will be chosen for review.
- Staff and VTrans will be reviewing signs from previous Road Safety Audit Reviews (RSARs) in Milton and Westford on Wednesday, May 7th.
- Staff continues to participate in the implementation of Vermont's Strategic Highway Safety Plan (SHSP) through their participation in the Infrastructure subcommittee.

1.1.2 Incident Management Training (CCRPC) - 100% Complete (*Staff Manager: Maggie Barie*)

- ICS 200 class held April 3rd & 4th.
- Staff attended ICS 300 training to prepare for offering ICS 300 next year.

1.1.3.1 Planning Assistance and Coordination - 40% Complete [*Staff Manager: David Roberts*]

- Huntington Traffic Calming - The Selectboard considered the draft in early April and scheduled a public hearing on the draft plan for May 14 at 7 pm in the Union Meeting House.
- I89 Exit 12 Park and Ride – No comments received to date on the supplemental report. A final report is expected in May. VTrans is expected to continue moving this project forward.
- Shelburne Street Rotary Study [*Staff Manager: Eleni Churchill*] – The Burlington City Council during their April 9th meeting passed a resolution that endorsed a single lane (4-leg) roundabout for the Shelburne Street “Rotary” location to address safety issues at this intersection. The resolution also asked for the DPW and the MPO to continue work with the consultant (RSG) to address a number of issues including the addition of a northbound slip lane from Shelburne Street to So. Willard Street. MPO staff amended RSG's contract to allow them to work on all issues identified by the Council.
- Westford Sidewalk Study [*Staff Manager: Bryan Davis*] – A public meeting was held with CCMPO staff, RSG staff, the Westford Planning Coordinator, and Westford residents, including Town Center Committee Members. This meeting was held to present current conditions, outline next steps, hear public comments, and to gather additional measurements from the site, finalize the scope of work and visit the project study area.
- Jericho Elementary School Pedestrian Study [*Staff Manager: Bryan Davis*] – Staff worked with the Town and other partners to draft a scope of work for a pedestrian and traffic circulation study at the Jericho Elementary School. The scope of work will be ready to submit to the consultant for a budget estimate at the beginning of May.

- 1.1.3.2 VTrans Planning Assistance and Coordination - ____% Complete [Staff Manager: David Roberts]
- The Circ-Williston Draft Environmental Impact Statement (DEIS) has been available for several months. Public comments are now posted on the project website at <http://www.circeis.org/>. A Final Environmental Impact Statement (FEIS) is expected in mid to late 2008.
- 1.1.3.3 Planning Assistance (Locally Managed) - ____% Complete [Staff Manager: David Roberts, except as noted]
- Burlington DPW completed its Downtown Comprehensive Transportation Plan.
- 1.2.1 Transportation Systems Management (TSM) - 90% Complete [Staff Manager: David Roberts]
- Dorset St / Williston Rd signal optimization final report expected in May. The consultant is adding additional performance measures related to air quality which delayed the anticipated receipt of the final report in April. The timing programs are in place and appear to be functioning well.
- 1.2.2 ITS Applications (CCTA) - ____% Complete [Staff Manager: Aaron Frank]
- GPS Data Collection Equipment: Reviewed engineering report on data coverage assuming an antenna at Fletcher Allen. It does not appear adequate to cover our local service area. We will research using a combination of existing repeater sites.
 - New BM&G Timepoint Changes: In response to passenger and internal staff requests, several timepoint changes are planned for the new Bus Map & Guide to be released in late June. Timepoints are being adjusted on the North Ave., Essex Junction, Essex Center, St. Albans, and Williston routes.

2.0 Sustainability/Livability Services

- 2.1.1 Defining substantial regional impact (CCRPC) - 80% Complete- (Staff Manager: Tim Fluck)
- The Substantial Regional Impact Task Force has recommended that CCRPC amend the *2006 Regional Plan* to incorporate a new SRI definition. CCRPC will consider at its May meeting whether to initiate the formal regional plan amendment process that would culminate in CCRPC considering whether to amend the *2006 Regional Plan* to implement the Task Force's recommendations as they may be revised based on additional public input.
- 2.1.2 Regional Models (CCRPC) - 40% Complete (Staff Manager: Melanie Needle)
- 2.1.3 Chittenden County Public Transit Futures (CCRPC) - 80% Complete (Dan/Maggie)
- Staff completed 1st draft of white paper.
 - Final draft of White Paper – due June 30, 2008
- 2.1.4 Development Review - [Staff Manager: Eleni Churchill]
- No activity
- 2.2.1 Regional Open Space Plan (CCRPC) – 25% Complete (Tim Fluck)
- No progress to report.

- 2.2.2 Data Update and Maintenance (CCRPC) - **95% Complete** (Melanie & Pam)
- Staff continues to work on the update to the land based classification system and the employment dataset.
 - The employment dataset is in its final QA/QC.
 - Updates for the land based classification system are underway, with about a third of the county done.
 - Staff is making additional changes to the Ped/Bike dataset and adding another map to depict Critical Crossing.
- 2.2.3 Environmental Planning - **25% Complete** [Staff Manager: Christine Forde]
- Staff continues to participate on the CCRPC Brownfields Advisory Committee.
 - Staff developing outline for CCMPO Environmental program.
 - Staff working with CCRPC to develop Air Quality program.
- 2.2.3.1 Land Use, Transportation and Air Quality (CCRPC) - **90% Complete** (Julie Potter)
- Staff drafted chapters on ozone and fine particulate matter pollution, and continued research in other aspects of the topic.
- 2.3.1 Regional Comprehensive Planning Involvement – **83 % Complete** [Staff Manager: Scott Johnstone]
- No significant activity this period
- 2.3.2 Western Vermont Gateway Corridor Study – **17 % Complete** [Staff Manager: Eleni Churchill]
- Two Focus Groups one on *Freight Issues* and the second on *Economic Development* in the western corridor were conducted April 1st and 2nd at Middlebury College—staff participated in both groups. MPO staff reviewed and provided comments to the prime consultant (PB) on a second draft of the “Existing Conditions” report. Staff also worked closely with the highway sub-consultant to re-define the highway segments (and intersections) that should be analyzed for this study. The PB contract was amended to include the modeling task.
- 2.3.3 Route 15 Corridor Study - **_99_% Complete** [Staff Manager: Eleni Churchill]
- The revised final draft of the Route 15 Corridor Plan Summary was e-mailed to all stakeholders for their final review and comment on April 4th. No additional comments were received by the deadline. MPO staff is currently revising all interim study reports that will be compiled into the Route 15 Corridor Final Report. Both the Plan Summary and Final Report will be posted on the CCMPO’s website for public comment by mid May
- 2.3.3.2 Route 15 Corridor Transportation and Land Use (CCRPC) - **___% Complete** (Samantha Tilton, Greg Brown)
- CCRPC requested that this task be dropped from the FY08 contract to enable the commission to move funds and staff time to other tasks of higher priority.
- 2.3.4 Milton Town Core Traffic Circulation Study - **100% Complete** [Staff Manager: David Roberts]
- Study complete – no work undertaken.

2.3.5 Transportation for Livable Communities - **80% Complete** [*Staff Manager: Peter Keating*]

- FY 07 projects in South Burlington, Burlington and Local Motion are moving to completion.

2.3.6 Futures Initiative- **83 % Complete** [*Staff Manager: Scott Johnstone*]

- Working with Champlain Initiative on energy related initiative for Chittenden County

2.3.6.1 Futures Initiative Land Use Assistance (CCRPC) - **75 %Complete** [*Greg Brown*]

- Regional Energy Sub-committee met 04/14/08 & discussed the project timeline.
- Staff have arranged speakers for further orientation of the CCRPC Board on the topic: Rich Sedano in June on general outlook for energy issues in Vermont, and Netaka White in August on alternative fuel development in Vermont.

2.4.1 Alternative Fuels Plan - **50% Complete** [*Staff Manager: Scott Johnstone*]

- Supporting RPC in developing alternative fuels elements of regional energy plan

2.4.1.1 Alternative Fuels Plan Assistance (CCRPC) - **___%Complete** [*Samantha Tilton*]

- This project has been merged with the Champlain Initiative's Energy Plan.

3.0 Multi & Intermodal Services

3.1.1 -

3.1.5 Create and Improve (CCTA) [*Project Manager: Aaron Frank*]

- Richmond Park & Ride: No new activity.
- Passenger Shelters: Continued work on siting three shelters.
- Burlington Downtown Transit Station: Attended meeting with FTA and City staff.
- Bus Shelters: Working with vendor to obtain proposal for solar lighting that could be retrofitted to CCTA's shelters.
- ADA: Provided new ADA service area maps on web site. Reviewing concept of providing sedans to contractor to reduce costs.
- E&D: Reallocated funds through contract amendments from two partner agencies under budget to two partner agencies over budget. Provided comments on Regional JARC/E&D/5310 Plan to which our future services must comply with to receive funding in the future.
- ADA and E&D Cab Service: Working on scope of work for new five year contract. Researched State and Federal Motor Carrier Act changes and their impact on CCTA and SSTA operations.
- Short Range Transit Plan (SRTP): The kickoff stakeholder meeting for the SRTP was held in early April. CCTA staff, Commissioner Buckley, VTrans staff, and the project consultants discussed goals for CCTA which will help guide the process. CCTA staff is gathering a large amount of information requested by the State for this project.
- Bus Purchase: Worked with State and Federal government and CCTA Board to line up funding for thirteen replacement buses to be delivered in FY 10.

3.1.6 Public Transportation Planning by CCMPO- **95% Complete** [*Staff Manager: Peter Keating*]

- CCMPO Public Transportation Committee cancelled its April meeting.

- Staff worked with Charlotte residents to develop a transportation survey that explores possible transit options for their community.
- 3.1.7 Aging of Vermont Transportation Users- **25% Complete** [Staff Manager: *Peter Keating*]
- No significant activity this month.
- 3.1.8 Safe Routes to Schools- **80% Complete** [Staff Manager: *Peter Keating*]
- Local Motion staff continues their second year efforts with seven schools on education and outreach programs.
- 3.1.8.1 Safe Routes to Schools (Lite) - **80% Complete** [Staff Manager: *Peter Keating*]
- Local Motion under contract and providing services to four selected schools.
- 3.2.1 Transportation Improvement Program (TIP) Development- FY09-12 TIP - **35% Complete** [Staff Manager: *Christine Forde*]
- Staff has contacted town representatives and VTrans project managers to update project information.
 - Draft TIP has been developed and mailed to TIP subcommittee.
 - TIP subcommittee will meet in May.
- 3.2.2 TIP Project Tracking and Management - **85% Complete** [Staff Manager: *Christine Forde*]
- Draft 2007 Annual Listing of Projects completed.
- 3.3.1-
- 3.3.3 Access and Mobility (CCTA) [Staff Manager: *Aaron Frank*]
- Umall Origin-Destination Surveys: Analysis of the origin-destination data is ongoing.
 - Ridecheck: The 100% survey of all boardings and de-boardings on all of CCTA's fixed routes has been completed.
 - Customer Service Survey: In preparation for the Customer Service Survey, which was last administered in 2003, staff revised the survey instrument. The revisions included eliminating questions that did not provide meaningful data, adding questions about new areas of interest, and rearranging the questions to make the survey easier for both our passengers and our surveyors to complete.
 - Route 2 – Umall/Airport and Williston Routes: Planning staff continues to collect and analyze data on the Umall/Airport and Williston routes. Most recently, a survey of how often transfers between the Umall/Airport and Williston routes at the Umall are made was conducted. Additionally, staff is using the just collected ridecheck data in order to compare the ridership along certain sections of the Williston route as part of an evaluation of possible future geographic route changes.
- 3.3.4 2030 Metropolitan Transportation Plan (MTP) - **5% Complete** [Staff Manager: *Peter Keating*]
- MTP draft development schedule complete.
 - Draft scopes of work for scenario planning and financial plan completed. RFP/RFQs distributed. Proposals/Qualifications delivered April 25th

- 3.3.5 Freight Transportation Planning - **50% Complete** [*Staff Manager: Daryl Benoit*]
<http://www.ccmppo.org/freight/>
- Received notice from FHWA that CCMPO's pre-proposal for participation in the Surface Transportation Environment and Planning Cooperative Research Program (STEP) (BAA No. 32, "Market Study to Increase Rail Intermodal Freight Use & Transfer in Small Metropolitan Areas") was not accepted for a full proposal.
 - Staff modified language from the STEP pre-proposal to be integrated into the FY-2009 UPWP.
 - Staff presented ideas outlined in the STEP pre-proposal to the Vermont Gateway Corridor Study ~ Freight Focus group at Middlebury College.
- 3.4.1. Bicycle-Pedestrian Transportation Planning - **___% Complete** [*Staff Manager: Peter Keating*] <http://www.ccmppo.org/BikePed/>
- CCMPO purchased a new infrared bike & pedestrian counter from Eco-Compteur. Staff is currently collecting data at various locations in Chittenden County.
- 3.4.1.1 Update Bicycle/Pedestrian Plan - **45% Complete** [*Staff Manager: Peter Keating*]
- Regional network remains under discussion with Ped/Bike subcommittee. Staff reviewing draft plan sections on funding, performance measures and implementation strategies.
- 3.4.1.2 Regional/Inter-Regional Bicycle-Pedestrian Coordination - **___ % Complete** [*Staff Manager: Bryan Davis & Peter Keating*]
- Staff continued work on developing a case statement of local efforts and support for the 2010 Campaign for Active Transportation program.
 - Staff continued to participate in meetings of the Burlington Bicycle Council and Burlington Walking Work Group. Specific projects include designing a "walk bikes" stencil for downtown areas and working on an updated Burlington Code of Ordinances relating to bicycle use.
- 3.4.2 Reduce SOV (CCTA) - **___% Complete** [*Staff Manager: Aaron Frank*]
- 3.4.3 Transportation Demand Management (TDM) - **80% Complete** [*Staff Manager: Peter Keating*].
- The Burlington Business Association (BBA) employer survey to identify transportation needs and explore possibilities of a downtown Transportation Management Association has been completed and results tabulated by CATMA. A final report is being drafted by BBA staff for completion by the end of the fiscal year.
 - Staff continues to participate in efforts to create a local nonprofit car-share organization (as of now known as Green Mountain CarShare, GMCS), and also serves as chair of the Outreach/Marketing subcommittee. Major tasks this month included brand identity and naming sessions and meeting with potential website consultants. Staff coordinated a three-year, declining funding agreement between the CCMPO and GMCS.
- 3.4.3.1 Way to Go! Week – **75% Complete** [*Staff Manager: Peter Keating*]
<http://www.waytogovt.org/>

- Continued meetings with consultants and partners to advance event marketing materials and web improvements.
- Business outreach efforts continue.
- Print and broadcast outreach began.
- Staff participated in tabling events to promote WTGW.
- Staff continued to manage technical aspects of the website, database issues, data dissemination, and assistance to W2GW participants and businesses.

3.4.4.1 Project Definition (Scoping) Studies – (CCMPO Staff) - 65% Complete

- CCMPO staff time associated with projects listed below.

3.4.4.2 Project Definition (Scoping) Studies (consultant) - 65% Complete [Staff Manager: Christine Forde]

Queen City Park Road Bridge, Burlington

- Project completed.

I-89 Exit 12B

- Consultant is evaluating existing conditions.
- Traffic report has been completed and is under review.

VT15/Ethan Allen Avenue

- Existing conditions report has been completed.
- Local concerns meeting to take place in May.

VT2A/James Brown Drive

- Existing conditions report has been completed.

US2/North Williston Road/Oak Hill Road, Williston

- Consultant evaluating existing conditions.

US2/Exit 14/Staples Lane, South Burlington

- Consultant collecting existing data.
- Local Concerns Meeting to be held in May.

3.4.4.3 Project Definition (Scoping) Studies (Locally Managed) - [Staff Manager: Christine Forde]

- No activity this period.

4. Involvement Effectiveness and Administration Services

4.1.1 Educate (CCTA) – ___% Complete [Staff Manager: Aaron Frank]

4.1.2

- Fort Ethan Allen East Entrance Signal: Provided a summary of this project to CCTA Board.
- Winooski Multimodal: Awaiting a contract with the design-build contractor and the City of Winooski.
- MPO: Working with the MPO staff on the FY09 UPWP, TIP, Regional Model, and MTP.
- College St./Waterfront Improvements: Provided City contractor information about shelters.
- Colchester Data – Staff provided data for the most recent meeting with Colchester on past planning for areas of Colchester, including a Water Tower Hill to Winooski service and a Milton Commuter route that could run through Colchester along Route

7. Past work on the potential Colchester assessment should the Town join CCTA was also made available for the meeting.

4.1.3 Traffic Alert Program - **5% Complete** [Staff Manager: *Dave Roberts*]

- The traffic alert program has resumed for the 2008 construction season. Please see the MPO website (<http://www.ccmppo.info/cta/>) or subscribe for weekly email alerts by contacting ccmpo@aol.com

4.1.4 Communications – **83 % Complete** [Staff Manager: *Scott Johnstone, Bryan Davis*]

- Staff worked with Way to Go! partners to develop press release materials, which were distributed to local media and followed-up with phone calls.
- Staff created and distributed press kit regarding the EPA’s recent strengthening of ozone standards. VPR visited the CCMPO to conduct personal interview with staff.
- Staff developed a privacy policy for the CCMPO website.
- Staff fielded calls from the media about various projects and provided requested information.
- Staff continued to retrieve CCMPO and other transportation-related articles from local papers.
- Staff has developed an online search application for the CCMPO Studies & Reports library ~ <http://www.ccmppo.info/library/> . Staff is in process of adding all studies to the underlying database and will eventually link this to the CCMPO website.

4.2.2 Improve Facilities (CCTA) – **____% Complete** [Staff Manager: *Aaron Frank*]

- Paint Booth: The Board awarded a contract for this project which will take place over the summer and fall.
- Property Use Agreements: Continued work with two neighbors on minor encroachments discovered in facility expansion project.

4.2.3 Small Community Service Initiative – **75% Complete** [Staff Manager: *Bryan Davis*]

- The first public meeting was held in Westford for a sidewalk alignment study and residents provided comments on the project (Technical Assistance project).
- Staff worked with Town of Jericho staff and others to complete a draft scope of work for a pedestrian and traffic circulation study at the Jericho Elementary School (Technical Assistance project).
- Staff worked with Charlotte residents to develop and distribute a survey to determine local interest in public transit options.
- Staff accepted invitation to participate in May meeting to discuss possible traffic calming project with Town of Underhill staff.
- Staff continued liaison efforts with town planners and administrators and served as point of contact.
- Staff continued working with FHWA staff to coordinate and participate in July 1 and September 11 bridge maintenance and preservation workshops.

4.2.4 Project Coordination Assistance Initiative – **35% Complete** [Staff Manager: *Scott Johnstone*]

- No significant activity this period.

- 4.2.5 Public Involvement – **83% Complete** [Staff Manager: Bryan Davis]
- Staff comments were provided for first draft of the updated Public Involvement Plan. A revised version will be available for the TAC in May.
- 4.3.1 Agency Administration – **83% Complete** [Staff Manager: Scott Johnstone]
- The CCMPO Board meeting was held on April 16th, with the prime focus on warning the UPWP for public hearing the coming month. Also the Board adopted our prioritization of projects for VTrans for the coming year
 - The Executive Committee met on April 2nd.
- 4.3.2 Transportation Advisory Committee (TAC) - **80% Complete** [Staff Manager: Peter Keating]
- At the April TAC meeting, members recommended a project prioritization scheme, approved the transportation demand model consultant, discussed the FY09 UPWP budget and received a presentation on the Local Motion on-line Trail Finder.
- 4.3.3 Training and Staff Development – 83% Completed [All Staff]
- Two staff attended the 2008 American Planning Association annual conference which featured dozens of transportation related sessions.
 - One staff member attended Local Roads (LTAP) training on; “All About Asphalt Pavements”, and another on; “Safety on the Job”, covering signage placement and some flagging concepts.
- 4.3.4 Training (CCTA) - **___% Complete** [Staff Manager: Aaron Frank]
- 4.3.5 Coordination and Assistance with CCMPO Activities (CCRPC) - **70 % Complete** [Dan & Greg]
- No activity in April
- 4.3.6 Technical Assistance to CCMPO (CCRPC) - **68 % Complete** [Pam & Melanie]
- Staff provided maps for Safe Routes to School workshops at Chamberlin, Orchard and Barnes schools..
- 4.3.7 Data Collection and Maintenance - **100% Complete** [Staff Manager: Daryl Benoit]
<http://www.ccmppo.org/data/counts.html>
- Staff hired 5 technicians for the 2008 summer count season.
 - CCMPO has deployed the new infrared bicycle & pedestrian counter.
- 4.3.8 Transportation Model Maintenance and Enhancement - **15% Complete** [Staff Manager: Dave Roberts]
- National Household Travel Survey (NHTS) – The Vermont add-on program is underway as of April 2008. The MPO has partnered with the University of Vermont Transportation Center and VTrans to secure about 1,500 travel surveys statewide. 500 samples in Chittenden County are expected to be collected by April 2009.
 - The RFP for model consultant services was issued in January. Two proposals were reviewed by the selection committee and the TAC approved the selection committee recommendation to select Resource Systems Group for this work. The scope of work was refined to account for the schedule of the NHTS and CCMPO’s available budget. A notice to proceed was issued to RSG and work is now underway. One of the initial

tasks will be a white paper on the current model's public transportation characteristics and specific recommendations for improvement in this update. This transit white paper will be reviewed by CCTA and Karl Quackenbush of CTPS in Boston, who has offered to serve as an informal peer reviewer of the transit components of the model through the update process.

- 4.3.9 Research Initiative for Highway Investments - **15% Complete** [*Staff Manager: Dave Roberts*]
- Staff is participating in a review of the Winooski Traffic Circulator started by the summer traffic count technicians. Additional data collection will be necessary to complete this study. Work is expected to continue into the summer of 2008 when CCMPO has traffic technicians available to assist with this.
- 4.3.10 Legislative Monitoring -**90% Complete** [*Staff Manager: Scott Johnstone*]
- Attended legislative meetings on numerous occasions.
- 4.3.11 Performance Measures and Indicators Initiative -**15% Complete** [*Staff Manager: Scott Johnstone*]
- No significant effort on this item this reporting period.
- 4.3.12 Performance Tracking (CCTA) - **___% Complete** [*Staff Manager: Aaron Frank*]
- NTD: Submitted FTA National Transit Database information.
- 4.3.13 Innovative Finance Initiative- **60% Complete** [*Staff Manager: Scott Johnstone*]
- Developed model to staff initiative going forwarded.