

MONTHLY PROGRESS REPORT FOR FY 2008

August 2007

The following outlines the major activities of CCMPO in August 2007 by Work Task. This is the second month of our FY 2008. Therefore, 17% of time has elapsed.

1.0 Existing System Preservation and Improvement Services

1.1.1 Safety Program - 17% Complete [Staff Manager: Jason Charest]

- Jericho and Milton Road Safety Audit Reviews (RSARs) are scheduled for September 11th.

1.1.2 Incident Management Training (CCRPC) - 5% Complete (Staff Manager: Dan Senecal Albrecht)

- Preliminary planning begun for training session schedule and publicity.

1.1.3.1 Planning Assistance and Coordination - 5% Complete [Staff Manager: David Roberts]

- Letters of support for Enhancement grant and Safe Routes to Schools applications to VTrans.
- Underhill Flats sidewalk feasibility study – town has requested information on a multi-use path facility versus the sidewalk envisioned in the final draft report. Staff has suggested the right-of-way limitations at the west (south) end of the study area near Park St means a multi-use path would be difficult to fit into the existing land uses. It would be easier further east on VT 15 where the buildings have more setback from the right-of-way. Staff will follow-up with the town to see if any additional work is necessary before finalizing the study..
- Colchester Severance Corners bicycle-pedestrian revised final draft report with conceptual cost estimates for facilities under review. Severance Corners traffic study revised final draft report delivered in response to VTrans comments. The Town has requested the analysis be expanded to include an additional parcel in the growth center area.
- Huntington traffic calming - traffic counts in Huntington village areas to support traffic calming study underway.
- I89 Exit 12 Park and Ride Study steering committee kickoff meeting scheduled for September 25th. This study will be examining near term traffic implications associated with a potential park and ride lot just south of I89 at exit 12 in Williston.

1.1.3.2 VTrans Planning Assistance and Coordination - ____% Complete [Staff Manager: David Roberts]

- Assisted VTrans with SR2S national recognition award application.
- Participated in VT Rideshare program panel discussion.
- MPO Staff provided extracts of Circ EIS data to the town of Jericho regarding changes in traffic volumes between different alternatives under consideration in the EIS.

1.1.3.3 Planning Assistance (Locally Managed) - ____% Complete [Staff Manager: David Roberts, except as noted]

- Staff continued serving on the Burlington Transportation Plan steering committee.

- 1.2.1 Transportation Systems Management (TSM) - **5% Complete** [Staff Manager: *David Roberts*]
- RSG was the consultant selected to perform the signal optimization project on Dorset St and Williston Rd in South Burlington. Work is expected to commence in September.
- 1.2.2 ITS Applications (CCTA) - **____% Complete** [Staff Manager: *Aaron Frank*]
- Cherry Street Sign System: Acceptance testing and system review are completed and one non-compliant functionality was noted, which is being addressed by the CCTA Operations Department and the contractor. Found an atomic clock for use at Cherry St.
 - Radio system migration: Worked with the Operations and Maintenance Departments on the migration of our 30 year old low band radio system to a 400MHz system with multiple goals: coverage for inter-regional link routes; potential to use for ITS in the future; reduced radio purchase cost per bus; and minimizing annual operating costs. Since the engineering would have cost more than the equipment purchased, and since we don't have the funding to implement our radio data backbone for the ITS system, we did what we could with in-house staff to move toward an improved system that we believe should be compatible with a future ITS system.

2.0 Sustainability/Livability Services

- 2.1.1 Defining substantial regional impact (CCRPC) - **34% Complete**- (Staff Manager: *Tim Fluck*)
- The SRI Task Force has reviewed the draft SRI definition.
- 2.1.2 Regional Models (CCRPC) - **____% Complete** (Staff Manager: *Melanie Needle*)
- No work to report
- 2.1.3 Chittenden County Public Transit Futures (CCRPC) - **____% Complete** (*Greg*)
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- 2.1.4 Development Review - **____% Complete** [Staff Manager: *Eleni Churchill*]
- No work this month.
- 2.2.1 Regional Open Space Plan (CCRPC) – **0% Complete** (*Tim Fluck*)
- No progress to report.
- 2.2.2 Data Update and Maintenance (CCRPC) - **10% Complete** (*Melanie & Pam*)
- Staff has begun an update of the Regional Sewer Capacity Study.
- 2.2.3 Environmental Planning - **5% Complete** [Staff Manager: *Christine Forde*]
- Staff continues to participate on the Governor's Climate Change Commission
- 2.2.3.1 Land Use, Transportation and Air Quality (CCRPC) - **1% Complete** (*Julie Potter*)
- Staff has started a literature search on municipal non-attainment issues and best local land use practices for air quality improvement.

- 2.3.1 Regional Comprehensive Planning Involvement - **10% Complete** [Staff Manager: *Scott Johnstone*]
 - No critical activity to report at this time
- 2.3.2 Western Vermont Gateway Corridor Study- **___% Complete** [Staff Manager: *Eleni Churchill*]
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- 2.3.3 Route 15 Corridor Study - **___% Complete** [Staff Manager: *Eleni Churchill*]
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- 2.3.3.2 Route 15 Corridor Transportation and Land Use (CCRPC) - **___% Complete** (*Samantha Tilton*)
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- 2.3.4 Milton Town Core Traffic Circulation Study - **___% Complete** [Staff Manager:]
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- 2.3.5 Transportation for Livable Communities - **___% Complete** [Staff Manager: *Peter Keating*]
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- 2.3.6 Futures Initiative- **5% Complete** [Staff Manager: *Scott Johnstone*]
 - No critical activities to report at this time
- 2.3.6.1 Futures Initiative Land Use Assistance (CCRPC) - **10 %Complete** [Greg Brown]
 - Program design complete. Initial presentations to CCRPC board scheduled
- 2.4.1 Alternative Fuels Plan - **10% Complete** [Staff Manager: *Scott Johnstone*]
 - Discussed proposals with VANR related to alternative fuels demonstration
- 2.4.1.1 Alternative Fuels Plan Assistance (CCRPC) - **___%Complete** [*Samantha Tilton*]
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3. 0 Multi & Intermodal Services

3.1.1 -

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

- Colchester Membership Request: Staff calculated how much the Town of Colchester would have to pay on an annual basis to be a CCTA member. This included calculating fixed route costs, paratransit costs, bond/interest costs, and the share of past capital investments.
- Burlington Downtown Transit Station: No activity.
- Burlington Transportation Plan: Continued discussion of transit access to hill section. Participated in final committee meeting. Preparing for participation in neighborhood and community meetings.
- Passenger Shelters: We are awaiting roofing for the Kennedy Drive and Timberlane shelter. The shelter near 371 Maple is scheduled for installation this week. Obtained information on quality/aesthetic benches from the City of Burlington.
- Fort Ethan Allen East Entrance Signal: No Activity.

- E&D Program: We continued discussions with VTrans concerning the management of the Chittenden County E&D Program. We held a coordinating meeting Friday, August 17th whereby we reallocated FY 07 grant funding based on actual spending/needs, allocated about \$3,000 of the \$63,000 FY07 Supplemental Funds made available to for Acute Care related transportation. We were unable to allocate the additional \$60,000 due to the restrictions on the funding. The meeting also dealt with FY 08 allocations of \$374,313 (100% shares) for the Chittenden County E&D program, an increase of 21% over FY 07
- We continue to address the close out of the FY07 E&D program. The identification of transportation provided for Acute Care has become a major task. It appears our local partners will be able to use less than \$3,000 of the \$63,000 FY07 Supplemental Funds made available to for Acute Care related transportation. Additionally, we have coordinated a response to the VTrans “Human Services Transportation Coordination Plan” draft. Finally, we discussed the creation of a \$5,000 pool of funding for the outer ring towns who are neither CCTA members nor E&D program participants and whose residents do not have much access to non-Medicaid reimbursable medical transportation.
- Developed extensive guidance for contractor (SSTA) to develop an E&D volunteer driver program for Chittenden County.
- ADA: CCTA has approved the SSTA proposed paratransit service rate of \$47.25 per hour. This rate change represents a 5% increase from their FY07 rate of \$45.00, but is still lower than that of many providers in Vermont. We are working with SSTA to develop a rate for sedan service in readiness for our meeting with local cab companies to address our needs and expectations with regard to: driver background checks, insurance, service record keeping and reporting, and invoice and payment procedures. We continue to work with SSTA on FTA reporting issues which have become a challenge after an SSTA software change to the Statewide Medicaid software and participated in a FTA survey on “Body-on-Chassis/Cutaway Vehicles”.

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

- Prepared and issued a public transit plan RFP for Hinesburg,

3.1.7 Aging of Vermont Transportation Users- ____% Complete [*Staff Manager: Peter Keating*]

- No activity this month.

3.1.8 Safe Routes to Schools- ____% Complete [*Staff Manager: Peter Keating*]

- Local Motion staff preparing for second year with seven schools on education and outreach programs.

3.1.8.1 Safe Routes to Schools (Lite) - ____% Complete [*Staff Manager: Peter Keating*]

- Set up SR2S open house to solicit interest from school administrators.

3.2.1 Transportation Improvement Program (TIP) Development- FY08-11 TIP is 95% Complete [*Staff Manager: Christine Forde*]

- Staff completed cost escalation of the FY08-11 TIP. The new TIP will be presented to the Board and TAC in September for approval.
- Staff working on TIP Flyer for distribution in October.

- 3.2.2 TIP Project Tracking and Management - **5% Complete** [Staff Manager: *Christine Forde*]
- Staff working on FY07 Year End Report.
- 3.3.1-
- 3.3.3 Access and Mobility (CCTA) [Staff Manager: *Aaron Frank*]
- Fletcher Allen Employee Survey Data: Staff is working with CATMA to gain access to detailed survey data on work times for Fletcher Allen employees from CATMA's online annual employee survey. The work time data cross-tabulated with employees' residences could be used to assess the convenience of current Link Express trip times, and to possibly make adjustments to them.
- 3.3.4 2030 Metropolitan Transportation Plan (MTP) - **___% Complete** [Staff Manager: *Peter Keating*]
- Continue working with FHWA and UTC staff on scenario planning workshop.
- 3.3.5 Freight Transportation Planning - **___% Complete** [Staff Manager: *Daryl Benoit*]
<http://www.ccmpto.org/freight/>
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- 3.4.1. Bicycle Pedestrian Transportation Planning - **___% Complete** [Staff Manager: *Peter Keating*]
<http://www.ccmpto.org/BikePed/>
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- 3.4.1.1 Update Bike/Pedestrian Plan - **___% Complete** [Staff Manager: *Peter Keating*]
- Submitted RFP seeking consultant services to update Bike/Pedestrian Plan.
- 3.4.1.2 Regional/Inter-Regional Bike-Pedestrian Coordination - **___% Complete** [Staff Manager: *Bryan Davis & Peter Keating*]
- Drafted resolution to support participation in Rails-to-Trails Conservancy's 2010 Campaign for Active Transportation
- 3.4.2 Reduce SOV (CCTA) - **___% Complete** [Staff Manager: *Aaron Frank*]
- Middlebury Link: Staff coordinated the transition to serving the new Ferrisburgh Park and Ride (and the simultaneous end of service to Country Home Products). This included working with the Marketing Department to develop flyers, working with Maintenance Department to remove signs at CHP, and working with Operations Department to finalize the new driver paddle. The closing of the 7 & 17 Store in New Haven has been delayed until spring 2008, therefore, CCTA will continue to use this location as the New Haven stop on the Middlebury Link.
- 3.4.3 Transportation Demand Management (TDM) - **___% Complete** [Staff Manager: *Peter Keating*].
- Assisting BBA with TMA downtown employer survey.
- 3.4.3.1 Way to Go Week – **___% Complete** [Staff Manager: *Peter Keating*]
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3.4.4.1 Project Definition (Scoping) Studies – (CCMPO Staff) - ___% Complete

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3.4.4.2 Project Definition (Scoping) Studies (consultant)- 5 Complete [Staff Manager: Christine Forde]

Colchester/Essex/Essex Junction, Route 15 Bicycle/Pedestrian Path - 100% Complete.

- Final study received from consultant. Project finished.
VT15/Sand Hill Road, Essex
- Awaiting review by VTrans.
Queen City Park Road Bridge, Burlington
- Consultant is developing alternatives.
Bridge Street Bridge, Richmond
- Consultant is developing alternatives.
I-89 Exit 12B
- Consultant given notice to proceed.
- Kick-off meeting held with CCMPO, VTrans, South Burlington and Consultant.

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

- Colchester Ave. Ad Hoc Committee: Staff is working with CATMA, the City of Burlington, and Smart Mobility (Burlington's consultant for the Transportation Plan) to develop a presentation combining the work of the Colchester Ave Ad Hoc Committee and the Burlington Transportation Plan. The combined presentation will be made at the Ward 1 NPA meeting in September (Neighborhood Improvement Night).
- Winooski Multimodal: The City has completed an RFP which is under review by CCTA.
- Route 15 Corridor Study: Contributed to and reviewed Vision, Goals and Strategies report.
- Essex Center Public Hearing: Staff held a public hearing on August 13th at the Essex Town offices regarding eliminating the 4:30 PM Essex Center trip. Only one rider attended the meeting, but we received four phone calls before the meeting from Essex Center passengers. The public hearing minutes are attached, including the comments received by phone.
- College Street Shuttle Survey: Staff presented the results of the College Street Shuttle Survey to the Transportation, Energy, and Utilities Committee of the Burlington City Council. The councilors present were pleased with the detailed information on ridership and usage patterns.

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

- Traffic Alerts are underway for the 2007 construction season.

4.1.4 Communications – ___ % Complete [Staff Manager: Scott Johnstone]

- CCMPO-related articles retrieved from local papers

- Press releases submitted recognizing completion of East Hill Road Study and Richmond Parking Study.
- 4.2.2 Improve Facilities (CCTA) -- ___% Complete [Staff Manager: Aaron Frank]
- Bus Storage Expansion: The building is about 90% complete with the foundation, floor, calking, frame, roof deck, roof, walls, sheet rock/taping, garage doors, guardrail, and retaining walls complete. Mechanicals, and electrical, fire protection, and painting is under way. We issued the change order for blasting in the southwest corner of the property to make room for the stormwater retention pond.
 - Facility Improvements To comply with an oil spill permit, we installed a light over the waste oil tank and a chain link fence and guard rail around the fuel tank. We also reviewed and edited the spill plan. We filled a faulty apron next to the existing exit to the bus wash bay, repaired concrete walkway, and installed new walkway, and re-insulated the existing roof top HVAC units. We are also repaving the parking lot. Working on conceptual plans for an improved bodywork area and a landscape plan to retain trees that were planned for removal due to our stormwater permit requirements.
 - Cherry St. Station: Pomerleau Real Estate has repainted the side of the Old Navy building and Remote 1 (Driver's restroom/lunchroom). With the new paint on Remote 1, the worn out windows look especially bad. Our contractor KR Adams has begun work on the kiosk (one aluminum wall was completely rotted out and had to be replaced), benches, and trash cans. We are working on painting spots where passengers can catch specific buses as the Cherry St sign system indicates which "Spot" a bus for a specific route will be stopping at. This was a key reason we implemented the sign system as this was a frequent rider request.
 - Old Plexiglass signs on streetlights around Battery and Cherry Streets Staff scouted the locations and is researching the removal of the 14 Plexiglas CCTA signs still located in downtown Burlington. These signs are old, detract from our image and need to be removed.
- 4.2.3 Small Community Service Initiative-- ___% Complete [Staff Manager: Bryan Davis]
- Attended Underhill Selectboard meeting to discuss Pleasant Valley Road and Sidewalk Feasibility studies.
 - Met with Richmond officials to discuss subsurface road conditions and opportunities for CCMPO assistance.
 - Continued researching information and working with towns on other projects.
- 4.2.4 Project Coordination Assistance Initiative – 0% Complete [Staff Manager: Scott Johnstone]
- No activity this period
- 4.2.5 Public Involvement – 5% Complete [Staff Manager: Bryan Davis]
- Interviews conducted with staff, board, TAC members and other partners as the first step in updating the Public Involvement Plan.
- 4.3.1 Agency Administration – 17% Complete [Staff Manager: Scott Johnstone]
- The CCMPO Board did not meet in August.
 - The Executive Committee met on August 1, 2007.
- 4.3.2 Transportation Advisory Committee (TAC) - ___% Complete [Staff Manager: Peter Keating]

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- 4.3.3 Training and Staff Development – ___% Completed [*All Staff*]
 - Two staff members attended a one-day Outlook 2 class.
 - Two staff members attended TrailLink 2007 hosted by the Rails-to-Trails Conference.
- 4.3.4 Training (CCTA) - ___% Complete [*Staff Manager: Aaron Frank*]
 - FTA training: Three staff members attended a regional training on Title VI, ADA, and DBE compliance in Boston. There is a new FTA Title VI Circular, a new FTA Title VI program (Limited English Proficiency) and ADA has been interpreted so as to expand the requirements of transit agencies.
- 4.3.5 Coordination and Assistance with CCMPO Activities (CCRPC) - 5% Complete [*Dan & Greg*]
 - No activity in August
- 4.3.6 Technical Assistance to CCMPO (CCRPC) - 20% Complete [*Pam & Melanie*]
 - Staff used GIS to determine the amount of area that is within a ¼ mile of a CCTA bus line.
- 4.3.7 Data Collection and Maintenance - ___% Complete [*Staff Manager: Daryl Benoit*]

<http://www.ccmpto.org/data/counts.html>

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- 4.3.8 Transportation Model Maintenance and Enhancement - 5% Complete [*Staff Manager: Dave Roberts*]
 - Staff is investigating the possibility of purchasing a regional or statewide add-on to the National Household Travel Survey (NHTS) planned for 2008 by the FHWA. The MPO could potentially partner with the University of Vermont Transportation Center and VTrans to secure wider coverage within Vermont.
 - An RFP for model consultant services is under development for potential issue in fall 2007. Potential participation in the NHTS may affect the proposed schedule. Current tasks proposed for the update include expanding the model area to portions of Franklin County and moving from a peak hour model to a daily model of trips.
- 4.3.9 Research Initiative for Highway Investments - ___% Complete [*Staff Manager: Dave Roberts*]
 - No work undertaken this month.
- 4.3.10 Legislative Monitoring - ___% Complete [*Staff Manager: Scott Johnstone*]
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- 4.3.11 Performance Measures and Indicators Initiative - 5% Complete [*Staff Manager: Scott Johnstone*]
 - No significant activity this month
- 4.3.12 Performance Tracking (CCTA) - ___% Complete [*Staff Manager: Aaron Frank*]
 - Unified Planning Work Program (UPWP): Provided more details in CCTA UPWP regarding deliverables as per MPO request.

- CCTA Board Performance Report: Updating peer analysis data for a future board meeting.

4.3.13 Innovative Finance Initiative- **10% Complete***[Staff Manager: Scott Johnstone]*

- Developed Blue Ribbon Commission model for considering innovative finance alternatives
- Hired consultant to develop working papers on key issues related to innovative finance as starting point of discussion for work groups.
- Working to fill work groups and commission with interested participants.