MONTHLY PROGRESS REPORT FOR FY 2007
December 2006

The following outlines the major activities of CCMPO in December 2006 by Work Task. This is the sixth month of our FY 2007. Therefore, 50% of time has elapsed.

1. CCMPO Management

1.01 Agency Administration – 33%Complete *[Staff Manager: Scott Johnstone]*

- There was no MPO Board meeting in December.
- The Executive Committee met on December 6, 2006.

1.02 Technical Advisory Committee (TAC) – 50% Complete *[Staff Manager: Peter Keating]*

- The TAC discussed the results from a meeting between the Town of Hinesburg and VTrans over issues regarding VT RT 116 through the Village; heard the latest about development of the FY08 UPWP; commented on the CCMPO committee restructuring put forward by the Strategic Planning Committee; and received a demonstration on the visualization capabilities of Google Earth.

1.03 Training and Staff Development – *[All staff]* 42% Complete

2. Regional Comprehensive Planning www.ccrpcvt.org *[Staff Manager: Scott Johnstone]*

Note: The following breakdown is by CCRPC Work Program Elements

1.1.1 Defining Substantial Regional Impact. 5% Complete

- Reminders sent to municipalities to appoint representatives to the Substantial Regional Impact Task Force.

1.1.5 Regional Plan Adoption - 100% Complete

- CCRPC's August 28th adoption of the *2006 Regional Plan* became final on October 3. At CCRPC's November meeting, it endorsed the land-use and demographic assumptions to be used in the *2030 MTP*.

2.1.2 Land Use Allocation Module (LUAM) 10% Complete

- Staff finished the TAZ level forecast for the MTP.

1.7.1 A Regional Open Space Plan- 0% Complete

- No progress to report.

2.1.1 Regional & Local Buildout Analysis- 10% Complete

- Staff finished the Colchester build out analysis and sent to results to the Town Planner..

2.2.1 Support for Municipal Asset Management – 15% Complete

- Staff worked with Huntington's Road Foreman to collect GPS data on segments of town-owned gravel roads that have fabric installed to minimize erosion. Staff will format the data and deliver to Huntington's Town Administrator for use in the AssetGIS software.

2.2.5 Data Update and Maintenance -10% Complete

- Staff converted gps'd trail data into GIS useable data for all trails and bike paths in South Burlington. This work was completed in conjunction with the Local Motion trails website work.

3.3.2 Coordination & Assistance with CCMPO Activities – ___% Complete

- Staff provided Safe Routes to School maps for three schools. 8.5" x 11" and 34" x 44" maps were printed depicting the school and .25, .5, .75 and 1 mile radius as well as roads and housing locations.

3.4.2 Land Use, Transportation and Air Quality - _20_ % Complete

- No progress to report this month

3.6.4 Lake Champlain Byway Development - 25 % Complete

- CCRPC Staff attended and drafted minutes for LC Byway Council December meeting, worked on FY07 grant application to FHWA-National Scenic Byways and worked with Brown and Johnstone to amend this work item to focus on creation of a Byway Steering Committee, participate meetings of the Byway Council (staff is Vice-Chair) and the Champlain Quadricentennial Commission and attend the May 2007 National Scenic Byways Conference in Baltimore, MD. Amendment necessary due to CCRPC securing two, new FY06 National Scenic Byways grants.

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

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4.1.13 Land Use/Transportation Model Ordinance Development - 0% Complete

- To be initiated in the 3rd Quarter.

1.4.1 Alternative Fuels Plan Assistance - _15_ % Complete

- Staff continues background research on land use activity related to bio fuels production in Vermont and Chittenden County.

5.2.5 Futures Initiative Assistance - _15_ % Complete

- Staff continues background research on topics for this task.

2.02 Regional Comprehensive Planning – CCMPO – 50% 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 20% Complete

Ridecheck Project The system-wide survey of boardings and de-boardings data collection is approaching completion and compilation of the data will begin shortly.

Link Express Surveys. Staff is continuing to survey the Middlebury and St. Albans Link routes. Additionally, responses from the Montpelier Link surveys have led to the creation of a follow-up survey which will be administered to riders of the 7:45 AM Montpelier Link during January.

Transfer Analysis. An analysis of the use of transfers in the CCTA system is underway. The analysis will consider from which routes transfers are issued and to which route transfers are made. The analysis will also account for pass holders (for example monthly passes and Medicaid passes) who are transferring but not using paper transfers and are instead using their passes to access the next leg of their trip.

B. Service Planning 55% Complete

Essex Junction Downtown Routing. Staff is studying the path the Essex Junction route follows in downtown Burlington. Specifically, the portion of the route along Pearl Street and the level of ridership along that segment is being considered.

Old North End Loop Analysis of the Old North End Loop is ongoing. Staff is working on drafting a summary memo concerning the findings based on a previously completed origin-destination survey and the soon to be completed ridecheck data.

D. Human Service/Paratransit Transportation Planning 50% Complete

ADA Costs: We are researching additional methods of controlling ADA costs, while still providing needed services.

Some E&D Partner agencies have limited the transportation they will support and are denying some trip requests that they would have supported in the past.

Attended a meeting and supplied a few pages of answers to questions posed by the Chittenden County RoVER group.

E. Long Term and Capital Planning 60% Complete

Cherry Street Sign System: The system is in the process of installation. We are reviewing exact sign graphic display specifications.

Passenger Shelters. The BHS Outbound shelter received its permit and will be installed as weather allows. The new shelter at Home Ave @ Shelburne Rd. is still in the permitting process. Due to ridership increases since Champlain College joined the CATMA and CCTA unlimited access program, we obtained a temporary shelter for use by Champlain College and will build two permanent ones (they are paying for one). We are also working with Champlain and the City of Burlington on a mid-block crosswalk.

Cherry St. Station Repairs. No activity.

Bus Storage Expansion
We pre-qualified 4 of the 8 respondents, are working with the architects and attorney on some contract and insurance language, and are obtaining our own cost estimate prior to going out to bid.

Burlington Downtown Transit Station. We have been encouraging the City of Burlington to consider the DET building on Pearl Street as a site for this project. Tiffany and I attended a public meeting where the City's consultants ranked potential sites against CCTA's needs which we provided prior to the site selection process. The DET site was best able to meet current and future needs. I continue to provide support to the City's consultant on this project with a variety of details about our operations as they relate to the needs for a much improved facility. We are currently working on an update of a transfer analysis for use in the project planning.

Burlington Transportation Plan. We are considering transit feedback from the December meeting and the legacy project meeting.

Route 2 Corridor. Briefed the CCTA board on the project and the potential transit improvements.

Route 15 Corridor. No activity.

Metropolitan Transportation Plan. No activity.

Park and Ride Leases; Updated two leases with minimal cost increases.

3.01.2 Public Transit Planning by CCMPO & Human Services Transportation Analysis– 50% Complete http://ccmpo.org/ptp/index.html *[Staff Manager: Peter Keating]*

- Staff organized Board comments and submitted them to VTrans on the Public Transportation Policy Plan draft.
- Staff, and other interested parties, attended a meeting in Hinesburg to discuss possible public transportation services to the town.

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

- Staff attended a conference on Transportation Solutions to Climate Change.
- MPO staff discussing potential air quality workshop with ANR staff to be held in early 2007. The workshop would focus on data needs to support transportation-related air quality analysis tools.

3.02.2 Alternatives Fuels Plan - 0% Complete [*Staff Manager*: Not yet assigned]

- No activity this period. Scheduled to begin in 2007.

3.03.1 Bicycle/Pedestrian Transportation Planning – 17% Complete *[Staff Manager: Peter Keating]* http://www.ccmpo.org/BikePed/

- No activity this month.

3.03.2 Regional/Inter-Regional Bike-Pedestrian Coordination - ___% Complete

3.03.3 Safe Routes to Schools (SR2S) - 50% Complete *[Staff Manager: Peter Keating]* http://www.ccmpo.org/SR2S/

- Local Motion's consultant team engaged with all seven schools. School travel plans and school area traffic counts underway or completed.

3.04 2030 Metropolitan Transportation Plan (MTP) - 30% Complete [*Staff Manager: Peter Keating]*

- Third meeting of the MTP Advisory Committee was held in December discussing visions and goals, SAFETEA-LU required consultations with resource agencies and environmental mitigation, the housing and employment forecasts, and a document status report.
- MPO staff has worked with CCRPC staff to develop municipal level housing and employment forecasts for RPC committee review in January.
- Third Sector Associates attended the steering committee meting on December 18th and prepared meeting notes.

3.05 Safety -25 % Complete *[Staff Manager: Susan Smichenko]*

- No activity undertaken or planned for this work item.

3.06 Transportation Demand Management (TDM) Program –30% Complete *[Staff Manager: Peter Keating]*

- Marketing development strategy discussions between WTG Partners and Place Creative continuing.

3.09 Transportation Systems Management - 15% Complete *[Staff Manager: Susan Smichenko]*.

- No activity undertaken or planned for this work item.

3.11 Development Review – 20% Complete *[Staff Manager: Susan Smichenko]*

- No activity undertaken or planned for this work item.

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

- No work undertaken this month.

3.13 Freight Transportation Planning - 98% Complete *[Staff Manager: Daryl Benoit]*
http://www.ccmpo.org/freight/

- Submitted final comments & questions (with Executive Committee approval) for the Draft State Rail & Policy Plan to Scott Bascom.

- 3.13.1 Western Vermont Gateway Corridor Study - 3% Complete *[Staff Manager: Scott*

3.14 Route 2 Corridor Study - 92% Complete *[Staff Manager: Susan Smichenko]*

- Staff received the Plan Summary and the Corridor Management Plan from the consultant. Review on these documents continues with the goal of scheduling a stakeholders meeting in early February.

3.15 Route 15 Corridor Study - 30 % Complete *[Staff Manger: Susan Smichenko]*

- A stakeholder meeting was postponed to January 17, 2007.
- Staff continued to receive comments on the existing conditions report and provide feedback to the consultant.
- Third Sector Associates began preparations for a public workshop in February 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 - ___ % Complete

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4. Municipal and Regional Service

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

- Completed processing and posting online of all CCMPO collected intersection and ATR count data for 2006.
- Updated online database with VTrans 2005 AADT data.
- Submitted a 1st draft summary pavement condition survey report and PCI map to Milton for the 2006 data. Received comments and corrections from Andrew Legg. Re-sampled a number of road sections. Currently revising the report and the PCI map.
- Updated the CTC Monthly Comparisons Report online: http://www.ccmpo.info/data/ctc_report.php

4.02.1 Planning Assistance and Coordination - 60 % Complete *[Staff Manager: David Roberts]*

- Underhill Flats sidewalk feasibility study draft report sent out for town review in December.
- Charlotte Ferry Rd / Greenbush Rd paths feasibility study draft report expected for town review in early 2007.
- Colchester Severance Corners pedestrian study public meeting scheduled for January 8, 2007.
- Staff attended a follow-up meeting for 12/1 on Westford's Old Stage Rd / Woods Hollow Rd intersection with VTrans officials to obtain additional recommendations to improve safety at this difficult location.
- Richmond village parking study is underway. This study will assess parking inventory and demand in the village area and provide recommendations for wayfinding and potential increases in parking areas. Draft report expected in early 2007.
- Richmond school entrance technical assistance is underway to provide recommendations on pavement markings, signs, and other traffic control devices in the vicinity of the entrance to the Richmond school complex off Jericho Rd. Draft report delivered for town review in December.
- Huntington Park and Ride technical assistance request received. Initial discussions with town officials in December. Kick-off meeting scheduled for January 11, 2007.
- Staff continued participating on the advisory committee for Burlington Downtown Transit Center.

4.01.1.1 VTrans Planning Assistance and Coordination - 60 % *Complete* *[Staff Manager: David Roberts]*

- CCMPO staff continues providing VTrans and the Circ EIS consultant with information on CCMPO data sources and models. Staff continues attending Circ EIS technical committee meetings. No major milestones to report on from December. More information on the project is available at http://www.circeis.org .
- Staff continues serving on the VTrans advisory committee developing the state Bicycle/Pedestrian Policy Plan. Regional presentation meeting scheduled for January 9th.

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

- Burlington Transportation Plan Advisory Committee – 20% complete *Staff manager: Peter Keating*. The committee heard presentations and discussed bicycle travel and street design guidelines
- Richmond and Williston continue work on the East Hill Road Transportation Study. Study completion expected in early 2007.
- Jericho Dickinson St technical assistance. Town officials and staff as well as the consultant continue outreach on the draft report in preparation for a public presentation in early 2007.

4.03 Transportation Model Maintenance and Enhancement – 20 % Complete *[Staff Manager: David Roberts]*

http://www.ccmpo.org/modeling/

- Continued dialog with the VT Agency of Natural Resources regarding pollutant emission factors specific to Chittenden County.

4.04 Chittenden Traffic Alert Program – 95 % Complete for the season *[Staff Manager: David Roberts]* http://ccmpo.org/cta/index.html

- Traffic Alerts issued on a weekly basis for the duration of the construction season. The final Alert for the 2006 season was sent on 12/1/2006.

4.05 Transportation for Livable Communities (TLC) Grant Program – 10% Complete *[Staff Manager: Peter Keating]*

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

4.06 Small Community Service Initiative – ___% Complete *[Staff Manager: David Roberts]*

- No activity.

5. Transportation Programming *[Staff Manager: Christine Forde]*
http://www.ccmpo.org/TIP/

5.01 TIP Development – 100% Complete

- CCMPO FY07-10 TIP completed.

5.02 TIP Project Tracking and Management – 20% Complete

- Template for FY06 Obligation report has been created. Staff is waiting for year end obligation information from VTrans.

6. Public Involvement and Communications

6.01 Public Involvement - 17% Complete *[Third Sector Associates]*

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6.02 Communications – 25% Completed *[Staff Manager: Scott Johnstone]*

6.03 Legislative Monitoring – 8% Complete *[Staff Manager: Scott Johnstone]*

- No work undertaken or scheduled.

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.

South Burlington/Williston Multiuse Path Connection (Bridge over Muddy Brook) – 95%

- Report being finalized.

VT15/Educational Drive, Essex Junction – 100%

- Project is completed.

VT116 Potash Brook Culvert, South Burlington

- Report being finalized.

Hinesburg Park and Ride, Hinesburg

- Project completed.

VT15/Sand Hill Road

- Alternatives being developed.

7.02 Locally Managed Project Definition (Scoping) Studies

Silver Street - Hinesburg

- Draft scoping report being reviewed.

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

8.01 CCMPO Strategic Plan - 50% Complete

- Committee met to consider new concepts for committee realignment as well as information related to how weighted voting may change over time. Expect to meet again within a couple of months to attempt to wrap up effort.

8.02 Futures Initiative - 25% Complete

- No action during this reporting period

8.03 Performance Measures & Indicators Initiative - 0 % Complete

- No work Performed – Scheduled to begin in winter

8.04 Innovative Finance Initiative - 20% Complete

- Received proposal from consultant to assist in development of workshop. Also discussed with VTrans to assure all are comfortable with approach

8.05 Project/Program Management Information System - 12% Complete

- Reviewed two additional systems with goal of simplicity.