

MONTHLY PROGRESS REPORT FOR FY 2008 December 2007

The following outlines the major activities of CCMPO in December 2007 by Work Task. This is the sixth month of our FY 2008. Therefore, 50% of time has elapsed.

1.0 Existing System Preservation and Improvement Services

1.1.1 Safety Program – 50 % Complete [*Staff Manager: Jason Charest*]

- Attended the Chittenden County Coalition on Traffic Safety meeting on Dec. 18th. Information was shared with the various attendees. No deliverables at this point. Coalition is set to meet bi-monthly. Next meeting date has not been set.
- Staff met with Mario Dupigny-Giroux and reviewed the signs the town of Westford installed as part of the High Risk Rural Roads (HRRR) program. Recommendations for minor changes were made.
- Staff continues to participate in the implementation of Vermont's Strategic Highway Safety Plan (SHSP) through their participation in the Infrastructure subcommittee.
- Staff will meet with VTrans and neighboring RPCs to discuss the TPI task for the HRRR program related to developing a data collection procedure that can be used to identify high crash locations. Meeting will take place Jan. 3rd.

1.1.2 Incident Management Training (CCRPC) - 50% Complete (*Staff Manager: Dan Senecal Albrecht*)

- Workshop design is completed.
- Scheduling has been set for 6 courses to be held in December, January, February and March.
- A notice was drafted and sent out mid-November, and again as necessary. It is also posted on the VEM website.
- There has been one ICS 402 class held, and one ICS 200 class held.
- There are more classes being held in January.
- More classes are being scheduled and rescheduled to accommodate participants for February and March.

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

- Underhill Flats sidewalk feasibility study – waiting to hear from town regarding any additional work necessary before finalizing the study.
- Huntington traffic calming walk through held December 11, 2007. Several MPO staff attended along with consultants and two representatives from the town. The consultant team will be drafting recommendations for the town steering committee's review in early 2008.
- I89 Exit 12 Park and Ride study is underway with a draft report expected in January 2008. The consultant performed a traffic count at the Richmond park and ride to assist in the analysis of hourly demand.
- Shelburne Street Rotary Study [*Staff Manager: Eleni Churchill*] – A public meeting to present study results (LOS, delays, queues, benefit/costs) and discuss the two viable alternatives that the steering committee advanced to detail analyses, took place December 11th at the Burlington Department of Public Works (DPW). The next step in this process of deciding on a preferred alternative to address safety issues at this location will be to present the study results to the NPAs for Ward 5 & 6 in January

and subsequently present a preferred alternative to the DPW Commission during their February meeting. MPO staff will be participating in the NPA meetings.

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

- Staff plans to attend a Circ Interagency Meeting on January 16, 2007 in White River Junction to discuss FHWA and VTrans' response to comments received on the Draft Environmental Impact Statement (DEIS). The 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.
- As part of VTrans' Safe Routes to Schools Task Force, staff reviewed and advised the program coordinator on the next round of non-infrastructure grants.

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

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1.2.1 Transportation Systems Management (TSM) - 15% Complete [Staff Manager: David Roberts]

- Draft signal timing plans for the Dorset St / Williston Rd optimization are under review with implementation expected January 31, 2008.

1.2.2 ITS Applications (CCTA) - ____% Complete [Staff Manager: Aaron Frank]

- GPS Data Collection Equipment: Continued work on repeater locations and funding for new system.

2.0 Sustainability/Livability Services

2.1.1 Defining substantial regional impact (CCRPC) - 55% Complete- (Staff Manager: Tim Fluck)

- The SRI Task Force continued to prepare the draft SRI definition. The project expected to begin initiating the formal plan amendment process in January.

2.1.2 Regional Models (CCRPC) - 15% Complete (Staff Manager: Melanie Needle)

- Staff attended a training session on the latest version of the Community Build Out Analysis tool.

2.1.3 Chittenden County Public Transit Futures (CCRPC) - 25% Complete (Greg)

- Staff background research continues. Project description completed.
- First draft of White Paper – due April 1, 2008
- Final draft of White Paper – due June 30, 2008

2.1.4 Development Review - ____% Complete [Staff Manager: Eleni Churchill]

- MPO staff is providing assistance to Shelburne town with a proposed development (still on the planning stages) northeast of the intersection of US 7/Harbor Road/Falls Road. Staff is estimating preliminary trip generation and distribution from the proposed development and will provide estimated impacts to the intersection of US 7/Harbor/Falls (traffic signal).

- 2.2.1 Regional Open Space Plan (CCRPC) – 5% Complete (Tim Fluck)
- People were invited to serve on the committee overseeing the project and the draft project description was prepared for evaluation at the initial meeting of the oversight committee in January 2008. The project expected to be at this stage in October 2007.
- 2.2.2 Data Update and Maintenance (CCRPC) - 85% Complete (Melanie & Pam)
- Staff continued to plan for the update of the county-wide land use database. A workshop with Town Planners is scheduled for January 9th.
 - Staff has received bike/ped edits from municipalities. This data is now being compiled into a current dataset of existing and proposed bike and pedestrian routes for the county.
 - Staff provided data assistance to Local Motion for the Online Trailfinder website.
 - Staff worked on documentation for the Natural Areas Measure map and completed metadata for the Open Space Measures datasets.
 - Staff developed maps to discuss with municipalities' town boundary questions. The goal is to help VCGI develop a more accurate Boundary (town, county, state) dataset for the state.
- 2.2.3 Environmental Planning - 5% Complete [Staff Manager: Christine Forde]
- Staff continues to participate on the CCRPC Brownfields Advisory Committee
 - Staff is in discussion with organizers at UVM about ways the CCMPO can participate in a week-long climate change event/teach-in called Focus the Nation.
- 2.2.3.1 Land Use, Transportation and Air Quality (CCRPC) - 10% Complete (Julie Potter)
- Staff discussed draft project description with CCMPO staff to coordinate future activity on this topic.
 - Staff continued background research on topic.
- 2.3.1 Regional Comprehensive Planning Involvement - 40% Complete [Staff Manager: Scott Johnstone]
- Continued discussion on Circ DEIS
- 2.3.2 Western Vermont Gateway Corridor Study - 9% Complete [Staff Manager: Eleni Churchill]
- Six new members representing the railroads, economic, land use and economic interests were recruited to participate in the Study Advisory Committee (SAC). Staff is working with the consultant team to develop current conditions for the corridor—defining the level of detail data (transportation, land use, demographics, freight etc.) that we need for each segment of the corridor. Following VTrans' announcement that they will not be able to provide modeling support for this study, MPO staff is working with the consultant team to define and develop a modeling task for current conditions and future scenarios. The next SAC meeting is scheduled for January 15th in Middlebury.
- 2.3.3 Route 15 Corridor Study - 92% Complete [Staff Manager: Eleni Churchill]
- Staff is working to finalize the draft *Implementation Plan* section of the report and also develop the draft *VT 15 Corridor Plan Summary*. Next Stakeholders committee meeting will be scheduled for early February.

2.3.3.2 Route 15 Corridor Transportation and Land Use (CCRPC) - 7% Complete
(Samantha Tilton, Greg Brown)

- CCRPC is requesting 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 - 75% Complete [Staff Manager: David Roberts]

- The Milton Town Core Traffic Study draft report was delivered in December and a steering committee meeting was held. The consultant will be revising the report in response to comments that the town's growth projections were overly optimistic. A revised report is expected in late January and a public meeting is planned for February 2008.

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

- FY 07 projects in South Burlington, Burlington and Local Motion are winding down.
- Staff reviewed 2004 Westford TLC work to advise them on implementation steps.

2.3.6 Futures Initiative- 40% Complete [Staff Manager: Scott Johnstone]

- Agreed to participate in "focus the nation" event with UVM as part of our futures initiative.

2.3.6.1 Futures Initiative Land Use Assistance (CCRPC) - 50% Complete [Greg Brown]

- Presentation to CCRPC by Frank Cioffi on long-range future economic development completed 11/26,
- Regional energy plan and regional demographics sub-committees met for a second time 12/20/07 and 01/03/08 respectively.
- Regional Energy Sub-committee work plan completed 12/20/07.
- Regional Energy Plan outline completed 12/20/07.
- Planning for energy speaker for January CCRPC meeting underway.

2.4.1 Alternative Fuels Plan - 20% Complete [Staff Manager: Scott Johnstone]

- No progress during this period

2.4.1.1 Alternative Fuels Plan Assistance (CCRPC) - 25% Complete [Samantha Tilton]

- Staff research continues for alternate fuels white paper.
- Staff attended a UVM conference on *The Future of Plug-in Hybrid Electric Vehicles*

3.0 Multi & Intermodal Services

3.1.1 -

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

- Richmond Park & Ride: Staff is in the process of compiling specific data requested by VTrans about the use of the Richmond P&R by CCTA passengers. The data requested includes boardings at the P&R and the average bus load in the AM between Burlington and Richmond for trips headed towards Montpelier.
- Customer Service Survey: Making plans and working with the Marketing Department to prepare for a system-wide customer service survey in the next few months.

- Burlington Downtown Transit Station: Provided updated information for VHB, city consultant on ridership etc, for operational plans on two alternatives. Reviewed and made comments on a proposed passenger survey.
 - Passenger Shelters: We have prioritized sites based on boardings from the ridecheck and are assessing sites for viability based on site restrictions.
 - E&D Program: Expenses through the month of October indicate the E&D program is on budget, through limitations on travel as follows:
 - Milton limits travel to three days a week
 - Colchester limits non-medical trips to four one way trips per traveler per week
 - Champlain Valley Agency on Aging limits non-meal travel to six one way trips per month per traveler and, in special circumstances, up to eight one way trips per month.
 - Winooski caps E&D total travel expenses each month.
 - Williston restricts trips to Monday through Friday, 7AM to 5PM.
 - E&D travel for CVAA meal clients, VNA adult day travel, Cathedral Square, and Champlain Senior Center is requested and scheduled by these agencies rather than individual clients and is limited through scheduling.
 - ADA: The ADA ridership for the first four months of FY08 increased 1% (119) over the same period in FY07. The expense of the program shows an increase of 7% when compared to the same four month period in FY07: \$214,857 (FY07), \$229,931 (FY08). The average cost per trip has increased 6%.
 - The Transportation Service Agreement we have with SSTA will expire June 30, 2008. This agreement covers service for both the E&D and the ADA programs. As we prepare a Request for Proposal for paratransit services, we continue to research a lower sedan service rate, insurance requirements for cab companies, as well as our relationship with cab companies.
- 3.1.6 Public Transportation Planning by CCMPO- **95% Complete** [*Staff Manager: Peter Keating*]
- Continued working with Town of Hinesburg staff and project consultant as part of United We Ride grant project. Volunteer driver and subsidized taxi voucher programs to be established.
- 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- **50% Complete** [*Staff Manager: Peter Keating*]
- Local Motion staff continues their second year efforts with seven schools on education and outreach programs.
 - Held discussions with Local Motion on program direction for upcoming round of VTrans' non-infrastructure grants
- 3.1.8.1 Safe Routes to Schools (Lite) - **25% Complete** [*Staff Manager: Peter Keating*]
- Local Motion under contract to provide services to four selected schools.
- 3.2.1 Transportation Improvement Program (TIP) Development- **FY08-11 TIP is 100% Complete** [*Staff Manager: Christine Forde*]

- 3.2.2 TIP Project Tracking and Management - **30% 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*]
- Ridecheck: Making plans for Ridecheck in the spring.
- 3.3.4 2030 Metropolitan Transportation Plan (MTP) - **5% Complete** [Staff Manager: *Peter Keating*]
- Scope of work description and MTP draft outline underway.
- 3.3.5 Freight Transportation Planning - **___% Complete** [Staff Manager: *Daryl Benoit*]
<http://www.ccmpto.org/freight/>
- No significant activity this month.
- 3.4.1. Bicycle Pedestrian Transportation Planning - **___% Complete** [Staff Manager: *Peter Keating*]
<http://www.ccmpto.org/BikePed/>
- No significant activity this month.
- 3.4.1.1 Update Bike/Pedestrian Plan - **15% Complete** [Staff Manager: *Peter Keating*]
- Consultant continuing to update the bike/ped facility inventory through a municipal survey.
- 3.4.1.2 Regional/Inter-Regional Bike-Pedestrian Coordination - **___ % Complete** [Staff Manager: *Bryan Davis & Peter Keating*]
- Completed effort to solicit signed resolutions from member municipalities and other partners in support of Chittenden County's participation in Rails-to-Trails Conservancy's (RTC) 2010 Campaign for Active Transportation. Staff continues discussion with RTC about next steps.
 - Staff attended meetings of the Burlington Bicycle Council and Burlington Walking Work Group.
- 3.4.2 Reduce SOV (CCTA) - **___% Complete** [Staff Manager: *Aaron Frank*]
- Route 15 Planning: Staff is working on several projects related to the upcoming launch of 15-minute service during peak commuting times on the Essex Junction route. These projects include finalizing the schedule with the Operations Department, scheduling a public meeting in Essex and a public hearing in Winooski, and working with the Marketing Department to develop promotional materials.
- 3.4.3 Transportation Demand Management (TDM) - **33% Complete** [Staff Manager: *Peter Keating*].
- The Burlington Business Association employer survey to identify transportation needs and explore possibilities of a downtown Transportation Management Association has been completed and results forthcoming.
 - Staff continued participating on the steering committee for development of a local car share organization.

3.4.3.1 Way to Go! Week – **20% Complete** [*Staff Manager: Peter Keating*] <http://www.waytogovt.org/>

- Continued meetings with consultants and partners to advance event marketing materials and web improvements.
- Finalized design elements for print media.
- Completed Business Registration Utility Online
- Completed Participant Registration Utility Online

3.4.4.1 Project Definition (Scoping) Studies – (CCMPO Staff) - **45% Complete**

- CCMPO staff time associated with projects listed below.

3.4.4.2 Project Definition (Scoping) Studies (consultant)- **45% Complete** [*Staff Manager: Christine Forde*]

VT15/Sand Hill Road, Essex

- Report is being finalized.

Queen City Park Road Bridge, Burlington

- Draft report has been completed and is under review.

Bridge Street Bridge, Richmond

- Draft report has been completed and is being reviewed by Richmond.

I-89 Exit 12B

- Consultant is evaluating existing conditions.

VT15/Ethan Allen Avenue

- Consultant is working on traffic data collection and analysis.

VT2A/James Brown Drive

- Consultant is working on traffic data collection and analysis.

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: No activity.
- Winooski Multimodal: Researched and provided additional information about shelters that would meld with the downtown aesthetic and protect riders from the elements. I attended another City meeting regarding private shuttle and public transportation, and worked with CCTA Operations and the City on moving our bus stops and layover points in downtown Winooski to accommodate the needs of the developer.
- South Burlington Police Station location. Staff provided input regarding bus service for a preferred location.

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

- The 2007 construction season Traffic Alert program ended in November. Alerts are expected to resume in April / May 2008.

4.1.4 Communications – **45% Complete** [*Staff Manager: Scott Johnstone, Bryan Davis*]

- Staff continued to retrieve CCMPO and other transportation-related articles from local papers.
 - Staff from Channel 17 attended December CCMPO staff meeting to discuss ways to effectively reach and engage the public using streaming video technology; video of CCMPO board meetings will be available on the Channel 17 website. CCMPO decided to incorporate this technology into communication methods.
- 4.2.2 Improve Facilities (CCTA) -- ___% Complete [*Staff Manager: Aaron Frank*]
- Bus Storage Expansion: The project is complete.
 - Paint Booth: Reviewed draft technical specification, and are working on contract boilerplate. We plan to use a low bid with a concurrent qualification as a contractor selection process, whereby we will only open the bids of those firms who qualify.
 - Cherry St. Station Rehab: The triangular windows above the kiosk were installed and we are reviewing the project for final payment.
- 4.2.3 Small Community Service Initiative– 30% Complete [*Staff Manager: Bryan Davis*]
- Developed and submitted program outreach materials and brief annual report of projects to the nine small communities.
 - Attended meetings and site visits in small communities, such as the Westford Town Committee meeting about improvements to the town green and the Huntington traffic calming project.
 - Continued liaison efforts with town planners and administrators and served as point of contact.
- 4.2.4 Project Coordination Assistance Initiative –20% Complete [*Staff Manager: Scott Johnstone*]
- Considering existing systems to determine how best to provide information to our members
- 4.2.5 Public Involvement – 50% Complete [*Staff Manager: Bryan Davis*]
- Interviews coded and analyzed for incorporation into Public Involvement Plan rewrite.
 - Began writing first draft of updated Public Involvement Plan to comply with SAFETEA-LU requirements.
- 4.3.1 Agency Administration – 50% Complete [*Staff Manager: Scott Johnstone*]
- The CCMPO had no Board Meeting in December 2007.
 - The Executive Committee met on December 5, 2007.
- 4.3.2 Transportation Advisory Committee (TAC) - 50% Complete [*Staff Manager: Peter Keating*]
- The December TAC meeting was cancelled.
- 4.3.3 Training and Staff Development – 33% Completed [*All Staff*]
- Some staff attended CATMA’s TDM/Climate Change web workshop.
- 4.3.4 Training (CCTA) - ___% Complete [*Staff Manager: Aaron Frank*]

- Vermont Planners Association: Staff attended the VPA annual meeting and conference in Montpelier, which included discussions of smart growth, local energy planning, and sustainable resource management.
- 4.3.5 Coordination and Assistance with CCMPO Activities (CCRPC) - 30% Complete [Dan & Greg]
- Executive Directors discussed coordination of MTP and regional plan processes, and the role that the CCRPC should play in the next MTP process.
- 4.3.6 Technical Assistance to CCMPO (CCRPC) - 30% Complete [Pam & Melanie]
- Staff discussed with CCMPO staff and Wilbur-Smith database structure for update of bike and pedestrian county data.
- 4.3.7 Data Collection and Maintenance - ___% Complete [Staff Manager: Daryl Benoit]
<http://www.ccmpto.org/data/counts.html>
- Staff continues to update Traffic Count database with data collected in 2007. Some of the ATR counts (AADT data) are available online now.
 - Completed Park & Ride Counts for VTrans.
- 4.3.8 Transportation Model Maintenance and Enhancement - 10% Complete [Staff Manager: Dave Roberts]
- FHWA has transferred funds for the Vermont add-on to the 2008 National Household Travel Survey (NHTS). The MPO has partnered with the University of Vermont Transportation Center and VTrans to secure about 1,500 travel surveys statewide, with 1/3 of them in Chittenden County.
 - An RFP for model consultant services is under development and expected to be issued in January 2008.
- 4.3.9 Research Initiative for Highway Investments - 10% Complete [Staff Manager: Dave Roberts]
- Staff is participating in a review of the Winooski Traffic Circulator started by the summer traffic count technicians. Work is ongoing with a draft report expected for City review this winter.
- 4.3.10 Legislative Monitoring - 10% Complete [Staff Manager: Scott Johnstone]
- Developed “bridge tour” at request of Representative Westman which took place on December 13
- 4.3.11 Performance Measures and Indicators Initiative - 15% Complete [Staff Manager: Scott Johnstone]
- Staff continued discussion of this issue, concluding two efforts were warranted. First an update of our system condition and secondly a look at how best to track our progress on our TIP and MTP goals
- 4.3.12 Performance Tracking (CCTA) - ___% Complete [Staff Manager: Aaron Frank]
- National Transit Base Reporting: Analyzing and inputting data for FY 07 NTD report which will be submitted by January 18th.
- 4.3.13 Innovative Finance Initiative- 25% Complete [Staff Manager: Scott Johnstone]
- Prepared to roll out initiative in January.