

## MONTHLY PROGRESS REPORT FOR FY 2008 February 2008

The following outlines the major activities of CCMPO in February 2008 by Work Task. This is the eighth month of our FY 2008. Therefore, 67% of time has elapsed.

### 1.0 Existing System Preservation and Improvement Services

#### 1.1.1 Safety Program – 67 % Complete [Staff Manager: Jason Charest]

- Staff met with VTrans and Burlington to discuss the possibility of a Safe Lane pavement overlay application on North Prospect Street. The exact location would be on the steep grade just north of Riverside Avenue. This was an idea that resulted from a meeting with the city discussing the 2007 HSIP locations. Burlington will be informing us as to whether or not this is something they would like to try out.
- Staff sent out a phased safety approach to the town of Williston in hopes of decreasing the crash frequency at the intersection of Leroy Road and Marshall Avenue. A blinking red light was installed on one of the Leroy Road approaches. The location will be monitored for any change in crash frequency.
- Staff is working with VTrans and other RPCs to develop a methodology to prioritize high crash locations and sections on local roads (Class 2s and 3s). A number of the identified locations will be assessed by VTrans under the High Risk Rural Roads program and low cost safety improvements (signs, markings, etc.) will be provided to remedy safety at these locations.
- 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) - 80% Complete (Staff Manager: Maggie Barie)

- Workshop design is completed.
- Scheduling has been set for courses to be held in December, January, February, March, and April.
- A notice was drafted and sent out mid-November, and again as necessary. It is also posted on the VEM website & Police Academy training website.
- There have been three ICS 402 classes held (December 15<sup>th</sup>, January 19<sup>th</sup> and March 6<sup>th</sup>), and one ICS 200 class held (January 3<sup>rd</sup> & 5<sup>th</sup>.)
- The final ICS 200 class is set for April 3<sup>rd</sup> & 4<sup>th</sup>.

#### 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 - the town steering committee met on 2/27 to discuss the draft findings. The consultant is revising the report based on comments and will submit a revised document one week prior to the next meeting on 3/27.
- I89 Exit 12 Park and Ride - a steering committee meeting was held on 2/20 to discuss the draft report. The state is in negotiations with property owners. The owners have presented sketch plans to the Williston Planning Commission. The planning commission has reduced the setback requirements along the I-89 SB off-ramp to encourage a park and ride at that location. The consultant is revising the report to account for access coming out of the park and ride and other developments on the

parcels. The preliminary indication is that by moving the exit point for traffic heading north on 2A to the interstate or Taft's Corner further south on VT 2A (near the existing slaughterhouse operation) the traffic operations will be acceptable.

- Shelburne Street Rotary Study [*Staff Manager: Eleni Churchill*] – A preferred alternative (4 way modern roundabout) was presented at the DPW Commission during their February meeting. The Commission deferred their decision on the preferred alternative to their March meeting to allow for more information to be presented by interested parties.

#### 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.
- Accompanied VTrans staff to Richmond Selectboard meeting to discuss park and ride expansion project.

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

- A scope of work and project budget was developed for a locally managed project in Westford to examine pedestrian issues in the village area surrounding the town green.

#### 1.2.1 Transportation Systems Management (TSM) - 85% Complete [*Staff Manager: David Roberts*]

- Dorset St / Williston Rd signal optimization implemented in January. Consultant is reviewing operations and making minor adjustments to the timing plans. A final report is in development and expected in April.

#### 1.2.2 ITS Applications (CCTA) - \_\_\_\_% Complete [*Staff Manager: Aaron Frank*]

- GPS Data Collection Equipment: Met with GPS vendor representatives. Working with radio vendor on licensing and repeater space leases for new radio and data system.

## 2.0 Sustainability/Livability Services

#### 2.1.1 Defining substantial regional impact (CCRPC) - 65% Complete- (*Staff Manager: Tim Fluck*)

- The SRI Task Force continued to prepare the draft SRI definition. CCMPO's TAC will seek Board endorsement of its recommended definition of transportation SRI in March.

#### 2.1.2 Regional Models (CCRPC) - 20% Complete (*Staff Manager: Melanie Needle*)

- Staff met with UVM faculty and staff to discuss control totals for use in UrbanSim and to plan the upcoming workshop.

#### 2.1.3 Chittenden County Public Transit Futures (CCRPC) - 65% Complete (*Dan*)

- Outline for project white paper completed. Staff met with CCTA and MPO staff to discuss project 02/05/08. Staff attended transportation forum sponsored by Charlotte Sustainable Living Network on 2/19/08
  - First draft of White Paper – due April 1, 2008
  - 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) – **20% Complete** (Tim Fluck)
- The project’s Technical Advisory Group’s February meeting was cancelled due to the weather. (Note: CCRPC will cover the cost of a substantial portion of this task with its own funds – hence the mis-match between “% complete” and CCMPO funds drawn to date.)
- 2.2.2 Data Update and Maintenance (CCRPC) - **85% Complete** (Melanie & Pam)
- Staff continues to work on the update the land based classification system and to the employment dataset.
  - Staff produced bike/ped maps displaying the municipal input from the survey results. These maps were used in an early March meeting to discuss the regional network.
  - Staff participated in a conference call to discuss enhancements to VOBCIT.
  - Staff provided data assistance to Local Motion for the Online Trailfinder website.
- 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) - **60% Complete** (Julie Potter)
- RPC and MPO staff met to update project description. RPC staff continued research on topic.
- 2.3.1 Regional Comprehensive Planning Involvement – **67 % Complete** *[Staff Manager: Scott Johnstone]*
- Continue to assist RPC Staff with transportation related Substantial Regional Impact criteria.
- 2.3.2 Western Vermont Gateway Corridor Study – **15 % Complete** *[Staff Manager: Eleni Churchill]*
- Staff worked with the consultant team to define highway data needs as well as performance analyses for this study. A very draft “Existing Conditions” report was received February 25<sup>th</sup> and is being reviewed. Staff is also assisting in the development of a modeling task that will allow the consultant (instead of VTrans) to run the Statewide Model for existing conditions and three future scenarios. Two Focus Groups (Freight and Economic Development) are also being planned for early April.
- 2.3.3 Route 15 Corridor Study - **\_96\_% Complete** *[Staff Manager: Eleni Churchill]*

- The draft *Implementation Plan* and *Plan Summary* were finalized and sent to all members of the Stakeholders Committee prior to the February 14<sup>th</sup> meeting. Comments received at the meeting and via e-mail are being addressed and a revised *Plan Summary* will be sent to committee members early March for their final review prior to posting the document and the Final Report on the CCMPO web site for public comment.
- 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 - 95% Complete [Staff Manager: David Roberts]
- The Milton Town Core Traffic Study was presented to the Milton Selectboard on 2/19. A final document for this study is near completion.
- 2.3.5 Transportation for Livable Communities - 75% Complete [Staff Manager: Peter Keating]
- FY 07 projects in South Burlington, Burlington and Local Motion are winding down.
  - Previous Milton Award for Town Core Streetscape and Design Study near completion.
- 2.3.6 Futures Initiative- 67 % Complete [Staff Manager: Scott Johnstone]
- No critical activities to report at this time
- 2.3.6.1 Futures Initiative Land Use Assistance (CCRPC) - 60 %Complete [Greg Brown]
- Regional Energy Sub-committee met 03/10/08 & discussed recruitment of additional members to fill out expertise and broad cross section of stakeholders.
  - Sub-Committee reviewed information from the DPS Public Engagement Process for Electricity Planning.
  - Sub-Committee began consideration of a work program to prepare a county energy plan.
- 2.4.1 Alternative Fuels Plan - 35% 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) - 40 %Complete [Samantha Tilton]
- No new activity to report

### 3.0 Multi & Intermodal Services

3.1.1 -

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

- Richmond Park & Ride: We reviewed and commented on plans by VTrans for the short term expansion. We have been in regular communication with the VTrans assistant district manager, David Blackmore, who has been of assistance with snow removal/placement this winter.

- Green Mountain CarShare: Staff attended the kickoff meeting for the new Burlington car share program.
  - Passenger Shelters: Continued work on siting three shelters.
  - Burlington Downtown Transit Station: We continue to work with VHB on operational plans for the two alternatives.
  - E&D Program: SSTA has completed their volunteer driver manual, and the Town of Hinesburg and the Champlain Valley Area on Aging are working diligently on recruiting volunteers.
  - ADA: Working on text and formatting of How to Ride Guide.
  - ADA and E&D Cab Service: We are working on the background check requirements, and have completed the insurance requirements.
  - Bus Size Analysis: Operations, maintenance, and management are working on determining the size of buses to be ordered in the next few months.
- 3.1.6 Public Transportation Planning by CCMPO- **95% Complete** [*Staff Manager: Peter Keating*]
- CCMPO Public Transportation Committee met to hear and discuss CCTA's Essex Junction route changes, a CCTA peer analysis report, a Montpelier legislative update, and the committee's priority topics.
  - Staff attended a town forum in Charlotte to explore possible transit options.
- 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- **60% Complete** [*Staff Manager: Peter Keating*]
- Local Motion staff continues their second year efforts with seven schools on education and outreach programs.
  - Local Motion is organizing schools for the next round of non-infrastructure funding grants.
- 3.1.8.1 Safe Routes to Schools (Lite) - **60% 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 - **40% Complete** [*Staff Manager: Christine Forde*]
- Draft 2007 Annual Listing of Projects completed.
  - Staff reviewed status of Chittenden County projects in VTrans Capital Program.
- 3.3.1-
- 3.3.3 Access and Mobility (CCTA) [*Staff Manager: Aaron Frank*]
- Umall Origin-Destination Surveys: Staff has completed nearly all weekday trips and approximately half of the Saturday trips. While staff continues to survey the remaining weekday, Saturday, and Sunday trips, we will undertake an initial analysis of the data collected, considering such things as individual trip length and time and

prominent travel patterns. Staff will also use the data to determine average running times and timepoint adherence of the Umall/Airport route.

- 3.3.4 2030 Metropolitan Transportation Plan (MTP) - **5% Complete** [Staff Manager: *Peter Keating*]
- Draft scope of work completed and undergoing staff review.
- 3.3.5 Freight Transportation Planning - **25% Complete** [Staff Manager: *Daryl Benoit*]  
<http://www.ccmppo.org/freight/>
- Updated data and information on the Port of Halifax/Panama Canal presentation (*Posted online to the above link*).
- 3.4.1. Bicycle Pedestrian Transportation Planning - **\_\_\_% Complete** [Staff Manager: *Peter Keating*]  
<http://www.ccmppo.org/BikePed/>
- Updated 2007 Bike/Ped data and report (estimating bicycles vs. pedestrians) on the Burlington Bikeway Winooski River Bridge & the Burlington Waterfront. Data was collected using the new infrared counters provided by VTrans.
- 3.4.1.1 Update Bike/Pedestrian Plan - **25% Complete** [Staff Manager: *Peter Keating*]
- Draft Visions and Goals statements and Education/Encouragement Program revised.
  - Regional network under discussion.
  - First public meeting scheduled for March.
- 3.4.1.2 Regional/Inter-Regional Bike-Pedestrian Coordination - **\_\_\_ % Complete** [Staff Manager: *Bryan Davis & Peter Keating*]
- The CCMPO hosted a meeting with staff from the Rails-to-Trails Conservancy (RTC) and other local partners to discuss progress on the 2010 Campaign for Active Transportation. A case statement of local efforts and support for this program is due to RTC by June 1.
  - Staff participated in quarterly Island Line Steering Committee meeting.
  - Staff continued to participate in 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 investigated possible methods for evaluating the new Essex Junction 15-minute service. Staff concluded that the most useful statistic to use at this stage is average daily peak period (combined AM and PM) ridership. The average daily peak period ridership per month will be compared to the six-month average prior to the new service being implemented.
- 3.4.3 Transportation Demand Management (TDM) - **65% 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 tabulated by CATMA..A final report will be completed in March.
  - An open house for Green Mountain CarShare was attended by more than 70 people. Staff continues to participate in planning and organizing for this soon-to-be local nonprofit.

3.4.3.1 Way to Go! Week – **50% 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 underway.

3.4.4.1 Project Definition (Scoping) Studies – (CCMPO Staff) - **55% Complete**

- CCMPO staff time associated with projects listed below.

3.4.4.2 Project Definition (Scoping) Studies (consultant)- **55% Complete** [*Staff Manager: Christine Forde*]

VT15/Sand Hill Road, Essex

- Report is being finalized.

Queen City Park Road Bridge, Burlington

- CCMPO staff met with Burlington and South Burlington to discuss recommendations for the Scoping Report.
- Report to be finalized in March.

Bridge Street Bridge, Richmond

- Draft report has been approved.
- Final report to be provided in March.

I-89 Exit 12B

- Consultant is evaluating existing conditions.
- Consultant is developing traffic model to be used to determine future traffic volumes.

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.

US2/North Williston Road/Oak Hill Road, Williston

- Notice to Proceed sent to consultant
- Consultant evaluating existing conditions.

US2/Exit 14/Staples Lane, South Burlington

- Notice to Proceed sent to consultant.
- Kickoff meeting to be held in March.

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

- Metropolitan Transportation Planning Training: Meredith Birkett attended a National Transit Institute training course on Metropolitan Transportation Planning from February 6-8, 2008.
- Fort Ethan Allen East Entrance Signal: Discussed project alternatives with consultant, met with consultant and CCMPO staff, and contributed to existing conditions report.

- Winooski Multimodal: Awaiting a contract with the design-build contractor and the City of Winooski.
  - College St/Waterfront Improvements: We have reviewed plans, offered advice about shelters and transit concerns in meetings and communications with the City and their consultant.
  - MPO: Working with CCMPO on FY 09 UPWP.
- 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 – 67 % *Complete* [Staff Manager: *Scott Johnstone, Bryan Davis*]
- Submitted press release announcing public meeting to review draft sections and maps of the Regional Bicycle/Pedestrian Plan update.
  - Spoke with Burlington Free Press to clarify purpose of Exit 15 TIP amendment.
  - Staff continued to retrieve CCMPO and other transportation-related articles from local papers.
- 4.2.2 Improve Facilities (CCTA) — \_\_\_ % *Complete* [Staff Manager: *Aaron Frank*]
- Paint Booth: This project is out to bid.
  - Cherry St. Station Rehab: This project has cleared Davis Bacon, final punchlist, and is now complete.
  - Property Use Agreements: Working with two neighbors on minor encroachments discovered in facility expansion project.
- 4.2.3 Small Community Service Initiative– 50% *Complete* [Staff Manager: *Bryan Davis*]
- Continued support to the Town of Westford for improvements to the town green, particularly a potential sidewalk along Route 128. A scope of work and budget for a sidewalk alignment study was completed.
  - Began discussions with the Town of Jericho for a potential pedestrian and traffic circulation study at the school.
  - Attended transportation forum in Charlotte and traffic calming meeting in Huntington.
  - Continued liaison efforts with town planners and administrators and served as point of contact.
- 4.2.4 Project Coordination Assistance Initiative –35% *Complete* [Staff Manager: *Scott Johnstone*]
- No significant activity this period.
- 4.2.5 Public Involvement – 65% *Complete* [Staff Manager: *Bryan Davis*]
- Staff continued revisions to a first draft of the updated Public Involvement Plan.
- 4.3.1 Agency Administration – 67% *Complete* [Staff Manager: *Scott Johnstone*]
- No Board meeting is held by the MPO in the month of February.
  - The Executive Committee did not meet in February for lack of any urgent business to address.

- 4.3.2 Transportation Advisory Committee (TAC) - **60% Complete** [*Staff Manager: Peter Keating*]
- At the February TAC meeting, members approved a revision to the Enhancement program application evaluation criteria, and received a presentation on the CCMPO's computer transportation demand model and freight trends.
- 4.3.3 Training and Staff Development – **67% Completed** [*All Staff*]
- No significant activity this period.
- 4.3.4 Training (CCTA) - **\_\_\_% Complete** [*Staff Manager: Aaron Frank*]
- Charter Regulations: On January 14, 2008, FTA released the new Charter Service Final Rule, which will take effect April 30, 2008. Planning staff reviewed the new regulation and briefed other departments on it.
- 4.3.5 Coordination and Assistance with CCMPO Activities (CCRPC) - **60% Complete** [*Dan & Greg*]
- Executive Directors discussed coordination of work in the FY09 UPWP and the MTP process, especially tasks related to scenario planning.
- 4.3.6 Technical Assistance to CCMPO (CCRPC) - **65% Complete** [*Pam & Melanie*]
- Staff provided maps and posters for Way to Go meetings.
- 4.3.7 Data Collection and Maintenance - **95% Complete** [*Staff Manager: Daryl Benoit*]  
<http://www.ccmpto.org/data/counts.html>
- All CCMPO-collected ATR (AADT's) are now posted online. Additionally all VTrans-collected 2006 AADT's have been added to the database. Staff continues to QC/update the Turning Movement Count database with 2007-collected data.
- 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 funded. 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 in April 2008.
  - The RFP for model consultant services was issued in January. Two proposals were received by the deadline on 2/21 and a selection committee meeting was held on 2/28. Staff intends to forward the selection committee's recommendation to the TAC for their April meeting.
- 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 so work will continue into the summer of 2008 when CCMPO has traffic technicians available to assist with this.
- 4.3.10 Legislative Monitoring -**45% Complete** [*Staff Manager: Scott Johnstone*]
- Attended legislative meetings on numerous occasions.

- Participated in a legislative breakfast panel on transportation issues sponsored by the Lake Champlain Regional Chamber of Commerce.

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*]

- Title VI Program: Staff continues to work on the elements of CCTA's Title VI Program, which must be submitted to FTA in early March. Specific language related to Title VI protections has been inserted into the Bus Map & Guide and will be posted on the CCTA website, at the Cherry Street kiosk, and at the CCTA front desk. Other elements staff is working on include defining a procedure for receiving and investigating Title VI complaints and ensuring we consider those with limited English proficiency.
- CCTA Performance Reporting: Made presentation to CCTA Board and Strategy Committee on peer group analysis and performance measurement.

4.3.13 Innovative Finance Initiative- 35% Complete [*Staff Manager: Scott Johnstone*]

- We are planning to roll this out in March and are taking appropriate actions to be prepared.