

# MONTHLY PROGRESS REPORT FOR FY 2007

## January 2007

The following outlines the major activities of CCMPO in January 2007 by Work Task. This is the seventh month of our FY 2007. Therefore, 58% of time has elapsed.

### 1. CCMPO Management

#### 1.01 Agency Administration – 50% Complete [Staff Manager: Scott Johnstone]

- The MPO Board meeting, held on January 17<sup>th</sup>, included an open opportunity for the public to let the Board what type of transportation planning the organization should consider in developing our work plan, the UPWP, for fiscal year 2008. The Board also adopted a resolution in support of the CEDS process in Chittenden County, adopted mid year adjustments to our operating budget and adopted a public transportation policy encouraging appropriate financing of new start transit routes..
- The Executive Committee met on January 3, 2007.

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

- The TAC did not meet in January.

#### 1.03 Training and Staff Development – [All staff] 50% Complete

### 2. Regional Comprehensive Planning [www.ccrpcvt.org](http://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

#### 2.1.2 Land Use Allocation Module (LUAM) 10% Complete

- No work to report.

#### 1.7.1 A Regional Open Space Plan- 0% Complete

- No progress to report.

#### 2.1.1 Regional & Local Buildout Analysis- 10% Complete

- No work to report.

#### 2.2.1 Support for Municipal Asset Management – 15% Complete

- Staff prepared paper maps displaying Asset Management data on culverts and gravel road fabric for Huntington's Town Administrator to present at Town Meeting.

#### 2.2.5 Data Update and Maintenance -10% Complete

- No progress to report in January.

#### 3.3.2 Coordination & Assistance with CCMPO Activities – 35% Complete

- Staff provided bike and pedestrian data to consultant. Staff developed a GIS dataset depicting High Accident Locations along roadways and at intersections. This dataset was developed using a table that was provided to CCMPO from VTrans. Two maps will be included in the MTP depicting these accident 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 January meeting, and provided update on Byways development to South Burlington City Council, and worked on FY07 grant application to FHWA-National Scenic Byways.
- 4.1.11 Route 15 Corridor Transportation & Land Use Planning - **10 % Complete**
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- 4.1.13 Land Use/Transportation Model Ordinance Development - **0% Complete**
  - To be initiated in the 3<sup>rd</sup> 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 - **50 % Complete**
  - Staff continues background research on topics for this task. Prepared project presentation materials for CCRPC February meeting.

## **2.02 Regional Comprehensive Planning – CCMPO – 50% Complete**

- Staff participated in discussion at the CCRPC's Pan Review and Update Committee (PRUC) meetings related to housing and employment forecasts.

## **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 65 % Complete**

- Ridecheck Project The data collection portion of the system-wide survey of boardings and de-boardings has been completed.
- Link Express Trip Time Surveys The follow-up survey of riders on the 7:45 AM Montpelier Link trip was completed.
- Transfer Analysis The updated transfer analysis of the CCTA system has been completed. Please see the attached charts which show the level of transfers to and from all CCTA routes.

### **B. Service Planning 65% Complete**

- Montpelier Link The data collected from the Montpelier Link Trip Time surveys is being used to develop a recommended departure time for the future third AM Montpelier Link trip. Staff is considering the work start times of riders who work in both Burlington and Montpelier and is studying which times would serve the greatest number of potential new riders.
- Old North End Loop Analysis of the Old North End Loop is ongoing. Detailed charts summarizing popular origin-destination pairs as well as the most common boarding and de-boarding locations have been developed. Staff will complete a draft memo of our analysis findings in February.
- Burlington Zoning Re-write Staff prepared the attached CCTA response to the draft zoning regulations recently released by Burlington's Planning and Zoning office. Staff also attended the Zoning Re-write public hearing and presented CCTA's comments both verbally and in writing to the Planning Commission.
- Hinesburg Public Transportation Staff prepared and sent the attached letter to the Hinesburg Select Board alerting them to the level of financial commitment needed to support a commuter route between Burlington and Hinesburg. Staff also attended a follow-up meeting in Hinesburg with VTrans, Town representatives,

and a representative from NRG Systems, a local employer very interested in public transportation.

- College Street Shuttle Study: We reviewed a consultant report of analysis of rider surveys on this route. It should be completed in February.

#### **D. Human Service/Paratransit Transportation Planning 55% Complete**

- ADA Costs: We are working on increasing coordination and decreasing trip costs in this growing program. We met with SSTA regarding billing methodology, coordination, and cost containment for FY 08.
- E&D Program: We began tracking a new subcategory of service under the non-Medicaid medical services: Cancer Treatment. We made the State aware of additional funds needed for Dialysis and Cancer Treatment.

#### **E. Long Term and Capital Planning 70% Complete**

- Cherry Street Sign System: We are training staff and testing this system, as well as refining the displayed data to best serve our users.
- Passenger Shelters The BHS Outbound shelter is in place. We are permitting shelters near Champlain College.
- Bus Storage Expansion: We obtained an internal cost estimate. The architectural specification is complete and the general conditions are under review. This project will go out to bid in February.
- Burlington Downtown Transit Station: Prepared statistics on transfers as per a City request. We also met with the city regarding the DET and St. Paul St. sites.
- Burlington Transportation Plan Attended a meeting that focused on parking costs and availability.
- Route 15 Corridor Attended a corridor Study meeting.
- Park and Ride Leases Updated the Charlotte Steve's Citgo Park and ride lease.

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

- The CCMPO's Public Transportation Committee assembled a list of future agenda items for possible discussion and action. The committee decided that monthly meetings were necessary in order to address the items in a timely way.

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

- Staff working on work plan for air quality program.
- 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.
- Staff continues to participate on the Governor's Climate Change Commission

#### 3.02.2 Alternatives Fuels Plan - **10% 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.ccmppo.org/BikePed/>

- No activity this month.

- 3.03.2 Regional/Inter-Regional Bike-Pedestrian Coordination - **5% Complete**
- Set up meeting for MPO Bike/Ped Committee for early Feb.
  - Met with Local Motion to discuss Bike/Ped. priorities
- 3.03.3 Safe Routes to Schools (SR2S) - **60% Complete** [Staff Manager: Peter Keating]  
<http://www.ccmpto.org/SR2S/>
- Local Motion's staff 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]
- Prepared scope of work for financial plan element and hired RSG Inc. for help with this task.
- 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 –**40% Complete** [Staff Manager: Peter Keating]
- Several strategy discussions held with WTG Partners and Place Creative on event planning, business outreach, and ad/brochure design.
- 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 - **5% Complete** [Staff Manager: Peter Keating]
- Staff continued participation in the AARP/ Burlington efforts to plan for mobility issues related to the graying population.
- 3.13 Freight Transportation Planning - **98% Complete** [Staff Manager: Daryl Benoit]  
<http://www.ccmpto.org/freight/>
- No major activity undertaken this month.
- 3.13.1 Western Vermont Gateway Corridor Study - **5% Complete** [Staff Manager: Scott]
- Staff facilitated & attended the inter-regional work group for the Western Corridor Study.
- 3.14 Route 2 Corridor Study - **92% Complete** [Staff Manager: Susan Smichenko]
- Staff met with VTrans and RSG to discuss and provide comments on the Plan Summary and the Corridor Management Plan. The current goal is to schedule a stakeholders meeting in February.
- 3.15 Route 15 Corridor Study - **35 % Complete** [Staff Manger: Susan Smichenko]
- A stakeholder meeting was held on January 17, 2007.

- Staff continued to receive comments on the existing conditions report from planners and provide feedback to the consultant.
- Third Sector Associates attended and completed meeting notes for the Stakeholders meeting on January 17, 2007. The consultant worked on logistics for the public workshop to be held on February 7, 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.ccmpto.org/data/counts.html>

- Staff initiated building a countywide parking database, using the 2003 Downtown Burlington Parking Study data (created by Wilbur Smith Associates under contract to the Burlington Department of Public Works) as a starting place.
- Responded to several requests for traffic count data.
- Currently revising the pavement condition survey report for the town of Milton. The final draft will be submitted to Milton in February.

4.02.1 Planning Assistance and Coordination - **65 % Complete** [*Staff Manager: David Roberts*]

- Underhill Flats sidewalk feasibility study draft report sent out for VTrans review.
- Charlotte Ferry Rd / Greenbush Rd paths sent out for Town review.
- Colchester Severance Corners pedestrian study public meeting held on January 8, 2007. Draft report expected in February.
- Richmond village parking study draft report expected in February.
- Richmond school entrance technical assistance study final report delivered in January.
- Huntington Park and Ride feasibility study kick-off meeting held January 11, 2007. Scope of work under development. Town Conservation Commission is managing the study and will provide a list of potential locations for further study.

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 January. More information on the project is available at <http://www.circeis.org> .
- Staff reviewed bike/ped safety program proposals for VTrans.

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

- Burlington Transportation Plan Advisory Committee – **30% complete** *Staff manager: Peter Keating*. The committee heard presentations and discussed planning and project activity and parking issues

- 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 continue outreach on the draft report in preparation for a public presentation in early 2007.

4.03 Transportation Model Maintenance and Enhancement – **25 % Complete** [*Staff Manager: David Roberts*]

<http://www.ccmpto.org/modeling/>

- Discussion held with Resource Systems Group on potential model enhancements, including expansion of the model area and shifting from a peak hour model to a daily model. Preliminary scope for this work received and under review by MPO staff.
- MPO Staff briefed on FHWA sponsored research project to implement TransIMS model in Chittenden County. MPO staff will be involved as the model is developed for research projects.

4.04 Chittenden Traffic Alert Program – **100 % Complete for the season** [*Staff Manager: David Roberts*] <http://ccmpo.org/cta/index.html>

- No work undertaken in January.

4.05 Transportation for Livable Communities (TLC) Grant Program – **20% 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 – **\_\_5\_% Complete** [*Staff Manager: Michelle Mraz*]

- Set up meetings with Hinesburg, Richmond and Westford to take place Feb.-April

**5. Transportation Programming** [*Staff Manager: Christine Forde*]

<http://www.ccmpto.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 - **50% Complete** [*Third Sector Associates*]

- Held public forum to gain public involvement in developing concepts to include in next years work plan. Forum held on January 17<sup>th</sup> at Contois Auditorium with about 20 in attendance

6.02 Communications – **50% Completed** [*Staff Manager: Scott Johnstone*]

6.03 Legislative Monitoring – **15% Complete** [*Staff Manager: Scott Johnstone*]

- Held legislative lunch for Chittenden County delegation on January 22<sup>nd</sup>
- Staff provided testimony to the eight committee joint process on Climate Change.
- Staff tracking new bills as introduced to legislature

**7. Project Development** [*Staff Manager: Christine Forde*]

## 7.01 Project Definition (Scoping) Studies

A Request for Qualifications (RFQ) was issued for new scoping consultants in November. Proposals were received from seven consulting firms: Dubois & King, Inc.; Hoyle, Tanner & Associates, Inc.; McFarland-Johnson, Inc.; Resource Systems Group, Inc.; Smart Mobility; Stantec; and, Wilbur Smith Associates. A selection committee met on January 23 to review the proposals and make recommendations to the TAC. The TAC will discuss the recommendation at the February meeting.

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 (Bridge over Muddy Brook) – **100%**

- Project finished.

VT116 Potash Brook Culvert, South Burlington

- Project finished.

VT15/Sand Hill Road

- Alternatives being developed. Alternatives Presentation meeting to be held in January.

## 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**

- No activity this month.

8.02 Futures Initiative - **50% Complete**

- Discussed with partners the possibility of bringing a speaker up to discuss global economics and how that may relate to transportation issues

8.03 Performance Measures & Indicators Initiative - **0 % Complete**

- No work Performed – Scheduled to begin in winter

8.04 Innovative Finance Initiative - **25% Complete**

- Working to revise proposal from consultant to assist in development of workshop.
- Staff attended finance meeting in Montpelier to learn of other new finance ideas from FHWA experts.

8.05 Project/Program Management Information System - **18% Complete**

- Boiled list of options down to two, decision pending.