

MONTHLY PROGRESS REPORT FOR FY 2008

January 2008

The following outlines the major activities of CCMPO in January 2008 by Work Task. This is the seventh month of our FY 2008. Therefore, 58% of time has elapsed.

1.0 Existing System Preservation and Improvement Services

1.1.1 Safety Program – 58 % Complete [*Staff Manager: Jason Charest*]

- Staff met with Mario Dupigny-Giroux (VTrans) and both Burlington and South Burlington on separate occasions to discuss 2007 HSIP locations and possible low cost safety solutions.
- Staff is preparing to send 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.
- 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) - 75% Complete (*Staff Manager: Dan Senecal Albrecht*)

- 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 two ICS 402 classes held, and one ICS 200 class held.
- There is one more ICS 402 class set for early March and one ICS 200 class set for early April.
- More classes are being scheduled and rescheduled to accommodate participants for March and April.

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 consultant team is drafting recommendations for the town steering committee's review in February. A steering committee meeting is scheduled for Wed, Feb 27 at 6 pm.
- I89 Exit 12 Park and Ride - draft report delivered in January. A steering committee meeting is scheduled for Wed, Feb 20 at 2 pm to discuss the preliminary findings and determine if alternate locations or access points should be considered.
- Shelburne Street Rotary Study [*Staff Manager: Eleni Churchill*] – A preferred alternative (4 way modern roundabout) to address safety issues at this location was presented to Ward 5 and 6 NPAs. The public had a few concerns (mainly focusing on possible diversion of traffic from Shelburne Street to other local roads) but overall they embraced and endorsed the proposed alternative. The next step in this process is to present the preferred alternative to the DPW Commission during their February meeting. MPO staff participated in both NPA meetings.

- 1.1.3.2 VTrans Planning Assistance and Coordination - ____% Complete [*Staff Manager: David Roberts*]
- Staff attended the Circ Interagency Meeting in January to discuss 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.
 - Worked with VTrans staff on strategies to expand the Richmond Park and Ride facility.
- 1.1.3.3 Planning Assistance (Locally Managed) - ____% Complete [*Staff Manager: David Roberts, except as noted*]
- Westford is developing a locally managed project to examine pedestrian issues in the village area surrounding the town green.
- 1.2.1 Transportation Systems Management (TSM) - 75% 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.
- 1.2.2 ITS Applications (CCTA) - ____% Complete [*Staff Manager: Aaron Frank*]
- GPS Data Collection Equipment: Continued work on repeater locations for new system.

2.0 Sustainability/Livability Services

- 2.1.1 Defining substantial regional impact (CCRPC) - 60% 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) - 35% Complete (*Greg*)
- Staff background research continues. Project description completed
 - Staff met with reps from CCTA staff to discuss project 02/05/08.
 - 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*]
- MPO staff is finalizing a preliminary assessment of the traffic impacts of a proposed development (still in the planning stages) northeast of the intersection of US 7/Harbor Road/Falls Road in Shelburne (this was a town request). 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) – **15% Complete** (Tim Fluck)
- At the initial meeting of the project’s Technical Advisory Group, it reviewed the general purposes, scope, and organization of the *Plan*. (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 spent a large portion of time in early January creating a regional bike and pedestrian GIS dataset. This data is a compilation of input from the municipalities. Refinements to the data will take place in February.
 - Staff provided an inventory to the state on our Sewer service area and sewer line datasets.
 - Staff provided data assistance to Local Motion for the Online Trailfinder website.
- 2.2.3 Environmental Planning - **15% 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 further define workplan element for Air Quality.
- 2.2.3.1 Land Use, Transportation and Air Quality (CCRPC) - **20% Complete** (Julie Potter)
- Staff continued background research on topic. Identified two recent studies related to development patterns and impacts on air quality and climate change.
- 2.3.1 Regional Comprehensive Planning Involvement - **50% Complete** [Staff Manager: Scott Johnstone]
- Assisting RPC Staff with transportation related Substantial Regional Impact criteria.
- 2.3.2 Western Vermont Gateway Corridor Study – **10 % Complete** [Staff Manager: Eleni Churchill]
- The second Study Advisory Committee (SAC) meeting for this study was held in Middlebury on January 15th. During this meeting we welcomed two new members and discussed the following: study corridor boundaries (east/west), current conditions, modeling, ProjectSolve project management site and public participation including press release announcing the study, WCTMP web site and focus groups. MPO staff continues to work with the consultant on various work tasks: defining current conditions data needs, developing a modeling task for the study and finalizing various public participation items. A draft Existing Conditions report is expected at the end of February and 2 Focus Groups (Freight and Economic Development) are planned for the middle of March.
- 2.3.3 Route 15 Corridor Study - **_95_% 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 Executive (Plan) Summary*. The Stakeholders Committee will meet one last time February 14th to review the executive summary, the final report’s format and the remaining public process.

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 - 85% Complete [Staff Manager: David Roberts]

- The Milton Town Core Traffic Study steering committee met in January to discuss a revised draft report. The report will be presented to the Selectboard on February 19.

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- 55% Complete [Staff Manager: Scott Johnstone]

- Planned and participated in “focus the nation” event with UVM, including a community design charrette event.

2.3.6.1 Futures Initiative Land Use Assistance (CCRPC) - 55% Complete [Greg Brown]

- Regional Energy Sub-committee met 02/05/08.
- Regional Energy Plan outline second draft and Project Description completed & reviewed by Committee 02/05/08.
- Recruiting for additional members of advisory committee begun
- Planning for energy speaker for February 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) - 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: Working with VTrans on new 5-10 yr. site with a bus turnaround and 40-50 spaces. We expect to meet in the next two weeks.
- Customer Service Survey: Met with a UVM professor regarding possibly using UVM students as surveyors for this project.
- Passenger Shelters: We have begun the initial assessment of potential shelter locations, including contacting adjacent land owners and setting up a meeting with UVM regarding a shelter at the corner of South Prospect and College to serve both the City Route and College Street Shuttle. Staff also provided details on shelter design to CCRPC for inclusion in model bylaws that they will provide to Chittenden County municipalities to use in developing subdivision regulations and transit oriented design elements.
- Burlington Downtown Transit Station: We continue to work with VHB on operational plans for the two alternatives.

- E&D Program: Met with local partners, see attached minutes. Facilitated reallocation of funding between two agencies.
 - ADA: We held our semi-annual CCTA ADA Advisory Committee Meeting on Tuesday, January 15, minutes attached. We have received comments on our next “ADA How to Ride Guide.”
 - ADA and E&D Cab Service: We continue to work on standards for provision of these services.
- 3.1.6 Public Transportation Planning by CCMPO- **95% Complete** [*Staff Manager: Peter Keating*]
- Assisted CCTA Staff with ADA policy revisions.
 - CCMPO Public Transportation Committee met to hear and comment on a CCRPC model Transit Oriented Development (TOD) municipal bylaw, and to discuss the committee’s priority list.
- 3.1.7 Aging of Vermont Transportation Users- **25% Complete** [*Staff Manager: Peter Keating*]
- Discussed potential UPWP tasks with AARP staff.
- 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.
- 3.1.8.1 Safe Routes to Schools (Lite) - **50% 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*]
- Staff reviewed FY07 project obligation for the 2007 Annual Listing of Projects.
- 3.3.1-
- 3.3.3 Access and Mobility (CCTA) [*Staff Manager: Aaron Frank*]
- Umall Origin-Destination Surveys: Staff has begun conducting origin-destination surveys on the Umall/Airport route. All weekday and weekend trips will be surveyed and staff will record where each individual passenger boards and de-boards. This data will provide greater detail on the types of trips passengers are making as well as provide stop-level ridership information and a measure of trip lengths. To the extent possible, staff will also track timepoint adherence while performing the O-D surveys. However, on busier trips, we will need to perform separate timepoint analyses to ensure we accurately record both sets of information.
- 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.ccmppo.org/freight/>
- No significant activity this month.
- 3.4.1. Bicycle Pedestrian Transportation Planning - ___% Complete [Staff Manager: Peter Keating] <http://www.ccmppo.org/BikePed/>
- No significant activity this month.
- 3.4.1.1 Update Bike/Pedestrian Plan - 25% Complete [Staff Manager: Peter Keating]
- Consultant provided draft Visions and Goals statements and Education/Encouragement Program. Staff and committee reviewed and revised these.
- 3.4.1.2 Regional/Inter-Regional Bike-Pedestrian Coordination - ___ % Complete [Staff Manager: Bryan Davis & Peter Keating]
- Staff is considering ways to use materials available from the Rails-to-Trails Conservancy to continue local momentum for the 2010 Campaign for Active Transportation. Staff will likely meet with RTC staff in the coming months to talk about local efforts.
 - 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 held one public meeting and one public hearing in order to provide the public with an opportunity to comment on the proposed 15-minute peak hour service on the Essex Junction route. The minutes for the meeting and hearing are attached. Overall, the public felt quite positively about the service expansion, in particular noting the need to alleviate overcrowding on several AM and PM peak trips.
 - Milton Commuter Service: Staff created a draft service outline and cost proposal for a commuter route between Burlington and Milton. Milton requested the information and specified that they were interested in 2 AM trips, 2 PM trips, a mid-day trip, and a late evening trip
- 3.4.3 Transportation Demand Management (TDM) - 50% 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..
 - Staff continued participating on the steering committee for development of a local car share organization. An open house is planned for February 13 at Main Street Landing Train Station in Burlington.
- 3.4.3.1 Way to Go! Week – 30% Complete [Staff Manager: Peter Keating] <http://www.waytogovt.org/>
- Continued meetings with consultants and partners to advance event marketing materials and web improvements.
- 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

- 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.
- 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.

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: Worked on alternatives with the MPO's consultant, RSG.
- Winooski Multimodal: Met with City staff on final proposal review as they are ready to negotiate with their preferred proposer, DEW construction. They are also considering a large locally designed shelter near the Champlain Mill to match the new art/architecture in the park in front of the mill.
- Route 15 Public Involvement: Staff held a public meeting in Essex at the Town Offices on January 17th at 6:00 PM and a public hearing in Winooski at the Senior Center on January 22nd at 6:00 PM.

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 – **55 % Complete** [*Staff Manager: Scott Johnstone, Bryan Davis*]

- Press release about UPWP public forum submitted to local media outlets.
- 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: We are working on both the technical specification and the contract boilerplate, and a pre-bid estimate, and planning for construction during the summer of 2008, when it will have the least impact on operations.
- Cherry St. Station Rehab: Working on project closeout.

- 4.2.3 Small Community Service Initiative– **30% 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. Began drafting a scope of work for a sidewalk alignment study.
 - 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*]
- Assisted CVE and Essex Junction with understanding how new earmark funding could work.
- 4.2.5 Public Involvement – **55% Complete** [*Staff Manager: Bryan Davis*]
- A first draft of the updated Public Involvement Plan, which complies with SAFETEA-LU requirements, is nearing completion.
- 4.3.1 Agency Administration – **55% Complete** [*Staff Manager: Scott Johnstone*]
- The CCMPO had a Board Meeting on January 16, meeting with Secretary Lunderville and holding a public forum on the development of the UPWP for FY2009. Also adopted a mid year budget adjustment to the FY2008 work plan.
 - The Executive Committee met on January 4, 2008.
- 4.3.2 Transportation Advisory Committee (TAC) - **50% Complete** [*Staff Manager: Peter Keating*]
- At the January TAC meeting, members approved and forwarded a TIP amendment to the full board, heard discussion about the CCRPC’s development of a definition for Substantial Regional Impact (a smaller study group was formed), listened to information about rail issues from Mike Coates and Paul Craven, and were updated on the CCMPO mid-year adjustment and development of next year’s UPWP.
- 4.3.3 Training and Staff Development – **55% Completed** [*All Staff*]
- Most staff attended CCRPC’s Chittenden County Planning Conference.
- 4.3.4 Training (CCTA) - **___% Complete** [*Staff Manager: Aaron Frank*]
- Chittenden County Planning Conference: Staff attended the planning conference held on January 25th in South Burlington.
- 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) - **60% 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.

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, proposals are due in February.

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

4.3.10 Legislative Monitoring -**30% Complete** [Staff Manager: *Scott Johnstone*]

- Attended legislative meetings on a few occasions and provided a short paper to House Trans as an overview of the MPO for this session.

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 has begun working on this year’s Title VI compliance program and report. Title VI ensures public transportation is provided without regard to race, color, or national origin.
- National Transit Base Reporting: We submitted our data and now are responding in inquires regarding changes.
- CCTA Performance Reporting: Researching reports and drafting ideas for a board sub-committee to consider.

4.3.13 Innovative Finance Initiative- **30% Complete** [Staff Manager: *Scott Johnstone*]

- Were planning to roll this out in January, but could not find a date for all commission members to attend. Likely with now begin in March
- Developed all materials necessary to begin discussions and sent out those that are background reading to all BRC and work group members.