

MONTHLY PROGRESS REPORT FOR FY 2007
July 2006

The following outlines the major activities of CCMPO in July 2006 by Work Task. This is the first month of our FY 2007. Therefore, 8% of time has elapsed.

1. CCMPO Management

1.01 Agency Administration – **8% Complete** [*Staff Manager: Scott Johnstone*]

- Board meeting was held on July 19, 2006. Major items included the following:
 - A public hearing was held and the FY07-10 TIP was adopted.
- The Executive Committee met on July 11.

1.02 Technical Advisory Committee (TAC) – **8% Complete** [*Staff Manager: Peter Keating*]

- The TAC met on July 5 and discussed the following: Received a staff update on the statewide project to identify developable land adjoining rail lines, selected a VT RT 15 Corridor project consultant, recommended a traffic signal pre-emption standard, discussed the asset management tool, and heard a presentation on the MTP public opinion survey.

1.03 Training and Staff Development – [*All staff*] **8% Complete**

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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. **0% Complete**

- To be initiated in the 2nd Quarter.

1.1.5 Regional Plan Adoption - **50% Complete**

- Revisions to the Public Hearing Draft were prepared, approved by CCRPC, & distributed to statutory parties & others.

2.1.2 Land Use Allocation Module (LUAM) **___% Complete**

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

- To be initiated in the 2nd Quarter.

2.1.1 Regional & Local Buildout Analysis- **___% Complete**

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2.2.1 Support for Municipal Asset Management – **% Complete**

- CCRPC Staff has begun updating culvert inventories for the town of Huntington.
- Staff has also met with Charlotte to discuss what culvert updates should be completed in August.

2.2.5 Data Update and Maintenance - **% Complete**

- CCRPC Staff has been updating the Housing Points database and the Commercial/Industrial database.
- Work is nearly complete in Colchester, Milton, and Hinesburg.
- Staff has also updated the CCMPO TIP database.

3.3.2 Coordination & Assistance with CCMPO Activities – **___% Complete**

- Development of 3 different size TIP maps is underway.

3.4.2 Land Use, Transportation and Air Quality - **___% Complete**

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3.6.4 Lake Champlain Byway Development - **___% Complete**

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

- 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 - ___ % Complete

- 5.2.5 Futures Initiative Assistance - ___ % Complete

2.02 Regional Comprehensive Planning – CCMPO – ___% Complete

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 17% Complete

Data Compilation and Surveys

Completed ridecheck, timepoint analysis, and rider surveys in support of Service Planning activities described below. Completed analysis of one year's worth of trip-by-trip ridership reports for Umall and PARC Shuttle in support of Service Planning activities described below. Researched ridership markets for the two CMAQ service plans. Developed service rate models to aid in the planning of service.

B. Service Planning 25% Complete

FY07 New Start CMAQ Grant Applications

Work on CCTA's service plan to support two CMAQ grant applications, for expanded Route 15 and Montpelier Link service. Related to the expanded Route 15 service, CCTA met with representatives from Fletcher Allen, UVM, CATMA, the City of Winooski, as well as private developers to discuss how this service can meet the growing and changing needs of the Route 15 corridor.

Umall/Airport

Planning staff completed a 200% ridecheck of all weekday Umall trips, which provided detailed ridership data as well as timepoint adherence and running time information. This data, along with the experiences of drivers and Operations staff, are guiding the process to adjust the Umall/Airport schedule. Several trips throughout the day consistently run late and the goal of this schedule adjustment is to maintain convenient service for passengers while creating a schedule that makes it possible for the bus to run on time on a regular basis.

PARC Shuttle

The study of PARC Shuttle ridership data from the 2004 ridecheck and the past year's worth of farebox data has focused attention on two and half hours of service per day. The trips from 9:00-10:30 AM and 2:00-3:00 PM stand out as those with the lowest productivity. To better understand who is riding those trips and why, we surveyed each of the trips twice, asking passengers about their trip purpose and frequency of ridership. With this ridership and survey information, we feel we have a good understanding of the level and type of ridership on these low productivity trips, which will help us determine the best use of resources

Riverside/Winooski (Night Owl)

The Planning Department received a call from an employee of the Twincraft soap manufacturer in Winooski who indicated the second shift hours had been changed and the shift would now not end until 11:15 PM. However, the last bus of the night through Winooski, the “Night Owl,” passes by Twincraft at 11:13 PM. The employee requested the bus wait at the Tigan Street stop until 11:20 PM so that five or so employees could catch the bus. Planning staff has contacted Twincraft to see whether those employees needing to catch the bus could be let out about 5 minutes early, at least until October when the bus schedule can be officially changed to coincide with the Twincraft hours.

McCauley Square Study

Completed analysis of year long ridership and use survey and made recommendations to board to continue service to this location.

Public Involvement

Public hearing materials and a presentation (see attached) for the CCTA Board regarding the above service changes were developed. The route changes public hearing was scheduled and then advertised in the Burlington Free Press and on all CCTA buses. Notices of the public hearing were specifically sent to The Pines and Country Park because changes to their service are being proposed.

FY07 New Start Bus Routes

Staff completed detailed outlines of potential areas of expanded service to be funded by CMAQ funds through VTrans. Specifically, proposals for expanded service on Route 15 as well as the Montpelier Link were created.

Financial Planning

A revised draft of the proposed new funding formula for CCTA was completed and presented to the CCTA Board for review. Recent updates and additions to the proposed new Assessment Formula include more detailed definitions of minor and major service changes and inclusion of language addressing a package of service changes within a municipality.

D. Human Service/Paratransit Transportation Planning 8% Complete

Meetings was held with the 11 E&D partner agencies regarding FY07 funding allocations and FY06 year end allocations. Efforts are also being made to balance the streamlining of ongoing trip requests with accountability in the ADA program.

E. Long Term and Capital Planning 15% Complete

Cherry Street Sign System – Donna Rae Decatur and I met with a representative of Alpine Systems to begin the specification of our software and hardware for the sign system. I also received permission from Lake Champlain Transportation to display the ferry schedule on our system.

Signal Priority – I edited a report by the MPO’s contractor on the priority standard. The MPO will bring the standard to the municipalities to validate in September. It has been accepted by the MPO’s Technical Advisory Committee. Additionally, the City of Burlington has agreed to work with CCTA on a signal priority pilot project, which we need to obtain funding for.

Statewide ITS Program – A proposal was submitted to the State for funding of major portions of our future ITS program.

Passenger Shelters

We continue to work on shelter sites for FY07 which are based on community requests and daily boarding figures. Current plans (assuming we can obtain land at no cost and get through permitting) are as follows:

North Ave @ BHS outbound (replacement)
Shelburne Rd. @ Home Ave. outbound (new)
Kennedy Dr. @ Timberlane or Twin Oaks
(replacement)
Williston Rd. @ Sheraton (new)
North Ave. @ Loaldo (new)
Colchester Ave. @ #56 Colchester Ave. (new)
North Ave. @ Woodbury/Dodds (new)

Burlington Downtown Transit Center

Attended meeting with City, State Buildings and Grounds and consultant. Developed data in support of this project including: updated ridership history by route serving downtown, created a balanced ridecheck to FY06 levels, provided information and details about short and mid term system plans.

Bus Storage Expansion

Work continues on the design of CCTA's bus storage facility. A meeting was held with the architects and engineers regarding final design for this project and seismic and screening requirements are being investigated.

Route 2 Corridor

The consultant provided a long PowerPoint presentation to the Steering Committee and wanted to bring the project to a larger stakeholder committee. Many, including myself, wanted to see the underlying data before forwarding the report upward within our organizations. I wanted to see route ridership projections for enhanced service we proposed for the corridor. I also noted the lack of pedestrian crossings (necessary for a transit friendly environment) at a re-designed (widened) intersection at Williston Road and Industrial Avenue.

Route 15 Corridor

CCMPO held its first meeting with the consultant. CCTA is interested in transit signal priority along the corridor, the expanded bus service we are working with the municipalities, and institutions and VTrans to plan and fund as well as a signalized intersection at the East Fort entrance (to improve travel times on the Essex Junction Route).

Metropolitan Transportation Plan

This is the 30 year plan the MPO updates every 5 years. To obtain federal planning, operating or capital assistance projects must be included in the plan.

The initial task for the plan was to update a county-wide citizen and employee survey. Results did not change much from a 2000 survey. Preservation of the existing transportation system (including transit) was the highest priority (90 percent of people ranked it essential or very important). Expanding public transportation services was ranked essential or very important by 55% of residents and 64% of employees, and second to last of seven categories of transportation importance rankings. I was not surprised by this finding as the survey was county-wide. Transit issues have ranked at the top when the MPO does corridor or specific planning in the inner core of Chittenden County.

Of additional interest was that 45% of residents strongly or somewhat agreed with increasing gas taxes to help pay for “highways, transit bicycle and sidewalk projects” whereas only 30% agreed strongly or somewhat with if the intent was only for “highway projects.”

Burlington Transportation Plan

Worked on the Public Transit Scope with City and the project consultant.

3.01.2 Public Transit Planning by CCMPO & Human Services Transportation Analysis– **8% Complete** <http://ccmpo.org/ptp/index.html> *[Staff Manager: Peter Keating]*

- Public Transportation Committee meeting held. Discussion items included: More on New Starts proposed policy, status of Elders and Disabled Program, on-going unmet needs study, and a new work task to complete a human service coordinated transportation plan.

3.02.1 Environmental Planning – **__0_% Complete** *[Staff Manager: Christine Forde]*

- No activity this period.

3.02.2 Alternatives Fuels Plan - **__0_% Complete** *[Staff Manager: Not yet assigned]*

- No activity this period. Scheduled to begin in fall 2006.

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

- No activity

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

3.03.3 Safe Routes to Schools (SR2S) - **8% Complete** *[Staff Manager: Peter Keating]* <http://www.ccmpo.org/SR2S/>

- SR2S qualifications received and evaluated. Consultant team recommended to TAC.

3.04 2030 Metropolitan Transportation Plan (MTP) - **8% Complete** *[Staff Manager: Peter Keating]*

- MTP Public Opinion survey completed. Report finalized and presentation made to Board of key findings.
- Conducted MTP and CCMPO primer for selected MTP Advisory Committee member.
- Preliminary planning for first public outreach meeting in September.

3.05 Safety -**10 % Complete** *[Staff Manager: Susan Smichenko]*

- Staff continues to participate with VTrans in the development of the Strategic Highway Safety Plan developing action plans and work plans for the final report.
- Staff attended the VTrans’ Roadway Safety Audit Review in Northfield and South Burlington.

3.06 Transportation Demand Management (TDM) Program –**0% Complete** *[Staff Manager: Peter Keating]*

- Consultant qualification for Way to Go Week received and evaluated by review committee. Recommendation to rebid.

3.09 Transportation Systems Management - **10% Complete** [Staff Manager: Susan Smichenko].

- Staff continuing to work with the IBI Group to finalize the Regional ITS Architecture and Strategic Plan reports for distribution.
- Staff presented the Traffic Signal Pre-Emption/Priority Standard policy to the TAC which was approved.
- Staff attended a presentation at VTrans on the Dynamic Message Sign Study.

3.11 Development Review – **0% Complete** [Staff Manager: Susan Smichenko]

- No work was undertaken during this time period.

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

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

- Presented to the TAC the Transportation Planning Initiative (TPI) Work Plan Task - "Identification of Marketable and Developable Property Adjacent To Railroad Rights-of-Way Throughout the State of Vermont".

3.13.1 Western Vermont Gateway Corridor Study - **0% Complete** [Staff Manager: Scott Johnstone]

- No activity as yet – scheduled to begin in fall 2006

3.14 Route 2 Corridor Study - **90% Complete** [Staff Manager: Susan Smichenko]

- Steering Committee met on July 12, 2006. RSG presented both short-term recommendations and planning year analysis details. Committee concluded that given the amount of information to be discussed, a follow-up meeting should be held in August to determine next steps.
- Consultant met with representatives from municipalities and institutions to get comments on recommendations.
- Staff continued to respond to phone calls and emails on project.
- Third Sector Associates (TSA) attended and wrote meeting notes for the Steering Committee on July 12, 2006.
- TSA arranged for a meeting with the Burlington Business Association as part of our business outreach. The consultant attended and recorded meeting comments for the July 6, 2006 meeting.

3.15 Route 15 Corridor Study - **10 % Complete** [Staff Manger: Susan Smichenko]

- Plan Advisory Committee met on July 12, 2006 to discuss scope of work and schedule with BFJ Planning and RSG.
- Staff reviewed scope of work and provided comments to the consultant.
- Meetings with the municipalities and the institutions were scheduled for August and September 2006.
- Staff assisted the consultant in compiling background reports for the project.
- Third Sector Associates (TSA) attended and wrote meeting notes for the Project Advisory Committee meeting on July 12, 2006.
- TSA scheduled meetings with three planning commissions for September.

3.16 Milton Town Core Traffic Circulation Study - **50% Complete** [Staff Manager: Susan Smichenko]]

- No work undertaken during this time period, consultant continues to wait for direction from the Town of Milton.

3.17 Preliminary Corridor Analysis with Addison County - ___ % Complete

4. Municipal and Regional Service

4.01 Data Collection and Maintenance – 25% Complete for season [Staff Manager: Daryl

- Continued collection of Milton pavement condition samples.
- Continued collection of intersection and ATR count data, as well as some bike & ped. data, and park & ride usage data.
- Accepted new data requests from towns.

4.02.1 Planning Assistance and Coordination - _5 % Complete [Staff Manager: David Roberts]

- Continued working with Burlington and AARP on their Livable Communities project
- Town of Colchester scheduled a Select Board meeting for RSG to present the Exit 17 Growth Center Transportation study in August 2006.
- Shelburne Village traffic study was completed.
- Hinesburg Village sidewalk feasibility study is underway. Project committee met in July and revised plans were provided to VTrans for comment.
- Underhill Flats sidewalk feasibility study preliminary draft plans delivered by consultant. Public meeting for feedback expected in August or September.

4.01.1.1 VTrans Planning Assistance and Coordination - _10 % 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. More information on the project is available at <http://www.circeis.org> .

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

- Burlington Transportation Plan - Data collection continuing. Steering committee and public involvement activities expected to begin in September.
- Richmond and Williston continue work on the East Hill Road Transportation Study. A public meeting was held in July. The final orthoimagery for Richmond Village was delivered by the contractor.

4.03 Transportation Model Maintenance and Enhancement – 2 % Complete [Staff Manager: David Roberts]

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

- Began preliminary research of expanded model area. Outreach and ongoing research into model enhancements expected to begin in earnest after January 2007.

4.04 Chittenden Traffic Alert Program – 50 % Complete for the season [Staff Manager: David Roberts] <http://ccmpo.org/cta/index.html>

- Traffic Alerts continue to be issued on a weekly basis for the duration of the construction season.

4.05 Transportation for Livable Communities (TLC) Grant Program – 0% Complete [Staff Manager: Peter Keating]

- No activity

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

- No activity

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

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

5.01 TIP Development – **95% Complete**

- CCMPO FY07-10 TIP was adopted by the CCMPO Board on July 19.
- Staff working with CCRPC and consultants to complete TIP map and flyer.

5.02 TIP Project Tracking and Management – **0% Complete**

- No activity on this task this period.

6. Public Involvement and Communications

6.01 Public Involvement - **8% Complete** *[Third Sector Associates]*

- The consultant met with CCMPO staff to discuss future public involvement efforts.

6.02 Communications – **8% 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.**

- Proposal for additional work received from consultant. Meetings to be held with towns to evaluate next steps.

South Burlington/Williston Multiuse Path Connection (Bridge over Muddy Brook) – **85%**

- Report being finalized.
- Meeting to be held with Williston Selectboard in September to present comments from resource agencies.

VT15/Educational Drive, Essex Junction – **65%**

- Met with Essex Junction to finalize alternatives to be developed and presented to Village Trustees.

VT116 Potash Brook Culvert, South Burlington

- Existing conditions information being collected.

Hinesburg Park and Ride, Hinesburg

- Report being finalized

VT15/Sand Hill Road

- Alternatives being developed

7.02 Locally Managed Project Definition (Scoping) Studies

Silver Street in Hinesburg

- Waiting for consultant to submit draft scoping report.

8.01 CCMPO Strategic Planning *[Staff Manager: Scott Johnstone]*

8.01 CCMPO Strategic Plan - **5% Complete**

- Develop additional committee structure scenario's

8.02 Futures Initiative - **5% Complete**

- Developed concept for initiative kickoff

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

- No work Performed – Scheduled to begin in winter

8.04 Innovative Finance Initiative - **8% Complete**

- Developed concept for initiative

8.05 Project/Program Management Information System - **5% Complete**

- Began evaluating application options