

MONTHLY PROGRESS REPORT FOR JULY 2007

The following outlines the major activities of CCMPO in July 2007 by Work Task. This is actually the first month of our FY 2008. However, because of contract issues July expenses will be charged to the FY07 contract.

1. CCMPO Management

- 1.01 Agency Administration – **100% Complete** [*Staff Manager: Scott Johnstone*]
 - The MPO Board met on July 18, 2007. The Board adopted the FY 2008-2001 TIP.
 - The Executive Committee met on July 9, 2007.
 - Joint CCRPC/CCMPO Facilities Committee revised draft location and design guidelines for office facilities.
- 1.02 Transportation Advisory Committee (TAC) – **100% Complete** [*Staff Manager: Peter Keating*]
 - The TAC did not meet in July.
- 1.03 Training and Staff Development – [*All staff*] **100% Complete**

2. Regional Comprehensive Planning www.ccrpevt.org [*Staff Manager: Scott Johnstone*]

Note: The following breakdown is by CCRPC Work Program Elements

- 1.1.1 Defining Substantial Regional Impact. **30% Complete**
 - The Task Force has begun to prepare a recommended SRI definition that the Commission will consider as a proposed amendment to the *2006 Regional Plan*.
- 1.1.5 Regional Plan Adoption - **100% Complete**
- 2.1.2 Land Use Allocation Module (LUAM) **35% Complete**
 - Staff planned and hosted a planners' lunch on new GIS tools.
- 1.7.1 A Regional Open Space Plan- **20% Complete**
 - CCRPC's Natural Resources Committee is reviewing a draft introduction to the Open Space Guidebook. Staff is developing an interactive mapping cd to be distributed to municipalities.
- 2.1.1 Regional & Local Buildout Analysis- **10% Complete**
 - No work to report.
- 2.2.1 Support for Municipal Asset Management – **25% Complete**
 - No work to report.
- 2.2.5 Data Update and Maintenance -**100% Complete**
 - Staff has sent out letters to Public Works Director to collect updated capacity and allocation data and has updated the employment database for the sewer capacity study.
- 3.3.2 Coordination & Assistance with CCMPO Activities – **75% Complete**
 - No work to report.
- 3.4.2 Land Use, Transportation and Air Quality - **25 % Complete**
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- 3.6.4 Lake Champlain Byway Development - **90 % Complete**
 - CCRPC Staff provided update on Byways developments to governing body of Winooski and participated in a statewide summit of the different Byways grants in Vermont.

- Discussed scheduling with Johnstone of a presentation to the CCMPO concerning the Byways conference in Baltimore in May and the activities of the Champlain Quadricentennial Commission .
- Staff attended the 3-day National Scenic Byways Conference in Baltimore. Staff working on amendments to Bylaws of LC Byway Council and preparing documents for official incorporation of Council.

4.1.11 Route 15 Corridor Transportation & Land Use Planning - **70 % Complete**

4.1.13 Land Use/Transportation Model Ordinance Development - **30% Complete**

- Continued research on model bylaws.

1.4.1 Alternative Fuels Plan Assistance - **60% Complete**

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5.2.5 Futures Initiative Assistance - **90 % Complete**

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2.02 Regional Comprehensive Planning – CCMPO – 92% Complete

- No activity this month.

3. Multimodal Transportation Planning

3.01.1 Public Transit Planning by CCTA <http://www.cctaride.org/> [Staff Manager: Peter Keating]

A. Metrics/Data/Surveys 100% Complete

Unified Planning Work Program (UPWP) Developed new and more detailed time tracking system to comply with new MPO finance and project tracking system. Met with the MPO regarding CCTA planning staff project tracking and reporting as the MPO.

CCTA Board Performance Report Met with Chris and the Board Strategy Committee on a new report framework which includes peer benchmarking every four years, customer service surveys every other year and community surveys every four year, in addition to monthly operational data, annual metrics on cost, productivity and efficiency for local and commuter routes, as well as detailed route by route data. I need to develop the reports discussed for further consideration of the committee.

B. Service Planning 100% Complete

Cherry Street Sign System: This system is now 90-95% complete and in operational use. Additionally, the system is now in acceptance testing and review by ITS engineers as required by the FTA funding.

Williston Membership Request: Computed the various costs for board consideration in relation to a request from Town of Williston regarding their interest in membership. Williston has been paying for fixed route and ADA service as a non-member. Williston also provides E&D service.

Burlington Transportation Plan: Provided written comments on 20 page plan summary including need to consider transit as a solution to parking problems as well as retaining access to north/south streets for transit use in the hill section of Burlington.

Middlebury Link PM Timepoint Study Staff is recording timepoint adherence on both Middlebury Link afternoon trips. Both buses are currently running late on a frequent basis and this data will be used to adjust the schedule so it reflects actual running times.

Essex Center Timepoint Study Based on the results of the timepoint study and operational feedback from drivers and passengers, staff is recommending eliminating the 4:30 PM trip on the Essex Center route. By cutting this trip, the Essex Center bus will again be able to recover time if the 4:00 trip runs late and will also be able to serve as the back-up for the Essex Junction route's pick-up at IBM at 4:50 PM.

Route 15 15-Minute Service Staff is in the initial stages of planning the schedule for 15-minute peak hour service on the Essex Junction route.

Middlebury Link VTrans recently opened a state-owned park and ride lot just north of Vergennes in Ferrisburgh. The Middlebury Link will begin serving this park and ride at the end of August and will discontinue service to the private lot we rented at Country Home Products. The new park and ride will offer passengers a more visible location to board the bus and will also save the route a little time as its access is more direct than that of the Country Home Products lot. Unfortunately, the Ferrisburgh Park and Ride was built without a bus shelter, so CCTA had to expend time and expense to move a used CCTA plexi-glass shelter into the lot on a temporary basis. Staff helped draft a letter sent to the Agency of Transportation requesting the state fund the construction and installation of a new post and beam style bus shelter in the lot (see attached letter).

CATMA Shuttle We completed an approximately \$1M service proposal to CATMA to combine our expanded academic year 2006-7 CATMA shuttle from Gilbane to MCHV to Winooski Falls/Champlain Mill to incorporate the duplicative service operated by private shuttle.

Colchester Ave. Ad Hoc Committee Staff continues to participate in this groups study of possible transportation-related improvements to the Colchester Ave Corridor in Burlington. The committee's most recent meeting focused on how the previous work of the committee is being incorporated into the ongoing Burlington Transportation Plan.

High School Transportation Class Peter Keating asked CCTA staff to speak for a high school class he is teaching at the University of Vermont's National Summer Transportation Institute funded by the Federal Highway Administration The NSTI provides career orientation and educational experiences to motivate secondary school students toward professions in the field of transportation. Anne and I (Aaron Frank) attended the class on July 11 and gave a brief presentation about CCTA's services and the role of transit planners. We led the students in a planning exercise in which they designed a bus route, created a schedule, and calculated the annual operating cost. Many of the students were from Burlington and Winooski and were familiar with our system. They really engaged with the exercise – we even overheard some debates about increasing headways versus lessening the local property tax burden! The routes they designed ranged from short, direct service on main streets to long, circuitous paths through smaller neighborhoods, and they were able to discuss the pros and cons of each. We enjoyed the opportunity to give some of our young riders a lesson in what goes on

behind the buses they see out on the streets every day, and we hope they will be informed participants in the public transportation process in the future!

C. Training – No Activity 100% complete

D. Human Services/Paratransit Planning 100% Complete

E&D Program: CCTA received \$63,250 out of an additional \$200,000 available (statewide) in FY 2007 supplemental E&D funds for non-Medicaid dialysis and cancer care transportation. We are working on determining how much of this funding our eleven partner agencies can actually use (it has restrictions based on its limited use.) Our efforts on this program were principally consumed by the FY07 close-out and the inauguration of FY08 service (new agency contracts)

As a result of discussions with VTrans, as of July 1, 2007, the Green Mountain Transit Agency (GMTA) will be managing the Chittenden County E&D grant, and thus local agreements with the partner agencies will be with GMTA rather than CCTA. The Green Mountain Transit Agency is managed by CCTA, thus there will be no alterations in the program or staff management as a result of this change. Meetings will continue to be held in Chittenden County. Jim Couture will continue to manage this program.

ADA: The CCTA ADA advisory Committee convened on June 26th. The committee met to provide advice and comment concerning the CCTA ADA paratransit program. Community outreach and dissemination of program service changes were identified as areas that should be considered when looking to improve this program. The committee members agreed to contact the CCTA staff.

E. Long Term and Capital Planning 100% Complete

Passenger Shelters: We are awaiting frames for the Kennedy Drive and Timberlane shelter which is planned for completion by August 31. We are working with the City of Burlington on the siting of a shelter on the north side of Maple St. to serve Champlain College. We installed a temporary shelter at the new Vergennes (Ferrisburg) Park and Ride and wrote a letter to Secretary Lunderville requesting that he install a new style permanent shelter in that location as CCTA plans to serve it with the Middlebury Link Express beginning August 27th.

Burlington Downtown Transit Station: Reviewed the project and made comments in hopes to bring this project to fruition.

Route 15 Corridor Study: I attended a corridor committee public meeting. There was much support for transit, pedestrian and bicycle modes by the public in attendance.

Bus Storage Expansion: The building is about 75% complete with the foundation, frame, roof deck, roof and exterior walls completed. The interior walls, electricals and mechanicals are under way.

Cherry St. Station: We are working with the contractor on scheduling the repairs. Pomerleau Real Estate has painted the side of Old Navy as it is their building.

3.01.2 Public Transit Planning by CCMPO & Human Services Transportation Analysis– **100% Complete** <http://ccmpo.org/ptp/index.html> [Staff Manager: *Peter Keating*]

- Public Transportation committee heard a report on the content and recommendations from the recently completed Burlington/AARP Livable Communities project. The committee also planned a joint meeting with CCTA’s Strategic Planning committee to discuss transit funding issues.

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

- Staff continues to participate on the Governor’s Climate Change Commission

3.02.2 Alternative Fuels Plan - **10% Complete** [Staff Manager: *Scott Johnstone*]

- No activity this period.

3.03.1 Bicycle/Pedestrian Transportation Planning – **100% Complete** [Staff Manager: *Peter Keating*] <http://www.ccmppo.org/BikePed/>

- Staff presented the status of pedestrian and bicycle planning activity to a committee of United Way.
- Outreach to members municipalities and TAC to solicit interest in serving on the Ped/Bike Committee

3.03.2 Regional/Inter-Regional Bike-Pedestrian Coordination - **50% Complete** [Staff Manager: *Peter Keating and Bryan Davis*]

- Reformation of Bike/Ped committee underway.

3.03.3 Safe Routes to Schools (SR2S) - **100% Complete** [Staff Manager: *Peter Keating*] <http://www.ccmppo.org/SR2S/>

- Local Motion’s staff engaged with all seven schools. Way to Go Week school competition held.
- Letter seeking interest in Safe Routes to Schools “Lite” program sent to school principals, nurses, parents and others.

3.04 2030 Metropolitan Transportation Plan (MTP) - **40% Complete** [Staff Manager: *Peter Keating*]

- Planning for scenario planning workshop with FHWA underway. Set for November 9.

3.05 Safety –**On Going** [Staff Manager: *Eleni Churchill*]

- Staff continues to participate in the Strategic Highway Safety Plan (SHSP) Infrastructure.
- During the last SHSP meeting, members of the committee discussed the following:
 - Update on the Vermont Local Roads workshops on Low Cost Highway Safety Improvements. Sally Collopy reported that staff from 12 of the 18 target towns—participating in the HRRR program— attended the workshop with 3 more towns planning to attend the last workshop.
 - Ways to collect data (before and after) that could be used in the High Risk Rural Roads program
 - Update on internal VTrans coordination and action plan on safety issues.
 - Discussion on timelines and milestones will wait until the next meeting of all SHSP subcommittees in October.

- Scheduled and attended (together with Jason Charest) a meeting with staff from VTrans, Burlington Department of Public Works and Resource Systems Group (RSG) to discuss modeling of alternatives at the Shelburne Road “Rotary” location. The MPO agreed to hire RSG to model alternatives (roundabout and signal) at this intersection under a technical assistance contract.
- MPO staff attended a Road Safety Audit in Hyde Park (VT 15 and VT 100) at the invitation of VTrans’ safety engineer.

3.06 Transportation Demand Management (TDM) Program – **100% Complete** [Staff Manager: *Peter Keating*]

- Way to Go debriefing held. Preliminary discussions for FY08 event underway. Raffle prizes selected and distributed.
- Non-statistical survey of Way to Go participants completed to provide feedback about event and continued use of alternative transportation.

3.09 Transportation Systems Management - **15% Complete** [Staff Manager: *David Roberts*].

- Dorset Street signal optimization RFP issued. Proposals received from four firms. A selection committee is meeting in early August.

3.11 Development Review – [Staff Manager: *Eleni Churchill*]

- No activity undertaken or planned for this work item.

3.12 Aging of Vermont Transportation Users - **100% Complete** [Staff Manager: *Peter Keating*]

- AARP/Burlington livable community project completed, final meeting advisory committee meeting held and follow up steps discussed.

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

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3.13.1 Western Vermont Gateway Corridor Study - **5% Complete** [Staff Manager: *Eleni Churchill*]

- Continued negotiations with selected consultant (PB Americas, Inc.).

3.14 Route 2 Corridor Study - **99% Complete** [Staff Manager: *Eleni Churchill*]

- Third Sector Associates reviewed public comments received to date and worked with CCMPO staff and RSG, Inc. to organize them for the final report..

3.15 Route 15 Corridor Study - **60 % Complete** [Staff Manager: *Eleni Churchill*]

3.16 Milton Town Core Traffic Circulation Study - [Staff Manager: *Eleni Churchill*]

- No activity undertaken or planned for this work item.

3.17 Preliminary Corridor Analysis with Addison County - **100 % Complete** [Staff Manager: *Scott Johnstone*]

- . Report of corridors of interest received.

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>

- Summer counts continue with four technicians hired for the summer.

4.02.1 Planning Assistance and Coordination - **100 % Complete** [*Staff Manager: David Roberts*]

- Underhill Flats sidewalk feasibility study final report received from consultant and sent to town officials for review prior to project completion.
- Colchester Severance Corners bicycle-pedestrian revised final draft report with conceptual cost estimates for facilities under review. Severance Corners traffic study draft report being revised in response to VTrans comments.
- Huntington traffic calming - traffic counts in Huntington village areas to support traffic calming study planned for August.
- Williston park and ride assistance – staff is reviewing traffic data and reports to follow-up on traffic study of park and ride south of I-89 at Exit 12. Consultant project assistance expected to start in August.
- Burlington Transit Center location study advisory committee met to discuss redevelopment of the recommended site – the State’s Employment and Training building on Pearl Street.
- Drafted an RFP for Hinesburg transit services.

4.01.1.1 VTrans Planning Assistance and Coordination - **100 % Complete** [*Staff Manager: David Roberts*]

- CCMPO staff continues providing VTrans and the Circ EIS consultant with information on CCMPO data sources and models. The official Draft Environmental Impact Statement (DEIS) is now available on the project website. Comments on the DEIS are due November 8th, 2007. More information on the project is available at <http://www.circeis.org>.
- Staff discussed and agreed to work with VTrans on a reexamination of the state’s Rideshare program.
- Reviewed data collection documentation from VTrans contractor for the Human Service Unmet Needs/Coordination plan.
- Agreed to manage a United We Ride grant from VTrans for the Town of Hinesburg.

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

- Burlington Transportation Plan Advisory Committee – **85% complete** *Staff manager: Peter Keating*.
- Jericho Dickinson Street technical assistance. The consultant is working to respond to comments received and finalize report.

4.03 Transportation Model Maintenance and Enhancement – **4% Complete** [*Staff Manager: David Roberts*]

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

- An incremental maintenance update is underway to provide minor enhancements to the existing version 2.2.4 of the regional transportation model. Scope of work for a

larger update, including expansion of the model area and shifting from a peak hour model to a daily model is under development.

- MPO staff participated in a meeting with FHWA, UVM University Transportation Center, and Resource Systems Group to discuss the status of the FHWA-sponsored research on the TRANSIMS model. The MPO hopes this new modeling tool will be useful in examining Transportation Systems Management (TSM) initiatives. A peer review of work performed by RSG is expected this fall.

4.04 Chittenden Traffic Alert Program – 25 % Complete for the season [*Staff Manager: David Roberts*] <http://ccmpo.org/cta/index.html>

- Traffic Alerts issued weekly for the duration of the 2007 season.

4.05 Transportation for Livable Communities (TLC) Grant Program – 75% Complete [*Staff Manager: Peter Keating*]

- Three funded projects in Burlington, South Burlington and through Local Motion are underway

4.06 Small Community Service Initiative – 85% Complete [*Staff Manager: Bryan Davis*]

- Staff continues to work with small rural towns on their specific issues and projects. Examples of projects include:
 - Bolton: potential shuttle service to Bolton Valley Resort
 - Charlotte: access and parking issues for Thorp Barn on Route 7
 - St. George: pedestrian safety issues along Route 2A

5. Transportation Programming [*Staff Manager: Christine Forde*] <http://www.ccmpo.org/TIP/>

5.01 TIP Development – 90% Complete

- The Board approved the FY08-11 TIP.
- Staff working on production of TIP flyer.

5.02 TIP Project Tracking and Management – 100% Complete

- No activity

6. Public Involvement and Communications

6.01 Public Involvement - 50% Complete [*Third Sector Associates*]

- The consultant worked with CCMPO staff to identify tasks. She reviewed and made suggestions for interview questions.
- Interview questions for staff and board members have been developed to guide the Public Involvement Plan update.

6.02 Communications – 100% Completed [*Staff Manager: Scott Johnstone*]

- Subscriptions to local papers have been requested and reviews of issues have begun in an effort to track coverage of CCMPO activities and to identify opportunities to submit articles about CCMPO news and projects.
- Third Sector Associates worked with CCMPO staff on a “My Turn” article for the *Burlington Free Press* about the Route 15 Corridor Study.

6.03 Legislative Monitoring – 100% Complete [*Staff Manager: Scott Johnstone*]

- Legislative session complete.

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

7.01 Project Definition (Scoping) Studies

Colchester/Essex/Essex Junction, Route 15 Bicycle/Pedestrian Path - **90% complete.**

- Draft study being prepared.
- VT15/Sand Hill Road, Essex
- Awaiting review by VTrans.
- Queen City Park Road Bridge, Burlington
- Consultant is developing alternatives.
- Bridge Street Bridge, Richmond
- Consultant is developing alternatives.

7.02 Locally Managed Project Definition (Scoping) Studies

- No current projects.

8. CCMPO Strategic Planning [*Staff Manager: Scott Johnstone*]8.01 CCMPO Strategic Plan - **100% Complete**

- Activities Complete.

8.02 Futures Initiative - **100% Complete**

- Continued discussion with partners about how best to facilitate this discussion across regional organizations, including who best should be hosting this initiative and how to assure it continues. Champlain Initiative is a likely facilitator of this effort in the future. Met with potential collaborators to gauge interest.

8.03 Performance Measures & Indicators Initiative - **25 % Complete**

- Researched options and models for performance indicators.

8.04 Innovative Finance Initiative - **100% Complete**

- Developed concept for a Blue Ribbon Commission on Innovative Finance.
- Board concurred with approach and created commission.

8.05 Project/Program Management Information System - **100% Complete**

- Initiated project management system July 1st.
- Staff continue to load projects and information into system.