

## MONTHLY PROGRESS REPORT FOR FY 2008 June 2008

The following outlines the major activities of CCMPO in June 2008 by Work Task. This is the twelfth month of our FY 2008. Therefore, 100% of time has elapsed.

### 1.0 Existing System Preservation and Improvement Services

#### 1.1.1 Safety Program – 100 % Complete [*Staff Manager: Jason Charest*]

- Staff, along with VTrans and respective municipalities, will be conducting two Road Safety Audit Reviews (RSARs) on July 9<sup>th</sup> in Hinesburg, and two on July 10<sup>th</sup> in Underhill and Jericho. This is part of this year's High Risk Rural Roads (HRRR) program.
- Staff continues to participate in the implementation of Vermont's Strategic Highway Safety Plan (SHSP) through their participation in the Infrastructure subcommittee. Starting in July, staff will be participating in the Core Group for the SHSP.

#### 1.1.2 Incident Management Training (CCRPC) - 100% Complete (*Staff Manager: Maggie Barie*)

- Staff has completed this task with minor follow up tasks involving communications with former ICS class attendees.

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

- Huntington Traffic Calming – The final revised plan was received from the consultant and will be posted on the MPO website. The town plans to implement some of the short term recommendations this summer, including painting edge lines on the main road to narrow the lanes and adding crosswalks in the villages.
- I89 Exit 12 Park and Ride – Waiting for comments from VTrans on the report. A final report will be issued as soon as comments are received and addressed. VTrans is expected to continue moving this project forward.
- Shelburne Street Rotary Study [*Staff Manager: Eleni Churchill*] – Staff met with Burlington, VTrans, and consultants (RSG) on June 10<sup>th</sup> to discuss the operation of a modified roundabout alternative (with a northbound slip lane) at this location. The group will meet again on July 22<sup>nd</sup> to talk about which alternative the city would like to move forward with.
- Westford Sidewalk Study [*Staff Manager: Bryan Davis*] – The final public meeting was held to gather comments on the three sidewalk alternatives. The final report was submitted by RSG to the town and the CCMPO.
- Jericho Elementary School Pedestrian Study [*Staff Manager: Bryan Davis*] – A kick-off meeting was held on-site with project partners and the consultant to finalize the scope of work.

#### 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/>. Staff attended an interagency meeting on June 30 in White River Junction which provided background information to the Section 404 evaluation

of the Least Environmentally Damaging Practicable Alternative (LEDPA). A Final Environmental Impact Statement (FEIS) is expected in mid to late 2008.

- 1.1.3.3 Planning Assistance (Locally Managed) - \_\_\_\_% Complete [Staff Manager: David Roberts, except as noted]
- No work undertaken.
- 1.2.1 Transportation Systems Management (TSM) - 90% Complete [Staff Manager: David Roberts]
- Dorset St / Williston Rd signal optimization report is being revised to address staff comments. Staff has solicited TAC members for additional opportunities to use our TIP funding program for optimization. Locations in Essex Junction at the Big Lots shopping center (old A&P) and in Essex at VT289 and Essex Way are under consideration.
- 1.2.2 ITS Applications (CCTA) - \_\_\_\_% Complete [Staff Manager: Aaron Frank]
- Radio System/AVL/Next Bus: Completed an initial engineering scope of work to determine whether there are existing repeater sites with adequate data and voice radio coverage for CCTA's existing local service area, as well as design of a computer dispatch, automatic vehicle location, and next bus type information. Worked with CCTA staff and board to include \$100,000 to include this initial ITS engineering project in the FY 09 capital budget.
  - Fort Ethan Allen Signal: Worked with FHWA to verify that this project would qualify for ITS funding. Reviewed purpose and needs statement.

## 2.0 Sustainability/Livability Services

- 2.1.1 Defining substantial regional impact (CCRPC) - 98% Complete- (Staff Manager: Tim Fluck)
- On June 19, CCRPC held the first of at least two public hearings on the proposed amendment of the section of the 2006 Regional Plan addressing Substantial Regional Impact (SRI). The proposed amendment incorporates the recommendations of the SRI Task Force (composed of representatives appointed by member municipalities). On June 23, CCRPC approved a revision of the proposed amendment that clarifies why the Task Force made its recommendations, but does not revise the recommended new SRI definition. CCRPC will hold a second public hearing on July 24 and will consider adoption of the amendment at CCRPC's July 28<sup>th</sup> meeting.
- 2.1.2 Regional Models (CCRPC) - 40% Complete (Staff Manager: Melanie Needle)
- 2.1.3 Chittenden County Public Transit Futures (CCRPC) - 100% Complete (Dan/Maggie)
- Final Discussion Paper completed and submitted to CCMPO.
- 2.1.4 Development Review - [Staff Manager: Eleni Churchill]
- No activity

- 2.2.1 Regional Open Space Plan (CCRPC) – **30% Complete** (Tim Fluck)
- No progress to report. Because many members of the Technical Advisory Group for the project must do field work during the summer, the project will be on hiatus until the fall.
- 2.2.2 Data Update and Maintenance (CCRPC) -**100% Complete** (Melanie & Pam)
- Staff is wrapping up the updates to the Land Based Classification System dataset.
  - Staff has made changes to the TIP dataset and produced a large map for the July Board meeting. Staff is writing the metadata for this dataset.
  - Staff will potentially be partnering with UVM to update the commercial and industrial database. These data are key inputs to the regional buildout analysis which will be used in scenario planning. Staff has been reviewing the database to develop a scope of work.
- 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) - **100% Complete** (Julie Potter)
- Staff completed draft chapters on air quality standards and impacts of non-attainment.
- 2.3.1 Regional Comprehensive Planning Involvement – **83 % Complete** [Staff Manager: Scott Johnstone]
- No significant activity this period
- 2.3.2 Western Vermont Gateway Corridor Study – **30 % Complete** [Staff Manager: Eleni Churchill]
- Comments received by Study Advisory Committee members on the Draft Existing Conditions report are being addressed and the final report will be posted on the study's web site (<http://www.vtwesterncorridor.org/>) in July.
  - Two additional Focus Groups were conducted in early June—one on Freight (focusing on truck movements) and the other one on Livable Communities in the western corridor. Ideas discussed during these meetings will be posted on the Western Corridor's web site next month.
- 2.3.3 Route 15 Corridor Study - **\_99\_% Complete** [Staff Manager: Eleni Churchill]
- The Draft Final Report and Executive Summary were posted on the CCMPO's website on June 19<sup>th</sup> for public comment—the deadline is July 18<sup>th</sup>.
- 2.3.3.2 Route 15 Corridor Transportation and Land Use (CCRPC) - **\_100\_% Complete** (Samantha Tilton, Greg Brown)
- CCRPC requested 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 - **100% Complete** [Staff Manager: David Roberts]
- Study complete – no work undertaken.

2.3.5 Transportation for Livable Communities - **100% Complete** [*Staff Manager: Peter Keating*]

- FY 06 and 07 projects in South Burlington, Burlington and Local Motion are completed.

2.3.6 Futures Initiative- **90 % Complete** [*Staff Manager: Scott Johnstone*]

- Working with Champlain Initiative on energy related initiative for Chittenden County
- Focus Group with broader stakeholders is planned for June.

2.3.6.1 Futures Initiative Land Use Assistance (CCRPC) - **85 %Complete** [*Greg Brown*]

- Regional Energy Sub-committee met 06/09/08 to complete preparations for the stakeholders roundtable to be held 06/19.
- Stakeholders Roundtable convened on 6/19 to brainstorm long-range energy challenges facing Chittenden County that will be explored in the County Energy Plan.
- The Demographic Sub-Committee's stakeholders roundtable on population trends convened 06/12 to refine the Sub-Committee's focus for work in FY09.

2.4.1 Alternative Fuels Plan - **50% 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) - **80 %Complete** [*Samantha Tilton*]

- This project has been merged with the Champlain Initiative's Energy Plan as one of its chapters. Drafting continues.

### **3.0 Multi & Intermodal Services**

3.1.1 -

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

- Passenger Shelters: Completed work scoping three shelters, one in Winooski and two in South Burlington. Wrote scope of work for a shelter we can locate where there is very little land as well as a design for a solar light for shelters. Sketch plans of the three shelters are attached, including CCTA internal approval. Worked with CCTA staff and board to include funding for the very small shelter, the solar lights, and two shelters in the FY 09 capital budget.
- Vehicle Needs Planning and Cost Comparison: Assisted the operations, maintenance and senior management with determining the proper sizes of each of the thirteen buses which were ordered over the course of FY 08 in order to right size our fleet. CCTA reviewed the options of diesel hybrid and clean diesel. Due to the 50% cost premiums for hybrid buses, the 10% mileage per gallon improvement for hybrid buses, and CCTA's limited capital funds, we determined that the quickest path to a cleaner fleet was to replace our existing fleet as soon as eligible with clean diesel technology. The new buses are up to 90% cleaner than the oldest buses in our existing fleet.
- ADA: Held ADA committee meeting, Minutes attached. Reviewed Web site accessibility.
- E&D: Prepared FY 09 Grant Application with the current partner agencies and Hinesburg.

- 3.1.6 Public Transportation Planning by CCMPO- **100% Complete** [*Staff Manager: Peter Keating*]
- Results from a transportation survey to explore possible transit options in Charlotte were gathered and analyzed. A future meeting with residents will determine the next steps.
  - The Public Transportation Committee met for the first time since March and discussed: The Metropolitan Transportation Plan, Way to Go results, committee priorities, and park and ride status.
- 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- **100% 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) - **100% Complete** [*Staff Manager: Peter Keating*]
- Local Motion providing services to three schools.
- 3.2.1 Transportation Improvement Program (TIP) Development- FY09-12 TIP - **75% Complete** [*Staff Manager: Christine Forde*]
- Draft TIP was warned for a public hearing in July.
- 3.2.2 TIP Project Tracking and Management - **85% Complete** [*Staff Manager: Christine Forde*]
- Minor TIP amendment was approved for Richmond Park and Ride expansion.
  - The FY2008 Annual Listing of Projects Receiving Federal Funds was added to the CCMPO website.
- 3.3.1-3.3.3 Access and Mobility (CCTA) [*Staff Manager: Aaron Frank*]
- Ridecheck: The 100% ridecheck of all local routes was completed in the spring of 2008. This data will be supplied to CCMPO in late July after it is normalized to average daily ridership by route.
  - Timepoint Analysis: Reviewed and adjusted timepoints on the following routes: Umall/Airport, Essex Junction, Essex Center, North Ave., Williston, and the St. Albans Link.
  - Completed the Customer Service Survey of nearly 600 on-board in person surveys, which represents approximately 10% of average weekday ridership on the routes included in the survey (the CATMA and PARC Shuttles were not included). Data will be analyzed and summarized into a report over the next few months.
- 3.3.4 2030 Metropolitan Transportation Plan (MTP) - **10% Complete** [*Staff Manager: Peter Keating*]
- Scenario planning consultant scope of work finalized.
  - Financial Plan proposals evaluated.
- 3.3.5 Freight Transportation Planning - **50% Complete** [*Staff Manager: Daryl Benoit*]  
<http://www.ccmppo.org/freight/>

- No major activity undertaken
- 3.4.1. Bicycle-Pedestrian Transportation Planning - **100% Complete** [*Staff Manager: Peter Keating*] <http://www.ccmppo.org/BikePed/>
- The first dataset taken from a month-long count in Burlington was released to Burlington DPW & Local Motion.
- 3.4.1.1 Update Bicycle/Pedestrian Plan - **95% Complete** [*Staff Manager: Peter Keating*]
- Network system maps complete. Draft text for 95% of plan revised. Comments forthcoming from Ped/Bike Committee. Consultant contract extended to August.
- 3.4.1.2 Regional/Inter-Regional Bicycle-Pedestrian Coordination - **\_\_\_ % Complete** [*Staff Manager: Bryan Davis & Peter Keating*]
- Staff participated in a conference with other Northeast communities as part of the 2010 Campaign for Active Transportation.
  - Staff finalized and submitted a regional case statement as part of the 2010 Campaign for Active Transportation program.
  - Staff continued discussions with the Burlington Bicycle Council and Burlington Walking Work Group on sidewalk stencil ideas.
- 3.4.2 Reduce SOV (CCTA) - **\_\_\_% Complete** [*Staff Manager: Aaron Frank*]
- Burlington-Waterbury Commuter Route: Developed a rough cost estimate, ridership estimate, and draft schedule for a potential Burlington-Waterbury Commuter route. This data was presented to the CCTA Board in order to receive their approval to submit a CMAQ new start application for this route in August, contingent on receiving the 20 % local match from Green Mountain Coffee Roasters.
  - Essex Junction Route: Planned and implemented 15 minute service for 3 hours in the AM and PM peak. Implemented supplemental service for Friday and Saturday evenings to serve St. Michael's College during the school year.
- 3.4.3 Transportation Demand Management (TDM) - **100% Complete** [*Staff Manager: Peter Keating*].
- The Burlington Business Association (BBA) employer survey final report completed and a meeting to discuss with key downtown employers held.
  - Staff continues to participate in efforts to create a local nonprofit car-share organization (soon to be called CarShareVT), as well as serve as chair of the Outreach/Marketing subcommittee. Major tasks this month included logo development.
- 3.4.3.1 Way to Go! Week – **100% Complete** [*Staff Manager: Peter Keating*] <http://www.waytogovt.org/>
- Awards ceremony held June 5.
  - Debrief meeting with partners held.
- 3.4.4.1 Project Definition (Scoping) Studies – (CCMPO Staff) - **75% Complete**
- CCMPO staff time associated with projects listed below.
- 3.4.4.2 Project Definition (Scoping) Studies (consultant) - **100% Complete** [*Staff Manager: Christine Forde*]

I-89 Exit 12B

- Consultant is evaluating existing conditions.
- Traffic report has been completed.

VT15/Ethan Allen Avenue

- Local concerns meeting was held.
- Consultant developing alternatives.

VT2A/James Brown Drive

- Existing conditions report has been completed.
- Local Concerns meeting to be held in July.

US2/North Williston Road/Oak Hill Road, Williston

- Consultant evaluating existing conditions.

US2/Exit 14/Staples Lane, South Burlington

- Local Concerns Meeting was held.
- Consultant developing alternatives.

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

- Route Suggestions/Passenger Feedback: With the dramatic increase in fuel prices over the past few months, the number of emails and phone calls CCTA receives from current and prospective passengers regarding services (both existing and desired) has risen substantially. In many instances, customer service staff responds to the questions and comments, but certain emails and calls require a response from the Planning Department to explain why routes and service levels are the way they are and to educate the public on the challenges faced by public transportation in the region.
- Winooski Multimodal: Researched shelters that would meet the City's aesthetic needs and provide adequate shelter for passengers. Met with City staff at design meetings and participated in a conference call with the FTA.
- MPO: Worked with the MPO staff on the FY09 TIP and 2030 MTP.
- CCRPC: Reviewed and commented on the Transit Futures document, which were shared with CCMPO staff.

4.1.3 Traffic Alert Program - **15% Complete** *[Staff Manager: Dave Roberts]*

- The traffic alert program has resumed for the 2008 construction season. Please see the MPO website ( <http://www.ccmppo.info/cta/> ) or subscribe for weekly email alerts by contacting [ccmpo@aol.com](mailto:ccmpo@aol.com)

4.1.4 Communications – **90 % Complete** *[Staff Manager: Scott Johnstone, Bryan Davis]*

- Staff submitted press release to publicize public comment period for Route 15 Corridor study.
- Staff continued to retrieve CCMPO and other transportation-related articles from local papers.

- Staff designed a display of CCMPO press clippings from FY08 for the Annual Meeting/Anniversary celebration.
- 4.2.2 Improve Facilities (CCTA) – \_\_\_\_% Complete [*Staff Manager: Aaron Frank*]
- Paint Booth: Had bonds, insurance and other required submissions altered to meet CCTA's requirements. Issued notice to proceed and begin construction on June 23rd.
  - Property Use Agreements: Continued work with two neighbors on minor encroachments discovered in facility expansion project.
  - Service Cost Estimates: Developed service cost estimates for use in grant applications due later in the summer
- 4.2.3 Small Community Service Initiative – 75% Complete [*Staff Manager: Bryan Davis*]
- Final public meeting held for Westford Sidewalk Study. Consultant submitted final report to town staff and the CCMPO.
  - Staff attended kick-off meeting for a pedestrian and traffic circulation study at the Jericho Elementary School (Technical Assistance project).
  - Staff compiled and analyzed results from transportation survey for the Town of Charlotte.
  - Staff met with the Town of Underhill Traffic Committee to discuss possible traffic calming projects and other issues along Pleasant Valley Rd.
  - Staff continued liaison efforts with town planners and administrators and served as point of contact. Staff solicited requests to attend selectboard meetings in the coming months.
- 4.2.4 Project Coordination Assistance Initiative – 35% Complete [*Staff Manager: Scott Johnstone*]
- No significant activity this period.
- 4.2.5 Public Involvement – 83% Complete [*Staff Manager: Bryan Davis*]
- Staff revised draft Public Involvement Plan based on CCMPO staff comments. A revised version will be presented to the CCMPO Board at their July meeting.
- 4.3.1 Agency Administration – 90% Complete [*Staff Manager: Scott Johnstone*]
- The CCMPO Board meeting was held on June 18<sup>th</sup> at ECHO to warn a public hearing for the TIP and election of officers. The 25<sup>th</sup> Anniversary Celebration followed with guests enjoying hors d'oeuvres, and guest speakers, including the Governor.
  - The Executive Committee met on June 4<sup>th</sup>.
- 4.3.2 Transportation Advisory Committee (TAC) - 100% Complete [*Staff Manager: Peter Keating*]
- At the June TAC meeting, members recommended a draft TIP to the Board, approved a scenario planning consultant, and heard a CCTA Peer analysis presentation from CCTA staff.
- 4.3.3 Training and Staff Development – 83% Completed [All Staff]
- 4.3.4 Training (CCTA) - \_\_\_\_% Complete [*Staff Manager: Aaron Frank*]
- 4.3.5 Coordination and Assistance with CCMPO Activities (CCRPC) - [*Dan & Greg*]

- No activity in June.
- 4.3.6 Technical Assistance to CCMPO (CCRPC) - 100 % Complete [Pam & Melanie]
- Staff met with MPO staff to discuss a map for the 2010 Campaign Report. RPC Staff then produced the map.
  - Staff attended meetings to scope out the work for scenario planning. Staff has created maps that could potentially be used in the scenario planning workshops. Staff has begun to define the work needed to prepare a 2060 population employment forecast.
- 4.3.7 Data Collection and Maintenance - 100% Complete [Staff Manager: *Daryl Benoit*]  
<http://www.ccmppo.org/data/counts.html>
- 5 technicians are continuing to collect traffic data for the 2008 summer count season.
  - 1 technician has been assigned the task of continuing development of the Chittenden County Parking Database.
  - 1 technician has been assigned a research project to assist with the MTP Financial Element work.
- 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 underway as of April 2008. 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 by April 2009. Approximately 285 surveys are now complete statewide.
  - The transit whitepaper detailing model improvements related to public transportation is expected in July. The 2005 housing and employment datasets have been provided to RSG. This data provides the foundation for trip generation in the model. Staff is also constructing the database schema for the calibration count dataset for daily, AM, and PM peak hour counts to be used in the model calibration effort.
- 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. Additional data collection will be necessary to complete this study.
- 4.3.10 Legislative Monitoring - 100% Complete [Staff Manager: *Scott Johnstone*]
- No significant activity this period as legislature adjourned in early May.
- 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*]
- NTD: Completed FY 07 NTD closeout without issues.
  - Peer Group Analysis Presentation: Presented the findings of our most recent peer group analysis to the MPO TAC.
- 4.3.13 Innovative Finance Initiative- 65% Complete [Staff Manager: *Scott Johnstone*]
- Prepared and executed contract to provide support beginning July 2008.