

MONTHLY PROGRESS REPORT FOR FY 2007
March 2007

The following outlines the major activities of CCMPO in March 2007 by Work Task. This is the ninth month of our FY 2007. Therefore, 75% of time has elapsed.

1. CCMPO Management

- 1.01 Agency Administration – **75% Complete** [*Staff Manager: Scott Johnstone*]
 - ? The MPO Board met on March 21, 2007, which featured a wide ranging discussion session with Secretary Neale Lunderville.
 - ? The Executive Committee met on March 7, 2007.
- 1.02 Technical Advisory Committee (TAC) – **75% Complete** [*Staff Manager: Peter Keating*]
 - ? The TAC discussed rail issues, the FY08 UPWP, project prioritization and municipal leasing of private land.
- 1.03 Training and Staff Development – [*All staff*] **75% Complete**

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. **10% Complete**
 - ? The Task Force began reviewing possible general features of SRI definitions and considering which should be incorporated into the definition used in the *2006 Plan*.
- 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 – **20% Complete**
 - ? Staff provided introductory AssetGIS training to Jericho’s Town Planner, and began work on an updated User Manual for the AssetGIS software package.
- 2.2.5 Data Update and Maintenance -**10% Complete**
 - ? Staff has begun updating Sewer Service Area data.
- 3.3.2 Coordination & Assistance with CCMPO Activities – **35% Complete**
 - ? Staff is working with Local Motion to edit gps’d data that will be used on the Trail Finder website.
- 3.4.2 Land Use, Transportation and Air Quality - **25 % Complete**
 - ? Staff has coordinated with CCMPO staff to begin working on a methodology to estimate regional Vehicle-Miles-Traveled.
- 3.6.4 Lake Champlain Byway Development - **60 % Complete**
 - ? CCRPC Staff provided update on Byways developments to governing bodies of Milton, submitted an FY07 grant application to FHWA-National Scenic Byways and made a presentation to the Vermont Scenery Preservation Council which ranks the applications before they are forwarded by VTrans to FHWA.
- 4.1.11 Route 15 Corridor Transportation & Land Use Planning - **10 % Complete**
- 4.1.13 Land Use/Transportation Model Ordinance Development - **10% Complete**
 - ? Reviewed approaches for promoting TOD with the Public Transit Committee, surveyed municipalities on current practices, and continued research on model bylaws.

1.4.1 Alternative Fuels Plan Assistance - **20% Complete**

- ? Staff continues background research on land use activity related to bio fuels production in Vermont and Chittenden County. Preparing list of speakers to brief commissioners on issues at future CCRPC meetings

5.2.5 Futures Initiative Assistance - **70 % Complete**

- ✍ Staff continues background research on topics for this task. Now preparing schedule and topics for presentation and discussion at monthly CCRPC meeting to brief commissioners on issues prior to preparation of a more detailed scope of work.

2.02 Regional Comprehensive Planning – CCMPO – 75% 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 that aid in the planning process 80% Complete

Link Express Surveys. Staff has completed the trip time passenger surveys on the Montpelier, Middlebury, and St. Albans Link routes. The survey results will be compiled into a summary report in order for staff to better understand the travel patterns of current Link riders.

Old North End Loop Surveys. Staff is currently surveying passengers on every trip of the Old North End Loop regarding their opinions on possible schedule changes. Specifically, passengers are being asked whether they are interested in earlier service in the AM and/or later service in the PM, whether they support the idea of eliminating some 15-minute service to increase the span of service, and whether the change would affect how often they ride.

St. Albans Link Timepoint Survey. Planning, in conjunction with the Operations Department, is collecting data on the actual arrival times at St. Albans Link timepoints. While administering the passenger trip time surveys, staff noticed that the bus was arriving quite early at certain timepoints. In order to prevent the bus from unnecessarily waiting at certain stops for its departure time, staff is considering some slight timepoint adjustments.

B. Service Planning 80% Complete

Old North End Loop. As mentioned above, the passenger surveys related to the proposed schedule change are ongoing. Once the surveying is complete, staff will make any needed adjustments to our service proposal and will bring it to public hearing at the end of April.

Montpelier Link 3rd AM Trip. Staff has developed a proposal for the departure time for the 3rd AM trip on the Montpelier Link, which we plan to begin operating in June. Staff will hold two public hearings at the end of April to take public comments on the proposed times, with one hearing in Montpelier and one hearing in Burlington.

Essex Center Hours Reallocation. Due to the new CCTA Assessment Formula, we will be able to use the hours designated for the Essex Center route more efficiently, adding five more round trips each weekday. Please see the attached memo for details.

Shelburne Road Hours Reallocation. Due to the new CCTA Assessment Formula, we will be able to use the hours designated for the Shelburne Road route more efficiently, adding significantly more service into Shelburne village on weekdays and Saturdays. Please see the attached memo for more details.

Updated Bus Routes in Transcad GIS. Completed and forwarded to CCMPO and CCRPC.

C. Training

New England Public Transportation Conference. I attended sessions on: coordinated human service/Job Access/New Freedom planning, ridership innovations, a low cost real time bus location pilot project, a new discretionary bus grant, and a discussion among the FTA national and Regional FTA administrators, the CEO's of the American Public Transit Association, the Community Transportation Association of America and the American Bus Association.

D. Human Service/Paratransit Transportation Planning - 75% Complete

ADA: Staff is working on a board recommendation regarding taxi transportation of ADA clients. We continue to work on the ADA eligibility list update, and on the ADA committee revival.

E&D Program: We are working on fleet planning for both the E&D and ADA programs as well as obtaining needs and local match commitments from the eleven partner agencies in support of the FY 08 grant application.

E. Long Term and Capital Planning 80% Complete

Cherry Street Sign System: This airport style sign system, which informs riders about on time performance and which "spot" a bus is under operational testing during hours which the kiosk is staffed. We are still testing it but we can remotely access it from CCTA's offices.

Passenger Shelters: We have received one of two permits for our shelters at Champlain College.

Bus Storage Expansion: The CCTA board authorized staff to enter into a contract with EF Wall for this project to expand our indoor storage capacity by 16 buses, which will take place over the next six months.

Cherry St. Station Repairs: This project was awarded as planned and will take place over the next five months. Repairs include: paint, concrete caulking, door replacement for the kiosk and the driver break/restroom area, some kiosk window replacements, kiosk wall repair, general cleaning, concrete repair, and new awnings.

Link Express Mobile Internet Access We are working on determining set up costs, ongoing monthly fees, best coverage, as well as repair cost for this potential service.

Burlington Downtown Transit Station: We are reviewing some concept drawings for a facility on Pearl St.

Burlington Transportation Plan: We met with the steering committee who discussed street design guidelines and parking. We also met with the Downtown Waterfront

Group to discuss funding of earmark projects. The incline made the most sense from the transit perspective as it provides a very direct route to the waterfront.

Proposed Essex Lowes: Met with developer, consulted with traffic engineers, and obtained rough estimates to allow the proposed store to receive transit access via pedestrian improvements and a bus shelter.

3.01.2 Public Transit Planning by CCMPO & Human Services Transportation Analysis– **75% Complete** <http://ccmpo.org/ptp/index.html> [Staff Manager: Peter Keating]

? The CCMPO's Public Transportation Committee discussed CCTA's planned bus purchases, ways to advance Transit Oriented Design (with help from the CCRPC), and heard a legislative update.

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

? Staff attended a workshop discussing the US Department of Energy's Clean Cities program and possible future work tasks for that program.

? 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.

3.03.1 Bicycle/Pedestrian Transportation Planning – **17% Complete** [Staff Manager: Peter Keating] <http://www.ccmpo.org/BikePed/>

? See task 3.03.2 below.

3.03.2 Regional/Inter-Regional Bike-Pedestrian Coordination - **5% Complete** [Staff Manager: Michelle Mraz]

? Bike/Ped committee formed and planning underway for a ped/bike Summit to take place May 12.

? Summit will address intra-/inter-regional connections and inform the CCMPO ped/bike plan update.

3.03.3 Safe Routes to Schools (SR2S) - **75% Complete** [Staff Manager: Peter Keating] <http://www.ccmpo.org/SR2S/>

? Local Motion's staff engaged with all seven schools. Plans for Way to Go Week school competition underway.

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

? On hold pending confirmation from VTrans on expected level of funding resources over the 25 year planning horizon.

3.05 Safety - **30% Complete** [Staff Manager: Susan Smichenko]

? Staff will attend the Strategic Highway Safety Plan meeting on April 9, 2007 to discuss implementation of recommended strategies in the plan.

3.06 Transportation Demand Management (TDM) Program –**60% Complete** [Staff Manager: Peter Keating]

? Way To Go! (WTG) Partners continue with event planning and business and media outreach.

- ? WTG Web updates continuing.
- ? WTG Program expansion toward Central Vermont underway.
- ? WTG/SR2S program coordination beginning.

3.09 Transportation Systems Management - **15% Complete** [*Staff Manager: Susan Smichenko*].

- ? Staff preparing RFP for signal optimization project in South Burlington.

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/>

- ? Staff scanned and posted legacy rail & freight-related studies (e.g. New England Central Railroad Double Stack Clearance Study, et al.) online. See: above link for more information.

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

- ? A Request for Proposals (RFP) was developed for the Western Corridor Transportation Management Plan (WCTMP). The RFP was sent to 18 consultants and was also posted on the CCMPO web site on March 21st, 2007—Proposals are due April 13th, 2007.
- ? Staff compiled list of corridor-related studies for potential consultants. Some studies were scanned and posted online for ease-of-access. More studies will be added as they become available. See the following link for the listing:
http://www.ccmpto.info/library/western_corridor/

3.14 Route 2 Corridor Study - **92% Complete** [*Staff Manager: Susan Smichenko*]

- ? Staff scheduled stakeholders' meeting for the end of April 2007 to discuss the plan summary.

3.15 Route 15 Corridor Study - **38 % Complete** [*Staff Manger: Eleni Churchill*]

- ? Staff reviewed and commented on various modeling and Level of Service results for four future highway scenarios.
- ? Staff also edited the first draft of the Future Conditions report for this study.
- ? A Stakeholder's Committee meeting was scheduled for April 26th.

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**

- ? .

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 continues 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.
- ? Two interns have been hired for the summer 2007 count & pavement programs. Taylor Newton (from 2006) was rehired. Ryan Groesbeck from the UVM Civil Engineering Department was also hired. Two more internships have yet to be filled.
- ? Acquired scanned digital aerial photography of a major portion of Chittenden County from 1937 from UVM Libraries: Government Documents & Maps. This imagery will be geo-referenced and possibly used for forensic data collection efforts in future MPO & RPC work plans.

4.02.1 Planning Assistance and Coordination - 75 % Complete [Staff Manager: David Roberts]

- ? Underhill Flats sidewalk feasibility study under review by VTrans staff. Final report expected in May
- ? Colchester Severance Corners pedestrian study revised draft report received and under review. Additional request received for Severance Corners traffic study. Scope of work for traffic analysis approved. Studies expected to be complete in May.
- ? Richmond village parking study final draft report received and scheduled for presentation to Selectboard in early April.
- ? Huntington Park and Ride feasibility study placed on hold pending development of larger parking lot at the Union Meeting House library. Additional request received from Huntington regarding traffic calming in village areas.

4.01.1.1 VTrans Planning Assistance and Coordination - 70 % Complete [Staff Manager: David Roberts]

- ? CCMPO staff continues providing VTrans and the Circ EIS consultant with information on CCMPO data sources and models. The Circ EIS technical committee is no longer meeting regularly. No major milestones to report on since the last meeting in December. More information on the project is available at <http://www.circeis.org>.
- ? Staff assisting VTrans on Richmond park and ride expansion scoping.
- ? Staff working with VTrans to develop Safe Routes to Schools infrastructure grant program.

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

- ? Burlington Transportation Plan Advisory Committee – 60% complete Staff manager: Peter Keating. The committee heard a presentation on street design guidelines and continued discussion of parking issues. Draft plan expected in June.
- ? Richmond and Williston continue work on the East Hill Road Transportation Study. Final report expected by May.

- ? Jericho Dickinson St technical assistance. Town officials and staff continue outreach on the draft report in preparation for a public presentation. Other work on this project is on hold pending the outcome of this effort.

4.03 Transportation Model Maintenance and Enhancement – **50 % 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 reviewing TransIMS demonstration materials prepared by RSG for FHWA research project. Staff will be involved in a peer review process for this in May or June 2007.

4.04 Chittenden Traffic Alert Program – **0 % Complete for the season** [Staff Manager: *David Roberts*] <http://ccmpo.org/cta/index.html>

- ? Traffic Alert contractor, Administrative Advantage, is ready to begin alerts starting April 20th.

4.05 Transportation for Livable Communities (TLC) Grant Program – **40% Complete** [Staff Manager: *Peter Keating*]

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

4.06 Small Community Service Initiative – **5% Complete** [Staff Manager: *Michelle Mraz*]

- ? Assistance provided to communities as requested. Follow up documentation provided to Richmond and Hinesburg.
- ? Met with Huntington and provided requested assistance.
- ? All communities in County have been contacted and will continue to set up initial meeting times

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

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

5.01 TIP Development – **20% Complete**

- ? CCMPO staff reviewed fiscal constraint information provided by VTrans.
- ? CCMPO staff reviewed VTrans Capital Program information in regard to Chittenden County projects.
- ? CCMPO staff contacted VTrans project managers for updated project information.
- ? CCMPO staff contacted CCMPO TAC and Board representatives to provide information on VTrans recommendations for FY08-11 TIP.

5.02 TIP Project Tracking and Management – **75% Complete**

- ? FY06 Obligation information received from VTrans. Staff is preparing the Obligation report for Board and TAC review.
- ? Minor TIP amendments approved for Kennedy Drive Reconstruction and Champlain Parkway – Contract 2.
- ? Project prioritization information provided to the TAC for their input.

6. Public Involvement and Communications

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

- ? The consultant compiled mailing lists for the Innovative Financing workshop and worked with staff to create a registration system. She also secured the location at UVM.
- ? The consultant met with Pedestrian and Bicycle Summit committee on March 5th and prepared a “save the date” postcard and email. She worked with Local Motion to disseminate an article to local newspapers.
- ? The consultant worked with CCMPO staff to determine the course of action for a bridge scoping project in the southern end of Burlington.

6.02 Communications – **75% Completed** [*Staff Manager: Scott Johnstone*]

6.03 Legislative Monitoring – **40% Complete** [*Staff Manager: Scott Johnstone*]

- ? Tracking bills as introduced to legislature and monitoring same.

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

7.01 Project Definition (Scoping) Studies

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.

VT15/Sand Hill Road, Essex

- ? Consultant is evaluating comments made at the Alternatives Presentation meeting and updating the alternatives to address those comments.

Queen City Park Road Bridge, Burlington

- ? The Local Concerns meeting was held.
- ? Consultant is developing alternatives.

Bridge Street Bridge, Richmond

- ? Staff is working with Stantec and the Richmond Bridge Committee to develop a scope of work and contract for this project.

7.02 Locally Managed Project Definition (Scoping) Studies

Silver Street - Hinesburg

- ? Project is finished. Reports to be received from consultant in April.

8. CCMPO Strategic Planning [*Staff Manager: Scott Johnstone*]

8.01 CCMPO Strategic Plan - **90% Complete**

- ? The strategic planning committee completed work on organizational recommendations and bylaw amendments to forward to the board and communities for their review.

8.02 Futures Initiative - **70% 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.

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

- ? No work Performed – Scheduled to begin in spring, following implementation of project management system

8.04 Innovative Finance Initiative - **40% Complete**

- ? Met with consultants to assist in development and implementation of workshop.
- ? Selected date of June 4, 2007 and sent invitations to event.

8.05 Project/Program Management Information System - **30% Complete**

- ? Selected project / program management system for use by MPO. Currently, developing guidelines for use prior to implementing system