

## MONTHLY PROGRESS REPORT FOR FY 2007 May 2007

The following outlines the major activities of CCMPO in May 2007 by Work Task. This is the eleventh month of our FY 2007. Therefore, 92% of time has elapsed.

### 1. CCMPO Management

- 1.01 Agency Administration – **92% Complete** [*Staff Manager: Scott Johnstone*]
  - ? The MPO Board met on May 16, 2007, with presentations on proposed UPWP and budget for FY08; amendments to the CCMPO Bylaws; and approved the prioritization of projects
  - ? The Executive Committee met on May 2, 2007.
- 1.02 Technical Advisory Committee (TAC) – **92% Complete** [*Staff Manager: Peter Keating*]
  - ? The TAC discussed the draft UPWP, bicycle and pedestrian issues and future agenda items.
- 1.03 Training and Staff Development – [*All staff*] **92% Complete**
  - ? Staff attended a GIS workshop sponsored by the Vermont Center for Geographic Information oriented towards common issues between the land surveying and GIS communities.

### 2. Regional Comprehensive Planning [www.ccrpcvt.org](http://www.ccrpcvt.org) [*Staff Manager: Scott Johnstone*]

Note: The following breakdown is by CCRPC Work Program Elements

- 1.1.1 Defining Substantial Regional Impact. **20% Complete**
  - ? The Task Force began considering possible changes to the existing SRI definitions used in the *2006 Regional 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- **20% Complete**
  - ? Staff created a draft interactive map that can be used with ArcReader (a freeware from ESRI). The Natural Resource Committee Commissioners are testing out this map document for ease of use.
- 2.1.1 Regional & Local Buildout Analysis- **10% Complete**
  - ? No work to report.
- 2.2.1 Support for Municipal Asset Management – **25% Complete**
  - ? Staff continues work on AssetGIS User Manual updates.
- 2.2.5 Data Update and Maintenance - **100% Complete**
  - ? Staff has continued to create and update the county trails data. This work is in support of Local Motion's Trail Finder website as well as for use on the Bike/Ped summit maps.
- 3.3.2 Coordination & Assistance with CCMPO Activities – **75% Complete**
  - ? Staff developed numerous maps for the Bike/Ped summit held in May. Staff provided MPO staff with last year's TIP data to begin the update process.
- 3.4.2 Land Use, Transportation and Air Quality - **25% Complete**
  - ? Staff solicited feedback on its proposed methodology for estimating regional Vehicle-Miles-Traveled from CCRPC's Transportation, Utilities and Stormwater Committee.
- 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 - **20% Complete**

- ? Continued research on model bylaws.

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

- ? Staff is completing background research on land use activity related to bio fuel and other alternative fuel production in Vermont and Chittenden County. Preparing materials to present topic to commissioners starting at the July CCRPC meeting.

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

- ✍ Staff completed materials for Commission meeting on May 23<sup>rd</sup>, plus proposed schedule and topics for presentation and discussion at monthly CCRPC meetings to brief commissioners on issues prior to preparation of a more detailed scope of work.

**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 that aid in the planning process 95% Complete**

Park & Ride Usage. Provided data to VTrans regarding the level of CCTA/GMTA use of the Montpelier Park & Ride. Also used data on boardings at several Park & Rides to explain why a direct (express) route between Burlington and Montpelier is not feasible right now given current ridership patterns.

Cliff Street – Burlington. Provided data to the City of Burlington regarding CCTA’s use of Cliff Street, including span of service, frequency of service, specific routing, and type of buses. The City is currently studying possible pedestrian improvements along Cliff Street between South Prospect and South Willard and CCTA wants to communicate the important role using Cliff Street plays in our ability to serve the UVM Redstone Campus (a popular stop on the City Loop – formerly know as the Old North End Loop).

**B. Service Planning 95% Complete**

Old North End Loop/City Loop. The CCTA Board of Commissioners approved the proposed changes to the Old North End Loop, which will take effect in mid-June:

- ? Extended PM service on weekdays until 9:15 PM

- ? Elimination of 15-minute service between 2:45 and 5:30
- ? Replacement of Perkins Pier timepoint with Waterfront timepoint
- ? Name changed to City Loop

Shelburne Road. The CCTA Board of Commissioners approved the extension of all Shelburne Road trips that previously sat at the Short Stop into Shelburne on weekdays and Saturdays.

Essex Center. The CCTA Board of Commissioners approved the addition of five round trips on the Essex Center route, at 9:00 AM, 9:30 AM, 1:30 PM, 3:30 PM, and 4:30 PM.

Coordination with Network. Staff has been in contact with the Northwest Vermont Public Transit Network regarding coordinating their routes with the St. Albans Link Express. Two possibilities that have been discussed are a route from the Grand Isle ferry to the Chimney Corners Park & Ride to make transfers at the Park & Ride with the St. Albans Link or the extension of evening hours on the St. Albans to Richford route to make transfers with the St. Albans Link in St. Albans.

### **C. Training 90% complete**

Transit Planner, Anne May attended a transportation and land use planning class which covered transit oriented development, corridor design, and iterative planning.

### **D. Human Service/Paratransit Transportation Planning 90% Complete**

ADA: CCTA turned over the booking of cabs to SSTA since CCTA will no longer have reservationists as of July 1. Additionally we have called an ADA committee meeting. We have updated the ADA service area to correspond to CCTA fixed route changes.

E&D Program: Most of the eleven Chittenden County E&D partner agencies expended their annual allocation by the end of April. There is some additional funding available from the State for FY 07 expenses for cancer and dialysis transportation but we likely won't receive a grant agreement until FY 07 is closed so partner agencies may only spend beyond their grant authority at their own risk.

### **E. Long Term and Capital Planning 90% Complete**

Cherry Street Sign System: This system remains under operational testing. We have procured increased bandwidth to improve remote access, but the service is not yet installed.

Passenger Shelters: We poured pads for two shelters at Champlain College. One shelter is ready for installation and materials for the second are on order.

Bus Storage Expansion: Construction is underway. The concrete work is about 75% complete.

Cherry St. Station Repairs: We also added snow and ice guards, painting of benches and trash cans, light fixture replacement to this project.

Link Express Mobile Internet Access We continue work on this project and will have a report complete by June 30.

Burlington Downtown Transit Station: No Activity.

Burlington Transportation Plan: We are working on future transit plans and financing options in support of this project.

Essex Lowes: It is our understanding the Town of Essex required impact fees for transit supportive infrastructure as part of their permit requirements.

Route 15 Corridor Study: Working on future transit elements for this project.

Park and Rides: Participated in Williston/Richmond Park and Ride meeting as well as Richmond Scoping meetings. Sent VTrans a letter regarding needs for Richmond.

3.01.2 Public Transit Planning by CCMPO & Human Services Transportation Analysis– **92% Complete** <http://ccmpo.org/ptp/index.html> [Staff Manager: *Peter Keating*]

? The CCMPO's Public Transportation Committee heard a presentation on CATMA programs, discussed Transit Oriented Design guidelines and heard a wrap up from the legislative session.

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

? 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 - **50% Complete** [Staff Manager: *Peter Keating and Bryan Davis*]

? Bike/Ped Summit held May 12. Meeting focused on system gap priorities and how to close those gaps.

3.03.3 Safe Routes to Schools (SR2S) - **92% Complete** [Staff Manager: *Peter Keating*] <http://www.ccmpo.org/SR2S/>

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

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

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

3.05 Safety -40 % Complete [Staff Manager: Eleni Churchill]

- ? Staff continues to participate in the Strategic Highway Safety Plan (SHSP) Infrastructure committee to discuss various implementation strategies recommended by the plan.
- ? During the last SHSP meeting, members of the committee discussed the following:
  - Vermont Local Roads Workshops on low cost highway safety improvements (2 MPO staff members attended the workshop)
  - Safety Performance Measures
  - Ways to collect data that could be used in the High Risk Rural Roads program
  - TPI work task for the RPCs and request for the MPO to focus on data gathering (geometrics and safety) on local roads
- ? Participated in discussions with VTrans and Burlington Department of Public Works on possible design alternatives for the Shelburne Road “Rotary” location. The MPO agreed to hire a consultant to model roundabouts at this location.

3.06 Transportation Demand Management (TDM) Program -92% Complete [Staff Manager: Peter Keating]

- ? Way to Go week held May 7-11.
- ? Participation rate up 60% over 2006
- ? Fuel, miles and pollution savings up more than 200% from last year.

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

- ? Staff finalizing RFP for Dorset Street signal optimization project in South Burlington. RFP expected in July, with consultant selection in August and work complete by early fall.

3.11 Development Review – 20% Complete [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.

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

- ? Had a strategic meeting on the Western Vermont Rail Corridor with Jeff Munger & Lee Khan on the 25<sup>th</sup> of May.

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

- ? The consultant selection committee—comprising of MPO, participating RPCs and VTans staff— met on May 1<sup>st</sup> to score and discuss the proposals. Three consulting firms were short-listed for further consideration (invited for interviews).
- ? Interviews were conducted on May 14<sup>th</sup> with the three selected consultants. After extensive discussions one consultant was selected to have further communications with. During the selection process, a number of issues were identified that committee members felt were not fully addressed in the consultant’s proposal. MPO staff drafted and submitted questions to the selected consultant requesting clarification on

these issues. We received their response within a week and committee members are reviewing their response.

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

- ? Planning for the final public meeting for this study which is scheduled for June 6<sup>th</sup>, 7:00 to 9:00 pm at the Doubletree Hotel in So. Burlington.
- ? The public comment period on the Route 2 final draft report and summary ends June 29<sup>th</sup>.
- ? Third Sector Associates worked with staff and municipal representatives to organize a public meeting for June 6, 2007. Work includes press notification, creation of postcards, and logistics with the hotel.

3.15 Route 15 Corridor Study - **50 % Complete** [Staff Manger: *Eleni Churchill*]

- ? Staff continuous to work with the consultant team to articulate the *Vision and Goals* for this corridor as well as define the *Strategies* to be analyzed during this phase of the study.
- ? Next Stakeholders meeting is set for June 12, 2007
- ? Third Sector Associates finalized meeting notes for the Stakeholders Meeting on April 26, 2007. She secured a meeting location for a public meeting on June 27, 2007.

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 - **50 % Complete** [Staff Manager: *Scott Johnstone*]

- ? . No Activity to report this period

**4. Municipal and Regional Service**

4.01 Data Collection and Maintenance – **100% Complete for season** [Staff Manager: *Daryl Benoit*]

<http://www.ccmpo.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.
- ? Started the traffic counting season on 21 May. ATR setups and Turning Movement counts are underway.

4.02.1 Planning Assistance and Coordination - **90 % Complete** [Staff Manager: *David Roberts*]

- ? Underhill Flats sidewalk feasibility study under review by VTrans staff. Final report expected in June.
- ? Colchester Severance Corners bicycle-pedestrian revised final draft report with conceptual cost estimates for facilities under review. Severance Corners traffic study draft report delivered in May. Staff and town officials met with VTrans staff to discuss preliminary issues associated with Severance Corners intersection

improvements. Additional comments from VTrans staff expected before the report is finalized.

- ? Richmond village parking study final report issued. Study is complete.
- ? Huntington Park and Ride feasibility study on hold pending development of larger parking lot at the Union Meeting House library. MPO is providing some assistance in reviewing the proposed additional parking at the Union Meeting House. The town hopes to apply for a VTrans municipal park and ride grant in July. Traffic counts in Huntington village areas to support traffic calming study completed and under review.
- ? Staff presented an MTP/Scenario planning project to the Fargo ND COG under an FHWA peer review program.

#### 4.01.1.1 VTrans Planning Assistance and Coordination - 80 % Complete [Staff Manager: David Roberts]

- ? CCMPO staff continues providing VTrans and the Circ EIS consultant with information on CCMPO data sources and models. Staff received the draft traffic technical report in late May for review and comment. Several public meetings were held to review the findings to date in May. More information on the project is available at <http://www.circeis.org>.
- ? Staff assisting VTrans on Richmond park and ride expansion scoping.
- ? Staff continued 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 – 80% complete Staff manager: Peter Keating. No activity in May..
- ? Richmond and Williston finalized the East Hill Road Transportation Study in May.
- ? Jericho Dickinson Street technical assistance. Public presentation of draft report scheduled for June 13<sup>th</sup> at the Browns River Middle School at 7pm.

#### 4.03 Transportation Model Maintenance and Enhancement – 85 % 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 summer 2007.

#### 4.04 Chittenden Traffic Alert Program – 15 % 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 – **50% Complete** [*Staff Manager: Peter Keating*]  
? Three funded projects in Burlington, South Burlington and through Local Motion are underway

4.06 Small Community Service Initiative – **15% Complete** [*Staff Manager: Bryan Davis*]  
? Towns contacted to follow-up with initial meetings, and to set up meetings with remaining communities.

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

5.01 TIP Development – **75% Complete**  
? FY08-11 TIP TAC review draft was completed and mailed to the TAC. The TAC will review the draft in June.

5.02 TIP Project Tracking and Management – **80% Complete**  
? FY06 Obligation Report provided to the Board and added to the website.  
? Project prioritization approved by the Board and forwarded to VTrans.

**6. Public Involvement and Communications**

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

- ? The consultant coordinated with Local Motion and CCMPO staff to prepare for and hold the Pedestrian & Bicycle Summit on May 12, 2007. Sixty-five people attended the session at St. John Vianney Church in So. Burlington
- ? The consultant attended two committee meetings for the Innovative Financing Workshop to be held on June 4, 2007 at UVM. She coordinated with the UTC on logistical issues and assisted with handouts..

6.02 Communications – **92% Completed** [*Staff Manager: Scott Johnstone*]

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.**

- ? 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

- ? Essex Selectboard has endorsed preferred alternative.

? Awaiting review by VTrans.

Queen City Park Road Bridge, Burlington

- ? Consultant is developing alternatives.

Bridge Street Bridge, Richmond

- ? Local Concerns Meeting was held.

? 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 - **99% Complete**

? Draft Bylaws warned for public hearing at the June meeting for possible adoption

8.02 Futures Initiative - **85% 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 - **20 % Complete**

? Researched options and models for performance indicators

8.04 Innovative Finance Initiative - **75% Complete**

? Developed final documents and plans for June 4<sup>th</sup> workshop

8.05 Project/Program Management Information System - **70% Complete**

? Initiated implementation process for project management systems at MPO. Working now to develop process to load system for a start date of July 1, 2007