

MONTHLY PROGRESS REPORT FOR FY 2007

November 2006

The following outlines the major activities of CCMPO in November 2006 by Work Task. This is the fifth month of our FY 2007. Therefore, 42% of time has elapsed.

1. CCMPO Management

1.01 Agency Administration – **33% Complete** [*Staff Manager: Scott Johnstone*]

- The Board held its monthly meeting on November 17, 2006. VTrans had a public presentation on its Public Transportation Policy Plan. The CCMPO Accepted the FY 06 audit and rechartered the UPWP committee for FY08.
- The Executive Committee met on November 1, 2006.

1.02 Technical Advisory Committee (TAC) – **42% Complete** [*Staff Manager: Peter Keating*]

- The TAC did not meet in November.

1.03 Training and Staff Development – [*All staff*] **42% Complete**

- Staff attended VPA's annual meeting and growth centers presentation

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. **5% Complete**

- Invitations sent to municipalities to appoint representatives to the Substantial Regional Impact Task Force.

1.1.5 Regional Plan Adoption - **100% Complete**

- CCRPC's August 28th adoption of the *2006 Regional Plan* became final on October 3. CCRPC & CCMPO staff have been finalizing the land-use and demographic assumptions to be used in the *2030 MTP*.

2.1.2 Land Use Allocation Module (LUAM) **_10_% Complete**

- Staff continued to work on TAZ-level & municipal-level forecasts of households and employment. Staff attended a workshop on Urban Sim, offered by University of Vermont

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

- To be initiated in the 2nd Quarter.

2.1.1 Regional & Local Buildout Analysis- **_10_% Complete**

- Staff is working on a build out analysis for Colchester.

2.2.1 Support for Municipal Asset Management – **10% Complete**

- CCRPC Staff has provided additional data and software support to Huntington's Town Administrator, and provided an introductory tutorial to Huntington's Selectboard Chair.

2.2.5 Data Update and Maintenance - **10% Complete**

- Staff continued to work on updating commercial and industrial database for Colchester.

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

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3.4.2 Land Use, Transportation and Air Quality - **_20_% Complete**

- CCRPC Staff participated in VPA seminar by Ed McMahon of Urban Land Institute and assisted as moderators in UrbanSim modeling workshop by UVM-School of Natural Resources

3.6.4 Lake Champlain Byway Development - **20% Complete**

- CCRPC Staff drafted minutes for LC Byway Council October meeting.
- 4.1.11 Route 15 Corridor Transportation & Land Use Planning - ___ % Complete
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- 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 - 10 % Complete
 - Staff have begun background research on the potential for bio fuels production in Vermont and Chittenden County.
- 5.2.5 Futures Initiative Assistance - 10 % Complete
 - Staff have outlined relevant land use and environmental issues for coordination with the CCMPO project.

2.02 Regional Comprehensive Planning – CCMPO – 42% Complete

- Participation and review of population forecast documentation as part of the CCRPC's Plan Review and Update Committee.

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 20% Complete

Ridecheck Project The system-wide survey of boardings and de-boardings, which began in late October, is approaching completion.

Link Express Surveys Staff has completed surveys on all five round trips on the Montpelier Link. A total of 89 surveys were completed, which represents 62% of average daily ridership and, assuming each individual rider makes two trips per day, well over the average number of individual riders per day were surveyed. Staff will now begin surveying of the Middlebury and St. Albans Link routes.

ADA Report for South Burlington South Burlington incurred a large increase in ADA ridership in FY 06 and as such requested a special report on this topic. Report is attached.

B. Service Planning 50% Complete

Hinesburg Public Transportation Staff has been contacted by the Town of Hinesburg regarding its interest in exploring how to better coordinate and expand public transportation in the Town. CCTA is working on a rough draft of a service proposal in order to provide the Town of Hinesburg with a sense of the cost for commuter service into Burlington. Staff will attend a meeting with the Town on a variety of transportation issues in mid December.

D. Human Service/Paratransit Transportation Planning 33% Complete

ADA Paratransit We continued to refine ridership and cost projections for this program. Despite efforts to control the cost of this program we have seen an increase of 808 trips (10%) during the first three months of FY07 as compared to the same period of FY06. This increase in the number of trips has produced a corresponding program cost increase over FY 06 (net of fares) of \$23,439 (15%) even though the trip cost (net of fares) has increased only 5% (\$0.90).

Shelburne Planning and Zoning As a follow-up to the meeting Meredith and I had with Dean Pearce, the Shelburne Town Planner, we sent a memo to Dean encouraging the currently ongoing

Town Plan update and Zoning By-laws update to incorporate transit friendly elements, such as reduced set back requirements and adequate pedestrian access along Route 7.

E. Long Term and Capital Planning 35% Complete

Cherry Street Sign System The contractor's testing requirements for this project were approved by CCTA and our engineer. We approved exact sign locations and subcontractors are under contract with the prime so that installation should occur in the next two months.

Passenger Shelters

Staff coordinated the removal of a shrub along North Ave. which had been blocking view into and out of the bus shelter at the DMV. The hampering of site into and out of the shelter was making it difficult for both drivers to see if passengers were waiting in the shelter and passengers to see if the bus was coming down the street. Staff also began the design and siting process for two bus shelters along Maple Street near Champlain College. These shelters are intended to serve the growing number of Champlain students using CCTA's services, especially the CATMA Shuttle. A replacement shelter across from Burlington High School received its permit and will be installed on a new concrete pad as weather allows.

Cherry St. Station

We received two sets of quotations for repairs to the existing facility.

Bus Storage Expansion

We received 8 pre-qualification applications which are now under review.

Burlington Downtown Transit Station.

Staff attended a public meeting on this project and continues to work with City and their contractors in preparing background data and a bus rider survey for this project

Burlington Transportation Plan Staff attended one of the neighborhood public meetings and the Legacy Project meeting held to gather public feedback on the Burlington Transportation Plan.

Route 2 Corridor With the transit consultant, I completed an update of the plans to show shorter term lower cost corridor service as well as all transit improvements previously discussed.

Route 15 Corridor Worked on an report for near term transit projects/needs with the consultant.

Metropolitan Transportation Plan No activity.

Park and Ride Leases We are coordinating the expiration date of our Vergennes Park and Ride lease with the completion of the Rt. 7 and RT22A park and ride.

3.01.2 Public Transit Planning by CCMPO & Human Services Transportation Analysis– **42% Complete** <http://ccmpo.org/ptp/index.html> [Staff Manager: *Peter Keating*]

- The Public Transportation committee meeting discussed legislative policy, the VTrans/CCMPO/CCTA Memorandum of Understanding, the Transit Oriented Design Manual, and the Futures Initiative.

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

- Staff working with partners to define work plan element related to air quality.
- MPO staff discussing potential air quality workshop with ANR staff to be held in early 2007. The workshop would focus on data needs to support transportation-related air quality analysis tools..

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 – 17% Complete [*Staff Manager: Peter Keating*] <http://www.ccmpto.org/BikePed/>
- No activity this month.
- 3.03.2 Regional/Inter-Regional Bike-Pedestrian Coordination - ___% Complete
- 3.03.3 Safe Routes to Schools (SR2S) - 42% Complete [*Staff Manager: Peter Keating*] <http://www.ccmpto.org/SR2S/>
- Local Motion’s consultant team engaged with all seven schools. School travel plans and school area traffic counts underway or completed.
- 3.04 2030 Metropolitan Transportation Plan (MTP) - 20% Complete [*Staff Manager: Peter Keating*]
- RFP for MTP financial analysis issued. CCRPC endorsed housing and employment forecasts on 11/27/06.
- 3.05 Safety -25 % Complete [*Staff Manager: Susan Smichenko*]
- No activity undertaken or planned for this work item.
- 3.06 Transportation Demand Management (TDM) Program –20% Complete [*Staff Manager: Peter Keating*]
- Marketing development strategy discussions between WTG Partners and Place Creative continuing.
- 3.09 Transportation Systems Management - 15% Complete [*Staff Manager: Susan Smichenko*].
- Staff distributed final ITS reports to Stakeholders Group including: Regional ITS Architecture, ITS Strategic Deployment Plan and the Regional Traffic Signal Pre-emption/Priority Standard Evaluation.
- 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 - ___% Complete [*Staff Manager: Peter Keating*]
- No work undertaken this month.
- 3.13 Freight Transportation Planning - 98% Complete [*Staff Manager: Daryl Benoit*] <http://www.ccmpto.org/freight/>
- Drafted initial comments & questions for the Draft State Rail & Policy Plan.
 - Attended the Interactive Television Public Hearing in Williston on November 29th.
- 3.13.1 Western Vermont Gateway Corridor Study - 3% Complete [*Staff Manager: Scott*]
- 3.14 Route 2 Corridor Study - 90% Complete [*Staff Manager: Susan Smichenko*]
- Staff continued to review the Traffic Forecast and Analysis memorandum from RSG and provide comments. Draft corridor plan report is expected in December 2006.

- Third Sector Associates conferred with CCMPO Staff and the consultant team about next steps.

3.15 Route 15 Corridor Study - **25 % Complete** [Staff Manger: *Susan Smichenko*]

- Stakeholders' meeting was held on November 14, 2006. Existing conditions report was presented and discussed. Next meeting will be on January 8, 2007.
- Staff continued to receive comments on the existing conditions report and provide feedback to the consultant.
- Third Sector Associates prepared for, attended and wrote draft meeting notes for a stakeholder meeting on November 14, 2006.

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**

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4. Municipal and Regional Service

4.01 Data Collection and Maintenance – **85% Complete for season** [Staff Manager: *Daryl Benoit*]

<http://www.ccmppo.org/data/counts.html>

- Continued collection of intersection and ATR count data
- Started drafting a summary report for Milton on the pavement condition surveys.
- Continuing calculation of 2006 AADTs and posting completed counts online.
- Continuing processing the remainder of Turning Movement counts and posting them online.

4.02.1 Planning Assistance and Coordination - **50 % Complete** [Staff Manager: *David Roberts*]

- Underhill Flats sidewalk feasibility study draft report expected in December.
- Charlotte Ferry Rd / Greenbush Rd paths feasibility study follow-up site visit held in November. Consultant is preparing draft report for town review in early 2007.
- Colchester Severance Corners pedestrian study landowner meeting held on 11/6. Some concerns were noted with the draft plans and so consultant is preparing revisions for a public meeting in January 2007.
- Staff scheduled a follow-up meeting for 12/1 on Westford's Old Stage Rd / Woods Hollow Rd intersection with VTrans officials to obtain additional recommendations to improve safety at this difficult location.
- Richmond village parking study is underway. This study will assess parking inventory and demand in the village area and provide recommendations for wayfinding and potential increases in parking areas.
- Richmond school entrance technical assistance is underway to provide recommendations on pavement markings, signs, and other traffic control devices in the vicinity of the entrance to the Richmond school complex off Jericho Rd.
- Staff continued participating on the advisory committee for Burlington Downtown Transit Center.

4.01.1.1 VTrans Planning Assistance and Coordination - **55 % 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. An interagency meeting with various state and federal resource agencies was held in November. Public meetings on the alternatives analysis had been tentatively scheduled for mid-November, but have been delayed until early 2007. More information on the project is available at <http://www.circeis.org>.
- Staff continues serving on the VTrans advisory committee developing the state Bicycle/Pedestrian Policy Plan. Comments to the draft final document provided this month. Regional presentation meeting scheduled for January 9th.

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

- Burlington Transportation Plan Advisory Committee – **10% complete** Staff manager: *Peter Keating*. The committee heard presentations and discussed transit and transportation demand management.
- Richmond and Williston continue work on the East Hill Road Transportation Study. Study completion expected by end of the year.
- Jericho Dickinson St technical assistance. Consultant presented draft report for steering committee review. Town officials and staff as well as the consultant will continue outreach on the draft report in preparation for a public presentation in early 2007.

4.03 Transportation Model Maintenance and Enhancement – **20 % Complete** [Staff Manager: *David Roberts*]

- <http://www.ccmppo.org/modeling/>
- Continued dialog with the VT Agency of Natural Resources regarding pollutant emission factors specific to Chittenden County.
- Several MPO staff members attended a UVM workshop on the UrbanSim land use model. Several scenarios were developed in the workshop which will be analyzed with the UrbanSim tool over the next year.

4.04 Chittenden Traffic Alert Program – **95 % Complete for the season** [Staff Manager: *David Roberts*] <http://ccmpo.org/cta/index.html>

- Traffic Alerts issued on a weekly basis for the duration of the construction season. The final Alert for the 2006 season was sent on 12/1/2006.

4.05 Transportation for Livable Communities (TLC) Grant Program – **7% Complete** [Staff Manager: *Peter Keating*]

The following three awards were made:

- Burlington Cliff Street Mobility Project – To identify pedestrian needs and solutions on upper Cliff Street (east from South Willard Street) through a public workshop process. Award = \$14,400
- Stonehedge Area Streetscape/Landscaping and Stormwater Plan – To create a plan addressing the above issues for this homeowners association off Spear Street in South Burlington. Award = \$10,000

- Local Motion’s “Close the Gaps Campaign” – Conduct an education and planning effort to focus on completing the gaps separating local networks from the regional path network. Award = \$15,750
 - 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 – 100% Complete
- CCMPO FY07-10 TIP completed.
- 5.02 TIP Project Tracking and Management – 20% Complete
- Template for FY06 Obligation report has been created. Staff is waiting for year end obligation information from VTrans.
- 6. Public Involvement and Communications**
- 6.01 Public Involvement - 17% Complete [Third Sector Associates]
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- 6.02 Communications – 25% 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.
- 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.
- South Burlington/Williston Multiuse Path Connection (Bridge over Muddy Brook) – 85%
- Report being finalized.
 - Williston Selectboard endorsed the preferred alternative on October 16.
- VT15/Educational Drive, Essex Junction – 90%
- Report being finalized.
- VT116 Potash Brook Culvert, South Burlington
- Alternatives Presentation Meeting was held October 2 with the South Burlington City Council.
- Hinesburg Park and Ride, Hinesburg
- Project completed.
- VT15/Sand Hill Road
- Alternatives being developed.
- 7.02 Locally Managed Project Definition (Scoping) Studies
- Silver Street - Hinesburg
- Waiting for consultant to submit draft scoping report.
- 8. CCMPO Strategic Planning** [Staff Manager: Scott Johnstone]
- 8.01 CCMPO Strategic Plan - 25% Complete
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- 8.02 Futures Initiative - 25% Complete

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- 8.03 Performance Measures & Indicators Initiative - 0 % Complete
 - No work Performed – Scheduled to begin in winter
- 8.04 Innovative Finance Initiative - 12% Complete
 - Discussed planned workshop with VTrans. Scheduled to occur in spring 2007
- 8.05 Project/Program Management Information System - 12% Complete
 - Reviewed various systems with staff and Finance Committee.