

## MONTHLY PROGRESS REPORT FOR FY 2008 November 2007

The following outlines the major activities of CCMPO in November 2007 by Work Task. This is the fifth month of our FY 2008. Therefore, 42% of time has elapsed.

### 1.0 Existing System Preservation and Improvement Services

#### 1.1.1 Safety Program – 15 % Complete [Staff Manager: Jason Charest]

- Work is continuing with the MPO's Safety program with the gathering of crash reports on local roads.
- We have been invited to participate in the Chittenden County Coalition on Traffic Safety. This group will look at traffic safety issues within the county. First meeting will be held Dec. 18<sup>th</sup>.
- Staff met with Williston about excessive crashes at the intersection of Marshall Ave. and Leroy Dr. Possible solutions to this will be looked into over the coming month.
- Westford has installed their signs received from the High Risk Rural Roads program. Staff will meet with Mario Dupigny-Giroux and the town for a review of the signs Dec. 18<sup>th</sup>.
- Staff continues to participate in the implementation of Vermont's Strategic Highway Safety Plan (SHSP) through their participation in the Infrastructure subcommittee.

#### 1.1.2 Incident Management Training (CCRPC) - 30% Complete (Staff Manager: Dan Senecal Albrecht)

- Workshop design and scheduling is completed.
- Scheduling has been set for 6 courses to be held in December, January and February.
- A notice is being drafted and will be sent out mid-November. It will also be posted on the VEM website.

#### 1.1.3.1 Planning Assistance and Coordination - 40% Complete [Staff Manager: David Roberts]

- Underhill Flats sidewalk feasibility study – waiting to hear from town regarding any additional work necessary before finalizing the study.
- Colchester Severance Corners revised traffic study and bicycle pedestrian studies presented at the November 27, 2007 Selectboard meeting. The Selectboard accepted the study and work is underway to finalize the reports and provide a few additional graphics of intersection alternatives at Severance Corners. The MPO Executive Director will be meeting with the town and VTrans in early 2008 to discuss any assistance the state may be able to provide to the town as the study recommendations move into implementation.
- Huntington traffic calming kick-off meeting held November 8, 2007. There was a good turn out from local residents concerned with traffic volumes and speeds in town – particularly in the village areas. The town is convening a citizen's steering committee to guide the study process. A walk-through of the two village areas is scheduled for early December.
- I89 Exit 12 Park and Ride study is underway. The land use assumptions are now finalized with the town and analysis is proceeding. The consultant is scheduled to look at park and ride demand at the Richmond park and ride to assist in the analysis.
- Shelburne Street Rotary Study [Staff Manager: Eleni Churchill] – A second technical memo detailing results from operational and safety analyses of the two

chosen alternatives (4-leg roundabout and traffic signal) was prepared by the consultant (RSG) prior to the steering committee meeting on November 14<sup>th</sup>. Results from the two alternatives were discussed extensively at the steering committee meeting as well as next steps and presentation material for the public meeting schedule for December 11<sup>th</sup>. Costs for the two alternatives was prepared by the consultant following the steering committee meeting and based on the estimated costs VTrans develop a benefit/cost (b/c) for each alternative—roundabout b/c= 2.23; traffic signal b/c=0.24.

1.1.3.2 VTrans Planning Assistance and Coordination - \_\_\_\_% Complete [Staff Manager: David Roberts]

- Staff has responded to a few minor requests for information regarding the location of data and/or information in the Circ Draft Environmental Impact Statement (DEIS) document. The executive director submitted comments on the DEIS prior to the comment deadline in late November. The comments are now posted on the project website at <http://www.circeis.org/>
- As part of VTrans' Safe Routes to Schools Task Force reviewed and advised the program coordinator on the next round of non-infrastructure grant.

1.1.3.3 Planning Assistance (Locally Managed) - \_\_\_\_% Complete [Staff Manager: David Roberts, except as noted]

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1.2.1 Transportation Systems Management (TSM) - 15% Complete [Staff Manager: David Roberts]

- Draft signal timing plans for the Dorset St / Williston Rd optimization are under review with implementation expected in January 2008.

1.2.2 ITS Applications (CCTA) - \_\_\_\_% Complete [Staff Manager: Aaron Frank]

- GPS Data Collection Equipment: Obtained radio vendor information on radio equipment necessary to transmit data from buses to CCTA. Working with the radio vendor on a repeater locations and frequency licensing proposal.

## 2.0 Sustainability/Livability Services

2.1.1 Defining substantial regional impact (CCRPC) - 50% Complete- (Staff Manager: Tim Fluck)

- The SRI Task Force continued to prepare the draft SRI definition.

2.1.2 Regional Models (CCRPC) - 10% Complete (Staff Manager: Melanie Needle)

- Staff provided data to UVM for use in UrbanSim.
- Staff continued to explore the newest version of CommunityViz.

2.1.3 Chittenden County Public Transit Futures (CCRPC) - 10% Complete (Greg)

- Task outline completed, staff background research and identification of advisory committee members begun.

2.1.4 Development Review - \_\_\_\_% Complete [Staff Manager: Eleni Churchill]

- Shelburne town asked the MPO's help for a preliminary trip generation analysis and impacts to the village traffic signal of a proposed development (still on the planning stages) northeast of the intersection of US 7/Harbor Road/Falls Road.
- 2.2.1 Regional Open Space Plan (CCRPC) – 5% Complete (Tim Fluck)
- People were invited to serve on the committee overseeing the project and the draft project description was prepared for evaluation at the initial meeting of the oversight committee in January 2008.
- 2.2.2 Data Update and Maintenance (CCRPC) - 35% Complete (Melanie & Pam)
- Staff continued to map the 2005 Employment database.
  - Staff continued to plan for the update of the county-wide land use database.
  - Staff developed bike/ped maps for each municipality. These maps included all bike/ped data CCRPC has in the GIS library. The maps have been included in the survey that Wilbur Smith has sent to municipalities as part of the Bike/Ped Plan update.
  - Staff worked with MajaDesign to finalize the TIP map for the final document.
  - Staff has updated a number of data layers throughout the month, including but not limited to road and zoning overlay data for Westford, trails data, and conserved lands data.
- 2.2.3 Environmental Planning - 5% Complete [Staff Manager: Christine Forde]
- The Governor's Climate Change Commission issued their final report. Staff is reviewing it for consideration by our board.
  - Staff continues to participate on the CCRPC Brownfields Advisory Committee
- 2.2.3.1 Land Use, Transportation and Air Quality (CCRPC) - 10% Complete (Julie Potter)
- Staff continued a literature search on municipal non-attainment issues and best local land use practices for air quality improvement.
  - Staff prepared a draft project description for CCMPO review.
- 2.3.1 Regional Comprehensive Planning Involvement - 20% Complete [Staff Manager: Scott Johnstone]
- Staff briefed the CCRPC Transportation Utilities, Stormwater Committee on bike/ped and transit related activities.
  - Attended Commission meeting on Circ DEIS
- 2.3.2 Western Vermont Gateway Corridor Study- 7% Complete [Staff Manager: Eleni Churchill]
- The *Mission Statement*, *Public Participation Plan* and *Study Goals and Objectives* were finalized and four new members were added to the Study Advisory Committee. Staff is working with the consultant team to develop current conditions for the corridor—defining the level of detail data (transportation, land use, demographics, freight etc.) that we need for each segment of the corridor.
- 2.3.3 Route 15 Corridor Study - 90% Complete [Staff Manager: Eleni Churchill]
- Staff worked with the consultant team to finalize the draft *Vision, Goals and Strategies* memo. This memo is now posted on the CCMPO's web site. Staff continues to work with the consultant and corridor stakeholders to finalize the draft

*Implementation Plan.* The contract with BFJ (prime consultant) was extended to March 31, 2008.

2.3.3.2 Route 15 Corridor Transportation and Land Use (CCRPC) - \_\_\_\_% Complete  
(Samantha Tilton, Greg Brown)

- Task has been dropped from the CCRPC task list.

2.3.4 Milton Town Core Traffic Circulation Study - 40% Complete [Staff Manager: David Roberts]

- The Milton Town Core Traffic Study trip generation analysis is complete and the traffic analysis is underway with a draft report scheduled for December.

2.3.5 Transportation for Livable Communities - \_\_\_\_% Complete [Staff Manager: Peter Keating]

- FY 07 projects in South Burlington, Burlington and Local Motion are winding down.
- Staff reviewed 2004 Westford TLC work to advise them on implementation steps.

2.3.6 Futures Initiative- 25% Complete [Staff Manager: Scott Johnstone]

- Recommended method to Champlain Initiative steering committee to create partnership of regional entities on this initiative.

2.3.6.1 Futures Initiative Land Use Assistance (CCRPC) - 35% Complete [Greg Brown]

- Presentation to by Frank Cioffi on long-range future economic development completed 11/26, regional energy plan and regional demographics committees met 11/28 and 11/20 respectively. Planning for energy speaker for January CCRPC meeting underway.

2.4.1 Alternative Fuels Plan - 20% Complete [Staff Manager: Scott Johnstone]

- No progress during this period

2.4.1.1 Alternative Fuels Plan Assistance (CCRPC) - 20% Complete [Samantha Tilton]

- Staff research continues for alternate fuels white paper draft to be completed in April.

### 3.0 Multi & Intermodal Services

3.1.1 -

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

- Williston Park & Ride: Planning staff provided data on the turning radius and space needs of the new Link Express buses to VTrans and the consultants working on the initial design aspects for a Williston Park & Ride (P&R)
- VTrans and their consultants are considering possible design alternatives for a P&R lot south of the interstate.
- Cliff Street Design Alternative: Planning staff attended the most recent public meeting for this project. City staff and consultants presented five alternative designs for Cliff Street (one no-build option and four build options) to the members of the public, who were mostly residents of Cliff Street and adjoining streets. While it appears there are various and conflicting opinions among residents as to the best way

to proceed, none of the five alternatives presented would affect the City Loop's ability to serve the Redstone Campus.

- Burlington Side Streets and College Street Public Meeting: Planning staff attended the most recent public meeting on the Burlington Side Streets project in which initial design alternatives were presented. Staff sent comments to the project consultant concerning the proposed placement of bus amenities and the proposed use of bulb-outs throughout the downtown area and how they might relate to transit operations.
  - Bus Size Analysis: Worked with Operations and Maintenance to determine the size of two new buses that we are able to order. Due to passenger complaints of 35' buses being overcrowded, we are ordering two 40' low floor urban transit buses instead of 35' buses.
  - Burlington Downtown Transit Station: No activity.
  - Passenger Shelters: The shelter at Kennedy Drive and Timberlane has been bolted to the pad. We have begun reviewing ridership data to identify future shelter needs.
  - E&D Program: We received the FY08 Grant from VTrans. The Chittenden County E&D Program was awarded \$299,450 with a local match requirement of \$74,862.50 for a total of \$374,312.50 available for FY08. We have reached agreement with our Local Partners (eleven Human Service Agencies/Municipalities) for allocation of this award.
  - Champlain Valley Agency on Aging (CVAA) has agreed to serve as the sponsoring partner for funds made available for non-Medicaid medical transportation needs of E&D clients with their residence in the outer ring towns. The outer ring has been defined as towns that are neither CCTA members nor partners in the E&D program (Bolton, Buels Gore, Charlotte, Hinesburg, Jericho, St. George, Underhill, and Westford). About \$1,500 has been expensed against this \$5,000 pool through September. Hinesburg has expressed interest in joining the committee and will be invited to future meetings.
  - ADA: The ADA ridership for the first three months of FY08 shows a 2.4% decrease as compared to the first three months of FY07. The expense of the program shows an increase of 3.6% when comparing the same three month periods: \$158,574.25 (FY07), \$164,205.42 (FY08). We continue to research answers to cab company questions to providing service directly. Maintenance specified, ordered, and received three replacement vans for ADA which we included in updated leases with SSTA.
- 3.1.6 Public Transportation Planning by CCMPO- **50% Complete** [Staff Manager: *Peter Keating*]
- Continued meeting with Town of Hinesburg staff and project consultant as part of United We Ride grant project.
- 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- **33% 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) - **5% Complete** [Staff Manager: Peter Keating]
  - Local Motion under contract to provide services to four selected schools.
- 3.2.1 Transportation Improvement Program (TIP) Development- **FY08-11 TIP is 100% Complete** [Staff Manager: Christine Forde]
- 3.2.2 TIP Project Tracking and Management - **30% Complete** [Staff Manager: Christine Forde]
  - Staff working on FY07 Year End Report.
- 3.3.1-
- 3.3.3 Access and Mobility (CCTA) [Staff Manager: Aaron Frank]
  - Ridecheck: Delayed until spring due to Rt. 15 and Umall/Airport immediate planning needs.
- 3.3.4 2030 Metropolitan Transportation Plan (MTP) - **5% Complete** [Staff Manager: Peter Keating]
  - Conducted scenario planning workshop on November 9th bringing peer organizations and FHWA staff to address applications of this technique in the context of a long range transportation plan.
- 3.3.5 Freight Transportation Planning - **\_\_\_% Complete** [Staff Manager: Daryl Benoit] <http://www.ccmpto.org/freight/>
  - Research & preparation of Port of Halifax report for the CCMPO board.
- 3.4.1. Bicycle Pedestrian Transportation Planning - **\_\_\_% Complete** [Staff Manager: Peter Keating] <http://www.ccmpto.org/BikePed/>
  - Staff attended meeting with Local Motion and other partners to explore the TrailFinder tool (in final stages of development) and discuss future opportunities.
- 3.4.1.1 Update Bike/Pedestrian Plan - **10% Complete** [Staff Manager: Peter Keating]
  - Consultant updating bike/ped facility inventory through a municipal survey.
- 3.4.1.2 Regional/Inter-Regional Bike-Pedestrian Coordination - **\_\_\_ % Complete** [Staff Manager: Bryan Davis & Peter Keating]
  - Efforts to solicit signed resolutions from member municipalities and other partners in support of Chittenden County's participation in Rails-to-Trails Conservancy's 2010 Campaign for Active Transportation are winding down, with only a few resolutions still outstanding.
- 3.4.2 Reduce SOV (CCTA) - **\_\_\_% Complete** [Staff Manager: Aaron Frank]
  - Shopping Shuttle Holiday Rescheduling: Planning staff was contacted by the Burlington Housing Authority regarding concern about Christmas and New Year's

both falling on Tuesdays this year. CCTA's three shopping special routes, which serve a primarily transit dependent population who rely on the service to buy their groceries, all run on Tuesdays and due to the holidays could potentially not have run for two consecutive weeks. After consultation with the Operations Department, CCTA will offer these services on Wednesday December 26<sup>th</sup> and Wednesday January 2<sup>nd</sup>.

3.4.3 Transportation Demand Management (TDM) - **33% Complete** [*Staff Manager: Peter Keating*].

- Burlington Business Association employer survey underway to identify transportation needs and explore possibilities of a downtown Transportation Management Association.

3.4.3.1 Way to Go Week – **15% Complete** [*Staff Manager: Peter Keating*] <http://www.waytogovt.org/>

- Submitted photos and testimonials from alternative commuters to be “Commuter Idols” for WTGW website and promotional materials.
- Continued meetings with consultants and partners to advance event marketing materials and web improvements.
- Developed prototype Business Registration utility for the website.

3.4.4.1 Project Definition (Scoping) Studies – (CCMPO Staff) - **\_\_\_% Complete**

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3.4.4.2 Project Definition (Scoping) Studies (consultant)- **35% Complete** [*Staff Manager: Christine Forde*]

VT15/Sand Hill Road, Essex

- Report being finalized.

Queen City Park Road Bridge, Burlington

- Alternatives Presentation Meeting was held in November. Consultant is developing draft report.

Bridge Street Bridge, Richmond

- Alternatives Presentation Meeting was held in November. Consultant is developing draft report.

I-89 Exit 12B

- Consultant is developing existing conditions.

VT15/Ethan Allen Avenue

- Consultant is working on traffic data collection and analysis.
- Kick-off meeting was held with VTrans.

VT2A/James Brown Drive

- Consultant is working on traffic data collection and analysis.
- Kick-off meeting was held with VTrans.

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

- Fort Ethan Allen East Entrance Signal: Met with Consultant and Scoping committee.
- Winooski Multimodal: Attended a bid review meeting and made written suggestions about value engineering and shelter design. Attended City meeting regarding private shuttle and public transportation.
- Queen City Park Bridge Scoping: Commented on CCTA's concerns about this potential future project.
- Scenario Planning Workshop: Participated .

4.1.3 Traffic Alert Program - \_\_\_ % Complete [Staff Manager: Dave Roberts]

- The 2007 construction season Traffic Alert program ended in November. Alerts are expected to resume in April / May 2008.

4.1.4 Communications – 35 % Complete [Staff Manager: Scott Johnstone, Bryan Davis]

- Staff continued to retrieve CCMPO and other transportation-related articles from local papers.
- Staff from Channel 17 will attend December CCMPO staff meeting to discuss ways to effectively reach and engage the public using streaming video technology; video of CCMPO board meetings will be available on the Channel 17 website.
- Contacted VPR to discuss how CCMPO meetings and events could be identified.

4.2.2 Improve Facilities (CCTA) – \_\_\_% Complete [Staff Manager: Aaron Frank]

- Bus Storage Expansion: The project is 99% complete. Trade inspections and a certificate of occupancy were issued last week. We have completed a preliminary punchlist, which is short. The bid was \$884,000. Changes totaled \$30,798 of which \$10,000 was owner-elected and \$20,000 was for unforeseen conditions-ledge removal.
- Facility Improvements: All the facility improvements planned for the FY 07 capital program are complete with the exception of outdoor bus plug-ins (awarded), a repair to the fuel tank monitoring system wiring (awarded) and the bus barn/maintenance area camera system (cancelled as its funding will be needed for the paint booth).
- Paint Booth: We met with the architect regarding placement of the paint booth within the bus storage expansion and are working with City and State officials to determine permitting requirements for our partially pre-fabricated/partially site built paint booth. Conceptual drawings are complete and now structural, mechanical, and electrical engineering is underway.
- Cherry St. Station Rehab: New glass and screens were installed in the driver break room. The atomic clock was installed. The triangular windows above the kiosk should be installed in the next month.

4.2.3 Small Community Service Initiative– 30% Complete [Staff Manager: Bryan Davis]

- Developed “product summaries” of CCMPO assistance from past five years for all member municipalities.

- Prepared draft outreach materials and brief annual report of projects.
  - Continued liaison efforts with town planners and administrators and served as point of contact.
- 4.2.4 Project Coordination Assistance Initiative – 15% Complete [*Staff Manager: Scott Johnstone*]
- Considering existing systems to determine how best to provide information to our members
- 4.2.5 Public Involvement – 25% Complete [*Staff Manager: Bryan Davis*]
- Completed interviews with staff, board, TAC members and other partners as part of updating the Public Involvement Plan.
  - Continued coding transcribed interviews to reveal emergent themes.
  - Continued reviewing public participation plans from other MPOs that comply with SAFETEA-LU requirements.
- 4.3.1 Agency Administration – 42% Complete [*Staff Manager: Scott Johnstone*]
- The CCMPO held their regular Board Meeting on November 28, 2007. Rail issues, including the condition of the Burlington Tunnel and the impact of freight movement from the Halifax port were the key agenda items.
  - The Executive Committee met on November 7, 2007.
- 4.3.2 Transportation Advisory Committee (TAC) - 30% Complete [*Staff Manager: Peter Keating*]
- The TAC heard presentations on VTrans' Strategic Highway Safety Plan and the CCMPO's safety program. They also approved Enhancement grant application priorities and sent these to the Board.
- 4.3.3 Training and Staff Development – 33% Completed [*All Staff*]
- Some staff attended annual VPA conference and workshops in Montpelier.
- 4.3.4 Training (CCTA) - \_\_\_% Complete [*Staff Manager: Aaron Frank*]
- GIS: Anne May, Transit Planner, won a scholarship from the New England Passenger Transport Association for another GIS class.
- 4.3.5 Coordination and Assistance with CCMPO Activities (CCRPC) - 5% Complete [*Dan & Greg*]
- No activity in September.
- 4.3.6 Technical Assistance to CCMPO (CCRPC) - 20% Complete [*Pam & Melanie*]
- Staff met with Wilbur-Smith to discuss Bike/Ped Plan. After meeting, staff communicated back and forth with Wilbur-Smith on data, map design, and other items related to the municipal survey.
- 4.3.7 Data Collection and Maintenance - \_\_\_% Complete [*Staff Manager: Daryl Benoit*]  
<http://www.ccmppo.org/data/counts.html>
- Staff continues to update Traffic Count database with data collected in 2007. Some of the ATR counts (AADT data) are available online now.
  - ATRs were set out for the Town of Huntington.

- Continued collecting sample pavement condition data for the town of Huntington.
- 4.3.8 Transportation Model Maintenance and Enhancement - **10% Complete** [Staff Manager: *Dave Roberts*]
- Staff is moving ahead with a joint add-on to the National Household Travel Survey (NHTS) planned for 2008 by the FHWA. The MPO will partner with the University of Vermont Transportation Center and VTrans to secure wider coverage within Vermont.
  - An RFP for model consultant services is under development for potential issue in early 2008. Potential participation in the NHTS may affect the proposed schedule.
- 4.3.9 Research Initiative for Highway Investments - **10% Complete** [Staff Manager: *Dave Roberts*]
- Staff is participating in a review of the Winooski Traffic Circulator started by the summer traffic count technicians. Work is ongoing with a draft report expected for City review this winter.
- 4.3.10 Legislative Monitoring -**5% Complete** [Staff Manager: *Scott Johnstone*]
- Reviewed likely key themes for this session and considered best methods to track action during the session.
  - Began to develop “bridge tour” at request of Representative Westman
- 4.3.11 Performance Measures and Indicators Initiative -**10% Complete**[Staff Manager: *Scott Johnstone*]
- Staff began discussion of this issue, concluding two efforts were warranted. First an update of our system condition and secondly a look at how best to track our progress on our TIP and MTP goals
- 4.3.12 Performance Tracking (CCTA) - **\_\_\_% Complete**[Staff Manager: *Aaron Frank*]
- National Transit Base Reporting: Analyzing and inputting data for FY 07 NTD report.
- 4.3.13 Innovative Finance Initiative- **25% Complete**[Staff Manager: *Scott Johnstone*]
- Reviewed final white papers from consultant and modified schedule for initiative to reflect more detailed review of innovative finance options.