

MONTHLY PROGRESS REPORT FOR FY 2007

October 2006

The following outlines the major activities of CCMPO in October 2006 by Work Task. This is the fourth month of our FY 2007. Therefore, 33% of time has elapsed.

1. CCMPO Management

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

- The Board held its Annual Meeting on October 18, 2006 by kicking off our Futures Initiative. Our keynote speaker was Dr. Dennis Meadows. A social hour was held prior to the event.
- The Executive Committee met on October 4, 2006.

1.02 Technical Advisory Committee (TAC) – **33% Complete** [*Staff Manager: Peter Keating*]

- The TAC heard a presentation on the VTrans Long Range Transportation Plan, recommended Enhancement program project priorities, received an update on the 2030 MTP and discussed the CCMPO Strategic Plan update – focusing on the future of the TAC.

1.03 Training and Staff Development – [*All staff*] **8% 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. **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* becomes final on October 3.

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

- TAZ-level & municipal-level forecasts of households and employment started.

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 and for Hinesburg's Village Growth Project.

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

- CCRPC Staff has provided software support to Huntington's Town Administrator. Staff made presentations on Municipal Asset Management at the Municipal Officers' Management Seminars hosted by the UVM Extension.

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

- Staff is updating data on commercial and industrial structures in Colchester.

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

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3.4.2 Land Use, Transportation and Air Quality - **_10_% Complete**

- CCRPC Staff met with CCMPO staff and Alliance for Climate Action staff to discuss municipal-level vehicle emissions data modeling.

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

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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 – ___% Complete

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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 began in late October. A training session for temporary workers doing the surveying was held to help familiarize them with the bus system as well as the palm pilots used to record the ridership information.

Link Express Surveys Staff has begun the process of surveying riders on all trips of all three Link Express routes. The specific subject of the surveys is how well the trip times on the Link routes work for current passengers and whether they could be better served by adjustments to them.

B. Service Planning 35% Complete

Old North End Loop Staff completed the process of collecting detailed origin-destination data for the Old North End Loop. Staff will now use this survey data, in conjunction with other ridership data, to study how well passengers are served by the route in its current configuration and whether they could be better served by a change in the route's direction of travel or the path the route follows.

Colchester Planning Commission The Colchester Planning Commission invited us to comment on their town plan update with regards to transportation. I explained that CCTA provided three services to the Town: ADA paratransit within ¾ miles of the Route 15 Corridor and in Fort Ethan Allen, Elders and Disabled service to the entire Town and fixed route service to Route 15 and Fort Ethan Allen. I also noted that Colchester pays 20% of the E&D service costs and 100% of the ADA costs. The Commission acknowledged that they also received link service at Chimney Corners. I told them that CCTA's plans, although unfunded, include peak hour commuter service along Rt. 7 from Milton to Burlington. I noted the current Board focus was increased service within the member towns, since they had implemented inter-regional service. I noted that after we make some progress on service within our core, we can consider regional commuter routes. I also noted that Colchester was among the five municipalities requesting additional peak hour service on the Route 15 corridor and that we were currently working hard on that.

I noted that the town plan permits and encourages fixed route transit but also noted that the local funding might need to be moved off property taxes to make that happen. I let them know that since the town was both growing and becoming denser, it was wise to plan for a future that includes more transit, especially among arterial streets. They asked what they

could do now and I said we had been contacted by some developers about making room for bus shelter pads and if they could keep this in mind for new projects, it would make transit work a lot better in the future because it is hard to site shelters in a built environment. I also noted that they could fund bus shelters in Colchester through the town transportation capital budget.

D. Human Service/Paratransit Transportation Planning 16% Complete

ADA Paratransit We worked on historical and future ridership and cost projections for this program. Since FY 01, ridership has grown an average of 15% a year. Since FY 03, Costs per trip has grown by about 4.3%. This unfunded federal mandate continues to exert much pressure on CCTA's annual budget.

Shelburne Senior Living Complex Proposed Expansion. Meredith and Aaron met with Dean Pierce, the Shelburne Town Planner, in early October to discuss how a proposed expansion of the Shelburne Bay Senior Living facility could be accomplished so as to maximize the use of public transportation. Such concepts as placing buildings close to the street with parking in the rear and constructing sidewalks were discussed as ways to make transit a more viable option along Route 7, especially for seniors. Unfortunately, Mr. Pierce informed us that current zoning regulations include rather sizeable set-back requirements for buildings along Route 7, which dramatically increase the distance a passenger would have to walk from a bus stop to his or her final destination. Nonetheless, we used the meeting as an opportunity to learn more about the particular obstacles along Route 7 and to make the Shelburne Planning Department aware of the impact certain regulations have on the viability and efficiency of transit service.

Vermont Elders and Persons with Disabilities Program Chris successfully advocated with VTrans to remove a portion of the regional funding allocation formula that penalizes Chittenden County for having shorter distances to travel between residents and medical facilities than more rural areas. In addition, there is now a hold harmless provision so future changes based on the formula will only affect new funding, not current funding, which is far less than existing needs in every county in the State.

In order to spread our limited funding in this program a further, we are trying to coordinate longer and outlying trips in the county with Volunteer Drivers from neighboring transit providers in Addison and Franklin counties.

E. Long Term and Capital Planning 25% Complete

Cherry Street Sign System The contractor has submitted the testing requirements for this project and they are under review by the engineer. We gave approval for submissions of hardware and much equipment has been ordered. The contractor and subcontractors will be meeting with us regarding site work and aesthetics. The contractor has received the sign permit from the City.

Passenger Shelters

Two FY 07 shelters, BHS Outbound and Home @ Shelburne, are still in permitting. A new shelter at Shaw's in Montpelier, which serves the Link Express, has been completed by GMTA. The seven VTrans shelters on Route 7 are awaiting punchlist items prior to CCTA acceptance.

Cherry St. Station

We completed a contractor's specification quotation document for short term improvements to Cherry Street Station and held a pre-quote meeting with potential contractors.

Bus Storage Expansion

We resolved some mechanical questions regarding the heating/exhaust system and final design is approximately 50% completed. We issued pre-qualifying requirements and are working on insurance requirements.

Burlington Downtown Transit Station.

Chris Cole, Meredith Birkett and Tiffany Ward attended the public hearing on this project sponsored by the City of Burlington. The meeting was well attended and has lead to a rider survey that CCTA is assisting with. We continue to support the City and their contractors in preparing background data for this project

Route 2 Corridor. Staff is working with the transit consultant on an update of the plans to show shorter term lower cost corridor service.

Route 15 Corridor. Worked on an existing conditions report for this project with the consultant.

Metropolitan Transportation Plan. Reviewed RFP for consultant to assist with federal funding projections.

Park and Ride Leases We are working on updating our final leases for this year to provide parking for the link route commuters.

Burlington Transportation Plan. Wrote an invitation for steering committee members to try the bus. Worked with consultant team to develop a presentation about transit.

3.01.2 Public Transit Planning by CCMPO & Human Services Transportation Analysis– **33% Complete** <http://ccmpo.org/ptp/index.html> [Staff Manager: Peter Keating]

- Data collection and presentation format concluded for the unmet needs study.

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 contacted ANR staff to request current and future emission factor data for use in calculating pollutant quantities associated with the transportation model results.

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.ccmpo.org/BikePed/>

- No activity this month.

3.03.2 Regional/Inter-Regional Bike-Pedestrian Coordination - **___% Complete**

3.03.3 Safe Routes to Schools (SR2S) - **25% Complete** [Staff Manager: Peter Keating] <http://www.ccmpo.org/SR2S/>

- Local Motion's consultant team engaged with all seven schools. School travel plans and school area traffic counts underway.

3.04 2030 Metropolitan Transportation Plan (MTP) - **20% Complete** [Staff Manager: Peter Keating]

- Scope of work for financial analysis task underway.

- 3.05 Safety -25 % Complete [Staff Manager: Susan Smichenko]
- Staff communicated with VTrans on technical assistance for implementing improvements for safety projects. Currently, the only VTrans programs in place deal with high accident locations and roadway safety audit reviews (one intersection per year in Chittenden County). With the adoption of the Strategic Highway Safety Plan, VTrans hopes to start a local highway safety improvement pilot program which may provide funding for local safety projects.
- 3.06 Transportation Demand Management (TDM) Program –20% Complete [Staff Manager: Peter Keating]
- Way to Go Partners met with Place Creative to define marketing scope and discuss outreach efforts.
- 3.09 Transportation Systems Management - 15% Complete [Staff Manager: Susan Smichenko].
- Staff received final reports from consultant 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]
- Staff provided comments to the Town of Williston on the additional data provided by Lamoureux & Dickinson on the Finney Crossing development.
- 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/>
- No major activity to report.
- 3.13.1 Western Vermont Gateway Corridor Study - 3% Complete [Staff Manager: Scott Johnstone]
- A kick off meeting was held with VTrans and the Regional Planning Commissions representing the western corridor of the State.
- 3.14 Route 2 Corridor Study - 90% Complete [Staff Manager: Susan Smichenko]
- Received the Traffic Forecast and Analysis memorandum from RSG and provided comments. Draft corridor plan report is expected in December 2006.
- 3.15 Route 15 Corridor Study - 25 % Complete [Staff Manger: Susan Smichenko]
- Reviewed and responded to comments from the public on existing conditions in the corridor.
 - Reviewed the summary of existing studies prepared by RSG and provided comments.
 - Provided updates for the website.
- 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 – 90% Complete for season [*Staff Manager: Daryl Benoit*]

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

- Continuing with collection of ATR count data for towns & the SR2S program.
- Finishing collection of Milton pavement condition samples.
- Continuing calculation of 2006 AADTs and posting completed intersection counts online.

4.02.1 Planning Assistance and Coordination - 35 % Complete [*Staff Manager: David Roberts*]

- Consultant finalized the Exit 17 Growth Center Transportation study and provided copies to VTrans, Colchester and CCMPO.
- Hinesburg Village sidewalk feasibility study final report delivered in October.
- Underhill Flats sidewalk feasibility study public meeting held in October. Public suggested expanding the study slightly to the north to provide better connectivity. Draft report expected in late November/ early December.
- Charlotte Thorp Brook culvert technical assistance field survey completed in October. Final report delivered to town on 11/1.
- Charlotte Ferry Rd / Greenbush Rd paths feasibility study site visit held in early October. Town is working on expanding citizen involvement for this study before issuing notice to proceed with work.
- Colchester Severance Corners pedestrian study landowner meeting scheduled for 11/6.
- Staff met with Westford Road Foreman to review to problem intersections. Contacting VTrans to see if these might warrant inclusion in the state's Roadway Safety Audit Review (RSAR) program.

4.01.1.1 VTrans Planning Assistance and Coordination - 35 % 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. Public meetings on the alternatives analysis had been tentatively scheduled for mid-November, but will need to be moved back to later in the year to allow for analysis and coordination. More information on the project is available at <http://www.circeis.org>.

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

- Burlington Transportation Plan Advisory Committee – 5% complete *Staff manager: Peter Keating*. No activity this month.
- 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 developing draft study for steering committee review in November.

4.03 Transportation Model Maintenance and Enhancement – 15 % Complete [*Staff Manager: David Roberts*]

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

- Requesting information from the VT Agency of Natural Resources regarding pollutant emission factors specific to Chittenden County..

4.04 Chittenden Traffic Alert Program – **85 % Complete for the season** [Staff Manager: David Roberts] <http://ccmpo.org/cta/index.html>

- Traffic Alerts continue to be issued on a weekly basis for the duration of the construction season.

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

- Three applications received and reviewed. Recommendations made to Executive Director.

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**

- Committee presented draft committee structure to Board for comment and will do the same with the TAC at their October meeting

8.02 Futures Initiative - **25% Complete**

- First event for initiative held on October 18th at our Annual Meeting.

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.