

MONTHLY PROGRESS REPORT FOR FY 2007
September 2006

The following outlines the major activities of CCMPO in September 2006 by Work Task. This is the third month of our FY 2007. Therefore, 25% of time has elapsed.

1. CCMPO Management

1.01 Agency Administration – **25% Complete** [*Staff Manager: Scott Johnstone*]

- The Board met on September 20, 2006. The board was updated on the results of the Safe Routes to School pilot program and last years Way to Go Week. The board adopted a policy to guide the type of equipment that will be install in traffic signals to allow for the preemption of the signals by emergency and transit vehicles.
- The Executive Committee met on September 6, 2006.

1.02 Technical Advisory Committee (TAC) – **25% Complete** [*Staff Manager: Peter Keating*]

- The TAC heard a presentation on the VTrans Capital Budget and received updates on the Way To Go! And Transportation for Livable Communities programs.
- Reviewed and evaluated nine applications for Transportation Enhancements funding.

1.03 Training and Staff Development – [*All staff*] **8% Complete**

- Staff attended the annual meeting of the Northern New England Chapter of the American Planning Association.

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**

- To be initiated in the 2nd Quarter. Preliminary drafts of materials to be used reviewed by the Plan Review & Update Committee.

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) **___% 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- **___% Complete**

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2.2.1 Support for Municipal Asset Management – **5% Complete**

- CCRPC Staff has produced maps and spreadsheets for Charlotte and Huntington.

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

- CCRPC Staff has been updating the Housing Points database and the Commercial/Industrial database.
- Work is complete in Milton, Hinesburg, Colchester and Shelburne.

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

- CCRPC Staff has updated the MTP map.

3.4.2 Land Use, Transportation and Air Quality - **10 % Complete**

- Staff met with CCMPO staff to discuss next steps with this task in light of a meeting with ANR & research done last year by CCRPC.

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

- 4.1.11 Route 15 Corridor Transportation & Land Use Planning - ___ % Complete

- 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 - ___ % Complete

- 5.2.5 Futures Initiative Assistance - ___ % Complete

2.02 Regional Comprehensive Planning – CCMPO – ___% Complete

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 Preparation Staff has begun to prepare for the system-wide ridecheck, which we hope to complete in late October and early November. Preparation tasks include updating each route's stop list and summarizing all route changes that have occurred since the last ridecheck was completed in spring 2004. Making sure this sort of base data is as accurate as possible will help the ridecheck be conducted as smoothly and quickly as possible

Reporting Again we met with VTrans regarding reporting criteria.

B. Service Planning 35% Complete

Old North End Loop Staff began collecting data on Old North End Loop ridership over the past fiscal year by trip time. This ridership data will be used in conjunction with additional origin-destination survey information that will be gathered this fall to determine route productivity levels throughout the day and will allow CCTA to study whether the route's direction of travel matches that of most riders.

Middlebury Link Staff conducted a survey of running time and time-point adherence on the second afternoon Middlebury Link trip. This data was used to determine whether the route's running time needs to be altered or whether the time between stops simply needs to be adjusted. Ultimately, staff concluded that the best course of action at this time is to move the first timepoint (the stop at FAHC) up by 5 minutes. By making the departure from the hospital earlier, the bus has more time to travel to Cherry St. and will be more likely to depart Cherry St. on time. The new FAHC afternoon departure times will therefore be 4:40 and 5:20 PM.

CATMA Shuttle – Service to Winooski Falls

Planning: In mid August, CCTA was contacted by the Campus Area Transportation Management Association (CATMA) requesting CCTA develop a proposal for service to the new Spinner Place building at Winooski Falls, where both UVM and Champlain College students now live. CATMA indicated interest in maintaining 15-minute headways on the route, but extending its end point past Fletcher Allen to Winooski. In order to serve Winooski Falls, the route's round trip running time had to be extended from a half hour to an hour. Staff

developed a new schedule based on CATMA's specific service requests and also developed a cost estimate for the additional service. CATMA accepted CCTA's proposal in late August and CATMA Shuttle service to Winooski Falls began on Monday August 28th.

Evaluation: Based on calls received by CATMA from passengers who contended the CATMA Shuttle was running very late at certain times of the day, CCTA extensively surveyed the route's running time and on-time performance in early September. Over the course of 4 days, 34 full CATMA trips and portions of 30 more trips were surveyed by CCTA staff. The departure time from the PARC lot, the first arrival time at MCHV (pre-Winooski), the second arrival time at MCHV (post-Winooski) and the arrival time back at the PARC lot were noted. Recording these four timepoints allowed CCTA to calculate the actual round trip running time of the CATMA route as well as the actual amount of time needed to travel from MCHV to Winooski and then back to MCHV (the Winooski route segment). Findings based on this data collection are included in the attached memo.

Biodiesel Funding Research Despite considerable time spent researching this topic, no funds are available. Detailed report is attached.

D. Human Service/Paratransit Transportation Planning 16% Complete

We met with the FTA and VTrans regarding ADA paratransit as this now affects all providers of non-commuter fixed route service in Vermont.

We also attended a public meeting with the Riders of Vermont, RoVer, and provided them with information about our system. There is increasing interest in ADA use by people who live outside our service area but wish to use the service while they are within it.

E. Long Term and Capital Planning 25% Complete

Cherry Street Sign System We are fine tuning the design and testing requirements of this project. The contractor met with the City regarding permits last week.

Signal Priority With the MPO board's adoption of a standard, CCTA now needs to obtain funding for our signal priority pilot project on the Old North End Loop.

Statewide ITS We are responding to a State inquiry about our initial proposal with a smaller proposal to automated bus information into the 511 system.

Passenger Shelters

The Burlington High School (BHS) Inbound Shelter is complete. The BHS Outbound and Home @ Shelburne shelters each have one of their two permits and are under contract awaiting the second permit. An improvement to the Farrington Shelter pad is complete. We are still waiting on the State contractor to make repairs on the seven Rt. 7 shelters. We are also looking at three additional FY07 shelter sites and have installed (with GMTA funding) a Bike rack at the Waterbury park and ride, which is served by the Montpelier Link Express.

Cherry St. Station

We are working on a contractor's specification bid document for short term improvements to Cherry Street Station.

Bus Storage Expansion

We installed 100 arborvitae as a physical and noise screen at the request of the Burlington Zoning Board and neighbors. Weimann- Lamphere and CCTA are working on technical and legal bid specifications and a pre-qualification process. We resolved some mechanical issues.

Burlington Downtown Transit Station Attended a meeting on this project and provided consultant CCTA's draft of the purpose and needs for this facility:

“CCTA has increased ridership by 5-7% annually in recent years by focusing on commuters and choice riders. CCTA is growing its system in terms of routes and frequencies to serve growing local and inter-regional transit needs. CCTA has outgrown its facility both in terms of space needed for patrons and space needed for buses. The current “outside facility” is also inadequate from a perspective of protection from the elements.

Route 2 Corridor Met with the Stakeholders Committee. Worked with the Consultants, VTrans and MPO on transit project phasing. Working on an update of the plans to show shorter term lower cost corridor service.

Route 15 Corridor Monitoring and attending meetings with institutions and municipalities on this corridor to determine local wants/needs.

Metropolitan Transportation Plan Met with the project Steering Committee, which reviewed Chapters 1 and 2 of the plan. We also discussed integration of transit plans, transit ridership forecasting, fiscal constraint, and employment and housing forecasting. Discussed timing of Short Range Transit Plan Update and MTP w/CCTA Board and will work on service chapter of SRTP so it can be incorporated into MTP.

Park and Ride Leases We have updated four of our five annual leases that support the Link Routes

Burlington Transportation Plan. Met with the project steering committee. Working on an invitation to steering committee members to ride buses and explain scope of plan with regard to transit (its largely supportive infrastructure).

Williston Park and Ride – Town Inquiry

For quite some time, VTrans has been studying potential locations for a park and ride lot in Williston. CCTA has provided VTrans with information that would hopefully guide the development of a park and ride site in a manner conducive to transit. We were recently contacted by the Williston Town Planner, Lee Nellis. Specifically, he inquired into possible sources of basic information on park and rides and suburban transit hubs, including dimensions and costs that we might one day associate with a facility at Tafts Corners. Planning staff replied with suggested reference sources as well our vision of locations where a park and ride lot/transit hub in Williston would best serve transit and commuters.

3.01.2 Public Transit Planning by CCMPO & Human Services Transportation Analysis– 25% Complete <http://ccmpo.org/ptp/index.html> [Staff Manager: Peter Keating]

- Data collection concluded for the unmet needs study.
- The Public Transportation Committee met and discussed New Starts policy, unmet needs and transit related findings from the public opinion survey.

3.02.1 Environmental Planning – 10% Complete [Staff Manager: Christine Forde]

- Scott, Daryl and Christine attended VTrans/VTANR Transportation Conformity Workshop.

- Kickoff meeting was held with CCMPO and CCRPC staffs to discuss this workplan element, focusing on air quality modeling efforts and public outreach. A follow-up meeting will be held in November.
 - 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.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) - **25% Complete** [*Staff Manager: Peter Keating*] <http://www.ccmpto.org/SR2S/>
- Local Motion’s consultant team engaged with all seven schools. Plans underway for International Walk to School Day activities.
- 3.04 2030 Metropolitan Transportation Plan (MTP) - **20% Complete** [*Staff Manager: Peter Keating*]
- MTP Advisory committee met to review first two draft chapters of 2030 MTP and hear staff reports of housing and employment forecasts and the MTP public meeting.
 - First public meeting to here results from public opinion survey and discuss MTP update held at Burlington City Hall on September 7, 2006.
 - Third Sector Associates finalized logistics for the public meeting (including publicity).
- 3.05 Safety -**20 % Complete** [*Staff Manager: Susan Smichenko*]
- Staff attended the presentation of the Draft Strategic Highway Safety Plan reviewing action plans and work plans for the final report.
 - Staff followed up with VTrans on the Exit 15 RSAR. VTrans is waiting for a response from Winooski on their report.
- 3.06 Transportation Demand Management (TDM) Program –**10% Complete** [*Staff Manager: Peter Keating*]
- Way to Go Partners redesigned roles/responsibilities for FY07 program. Partners met to define marketing scope and discuss business outreach efforts.
- 3.09 Transportation Systems Management - **10% Complete** [*Staff Manager: Susan Smichenko*].
- Staff presented the Regional Traffic Signal Pre-Emption Standard to the CCMPO Board for their endorsement. The policy statement was approved.
- 3.11 Development Review – **15% Complete** [*Staff Manager: Susan Smichenko*]
- Staff reviewed additional data provided by L&D on the Finney Crossing development in Williston.
- 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 the 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*]

- Stakeholders' meeting was held on September 14, 2006, consultant presented alternatives.
- Third Sector Associates attended and wrote meeting notes for the Stakeholders' meeting; and attended a meeting of the consultant team and MPO staff 9/22/06.
- Meeting with staff, VTrans, CCTA and consultant was held to determine next steps for the project. It was decided to have RSG develop the draft plan to be presented to the stakeholders in late 2006. A meeting will be held in early 2007 for the public to provide feedback.
- Staff and RSG met with the South Burlington planning commission to discuss the Route 2 project in conjunction with City Center.

3.15 Route 15 Corridor Study - **20 % Complete** [Staff Manger: *Susan Smichenko*].

- Meetings with the Colchester planning commission, Winooski DRB, and the Essex/Essex Junction select boards were held to get feedback on existing conditions in the corridor.
- Continued to assist the consultant in obtaining existing information.
- Third Sector Associates worked with municipal reps to schedule and publicize community meetings in Colchester (9/19), Winooski (9/26) and Essex/Essex Junction (9/28). She completed draft meeting notes and worked with the consultant team to finalize them.

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 – **75% Complete for season** [Staff Manager: *Daryl Benoit*]

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

- Continued collection of intersection and ATR count data
- Continued collection of Milton pavement condition samples.
- Accepted new data requests from towns.
- Continuing calculation of 2006 AADTs and posting completed counts online.

4.02.1 Planning Assistance and Coordination - **25 % Complete** [Staff Manager: *David Roberts*]

- Consultant is finalizing the Exit 17 Growth Center Transportation study
- Hinesburg Village sidewalk feasibility study presented to the Selectboard in September. Final report expected in October.
- Underhill Flats sidewalk feasibility study draft plans reviewed by VTrans. Consultant making minor modifications in preparation for public meeting expected in October.
- Charlotte Greenbush Rd / Thompsons Point Rd and Thorpe Brook culvert technical assistance. Town officials decided not to pursue the Greenbush / Thompsons Point Rd intersection study. Thorpe Brook work expected to begin October.
- Charlotte Ferry Rd / Greenbush Rd paths feasibility study. In lieu of the Thompsons Point intersection study, the town has requested a feasibility study of paths in the Charlotte village center. A site visit is scheduled for early October to discuss options.
- Colchester Severance corners pedestrian study. The consultant is preparing draft plans for staff and landowner comment in October.
- Staff participation on the steering committee for the Burlington Downtown Transit Center project. Alternatives sites were solicited for further analysis.

4.01.1.1 VTrans Planning Assistance and Coordination - **20 % 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. Indirect and Cumulative Impact public workshop held in September. Public meetings on the alternatives analysis are tentatively scheduled for mid-November. 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 – **5% complete** Staff manager: *Peter Keating* First meeting of the project steering committee held with a focus on pedestrian issues.
- Richmond and Williston continue work on the East Hill Road Transportation Study.
- Jericho Dickinson St technical assistance. Town approved scope of work and kickoff meeting held in September.

4.03 Transportation Model Maintenance and Enhancement – **10 % Complete** [Staff Manager: *David Roberts*]

- <http://www.ccmppo.org/modeling/>
- MPO staff met with model consultant to discuss air quality modeling issues as well as new enhancements to the modeling system proposed over the next two years. This includes a potential shift to a daily model from an AM and PM peak hour model as well as expansion of the model area.

4.04 Chittenden Traffic Alert Program – **77 % 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.
 - TIP flyer has been completed and is being distributed to interested parties.
- 5.02 TIP Project Tracking and Management – **15% Complete**
- TIP amendment approved for CCTA Interregional Bus Service.
- 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.
 - Meeting to be held with Williston Selectboard on October 16 to present comments from resource agencies.
- VT15/Educational Drive, Essex Junction – **90%**
- Alternatives presentation meeting held with Village Trustees. Trustees voted to pursue short term improvements, but not to pursue signalization at this time. Report to be completed in October.
- VT116 Potash Brook Culvert, South Burlington
- Existing conditions information being collected.
 - Alternatives Presentation Meeting will be held October 2 with South Burlington City Council.
- Hinesburg Park and Ride, Hinesburg
- Project finished.
- 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**

- Set up first event for initiative scheduled to occur 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. Will do same with Finance Committee in October.