

MONTHLY PROGRESS REPORT FOR FY 2008

September 2007

The following outlines the major activities of CCMPO in September 2007 by Work Task. This is the third month of our FY 2008. Therefore, 25% of time has elapsed.

1.0 Existing System Preservation and Improvement Services

1.1.1 Safety Program - **25% Complete** [Staff Manager: Jason Charest]

- Jericho and Milton Road Safety Audit Reviews (RSARs) were conducted on September 11th. Awaiting reports from VTrans.
- Airport Parkway/Shamrock Road RSAR recommendations were installed.
- An outline of the MPO's Safety Plan was presented at the board meeting. Refining of this plan will take place over the coming months.

1.1.2 Incident Management Training (CCRPC) - **5% Complete** (Staff Manager: Dan Senecal Albrecht)

- Preliminary planning begun for training session schedule and publicity.

1.1.3.1 Planning Assistance and Coordination - **15% 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 completed and accepted by town. Waiting to hear from town regarding a final public meeting on the study prior to completing the project.
- Huntington traffic calming - traffic counts in Huntington village areas to support traffic calming study under review.
- I-89 Exit 12 Park and Ride Study kickoff meeting held on September 25th. This study will be examining traffic implications associated with a potential park and ride lot just south of I-89 at exit 12 in Williston. The study will analyze traffic conditions in 2018 and 2030 and provide recommendations on traffic control devices at the intersection with VT 2A.
- Shelburne Street Rotary Study [Staff Manager: Eleni Churchill] – The project committee (VTrans, Burlington DPW and the MPO) met with the consultant (RSG) to review and discuss the interim Traffic Memorandum and decide on the next steps for the study. It was decided that two alternatives—four leg traffic signal and a four leg roundabout—will be carried forward for further study. A public meeting was also added to the SOW and the consultant will submit a letter indicating additional costs.

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

- Assisted VTrans with SR2S infrastructure grant application evaluation.
- Staff provided extracts of Circ EIS data to the town of Williston regarding changes in traffic volumes between different alternatives under consideration in the EIS.

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

- Staff continued serving on the Burlington Transportation Plan steering committee.
- Participated in Car Share meeting to determine appropriate type of service, management possibilities, and funding sources.

- 1.2.1 Transportation Systems Management (TSM) - **15% Complete** [*Staff Manager: David Roberts*]
- Work is underway on the Dorset St signal optimization project. Draft findings are expected in October, with implementation to follow shortly thereafter.
- 1.2.2 ITS Applications (CCTA) - **____% Complete** [*Staff Manager: Aaron Frank*]
- Cherry Street Sign System: Accepted and in use as intended. We ordered Spot templates and pavement has been marked with “Spot” numbers to match electronic displays. Atomic clock on order.
 - Traffic Signal Priority: Reviewing report commissioned by VTrans.

2.0 Sustainability/Livability Services

- 2.1.1 Defining substantial regional impact (CCRPC) - **40% Complete**- (*Staff Manager: Tim Fluck*)
- The SRI Task Force continued its review of the draft SRI definition.
- 2.1.2 Regional Models (CCRPC) - **5% Complete** (*Staff Manager: Melanie Needle*)
- Staff met with Austin Troy about the status of implementing Urban Sim for Chittenden County.
- 2.1.3 Chittenden County Public Transit Futures (CCRPC) - **0% Complete** (*Greg*)
- Project will start up in October
- 2.1.4 Development Review - **____% Complete** [*Staff Manager: Eleni Churchill*]
- No work this month.
- 2.2.1 Regional Open Space Plan (CCRPC) – **0% Complete** (*Tim Fluck*)
- No progress to report.
- 2.2.2 Data Update and Maintenance (CCRPC) - **20% Complete** (*Melanie & Pam*)
- Staff revisited the recent update to the employment database because of spatial accuracy issues. Staff continued to contact sewer treatment facilities for 2007/2005 flow data.
 - Staff continues to edit and prepare trails data for the Local Motion online trail finder website.
 - Staff made minor changes to TIP data and map. A draft wall size TIP map has been produced for CCMPO staff review.
 - Staff has updated a number of data layers throughout the month.
- 2.2.3 Environmental Planning - **5% Complete** [*Staff Manager: Christine Forde*]
- Staff continues to participate on the Governor’s Climate Change Commission
 - Staff continues to participate on the CCRPC Brownfields Advisory Committee
- 2.2.3.1 Land Use, Transportation and Air Quality (CCRPC) - **5% Complete** (*Julie Potter*)
- Staff continues a literature search on municipal non-attainment issues and best local land use practices for air quality improvement.

- 2.3.1 Regional Comprehensive Planning Involvement - **10% Complete** [Staff Manager: *Scott Johnstone*]
- No critical activity to report at this time
- 2.3.2 Western Vermont Gateway Corridor Study- **_2_% Complete** [Staff Manager: *Eleni Churchill*]
- The kickoff meeting for the Western Corridor Transportation Management Plan (WCTMP) took place September 24th. Present at the meeting were representatives from participating RPCs, VTrans, FHWA, CCMPO and members of the consultant team. The participants discussed and provided feedback on a revised *Public Participation Plan*, expansion of the Project Advisory Committee (PAC) and the draft *Study Goals and Objectives*. MPO staff is currently working with the consultant team to draft a *Mission Statement* and revise the *Study Goals and Objectives*. A list of potential organizations that should be invited to participate in the expanded PAC is being developed as well as a list of possible topics for the focus groups.
- 2.3.3 Route 15 Corridor Study - **_80_% Complete** [Staff Manager: *Eleni Churchill*]
- The draft Implementation Plan for the Route15 Corridor study was developed and sent to the Stakeholders for their review and comment prior to the Stakeholders Committee meetings on September 27th. MPO staff and the consultant team worked to develop material for the third and final public workshop for this corridor study which is scheduled for October 10th at St. Michael's College.
- 2.3.3.2 Route 15 Corridor Transportation and Land Use (CCRPC) - **_0_% Complete** (*Samantha Tilton, Greg Brown*)
- Project will start up in October
- 2.3.4 Milton Town Core Traffic Circulation Study - **5% Complete** [Staff Manager: *David Roberts*]
- Work has resumed on the Milton Town Core Traffic Study. The consultant is using the land use information developed in the town's economic development plan to estimate future travel demand in the village area. Waiting on detailed data regarding the shopping center development plans before proceeding with detailed analysis.
- 2.3.5 Transportation for Livable Communities - **____% Complete** [Staff Manager: *Peter Keating*]
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- 2.3.6 Futures Initiative- **10% Complete** [Staff Manager: *Scott Johnstone*]
- Continue to meet with Champlain Initiative to potentially take over administration of this initiative in the future.
- 2.3.6.1Futures Initiative Land Use Assistance (CCRPC) - **_15_%Complete** [*Greg Brown*]
- Program design complete. Further work delayed by CIRC DEIS review. Restart in October.
- 2.4.1 Alternative Fuels Plan - **15% Complete** [Staff Manager: *Scott Johnstone*]

- Discussed proposals with Quebec Labrador Foundation related to alternative fuels demonstration

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

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3.0 Multi & Intermodal Services

3.1.1 -

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

- Waterbury Park & Ride: Planning and Operation staff met with VTrans District 6 official at the Waterbury Park & Ride to discuss possible ways to make it work more smoothly for the Montpelier Link Express. Currently, an absence of any signage, striping, or parking directions results in somewhat haphazard parking, interferes with the movement of the Link bus through the lot, and could prevent CCTA from serving it this winter. We have researched costs for striping plans, cleaning and striping. A follow-up meeting is scheduled with VTrans to continue to resolve these issues.
- Cliff Street Design Alternative: Planning staff attended a meeting of the Cliff Street (Burlington) Steering Committee to discuss design alternatives for Cliff Street between Prospect and Willard. CCTA's main concern was a proposal to make Cliff Street one-way uphill. After listening to CCTA's concerns about how making Cliff Street one-way uphill would impede our ability to serve the UVM Redstone Campus with the City Loop, they agreed to not consider any of the design alternatives that would make Cliff Street between Prospect and Summit one-way uphill.
- Burlington Downtown Transit Station: No activity.
- Passenger Shelters: The shelter at 371 Maple has been installed and is glazed. The shelter at Kennedy Drive and Timberlane shelter is set awaiting glazing and bolting to the pad.
- Fort Ethan Allen East Entrance Signal: No Activity.
- E&D Program: The Chittenden County E&D program is now being administered by GMTA, due to two factors: the program being unique to Vermont and given the State's complete oversight responsibility for GMTA and limited responsibility for CCTA. VTrans released ¼ of the funding for the first four months as a result of the GMTA Board having concerns about the proposed grant agreement. By the time of the CCTA board meeting, these issues should be resolved. The late issuance of a grant agreement has delayed GMTA's agreements with the eleven Chittenden county partner human service agencies.
- The eleven partner agencies met, determined FY 08 funding shares of the \$299,000 grant and voted to include a \$5,000 pool of funding for non Medicaid medical transportation for residents of the outer ring towns of Chittenden County (which are neither members of CCTA nor E&D members) including: Bolton, Buels Gore, Charlotte, Hinesburg, Jericho, St. George, Underhill and Westford.

- ADA: We met with local cab companies to address our needs and expectations with regard to: driver background checks, insurance, service record keeping and reporting, and invoice and payment procedures. We are researching and preparing additional information about these concerns.
- 3.1.6 Public Transportation Planning by CCMPO- **25% Complete** [*Staff Manager: Peter Keating*]
- Proposal review and consultant selection for Hinesburg public transit plan.
 - Held joint meeting between the Public Transportation Committee and CCTA's Strategic Planning Committee to discuss governance and finance issues.
- 3.1.7 Aging of Vermont Transportation Users- **____% Complete** [*Staff Manager: Peter Keating*]
- No activity this month.
- 3.1.8 Safe Routes to Schools- **25% Complete** [*Staff Manager: Peter Keating*]
- Local Motion staff launch second year with seven schools on education and outreach programs.
- 3.1.8.1 Safe Routes to Schools (Lite) - **5% Complete** [*Staff Manager: Peter Keating*]
- Hosted SR2S open house to provide information to and solicit interest from school administrators. Four schools tentatively identified to receive services on program education and outreach.
- 3.2.1 Transportation Improvement Program (TIP) Development- **FY08-11 TIP is 95% Complete** [*Staff Manager: Christine Forde*]
- Cost escalated TIP was approved by the TAC and Board.
 - Staff working on TIP Flyer for distribution in October.
 - Staff attended the annual STIP hearing.
- 3.2.2 TIP Project Tracking and Management - **5% Complete** [*Staff Manager: Christine Forde*]
- Staff working on FY07 Year End Report.
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- 3.3.3 Access and Mobility (CCTA) [*Staff Manager: Aaron Frank*]
- Hill Employee Survey Data: Staff completed review and analysis of the CATMA survey data on work times for Hill employees and how they related to Middlebury and St. Albans Link trip times. A draft memo has been prepared.
- 3.3.4 2030 Metropolitan Transportation Plan (MTP) - **5% Complete** [*Staff Manager: Peter Keating*]
- Continue working with FHWA and UTC staff on scenario planning workshop.
- 3.3.5 Freight Transportation Planning - **____% Complete** [*Staff Manager: Daryl Benoit*]
<http://www.ccmpto.org/freight/>
- Met with New England Central Railroad regarding conditions existing in the Burlington Rail Tunnel

- Collaborating with GRIP on development of MOU to guide organizations relationships
 - Staff attended the American Short Line & Regional Railroad Association (ASLRRRA) Eastern Region Meeting at the Hilton Burlington (23-25 Sep 2007). The agenda can be found here:
http://www.aslrra.org/meetings_seminars/eastern_region_meeting/meeting_program/
- 3.4.1. Bicycle Pedestrian Transportation Planning - ___% Complete [*Staff Manager: Peter Keating*] [http:// www.ccmppo.org/BikePed/](http://www.ccmppo.org/BikePed/)
- Staff obtained the summertime Burlington Bikeway Bike/Ped data from the new infrared counters from VTrans. Data needs some post processing to estimate pedestrians vs. bicyclists, and should be available to the public in October.
- 3.4.1.1 Update Bike/Pedestrian Plan - 5% Complete [*Staff Manager: Peter Keating*]
- Reviewed proposal and selected consultant to update Bike/Pedestrian Plan.
- 3.4.1.2 Regional/Inter-Regional Bike-Pedestrian Coordination - ___ % Complete [*Staff Manager: Bryan Davis & Peter Keating*]
- Drafted resolution to support participation in Rails-to-Trails Conservancy’s 2010 Campaign for Active Transportation.
 - CCMPO Board adopted resolution supporting participation in Rails-to-Trails Conservancy’s 2010 Campaign for Active Transportation staff.
 - Distributed resolution to member municipalities and other partners seeking their support for participation in Rails-to-Trails Conservancy’s 2010 Campaign for Active Transportation.
- 3.4.2 Reduce SOV (CCTA) - ___% Complete [*Staff Manager: Aaron Frank*]
- St. Michael’s Late Night Service and Unlimited Access: Staff helped prepare a proposal to St. Mike’s to offer later evening service on the Essex Junction route until midnight (last trip departs Cherry St. at 11:30 PM) on Friday and Saturday night. St. Mike’s has also indicated interest in beginning an Unlimited Access program when the later evening service begins.
- 3.4.3 Transportation Demand Management (TDM) - ___% Complete [*Staff Manager: Peter Keating*].
- Approved BBA TMA downtown employer survey scope of work and authorized work to begin.
- 3.4.3.1 Way to Go Week – 5% Complete [*Staff Manager: Peter Keating*]
- Met with consultant and partners to discuss event marketing materials and web improvements.
- 3.4.4.1 Project Definition (Scoping) Studies – (CCMPO Staff) - ___% Complete
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- 3.4.4.2 Project Definition (Scoping) Studies (consultant)- 5 Complete [*Staff Manager: Christine Forde*]
VT15/Sand Hill Road, Essex
- Awaiting review and approval by VTrans.

Queen City Park Road Bridge, Burlington

- Consultant is developing alternatives. Alternatives Presentation Meeting to be held in November.

Bridge Street Bridge, Richmond

- Consultant is developing alternatives.

I-89 Exit 12B

- Consultant is working on traffic modeling assumptions.

VT15/Ethan Allen Avenue

- Consultant given notice to proceed.
- Kickoff meeting with Essex, Colchester, CCTA and VTrans to take place in October.

VT2A/James Brown Drive

- Consultant given notice to proceed.
- Kickoff meeting with Williston and VTrans to take place in October.

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

- Hinesburg Public Transportation Plan: Staff participated in the review and selection process to determine which consultant will prepare the Hinesburg Public Transportation Plan. The Town of Hinesburg received United We Ride program funds through VTrans and is working with the MPO to use the funds to develop a plan for improving public transportation services and options in Hinesburg and between Hinesburg and the surrounding region.
- Burlington Neighborhood Improvement Nights: Planning staff attended several Burlington City Ward Neighborhood Improvement Nights during September. The topic of the Neighborhood Improvement Nights this year was the Burlington Transportation Plan. Staff attended to listen to comments and suggestions about transit as it relates to the Transportation Plan.
- Winooski Multimodal: Read and commented on project portions of a City RFP for a bus waiting area in Spinner Place. The project includes: bike racks, bus shelters and related transit amenities.
- Route 15 Corridor Study: Participated in final public meeting and considering public comments.

4.1.3 Traffic Alert Program - ___% Complete *[Staff Manager: Dave Roberts]*

- Traffic Alerts are underway for the 2007 construction season.

4.1.4 Communications – 10 % Complete *[Staff Manager: Scott Johnstone]*

- CCMPO-related articles retrieved from local papers

4.2.2 Improve Facilities (CCTA) -- ___% Complete *[Staff Manager: Aaron Frank]*

- **Bus Storage Expansion:** The building is about 95% complete. We are waiting on lights, a heat exchange/air handling units, and the blasting for the stormwater retention pond. Maine Drilling and Blasting is in the process of submittals. Their blasting plan needs to be approved by the City before we can issue a notice to proceed.
- **Facility Improvements** The parking lot repaving and striping is complete. We have also completed landscaping improvements for the front of CCTA (replacing grass in swales with lower maintenance plantings, moving maple trees to secure locations out of swales (plans called for complete removal, due to stormwater permit but we managed to save them). We reviewed and visited site built vs. prefab paint booths and feel a hybrid will be most cost effective and useful for CCTA. We are now working on paint booth specifications.
- **Cherry St. Station:** With the money saved on paint, we issued a change order to cover the following additional items to spruce up Cherry St: carpet in kiosk, replace worn out plexiglass above kiosk w/ tinted glass, remove and replace window w/AC unit for security/aesthetic reasons, replace remote 1 (driver rest room) windows, replace kiosk heater, replace broken lighting fixtures, repair city sidewalk sections, and repair drywall inside kiosk.

Old Plexiglass signs on streetlights around Battery and Cherry Streets These signs have been removed.

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

- Began compiling “product summaries” of CCMPO assistance for all member municipalities.
- Continued answering questions, researching information and working with towns on local issues.

4.2.4 Project Coordination Assistance Initiative – **10% Complete** [*Staff Manager: Scott Johnstone*]

- Considering existing systems to determine how best to provide information to our members

4.2.5 Public Involvement – **17% Complete** [*Staff Manager: Bryan Davis*]

- Continued interviewing staff, board, TAC members and other partners as part of updating the Public Involvement Plan.
- Began coding transcribed interviews to reveal emergent themes.

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

- The CCMPO Board met, hearing a safety update from VTrans and MPO plans to improve safety planning in our region. Board was also presented a resolution for the 2010 Campaign for Active Transportation, which they adopted. Lastly, a progress report on our new Small Communities was presented.
- The Executive Committee met on September 5, 2007.

4.3.2 Transportation Advisory Committee (TAC) - **25% Complete** [*Staff Manager: Peter Keating*]

- The TAC heard a presentation from the general manager of the Chittenden Solid Waste District on the transportation impacts of trash hauling; staff gave updates on signal optimization, the Dorset Street corridor, Williston Park and Ride efforts, the latest regarding the CIRC EIS, road safety audit schedule, updating the public involvement plan, the status of the small communities initiative, and scoping projects in Burlington, Essex, Richmond, and Williston. Also, the Hinesburg public transportation plan, the downtown TDM/TMA survey, the Western Corridor project and current conditions related to the rail tunnel in Burlington.

4.3.3 Training and Staff Development – 25% Completed *[All Staff]*

4.3.4 Training (CCTA) - ___% Complete *[Staff Manager: Aaron Frank]*

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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 produced a table which shows land use densities along CCTA routes as part of the TOD model ordinance discussion.
- Staff produced a map for Route 15 project.

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.

4.3.8 Transportation Model Maintenance and Enhancement - 7% 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 fall 2007. Potential participation in the NHTS may affect the proposed schedule. Current tasks proposed for the update include expanding the model area to portions of Franklin County and moving from a peak hour model to a daily model of trips.

4.3.9 Research Initiative for Highway Investments - 5% 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 fall.

4.3.10 Legislative Monitoring - 0% Complete *[Staff Manager: Scott Johnstone]*

- No significant activity this period

4.3.11 Performance Measures and Indicators Initiative - 5% Complete *[Staff Manager: Scott Johnstone]*

- No significant activity this month

4.3.12 Performance Tracking (CCTA) - ___% Complete[Staff Manager: Aaron Frank]

- CCTA Board Performance Report: Completed peer and route analysis for a future board meeting. Researched the history of performance measurement at CCTA and made recommendations for board consideration.
- National Transit Base Reporting: Began organizing information for FY 07 report.

4.3.13 Innovative Finance Initiative- 15% Complete[Staff Manager: Scott Johnstone]

- Sent invitations to fill work groups and commission with interested participants.
- Received draft white papers from consultant