

MONTHLY PROGRESS REPORT FOR FY 2010

January 2010

The following outlines the major activities of CCMPO in January 2010 by Work Task. This is the seventh month of our FY 2010, therefore, 58% of time has elapsed.

1.0 Existing System Preservation and Improvement Services

- 1.1.1 Safety Program – **58% Complete** [*Staff Manager: Jason Charest*]
 - Staff reviewed and commented upon a draft report from VTrans for the Highway Safety Improvement Program's (HSIP) review of the Winooski Circulator.
 - Staff participated in January's TPI discussion regarding the HRRR (High Risk Rural Roads) program.
 - Staff continues to participate in the Core Group meetings of the Strategic Highway Safety Plan (SHSP) multi-agency initiative.
- 1.1.2 Incident Management Training (CCRPC) – **58% Complete** [*Staff Manager: Melanie Needle*]
 - Staff hosted ICS 400 training on January 11-12th.
- 1.1.3.1 Planning Assistance and Coordination – **58% Complete** [*Staff Manager: David Roberts, except as noted*]
 - Hinesburg Traffic Review – CCMPO received a request from Hinesburg to assist the town's DRB in reviewing site plans and traffic impacts for a proposed development at the northwest corner of the VT 116 / Commerce St / Farmall Dr intersection. Kinney Drugs would be one of the main tenants of the proposed development. CCMPO will provide comments related to on-street parking options and the development traffic study over the next month.
 - Essex Junction Pearl St (VT 15) / West St Ext – CCMPO is in discussion with VTrans to determine whether signal optimization funding could be spent to upgrade equipment at this intersection. The Village is taking over the section of VT 15 nearby as class I town highway and is concerned the antiquated equipment at this location could be a liability in the future. Staff will present information on this to the TAC in February.
 - Director met with Essex Junction planning staff to discuss transportation project progression in the community (01/26).
- 1.1.3.2 VTrans Planning Assistance and Coordination – **58% Complete** [*Staff Manager: David Roberts*]
 - The Circ-Williston Draft Environmental Impact Statement (DEIS) has been available since August 2007. Public comments are posted on the project website at <http://www.circeis.org/>. FHWA identified a preferred alternative for the Final Environmental Impact Statement (FEIS) located in the Circ A/B corridor in July 2008 and has recommended this alternative to the Army Corps of Engineers as the Least Environmentally Damaging Practicable Alternative (LEDPA) for the Corps' process for Section 404 of the Clean Water Act regulating wetlands impacts. The timeline for completing the environmental process is uncertain as FHWA, the Army Corps of Engineers, EPA, and VTrans continue interagency discussions of wetlands issues prior to finalizing the EIS. VTrans recently issued a newsletter announcing a modification of the alignment near Mountain View Rd to lessen the impacts on the forested wetlands in that area. VTrans hopes to issue the FEIS in early 2010 with the formal Record of Decision on the preferred alternative following mid-year.

1.1.3.3 Planning Assistance (Locally Managed) - **58% Complete** [Staff Manager: David Roberts, except as noted]

- Exit 16 Transportation Management Study [Staff Manager: Eleni Churchill] – A modified scoping study will be initiated in the next few weeks to select and refine a preferred alternative (short/medium term timeframe) for the Exit 16 area from the intersection of South Park Drive to Rathe Road in Colchester. CCMPO and VTrans staff from various agency divisions/sections met to discuss increasing concerns with safety and congestion issues at the Exit 16 area.
- Exit 17 – Chimney Corners Traffic Analysis [Staff Manager: Eleni Churchill] – This report was finalized and is posted on the CCMPO web site. CCMPO staff met with Colchester staff and area developers to discuss traffic analysis results from the Exit 17 re-analysis report.
Essex Junction VT 2A Circulation and Study & Village Connector Road Analysis [Staff Manager: Eleni Churchill] – Received minor comments on the final draft reports from VTrans’ traffic research section. The consultant is in the process of addressing the VTrans as well as CCMPO comments. It is anticipated that these reports will be finalized in February, 2010.
- Burlington Streetcar Study [Staff Manager: David Roberts] – The City’s consultants have prepared a streetcar briefing report summarizing the history of streetcars in Burlington and reviewing costs and requirements for new service. A comparison of bus and streetcar operating costs and transit-oriented development potential in the City is included in this briefing report. The city anticipates scheduling a public meeting in the near future to review the briefing report and solicit feedback prior to completing a final streetcar feasibility report.
- Burlington’s Waterfront South Access Study [Staff Manager: Eleni Churchill] – The primary goal of this project is to develop access and circulation alternatives for the waterfront area south of Perkin’s Pier in Burlington. Staff from the Departments of Public Works, CCMPO and RSG met with Vermont Railways to discuss rail-yard issues and mutually (city and railroad) beneficial strategies to address truck traffic/congestion / safety issues in the study area. RSG is finalizing the economic development profile task with input from DPW and CCMPO staff.

1.2.1 Transportation Systems Management (TSM) and Intelligent Transportation Systems (ITS) – **58% Complete** [Staff Manager: David Roberts]

- Staff has completed preliminary analysis of optimized signal timings at VT289 and Essex Way. A draft memo was provided for the town’s review in September and we are awaiting comments from the town.
- VTrans is considering the CCMPO’s request to use a portion of our \$100,000 in FY10 TIP funding for the optimization program on minor equipment upgrades, such as new controller hardware or wireless/time based coordination hardware for signals without hardwire connections. Staff will present an update on this program to the TAC in February in conjunction with a discussion on the recent request from Essex Junction for funding signal equipment upgrades at VT 15 / West St Ext.
- Staff is continuing research on Transit Signal Priority systems in anticipation of a pilot study to begin in FY10.
- Staff began planning for the February 9 Road Managers meeting in Winooski. Reminder postcards were distributed via email and speakers were invited to participate.

1.2.2 Efficiency Improvements (CCTA) – **58% Complete** [Staff Manager: Aaron Frank]

- Fort Ethan Allen Signal: Reviewing early progress design drawings for this project.

- Real Time Passenger Information: We are preparing an analysis of system used in other university markets as well a system definition including components and integration of components.

2.0 Sustainability/Livability Services

- 2.1.2 Regional Models (CCRPC) - **30% Complete** [Staff Manager: *Melanie Needle*]
- Staff calculated future households and employment in 2060 for municipalities outside the core of the County. This forecast will be compared with the MTP land use scenarios. Staff and Director worked with CCMPO Staff and Director to further examine employment and population estimates. Director and CCMPO Director met with UVM researchers on January 20 to further determine ability to possibly use UrbanSim in the future.
- 2.1.4 Transportation Land Use Planning and Review **58% Complete** [Staff Manager: *Eleni Churchill*]
- No activity to report.
- 2.1.5 Transportation Land Use Planning (CCRPC) – **58% Complete** [Staff Manager: *Charlie Baker*]
- Director and staff met with CCMPO Director and staff on January 5th to jump start the work in revising the MOU and associated documents. Director and staff revised program for transportation and regional planning forums in cooperation with TRC for March 4th and 5th. Director and Vice Chair attended and participated in January 20 CCMPO Board meeting. Directors met to discuss potential car share opportunities. Reviewed potential joint UPWP project proposal.
- 2.1.6 Transportation Corridor Viewshed Analysis (CCRPC) – **58% Complete** [Staff Manager: *Pam Brangan*]
- Staff was given the volunteer data for another road in Jericho. A small amount of time was spent adding this data into the already created GIS data layer and providing an updated Jericho map.
- 2.1.7 Transportation Corridor Viewshed Analysis - **58% Complete** [Staff Manager: *Michele Boomhower*]
- In Phase I: Assessment of Scenic Roadscape Resources:*
- Smart Growth has been working on the final task – to develop draft maps and other visual documentation of scenic resources with accompanying text. They’ve recently received permission from Seth and Dana to do this as a web-based resource rather than a document. Smart Growth is currently working on developing the map and uploading segment summaries and photos.
- In Phase II: Identification of Preferred Strategies for Scenic Roadscape Protection:*
- Smart Growth is researching and drafting the summaries of strategies for each town.
 - Smart Growth is working on setting up meetings in March to review these strategies.
- 2.2.2 Land Use Data Update and Maintenance (CCRPC) – **58% Complete** [Staff Manager: *Melanie Needle & Pam Brangan*]
- A small amount of time was spent on Huntington & Essex culvert data.
 - Staff provided charts for an CCMPO press conference on February 1st.
- 2.2.3 Environmental Planning - **58% Complete** [Staff Manager: *Christine Forde*]
- The CCMPO Transportation Advisory Committee continued discussion on the air quality report at the January meeting (1/5).

- Director met with CCRPC staff to discuss Wildlife Connectivity workprogram task and plan for kick off activities (01/27).
 - Director and staff worked with CCRPC staff on edits to the Air Quality Report.
 - Director participated in an interview with the Burlington Free Press regarding the Air Quality Report.
- 2.2.3.1 Environmental Planning: Air Quality (CCRPC) - **90% Complete** [*Staff Manager: Julie Potter*]
- Staff presented the draft air quality report at the MPO's Transportation Advisory Committee (TAC). Staff revised the draft report in response to TAC and public comments. The report will be on the TAC agenda in February.
 - Staff reviewed information about EPA's proposal to make the maximum acceptable standard for ozone more stringent.
 - The Burlington *Free Press*' article on the air quality report ran January 3rd.
- 2.2.3.2 Environmental Planning: Energy & Climate Action Plan (CCRPC) - **58% Complete** [*Staff Manager: Julie Potter*]
- Staff researched energy and climate action issues.
- 2.2.3.3 Environmental Planning: Online Resource Mapping (CCRPC) - **58% Complete** [*Staff Manager: Pam Brangan & Melanie Needle*]
- Another component to this task has to do with wildlife connectivity and transportation. Staff attended a Critical Paths Workshop. Staff also began collecting data to inform us of wildlife connectivity within Chittenden County. Staff began organizing a meeting of various staff, state, and board members to discuss this project in more detail.
- 2.2.3.4 Environmental Planning: Stormwater (CCRPC) - **58% Complete** [*Staff Manager: Dan Senecal-Albrecht*]
- Staff contacted Dubois & King to assure final deliverables of Huntley Road Culvert Study and Estimate were delivered to Westford.
- 2.3.1 Regional Comprehensive Planning Involvement - **58% Complete** [*Staff Manager: Michele Boomhower*]
- Staff continued serving on the RPC's Regional Plan update committee, expected to convene monthly and advise staff on document revisions.
 - Director and staff met with CCRPC Director and staff on January 5th to work on revising the MOU and associated documents. Director coordinated with CCRPC on the program for the transportation and regional planning conference to be held in cooperation with TRC for March 4th and 5th.
 - Director and staff met with CCRPC Director to discuss potential car share opportunities (01/21)
 - Director discussed potential joint UPWP project proposal with CCRPC Director.
- 2.3.3 Corridors and Circulation – **58 % Complete** [*Staff Manager: Eleni Churchill*]
- *Colchester Avenue Corridor Plan*: CCMPO staff and Wayne Senville (Colchester Avenue Task Force member) met with Joe Segale (RSG project manager) to discuss and refine the public participation plan of this study. The kick-off meeting for this study was held January 27, 2010 at Fletcher Allen's McClure conference room. Participants included Colchester Avenue Task Force and Ward 1 NPA members as well as other interested parties.

- 2.3.3.1 Western Vermont Transportation Management Plan [Multiyear Project] - **100% Complete** *[Staff Manager: Eleni Churchill]*
- The draft final report was slightly revised to address public comments received from the municipalities of Essex Junction and Charlotte as well as UVM’s Campus Planning Services. The revised report and responses to the public comments received were presented to the CCMPO Board at their January meeting. The Board “Accepted” the Western Corridor Plan presented and added specific language under the “Improve Rail Efficiency” category. VTrans and CCMPO staff discussed these minor revisions and VTrans indicated that these were acceptable and that the report was “Accepted” by Secretary Dill.
 - To download a copy of the Final Report, please visit: <http://www.vtwesterncorridor.org> .
- 2.4.1 Alternative Fuels Plan - **25% Complete** *[Staff Manager: Michele Boomhower]*
- Director coordinated with Vermont Gas regarding a federally directed funding request to establish a Natural Gas filling station in Chittenden County.

3.0 Multi & Intermodal Services

- 3.1.1 – 3.1.5 Create and Improve - **58% Complete** *[Staff Manager: Aaron Frank]*
- Cherry St. Short Term Accommodations: Made presentation to the CCTA board on the need for short term improvements and continue to work with the City of Burlington.
 - Passenger Shelters. We are working on our permits and license to use agreements for a shelter for the University Mall. We developed some sketches for improvements at the Essex Junction Amtrak Station that would include a proper bus shelter. We continue to work on siting shelters for FY 11.
 - Regional Public Transportation Expansion
 - a) Transit Development Plan (formerly SRTP): Staff recently completed the formal three- month TDP Stakeholder Committee input process which included three Stakeholder Committee meetings. The topics of the meetings were:
 - Meeting 1: Existing Conditions and Needs Analysis
 - Meeting 2: Vision and Initial Service Strategies
 - Meeting 3: Refined Service Strategies
 - b) Staff also met with the CCTA Strategy Committee (a sub-committee of the CCTA Board) in early January to discuss the TDP progress to-date, confirm the timeline for the project, and review a draft vision statement for the plan. The draft TDP materials can be found in the TDP section at the bottom of <http://www.cctaride.org/resources/documents.html>
 - c) Regional Park and Ride Plan: Staff attended the second meeting for CCMPO’s Regional Park & Ride Plan update. This meeting focused on an inventory of existing facilities and a study of travel characteristics in and around Chittenden County that have an impact on park & ride demand. Staff thoroughly reviewed the facility inventory and provided corrected data on transit service, amenities, geographic constraints, and passenger usage. Staff also provided detailed information on the private lots the CCTA Link routes serve, Link boardings by stop, and bike boardings on the Link routes.
- 3.1.6 Public Transportation Planning by CCMPO – **58% Complete** *[Staff Manager: Peter Keating]*
- Staff continued to review draft material from the CCTA Transit Development Plan update and participated in the project’s on-going stakeholder’s committee meetings.
 - Director continued to coordinate activities related to public transportation access to Tilley Drive, South Burlington. Meetings were held on January 1st and 8th.

- Director participated in a meeting on *Transporting the Public* sponsored by AARP Vermont (1/19), this was followed up with a staff level discussion (1/21).
 - Director and staff met to discuss demographic mode shift results from recently obtained Census data (1/7).
- 3.2.1 Transportation Improvement Program (TIP) Development - **58% Complete** [*Staff Manager: Christine Forde*]
- Staff reviewed FY09 obligation figures received from VTrans and worked on the FY09 Year End Report.
 - Staff began FY12 project prioritization.
- 3.3.1 Access and Mobility (CCTA) - **58% Complete** [*Staff Manager: Aaron Frank*]
- E&D Program: After the completion of six months of the fiscal year, the program continues to run on budget. A few agencies/communities continue to be over their budget allotment. VTrans announced that E&D supplemental funding is available for programs statewide. We may apply for some of this supplemental funding to help the Visiting Nurses Association with their adult day program transportation which is presently 10% over budget. A meeting of the E&D Committee will take place on Tuesday, February 9th at 9am to discuss the redistribution of the program's funding among the various agencies.
 - ADA Program: ADA ridership in December set a record for Chittenden County with 3,721 rides provided by SSTA; 28% higher than the December of last year. For FY10, ridership is up 16%. This large increase may be due to several factors such as caseworkers do a better job informing their clients of the programs availability, the popularity of sedan service in lieu of cutaway vans, and funding shortfalls in other transportation programs forcing riders to turn to ADA.
- 3.3.4 2060 Metropolitan Transportation Plan (MTP) - **58% Complete** [*Staff Manager: Peter Keating*]
- Staff presented 2025 MTP amendments at a public hearing of the CCMPO where the Board approved the amendments as recommended. This action averted the expiration of the document and permits staff, consultants and the public to continue with the MTP update begun two years ago.
 - Staff modified the draft MTP content outline to retain the 50 year scenario planning results while scaling back the financial plan and specific project recommendations to 25 years.
 - Director and staff met to discuss status and approach modification for the MTP update process (1/21).
- 3.3.4.1 CCRPC MTP Support (CCRPC) – **58% Complete** [*Staff Manager: Charlie Baker*]
- Staff tested various mapping techniques to depict the future land use scenarios for the MTP Scenario Planning project.
- 3.3.4.2 2060 MTP Support Adjacent Regions Support (Adjacent RPC's) **80% Complete** [*Staff Manager: Michele Boomhower*]
- Adjacent RPCs continue working on the future conditions analysis component of this work. CCMPO staff provided feedback on the presentation of traffic volumes and congestion for the future conditions report.
- 3.3.5 Freight Transportation Planning - **58% Complete** [*Staff Manager:*] <http://www.ccmpto.org/freight/>

- Staff consolidated the latest Vermont border crossing freight data and posted it online: <http://www.ccmpto.org/freight/> .

3.4.1 Bicycle/Pedestrian Transportation Planning – **58% Complete** [*Staff Manager: Peter Keating*] <http://www.ccmpto.org/BikePed/>

- Enhancement evaluation committee reevaluated and ranked nine Chittenden County applications and offered a recommendation to the TAC.
- Staff and Director met with Local Motion staff to discuss bicycle pedestrian planning activity for the FY11 UPWP (1/26)..
- Staff met with Essex Trails committee staff to discuss ways to advance a path along the Circumferential Highway corridor.
- Bicycle/Pedestrian Committee met on Jan 21 to continue prioritizing projects. An ad hoc committee worked on project descriptions and completed a preliminary ranking using criteria developed for this effort.
- Continued planning for 2010 Bicycle/Pedestrian Summit - created draft agenda, finalized the keynote speaker and examined the event venue/facilities.
- Participated in the Safe Streets Collaborative – planning began for program roll out beyond Burlington into the rest of the county.
- Attended the January Burlington Walk/Bike Council meeting and assisted with their project list development/prioritization.

3.4.1.2.1 Regional/Inter-Regional Pedestrian/Bicycle Coordination (Local Motion) **58% Complete** [*Staff Manager: Chapin Spencer*]

- See attached report.

3.4.2 Reduce SOV (Service and Operations Planning & Development) (CCTA) - **58% Complete** [*Staff Manager: Aaron Frank*]

- CMAQ Applications:
 - a) Milton Commuter: CCTA is moving forward with the route implementation on February 15, 2010. In preparation for the route implementation, staff had poles installed in Milton for future bus stop signs, which will be installed the Friday before the route starts. Staff also met with Husky to discuss the specific stop location at their facility and has worked with Marketing to create the public information for the route (schedules, flyers, and mailings).
 - b) Route 2 Corridor: Staff has developed a proposed alternative for the Umall/Airport and Williston route re-design project which was presented to the CCTA Board at the January Board meeting. Staff has scheduled four public hearings in early February to present the proposed alternative to the public. The dates and locations of the hearings are (all meetings start at 6:00 PM): Tuesday Feb. 2: South Burlington- Middle School Library, Thursday Feb 4: Essex -Brownell Library, Wednesday Feb 10: Burlington-Contois Auditorium, Thursday Feb. 11: Williston- Town Hall. Staff has also posted updated Route 2 project information on the CCTA website.
 - c) Hinesburg Commuter and Membership: Planning staff, along with Marketing, met a third time with representatives from Hinesburg Rides in early January to help plan for the Town's upcoming CCTA membership vote on Town Meeting Day. Specifically, staff helped Hinesburg Rides representatives develop a plan for the public meeting and is creating a PowerPoint presentation to be given at the public meeting on February 3rd.
 - d) Tilley Drive: Staff has continued to work towards a solution for the Tilley Drive service needs. In December and early January, CCTA and the Tilley Drive advisory committee (as organized by Vermont Interfaith Action) worked out a proposal for a 5-month pilot project to run from February 1, 2010 through June 30, 2010. Staff drafted a

Service Agreement that puts the specifics of the pilot project in writing and confirms the financial contributions. The financial contributions towards the service for the pilot project are:

- Pizzagalli Construction: \$1,000
- Community Health Center of Burlington: \$500
- Maitri Health Care for Women: \$500
- CCTA: \$4,000 or 20%, whichever is less
- Fletcher Allen Health Care: A maximum of \$14,000

Planning staff developed the text for a “How to Ride” guide and worked with the Marketing Department to develop posters and handouts.

3.4.3 Transportation Demand Management (TDM) - **58% Complete** [*Staff Manager: Peter Keating*].

- Director and staff participated in a meeting on the Park and Ride Plan; the inventory and travel characteristics draft report presented and discussed at the P&R Advisory Committee meeting (1/7). Comments from the report were delivered to the consultant within 2 weeks of the advisory committee meeting.
- Staff continued to discuss a possible survey of park and ride users with the project consultant and shared with them the results of a CVU student TDM report funded under the CCMPO’s Transportation Action Grant program.
- Continued assisting CarShare VT with outreach, funding and other projects, including their Fob Friends member benefits program as well as their Share the Love event planned for February.
- Participated in meeting with individuals from around the county interested in informal or “spontaneous” ridesharing programs.
- Staff scanned & posted the Chittenden County 1993 Park & Ride Study, 1999 Park & Ride Plan, and other historic Parking-related studies: <http://www.ccmpto.org/parknride/>

3.4.3.1 Way to Go! Commuter Challenge – **20% Complete** [*Staff Manager: Peter Keating*] <http://www.waytogovt.org/>

- Staff consulted with VEIC and their contract staff on planning for the 2010 event.

3.4.4.1 Project Definition (Scoping) Studies (Staff) - **58% Complete** [*Staff Manager: Christine Forde*]

- Staff worked on scoping studies listed below.

3.4.4.2 Project Definition (Scoping) Studies (Consultant) – **58% Complete** [*Staff Manager: Christine Forde*]

- *I-89 Exit 12B*
 - Executive Director and staff hosted a public meeting to inform interested parties about the Interchange Justification Review (IJR) Process (1/25).
 - Executive Director and staff, along with representatives from South Burlington, Burlington International Airport and developers reported the results of the 12B Creative Financing and discussed the current IJR effort with the Vermont House and Senate Transportation Committees (1/28 and 1/29).
- *Gentes Road Bridge, Essex*
 - The consultant is evaluating design alternatives.
- *Huntington Bridge #8, Huntington*
 - The Alternatives Presentation meeting was held on January 13.
 - The consultant is developing the draft report.

- *Huntington Bridge #10, Huntington*
 - The Alternatives Presentation meeting was held on January 13.
 - The consultant is developing the draft report.
- *Bay Road Bridge over the LaPlatte River, Shelburne*
 - Exiting condition data collection is underway.
 - CCMPO staff, Shelburne Public Works Director and consultant representatives met with representatives from the Army Corps of Engineers, VT Department of Fish and Wildlife, VT Division for Historic Preservation, VT Department of Environmental Conservation and VT Agency of Natural Resources to discuss potential environmental impacts of this project (1/22).

3.4.4.3 Project Definition (Scoping) Studies (Locally Managed) - **58% Complete** [Staff Manager: *Christine Forde*]

- No activities this period.

3.4.5 Transportation Action Grants (TAG) – **58% Complete** [Staff Manager: *Bryan Davis*]

- Attended public meeting hosted by CarShare VT as part of their TAG project for expansion into Winooski.
- Continued assisting awardees with questions and other issues.

4.0 Involvement Effectiveness and Administration Services

4.1.1 Education (CCTA) **58% Complete** [Staff Manager: *Aaron Frank*]
Multimodal and Regional Coordination

- Colchester Avenue Corridor Study: Staff was unable to attend the latest meeting of this project because it conflicted with the CCTA Board meeting.
- Bicycle/Pedestrian Committee: Staff attended the January 21st committee meeting and will participate in the planning of the upcoming Bicycle/Pedestrian Summit.
- 2060 Metropolitan Transportation Plan: Staff is on hold with this project until the update of the 2025 MTP is complete.
- Transporting the Public: CCTA participated in a legislative briefing for all signatory groups on January 19th at in Montpelier.

4.1.3 Traffic Alert Program - **100% Complete for season** [Staff Manager: *Dave Roberts*]
<http://www.ccmpto.info/cta/>

- The final Traffic Alert for the 2009 construction season went out on 12/4/09. Alerts will resume in May 2010 for the next season.

4.1.4 Public Participation, Communications & Legislative Monitoring – **58% Complete** [Staff Manager: *Bryan Davis/Michele Boomhower*]

- Staff added a new ‘Category’ for Technical Assistance Memos to the Library: <http://www.ccmpto.us/library/>
- Third Sector Associates prepared a draft presentation, arranged the meeting, and prepared draft meeting notes for a 12B Outreach meeting in Hinesburg for local officials and agencies.
- Third Sector Associates worked with CCMPO staff to identify and secure space for the Bike and Pedestrian Summit, to be held at St. Michael’s College on March 27, 2010.
- Continued planning for Feb. 1 press event to highlight census data analysis showing increased use of alternative transportation; drafted press release for the event. Media alert distributed and press release written.
- CCMPO was host site for well-attended ASCE Traffic Impact Studies webinar on Jan. 8.

- Staff filmed Jan. Board of Directors meeting using CCTV/Ch 17 equipment – video available online.
 - Continued retrieving relevant clips from local media outlets.
- 4.2.1 Improve Facilities (CCTA) **58% Complete** *[Staff Manager: Aaron Frank]*
- Downtown Transit Center: CCTA continues to work with the Federal Transit Administration and the City of Burlington to have the procurement for design and the grants assigned to CCTA so that the project can proceed.
 - We are working to implement our new monthly and annual performance reporting framework.
- 4.2.3 Small Community Service Program - **58% Complete** *[Staff Manager: Bryan Davis]*
- Attended NHI course Transportation and Land Use hosted by VTrans on Jan. 26-28.
 - Staff continued liaison efforts with town planners and administrators and served as point of contact.
 - Scheduled Feb. meetings with new staff in Richmond, Jericho and Underhill.
- 4.2.4 Project Coordination Assistance Initiative – **58% Complete** *[Staff Manager: Michele Boomhower]*
- Director met with Board Chair and Immediate Past Chair to discuss project progress regarding key Chittenden County implementation projects (1/26).
- 4.3.1 Agency Administration – **58% Complete** *[Staff Manager: Bernie Ferenc]*
- The Finance Committee met on January 5, 2010.
 - The CCMPO Executive Committee met on January 6, 2010.
 - The CCMPO Board met on January 20, 2010 and held a public hearing to amend the 2025 MTP. They also approved the mid-year adjustment to the UPWP and budget.
 - Staff meetings were held on January 6 and 20th.
 - Director continued to coordinate with consultant Paula Cope of Cope & Associates on CCMPO Board development process.
 - Director continued to coordinate with Evergreen Consultants on the Compensation Study.
 - Director and CCRPC Director met with a productivity consultant to discuss hosting a day-long training for CCMPO/CCRPC staff on project management and productivity (1/21).
 - Staff and Director participated in a building wide meeting with the Winooski Police Department regarding recent car break-ins at 110 West Canal (1/22).
- 4.3.2 Transportation Advisory Committee (TAC) - **58% Complete** *[Staff Manager: Peter Keating]*
- The TAC met January 5th and approved the hiring of RSG for the Colchester Avenue Corridor project in Burlington, continued discussions on the draft air quality report, and received an update on the I-89 proposed Exit 12B financing report from the Director.
- 4.3.3 Training and Staff Development – **58% Complete** *[All Staff]*
- Staff attended a National Highway Institute training on transportation and land use (1/26, 1/27, 1/28).
 - Staff attended the January meeting of the Vermont chapter of the Institute of Transportation Engineers.
 - Director attended the National Transportation Research Board (TRB) Annual Meeting focusing on sessions related to performance measures, rural MPO planning issues, air

quality, climate change, multi-intermodalism, rural transit, energy, environmental factors, economic development, rail, modeling, safety and the National Household Travel Survey (1/10-1/14).

- 4.3.4 Training (CCTA) - **58% Complete** [*Staff Manager: Aaron Frank*]
- No activity this month.
- 4.3.7 Data Collection and Maintenance – **80% Complete** [*Staff Manager: Daryl Benoit*]
<http://www.ccmppo.org/data/>
- Staff continues to collect Bicycle & Pedestrian data.
 - Staff continues to update Traffic Count database with data collected in spring-fall of 2009. Some of the ATR counts (AADT data), Turning Movement, and Bike/Ped counts are available online now.
- 4.3.8 Transportation Model Maintenance and Enhancement - **58% Complete** [*Staff Manager: Dave Roberts*]
- National Household Travel Survey (NHTS) – The Vermont add-on program household travel surveys are complete. The CCMPO partnered with the University of Vermont Transportation Center and VTrans to fund this work. As of May 15th, 578 households in Chittenden County were surveyed with another 1,062 in other areas of the state. This is slightly in excess of the 1,500 “guaranteed” samples for the add-on. Final delivery of the Vermont add-on data is expected in early February.
 - The model consultant, RSG, is awaiting the NHTS data prior to initiating work on Phase 2 of the model update. In the meantime RSG continues coordinating with CCMPO staff and the MTP consultant to assist in application and refinement of the regional model for the 2060 MTP scenarios.
 - The Director and the CCRPC Director met with representatives of the UVM School of Natural Resources to discuss the status of the Urban Sim modeling project collaboration (1/20).
- 4.3.9 Research Initiative for Transportation Investments - **58% Complete** [*Staff Manager: Dave Roberts*]
- No activities this period.
- 4.3.11 Performance Measures and Indicators Initiative - **20% Complete** [*Staff Manager: Michele Boomhower*]
- Director attended a variety of sessions on the topic of Performance Measures and Indicators at the TRB meeting, exploring options for integrating measures into the MPO program.
- 4.3.12 Innovative Finance Initiative- **58% Complete** [*Staff Manager: Michele Boomhower*]
- Outreach meetings with regional legislative bodies to discuss the Blue Ribbon Commission resolution were held with Hinesburg (1/18), St. George (1/21), Westford (1/28), and Winooski (1/28).
 - A legislative briefing was provided for the House and Senate Transportation Committees regarding the Exit 12B Financing Options Study (1/28 & 1/29).

FY 2010

CCMPO Regional/Inter-regional Bicycle Pedestrian Coordination & Planning Contract

Project: Local Motion - CLOSE THE GAPS

Report for tasks completed during January 2010

Scope of Work Activities:

1. Provide technical assistance to trail/walk/bike committees
2. Actively participate on regional bike/pedestrian committee
3. Work to advance regional connections between towns
4. Educate region on gaps in network, ways to address them
5. Work with state/regional leaders to seek creative funding
6. Administration of contract

	1. Tech Assist. to Trail/Walk/Bike Cmtes	2. Participate in Reg'l B/P Committee	3. Advance Regional Connections	4. Education re: Gaps	5. Work on creative funding
<u>Charlene Wallace, Director of Operations & Trail Development – 16 hours</u>					
o Created agenda and prepared materials for Burlington Walk/Bike Council (BWBC) meeting.	✓		✓	✓	
o Attended and facilitated BWBC meeting on 1/11.	✓		✓	✓	
o Attended Bike/Ped Committee meeting at the CCMPO on 1/21.		✓	✓		
o Met with Nicole Losch, Burlington's Bike/Ped Planner, and Will Flender, of the Burlington Walk/Bike Council, to discuss the Burlington bike set-aside budget on 1/21.	✓		✓		✓
o Met with Michele Boomhower and Peter Keating at the CCMPO to discuss funding for 2011 on 1/25.			✓		✓
o Had a phone conference call with Bryan Davis and Peter Keating of the CCMPO to continue planning for a Bike/Ped Summit event in spring 2010.		✓	✓	✓	
o Worked on Summit agenda.		✓	✓	✓	
o Planned and attended BWBC Steering Committee meetings on 1/4 and on 1/25.	✓		✓	✓	
o Distributed information and a job description to recruit new Steering Committee members for the BWBC.	✓		✓	✓	
o Infrastructure & Intersections workgroup task: continued to develop project list.	✓		✓	✓	
o Publicized the new anti-slip surface treatment on the Oakledge/Lakeside bridge on the bikepath in Local Motion's Walk 'n Roll News.			✓		

	1. Tech Assist. to Trail/Walk/Bike Cmtes	2. Participate in Reg'l B/P Committee	3. Advance Regional Connections	4. Education re: Gaps	5. Work on creative funding
o Compiled, wrote, and submitted narrative report for December for Bike-Ped Planning Funds to CCMPO.	Contract administration task				
<u>Chapin Spencer, Executive Director – 3 hours</u>					
o Responded to media and citizen inquiries on Local Motion's position on the Southern Connector. We forwarded two memoranda highlighting the Burlington Bike Council's input from 2003 and 2006.	✓		✓		
o Responded to Robin Pierce's request for Local Motion's participation in a planning study for the redevelopment of Railroad Avenue in Essex Junction. We will attend February 2010 public meeting.			✓		
o Took picture of the skid-resistant fix to the Burlington Bike Path bridge near the Lakeside neighborhood for a Walk 'n Roll News story: http://www.localmotion.org/news/walknroll/924-new-non-slip-surface-on-burlington-bike-path-bridge .			✓		
o Prepared for the February 1, 2010 press conference on the change in mode splits in Chittenden County with Bryan Davis at the CCMPO.	✓		✓	✓	
Contract administration task					
<u>Brian Costello, Island Line Coordinator & Bike Ferry Manager – 1 hours</u>					
o Continued to bring together stakeholders with the goal of establishing formal trails in the large area between Colchester High School and McCrea Park. Participants agreed to stakeholder meeting.			✓	✓	✓