

## MONTHLY PROGRESS REPORT FOR FY 2010 February 2010

The following outlines the major activities of CCMPO in February 2010 by Work Task. This is the eighth month of our FY 2010, therefore, 67% of time has elapsed.

### 1.0 Existing System Preservation and Improvement Services

- 1.1.1 Safety Program – **67% Complete** [*Staff Manager: Jason Charest*]
  - Staff participated in February’s TPI discussion regarding the HRRR (High Risk Rural Roads) program.
  - Staff is prioritizing crash locations for this year’s HRRR program. Staff will prioritize the county’s top three rural High Hazard and Programmatic Corridor locations.
  - 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) – **67% Complete** [*Staff Manager: Paul Luciano*]
  - February ICS Meeting was cancelled due to lack of available instructor. Staff made appropriate contact to reschedule and awaiting response.
- 1.1.3.1 Planning Assistance and Coordination – **67% 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 provided comments related to on-street parking options and the development’s traffic impact study.
  - Essex Junction Pearl St (VT 15) / West St Ext – CCMPO continued to provide assistance to the Village regarding an upgrade to the traffic signal equipment at VT 15 / West St Ext. Staff reviewed the status of the Signal Optimization program at the February TAC meeting and the TAC determined an updated of the 2002 signal optimization study was in order prior to moving forward with requests to spend the optimization funding on equipment needs. CCMPO will continue to provide assistance to the Village in examining opportunities for obtaining assistance with the needs identified at this location.
  - Director and staff met with a member of the South Burlington City Council to discuss transportation related issues facing the City; follow-up materials were provided (02/19).
  - Director and Staff met with Burlington staff to discuss status of projects and upcoming planning needs for FY11 (02/01).
- 1.1.3.2 VTrans Planning Assistance and Coordination – **67% 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’ consideration in reviewing wetland impacts to comply with Section 404 of the Clean Water Act. 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 April 2010 with the formal Record of Decision on the preferred alternative following mid-year.

- CCMPO staff corresponded with VTrans regarding the Utilities and Permits unit's request for information on access management classifications for state highways. The classifications were originally determined in 2003 and VTrans is contemplating an update of this data with assistance from regional organizations.

#### 1.1.3.3 Planning Assistance (Locally Managed) - **67% Complete** [Staff Manager: David Roberts, except as noted]

- Exit 16 Transportation Management Study [Staff Manager: Eleni Churchill] – Following the completion of this study, 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. As part of the continuous coordination among VTrans, Colchester and CCMPO to address safety and congestion issues at the Exit 16 area, CCMPO staff conducted extensive analyses to optimize the performance of five coordinated signalized US 2/7 intersections at the Exit 16 area. Results from these analyses were presented and discussed during a meeting with VTrans and Colchester staff at the beginning of February—VTrans staff is currently reviewing these analyses.
- Essex Junction VT 2A Circulation and Study & Village Connector Road Analysis [Staff Manager: Eleni Churchill] – CCMPO staff provided final comments to the consultant. It is anticipated that these reports will be finalized in March, 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. CCMPO staff is currently reviewing a draft Existing Conditions Assessment memo that includes a probable economic development profile for the area as well as development of a microsimulation traffic model of the study area.

#### 1.2.1 Transportation Systems Management (TSM) and Intelligent Transportation Systems (ITS) – **67% Complete** [Staff Manager: David Roberts]

- Staff completed an 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 responded to CCMPO's request to use a portion of our \$100,000 in FY10 TIP signal optimization funding on minor equipment upgrades. VTrans has suggested CCMPO determine a prioritization mechanism for reviewing requests prior to moving forward with individual projects. Staff presented an update on the optimization program to the TAC in February in conjunction with the recent request from Essex Junction for equipment upgrades at VT 15 / West St Ext. TAC members requested a review of the existing optimization program prior to moving forward with requests for equipment needs. Several TAC members noted a preference to use local funds on equipment to avoid the additional requirements of federal funding.
- Staff is continuing research on Transit Signal Priority systems in anticipation of a pilot study to begin in FY10. The Burlington Public Works Commission has requested the use of signal priority

at the Cherry St / S Winooski Ave intersection to assist in moving buses through that location. CCTA staff is currently working with Burlington DPW on this issue.

- Continued planning for and then hosted February 9 Road Managers meeting in Winooski, which was well attended. Speakers presented highway/work zone safety and salt brine results from this winter.

1.2.2 Efficiency Improvements (CCTA) – **67% Complete** [Staff Manager: *Aaron Frank*]

- Fort Ethan Allen Signal: VTrans, CCTA and the Town of Essex reviewed 25% design drawings for the project. Our engineer is designing the project to avoid private right-of-way, which will reduce costs and expedite permitting. We are considering LED traffic signals and the project will return paved area to grass. Two bus shelters will be included as part of the project.
- Real Time Passenger Information: Staff met with the CCTA strategy committee and presented a history, process, outline, and an overview of the UVM Blurpfit system, the transloc system and a vision for CCTA’s system.

## 2.0 Sustainability/Livability Services

2.1.2 Regional Models (CCRPC) - **30% Complete** [Staff Manager: *Melanie Needle*]

- No work to report

2.1.4 Transportation Land Use Planning and Review – **67% Complete** [Staff Manager: *Eleni Churchill*]

- CCMPO staff met with Peter Keibel (Act 250 Coordinator) to discuss traffic impact studies in general, analyses methodologies and software as well as other issues concerning development review (Criterion 5).

2.1.5 Transportation Land Use Planning (CCRPC) – **67% Complete** [Staff Manager: *Charlie Baker*]

- Staff is gathering other regional models for revising our MOU and associated policies. Directors discussed coordination regarding major transportation studies and potential federal regional grants. Director and Vice Chair attended and participated in February 17 CCMPO Board meeting. Directors met with CarShareVT to discuss potential car share opportunities. Drafted potential UPWP project proposals presentation. Participated in CCMPO Board Assessment process.

2.1.6 Transportation Corridor Viewshed Analysis (CCRPC) – **100% Complete** [Staff Manager: *Pam Brangan*]

- Staff has completed all data development and maps for this project.

2.1.7 Transportation Corridor Viewshed Analysis - **67% Complete** [Staff Manager: *Michele Boomhower*]

Phase I: Assessment of Scenic Roadscape Resources:

- Smart Growth VT has been working on the final task – to develop draft maps and other visual documentation of scenic resources with accompanying text.
- Developing a web-based resource interface, rather than a document
- Finalizing the text, matching points to the map and uploading segment summaries and photos.

Phase II: Identification of Preferred Strategies for Scenic Roadscape Protection:

- Researching and drafting the summaries of strategies for each town.
- Working on setting up meetings in early April to review these strategies.

- 2.2.2 Land Use Data Update and Maintenance (CCRPC) – **67% Complete** [Staff Manager: *Melanie Needle & Pam Brangan*]
- Staff began researching the feasibility, need and cost of new orthophotos for Chittenden County.
  - Staff spent some time organizing some existing data in the GIS library.
  - Staff tried to address issues with converting Shelburne’s parcel data from a CAD drawing to GIS.
- 2.2.3 Environmental Planning - **67% Complete** [Staff Manager: *Christine Forde*]
- The CCMPO Transportation Advisory Committee continued discussion on the air quality report at the February meeting (2/2) and accepted the report.
  - Staff presented the revised draft air quality report to the CCMPO Board, which accepted the report with a minor revision.
  - Staff installed the recent release of EPA’s MOVES 2010 air quality emissions model (<http://www.epa.gov/otaq/models/moves/index.htm>) and is reviewing the operation of this tool.
  - A meeting was held with MPO Director, staff, VTrans, Fish & Wildlife as well as an RPC Commissioner and an MPO Board member to discuss wildlife connectivity and transportation (02/09).
  - The CCMPO Director attended then monthly meeting of the MS4 communities in Chittenden County – a presentation on the draft MS4 permit was made by ANR staff (02/11); a follow-up meeting was held with the CCRPC Director and a member of the MS4 group to discuss coordination efforts (02/19).
- 2.2.3.1 Environmental Planning: Air Quality (CCRPC) - **95% Complete** [Staff Manager: *Julie Potter*]
- Staff presented revisions to the draft air quality report at the CCMPO’s Transportation Advisory Committee (TAC), which accepted the report and forwarded it to the MPO Board with a recommendation to accept.
  - Staff presented the revised draft air quality report to the CCMPO Board, which accepted the report with a minor revision.
  - Staff presented the revised draft air quality report to the CCRPC, which accepted the report.
- 2.2.3.2 Environmental Planning: Energy & Climate Action Plan (CCRPC) - **67% Complete** [Staff Manager: *Julie Potter*]
- Staff researched energy and climate action issues.
- 2.2.3.3 Environmental Planning: Online Resource Mapping (CCRPC) - **67% Complete** [Staff Manager: *Pam Brangan & Melanie Needle*]
- A meeting was held with MPO staff, VTrans, Fish & Wildlife as well as an RPC Commissioner and an MPO Board member to discuss wildlife connectivity and transportation (02/09). At the meeting, we discussed the Critical Paths work completed along the spine of the Green Mountains, brainstormed scope of work for fiscal year 2011 and discussed outreach meetings we will hold this spring.
  - Staff drafted a Wildlife Connectivity Scope of Work for the CCMPO’s UPWP.
  - Environmental Planning: Stormwater (CCRPC) - **67% Complete** [Staff Manager: *Dan Senecal-Albrecht*]  
Staff provided VTrans with % of VTrans impervious surface within the impaired watersheds, within the UA and within the MS4 area. Deliverables included maps and tables.

2.3.1 Regional Comprehensive Planning Involvement - 67% Complete [Staff Manager: Michele Boomhower]

- Staff continued serving on the CCRPC's Regional Plan update committee, expected to convene monthly and advise staff on document revisions.
- Director and staff met with CCRPC Director to discuss programmatic activities (02/16)

2.3.3 Corridors and Circulation –20% Complete [Staff Manager: Eleni Churchill]

- *Colchester Avenue Corridor Plan:*  
Kick-off meetings with the *Colchester Avenue Task Force* which will provide overall policy guidance/direction and the *Technical Committee* which will provide technical expertise and reviews of this study were conducted in January and February. CCMPO staff is working with the consultant team to develop a web site for the Colchester Ave Corridor Plan.

2.3.3.1 Western Vermont Transportation Management Plan [Multiyear Project] - 100% Complete [Staff Manager: Eleni Churchill]

- The Western Corridor Transportation Management Plan has been finalized. The Final Report and Appendices are posted at <http://www.vtwesterncorridor.org> .

2.4.1 Alternative Fuels Plan - 50% Complete [Staff Manager: Michele Boomhower]

- Director continued coordination 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 - 67% Complete [Staff Manager: Aaron Frank]

- **Cherry St. Short Term Accommodations:** We are conducting a constructability review for the new urban style bus shelters. We have met with the City of Burlington DPW Commission, Marketplace Commission, the City Council Transportation Energy and Utilities Committee, and the Catholic Diocese on this project. We have obtained permission to convert ten parking spaces to bus berths on Cherry and St. Paul Streets to better accommodate our growing ridership.
- **Passenger Shelters:** We have the first of our three permits and a land loan agreement for a new shelter at the University Mall. We have ordered the equipment for our solar light retrofit prototype for the shelter on Route 15 near Suzie Wilson Road. Labor and parts are estimated at about \$3,700 and it should be installed in the next ninety days. We continue to work on siting shelters for FY 11.
- **Regional Public Transportation Expansion**
  - a) **Transit Development Plan (formerly SRTP):** The second public hearing for the TDP was held on Tuesday, February 23<sup>rd</sup>. Ten members of the public attended and offered their comments on CCTA's detailed service strategies for the next five to ten years. Staff is currently developing an online survey for the project in order to collect more public input on the future of transit in the region.
  - b) **Regional Park and Ride Plan:** Staff continues to participate in the plan update and provide transit data as needed.

3.1.6 Public Transportation Planning by CCMPO – 67% Complete [Staff Manager: Peter Keating]

- The CCMPO Public Transportation Committee met on February 22 and discussed the Park and Ride Plan update, CCTA's charter change which is now before the state legislature, the Air Quality report, and the recently reported shift in transportation modes. CCMPO Director reported on the Tilley Drive transit solutions project (02/22).
- Staff provided comments on details related to CCTA's proposed US RT 2 route.
- Director continued to coordinate activities related to public transportation access to Tilley Drive, South Burlington.

- Director attended the Lake Champlain Chamber of Commerce Regional Affairs Committee meeting where the pending CCTA legislation to change their charter was presented and discussed (02/17).
- 3.2.1 Transportation Improvement Program (TIP) Development - **67% Complete** [Staff Manager: *Christine Forde*]
- Staff completed the draft FY09 Year End Report.
  - Information requests were sent to communities with projects in VTrans program for input on the FY12 project prioritization. FY2012 prioritization results are due to VTrans April 1.
  - TIP amendments were approved for Webster Road Path Segment 4, Shelburne; Midblock Crosswalks with LED Signage, South Burlington; VT15/Browns Trace Intersection Improvements, Essex.
- 3.3.1 Access and Mobility (CCTA) - **67% Complete** [Staff Manager: *Aaron Frank*]
- Policies: We are reviewing the Chittenden County ADA and E&D No Show, Late Cancellation Policies due to updated federal guidance and for consideration at future Committee Meetings.
  - E&D Program: The E&D Advisory Committee met on February 9th to discuss redistributing funding among the participating agencies. The committee decided that there was no pertinent need to redistribute funding at this time and that they would meet again in April to decide on redistribution.
  - ADA Program: SSTA provided 3,647 ADA trips in January, only slightly lower than the record high transported in December. After seven months, ridership is up 17% from the same period last year. Despite the larger ridership, ADA expenses remain within budget due to cost savings realized by the increased usage of sedans. Two additional sedans are on order and expected to be delivered in April. With help from Local Motion, CCTA has created a Google Maps depiction of our ADA service area which provides more precise information to both SSTA and our ADA riders. See examples at <http://www.cctaride.org/bus-information/maps/weekdaydaytime.html> and <http://www.cctaride.org/bus-information/ada-paratransit.html>
- 3.3.4 2060 Metropolitan Transportation Plan (MTP) - **67% Complete** [Staff Manager: *Peter Keating*]
- Staff worked on drafting the Current Conditions report and reviewed high crash, congestion, and scenario maps.
  - Staff continued evaluating performance impacts from transportation scenarios and discussed scenario presentation techniques.
  - Director and staff met to discuss status and approach modification for the MTP update process (02/10 & 02/22).
- 3.3.4.1 CCRPC MTP Support (CCRPC) – **67% Complete** [Staff Manager: *Charlie Baker*]
- Staff began working on High Crash Location and Traffic Congestion maps.
  - Staff continued to work on the scenario planning maps.
- 3.3.4.2 2060 MTP Support Adjacent Regions Support (Adjacent RPC's) **85% Complete** [Staff Manager: *Michele Boomhower*]
- Adjacent RPCs continue working on the future conditions analysis component of this work. CCMPO and CCRPC reviewed and provided comments on future conditions reports submitted to-date.
- 3.3.5 Freight Transportation Planning - **67% Complete** [Staff Manager:]
- <http://www.ccmppo.org/freight/>
- Director attended the quarterly state Rail Council Meeting (02/03)

- Director and staff convened a meeting of regional rail stakeholders to discuss rail/truck freight related planning needs for the region in preparation for possible tasks in the FY11 UPWP (02/22).
- 3.4.1 Bicycle/Pedestrian Transportation Planning – **67% Complete** [Staff Manager: Peter Keating]  
<http://www.ccmpto.org/BikePed/>
- Bicycle/Pedestrian Committee met on Feb 25 to continue prioritizing projects. Ad hoc committee worked to develop 3-tier system to group projects as next step.
  - Continued planning for 2010 Bicycle/Pedestrian Summit - refined agenda, invited panelists for breakout groups, visited the event venue/facilities, created and distributed “save the date” cards electronically.
  - Attended the Safe Streets Collaborative planning meeting for public countywide roll out event.
  - Began planning meetings with rec path/bike ped committees throughout county in coordination with Local Motion as a way to share information and offer assistance.
- 3.4.1.2.1 Regional/Inter-Regional Pedestrian/Bicycle Coordination (Local Motion) **67% Complete** [Staff Manager: Chapin Spencer]
- See attached report.
- 3.4.2 Reduce SOV (Service and Operations Planning & Development) (CCTA) - **67% Complete** [Staff Manager: Aaron Frank]
- CMAQ Applications:
    - a) Milton Commuter: CCTA began operating the Milton Commuter on Monday, February 15<sup>th</sup>. Early ridership numbers are encouraging with 231 passengers in the 3<sup>rd</sup> week of service and an average of over 46 passengers per day.
    - b) Route 2 Corridor: Staff presented the Route 2 Corridor Proposed Alternative to the public at five public hearings in February. Over 60 members of the public attended the hearings and offered their feedback. Staff is currently revising the Proposed Alternative based on the public feedback and will bring a Preferred Alternative to a second round up public hearings in early April.
    - c) Tilley Drive: The end of February marked the conclusion of the first month of service for the Tilley Drive Shuttle, a demand response service operated by SSTA between the University Mall and Tilley Drive. In the first month, 28 trips were scheduled, 7 trips were canceled or no-shows, and 21 trips were taken.
- 3.4.3 Transportation Demand Management (TDM) - **67% Complete** [Staff Manager: Peter Keating].
- Staff continued to discuss a possible survey of park and ride users with the project consultant.
  - Continued assisting CarShare VT with outreach, funding and other projects, including their Fob Friends member benefits program as well as their successful February 12 Share the Love event.
  - Park and Ride Update status report and public meeting took place at the February Board meeting.
  - Staff started discussions with consultant over project goals and objectives.
  - Director, staff and CCRPC Director met with CarShare VT Director to discuss possible expansion of CarShare VT to Winooski and regional rural car share expansion possibilities (02/10 & 02/24).
- 3.4.3.1 Way to Go! Commuter Challenge – **25% Complete** [Staff Manager: Peter Keating]  
<http://www.waytogovt.org/>
- Staff completed developing the participant and business online registration for the 2010 program.
  - Staff updated flyers & brochures for 2010 and posted on the W2GW website.
  - Staff continued working with the WTG partners and project manager on upcoming events and other WTG outreach

- 3.4.4.1 Project Definition (Scoping) Studies (Staff) - **67% Complete** [Staff Manager: Christine Forde]
  - Staff worked on scoping studies listed below.
- 3.4.4.2 Project Definition (Scoping) Studies (Consultant) – **67% Complete** [Staff Manager: Christine Forde]
  - *I-89 Exit 12B*
  - *Gentes Road Bridge, Essex*
    - The consultant is evaluating design alternatives.
  - *Huntington Bridge #8, Huntington*
    - The consultant is developing the draft report.
  - *Huntington Bridge #10, Huntington*
    - The consultant is developing the draft report.
  - *Bay Road Bridge over the LaPlatte River, Shelburne*
    - Exiting condition data collection is underway.
    - Consultant evaluating potential environmental impacts of the project alternatives.
- 3.4.4.3 Project Definition (Scoping) Studies (Locally Managed) - **67% Complete** [Staff Manager: Christine Forde]
  - No activities this period.
- 3.4.5 Transportation Action Grants (TAG) – **67% Complete** [Staff Manager: Bryan Davis]
  - Continued assisting awardees with questions and other issues.

#### **4.0 Involvement Effectiveness and Administration Services**

- 4.1.1 Education (CCTA) **67% Complete** [Staff Manager: Aaron Frank]
 

Multimodal and Regional Coordination

  - Colchester Avenue Corridor Plan: Staff attended the recent Technical Committee meeting and sent the project consultant detailed ridership data for the corridor, including ridership by stop, by route and also information on ridership by time of day. Once the 2010 ridecheck is completed in May, staff will send updated data to the project consultant.
  - Bicycle/Pedestrian Committee: Staff attended the February 25<sup>th</sup> committee meeting and has agreed to serve on a panel at the upcoming Bike/Ped Summit on Saturday, March 27<sup>th</sup>.
  - 2060 Metropolitan Transportation Plan: Staff is on hold with this project until the update of the 2025 MTP is complete.
  - Transporting the Public: Drafted a board resolution for support of AARP’s complete streets legislative initiative. Complete streets is generally constructing and rehabilitating roadways for access to all users--including bike, pedestrian and transit.
  - Essex Junction Multi-Modal Study: We commented on an Essex Junction Village staff and consultant report and attended an evening long visioning session with Village staff and residents. We are also working with Village staff to obtain land for a bus shelter at the AMTRAK station which is also a key transfer location for CCTA.
- 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 – **67% Complete** [Staff Manager: Bryan Davis/Michele Boomhower]
  - Third Sector Associates distributed meeting notes from the outreach session in January.

- Third Sector Associates worked with CCMPO staff to finalize arrangements for the Bike and Pedestrian Summit St. Michael’s College. She visited the site with staff to determine the best setup for the event.
  - Third Sector Associates worked with CCMPO staff to identify and contact committee members for Route 2 and Route 15 implementation. She assisted in organizing a meeting for the Route 2 Committee in March.
  - Hosted successful Feb. 1 press conference with local partners to highlight census data analysis showing increased use of alternative transportation. Coverage by both print and television media. CCMPO Director participated in this event.
  - CCMPO was host site for ASCE Pedestrian Crossing Safety at Uncontrolled Locations webinar on Feb. 26.
  - Developed flyer for Feb. 17 UPWP public forum and distributed widely.
  - Staff filmed Feb. Board of Directors meeting/UPWP public forum using CCTV/Ch 17 equipment – video available online. Staff also filmed public Park and Ride meeting about the Park and Ride Plan update.
  - Staff received further camera training and began learning video editing software at CCTV/Ch 17.
  - Presented transportation choices and impacts to UVM “Unlearning Consumerism” class.
  - Staff served as facilitators for Town of Jericho community visioning meeting.
  - Continued retrieving relevant clips from local media outlets.
  - CCMPO Director met with the Winooski Downtown Collaborative to determine how the CCMPO might bring transportation related issues to the partnership (02/09).
  - CCMPO Director attended the monthly VAPDA meeting (02/04).
  - CCMPO Director attended the Legislative Breakfast event (02/08).
  - CCMPO Director attended the monthly Champlain Initiative meeting (02/16).
- 4.2.1 Improve Facilities (CCTA) **67% 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.
  - Board Performance Reporting: We have completed about 40% for our new performance reports for FY 09 and FY 10
- 4.2.3 Small Community Service Program - **67% Complete** *[Staff Manager: Bryan Davis]*
- Staff continued liaison efforts with town planners and administrators and served as point of contact.
  - Staff and Director attended meetings with new town staff in Richmond (02/17), Jericho (02/02) and Underhill (02/10) to describe CCMPO and its programs and to talk about future opportunities and projects.
  - Staff served as facilitators for Town of Jericho community visioning meeting.
- 4.2.4 Project Coordination Assistance Initiative – **67% Complete** *[Staff Manager: Michele Boomhower]*
- No activities this period.
- 4.3.1 Agency Administration – **67% Complete** *[Staff Manager: Bernie Ferenc]*
- The Finance Committee met on February 23, 2010.
  - The CCMPO Executive Committee met on February 3, 2010.
  - The CCMPO Board met on February 17, 2010 and held a public forum to hear suggestions for the FY11 UPWP and accepted the “Keeping our Air Clean” report.

- The first meeting of the FY11 UPWP Committee was held (02/25); project ideas generated through the public solicitation process and dialog with towns was presented.
  - A staff meeting was held on February 17 and a joint staff meeting with CCRPC and the salary study consultant on February 23, 2010.
  - 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. A meeting with the consultants was held (02/23) and presentations were made to the Joint Benefits Committee and staff on the draft Compensation Study on (02/18).
  - Director and staff participated in a demonstration session on Intuit Project Management software (02/25).
  - Director and Administrative Executive participated in the mid-year review of the UPWP program with VTrans Planning Coordinator (02/08).
- 4.3.2 Transportation Advisory Committee (TAC) - 67% Complete *[Staff Manager: Peter Keating]*
- The TAC met February 2nd and approved a recommendation on Enhancement application priorities, recommended Board acceptance of the Air Quality report and heard presentations on Tilley Drive transit solutions, project prioritization and signal optimization.
- 4.3.3 Training and Staff Development – 67% Complete *[All Staff]*
- No activities this period.
- 4.3.4 Training (CCTA) - 67% Complete *[Staff Manager: Aaron Frank]*
- No activity this month.
- 4.3.7 Data Collection and Maintenance – 100% Complete *[Staff Manager: Daryl Benoit]*
- <http://www.ccmpto.org/data/>
- Staff continues to collect Bicycle & Pedestrian data.
  - Staff completed processing and posting of all ATR and Intersection Traffic Count data collected in spring through fall of 2009.
  - Staff updated the GIS database for all ATR locations and their corresponding AADT's for 2009. [http://www.ccmpto.org/data/ccmpo\\_aadt\\_metadata.php4](http://www.ccmpto.org/data/ccmpo_aadt_metadata.php4)
  - Staff completed the First Draft of the Shelburne roadway surface management study and is awaiting feedback from the town.
  - Staff began development of a Google Maps application to update the current online traffic data distribution system.
- 4.3.8 Transportation Model Maintenance and Enhancement - 67% Complete *[Staff Manager: Dave Roberts]*
- National Household Travel Survey (NHTS) – CCMPO received the long-expected data files related to the Vermont add-on purchased in cooperation with the University of Vermont Transportation Research Center (TRC) and VTrans. Staff is reviewing the data and will meet with TRC staff to discuss data quality, analysis methods, and distribution of data summaries to other interested parties.
  - CCMPO provided a notice to proceed to RSG for Phase 2 of the regional transportation model daily model update. This phase will include updating model parameters based on the NHTS add-on data, re-verifying the model's accuracy, peer review of the final model, and training for CCMPO staff and other interested parties. The bulk of this work is expected to be complete by July, but the peer review effort may require additional time before final completion.

- 4.3.9 Research Initiative for Transportation Investments - **67% Complete** [*Staff Manager: Dave Roberts*]
- No activities this period.
- 4.3.11 Performance Measures and Indicators Initiative - **20% Complete** [*Staff Manager: Michele Boomhower*]
- Director met with a representative from RSG to discuss their national efforts in Performance Measure implementation for small MPOs (02/09).
- 4.3.12 Innovative Finance Initiative- **90% Complete** [*Staff Manager: Michele Boomhower*]
- Outreach meetings with regional legislative bodies to discuss the Blue Ribbon Commission resolution were held with South Burlington (02/01), Underhill (02/04), Jericho (02/04), Winooski (02/08), Williston (02/08), Shelburne (02/09), Essex (02/15), Essex Junction (02/15), Charlotte (02/22), and Colchester (02/23).

FY 2010

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

**Project: Local Motion - CLOSE THE GAPS**

Report for tasks completed during February 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
<b>Charlene Wallace, Director of Operations &amp; Trail Development – 33 hours</b>					
o Created agenda and prepared materials for Burlington Walk/Bike Council (BWBC) meeting. Arranged meeting logistics.	✓		✓	✓	
o Attended and facilitated BWBC meeting on 2/8.	✓		✓	✓	
o Presented memo to the BWBC about improving signal timing at Main St. and University Heights in Burlington, secured approval to present proposal to BDPW.			✓		✓
o Attended Bike/Ped Committee meeting at the CCMPO on 2/25.		✓	✓		
o Southern Connector: Presented history of the project, strategies and next steps to the BWBC at the February meeting; followed up with Jason to outline steps to improve bike & pedestrian facilities in the design.	✓		✓	✓	
o Planned and attended BWBC Steering Committee meetings on 2/22.	✓		✓	✓	
o Met with the BWBC's Infrastructure & Intersections workgroup to prioritize bicycle and pedestrian projects in Burlington.	✓		✓	✓	
o Promoted bikepath Lakeside/Oakledge bridge in LM's February Walk 'n Roll News.			✓		✓
o Met with Bryan Davis and Peter Keating of the CCMPO to continue planning for a Bike/Ped Summit event in spring 2010: 2/18/10, 2/25/10.		✓	✓	✓	
o Worked on Summit agenda and workshops.		✓	✓	✓	
o Distributed publicity for Summit via email lists and list servs.		✓	✓	✓	

	1. Tech Assist. to Trail/Walk/Bike Cmtes	2. Participate in Reg'l B/P Committee	3. Advance Regional Connections	4. Education: Gaps	5. Work on creative funding
o Discussed attending town Path and Rec Trail committee meetings throughout Chittenden County with Bryan Davis of the CCMPO, and began scheduling meetings.	✓		✓	✓	
o Met with Chapin to learn what's happening in Essex regarding bike/ped project planning.	✓		✓	✓	
o Prepared for, attended, and did follow up for 2/18/10 Burlington DPW meeting to discuss sidewalk projects on Flynn Ave. & S. Willard St. Distributed information about the issue to listservs in advance of the meeting.	✓		✓	✓	
o Discussed details of Shelburne St. roundabout design with Dan Bradley of BDPW.	✓		✓	✓	
o Attended webinar at the CCMPO on Pedestrian Crossings.				✓	
o Prepared for meeting to discuss Route 127 bike path entrance improvements.	✓		✓		
o Compiled, wrote, and submitted narrative report for <b>January</b> for Bike-Ped Planning Funds to CCMPO.	Contract administration task				
<b>Chapin Spencer, Executive Director – 26 hours</b>					
o Co-hosted a press conference on shifting mode splits with the CCMPO on February 1, 2010	✓		✓	✓	
o Met with Burlington Parks & Rec Director Mari Steinbach on February 4, 2010 to develop a strategy for advancing a comprehensive rehabilitation of the Burlington Bike Path	✓		✓		✓
o Attended a City meeting on February 11 on the Southern Connection and transferred the review of the project in-house to Jason VanDriesche	✓		✓	✓	
o Attended an Essex Junction village center revitalization meeting on February 10 and participated in many small group breakout sessions	✓		✓		
o Promoted the second (March 3, 2010) Essex Junction revitalization meeting to Local Motion supporters	✓		✓	✓	
o Discussed Local Motion's proposed FY'11 regional bike/pedestrian workplan with the Chittenden County Metropolitan Planning Organization			✓		✓
o Helped staff with promoting the upcoming Bike/Pedestrian Summit on March 27, 2010	✓		✓		
o Distributed complete streets policy information to other bike/pedestrian stakeholders in the region	✓	✓	✓	✓	

	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 Worked with Charlene to promote and prepare for the February 18, 2010 Burlington DPW Commission meeting about two important sidewalk sections	✓		✓	✓	
o Participated in a February 22, 2010 Burlington Department of Public Works public meeting on the Shelburne Street roundabout to ensure proper bike and pedestrian accommodations	✓		✓		
o Attended the February 24, 2010 Colchester Avenue Technical Committee meeting and helped structure the public process	✓		✓	✓	
o Attended the February 25, 2010 CCMPO Bike/Pedestrian Committee meeting where we prepared for the Bike/Pedestrian Summit and continued our work categorizing regional bike/pedestrian projects		✓		✓	✓
o Talked with Judy Bond by phone to update her on the 2010 Campaign for Active Transportation prior to her trip to the National Bike Summit in early March 2010			✓	✓	
o Provided my hours under the CCMPO Regional Bike/Pedestrian Planning grant to Charlene for the prior month	Contract administration task				
<b>Jason Van Drieshe, Education &amp; Safety Manager – 16.25 hours</b>					
o Worked on Southern Connector; improvements in ped & bike facilities in the plans are needed: <ul style="list-style-type: none"> <li>• Attended meeting at DPW re: current SoCo plans</li> <li>• Met with Roy Feldman of SEABA to discuss co-convening a citizens' committee re SoCo</li> <li>• Met with Carol Weston to review SoCo plans in detail relative to concerns listed in BWBC memos</li> <li>• Researched names of possible participants in SoCo citizens' committee</li> <li>• Discussed committee idea with Joan Shannon and Bill Keogh</li> <li>• Discussed SoCo strategy with Charlene and Chapin</li> </ul>	✓		✓	✓	✓
o Participated in conference call to plan Bike-Ped Summit workshops		✓	✓		

	1. Tech Assist. to Trail/Walk/Bike Cmtes	2. Participate in Reg'l B/P Committee	3. Advance Regional Connections	4. Education: Gaps	5. Work on creative funding
<b>Brian Costello, Island Line Coordinator &amp; Bike Ferry Manager – 3 hours</b>					
o Continued to bring together stakeholders with the goal of establishing formal trails in the large area between Colchester High School and McCrea Park. On 2-26, met with Colchester High School Business Manager, George Treib, regarding representing Colchester School District in a meeting of stakeholders.			✓	✓	
o Met with Colchester Public Works Director, Bryan Osborne, regarding the status and design of the Holy Cross Road bike path: 2/22/10			✓		
o Met with the Trust for Public Land to discuss their potential involvement in the development of trails in Colchester: 2/19/10			✓		