

MONTHLY PROGRESS REPORT FOR FY 2010 March 2010

The following outlines the major activities of CCMPO in February 2010 by Work Task. This is the ninth month of our FY 2010, therefore, 75% of time has elapsed.

1.0 Existing System Preservation and Improvement Services

- 1.1.1 Safety Program – **75% Complete** [*Staff Manager: Jason Charest*]
 - 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 and send them to VTrans by April 16th.
 - Staff continues to participate in the Infrastructure and Core Group meetings of the Strategic Highway Safety Plan (SHSP) multi-agency initiative.

- 1.1.2 Incident Management Training (CCRPC) – **70% Complete** [*Staff Manager: Paul Luciano*]
 - Working to schedule and obtain instructor for ICS 300 course with Lissa Stark (who is on maternity leave). Working with Tim Bouton as a potential candidate for teaching the course. Dates for off-site ICS training have been acquired, they are in New Haven and the dates/times are: 5/11, 5/13, 5/18, 5/20, 5/25 and 5/27 evenings from 6:30- 9:30 and 5/22 all day.

- 1.1.3.1 Planning Assistance and Coordination – **75% 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.
 - CCMPO staff met with Michael Munson who is working as a consultant for the town of Colchester on a study of transportation impact fees related to infrastructure upgrades at the Severance Corners growth center and in the vicinity of Exit 16. Staff will provide updated traffic model data of trips to/from/within the town and region for potential use in this study.
 - Staff prepared a letter of support for Colchester's TIF application.
 - Staff participated in the VT Department of Health's *Communities Putting Prevention to Work*, implementation plan meeting.
 - Director and staff (Eleni) met with representatives from the Lincoln Development Group, the Village of Essex Junction and CCTA to discuss possible next steps for the "Crescent Road Connector" project (03/01 & 03/23).

- 1.1.3.2 VTrans Planning Assistance and Coordination – **75% 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.

1.1.3.3 Planning Assistance (Locally Managed) - **75% Complete** [*Staff Manager: David Roberts, except as noted*]

- Exit 16 Transportation Management Study [*Staff Manager: Eleni Churchill*] – 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 under a slightly revised traffic circulation plan in the area—exiting Costco traffic is rerouted to Hercules Drive. VTrans staff is currently reviewing these analyses. A meeting in early April will determine the feasibility and discuss the logistics of a possible Costco traffic re-route field test.
- Essex Junction VT 2A Circulation and Study & Village Connector Road Analysis [*Staff Manager: Eleni Churchill*] – Both reports were finalized in February and are posted at: <http://www.ccmpto.us/library/>.
- 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. The public meeting plans are temporarily on hold pending information being generated in the Waterfront South Access Study mentioned in the next item below.
- Burlington's Waterfront South Access Study [*Staff Manager: Eleni Churchill*] – CCMPO staff reviewed and provided comments on the draft Existing Conditions Assessment memo which includes a probable economic development profile for the study area as well as a microsimulation traffic model of the Waterfront South area.

1.2.1 Transportation Systems Management (TSM) and Intelligent Transportation Systems (ITS) – **75% 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.
- Staff is continuing research on Transit Signal Priority systems. 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. CCMPO staff is coordinating a meeting with VTrans and CCTA staff to discuss potential pilot implementation studies of transit priority in follow-up to a study completed for VTrans by U Mass in 2007.

- 1.2.2 Efficiency Improvements (CCTA) – **75% Complete** [Staff Manager: *Aaron Frank*]
- Fort Ethan Allen Signal: The engineer has completed design and the drawings are under review by VTrans and the Town of Essex. We hope to bid the project in the next 60 days.
 - Real Time Passenger Information: Staff is working on operating expense estimates and contacting other similar transit systems which have implemented similar systems.
 - Transit Signal Priority: Staff is working with VTrans, CCMPO, the City of Burlington, the Town of Essex and the City of South Burlington to implement transit signal priority in spot locations and on our trunk route corridors.

2.0 Sustainability/Livability Services

- 2.1.2 Regional Models (CCRPC) - **30% Complete** [Staff Manager: *Melanie Needle*]
- Staff attended a webinar on GHG Targets, Methodologies, and Legislation Webinar
- 2.1.4 Transportation Land Use Planning and Review – **70% 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) – **70% Complete** [Staff Manager: *Charlie Baker*]
- Staff has researched associated policies of other RPCs regarding the Act 250 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 - **75% Complete** [Staff Manager: *Michele Boomhower*]
- With detailed assessments of Essex and Jericho's scenic corridors in hand, we are working with the two towns to consider and prioritize the range of regulatory, non-regulatory and conservation options for protecting scenic views. A team meeting was held at the Essex Town offices on March 17 where the maps and road segment summaries were reviewed, closing out Phase One work. A 'lessons learned' session for assessment volunteers is being organized for late April. Jericho's Planning Commission will take the issue up at its April 20 meeting, and Essex Planning will do so at its May 13 meeting. We are developing a Scenic Roadscape Protection Manual and accompanying bylaw and town plan language for each town. At the upcoming meetings, we will review the matrix of options along with assessment results and begin work on the manual, simultaneous Phase Two and Three work.

- 2.2.2 Land Use Data Update and Maintenance (CCRPC) – **75% Complete** [*Staff Manager: Melanie Needle & Pam Brangan*]
- Staff spent time reviewing Census Tracts and Block Groups and has suggested that tracts and block groups could better match municipal boundaries and provided a municipal boundary data layer for use.
 - Staff created a county trails dataset. The data already existed but was not in one dataset for the county.
 - Staff has interviewed for a summer intern to help with culvert and sign inventories.
 - Staff provided maps and signs for the Pedestrian/Bicyclist Summit held on March 27th.
- 2.2.3 Environmental Planning - **75% Complete** [*Staff Manager: Christine Forde*]
- Staff assisted VTrans in consultant selection for Vermont Transportation Green House Gas Emission Modeling.
 - Staff participated in FHWA/AASHTO/FTA webinar on setting greenhouse-gas reduction targets for transportation, methodologies for estimating transportation greenhouse gases, and prospects for climate-change legislation affecting transportation.
 - Staff participated in FHWA/AASHTO/FTA webinar about the latest research and risk-based frameworks for adapting surface transportation infrastructure and networks to climate change.
- 2.2.3.1 Environmental Planning: Air Quality (CCRPC) - **100% Complete** [*Staff Manager: Julie Potter*]
- Staff assembled final accepted version of the air quality report and arranged for posting on the CCMPO website.
- 2.2.3.2 Environmental Planning: Energy & Climate Action Plan (CCRPC) - **75% Complete** [*Staff Manager: Julie Potter*]
- Staff researched energy and climate action issues. Staff researched similar regions to identify benchmark regions doing energy and climate action planning.
 - Staff participated in VAPDA energy meeting on state energy agencies and organizations.
 - Staff participated in two webinars: AASHTO Transportation & Climate Change 3/10) and EPA Smart Growth and GHG Reduction (3/31).
- 2.2.3.3 Environmental Planning: Online Resource Mapping (CCRPC) - **75% Complete** [*Staff Manager: Pam Brangan & Melanie Needle*]
- CCRPC staff attended a ½ day hands-on training for web-mapping using ArcGIS Server and Flex API
- 2.2.3.4 Environmental Planning: Stormwater (CCRPC) - **75% Complete** [*Staff Manager: Dan Senecal-Albrecht*]
- No activity this month.

2.3.1 Regional Comprehensive Planning Involvement - **75% 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.
- Staff reviewed the Essex Town Plan draft transportation element at the request of CCRPC staff.
- Director and staff met with CCRPC Director to discuss programmatic activities (03/25).
- CCMPO co-sponsored the 2nd Annual Chittenden County Planners Conference in coordination with the CCRPC and the UVM Transportation Research Center. Director attended the evening presentation of special guest speaker Reid Ewing (03/04), staff attended the day long planning conference (03/05).
- Director attended a series of presentations on the current research projects underway at the UVM Transportation Research Center. In her capacity as a Technical Advisor to the UVM TRC program meetings were attended on 03/15-03/19 and 03/23).
- Director prepared and delivered a webinar for the National Association of Development Organizations (NADO) on *Metropolitan and Rural Transportation Planning: Case Studies for Regional Collaboration*; the webinar offered case studies of metropolitan planning organizations (MPOs) and rural transportation planning organizations (RPOs) that are working together to identify creative solutions across transportation planning boundaries (03/31). A prep session was held on March 29.

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

- *Colchester Avenue Corridor Plan:*
The selected consultant (RSG) is currently working on the Current Conditions technical memorandum. RSG and CCMPO staff attended the Ward 1 NPA meeting on March 10th to introduce the Colchester Ave project. CCMPO Staff developed and deployed the project website. Site is live at <http://www.colchesteravenue.org/>.

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*]

- No activities this period.

3.0 Multi & Intermodal Services

3.1.1 – 3.1.5 Create and Improve - **75% Complete** [Staff Manager: *Aaron Frank*]

- Cherry St. Short Term Accommodations: We continue to work on the urban shelter design and are waiting to gain access to the ten parking spaces provided to us by the City of Burlington.
- Passenger Shelters. We have ordered the shelter and the site work for the shelter at the University Mall, which should be in place by mid-August. Our solar light retrofit prototype for the shelter on Route 15 near Suzie Wilson Road is now operational. Light readings are 5 foot-candles at bench height which is plenty to read by. We are looking at improvements before we install them at about half the current shelters in the next

fiscal year. We continue to work on siting shelters for FY 11 where we have an aggressive shelter expansion program.

- Regional Public Transportation Expansion
 - a) Transit Development Plan (formerly SRTP): An online public feedback survey for the TDP was recently developed. The survey is available through Survey Monkey by using the following link: <http://www.surveymonkey.com/s/CCTATDP> We promoted the survey through Front Porch Forum and flyers on the buses. We have also posted a link to the survey on the CCTA website. To-date, approximately 250 surveys have been completed. The CCTA Board Strategy Committee has begun the process of reviewing the draft TDP chapters and we are moving forward with our goal to adopt the plan this summer.
 - b) Regional Park and Ride Plan: Staff attended the most recent committee meeting on March 30th and continues to participate in the plan update and provide transit data as needed.

3.1.6 Public Transportation Planning by CCMPO – **75% Complete** [*Staff Manager: Peter Keating*]

- Director continued to coordinate activities related to public transportation access to Tilley Drive, South Burlington; a planning meeting was held with VIA leadership on 03/25 and a Committee meeting was held on 03/31. Senior Transportation Peter Keating was invited to participate in the 03/31 meeting as he will be taking over coordinating activities related to this project.
- Director and staff (Eleni) attended a meeting (03/23) sponsored by CCTA on Transit Oriented Design, the discussion included representation from CCRPC and Smart Growth Vermont. Ideas related to potential TOD planning projects were discussed. CCRPC will follow-up with information related to their CCMPO work program activities related to TOD.
- Director and staff (Peter) met to discuss Public Transportation Planning activities contained within the draft UPWP (03/23).

3.2.1 Transportation Improvement Program (TIP) Development - **75% Complete** [*Staff Manager: Christine Forde*]

- FY12 Project Prioritization was approved by the CCMPO Board and the scores were forwarded to VTrans to meet the April 1 deadline.
- Staff responded to FHWA comments on the draft FY09 Year End Report.
- Staff collected information from CCTA, BIA and communities on FY11-14 TIP projects.
- TIP amendments were approved for Burlington Waterfront Transportation Improvements, Waterfront North; Regional Transit Center – Downtown Burlington; and VT128 Paving, Westford-Fairfax.

3.3.1 Access and Mobility (CCTA) - **75% Complete** [*Staff Manager: Aaron Frank*]

- E&D Program: Based on expenditures to date, no inter-agency distribution is necessary at this time. We will be working with the twelve partner agencies on program and expense estimates for FY 11.

- ADA Program: Staff attended a meeting of the Vermont Center for Independent Living. This group composed of people with disability and their advocates discussed issues and concerns pertaining to both CCTA’s fixed-route and paratransit services. This was a productive session and a list of feedback and concerns was brought back for follow-up
- 3.3.4 2060 Metropolitan Transportation Plan (MTP) - **75% 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.
 - CCRPC and CCMPO staff met to discuss ways to move forward with scenario displays and analyses (03/25).
 - Staff provided a synopsis and lessons learned regarding scenario planning to a planner in Virginia.
- 3.3.4.1 CCRPC MTP Support (CCRPC) – **75% Complete** [Staff Manager: Charlie Baker]
- Staff continues to work on High Crash Location and Traffic Congestion maps.
 - Staff continues 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. Lamoille County Planning Commission completed their final report.
- 3.3.5 Freight Transportation Planning - **75% Complete** [Staff Manager:] Michele Boomhower <http://www.ccmpto.org/freight/>
- Director and staff met to discuss and follow-up on ideas generated at 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 (03/01).
 - Director attended a meeting at St. Michael’s College with representatives from the TAC and New England Central Railway to outline a potential study related to rail freight delivery of aviation fuel to the Burlington International Airport. One of the potential project site locations is adjacent to SMC property off Lime Kiln Road in Colchester (03/15).
- 3.4.1 Bicycle/Pedestrian Transportation Planning – **75% Complete** [Staff Manager: Peter Keating] <http://www.ccmpto.org/BikePed/>
- Bicycle/Pedestrian Committee met on March 25 to review project location maps and finalize plans for Bicycle/Pedestrian Summit.
 - 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.

- Co-hosted Pedestrian/Bicyclist Summit at St. Michael's College on Saturday March 27 with Local Motion. More than 120 people participated in breakout groups and listened to featured speaker Mary Collins (participating staff included Peter, Bryan, Janet, Michele, Christine, and Dave). In preparation for the event staff hosted an informal gathering for guest speaker Mary Collins on 03/26.
- Continued working with Local Motion to plan for Safe Streets Summit on April 10, the public countywide roll out event.
- Began contacting 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) **75% Complete**
[Staff Manager: Chapin Spencer]

- See attached report.

3.4.2 Reduce SOV (Service and Operations Planning & Development) (CCTA) - **75% Complete**
[Staff Manager: Aaron Frank]

CMAQ Funded New Services

- Route 2 Corridor Project: The Route 2 Corridor Project is progressing and remains on track for the planned June 14th implementation date. Based on the feedback received at the first round of public hearings, staff made several revisions to the "Proposed Alternative" and has developed the final "Preferred Alternative." Staff recently completed the process of giving a project update to the boards/councils of the four affected municipalities; Williston Select Board on February 22nd, the South Burlington City Council on March 15th, the Burlington Transportation Energy and Utilities Committee on March 18th, and the Essex Select Board on April 5th. We have also begun the second round of five public hearings to obtain final comments on the Preferred Alternative. The dates and locations are:
 Essex - Tuesday April 6, Brownell Library, Essex Junction, 6 PM
 South Burlington - Thursday April 8, S. Burlington Middle School Library, 6 PM
 Burlington - Saturday April 10, CCTA Admin Office, 11 AM
 Burlington - Thursday April 15, City Hall - Contois Auditorium, 6 PM
 Williston - Tuesday April 20, Williston Town Hall, 6 PM

Lastly, staff has developed an online survey to obtain feedback specific to the operating times of the new Williston Commuter between Williston Village and downtown Burlington. The link to the online survey is included in an article in the March 18th edition of the Williston Observer and will be posted on the CCTA website and advertised at all five public hearings. The link to the survey is:

<http://www.surveymonkey.com/s/WillistonCommuter>

- Hinesburg Commuter and Membership: CCTA staff will be meeting with Hinesburg Town staff in mid-April to discuss potential park & ride/bus stop locations in town.
- Tilley Drive: In March, the second month of operation of the Tilley Drive Shuttle, ridership grew from 18 rides taken in February to over 40 rides taken in March. Discussions are underway regarding the service framework for FY11 (beginning in July 2010).

- Waterbury Park & Ride: VTrans is expanding and refurbishing the Waterbury Park & Ride this spring and summer. The projected close date of the Park & Ride is Monday, April 12th. Approximately 30 CCTA and GMTA passengers per day board the bus at the Waterbury Park & Ride. Therefore, staff worked to secure a temporary replacement location at the Shaw's in Waterbury Center. Notices of the new location were posted in the Waterbury P&R, on the Link buses, on the CCTA and GMTA websites, and notices are being distributed to passengers
- Development/Transit Oriented Design (TOD):
 - a) Staples Plaza/I-89 Slip Lane
Staff met with South Burlington's Public Works Director and the project consultant for the new I-89 slip lane at Staples Plaza to discuss bus stop/shelter placement within the project area. CCTA requested, as part of the project, that the stop currently in front of the Staples Plaza be moved east to a new green space bump out in front of the Exxon station that will be created when the lanes are re-designed. Moving this stop east will give the bus more room to merge left out of the slip lane and to continue west on Route 2. We have also requested that shelters be included in the project scope and funded through the project. Additionally, CCTA has requested a signal design that will allow us to use transit signal priority at the intersection to achieve the same result as a queue jump lane, allowing the bus in the south lane headed east or in the north lane headed west to receive an advance green and move ahead of traffic. We are working with a transit signal priority specialist to obtain data for South Burlington and VTrans to show how the technology would work in this intersection.
 - b) Hinesburg Commuter and Membership: On Monday, March 1st, the Town of Hinesburg voted to join CCTA and set aside funding for the local match of a future CMAQ grant. Beginning in FY11, Hinesburg will have two seats on the CCTA Board of Commissioners.

3.4.3 Transportation Demand Management (TDM) - **75% Complete** [Staff Manager: *Peter Keating*].

- Staff continued to discuss a survey of park and ride users with the project consultant.
- Staff continued discussions with Park and Ride consultant over project goals and objectives.
- Park and Ride Advisory Committee met on March 30 and discussed a revised project memo #1 – Inventory and current conditions, reviewed a draft public survey, and considered project memo #2 – project goals and objectives.
- Continued assisting CarShare VT with outreach, funding and other projects.

3.4.3.1 Way to Go! Commuter Challenge – **35% Complete** [Staff Manager: *Peter Keating*] <http://www.waytogovt.org/>

- Staff updated more 2010 promotional materials and tools on the W2GW website.
- Staff continued working with the WTG partners and project manager on developing/revising program materials, planning for upcoming events and other WTG outreach.

- 3.4.4.1 Project Definition (Scoping) Studies (Staff) - **75% Complete** [Staff Manager: Christine Forde]
- Staff worked on scoping studies listed below.
- 3.4.4.2 Project Definition (Scoping) Studies (Consultant) – **75% 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 addressed staff comments on the draft report and submitted a revised report that was transmitted to Huntington for comments.
 - *Huntington Bridge #10, Huntington*
 - The consultant addressed staff comments on the draft report and submitted a revised report that was transmitted to Huntington for comments.
 - *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) - **75% Complete** [Staff Manager: Christine Forde]
- No activities this period.
- 3.4.5 Transportation Action Grants (TAG) – **75% Complete** [Staff Manager: Bryan Davis]
- Followed-up with grantees about project status determined budget carry-overs into FY2011.

4.0 Involvement Effectiveness and Administration Services

- 4.1.1 Education (CCTA) **75% Complete** [Staff Manager: Aaron Frank]
- Multimodal and Regional Coordination
- Colchester Avenue Corridor Plan: Awaiting next meeting.
 - Bicycle/Pedestrian Committee: Staff attended the Bike/Ped Summit on Saturday March 27th and served on a panel to discuss linking alternate modes of transportation.
 - 2060 Metropolitan Transportation Plan: Staff is on hold with this project until the update of the 2025 MTP is complete.
 - 2011 TIP: Staff completed a draft CCTA TIP.
 - Route 2 Update: Participated in a roundtable discussion of progress and potential collaboration for future improvements.
 - Essex Junction Multi-Modal: Staff met with Essex Junction Village staff on infill development plans. We continue to work on improved passenger amenities at the AMTRAK station.
- 4.1.3 Traffic Alert Program - **0% Complete for season** [Staff Manager: Dave Roberts]
- <http://www.ccmpto.info/cta/>
- The Traffic Alert program will resume for the 2010 construction season in late April or early May, depending on the level of construction activity underway.

- 4.1.4 Public Participation, Communications & Legislative Monitoring – **75% Complete** [*Staff Manager: Bryan Davis/Michele Boomhower*]
- Third Sector Associates attended four meetings with staff and partners to finalize arrangements for the Bike and pedestrian Summit at Michael’s College on March 27, 2010. She created an evaluation form, sign-in sheets, and a thank you letter. She shopped for refreshments and supplies. She helped set up the site and clean up afterward.
 - Third Sector Associates prepared an agenda and meeting notes for the Route 2 Implementation Committee meeting on March 15, 2010. She updated project tables with implementation items and distributed them to the Committee.
 - CCMPO was community host site for MUTCD, greenhouse gas, bus rapid transit, and climate change webinars during March.
 - Staff filmed March. Board of Directors meeting using CCTV/Ch 17 equipment – video available online.
 - Staff learned video editing software and created three videos as part of the Pedestrian/Bicyclist Summit. <http://www.youtube.com/ccmpo>
 - Continued retrieving relevant clips from local media outlets.
 - CCMPO Director attended the Legislative Breakfast event (03/15).
 - Staff (Peter), as a representative of AMPO, attended a White House invitation event to learn about and discuss the Sustainable Communities Regional Planning Grant program with staff from HUD, USDOT and the White House.
- 4.2.1 Improve Facilities (CCTA) **75% Complete** [*Staff Manager: Aaron Frank*]
- Downtown Transit Center: The City and the design contractor, Vanasse Hangen Brustlin (VHB) have executed documents transferring the procurement to CCTA. We are working with the FTA to concur in this transfer and on a grant to continue the site selection process.
 - Board Performance Reporting: We have completed about 50% for our new performance reports for FY 09 and FY 10
- 4.2.3 Small Community Service Program - **75% Complete** [*Staff Manager: Bryan Davis*]
- Staff continued liaison efforts with town planners and administrators and served as point of contact.
- 4.2.4 Project Coordination Assistance Initiative – **75% Complete** [*Staff Manager: Michele Boomhower*]
- No activities this period.
- 4.3.1 Agency Administration – **75% Complete** [*Staff Manager: Bernie Ferenc*]
- The Finance Committee met on March 24, 2010 to review proposed budget for FY11 and February financial reports.
 - The CCMPO Executive Committee did not meet in March but approved the board agenda via email.

- The CCMPO Board met on March 17, 2010 and had a presentation on the UVM research project on the analysis of complex governance systems dynamics that the CCMPO will participate in and approved the annual regional project prioritization.
 - The FY11 UPWP Committee met twice - on March 4th to review the first draft and on March 30 to review the budget and second draft of the text.
 - A staff meeting was held on March 17.
 - Director continued to coordinate with consultant Paula Cope of Cope & Associates on CCMPO Board development process, a meeting was held on March 31.
 - Director continued to coordinate with Evergreen Consultants on the Compensation Study.
 - Director met with Chris Koliba (03/04) and representatives from UVM to discuss the complex governance systems dynamics project in preparation for a presentation to the CCMPO Board (03/17).
 - Director coordinated with a retirement services firm regarding education and training for CCMPO staff related to retirement planning, as well as the need for a 3rd party evaluation of the current retirement services offering of the CCMPO (03/22).
 - Director met with CCMPO retirement services broker to discuss pending evaluation of CCMPO retirement offerings by a 3rd party administrator (03/22).
 - Director met with Board Chair to discuss current administrative activities of the CCMPO (03/24).
 - Director coordinated with staff members throughout March to facilitate the development of the FY11 UPWP.
- 4.3.2 Transportation Advisory Committee (TAC) - **75% Complete** [*Staff Manager: Peter Keating*]
- The TAC met March 3rd, approving the 2012 project prioritization for VTrans, heard a CCTA presentation on their Transit Development Plan, approved a TIP amendment related to the CCTA downtown transit center, and considered a comprehensive project list that staff is planning to use for modeling purposes related to MTP development.
- 4.3.3 Training and Staff Development – **75% Complete** [*All Staff*]
- Productivity and project management training was held on March 29 and attended by all staff.
 - Hosted webinars on Bus Rapid Transit and Transportation adaptations to climate change.
- 4.3.4 Training (CCTA) - **75% Complete** [*Staff Manager: Aaron Frank*]
- Ross Nizlek attended an American Public Transit Association ITS conference
- 4.3.7 Data Collection and Maintenance – **100% Complete** [*Staff Manager: Daryl Benoit*]
<http://www.ccmppo.org/data/>
- Staff continues to collect Bicycle & Pedestrian data.
 - Staff hired 4 interns from UVM's Civil Engineering Department to assist with the Summer 2010 data program.

- Staff received comments on the First Draft of the Shelburne roadway surface management study and is underway completing updates.
 - Staff continues research and development of a Google Maps application to update the current online traffic data distribution system and the Online Resource Mapping project (with CCRPC).
- 4.3.8 Transportation Model Maintenance and Enhancement - **75% Complete** [*Staff Manager: Dave Roberts*]
- National Household Travel Survey (NHTS) – CCMPO staff has provided the data to UVM TRC and RSG and continues reviewing various aspects of the reporting available. Staff met with UVM TRC to discuss the analysis and education the TRC will provide in the coming months.
 - Phase 2 of the regional transportation model daily model update. This phase got underway in March and includes 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. RSG is currently doing speed studies with GPS units to validate the model’s estimated speeds along key corridors and analyzing the NHTS data.
 - Staff representatives met with Steve Lawe of RSG to discuss current and potential modeling applications of interest to the CCMPO (03/16).
 - Director and staff (Dave) met to discuss FY11 modeling opportunities in preparation of the draft UPWP (03/22).
- 4.3.9 Research Initiative for Transportation Investments - **75% Complete** [*Staff Manager: Dave Roberts*]
- No activities this period.
- 4.3.11 Performance Measures and Indicators Initiative - **20% Complete** [*Staff Manager: Michele Boomhower*]
- No activities this period.
- 4.3.12 Innovative Finance Initiative- **95% Complete** [*Staff Manager: Michele Boomhower*]
- Outreach meetings with regional legislative bodies to discuss the Blue Ribbon Commission resolution were held with Bolton (03/15), Richmond (03/15), and the Burlington Transportation, Energy & Utilities Committee (03/18).

FY 2010

**CCMPO Regional/Inter-regional Bicycle Pedestrian Coordination & Planning Contract
Project: Local Motion - CLOSE THE GAPS**

Report for tasks completed during March 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
Charlene Wallace, Director of Operations & Trail Development – 63 hours					
o Created agenda and prepared materials for Burlington Walk/Bike Council (BWBC) meeting. Arranged meeting logistics and posted meeting agenda and meeting reminder on the BWBC listserv.	✓		✓	✓	
o Attended and facilitated BWBC meeting on 3/8.	✓		✓	✓	
o Contacted Nicole Losch at BDPW about the bike set-aside budget.	✓		✓		✓
o Reviewed Local Motion's recommendations for changes to improve ped/bike aspects of the Shelburne St. Roundabout design.	✓		✓		
o Attended Bike/Ped Committee meeting at the CCMPO on 3/25.		✓	✓		
o Participated in <i>Route 127 Entrance</i> team meeting: 3/11.	✓		✓	✓	
o Attended Route 2 stakeholder's meeting at the CCMPO: 3/15. Reviewed facilities along the corridor with Chapin to provide feedback about bike/ped improvements.			✓	✓	
o Attended Burlington Planning Commission meeting to support inclusion of alternative modes in the Burlington Transportation Plan and to present collaborative business, neighborhood, and bike-ped response to design of the Southern Connector: 3/23.	✓		✓	✓	
o Met with the BWBC's Infrastructure & Intersections workgroup to develop task lists for bicycle and pedestrian projects that have been identified as priority projects in Burlington: 3/19. ▪ Handled follow up questions. ▪ Developed spreadsheet of tasks.	✓		✓	✓	
	1. Tech	2. Partic-	3. Advance	4.	5.

	Assist. to Trail/Walk/Bike Cmtes	ipate in Reg'l B/P Committee	Regional Connections	Educa-tion re: Gaps	Work on creativ e funding
o Viewed Women & Biking webinar to learn how Local Motion can improve women's perception of safety when biking, and to learn about improving women's biking skills: 3/31.			✓		✓
o Pedestrian / Bicyclist Summit: <ul style="list-style-type: none"> ▪ Met with Bryan Davis & Peter Keating, of the CCMPO, and Diane Meyerhoff of 3rd Sector Associates weekly to continue planning: 3/4, 3/11, 3/18, 3/25. ▪ Worked with workshop presenters to organize and focus their presentations. ▪ Distributed publicity for Summit via email lists and list servs. ▪ Wrote an article for Walk 'n Roll News promoting the Summit. ▪ Traveled to St. Michael's college twice to review space needs for the event. ▪ Developed "alternative mode" instructions for getting to the Summit by bus and by bike. ▪ Handled the printing and mailing lists for a promotional postcard sent to all Local Motion names in Chittenden County and to the CCMPO mailing list. Total quantity 4,500. ▪ Reviewed and modified the Summit questionnaire form. ▪ Attended Summit: 3/27. Worked with presenters, did space setup and cleanup, photography, etc. ▪ Worked with a Local Motion volunteer to create mailing list of Summit attendees so wrap-up email could be sent. 		✓	✓	✓	
o Compiled, wrote, and submitted narrative report for February for Bike-Ped Planning Funds to CCMPO.	Contract administration task				
Chapin Spencer, Executive Director – xx hours					
o Debriefed with Charlene Wallace on how Local Motion can assist Burlington on their Willard / Deforest sidewalk plans	✓		✓	✓	
o Wrote an article on the Willard / Deforest sidewalk issue and responded to resident concerns on March 1 & 2	✓		✓	✓	
o Sent out meeting notice of Essex Junction revitalization meeting to Local Motion members	✓		✓	✓	
o Educated Judy Bond on status of regional bike/pedestrian projects prior to her trip to the National Bicycle Summit			✓	✓	
o Distributed information on the Chittenden County Bike/Pedestrian Summit to the general public		✓	✓	✓	

	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 Wrote an article summarizing the findings of the UVM TRC economic impact study on the Burlington Bike Path	✓		✓	✓	
o Reviewed Jason VanDriesche's bike/pedestrian comments on the Shelburne Street roundabout prior to submission on March 8	✓		✓		
o Updated Congressional staffers on regional bike/pedestrian projects			✓	✓	
o Assisted Jason VanDriesche with structuring and establishing the Champlain Parkway Citizens' Committee	✓		✓	✓	
o Updated the Vermont House Transportation Committee on the Causeway Bike Ferry on March 11 at their invitation			✓	✓	
o Discussed rehabilitation strategies for the Burlington Bike Path with Burlington Parks & Recreation and RunVermont	✓		✓	✓	✓
o Drafted a 2010 Bike/Pedestrian Summit debrief for planning Local Motion's and the CCMPO's 2012 summit		✓			
o Provided my hours under the CCMPO Regional Bike/Pedestrian Planning grant to Charlene for the prior month	Contract administration task				
<u>Jason Van Drieshe, Education & Safety Manager – 39.5 hours</u>					
o Led Citizens Committee on the Champlain Parkway <ul style="list-style-type: none"> • Held exploratory meetings with various community leaders • Reviewed current plans • Organized and lead two community meetings • Recruited committee members • Held first committee meeting 	✓		✓	✓	
o Prepared for and attended Bike-Ped Summit <ul style="list-style-type: none"> • Prepared presentation on factors affecting walkability and bikeability of schools ▪ Delivered presentation at Summit 			✓	✓	

	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
Brian Costello, Island Line Coordinator & Bike Ferry Manager – 17 hours					
o Continued discussions with the Trust for Public Land (TPL) their potential partnership with the Town of Colchester in the purchase of Camp Holy Cross for public recreation and trails.	✓		✓		✓
o Arranged a meeting of stakeholders to discuss the development and management of the existing unofficial network of informal trails in the Colchester High School / McCreary Farm Park area (see attached map). <ul style="list-style-type: none"> ▪ Meeting is scheduled for April 15th to include representatives from the Colchester School District, Colchester Parks and Recreation, the Hazelett Corporation, the Winooski Valley Park District, the Burlington Disc Golf Club, and the Vermont Mountain Biking Association. 			✓		✓
o Met with the Trust for Public Land on site at Camp Holy Cross, and at the site of a potential conservation and trail development project that would be an off-road connection between the northern terminus of the Colchester Bike Path and Niquette's Bay State Park through an area known as Munson Flats.	✓		✓		✓
o Met with the TPL, Colchester Town Manager, and Colchester Town Planner regarding the Camp Holy Cross and Munson Flats projects described above.	✓		✓		✓
o Discussed the same two projects with Bob Popp, ANR Non-game and Natural Heritage coordinator regarding environmental factors.	✓		✓		✓