

## MONTHLY PROGRESS REPORT FOR FY 2010 April 2010

The following outlines the major activities of CCMPO in April 2010 by Work Task. This is the tenth month of our FY 2010, therefore, 83% of time has elapsed.

### 1.0 Existing System Preservation and Improvement Services

#### 1.1.1 Safety Program – 83% Complete [Staff Manager: Jason Charest]

- Staff has received notification from VTrans that they have chosen a High Hazard and Programmatic Corridor location from staff's prioritized list of locations for this year's High Risk Rural Roads (HRRR) Program. The Programmatic Corridor location is Hinesburg and Charlotte Roads in Charlotte and Hinesburg respectively. The High Hazard location is a mile section of Hollow Road in Hinesburg. Staff is awaiting responses from the Towns as to their participation in the program.
- Staff is participating in the Turn Off Texting campaign (<http://turnofftexting.com/>) by helping with golf cart demonstrations at local high schools where students drive a predetermined course (set up using cones) twice – first without using their phone and the second time while texting. Demonstrations consistently show that texting while driving creates unsafe conditions on the course with more cones being struck. It also takes longer to navigate the course when students text and drive.
- 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) – 83% Complete [Staff Manager: Paul Luciano]

- Scheduled ICS 300 training, sent invitation and registration info to LEPC listserve. Maintained RSVP list and forwarded to Tim Bolton. Class had to be postponed due to lack of sufficient enrollment. Sent out informal survey to interested groups to see what time/days would be most conducive for participants. New dates will be released shortly and course will take place on Friday, Saturday, Sunday.

#### 1.1.3.1 Planning Assistance and Coordination – 83% Complete [Staff Manager: David Roberts, except as noted]

- Hinesburg Traffic Review – CCMPO staff will be attending a May coordination meeting arranged by VTrans to review Hinesburg development programs and the status of transportation related projects in town.
- CCMPO staff provided updated traffic model data of trips for potential use in town traffic impact fees. The summary results are under review and may require additional analysis to coordinate with prior MPO studies completed for Severance Corners and the Exit 16 area.
- Staff worked with WVPD staff to determine potential Transportation Enhancement eligible projects.
- Reviewed draft scope of work from RSG for update to 2008 Jericho Elementary School SRTS project. The town and school officials are applying for SRTS funds and would like a hybrid design of two alternatives. [Staff Manager: Bryan Davis]

- Selected Lamoureux & Dickinson as project consultant for Orchard Elementary SRTS project to address pedestrian and vehicle conflicts. A kick-off meeting is scheduled for early May. *[Staff Manager: Bryan Davis]*
- Shared Use Path Connection over Muddy Brook *[Staff Manager: Christine Forde]* CCMPO began a project to update cost and development information for the Muddy Brook Path in South Burlington and Williston. A Feasibility Study was completed by CCMPO in 2006. Staff met with the consultant and staff from South Burlington and Williston to discuss planning and development changes since the 2006 report was completed.
- Staff reviewed Notice of Funding Availability (NOFA) for TIGER II and HUD Livability programs and met with CCMPO Executive Director to discuss relevant potential projects (04/30). *[Staff Manager: Bryan Davis & Peter Keating]*
- CCMPO Director and staff met with representatives at the UVM Transportation Research Center to discuss modeling assumptions for research the UVM TRC is conducting (04/05).

1.1.3.2 VTrans Planning Assistance and Coordination – 83% 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 now hopes to issue the FEIS in May 2010 with the formal Record of Decision on the preferred alternative following a few months later.
- At the request of VTrans, CCMPO and Director met to discuss the status of project implementation for a variety of City of Burlington project awards (04/20).

1.1.3.3 Planning Assistance (Locally Managed) - 83% 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, staff met in early April to discuss the feasibility of a field trial rerouting Costco exiting traffic to Hercules Drive. Following the meeting CCMPO staff prepared a brief summary of the reroute proposal that was sent to the Costco team by the VTrans attorney requesting a meeting to discuss the proposal. A meeting was set for April 29<sup>th</sup> with participation from Colchester Town, VTrans, CCMPO and Costco. The Costco team which included their attorney, traffic and other consultants, and operations staff did not view the reroute proposal favorably.

- 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*] – DPW and CCMPO staff met with RSG consultants to review and provide comments on numerous transportation alternatives that were developed for the Waterfront South study area as well as the microsimulation traffic base model that was developed for the future/planning year (2018) of the study area. A subsequent meeting with city staff from CEDO, Planning Department, DPW and CCMPO narrowed the field to three transportation alternatives that will be modeled for future year 2018.

1.2.1 Transportation Systems Management (TSM) and Intelligent Transportation Systems (ITS) – 83% 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 and a test of the technology is scheduled for May. CCMPO staff met with VTrans staff to discuss the potential for transit prior on key corridors with state-maintained signals, such as Shelburne Rd and VT 15. Shelburne Rd is a particular concern for CCTA as buses are frequently delayed on routes using the corridor which makes transfers at the Cherry St hub more difficult to coordinate.
- Staff began planning for potential May road managers meeting by reaching out to potential speakers and contacting Shelburne as a host site.

1.2.2 Efficiency Improvements (CCTA) – 83% Complete [*Staff Manager: Aaron Frank*]

- Fort Ethan Allen Signal: Our engineer has completed the design and it is under review by VTrans. CCTA and the Town of Essex jointly applied for a VTrans “Utility and Access” Permit for the project.
- 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: We have a signal priority test at Cherry and Winooski Streets in Burlington scheduled in May.

## 2.0 Sustainability/Livability Services

### 2.1.2 Regional Models (CCRPC) - 83% Complete [Staff Manager: Melanie Needle]

- No work to report.

### 2.1.4 Transportation Land Use Planning and Review – 70% Complete [Staff Manager: Eleni Churchill]

- CCMPO Director participated in the monthly meeting of the Champlain Initiative (04/20).

### 2.1.5 Transportation Land Use Planning (CCRPC) – 75% Complete [Staff Manager: Charlie Baker]

- CCRPC Director participated in the April Board meeting regarding Challenges for Change legislation. CCRPC Director worked with and supported CCMPO information in revisions to the Challenges for Change legislation concerning merging. CCRPC and CCMPO Directors and staff discussed federal Livability/Sustainability opportunities.

### 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 - 83% Complete [Staff Manager: Michele Boomhower]

- The first step, to consider and prioritize the range of regulatory, non-regulatory and conservation options for protecting scenic views, was taken with a presentation of options at Jericho's Planning Commission meeting on April 20. The Essex Planning Commission will review their options at their May 13 meeting. A 'lessons learned' session for assessment volunteers is still waiting on scheduling through Essex Town offices with both towns busy volunteers. The location will be the Essex Library, convenient to both communities. In May and June, Smart Growth Vermont, the towns, and planning consultants will be developing Scenic Roadscape Protection Manual drafts. Accompanying bylaw and town plan language for each town will follow. At upcoming meetings, we will prioritize the matrix of each town's options and begin work on the manual, engaging in simultaneous Phase Two and Three work.

### 2.2.2 Land Use Data Update and Maintenance (CCRPC) – 83% Complete [Staff Manager: Melanie Needle & Pam Brangan]

- Staff has hired a summer intern to help with culvert and sign inventories.
- Staff created road maps of several municipalities for members of Richmond Rescue and Charlotte Rescue to use in rescue stations and ambulances.

### 2.2.3 Environmental Planning - 83% Complete [Staff Manager: Christine Forde]

- Staff researched energy, climate and air quality issues.
- Staff attended energy futures briefing sponsored by LCRCC.
- Staff met with CCRPC and VTCAN representatives to plan for a Regional Energy Forum in June.

- CCRPC and CCMPO staff worked together to determine dates and obtain speakers for two Wildlife Connectivity and Transportation meetings that will be held in June. Staff designed a save-the-date card and identified invite recipients. Meetings were held with the CCMPO Director on April 6<sup>th</sup> and 27<sup>th</sup> to discuss program implementation plans.
- CCMPO staff continues testing the EPA MOVES 2010 air quality model and is drafting greenhouse gas and ozone related emission factors for use in planning processes.
- CCMPO Director met with RSG staff to discuss a national grant project underway by RSG to examine the integration of scenario planning processes into transportation climate change planning activities (04/16).

2.2.3.1 Environmental Planning: Air Quality (CCRPC) - 100% Complete [Staff Manager: Julie Potter]

- No activity this month. Project is complete.

2.2.3.2 Environmental Planning: Energy & Climate Action Plan (CCRPC) - 83% Complete [Staff Manager: Julie Potter]

- Staff researched energy and climate action issues, including emission inventories and energy and climate action plans from benchmark regions.
- Staff attended alternative energy briefing sponsored by LCRCC.
- Staff met with VECAN representative to plan for a Regional Energy Forum in June.

2.2.3.3 Environmental Planning: Online Resource Mapping (CCRPC) - 83% Complete [Staff Manager: Pam Brangan & Melanie Needle]

- CCRPC and CCMPO staff met to discuss online mapping options and the ESRI Community Maps Program. Staff began paperwork and data gathering for Community Maps training workshop. Staff sent member municipalities an email describing the Community Maps Program and addressed questions and concerns.
- CCRPC and CCMPO staff worked together to determine dates and obtain speakers for two Wildlife Connectivity and Transportation meetings that will be held in June.

2.2.3.4 Environmental Planning: Stormwater (CCRPC) - 83% Complete [Staff Manager: Dan Senecal-Albrecht]

- Using the 2010 drafts of each town's All-Hazards Mitigation Plans as well as River Corridor Plans, staff began compiling a list of potential stormwater projects in each municipality.

2.3.1 Regional Comprehensive Planning Involvement - 83% Complete [Staff Manager: Michele Boomhower]

- Director and staff met with CCRPC Director to discuss the HUD/DOT/EPA Livability Grant Program (04/19).

2.3.3 Corridors and Circulation - 30% Complete [Staff Manager: Eleni Churchill]

- *Colchester Avenue Corridor Plan:*  
CCMPO staff is reviewing a draft Current Conditions technical memorandum prepared by RSG. The Technical Committee met on April 28<sup>th</sup> to discuss the first Colchester

Avenue Public Meeting scheduled for May 27<sup>th</sup> at 7:00 pm—for more information please visit the Colchester Avenue website 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 - 83% Complete [Staff Manager: *Aaron Frank*]

- Cherry St. Short Term Accommodations: We submitted our license agreement to the City of Burlington and are working on construction documents for the six shelters.
- Passenger Shelters. We have poured the pad for the University Mall shelter and the glass and steel solar lighted shelter should be installed in July.
- Regional Public Transportation Expansion
  - a) Transit Development Plan (formerly SRTP): Staff updated the Strategy Committee on the TDP progress at its April 6th meeting and the Strategy Committee offered comments on the draft versions of chapters 1-5. The draft versions of chapters 1-6 are posted on the CCTA website and can be found at the bottom of the page at: <http://www.cctaride.org/resources/boarddocuments.html> The Strategy Committee is also continuing to fine tune the TDP Vision Statement. Staff is currently summarizing the results of the TDP online survey, which received over 430 responses. A full report on the online survey will be available later this summer.
  - b) Regional Park and Ride Plan: CCTA staff posted the CCMPO park & ride survey through CCTA's county-wide Front Porch Forum account. The CCTA Strategy Committee has suggested developing a resolution from the CCTA Board outlining the importance of park & ride lots to successful transit operations, which would be sent to the CCMPO as part of the Park & Ride Plan update. Staff will work with the Strategy Committee to develop a draft resolution and bring it to the full CCTA Board in May.

3.1.6 Public Transportation Planning by CCMPO – 83% Complete [Staff Manager: *Peter Keating*]

- CCMPO Director participated in a recognition action sponsored by Vermont Interfaith Action to celebrate the achievements in public transportation access at Tilley Drive in South Burlington (04/20).
- CCMPO Director met with staff from the Conservation Law Foundation to discuss regional Transit Oriented Development planning activities and possibilities for future projects (04/13).

3.2.1 Transportation Improvement Program (TIP) Development - 83% Complete [Staff Manager: *Christine Forde*]

- The TIP subcommittee met to review the draft FY11-14 TIP (04/22). The TIP was approved by the subcommittee with changes. The CCMPO Director participated in the TIP subcommittee process again this year.
- CCMPO staff contacted project managers to develop a summary of project descriptions and project status for all TIP projects.
- A TIP amendment was approved to advance paving of Winooski Avenue paving in Burlington.

### 3.3.1 Access and Mobility (CCTA) - 83% Complete [Staff Manager: Aaron Frank]

- E&D Program: The Chittenden E&D program is 8% under budget. This is not a representation of need, but rather of the lack of local matching funds among some of our partner agencies. To remedy this situation, we have requested expanded use of in-kind match. We are gathering local partner needs and matching ability in order to prepare the FY11 E&D Program grant submission.
- ADA Program: March 2010 set a record for monthly ridership at 4,234 one way trips. Historically, March and April have been high ridership months followed by lower numbers during the last two months of the fiscal year. FY10 ADA expenses through March are 1.1% below budget, due to the ADA sedan program we initiated last year.

### 3.3.4 2060 Metropolitan Transportation Plan (MTP) - 83% 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.
- The MTP financial element was revised based on comments received and under staff review.
- CCMPO Director and staff met to discuss the status of the MTP development (04/23).

#### 3.3.4.1 CCRPC MTP Support (CCRPC) – 83% Complete [Staff Manager: Charlie Baker]

- Staff continues to work on the scenario planning maps.

#### 3.3.4.2 2060 MTP Support Adjacent Regions Support (Adjacent RPC's) 83% 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 in March, Central Vermont RPC completed their final report in April. Northwest RPC and Addison RPC are expected to complete their final reports in May.

### 3.3.5 Freight Transportation Planning - 83% Complete [Staff Manager:] Michele Boomhower <http://www.ccmpto.org/freight/>

- Director signed up to participate in the National Train Day event on Saturday, May 8<sup>th</sup>.

3.4.1 Bicycle/Pedestrian Transportation Planning – 83% Complete [Staff Manager: Peter Keating] <http://www.ccmpto.org/BikePed/>

- Bike/Ped Summit subcommittee met April 1 to debrief March 27th Summit. Staff prepared a summary evaluation document.
- Bicycle/Pedestrian Committee met on April 29 to resume project prioritization process and to debrief the Bicycle/Pedestrian Summit.
- Staff attended South Burlington Rec Path Committee meeting with Local Motion to discuss current projects and opportunities.
- Arranged for a meeting with Charlotte Trails Committee in May in coordination with Local Motion as a way to share information and offer assistance.
- Assisted with grant proposal for improvements to Rt 127 bike path entrance in Burlington.
- Executive Committee and Board reviewed, discussed, and approved changes to the sidewalk program evaluation criteria.
- FY2011 Sidewalk Program announcement made and applications sent to member communities.
- Met with Local Motion and Champlain Elementary to discuss potential SRTS project. Assisted with development of scope of work and drafted project letter for municipality.

3.4.1.2.1 Regional/Inter-Regional Pedestrian/Bicycle Coordination (Local Motion) 83% Complete [Staff Manager: Chapin Spencer]

- See attached report.

3.4.2 Reduce SOV (Service and Operations Planning & Development) (CCTA) - 83% Complete [Staff Manager: Aaron Frank]

- Route 2 Corridor: Staff concluded the official public input process for the Route 2 Corridor project on April 20, 2010. Five public hearings were held in April to explain the Preferred Alternative. Specifically, staff explained the service and schedule modifications that were made to the Proposed Alternative based on the public comments received at the public hearings that were held in February and how they were incorporated into the Preferred Alternative. Overall, turnout at the April hearings was less than that of the February hearings and comments were more positive. Staff attempted to address as many of the public's concerns in the Preferred Alternative as possible and we believe we were successful in offering acceptable solutions to almost all the issues that were raised. Staff has also reviewed the 40 responses to the online survey seeking input on the Williston village commuter trip times and made adjustments based on that information.  
At the April CCTA Board meeting, the Board reviewed the public comments on the Preferred Alternative and approved the implementation of the Route 2 corridor redesign project.. The services will go into effect Monday, June 14, 2010.
- Montpelier Link – 4:00 PM and Mid-day: The 4:00 PM Montpelier Link Burlington departure had standees on four days during the month of March. As the college academic year winds down in late April and early May, we anticipate the standee issue to subside even more. Additionally, GMTA is moving forward with the implementation of the mid-day Link trip (12:00 PM Montpelier departure/1:15 Burlington departure) on

Monday, July 5th. We believe the mid-day trip will further relieve pressure on the 4:00 PM Burlington departure.

- Milton Commuter: As it enters its third month of operation, the Milton Commuter is running smoothly. While ridership fell some after the expiration of the free Try It passes, interest in the route remains encouraging. We have also seen an increase in ridership on the late evening trip (departs Burlington at 9:30 PM). In February, that trip averaged less than 1 passenger per day, in March, it averaged 1.3 passengers per day, and during the first two weeks of April, it has averaged over 2 passengers per day. We will make some small schedule adjustments in the June BM&G to reflect actual running times and prevent the bus from having to wait at certain timepoints.
- Tilley Drive: Staff recently calculated the FY11 cost to operate the Tilley Drive Shuttle and provided that information to Fletcher Allen. The FY11 cost estimate was based on expanding operation to Fridays so service is available on each weekday. We are currently waiting for confirmation from Fletcher Allen that they intend to fund the majority of the cost of the service in FY11.
- Waterbury Park & Ride: As of April 10th, CCTA and GMTA began using the Waterbury Shaw's parking lot as the temporary replacement location. After some initial difficulties with passengers parking too close to the store entrance, which we addressed with a second flyer and map, things seems to be working smoothly.
- Development/Transit Oriented Design (TOD):
  - a) South Burlington Southeast Quadrant: Staff recently sent a letter to the South Burlington Director of Planning regarding the City's development of its Southeast Quadrant (SEQ), which is the area between Hinesburg Road and Route 7, south of Kennedy Drive. Included in the SEQ is Tilley Drive and there are several proposals for additional large scale residential development in this area. CCTA wants to be on record as indicating that additional development in this area, which is not currently served by transit, will increase demand for transit services and has the potential to require additional local funding from South Burlington to meet that demand.
  - b) Hinesburg Commuter and Membership: CCTA staff met with Hinesburg town staff and a representative from ACTR (Addison County's transit provider) in early April to discuss potential park & ride and bus stop locations in Hinesburg. The town is considering redeveloping some land it owns in the center of town along Route 116 and questioned whether it would be appropriate to locate commuter parking on the site. CCTA and ACTR agreed that the site's central location would work well for commuters looking to access the future Hinesburg Commuter.

### 3.4.3 Transportation Demand Management (TDM) - 83% Complete [Staff Manager: Peter Keating].

- On line Park and Ride survey launched following staff review and revisions.
- Continued assisting CarShare VT with outreach, funding and other projects including development of video clips.

### 3.4.3.1 Way to Go! Commuter Challenge – 50% 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, participating in conference calls, planning for upcoming events and other WTG outreach.
- Staff provided tabling assistance at IBM Kids Day.

3.4.4.1 Project Definition (Scoping) Studies (Staff) - 83% Complete [Staff Manager: Christine Forde]

- Staff worked on scoping studies listed below.

3.4.4.2 Project Definition (Scoping) Studies (Consultant) – 83% Complete [Staff Manager: Christine Forde]

- *I-89 Exit 12B*
- *Gentes Road Bridge, Essex*
  - The consultant is evaluating design alternatives and preparing for the Alternatives Presentation meeting which will take place on May 11.
- *Huntington Bridge #8, Huntington*
  - Awaiting Huntington Comments on the draft report.
- *Huntington Bridge #10, Huntington*
  - Awaiting Huntington Comments on the draft report.
- *Bay Road Bridge over the LaPlatte River, Shelburne*
  - Consultant evaluating potential environmental impacts of the project alternatives.

3.4.4.3 Project Definition (Scoping) Studies (Locally Managed) - 83% Complete [Staff Manager: Christine Forde]

- *Dickinson Street Improvements, Jericho*
  - Staff met with representatives from VTrans, Jericho and a local developer to discuss steps required to open Dickinson Street to two- way traffic and make other transportation improvements. CCMPO agreed to do a scoping study for this project to identify issues and constraints and detail next steps.

3.4.5 Transportation Action Grants (TAG) – 83% Complete [Staff Manager: Bryan Davis]

- Collected information from TAG grantees related to procurement procedures. Reviewed materials internally and followed-up as necessary.
- Director and staff met to discuss the status of submission of documentation by TAG grant recipients (04/27).

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

4.1.1 Education (CCTA) 83% Complete [Staff Manager: Aaron Frank]

Multimodal and Regional Coordination

- Colchester Avenue Corridor Plan: Staff attended the most recent Technical Committee meeting on April 28th and participated in discussions about the upcoming public forum. Staff agreed to post public notices for the forum in the bus shelters within the study area. Staff also agreed to provide updated ridership data once the 2010 ridecheck data is available.
- Bicycle/Pedestrian Committee: Staff attended the most recent Bike/Ped Committee meeting on April 19th and continued to advocate for sidewalks along transit corridors,

including Williston Road to support the new Route 2 service set to begin June 14th. Staff also continues to stress the need for sidewalks along Industrial Avenue in Williston.

- 2060 Metropolitan Transportation Plan: Staff is on hold with this project until the update of the 2025 MTP is complete.
- Essex Junction Multi-Modal: Staff evaluated an alternate transfer location to accommodate a farmers Market on Railroad Avenue. The Village determined it was better to keep CCTA's location on Railroad Avenue. CCTA staff met with Village staff about a bus shelter at Amtrak, a key transfer location.

#### 4.1.3 Traffic Alert Program - 5% Complete for season [Staff Manager: Dave Roberts] <http://www.ccmpto.info/cta/>

- The Traffic Alert program has resumed for the 2010 construction season. Updates are available via email subscription and at the website address above.

#### 4.1.4 Public Participation, Communications & Legislative Monitoring – 83% Complete *[Staff]*

- E-newsletter NewsBreak was distributed to CCMPO affiliates in early April. Staff began drafting next issue.
- Staff met with Third Sector Associates to discuss outreach opportunities for Colchester Ave corridor study.
- CCMPO was community host site for traffic calming and pavement webinars during April.
- Staff filmed April Board of Directors meeting using CCTV/Ch 17 equipment – video available online.
- Staff resumed evaluation of public participation efforts in 2009 and continued updating of PPP evaluation criteria.
- Staff investigated Title VI requirements for inclusion in UPWP and potential future update to Public Participation Plan.
- Continued retrieving relevant clips from local media outlets.
- CCMPO Director attended the annual meeting of the Burlington Business Association (04/08).
- CCMPO Director met with a new member of the Jericho Selectboard to provide additional information related to who the CCMPO is and what we do (04/14).
- CCMPO Director attended the Regional Affairs Committee meeting of the Lake Champlain Chamber of Commerce (04/21).
- Director met with representatives of Senator Leahy's staff to discuss the status of projects in the region (04/27).

#### 4.2.1 Improve Facilities (CCTA) 83% Complete [Staff Manager: Aaron Frank]

- Downtown Transit Center: The City of Burlington and the design contractor, Vanasse Hangen Brustlin (VHB) has executed documents transferring the procurement to CCTA. The FTA has concurred in this transfer and CCTA is working with FTA to execute a grant to continue the site selection process.
- Board Performance Reporting: We have completed about 70% for our new performance reports for FY 09 and FY 10

4.2.3 Small Community Service Program - 83% 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 – 83% Complete [Staff Manager: Michele Boomhower]

- Director and staff met to discuss status of project implementation in Chittenden County (04/28).
- Director arranged for a meeting with VTrans staff (05/19) to discuss coordination of information related to Chittenden County project status.

4.3.1 Agency Administration – 83% Complete [Staff Manager: Bernie Ferenc]

- The CCMPO Executive Committee met on April 7, 2010.
- The CCMPO Board met on April 21, 2010 and had a presentation on the FY11 Unified Planning Work Program (UPWP) and warned a public hearing for May 19<sup>th</sup>.
- Staff continued collection information about current and past Board members for UVM research project on complex governance systems dynamics.
- A staff meeting was held on April 7<sup>th</sup> and April 21<sup>st</sup>.
- The CCMPO and CCRPC Directors held a conference call was held with Evergreen Consultants to wrap up the joint RPC/MPO Compensation Study (04/05).
- Director continued to coordinate with consultant Paula Cope of Cope & Associates on CCMPO Board development process, a Committee meeting was held to discuss the draft outreach report (04/26).
- The CCMPO Director met with the CCMPO Vice-Chair to update him on organizational activities (04/28).
- Director continued coordination with a retirement services firm regarding education and training for CCMPO staff related to retirement planning.
- Staff began the on-line registration process for Grants.gov in anticipation of submitting applications this summer.
- Director and Administrative Staff met to discuss the hiring of a part-time temporary
- Director conducted new Board member training with representatives from Westford, Essex Junction, and Jericho (04/08).
- Administrative Intern for the summer to cover Janet Botula's leave of absence (04/09).

4.3.2 Transportation Advisory Committee (TAC) - 83% Complete [Staff Manager: Peter Keating]

- The TAC met April 6th, recommending approval of the FY2011 UPWP following a presentation by the Executive Director.

4.3.3 Training and Staff Development – 83% Complete [All Staff]

- Staff attended the national conference of the American Planning Association.
- CCMPO sponsored traffic calming and pavement management webinars with attendance from CCMPO staff and several local public works departments.

4.3.4 Training (CCTA) - 83% Complete [Staff Manager: Aaron Frank]

- No activities this month.

4.3.7 Data Collection and Maintenance – 83% Complete [Staff Manager: Daryl Benoit]

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

- Staff conducted speed studies on Shelburne Street, Colchester Avenue, and Chase Street in Burlington.

4.3.8 Transportation Model Maintenance and Enhancement - 83% 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 is underway. This 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.
- The draft FY2011 work program proposes a few additional improvements to be completed in next fiscal year, including refinement of trips with origins or destinations outside Chittenden County and more robust tools to estimate greenhouse gas emissions.

4.3.9 Research Initiative for Transportation Investments - 83% 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 Huntington (04/05) and Milton (04/19).
- Outreach was conducted to each community who had not taken action on the BRC Resolution.

FY 2010

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

Project: Local Motion - CLOSE THE GAPS

Report for tasks completed during April 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 – 26 hours</b>					
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: 4/12	✓		✓	✓	
o Attended Ward 6 NPA meeting to support Willard street sidewalk project: 4/8					
o Contacted potential participants for the BDPW sidewalk meeting to rally support.					
o Attended Burlington Public Works Commission meeting to speak out in support of the Willard St. sidewalk project: 4/14	✓		✓	✓	
o Met with Norm Baldwin at the BDPW about the bike set-aside budget: 4/21	✓		✓		✓
o Sent emails to Nicole Losch at BDPW regarding the bike set-aside budget and bike lockers on Cherry St.	✓		✓		✓
o Discussed <i>Route 127 Entrance</i> project strategy with Jon Griesser, volunteer project leader: 4/5	✓		✓		✓
o Participated in <i>Route 127 Entrance</i> team meeting: 4/21	✓		✓	✓	
o Attended S. Burlington Rec Path Committee meeting to discuss improving connections between S. Burlington and Burlington, and how Local Motion can support bike/ped development in S. Burlington: 4/12	✓		✓		

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o Work on SeeClickFix website with volunteer David Jacobowitz and BDPW customer service employee. [SeeClickFix is a website for informing public works officials about infrastructure issues and repairs.]	✓		✓		
o Prepared for and met with Burlington Parks and Rec staff about Wayfinding on the Burlington Bike Path. Handled follow up details and questions.	✓		✓	✓	
o Met with volunteer Will Flender to discuss Burlington set-aside budget, Southern Connector progress, and status of projects at BDPW.	✓		✓		
o Solicited bike path policy examples from "People Powered Movement," a national list serve, and passed them along to Burlington Parks & Rec officials.	✓		✓		
o Sent emails to the BWBC's Infrastructure & Intersections workgroup to further develop task lists for bicycle and pedestrian projects that have been identified as priority projects in Burlington <ul style="list-style-type: none"> <li>▪ Revised spreadsheet of tasks.</li> </ul>	✓		✓	✓	
o Pedestrian / Bicyclist Summit: <ul style="list-style-type: none"> <li>▪ Met with Summit planners Peter Keating, Bryan Davis, and Diane Meyerhoff to debrief the Summit.</li> <li>▪ Compiled Summit Questionnaire results for review by Regional Bike/Ped Committee</li> </ul>		✓	✓	✓	
o Compiled, wrote, and submitted narrative report for <b>March</b> for Bike-Ped Planning Funds to CCMPO.	Contract administration task				
<b>Chapin Spencer, Executive Director – 40 hours</b>					
o Worked with Fellowship of the Wheel to notify residents of the potential closure of the multi-use trails in the Town of Essex's Saxon Hill area.	✓		✓	✓	
o Provided my comments on the March 27 Chittenden County Bike/Pedestrian Summit.		✓	✓		
o Drafted and distributed a press release on the recently-published report on the economic impact related to the Island Line Trail.			✓		✓
o Responded to numerous media requests for interviews regarding the economic impact report including Fox 44, WCAX, Champ Rocks and others.			✓		✓
o Responded to a Shelburne resident's request for information on building bike/pedestrian facilities.	✓		✓	✓	
o Provided information on Complete Streets policies to area stakeholders.	✓		✓		

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o Discussed a number of stalled sidewalk projects in Burlington with Local Motion staff, residents and city officials to figure out the best way to get them moving forward. Projects include South Willard Street, Cliff Street and New North End Safe Routes To School improvements.	✓		✓	✓	
o Met with Jason Van Driesche and continued to guide him on his work with the Champlain Parkway Citizens Committee.	✓		✓	✓	
o Attended the April CCMPO Bike/Pedestrian Committee meeting on April 29.		✓			
o Completed last month's reporting for this Regional Bike/Pedestrian Planning grant to the CCMPO.	Contract administration task				
<b>Bike Ferry Causeway Development</b>					
o Prepared and hosted an April Bike Ferry Committee meeting and prepared for a May Bike Ferry Committee meeting			✓		✓
o Prepared for a March 5 meeting with organizational project manager Doug Henson and Board Members to discuss outstanding project issues.			✓		✓
o Sent emails to VTrans Bike/Pedestrian Coordinator Jon Kaplan with questions about the future Cooperative Agreement, the Colchester tax issue and others.			✓		✓
o Reached out to numerous stakeholders including the CCMPO, NRPC, LCRCC, the Town of South Hero and the Town of Colchester to update partners on the Causeway Bike Ferry project.			✓		✓
o Worked on the Town of Colchester property tax issue on the Colchester Causeway that the Town wants addressed before advancing the Bike Ferry project.			✓		✓
<b>Jason Van Driesche, Education &amp; Safety Manager – 21.5 hours</b>					
o Led Citizens Committee on the Champlain Parkway <ul style="list-style-type: none"> <li>▪ Developed a matrix of draft recommendations</li> <li>▪ Planned, facilitated, and followed up on second meeting</li> <li>▪ Communicated and coordinated with partners (SEABA, NPA)</li> </ul>	✓		✓	✓	
o Moran Plant site plan comments <ul style="list-style-type: none"> <li>• Reviewed site plan and discussed needed improvements for bike/ped access with staff</li> <li>• Marked up draft design and delivered comments to project manager</li> </ul>	✓		✓	✓	

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<b>Brian Costello, Island Line Coordinator &amp; Bike Ferry Manager – 48 hours</b>					
o Continued to discuss with the Town of Colchester in the purchase of Camp Holy Cross for public recreation and trails. Began talks with the Colchester Land Trust regarding their potential involvement.	✓		✓		
o Facilitated an April 15 <sup>th</sup> meeting of stakeholders including 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 to discuss the development and management of the existing unofficial network informal trails in the Colchester High School / McCreary Farm Park area. Arranged site visits. Set up next meeting for May 19 <sup>th</sup> .	✓		✓	✓	
o Discussed 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 with the Munson Corporation.			✓	✓	
o Met with Bryan Osborne regarding the progress and design of the Holy Cross Road shared use path project			✓		
o Attended a Fellowship of the Wheel fundraiser and was recognized for my initiative with the Colchester High School trails.			✓		
<b>Bike Ferry Causeway Development</b>					
o Attended a meeting at Lamoureux and Dickenson to discuss potential project modifications and new ideas.			✓		
o Reviewed lake charts and property tax maps in the continuing search for permissible in- water storage for docks and attenuators			✓		
o Reported project progress and issues to the Bike Ferry Committee			✓		
o Discussed alternative designs with wave attenuator manufacturers			✓		
o Continued conversations with landowners for winter storage location for docks and attenuators			✓		
o Researched other projects for ideas for sustainable long-term operation of the Bike Ferry			✓		
o Reviewed and commented on proposed Fish and Wildlife Access Area rule change and license agreement			✓		
o Prepared and submitted a proposal to Burlington Parks and Recreation for dock and attenuator storage			✓		
o Met with Colchester Town Manager regarding long-term causeway taxation and maintenance.			✓		