

## MONTHLY PROGRESS REPORT FOR FY 2010 May 2010

The following outlines the major activities of CCMPO in May 2010 by Work Task. This is the eleventh month of our FY 2010, therefore, 92% of time has elapsed.

### 1.0 Existing System Preservation and Improvement Services

#### 1.1.1 Safety Program – 92% Complete [Staff Manager: Jason Charest]

- Staff has received notification from VTrans that they have chosen a High Hazard and Programmatic Corridor location from the 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 attended a Charlotte Selectboard meeting to explain the program on May 24<sup>th</sup>. Both Charlotte and Hinesburg have agreed to participate. Dates of the reviews will be determined in June.
- Staff continues to participate in the Core Group's monthly meetings of the Strategic Highway Safety Plan (SHSP) multi-agency initiative.

#### 1.1.2 Incident Management Training (CCRPC) – 92% Complete [Staff Manager: Paul Luciano]

- Coordinated ICS 200 course for 07/30-07/31 and 08/06/08/07 (24 hour total class time duration) at the Shelburne Fire Station.

#### 1.1.3.1 Planning Assistance and Coordination – 92% Complete [Staff Manager: David Roberts, except as noted]

- Hinesburg Traffic Review: CCMPO staff attended coordination meeting arranged by VTrans to review Hinesburg development issues and the status of transportation related projects in town. There was significant discussion of the pros/cons of taking over a portion of state highway as a Class I town highway.
- Colchester Traffic Impacts: CCMPO staff performed additional analysis of traffic impacts related to Severance Corners and the Exit 16 area for the town's consideration in establishing a traffic impact fee. The town has indicated they are pursuing a TIF district for Severance Corners and so they are not likely to pursue traffic impact fees in the immediate future.
- Winooski St. Peter St.: CCMPO received a request from the Winooski City Manager to investigate traffic safety issues on St. Peter St. near the St Francis Xavier School. The MPO has started collecting data on traffic and pedestrian movements in this area and will review this information with the city and school officials to determine next steps.
- RSG completed the update to the 2008 Jericho Elementary School SRTS project. The town and school officials are applying for SRTS funds and requested a hybrid design of two alternatives. [Staff Manager: Bryan Davis]
- Kick-off meeting held at Orchard Elementary with staff from the school and Lamoureux & Dickinson as project consultant. This project will address pedestrian and vehicle conflicts. L&D prepared a draft scope of work for review. [Staff Manager: Bryan Davis]
- Shared Use Path Connection over Muddy Brook: [Staff Manager: Christine Forde] Staff is working with a consultant to update cost and development information for the

feasibility study for Shared Use Path Connection over Muddy Brook, completed in December 2006.

- Staff completed the CCR registration process on Grants.gov in anticipation of TIGER II application with Essex Junction. Director and staff participated in TIGER webinars on benefit-cost analyses and the application process (05/18). Staff began preparing pre-application materials in advance of the release of the revised NOFA. *[Staff Manager: Bryan Davis & Peter Keating]*
- Staff met with the new South Burlington Public Works Director to discuss South Burlington needs and CCMPO resources (05/03).

#### 1.1.3.2 VTrans Planning Assistance and Coordination – 92% 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 summer 2010 with the formal Record of Decision on the preferred alternative following a few months later.
- Received descriptions of 24 Safe Routes to Schools infrastructure applications for review as part of Statewide advisory committee.

#### 1.1.3.3 Planning Assistance (Locally Managed) - 92% Complete *[Staff Manager: David Roberts, except as noted]*

- Essex Junction VT 2A Circulation and Study & Village Connector Road Analysis *[Staff Manager: Eleni Churchill]* – Both reports were finalized and are posted at: <http://www.ccmpto.us/library/>. CCMPO staff is currently exploring the need for scoping the Village Connector (Crescent) road concept. Director and staff met with Essex Junction staff and stakeholders (05/04 & 05/06) and coordinated a presentation for VTrans Executive Staff (05/17).
- Exit 16 Transportation Management Study *[Staff Manager: Eleni Churchill]* – CCMPO has initiated a scoping project for US 2/7 at Exit 16 in Colchester from the Interstate ramps to Rathe Road. More details on this scoping project in section 3.4.4.2 of the progress report.
- 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*] – A working session with the consultants, City of Burlington, and MPO staff selected three transportation alternatives (from a larger pool) for further analysis using the Paramics microsimulation model for future year 2018. The consultant is currently analyzing the selected alternatives and results as well as the draft final report are expected the second week in June.

#### 1.2.1 Transportation Systems Management (TSM) and Intelligent Transportation Systems (ITS) – 92% 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 (TSP) 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 working with Burlington DPW on this issue. Two tests of the potential for TSP to assist bus movements were completed in May. Additional discussion on TSP issues is scheduled for June related to implementing a priority system as part of the Staples Lane project. Shelburne Rd continues to be 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.
- CCMPO purchased the PTV Vision suite of transportation analysis software, including VISSIM and VISUM to assist in analyzing TSM related transportation initiatives. VISSIM is a traffic microsimulation program with particular strengths in analyzing roundabouts and non-standard roadway geometry. CCMPO staff will receive online web training on the use of this tool starting in June.

#### 1.2.2 Efficiency Improvements (CCTA) – 92% Complete [*Staff Manager: Aaron Frank*]

- Fort Ethan Allen Signal: VTrans has completed their review of the project and our engineer is working with the Town of Essex on how to incorporate the suggestions.
- Real Time Passenger Information: In our work with the Strategy Committee, Ross Nizlek and I have been working with our engineer to obtain information on operating and capital costs, and benefits of systems implemented in markets similar to ours. We are also conducting vendor and client interviews.
- Transit Signal Priority: We completed two tests of transit signal priority at Cherry and Winooski Streets in Burlington which were generally successful. We will be documenting the tests and making recommendations for improvements. We are also working on plans for transit signal priority at the intersection of Staple/Sheraton/US2 as well as the corridor on Rt 7 from Webster Rd to the 1-89 intersection.

## **2.0 Sustainability/Livability Services**

#### 2.1.2 Regional Models (CCRPC) - 92% 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 staff met with the Act 250 Coordinator to discuss development projects at the Exit 16 area in Colchester. The CCMPO's upcoming scoping effort at this area was also discussed.
- CCMPO Director and participated in a meeting with CCRPC Director and Staff to discuss the status of the transportation/land use planning efforts related to town plans & bylaws and the development of model language for communities utilization (05/19).

2.1.5 Transportation Land Use Planning (CCRPC) – 85% Complete [Staff Manager: Charlie Baker]

- CCRPC Director participated in the May Board meeting and other meetings with CCMPO Director and Chair and other elected officials to develop the process for implementing the Challenges for Change legislation. CCRPC Director supported CCMPO Director in meetings with congressional staff and UVM Regional Governance Study kick-off. CCRPC and CCMPO Directors and staff discussed federal Livability/Sustainability opportunities. CCRPC and CCMPO Directors and staff began drafting transportation/land use municipal plan and bylaw checklist as well as revisions to MOU and CCRPC Policies.

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 - 92% Complete [Staff Manager: Michele Boomhower]

- Jericho and Essex have now both considered their regulatory, non-regulatory and conservation options for protecting scenic views. With a bit more feedback from both planning commissions, Phase 2 will be complete. We are now focused on developing Scenic Roadscape Protection Manual drafts (Phase 3) and bylaw and town plan language for each town (Phase 4). Jericho will work through the summer on Town Plan language, to incorporate in an overall revision planned to be completed in September. Essex will work on the Manual and regulatory language through June and then resume work in the fall due to staffing issues.

2.2.2 Land Use Data Update and Maintenance (CCRPC) – 92% Complete [Staff Manager: Melanie Needle & Pam Brangan]

- Staff made changes to the TIP data and began developing the TIP map.
- Our summer intern began work this month. Work began on the culvert and sign inventories in Huntington.
- Staff held a meeting with interested planners and others from the community to discuss the current availability of imagery for the county and what some of the future projects are. Staff summarized the meeting and sent a memo outlining what exists today as well as highlighting future imagery opportunities.
- Staff began updating the Housing Points database.

- Staff began data collection for the sign and culvert inventories in Huntington.

### 2.2.3 Environmental Planning - 92% Complete [Staff Manager: Christine Forde]

- Staff attended the kick-off meeting for VTrans' project to complete a statewide greenhouse gas inventory.
- Staff working with CCRPC and VTCAN to plan for a Regional Energy Forum in June.
- CCRPC and CCMPO staff continued planning two Wildlife Connectivity and Transportation meetings to be held in June. Staff sent out a save-the-date card and followed-up with an invitation and meeting reminder to invited participants.
- 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.

#### 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) - 92% 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 prepared draft agenda for June Regional Energy Forum, recruited a key speaker, scheduled a venue and issued a save-the-date announcement. Speaker cancelled due to family emergency, requiring recruiting a new speaker and alternative venue.

#### 2.2.3.3 Environmental Planning: Online Resource Mapping (CCRPC) - 92% Complete [Staff Manager: Pam Brangan & Melanie Needle]

- In preparation of the Community Maps Program, staff has begun gathering existing data for the basemap. This data was pulled together and brought to a 3 day workshop for the Community Maps Program with ESRI. This was a valuable training session that provided staff with many tools and resources to begin the county basemap.
- Staff began to prepare for two meetings about wildlife connectivity.

#### 2.2.3.4 Environmental Planning: Stormwater (CCRPC) - 92% Complete [Staff Manager: Dan Senecal-Albrecht]

- A questionnaire was distributed to municipal public works departments to gain input on desired stormwater projects. Assistance was also rendered to municipalities for the MS-4 Minimum Measure 2 (Public Participation) Pilot Project.

### 2.3.1 Regional Comprehensive Planning Involvement - 92% Complete [Staff Manager: Michele Boomhower]

- Staff continues serving on the CCRPC Regional Plan Update committee providing comment to staff suggested plan changes.
- Director attended CCRPC Board meeting related to the Challenges for Change effort (05/24).
- Director met with CCRPC Director to discuss programmatic activities (05/17).

### 2.3.3 Corridors and Circulation –34% Complete [Staff Manager: Eleni Churchill]

#### *Colchester Avenue Corridor Plan:*

- The first Colchester Avenue Public Meeting took place the evening of May 27<sup>th</sup> at the McClure Conference Room, Fletcher Allen Health Care. It was a successful meeting with approximately 40 people participating. An optional walking tour of the corridor was also offered to participants prior to the public meeting (5:00 pm). A summary of the meeting will be posted on the Colchester Avenue web site in early June.
- The Colchester Avenue Corridor Public Meeting was also recorded by CCTV (Channel 17) and you may watch the program on-line by clicking on:  
<http://www.cctv.org/node/92684>.
- For more information on this study 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 - 92% Complete [Staff Manager: Aaron Frank]

- Cherry St. Short Term Accommodations: We met with the City of Burlington about our license agreement and continue to work on construction documents for the six shelters.
- Passenger Shelters: We are planning two shelters on Home Avenue and Shelburne Road to accommodate the increased passenger volume created by redevelopment along Farrell St. in South Burlington. The first retrofit solar shelter is now working well.

- Regional Public Transportation Expansion

#### Transit Development Plan (formerly SRTP):

Staff met with the CCTA Strategy Committee twice in May to review the draft TDP. 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>. Comments already offered by the Strategy Committee that we are currently working to incorporate into the TDP include:

A) Need to develop an Executive Summary that highlights the vision and offers the information in an exciting and interesting way. The Executive Summary should include many visual representations of the concepts in the plan.

B) Chapter 3: 1. Specifically mention that Colchester is the next best market for transit service based on population and density.

2. Market analysis should include the commute sheds into Chittenden County from adjacent counties.

C) Create a new chapter that focuses on Regional Coordination and Sustainability

1. Expand the discussion of transit corridors to include incremental steps towards BRT.

2. Include information on leveraging private funds: Unlimited Access Program, Smart Business Program, and the role of a downtown Burlington Transportation Management Association.

3. Expanded discussion of Park & Ride lots

D) Chapter 5: Need to have a section highlighting some of the services that would be most productive and fruitful based on ridership and cost.

E) Chapter 6: 1. For each of the funding scenarios, (current system, build-out of current system and full TDP), estimate the mode share that could be achieved in order to tie investment to results.

2. Include new section about environmental and societal costs/benefits of transit. Use facts based on Montpelier link and Essex Junction about how many pounds of pollution switching commuters to transit saves.

3. Discuss regional funding options: If CCTA had access to regional funding, CCTA could fund half the CMAQ services after the three year CMAQ demonstration period concluded. The State responsibility would be halved.

4. Mention possible impact of falling out of air quality attainment.

### 3.1.6 Public Transportation Planning by CCMPO – 92% Complete [Staff Manager: Peter Keating]

- No activities this period

### 3.2.1 Transportation Improvement Program (TIP) Development - 92% Complete [Staff Manager: Christine Forde]

- Staff completed the draft FY11-14 TIP. It will be presented to the TAC and Board in June.
- A presentation was made by VTrans to the Board on a major TIP amendment request for the US2 Truss Bridge in Richmond. The Board warned this amendment for public hearing in June.
- CCMPO staff working with CCRPC staff to develop the FY11-14 TIP map.
- Staff is reviewing the current TIP amendment policy and will recommend changes to the TAC in July.
- Director and staff met to discuss the TIP development progress (05/17).

### 3.3.1 Access and Mobility (CCTA) - 92% Complete [Staff Manager: Aaron Frank]

- E&D Program: Through April the Chittenden E&D program remains 9.5% under budget. We project the program will under spend the FY10 grant award by some \$42,000. The limited availability of the required local match continues to hinder the ability to draw down grant funds. Unfortunately, our request to apply in-kind volunteer hours generated through Medicaid has not been approved. The FY11 grant application for E&D program has been submitted to VTrans. Our Chittenden County partner agencies/municipalities have requested funds based on the anticipated need. They have expressed concern with their ability to raise the required match in cash.
- ADA Program: FY10 ADA ridership through April is 35,598 one way trips. This represents 5,806 (19.5%) more trips than provided during the first 10 months of FY09. FY10 ADA expenses to date are only 0.5% over budget, due to the cost saving ADA sedan program we initiated last year.

- Ridecheck: For several weeks in late April and early May, staff enlisted the help of six temporary workers to complete the large task of conducting a 100% system-wide ridecheck. Staff will immediately use the new ridecheck data for planning bus shelters. Throughout the next year, planning staff will turn to this data to answer very specific stop level and route segment questions.
- Customer Service Survey: The CCTA Customer Service survey is currently underway. Passengers are being interviewed on-board the buses and questions range from trip details (purpose, duration, trip ends), impressions of CCTA, and demographic questions. Staff will be contacting the Vermont Refugee Resettlement Program to inquire about the possibility of having the Customer Service Survey translated so a broader cross-section of our rider base can participate.

### 3.3.4 2060 Metropolitan Transportation Plan (MTP) - 92% Complete [Staff Manager: Peter Keating]

- Staff continued evaluating performance impacts from transportation scenarios and discussed scenario presentation techniques with CCRPC staff.
- Staff set up MTP next steps with consultant and scheduled the next MTP Advisory Committee meeting
- The MTP draft financial element was edited and reformatted.
- CCMPO Director and staff met to discuss the status of the MTP financial element (5/12 and 5/26).

#### 3.3.4.1 CCRPC MTP Support (CCRPC) – 92% 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) 92% Complete [Staff Manager: Michele Boomhower]

- Final reports were submitted by Northwest RPC and Addison RPC in May.

### 3.3.5 Freight Transportation Planning - 92% Complete [Staff Manager:] Michele Boomhower <http://www.ccmpo.org/freight/>

- Director participated in the statewide Freight Plan Advisory Committee meeting (05/05).

### 3.4.1 Bicycle/Pedestrian Transportation Planning – 92% Complete [Staff Manager: Peter Keating] <http://www.ccmpo.org/BikePed/>

- Bicycle/Pedestrian Committee met on May 27 to resume project prioritization process
- Staff attended Charlotte Trails Committee meeting with Local Motion to discuss current projects and opportunities.
- Arranged for a meeting with Shelburne Bike/Ped Committee in July in coordination with Local Motion as a way to share information and offer assistance.
- Six FY2011 Sidewalk Program applications arrived May 28.
- Staff attended demonstration of Rectangular Rapid Flashing Beacons (RRFBs) by Spot Devices at South Burlington Public Works.

3.4.1.2.1 Regional/Inter-Regional Pedestrian/Bicycle Coordination (Local Motion) 92% Complete  
*[Staff Manager: Chapin Spencer]*

- See attached report.

3.4.2 Reduce SOV (Service and Operations Planning & Development) (CCTA) - 92% Complete  
*[Staff Manager: Aaron Frank]*

- Route 2 Corridor: a) Since the CCTA Board reviewed the public comments and approved moving forward with the project at the April Board meeting, internal work has been going on to ensure we are prepared for the June 14<sup>th</sup> implementation deadline. Planning staff has been working with Marketing to finalize the public information pieces and develop a public outreach plan for the new services. The plan includes two weeks of staff availability at Cherry Street to answer passengers' questions about the new service design. Planning staff has also been working with Operations to confirm specific timepoints, driver directions, and bus stop sign locations.  
b) We plan to install approximately 30 new bus stops along Williston Road/US 2 and VT 2A in support of the new services. A portion of US 2 in South Burlington is locally controlled and we are moving forward with having those stops installed as soon as possible. For the portions of US 2 in South Burlington and Williston under State control and all of VT 2A, we need a VTrans permit to install signs in the State ROW. VTrans just issued our permit and once we have held a pre-construction meeting with the District 5 staff, we'll be ready to install the signs.  
c) Staff is also working with Wal-Mart to move the bus passenger pick-up/drop-off location to a new area. This move will require the elimination of one parking spot, but Wal-Mart is willing to take that step to allow the buses to flow through the area more easily.
- Tilley Drive: At the next meeting of "Tilley Drive principals" the extension of Tilley Drive Shuttle service to Fridays will be discussed. Additionally, CCTA will raise several issues related to the operation of the shuttle and the best way to deal with same-day service request changes.
- Development/Transit Oriented Design (TOD):  
Essex Junction Multi-Modal: Staff has attended two meetings concerning a proposed development (Park Street Station) which would be located on a five-acre site surrounding the Lincoln Inn in the Five Corners area of Essex Junction. The project is being described as mixed-use and transit-oriented and intends to create a village center atmosphere. Included in the initial plans are 300 residential units, retail/commercial space, a new rail station, and a multi-modal bus station. Part of the plan involves moving passenger rail operations to the project site and constructing new passenger facilities. The developers have specifically mentioned that their vision includes CCTA passengers using the new facilities, which include an indoor waiting area and restroom. As part of these meetings, staff has been up front with the developers that any new bus station would have to be large enough and designed properly to accommodate the three bus routes that currently serve the Amtrak station.

3.4.3 Transportation Demand Management (TDM) - 92% Complete  
*[Staff Manager: Peter Keating]*

- On line Park and Ride survey remained live for additional time period to increase rate of non-Chittenden County responses. Closed survey in late May with 830 surveys completed.

- Continued assisting CarShare VT with outreach projects including events at local businesses.

3.4.3.1 Way to Go! Commuter Challenge – 92% Complete [Staff Manager: Peter Keating]  
<http://www.waytogovt.org/>

- Staff continued updating 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 participated in the May 13 Burlington WTG kick-off event.

3.4.4.1 Project Definition (Scoping) Studies (Staff) - 92% Complete [Staff Manager: Christine Forde]

- Staff worked on scoping studies listed below.
- The current scoping agreement expires June 30, 2010. Staff is working on the Request for Qualifications for a new scoping agreement to cover the next three years.

3.4.4.2 Project Definition (Scoping) Studies (Consultant) – 92% Complete [Staff Manager: Christine Forde]

- *I-89 Exit 12B*  
Executive Director and Staff met with South Burlington and the project consultant to review the Interstate Justification Review report (05/24).
- *Gentes Road Bridge, Essex*
  - The Alternatives Presentation meeting was held on May 11. The consultant is preparing the draft scoping report.
- *Huntington Bridge #8, Huntington*
  - Huntington has given final comments on the draft report. The report is being finalized.
- *Huntington Bridge #10, Huntington*
  - Huntington has given final comments on the draft report. The report is being finalized.
- *Bay Road Bridge over the LaPlatte River, Shelburne*
  - Consultant evaluating potential environmental impacts of the project alternatives. The alternatives presentation meeting will be held in June.
- *Exit 16 Scoping [Staff Manager: Eleni Churchill]*
  - The kickoff meeting for this scoping effort was held May 21<sup>st</sup> at VTrans' offices in Montpelier. Staff from Colchester Town, VTrans, FHWA, CCMPO and RSG (the project consultant) participated in the meeting. Based on comments received and issues discussed at the kickoff meeting, CCMPO staff worked with the consultant to revise the SOW. The Local Concerns meeting for this scoping project is set for June 17<sup>th</sup> 4:00 PM at the Albany College of Pharmacy & Health Sciences, 261 Mountain View Drive (Water Tower Hill).

3.4.4.3 Project Definition (Scoping) Studies (Locally Managed) - 92% Complete [Staff Manager: Christine Forde]

- *Dickinson Street Improvements, Jericho*

- Staff met with Jericho and the project consultant to discuss the scope of work for this project. A proposal is expected in early June.

#### 3.4.5 Transportation Action Grants (TAG) – 92% Complete [Staff Manager: Bryan Davis]

- Staff contacted first round grant recipients about project due dates and billing procedures for end of FY10.
- Staff followed up with some TAG grant recipients for clarification of procurement documentation.

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

#### 4.1.1 Education (CCTA) 92% Complete [Staff Manager: Aaron Frank]

##### Multimodal and Regional Coordination

- Colchester Avenue Corridor Plan: Staff attended the most recent Technical Committee meeting on May 25<sup>th</sup> and participated in the May 27<sup>th</sup> public forum. Specifically, staff facilitated a transit break-out group and received feedback and suggestions on transit in the Colchester Avenue corridor.
- Bicycle/Pedestrian Committee: Staff attended the most recent Bike/Ped Committee meeting on April 19<sup>th</sup> and continued to advocate for sidewalks along transit corridors, including Williston Road to support the new Route 2 service set to begin June 14<sup>th</sup>. Staff also continues to stress the need for sidewalks along Industrial Avenue in Williston.
- Regional Park and Ride Plan: Staff is currently reviewing the Project Memo 2: Vision and Goals. The next meeting of the Park & Ride Plan committee will be in late June.
- 2060 Metropolitan Transportation Plan: Staff is reviewing the revised MTP Financial Plan and will attend the next MTP project meeting.

#### 4.1.3 Traffic Alert Program - 5% Complete for season [Staff Manager: Dave Roberts]

<http://www.ccmppo.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 – 92% Complete [Staff]

- Continued drafting next issue of e-newsletter NewsBreak.
- Staff assisted with small group breakouts at Colchester Ave corridor study public meeting.
- CCMPO was community host site for Greenhouse Gas webinar and Economic Analysis of Transportation Projects webinar during May.
- Staff filmed May 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. As part of this process staff analyzed media hits from past three years.
- Staff updated 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 United Way (05/04).

- CCMPO Director met with the Milton Board member and alternate to provide training and information related to who the CCMPO is and what we do (05/26).
- CCMPO Director attended the Regional Affairs Committee meeting of the Lake Champlain Chamber of Commerce (05/19).
- Director met with representatives of Senator Sander's staff to discuss the status of projects in the region (05/12).
- Third Sector Associates began outreach activities for the Exit 16 Scoping Study.
- Third Sector Associates sent thank you notes and completed wrap-up activities for the Bike and Pedestrian Summit at St. Michael's Collage on March 27, 2010.
- Third Sector Associates attended and took meeting notes for a small committee meeting on May 24, 2010.
- Third Sector Associates prepared an updated spreadsheet of town-level projects for the Route 2 Implementation Committee.
- Director and staff participated in a recognition event for retiring City Manager Chuck Hafter of South Burlington (05/06).
- Director participated in an Advisory Committee meeting of the UVM Transportation Research Center (05/12).
- Director participated in a Channel 17 event at the invitation of the Burlington Livability Project to discuss transportation projects of interest to the City of Burlington residents and interested parties (05/18).

#### 4.2.1 Improve Facilities (CCTA) 92% Complete [Staff Manager: Aaron Frank]

- Downtown Transit Center: We are continuing our work to develop the scope of work with VHB and with FTA to execute a grant to continue the site selection process.
- Energy Savings from New Lighting in the Maintenance Shop and Bus Storage Area: The attached memorandum describes how significant energy savings will be achieved from the installation of efficient, high-output lighting in the Maintenance Shop and Bus Storage Area
- Board Performance Reporting: We have completed about 95% for our new performance reports for FY 09 and FY 10

#### 4.2.3 Small Community Service Program - 92% 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 – 92% Complete [Staff Manager: Michele Boomhower]

- Director and staff met with VTrans staff to discuss status of project implementation in Chittenden County (05/19).

#### 4.3.1 Agency Administration – 92% Complete [Staff Manager: Bernie Ferenc]

- The CCMPO Executive Committee met on May 5, 2010.
- The CCMPO Board met on May 19, 2010 and held a public hearing and adopted the FY11 Unified Planning Work Program and budget (UPWP) and warned a public hearing for June 16<sup>th</sup> for a major TIP amendment for the Checker House Bridge in Richmond.

- Staff continued collection information about current and past Board members for UVM research project on complex governance systems dynamics. Director and staff met with UVM representatives to discuss project activities (05/26).
- Staff meetings were held on May 4<sup>th</sup> and May 19<sup>th</sup>.
- The CCMPO and CCRPC Directors held a Joint Benefits Committee meeting to wrap up the joint RPC/MPO Compensation Study (05/20).
- Director continued to coordinate with consultant Paula Cope of Cope & Associates on CCMPO Board development process, a meeting was held with the Director and Board Chair (05/13), a Committee meeting was held to discuss the draft outreach report and prepare for the Board retreat (05/27), and a coordination meeting was held with the Director to prepare for the Board retreat (05/28).
- A retirement program training was held for staff with Anne Doremus of Hanson & Doremus Investment (05/10).
- A retirement program training on the CCMPO 457 program was held with a representative from the Nationwide Group (05/05).
- Staff completed the on-line registration process for Grants.gov in anticipation of submitting applications this summer.
- Director and staff interviewed 3 candidates (05/10 & 05/11) and hired a part-time temporary administrative assistant to cover Janet Botula's leave of absence for June and July.
- CCMPO & CCRPC Directors coordinated with staff of Cope & Associates related to the upcoming Presentation Skills Training (05/21).
- Director attended a training on Meyers-Briggs Personality Type Dynamics as it relates to communications, facilitation and outreach efforts of the CCMPO (05/25).

#### 4.3.2 Transportation Advisory Committee (TAC) - 92% Complete [Staff Manager: Peter Keating]

- The TAC did not meet in May.

#### 4.3.3 Training and Staff Development – 92% 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.
- Staff attended the New England Institute of Transportation Engineers annual meeting.

#### 4.3.4 Training (CCTA) - 92% Complete [Staff Manager: Aaron Frank]

- No activities this month.

#### 4.3.7 Data Collection and Maintenance – 92% Complete [Staff Manager: Daryl Benoit] <http://www.ccmppo.org/data/>

- Staff & interns began 2010 ATR & Turning Movement traffic counts.
- Staff continues to undertake Bike/Ped counts throughout the county.

4.3.8 Transportation Model Maintenance and Enhancement - 92% 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. CCMPO received a draft report summarizing RSG's analysis of NHTS data. The general findings indicate several minor changes to model parameters are warranted based on the updated dataset.
- The 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 - 92% 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 - 92% Complete [Staff Manager: Michele Boomhower]

- Outreach continued with each community who had not taken action on the BRC Resolution.
- Director coordinated CCMPO Challenges for Change related information and education with the legislature and various stakeholders: Legislature (05/04); GBIC Director and CCRPC Director (05/19); CCMPO/CCRPC Board Chairs and Directors (05/26); and Senate Economic Development Committee representative (05/27).

**FY 2010**

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

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

Report for tasks completed during May 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 – 23 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: 5/10	✓		✓	✓	
o Prepared for, attended, and followed up on a meeting of the Charlotte Trails Committee: 5/4	✓		✓	✓	
o Composed letter with Local Motion's comments on the Route 2 Corridor study and submitted it to CCMPO Planner Eleni Churchill.	✓		✓	✓	
o Sent emails to Nicole Losch at BDPW regarding the bike set-aside budget and bike lockers on Cherry St.	✓		✓		✓
o Set up meeting for June with Chapin Spencer, Glenn McCrae of the Intervale Center, Bryan Davis, and Dan Bradley of BDPW to discuss bike/ped improvements to Intervale Rd.	✓		✓		

	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 Drafted email to advocate with BDPW to eliminate the left hand turning lane on N. Union St. at Pearl St. Sent info about it to several volunteers for submission to BDPW Director Steve Goodkind	✓		✓	✓	
o Shared off-road alternatives to biking on Route 15 between Susie Wilson Rd. and Lime Kiln with S. Burlington's DPW Director, Justin Rabidoux			✓	✓	
o Planned upcoming, continuing meetings with Town Committees; will attend these with Bryan Davis	✓		✓	✓	
o Planned agenda for and attended the BWBC Steering Committee meeting: 5/24	✓		✓	✓	
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 Attended the BWBC's Infrastructure & Intersections workgroup meeting to expand the list of projects for the BWBC to work on, and followed up on several issues: 5/27	✓		✓	✓	
o Met with Nicole Losch of Burlington DPW and Bryan Davis to discuss status of spending the Burlington set-aside budget by 6/30/10 on 5/26. Followed up by ordering bike locker parts, and advising Nicole about bike route signage and in-street parking	✓		✓	✓	✓
o Attended the Bike/Ped Committee meeting at the CCMPO: 5/27		✓	✓	✓	
o Compiled, wrote, and submitted narrative report for <b>April</b> for Bike-Ped Planning Funds to CCMPO	Contract administration task				
<b>Chapin Spencer, Executive Director – 48 hours</b>					
o Notified the general public on the closure of the Burlington Bike Path for repaving			✓		
o Responded to resident concern about the design of the North Union Street bike lane and helped offer guidance for their issue	✓		✓	✓	
o Reviewed best practices of bike/pedestrian design in Boulder CO on May 15-16 (trip paid for from other funds, only a few hours of time charged)	✓		✓		
o Attended and spoke at a May 25 public forum regarding bike/pedestrian facilities for the Champlain Parkway	✓		✓	✓	
o Attended the CCMPO's Bike/Pedestrian Committee meeting on May 27		✓	✓	✓	

	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 Continued public education of the economic impact study completed for the Burlington Bike Path and Colchester Causeway Park	✓		✓	✓	✓
<b>Bike Ferry Causeway Development</b>					
o Continued tax research on the Colchester-owned section of land in the Town of South Hero and discussed with Colchester leaders their options			✓		✓
o Prepared for and participated in a meeting with the Town of Colchester and marina owners on May 28 to discuss the Causeway Bike Ferry project			✓		✓
o Continued general communication and education about the Bike Ferry to the public and project stakeholders			✓		✓
o Prepared for and participated in a May 5 Bike Ferry Committee meeting of the Local Motion Board of Directors			✓		✓
o Met with Scott Johnstone on May 7 to get input on overcoming obstacles on Bike Ferry project			✓		✓
o Prepared for and participated in a May 10 meeting with Northwest Regional Planning Commission to give them an update on the project and solicit their input			✓		✓
o Prepared for and met with the Colchester Selectboard to discuss the project on May 11			✓		✓
o Prepared for and participated in a May 12 Local Motion Board retreat that solely focused on the Causeway Bike Ferry project			✓		✓
o Completed last month's reporting for this Regional Bike/Pedestrian Planning grant to the CCMPO	Contract administration task				
<b>Jason Van Drieshe, Education &amp; Safety Manager – 24 hours</b>					
Champlain Parkway: 22 hours <ul style="list-style-type: none"> <li>▪ Organized, led, and followed up on third meeting of Citizens' Committee on the Champlain Parkway</li> <li>▪ Developed a matrix of options for building a shared-use path along Pine Street</li> <li>▪ Finalized recommendations and secured approval from all committee members</li> <li>▪ Updated project blog at <a href="http://www.champlainparkway.blogspot.com">www.champlainparkway.blogspot.com</a></li> <li>▪ Sent out email alerts to Local Motion members asking them to support recommendations</li> </ul>	✓		✓	✓	
Shelburne Road Roundabout: 2 hours <ul style="list-style-type: none"> <li>• Planned for and conducted a site visit at the roundabout with a class from Edmunds Middle School</li> </ul>	✓		✓	✓	

	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 – 16 hours</b>					
o Continued to discuss the purchase of Camp Holy Cross for public recreation and trails with Colchester Town Manager Al Vogelle and Selectman Marc Landry.	✓		✓	✓	✓
o Set-up and facilitated a May 19 <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, and the Vermont Mountain Biking Association to discuss the development and management of the existing unofficial network informal trails in the Colchester High School / McCrea Farm Park area. Arranged site visits to look at proposed new trails.	✓		✓	✓	✓
o Met with Colchester Police Chief Chuck Kirker to discuss existing problems in the CHS trails area.	✓		✓	✓	
o Met with Jennifer Ely, Director of the Winooski Valley Park District to discuss setting up a site visit by Bob Popp, ANR Natural Heritage Program.	✓		✓	✓	✓
<b>Bike Ferry Causeway Development</b>					
o Reviewed Colchester ALPT agreements			✓		
o Made attenuator storage calls to Burlington Harbor & Three Islands Marina			✓		
o Attended ALPT meeting with Colchester town Manager and marina owners			✓		