

MONTHLY PROGRESS REPORT FOR FY 2011

July 2010

The following outlines the major activities of CCMPO in July 2010 by Work Task. This is the first month of our FY 2011, therefore, 12% of time has elapsed.

1.0 Existing System Preservation and Improvement Services

1.1.1 Safety Program - 12% Complete [Staff Manager: Jason Charest]

- Staff is collecting speed and traffic data for a safety analysis of Skunk Hollow Road in Jericho.
- Staff is compiling crash data for a safety analysis of the US-7/Bostwick Road/Marsett Road intersection in Shelburne.
- Staff attended a meeting with the City of Winooski and VTrans to discuss the findings and next steps of a Road Safety Audit (RSA) review of the Winooski Circulator.
- 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) - 0% Complete [Staff Manager: Paul Luciano]

- No Activities this period.

1.1.3.1 Planning Assistance and Coordination - 12% Complete [Staff Manager: David Roberts]

- Winooski St. Peter St: A draft summary of traffic data collected and potential safety improvements was provided to the City in July. CCMPO expects comments from the city and school officials to determine next steps in August.
- South Burlington Orchard Elementary School: Lamoureux & Dickinson is drafting access alternatives for steering committee review in August. [Staff Manager: Bryan Davis]
- Prepared and submitted TIGER II pre-application for Crescent Connector Road environmental assessment in Essex Junction. Began preparing final application, due August 23.
- Staff and Director met internally and with representatives of Essex Junction regarding the TIGER II Planning Grant application on 07/19, 07/20, and 07/30 – additionally, the Village of Essex Junction Trustees were briefed on the project by the Director and Staff on 07/20.
- Participated as peer presenter in a FHWA scenario planning workshop at the annual meeting of the Michigan Association of MPOs.
- Director and staff met to discuss the draft Burlington International Airport Long Range Plan in advance of the July 21st Board meeting (07/13).
- Staff and Director met with Public Works staff from Burlington and Winooski to discuss issues associated with Main Street Bridge (Route 7) (07/13). Staff will prepare a case summary of issues discussed for eventual transmission to VTrans.

1.1.3.2 VTrans Planning Assistance and Coordination - 12% Complete [Staff Manager: David Roberts]

- The Circ-Williston Final Environmental Impact Statement (FEIS) was released this month. The preferred alternative for the FEIS is a boulevard design with 2 lanes in each direction located primarily within the existing Circ A-B right of way in Williston. The Army Corps of Engineers has recognized the preferred alternative as the Least Environmentally Damaging Practicable Alternative (LEDPA) in reviewing wetland impacts to comply with Section 404 of the Clean Water Act. Two public information meetings are scheduled for August 9th and 10th with written comments due by 8/27/2010. FHWA is expected to issue a Record of Decision (ROD) on the preferred alternative in a few months later at which time the project will continue through the permitting process. The current FHWA/VTrans schedule indicates construction may begin in 2013.
- Director attended the annual VAPDA 2-day meeting – topic of discussion included transportation performance measures included in the ACCD Performance Measurement Metrics for Challenges for Change and other TPI/MPO related transportation issues (07/08-07/09).

1.1.3.3 Planning Assistance (Locally Managed) - 12% Complete [Staff Manager: David Roberts, except as noted]

- Burlington Streetcar Study [*Staff Manager: David Roberts*]: The City of Burlington’s project manager for this study expects a final streetcar feasibility report by August 2010.

1.2.1 Transportation Systems Management (TSM) and Intelligent Transportation Systems (ITS) - **12% Complete** [*Staff Manager: David Roberts*]

- Staff is continuing research on Transit Signal Priority (TSP) systems. CCTA staff is working with Burlington DPW on a pilot implementation at S Winooski / Cherry St. CCTA also continues working with Jim Collura from U Mass to investigate potential impacts of transit priority implementation with the “third lane” project at Exit 14. Shelburne Rd also 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 staff is updating the signal inventory database to support a re-examination of the regional signal optimization program schedule and budget needs.

1.2.2 Efficiency Improvements (CCTA) - **12% Complete** [*Staff Manager: Aaron Frank*]

- Fort Ethan Allen Signal: This project is out to bid.
- Real Time Passenger Information: CCTA’s Board authorized staff to develop a request for proposals; solicit and evaluate proposals; and bring forward a selected proposal with a specific vendor to implement a real-time passenger information intelligent transportation system for board approval.

2.0 Sustainability/Livability Services

2.1.4 Transportation Land Use Planning and Review **12% Complete** [*Staff Manager: Eleni Churchill*]

- CCMPO Staff reviewed a traffic impact study (TIS) for the Town of Colchester determining possible causes for differences in Level of Service (LOS) between the TIS and the Exit 16 Circulation Study.
- A meeting was held with CCRPC staff to review the draft land use policy document under development by the CCRPC.

2.1.5 Transportation Land Use Planning (CCRPC) - **9% Complete** [*Staff Manager: Charlie Baker*]

- CCRPC and CCMPO staff have met to review the current draft document. CCRPC staff is currently working on updating both the report and the checklist. Director participated in meetings with CCMPO Director and UVM researchers on governance models. Coordinated activities related to land use and transportation activities.

2.1.7 Transportation Corridor Viewshed Analysis - **12% Complete** [*Staff Manager: Smart Growth*]

- Work continues on manual, town plan changes and bylaws, which will be presented to both town planning commissions in the fall. Jericho has developed town plan language which has been reviewed by the consultants and is now before the Jericho Planning Commission and will now turn to bylaw language. Essex will be turning to developing regulatory language as summer ends and their office comes back to full staff.

2.1.8 Identify and Plan for Long Term Transportation Corridor Needs **0% Complete** [*Staff Manager: Michele Boomhower*]

- No activity this period.

2.2.2 Land Use Data Update and Maintenance (CCRPC) - **12% Complete** [*Staff Manager: Melanie Needle and Pam Brangan*]

- Staff continued post-processing of Huntington culvert and sign inventories.
- Staff successfully uploaded the Huntington culvert data to VOBCIT. This process was full of issues that hopefully will be addressed as VAPDA and GIS staff work to propose changes to the VOBCIT website and data structure.
- Staff completed fieldwork for the Williston culvert inventory.
- Staff continued work on the Housing Points database update.

- Staff attended a meeting regarding parcel data standards. Staff will participate in a committee (comprised of VCGI, consultants who develop parcel data, GIS experts, and municipal staff) tasked with rewriting the existing parcel data guidelines with the hope of adopting them as standards.
- 2.2.3 Environmental Planning - **12% Complete** [*Staff Manager: Christine Forde*]
- Director and Staff met to debrief and plan for next steps following June Wildlife Connectivity & Transportation meetings (07/15).
 - Staff sent meeting minutes and next steps to participants from the June Wildlife Connectivity & Transportation meetings, co-hosted with CCRPC.
 - Staff participated in the Climate Change Collaborative Transportation Land Use Meeting (7/9).
 - Staff reviewed the first deliverable, Evaluation of Existing Inventory Data Report, for VTrans' Vermont Transportation Green House Gas Emission Modeling project.
- 2.2.3.2 Environmental Planning: Energy & Climate Action Plan (CCRPC) - **12% Complete** [*Staff Manager: Julie Potter*]
- Staff participated in a phone meeting with ICLEI staff to review resources for emissions inventories and climate action planning.
- 2.2.3.3 Environmental Planning: Online Resource Mapping (CCRPC) - **12% Complete** [*Staff Manager: Pam Brangan*]
- Staff spent numerous hours in the first half of July preparing our GIS data for use with the ESRI Community map template. Eighteen data layers are ready for use with the template. Six more layers which are required are in various stages of conversion or development.
- 2.2.3.4 Environmental Planning: Wildlife Connectivity (CCRPC) - **12% Complete** [*Staff Manager: Pam Brangan*]
- Distributed copies of "Getting Up To Speed: A Conservationist's Guide to Wildlife and Highways" and CCRPC's "Chittenden County Natural Areas Planning Guide" to those that requested them while attending our Wildlife Connectivity meetings in June.
- 2.3.1 Regional Comprehensive Planning Involvement - **12% Complete** [*Staff Manager: Michele Boomhower*]
- Participated in HUD grant webinar training and data collection for the CCRPC Sustainable Communities Regional Planning Grant application.
 - Director and staff participated in coordination meetings for the HUD grant on 07/14, 07/19, 07/27 (at City of Burlington Planning office), and 07/27.
- 2.3.3 Corridors and Circulation – **12% Complete** [*Staff Manager: Eleni Churchill*]
Colchester Avenue Corridor Plan
- A summary of the first Colchester Ave. Public Meeting was posted on the project's web site at <http://www.colchesteravenue.org/>. The 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> or on the project's web site.
 - CCMPO, DPW and RSG staff are working on a *Complete Streets* (eliminate one travel lane and add shoulders) pilot (field) test for Colchester Avenue, between South Prospect and East Avenue, during the scheduled repaving of the avenue this summer. The *Complete Streets* concept will be presented and discussed with the Technical Advisory Committee and the Public Works Commission in July.
 - CCMPO, DPW and Third Sector Associates (TSA) met to discuss a public outreach plan for the *Complete Streets* pilot test.
- 2.3.3.1 Local Corridors and Circulation- **0% Complete** [*Staff Manager: Eleni Churchill*]
- No activity this period.

2.4.1 Alternative Fuels Plan - 12% Complete [Staff Manager: Michele Boomhower]

- Vermont Gas CNG project was discussed with staff of Senator Leahy (07/22).

3.0 Multi & Intermodal Services

3.1.1 Create and Improve 12 % Complete [Staff Manager: Aaron Frank]

- Cherry St. Short Term Accommodations: We are finalizing the bid documents, exact location and layout, and working on funding.
- Passenger Shelters: We applied for an encumbrance permit for two shelters on Shelburne Road (south of Home Avenue and Farrell Street) to support the significant ridership increase due to the redevelopment on Farrell Street. We are working on a shelter in Williston at Wall-Mart. We have a second retrofit solar shelter light to test in a shelter location with more tree cover than the first test.
- Regional Public Transportation Expansion:
Transit Development Plan ((TDP - formerly SRTP): Staff presented draft chapters that had been updated with Board comments to the Strategy Committee in mid July. Updated TDP chapters responding to the Strategy Committee's comments will be posted on the CCTA website by close of business on Friday, July 23rd. The Strategy Committee offered additional comments on the chapters as well as general feedback on the content and format of the Executive Summary. We are in the process of drafting the Executive Summary. Staff also completed the write up of the TDP online survey, which was conducted in the spring. The summary of the survey results follows this report and will also be posted on Front Porch Forum, where participation in the survey was also advertised. Staff met with graphic designers to discuss the format and design of the Executive Summary as well as the options for a visual aid piece. Our intent is for the Executive Summary and visual aid piece to be able to stand alone as informative documents while also serving as an introduction to the full TDP.

3.1.6 Public Transportation Planning by CCMPO- 12% Complete [Staff Manager: Peter Keating]

- No activities this month.

3.2.1 Transportation Improvement Program (TIP) Development- 12% Complete [Staff Manager: Christine Forde]

- The FY2011 – FY2014 TIP was approved by the Board on July 21, 2010. Staff is preparing the final document for distribution.
- Staff is working on revision to the TIP amendment procedures. A draft revised procedure will be presented to the TAC in September.
- Staff is working with MajaDesign, Inc. on the FY2011-2014 TIP flyer.

3.3.1 Access and Mobility (CCTA) - 12% Complete [Staff Manager: Aaron Frank]

- E&D Program: The Chittenden County E&D program will likely end the FY10 about \$37,000 (10%) under budget. This is due to a lack of 20% local match from the eleven partner agencies. We met with the partner agencies to allocate the FY11 funds which increased 2.8% (\$10,486) from FY10. Local match may also restrict the program in FY11.
- ADA Program: FY10 ADA ridership was 43,153 one way trips, 6,973 (19%) more trips than provided during FY09. FY10 ADA expenses (net of fares) of \$880,554 are less than 1% (\$6,243) over budget.

3.3.4 2035 Metropolitan Transportation Plan (MTP) - 12% Complete [Staff Manager: Peter Keating]

- Worked with scenario planning consultant to revise public survey.
- Updated all MTP info on the CCMPO website.
- Prepared agenda and other meeting materials for rescheduled July meeting.
- Revised MTP development schedule.
- Internal meetings between Staff and Director to discuss the MTP process were held on 07/19 and 07/27.

3.3.4.1 2035 CCRPC MTP Support (CCRPC) 12% Complete [Staff Manager: Charlie Baker]

- Worked with MPO staff to refine MTP schedule considering Regional Plan schedule.

- CCRPC Staff reviewed the MTP public survey and provided comments to MPO staff.
- 3.3.5 Freight Transportation Planning - **12% Complete** [*Staff Manager: Michele Boomhower*] <http://www.ccmpto.org/freight/>
- Director attended Focus Group for the Vermont Freight Plan update (07/13).
 - Director attended quarterly Vermont Rail Council Meeting (07/14).
- 3.4.1 Bicycle/Pedestrian Transportation Planning - **8% Complete** [*Staff Manager: Peter Keating*] <http://www.ccmpto.org/BikePed/>
- CCMPO and Local Motion staff met with Shelburne Bike & Pedestrian Paths Committee to discuss local and regional projects and offer support for their efforts.
 - Staff reviewed 12-hour bicycle/pedestrian count data from the Winooski/Main Street Bridge.
 - Sidewalk grant review committee met to discuss scores and rankings for CCMPO Sidewalk Grant program. Six applications were reviewed and the evaluation committee met to recommend three awards. Award recommendations were made to the TAC.
 - Staff met with Burlington BikeFest organizers to discuss 2010 BikeFest ideas and opportunities to collaborate with other groups/activities.
 - Staff compiled list of bike/ped projects in South Burlington for upcoming meeting with municipal staff.
 - Staff prepared local bike/ped information relevant to the Active Community Transportation (ACT) Act of 2010 to be shared with congressional staff.
 - Staff worked with Burlington Walk/Bike Council to update their website and organize downtown stenciling activity.
 - CCMPO Bicycle/Pedestrian Committee met to continue prioritizing regional projects. Staff continued gathering updated information related to that effort.
- 3.4.1.2.1 Regional/Inter-Regional Pedestrian/Bicycle Coordination (Local Motion) [*Staff Manager: Chapin Spencer*]
- See attached report
- 3.4.2 Reduce SOV (Service and Operations Planning & Development) (CCTA) - **12% Complete** [*Staff Manager: Aaron Frank*]
- New Williston Service: The new Williston Road corridor service and South Burlington Circulator have been in operation for approximately five weeks and staff has been monitoring timepoints, on-time performance, and transfers. Overall, the routes are working well given the magnitude of the changes (new routes, new schedules, new stop locations, etc). Based on our observations and feedback from drivers and passengers, we are planning a few schedule changes to the South Burlington Circulator to help ensure on-time performance and consistent transfers with the Williston route at the mall.
 - In addition to the South Burlington Circulator schedule changes, construction along White Street is due to be completed within the next week or so. Once the bus is able to begin using White Street again, we believe the Circulator will be able to complete its roundtrip faster. Planning staff has also submitted another permit application to VTrans for additional bus stop signs in the State right of way along 2A in Williston. We plan to add a few more stops based on passenger requests.
 - Mid-day Montpelier Link: On July 5th, GMTA began operating a mid-day trip on the Montpelier Link. The first two weeks of service have shown increasing interest in the new trip. On the first day of the Mid Day Link service, GMTA recorded 9 riders. On July 16, just 11 days later, ridership was up to 22 passengers.
 - Development/Transit Oriented Design (TOD):
Essex Junction – Park Street Station: In late June, CCTA sent a memo to the project developers, Essex Junction staff, and the CCMPO regarding CCTA’s needs at a future multi-modal center within the project area. Staff also attended the most recent CCMPO Board meeting where the project was discussed.

- 3.4.3 Transportation Demand Management (TDM) - **12% Complete** [Staff Manager: Peter Keating].
 - Staff assisted CarShare VT with outreach projects including events at local businesses.
 - Director attended Winooski Community Partnership monthly meeting where CarShare VT was discussed in relation to future potential Winooski service (07/13).
- 3.4.3.1 Way to Go! Commuter Challenge – **12% Complete** [Staff Manager: Peter Keating]
 - Staff reviewed year-end report from the project manager, VEIC.
- 3.4.4.1 Project Definition (Scoping) Studies (Staff) - **12% Complete** [Staff Manager: Various staff]
 - Staff worked on scoping studies listed below.
 - The current scoping agreement expired on June 30, 2010. Staff prepared a draft Request for Proposals to select a new set of consultants for the next three years.
- 3.4.4.2 Project Definition (Scoping) Studies (Consultant) – **12% Complete** [Staff Manager: Christine Forde]
 - *Exit 16 Scoping* [Staff Manager: Eleni Churchill]
 - CCMPO Staff attended a Design Criteria and Assumptions meeting with VTrans Staff, consultant (RSG) and the Town of Colchester. For more information on this scoping effort check the project’s web site at: <http://www.ccmpto.org/189/Exit16/>
 - *Essex Junction Crescent Connector*[Staff Manager: Eleni Churchill]
 - Staff and Director attended a Local Concerns Meeting held in conjunction with the Village Trustees meeting on June 20th to gather input from townspeople and business owners. Staff worked with Village of Essex Junction representatives and RSG to finalize the RSG scope of services.
 - *I-89 Exit 12B*
 - A public meeting will be held on September 9 to discuss the Interstate Justification Review report.
 - *Gentes Road Bridge, Essex*
 - The consultant is preparing the draft scoping report.
 - The consultant is preparing a cost estimate for additional testing of the bridge to provide more information on its condition.
 - *Bay Road Bridge over the LaPlatte River, Shelburne*
 - The scoping report is being finalized.
- 3.4.4.3 Project Definition (Scoping) Studies (Locally Managed) - **12% Complete** [Staff Manager: Christine Forde]
 - *Dickinson Street Improvements, Jericho*
 - A notice to proceed was issued to Stantec on July 15.
 - Stantec is developing traffic projections.
- 3.4.5 Transportation Action Grants (TAG) - **12% Complete** [Staff Manager: Bryan Davis]
 - Staff reviewed final documents from South Burlington’s Cars to People TAG project.

4.0 Involvement Effectiveness and Administration Services

- 4.1.1 Education (CCTA) **12% Complete** {Staff Manager: Aaron Frank}
 - Metropolitan Transportation Plan: A revised version of the on-line survey to collect public input on the MTP land use scenarios was recently sent to committee members for review. Staff commented on the draft survey.
 - Regional Park and Ride Plan: Staff forwarded the most recent draft of TDP Chapter 5 to CCMPO staff and the Park & Ride Plan project consultant so the language in the TDP relating to Park & Ride and Intercept Lots can be incorporated into the Park & Ride Plan.
 - Colchester Avenue Corridor Study: Staff attended the most recent Technical Committee meeting on July 13th to discuss the upcoming “road diet” test on Colchester Avenue. Starting the week of September 13th and ending Monday, October 11, Colchester Avenue, between Prospect and East Avenue, will be restriped as a three lane road with one travel lane in each direction and a center

turn lane. Moving from four lanes to three will allow for wider lanes and larger shoulders, which will offer bikers a better and safer environment. This test is the first attempt to implement the “complete street” concept in Burlington, a concept endorsed in the Burlington Transportation Plan.

- 4.1.3 Traffic Alert Program - **20% Complete** [Staff Manager: *Dave Roberts*]
<http://www.ccmpto.info/cta/>
- The Traffic Alert program is underway 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 – **12% Complete** [Staff Manager: *Bryan Davis/Michele Boomhower*]
- Staff prepared and distributed summer issue of e-newsletter NewsBreak.
 - Staff prepared annual community report for the City of South Burlington.
 - Staff retrieved relevant clips from local media outlets.
 - Staff completed NHI’s online course “Effective Communications in Public Involvement.”
 - Staff filmed July Board of Directors meeting using CCTV/Ch 17 equipment – video available at <http://www.cctv.org/watch-tv/programs/metropolitan-planning-organization-9>.
 - The June Executive Director’s Report was prepared and distributed to CCMPO’s constituency.
 - Meetings were held with staff representatives of Congressman Welch, Senator Leahy and Senator Sanders in DC by the Executive Director to provide information and education related to current Chittenden County transportation project and CCMPO activities (07/22 & 07/23).
- 4.2.1 Improve Facilities (CCTA) **12% Complete** [Staff Manager: *Aaron Frank*]
- Downtown Transit Center: We are reviewing the proposal from VHB.
- 4.2.3 Small Community Service Program - **12% Complete** [Staff Manager: *Bryan Davis*]
- Staff served as liaison with town planners and administrators and served as CCMPO point of contact.
 - Director and Staff prepared briefing materials for a meeting (to be re-scheduled) with the new South Burlington City Manager.
- 4.2.4 Project Coordination Assistance Initiative – **12% Complete** [Staff Manager: *Michele Boomhower*]
- No activities this period.
- 4.3.1 Agency Administration – **12% Complete** [Staff Manager: *Bernie Ferenc*]
- The close out of the FY10 financials continued through the month of July including preparation and submission of the final invoice to VTrans.
 - The Executive Committee met on July 7.
 - Staff Meetings were held on July 7 and 28.
 - The Director and Board Chair met to discuss organization activities on July 20.
 - The Board meeting was held on July 21.
 - Director and Staff continued to work on the framework and programming of the new project management software – QuickBase – a progress coordination meeting was held on July 20.
- 4.3.2 Transportation Advisory Committee (TAC) - **8% Complete** [Staff Manager: *Peter Keating*]
- There was no TAC meeting in July.
- 4.3.3 Training and Staff Development – **12% Complete** [All Staff]
- The Director attended a Public Private Partnerships meeting & training in DC sponsored by the American Road and Transportation Builders Association (07/22 & 07/23).
- 4.3.4 Training (CCTA) - **12% Complete** [Staff Manager: *Aaron Frank*]
- No activities to report.

- 4.3.7 Data Collection and Maintenance - **12% Complete** [*Staff Manager: Daryl Benoit*]
<http://www.ccmppo.org/data/>
- Staff & interns continue to collect 2010 ATR & Turning Movement traffic counts.
 - Staff continues to undertake Bike/Ped counts throughout the county.
 - As Chair of the VAPDA Transportation Committee – the Director coordinated with several RPC GIS Planners to discuss the Vermont Online Bridge and Culvert Inventory Tool (VOBCIT) and issues related to potential enhancements. Follow-up will be conducted with VTrans staff later in August or early September (07/15).
- 4.3.8 Transportation Model Maintenance and Enhancement - **12% Complete** [*Staff Manager: Dave Roberts*]
- National Household Travel Survey (NHTS) – CCMPO staff has provided the data to UVM TRC and RSG completed their review of the data. Staff continues coordinating with TRC staff on the analysis of this data.
 - 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 submitted a draft of the model for MPO review with comments expected back in August.
- 4.3.11 Performance Measures and Indicators Initiative - **12% Complete** [*Staff Manager: Michele Boomhower*]
- No activities this period.
- 4.3.12 Strategic Planning - **12% Complete** [*Staff Manager: Michele Boomhower*]
- A Board Development Committee meeting was held on 07/16.
 - The Director and the CCRPC Director met with the consultant from Cope & Associates to plan for upcoming Challenges for Change meetings with the RPC & MPO Boards (07/07).
 - The Director and the CCRPC Director attended the Town Manager’s monthly lunch meeting to discuss the upcoming Challenges for Change meetings with the RPC & MPO Boards (07/20).
 - The Director and the CCRPC Director met with the consultant from UVM CAED to discuss data collection for RPC/MPO case studies related to the upcoming Challenges for Change meetings with the RPC & MPO Boards (07/21).
- 4.3.13 Innovative Finance Initiative - **12% Complete** [*Staff Manager: Michele Boomhower*]
- A meeting was held with the Shelburne Selectboard regarding their execution of the Blue Ribbon Commission on Innovative Finance Resolution (07/13)
 - The Director attended a Public Private Partnerships meeting & training in DC sponsored by the American Road and Transportation Builders Association (07/22 & 07/23).
- 4.3.14 Analysis of Complex Government Networks - **12% Complete** [*Staff Manager: Michele Boomhower*]
- The Director met with UVM CAED Researchers to brief on progress to date on the Complex Governance Models research (07/21)

5.0 Project/System Management & Implementation (Non-PL Funded)

- 5.1.1 Signal Optimization & Operations Services **0% Complete** [*Staff Manager: Dave Roberts*]
- No work undertaken this month.
- 5.1.2 Sidewalk Grant Program **50% Complete** [*Staff Manager: Peter Keating*]
- TAC Recommendations were forwarded Board for September action.
- 5.1.4 Transportation Program Management Services **0% Complete** [*Staff Manager: Michele Boomhower*]
- No activities this period.

FY 2010

Local Motion

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

Project 1: CLOSE THE GAPS

Report for tasks completed during July 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 – 24 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: 7/12	✓		✓	✓	
o Set up logistics for painting “walk bike on sidewalk” and “no biking” stencils for Burlington’s downtown core. Picked up and delivered paint and stencils from BDPW.	✓				
o Prepared for and attended the BDPW Commission meeting, to participate in the Colchester Avenue Corridor discussion, and to become informed about the Sidewalk Program and Bicycle Program: 7/14. Sent out follow up emails.	✓		✓	✓	
o Attended Shelburne Rec Path Committee Mtg: 7/19	✓		✓	✓	
o Prepared for Burlington Bicycle Ordinance Committee meeting (meeting was attended by Will Flender).	✓				
o Attended the I & I workgroup meeting to continue advocacy to improve Burlington’s bike/ped infrastructure: 7/22 Discussed bike route feeder planning & bike route sign installation, ped signals, bike map edits, and the 12 7 (Homestead) Path Celebration.	✓		✓	✓	
o Met with Chapin Spencer & Will Flender to discuss the possibility of official city recognition for the BWBC: 7/26	✓				

o Prepared for, planned and attended BWBC Steering Committee meeting: 7/26.	✓		✓	✓	
o Compiled, wrote, and submitted narrative report for the previous month for Bike-Ped Planning Funds to CCMPO	Contract Administration task				
	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
Chapin Spencer, Executive Director – 29 hours					
o Disseminated information on the Causeway Bike Ferry project to the general public			✓	✓	
o Participated in the July 8 CCMPO Bike/Ped Committee mtg		✓			
o Communicated with OPM Doug Henson and VTrans contact Jon Kaplan on the Causeway Bike Ferry project status and outstanding permit issues			✓	✓	
o Attended July 13 Colchester Avenue meeting, typed notes, and sent Local Motion's guidance on the project to RSG and the City of Burlington			✓		
o Responded to resident about lack of bike/ped connectivity between Burlington Hill section and South Burlington Phase III path next to Joy Drive. Included SB Rec Path Committee Chair in the conversation to get his guidance.	✓		✓		
o Continued work with diverse stakeholders to launch a Burlington Bike Path Taskforce that will address the corridor's needs for maintenance and capital upgrades	✓				
o Met with the Mayor of Burlington on July 26 to get his support for the Burlington Bike Path Task Force.			✓		
o Provided photo stock and revisions to the Rt 127 trailhead map that volunteer Steve Norman and the Burlington Walk/Bike Council is developing.	✓		✓		
o Helped set up a "Winning Campaigns" training opportunity for October 22-24 that will help local rec path and bike/pedestrian groups be more effective in their work.	✓		✓		
o Completed last month's reporting for this Regional Bike/Pedestrian Planning grant to the CCMPO.	Contract Administration task				
	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
Jason Van Driesche, Education & Safety Manager – 13 hours					
o Met with Carol Weston and Nicole Losch to review an updated design for a shared-use path along Pine Street as part of the Champlain Parkway project			✓		

o Updated blog for Citizens' Committee on the Champlain Parkway (champlainparkway.blogspot.com) and sent an email to a list of interested citizens alerting them about the new design for the shared-use path			✓	✓	
o Wrote an article for Local Motion's e-newsletter about the shared-use path			✓	✓	
o Continued dialogue with local partners (Burlington Walk-Bike Council members and others) regarding site design for the Moran Plant, with the goal of ensuring that it accommodates bike-ped users	✓		✓	✓	
o Met twice with South Burlington DPW and School District reps to discuss design and secure commitments for construction of a sidewalk from Central Elementary School out to Market Street (to be funded by the school district and built by the city)			✓	✓	
o Initiated contact with the chair of the Milton Rec Path Subcommittee to discuss possible collaboration	✓			✓	
	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
Brian Costello, Island Line Coordinator & Bike Ferry Manager – 0 hours					
o No hours billed in this period					
	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
Jill Nye-McKeown, Schools Coordinator – 9 hours					
o Met with volunteers and staff at Champlain Elementary to discuss next steps in conducting a recently funded feasibility study for improving pedestrian safety on several routes to school			✓	✓	✓
o Met with volunteers and school staff at Mallett's Bay Elementary to plan for implementation of a recently funded infrastructure project to connect a rec path with the school entrance			✓	✓	✓

Project 2: EDUCATION & SAFETY INITIATIVES

Report for tasks completed during July 2010

Scope of Work Activities:

1. Develop additional and enhanced GIS data layers related to walking infrastructure within approximately a one-mile radius of each pilot school
2. Generate “walkability maps” for each school that indicate actual walking radii as well as best routes from each walkable neighborhood
3. Prepare a report on methodology and findings from the walkability assessment project, to be used in evaluating and updating the program for county-wide roll-out
4. Assess feasibility of developing a county-wide online stolen bike registry

	1. Develop ped infra- structure data layers	2. Generate walkability maps	3. Prepare report on methods and findings	4. Assess stolen bike registry
Jason Van Driesche, Education & Safety Manager – 8.5 hours				
o Set up meeting with UVM police officer (Megan O’Neil) to review options for a stolen bike registry				✓
o Contacted various partners county-wide regarding participation on a Pedestrian Safety Task Force that will review methodology and findings of the walkability assessment; secured commitments from 11 of 12 individuals contacted	✓	✓	✓	
o Developed a proposal for using the “network analyst” capacity of ArcView to identify and prioritize pedestrian infrastructure enhancements based on data to be collected via this project	✓	✓		
	1. Develop ped infra- structure data layers	2. Generate walkability maps	3. Prepare report on methods and findings	4. Assess stolen bike registry
Jill Nye-McKeown, Schools Coordinator – 10 hours				
o Led a team of volunteers in data collection regarding the current state of pedestrian infrastructure around Barnes Elementary School	✓			
o Led a team of volunteers in data collection regarding the current state of pedestrian infrastructure around C.P. Smith Elementary School	✓			

Project 3: TRAILFINDER ENHANCEMENTS

Report for tasks completed during July 2010

Scope of Work Activities:

1. Develop a smart phone interface / application for mobile wayfinding in Chittenden County so that walkers and bicyclists can access regional path information from anywhere
2. Research options for developing a “route finder” for Trail Finder – a service where users could enter their origin and destination and have the Trail Finder suggest the best walking or biking route

	1. Develop smartphone app	2. Research “route finder” options
Todd Taylor, Marketing & Communications Manager – 0 hours		
o No hours billed in this period		
	1. Develop smartphone app	2. Research “route finder” options
Chapin Spencer, Executive Director – 0 hours		
o No hours billed in this period		