

**MONTHLY PROGRESS REPORT FOR FY 2011**  
**August 2010**

The following outlines the major activities of CCMPO in August 2010 by Work Task. This is the second month of our FY 2011, therefore, 17% of time has elapsed.

**1.0 Existing System Preservation and Improvement Services**

- 1.1.1 Safety Program - **17% Complete** [*Staff Manager: Jason Charest*]
  - Staff continued work on the safety analysis of Skunk Hollow Road in Jericho.
  - Staff continued work on the safety analysis of the US-7/Bostwick Road/Marsett Road intersection in Shelburne.
  - 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 - **17% 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 before finalizing the report.
  - South Burlington Orchard Elementary School: Lamoureux & Dickinson provided draft alternative concepts for staff review. A meeting with Local Motion and the school principal is planned for early September. [*Staff Manager: Bryan Davis*]
  - Prepared and submitted TIGER II application, budget and supporting materials for Crescent Connector Road environmental assessment in Essex Junction. A stakeholders meeting was held on 08/05 and internal staff level coordination meetings and review occurred on 08/09-08/11 with Transportation Planner and Executive Director.
  - Staff prepared a presentation as part of a FHWA sponsored scenario planning 101 webinar set for national broadcast in September.
  - Staff provided extensive revisions to FHWA report on Michigan Scenario Planning workshop.
  - Staff completed a requested Speed Limit Engineering Study for Poker Hill Rd. for the Town of Underhill. The report may be found here:  
[http://www.ccmpto.org/assistance/speed\\_studies/](http://www.ccmpto.org/assistance/speed_studies/)
  - The Director provided input at the Vermont Economic Progress Council meeting on the Colchester Tax Increment Finance District application (08/26).
  
- 1.1.3.2 VTrans Planning Assistance and Coordination - **17% Complete** [*Staff Manager: David Roberts*]
  - The Circ-Williston Final Environmental Impact Statement (FEIS) was released in July 2010. 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 were held August 9<sup>th</sup> and 10<sup>th</sup> with written comments due by 8/27/2010; staff and Executive Director attended both public sessions, as well as a session for public officials on the afternoon of 08/09. FHWA is expected to issue a Record of Decision (ROD) on the preferred alternative in a

few months at which time the project will continue through the permitting process. The current FHWA/VTrans schedule indicates construction may begin in 2013.

- Director met with VAPDA Chair and VTrans Transportation Planner (Clay P.) to discuss VAPDA Transportation Committee issues of interest and coordination with VTrans (08/26).
- Director coordinated with VTrans Bike/Ped Coordinator (Jon K.) regarding bike/ped counts under collection by the RPCs and CCMPO – a memo outlining programmatic details was provided to RPC/MPO Trans Planners/Executive Directors as a follow-up (08/11).
- Staff assisted VTrans with the application for the next round of Safe Routes to Schools non-infrastructure grants.
- Staff completed the 2010 update of the “Access Management Categories for State Highways” for VTrans. Further information and data are available at: <http://www.ccmpto.org/AM/>.
- VTrans ITS Architecture Update - CCMPO staff and Director attended a stakeholder meeting for the statewide ITS architecture update project just getting underway (08/24). This will update the state’s ITS architecture which provides the institutional and technological framework for advancing a variety of ITS-related projects in the state, including traveler information systems (e.g. <http://www.511vt.com/>), emergency service communications and signal pre-emption, transit traveler information services, etc. CCMPO will be participating in this process and examining revisions should be made to the MPO’s regional ITS architecture in response to this update.

#### 1.1.3.3 Planning Assistance (Locally Managed) - **17% Complete** [Staff Manager: David Roberts, except as noted]

- Burlington Streetcar Study [Staff Manager: David Roberts]: The City of Burlington’s expected a final streetcar feasibility in August 2010. CCMPO is awaiting an update on the project status.
- Staff provided a letter of support for Burlington’s HUD Community Challenge grant application.
- Winooski Weaver St Bridge Assessment [Staff Manager: Christine Forde]: This project will scrutinize the structural health of the Weaver St bridge over the New England Central Railroad with a detailed examination of the current bridge condition. CCMPO is working with Winooski to initiate this contract.

#### 1.2.1 Transportation Systems Management (TSM) and Intelligent Transportation Systems (ITS) - **17% 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) - **17% Complete** [Staff Manager: Aaron Frank]

- Fort Ethan Allen Signal: This project should be awarded by September 3 and should be completed by early spring
- Real Time Passenger Information: Staff is working with our engineer on the technical specification.

## 2.0 Sustainability/Livability Services

- 2.1.4 Transportation Land Use Planning and Review **17% Complete** [Staff Manager: *Eleni Churchill*]
- No activity this period.
- 2.1.5 Transportation Land Use Planning (CCRPC) – **17% 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 - **17% Complete** [Staff Manager: *Smart Growth*]
- Jericho's planning commission has incorporated most of the town plan changes and will now turn to drafting bylaws. We met with Dana Farley in late August and Essex is considering adopting the full panoply of options. Manual drafts are in the review process with the consultants.
- The Center for Vermont Studies has agreed to do the remaining road segments that were not assessed last year for lack of volunteers as part of their Integrated Study of Earth and the Environment (ISEE) Program. The field work will be completed in late September or early October. The assessments will be available as a supplement to the manual.
- 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) - **17% Complete** [Staff Manager: *Melanie Needle and Pam Brangan*]
- Staff provided Huntington with maps of the sign and culvert inventories conducted this summer. The sign map included photos of the most damaged signs. The culvert inventories prioritized the condition of the culverts so that the culverts in the worst condition stood out on the town wide map.
  - Staff began working on the post processing of the Williston culvert data. The upload to VOBCIT of this data is not quite complete; staff is working out a few problems and will upload the data in the next week or so. Staff also began preparing the Williston culvert data for delivery to the Williston Public Works department.
  - As a member of the parcel data standard sub-committee (a VCGI TAC sub-committee), staff reviewed and provided edits to two standard drafts. One standard will be directed towards helping a municipality select a consultant and the other standard will be for developing the parcel data.
  - Staff continued work on the housing points database, completing a preliminary update to the Colchester portion of the dataset and beginning work on Essex and Essex Junction.
- 2.2.3 Environmental Planning - **17% Complete** [Staff Manager: *Christine Forde*]
- Staff sent information about an upcoming (Sept. 13-15) regional wildlife/transportation conference to participants from our June Wildlife Connectivity & Transportation meetings.
  - Staff attended the Northern Transportation and Air Quality Summit, sponsored by the Northeastern States for Coordinated Air Use Management (NESCAUM). NESCAUM is an

association of air quality agencies in the Northeast whose purpose is to provide scientific, technical, analytical, and policy support to the air quality and climate programs of the eight Northeast states. The Environmental Protection Agency (EPA) is expected to announce a change to the Ozone standard this fall. This change could have implications for Vermont. The TAC and Board will be hearing more about this in October.

- Staff reviewed the first deliverable, Evaluation of Existing Inventory Data Report, for VTrans' Vermont Transportation Green House Gas Emission Modeling project.
- Staff reviewed draft "Strategies to Reduce Transportation Related Emissions" report from EPA for which CCMPO contributed local modeling information.
- CCMPO staff completed runs of EPA's MOVES air quality modeling software to generate CO2 emission factors for use in the MTP 2060 scenario planning exercise. A summary of the emission factors generated was sent to EPA for reasonableness checks.
- Staff and Director participated in a meeting with RSG and CCRPC staff (08/05) to plan FHWA-funded climate change workshops to be held in Chittenden County on October 14 and 15. An internal follow-up meeting was held on August 10<sup>th</sup>.

#### 2.2.3.2 Environmental Planning: Energy & Climate Action Plan (CCRPC) - 17% Complete [Staff Manager: Julie Potter]

- Staff continued researching energy and climate change studies.
- Participated in ICLEI VT/NH webinar on climate change adaptation.
- Participated in meeting with CCMPO staff and RSG on FHWA-funded climate change workshop to be held in October.
- Started planning fall Regional Energy Forum.

#### 2.2.3.3 Environmental Planning: Online Resource Mapping (CCRPC) - 17% Complete [Staff Manager: Pam Brangan]

- Staff continues to work on the ESRI Community mapping project. 85% of the data is ready for the mapping template. Staff has been focusing energies on preparing building footprint and contour data as well as refining the road data.

#### 2.2.3.4 Environmental Planning: Wildlife Connectivity (CCRPC) - 17% Complete [Staff Manager: Pam Brangan]

- Staff prepared and distributed an RFP for redesign of a Raceway Road culvert for The Creek in Jericho.

#### 2.3.1 Regional Comprehensive Planning Involvement - 17% Complete [Staff Manager: Michele Boomhower]

- A letter of support was prepared for the CCRPC HUD Sustainable Communities Regional Planning Grant application.

#### 2.3.3 Corridors and Circulation – 17% Complete [Staff Manager: Eleni Churchill] Colchester Avenue Corridor Plan

- The "Complete Streets" demonstration project is moving ahead with an approximate start date of Thursday September 16<sup>th</sup>. During the four week pilot test, Colchester Avenue between Prospect Street and East Avenue will be restriped with reduced through lanes and a center two-way left turn lane at specific sections of the corridor. RSG has prepared a temporary striping plan for the reconfigured corridor. Diane Meyerhoff (Third Sector Associates) is working with the Burlington DPW to develop and implement a comprehensive outreach plan to notify and inform the public, businesses, and area Institutions on the pilot test. CCMPO, RSG and DPW staff will be gathering extensive

traffic data (volumes and queue counts at corridor intersections) before and during the pilot test to evaluate corridor performance. A communications meeting was attended by staff and the Director, along with Burlington representatives in preparation for this effort (08/05).

- Evaluating the feasibility of the complete street concept is a critical step towards developing the Colchester Avenue Corridor Plan. The pilot project provides a unique opportunity to test a planning concept in action and the results will guide the recommendations to be included in the plan.
- For more information on the Colchester Ave Corridor Plan please go to:  
<http://www.colchesteravenue.org/>

#### 2.3.3.1 Local Corridors and Circulation- **0% Complete** [Staff Manager: Eleni Churchill]

- No activity this period.

#### 2.4.1 Alternative Fuels Plan - **17% Complete** [Staff Manager: Michele Boomhower]

- Director attended a visit by congressional staff representing Senator Leahy which was held at the Casella Waste facility on Industrial Ave. with Vermont Gas officials to discuss the emerging CNG filling station project (08/30).

### 3.0 Multi & Intermodal Services

#### 3.1.1 Create and Improve **17 % Complete** [Staff Manager: Aaron Frank]

- Cherry St. Short Term Accommodations: This project is out to bid.
- Passenger Shelters: We are waiting for our encumbrance permit for two shelters on Shelburne Road. We are talking with Wal-Mart about locating a shelter on their property. 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:
  - a) Transit Development Plan ((TDP - formerly SRTP): Staff has made the final round of updates to all the TDP chapters and worked to incorporate all the comments of the CCTA Strategy Committee and full Board. Additionally, staff worked with Stride Creative to develop a visually-interesting Executive Summary. Staff plans to ask the Board to adopt the TDP at the September Board retreat. The updated TDP chapters (1-8), the Executive Summary, and two new appendices can be found at <http://www.cctaride.org/resources/documents.html>
  - b) HUD Sustainable Communities Planning Grant: Staff has submitted letters of commitment (committing “leveraged resources” only) to both the CCRPC and the City of South Burlington for their respective applications. The CCRPC’s application focuses on “*planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of: (1) economic competitiveness and revitalization; (2) social equity, inclusion, and access to opportunity; (3) energy use and climate change; and (4) public health and environmental impact.*” South Burlington’s application focusing on developing an Affordability Plan for the City, which includes both housing and transportation concerns.
  - c) Burlington Employee Alternative Commute: CCTA Planning staff has begun participating in a City of Burlington effort to encourage and expand the use of alternative commuting methods by City employees. CCTA staff will be attended City department level staff meetings to discuss commuting by bus and answer any questions about our services.

#### 3.1.6 Public Transportation Planning by CCMPO- **17% Complete** [Staff Manager: Peter Keating]

- No activities this month.

- 3.2.1 Transportation Improvement Program (TIP) Development- **17% Complete** [*Staff Manager: Christine Forde*]
- Staff is preparing the FY11-14 TIP document for distribution and for posting on CCMPO's website.
  - 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) - **17% Complete** [*Staff Manager: Aaron Frank*]
- E&D Program: The Champlain Valley Agency on Aging indicated the Agency will be able to provide the 20% match in FY'11 to an additional \$5,300 the State provided after the notice of grant award. This funding will benefit County residents who are not otherwise served by ADA or E&D programs in their communities.
  - ADA Program: July ADA ridership was 3,605 one way trips, 17% more than July'09.
  - Tilley Drive Shuttle: Staff has been in contact with Vermont Eye Laser on Route 116 in South Burlington regarding whether they are interested in contributing towards the Tilley Drive Shuttle and being added as a stop.
- 3.3.4 2035 Metropolitan Transportation Plan (MTP) - **17% Complete** [*Staff Manager: Peter Keating*]
- Staff and Director held a preparatory meeting prior the MTP Advisory Committee Meeting (08/03).
  - Staff and Director attended a meeting of the MTP Advisory Committee discussing financial plan and latest draft of the public survey on land use scenarios (08/04).
  - Extensively revised draft public survey on land use scenarios.
  - Continued drafting MTP chapter 3 – Existing and Future Conditions.
  - Met with CCRPC staff to design new MTP maps.
  - Distributed latest draft of financial plan to VTrans and CCTA for comments.
  - Staff and Director held a progress meeting to discuss next steps for MTP process (08/25).
- 3.3.4.1 2035 CCRPC MTP Support (CCRPC) **17% Complete** [*Staff Manager: Charlie Baker*]
- Staff met with MPO staff to discuss two new maps for the MTP. These maps will depict existing and future conditions of the adjoining regions.
- 3.3.5 Freight Transportation Planning - **17% Complete** [*Staff Manager: Michele Boomhower*]  
<http://www.ccmpto.org/freight/>
- No activities this period.
- 3.4.1 Bicycle/Pedestrian Transportation Planning - **17% Complete** [*Staff Manager: Peter Keating*] [http:// www.ccmpto.org/BikePed/](http://www.ccmpto.org/BikePed/)
- Staff participated in Safe Streets Collaborative intersection action with Local Motion and local law enforcement on August 17 at Pine St/Howard St.
  - Staff participated in a planning meeting to celebrate the recent improvements to the Route 127 Path entrance on Manhattan Drive in Burlington's Old North End. Event is tentatively scheduled for the morning of Saturday, October 2.
  - Staff met with Aimee Pope, VTrans SRTS Coordinator, and Nicole Losch, Burlington DPW, to discuss Champlain Elementary School's award for a feasibility study that the CCMPO will manage.

- Staff met with Burlington CEDO staff and local business owners to discuss the economic climate, local culture and infrastructure for bicycle-related businesses.
- Staff continued working with the Burlington Walk/Bike Council to update their website.
- Staff continued gathering updated information for the CCMPO Bicycle/Pedestrian Committee's effort to prioritize regional projects.

#### 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) - 17% Complete [*Staff Manager: Aaron Frank*]

- Williston and South Burlington Circulator Schedule Changes: Based on our observations and feedback from drivers and passengers, we are implementing several schedule changes to the Williston and South Burlington Circulator routes at the end of August. Our intent is for these changes to improve on-time performance and offer consistent and reliable transfers between the Williston and South Burlington Circulator routes at the University Mall. Here is a summary of the changes:

##### a) Williston

- In the early morning, we shortened the time between Wal-Mart and the University Mall. Due to light traffic during the early morning hours, drivers had to pay close attention in order to not run ahead of schedule. The change will prevent them from having to slow down below the speed limit or, as in some cases, pull over and wait a few minutes.
- The two morning Williston Village departures from Burlington were moved 5 minutes later to account for faster than expected outbound running times. The pick-up times in Williston Village are remaining the same.

##### b) South Burlington Circulator

- The Umall departure time of the first four weekday trips was moved five minutes earlier. Three of these buses travel all the way to Cherry Street and moving them earlier will help create more separation between the Circulator buses and the Williston buses.
- The mid-morning by request stop at Community Drive was moved a half-hour later (10:40 to 11:10) to better accommodate the 11:30 AM shift start at the FAHC offices.
- The 12:10 PM Community Drive pick-up was eliminated due to a lack of ridership and the need to speed up the round trip running time.
- The Country Park stops times shifted in order to move them to trips that have a better chance of running on time.
- The 5:10 and 5:40 PM Community Drive fixed pick-ups were changed to phone-in request due to a lack of ridership and the need to speed up the round trip running time of those peak hour trips.
- Two of the afternoon Circulator trips will now begin at Cherry Street, removing the need for these buses to make transfers with the Williston route at the Umall. This will improve the afternoon trip home for commuters.
- Five of the afternoon Circulator trips were shifted by 15 minutes so they will make transfers with the off-pulse Williston buses. The off-pulse Williston buses should run on time more frequently, thus reducing the amount of time the Circulator bus must wait for transfers at the Umall.

We just received our permit from VTrans to install two additional bus stop signs in the State right of way along 2A in Williston, at Wright Avenue and in front of Ponderosa. These new stops will improve access to Maple Tree Place.

- Development/Transit Oriented Design (TOD):

Essex Junction – Park Street Station: Staff attended the most recent meeting for this project, which involved reviewing the MPO’s application for a TIGER II grant to design the “Crescent Connector,” a new road that would help make the development of the Park Street Station more feasible. Staff also provided ridership data to the MPO so it could be included in their application.

3.4.3 Transportation Demand Management (TDM) - 17% Complete [Staff Manager: Peter Keating].

- Staff assisted CarShare VT with outreach projects including events at college campuses.
- Progress on the Park and Ride Plan included revised goals and objectives.

3.4.3.1 Way to Go! Commuter Challenge – 17% Complete [Staff Manager: Peter Keating]

- The conference planning committee for annual meeting of the Northern New England Chapter of the American Planning Association (NNECAPA) accepted a proposal to present our WTG experiences with planners from throughout New England.

3.4.4.1 Project Definition (Scoping) Studies (Staff) - 17% Complete [Staff Manager: Various staff]

- Staff worked on scoping studies listed below.
- The current scoping agreement expired on June 30, 2010. A Request for Qualifications for the new scoping agreement was released. Statements of Qualifications are due on September 17.

3.4.4.2 Project Definition (Scoping) Studies (Consultant) – 17% Complete [Staff Manager: Christine Forde]

- Exit 16 Scoping [Staff Manager: Eleni Churchill]  
CCMPO Staff attended a meeting with VTrans Staff, consultant (RSG) and the Town of Colchester to discuss design criteria and assumptions regarding alternatives for the Exit 16 Scoping project. It was agreed that the study would proceed with analyzing four alternatives including a no-build, conventional roadway expansion, double crossover diamond interchange, and multi-lane roundabouts at the ramps. An additional option to the conventional alternative would be to reroute Costco exiting traffic through Hercules Drive. The project’s *Purpose and Need* statement was developed and sent to the Steering Committee for their review and comment. For more information on this scoping effort check the project’s web site at: <http://www.ccmppo.org/I89/Exit16/>
- Essex Junction Crescent Connector: [Staff Manager: Eleni Churchill]  
The project’s *Purpose and Need* statement was developed. The consultant (RSG) is currently working on building the traffic model of the project area.
- I-89 Exit 12B:  
Director and staff attended an internal stakeholders meeting on August 31<sup>st</sup> in preparation for the public meeting scheduled for 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.
- Staff and Director set up a coordination meeting of key stakeholders at the request of Senator Leahy’s staff to discuss the path forward for the Exit 14 ramp expansion and future intercept facility at the UVM property adjacent to the Sheraton (08/31).

- 3.4.4.3 Project Definition (Scoping) Studies (Locally Managed) - **17% Complete** [Staff Manager: *Christine Forde*]
  - Dickinson Street Improvements, Jericho: Stantec is developing traffic projections.
- 3.4.5 Transportation Action Grants (TAG) - **17% Complete** [Staff Manager: *Bryan Davis*]
  - No activity this month.

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

- 4.1.1 Education (CCTA) **17% Complete** {Staff Manager: *Aaron Frank*}
  - Metropolitan Transportation Plan: Staff attended the most recent MTP committee meeting on August 4<sup>th</sup> and offered comments on the draft public survey, which is intended to gather data on the public's views on various land use scenarios for the region.
  - Regional Park and Ride Plan: Staff attended the most recent P&R committee meeting on August 12<sup>th</sup> and offered comments on the draft criteria for prioritizing park and ride and intercept lots. Staff suggested the following criteria:
    - Park & Ride Lots  
Name the criteria "Along Transit Corridor" and put it in the "location" set of criteria. In terms of scoring, give the location a score of 5 out of 5 if it is along an existing transit route, a 4 out of 5 if it is along one of the transit corridors identified in the TDP, and 3 out of 5 if it is along a route proposed in the TDP.
    - Intercept Lots  
Since high frequency transit is a key feature of an intercept lot, it makes sense to use "transit connections" as a criterion in the "demand" set of criteria. Base the scoring on the level of service with 5 out of 5 if there are peak hour 15-min headways or better, 3 out of 5 if there are 16-30 min peak hour headways, 1 out of 5 if there are 31-60 min peak hour headways, and no points for anything less than that.
  - Colchester Avenue Corridor Study: The next stage of the project is the temporary road diet along Colchester Avenue. Other work on this project is currently on hold.
  - Bike/Pedestrian Committee: Staff continues to work with VTrans and the Town of Williston to consider options for improving pedestrian access at the Williston Road & Industrial Avenue intersection.
- 4.1.3 Traffic Alert Program - **60% 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 – **17% Complete** [Staff Manager: *Bryan Davis/Michele Boomhower*]
  - Staff prepared a draft press release celebrating FHWA's recognition of Way to Go! as a national recipient of an Exemplary Human Environment Initiatives (EHEI) award.
  - Staff retrieved relevant clips from local media outlets.
  - Staff began work on case study of Jericho's Streetscape project by interviewing Bob Penniman, Seth Jensen, Todd Odit, and Karen Glitman. More interviews are planned for September.
  - Staff served as a guest on CCTV/Ch. 17's show "Wonderful World of Sustainable Transportation" to discuss road diets and the upcoming complete streets treatment of Colchester Ave.
  - Third Sector Associates attended and took meeting notes for the MTP Steering Committee meeting on August 4, 2010.

- Third Sector Associates organized, attended and took meeting notes for a committee meeting on August 31, 2010. She continued to coordinate with the City of South Burlington and media outlets for a public meeting on September 9, 2010.
  - The Director participated in an interview with report Kevin Kelly of the Vermont Business Magazine regarding the Burlington International Airport Master Planning process (08/12).
- 4.2.1 Improve Facilities (CCTA) **17% Complete** [Staff Manager: Aaron Frank]
- Downtown Transit Center: We have concurred in the scope of work and are reviewing the cost proposal from VHB.
  - Staff presented the new annual and monthly performance reports to the CCTA Board.
- 4.2.3 Small Community Service Program - **17% Complete** [Staff Manager: Bryan Davis]
- Staff served as liaison with town planners and administrators and served as CCMPO point of contact.
- 4.2.4 Project Coordination Assistance Initiative – **0% Complete** [Staff Manager: Michele Boomhower]
- No activities this period.
- 4.3.1 Agency Administration – **17% Complete** [Staff Manager: Bernie Ferenc]
- The Executive Committee met on August 3, 2010.
  - Staff meetings were held on August 4<sup>th</sup> and 25<sup>th</sup>
  - The Director and Board Chair met to discuss organization activities on August 10.
  - The MPO Board did not meet in August.
  - 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 August 6<sup>th</sup>.
  - The Director conducted the annual evaluation of the Administrative Assistant on August 27<sup>th</sup>.
  - An intern recognition event was held on August 11<sup>th</sup> to thank the traffic count and administrative interns who served the CCMPO this season.
  - A coordination meeting was held with Brad Worthen of Burlington International Airport to plan for the September 15<sup>th</sup> CCMPO Board of Director’s meeting to be held on site at the Airport (08/26).
- 4.3.2 Transportation Advisory Committee (TAC) - **17% Complete** [Staff Manager: Peter Keating]
- The August TAC meeting (08/03) included approval of sidewalk grant application priorities, discussed future agenda changes and agreed to host local government training on managing Local Transportation Facilities (LTF) projects.
- 4.3.3 Training and Staff Development – **17% Complete** [All Staff]
- No activities this period.
- 4.3.4 Training (CCTA) - **17% Complete** [Staff Manager: Aaron Frank]
- No activities to report.
- 4.3.7 Data Collection and Maintenance - **17% Complete** [Staff Manager: Daryl Benoit]
- <http://www.ccmpto.org/data/>
- Staff & interns continue to collect 2010 ATR & Turning Movement traffic counts.

- Staff continues to undertake Bike/Ped counts throughout the county.
- Automatic Traffic Counters (ATR) were set up for the Colchester Avenue Corridor Study to collect before, during, and after traffic data for the milling project of the roadway. This effort will continue until late October 2010.
- The Chittenden & Franklin County Park & Ride count and GIS databases have been updated with 2010 counts, conditions, and location information. Further information may be found here: [http://www.ccmpto.org/data/parknride\\_data.php4](http://www.ccmpto.org/data/parknride_data.php4)

4.3.8 Transportation Model Maintenance and Enhancement - **60% 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. CCMPO has provided comments on a draft model delivered by RSG in August and expects the full documentation to be available in early September for a complete review prior to a peer review exercise.

4.3.11 Performance Measures and Indicators Initiative - **10% Complete** [*Staff Manager: Michele Boomhower*]

- No activities this period.

4.3.12 Strategic Planning - **17% Complete** [*Staff Manager: Michele Boomhower*]

- The Director and the CCRPC Director met with the Government Accountability Committee (GAC) of the Legislature to discuss the activities related to the Legislative directive related to the merger of the CCMPO and CCRPC (08/02).
- The Director and the CCRPC Director met with the consultant from UVM CAED and Paula Cope to discuss data collection for RPC/MPO case studies related to the upcoming Challenges for Change meetings with the RPC & MPO Boards (08/09).
- 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 (08/10, 08/24, 08/31).
- The CCMPO/CCRPC Merger Committee, including both Directors, met on August 25<sup>th</sup> to prepare for the Joint Executive Committee meeting.
- The CCMPO/CCRPC Joint Executive Committee, including both Directors, met on August 31<sup>st</sup> to discuss the activities related to the Legislative directive related to the merger of the CCMPO and CCRPC and to plan for a September 7<sup>th</sup> Joint Board meeting on the topic.

4.3.13 Innovative Finance Initiative - **17% Complete** [*Staff Manager: Michele Boomhower*]

- No activities this period.

4.3.14 Analysis of Complex Government Networks - **17% Complete** [*Staff Manager: Michele Boomhower*]

- The Director coordinated with UVM CDAE professors occurred related to the Complex Governance Focus Groups scheduled for September 24<sup>th</sup> and 27<sup>th</sup> at the CCMPO.

## 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 to the Board for September action.
- 5.1.4 Transportation Program Management Services **0% Complete** [*Staff Manager: Michele Boomhower*]
- No activities this period.

**Report for tasks completed during August 2010**

**Project 1: CLOSE THE GAPS**

**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 – 5.25 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 I & I Workgroup meeting to continue advocacy to improve Burlington's bike/ped infrastructure: 8/26. Discussed bike route feeder planning & bike route sign installation, BWBC priorities, and work progressing on the 12 7 (Homestead) Path entrance.	✓		✓	✓	
o Prepared for, planned and attended BWBC Steering Committee meeting: 8/23.	✓		✓	✓	
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
<b><u>Chapin Spencer, Executive Director – 9 hours</u></b>					
o At the Free Press' request, I met with Joel Baird on August 5 to discuss the status of the regional bike/pedestrian network.	✓	✓	✓	✓	
o Participated in Colchester Avenue discussions about the Complete Street demonstration. Worked to get the City to include a bike lane in the final design once the demonstration is successful. The city has agreed.	✓				
o Hosted a CCTV show on Road Diets and Complete Streets techniques with representatives from the CCMPO and the City of Burlington on August 24 and shared the information with key stakeholders in the region.			✓	✓	
o Completed last month's reporting for this Regional Bike/Pedestrian Planning grant to the CCMPO.	Contract Administration task				
<b><u>Jason Van Driesche, Education &amp; Safety Manager – 5.75 hours</u></b>					
o Worked with BWBC to comment on and track status of the site design for the Moran Plant, with a focus on ensuring effective bike/ped circulation and sufficient bike parking	✓		✓		
o Gave a presentation to a Healthy Neighborhoods, Healthy Kids workshop for teachers (organized by Shelburne Farms) on how to identify gaps in bike-ped infrastructure and what schools can do to help close them				✓	
o Wrote an op-ed on the importance of complete streets and submitted it to several area papers (as part of a larger effort coordinated by AARP-VT)				✓	✓
<b><u>Brian Costello, Island Line Coordinator &amp; Bike Ferry Manager – 0 hours</u></b>					
o No hours billed in this period					
<b><u>Jill Nye-McKeown, Schools Coordinator – 0 hours</u></b>					
o No hours this period					

## Project 2: EDUCATION & SAFETY INITIATIVES

### Report for tasks completed

#### 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
<b><u>Jason Van Driesche, Education &amp; Safety Manager – 9 hours</u></b>				
o Met with Meghan Cope (UVM Geography Department) to discuss fall collaboration on mapping project (including in-kind assistance from UVM for data entry and analysis)	✓	✓		
o Reviewed and prioritized school sites for inclusion in pilot	✓			
o Met with Megan O’Neil (UVM Police) to assess first draft of stolen bike registry system and identify needed changes to make it feasible for police and bike shop use				✓
o Revised the online systems for the stolen bike registry to address concerns and issues raised by Megan O’Neil as well as by others asked to review the first draft				✓
<b><u>Jill Nye-McKeown, Schools Coordinator – 0 hours</u></b>				
o No hours billed in this period				

# Project 3: TRAILFINDER ENHANCEMENTS

*Report for tasks completed*

**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
<b>Todd Taylor, Marketing &amp; Communications Manager – xx hours</b>		
o Began coordinating and planning a Trail Finder app for smartphones with volunteer developer, Troy Taylor	✓	
o Collected graphics, colors, and trail dataset to send to volunteer developer	✓	
o Reviewed initial "wireframe" draft of app sent by developer	✓	
<b>Chapin Spencer, Executive Director – 2 hours</b>		
o Met with Trail Finder project manager Todd Taylor twice during the month to discuss and plan for the implementation of the Trail Finder mobile application for cell phones	✓	