

CCMPO / CCRPC Project Management System : Project Updates

**2010 11
Progress
Report**

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CCMPO November 2010 Progress Report

2010 11 Progress Report

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| Project Name | Project Manager | Percent Complete | Project - Total Task Based CCMPO Consultant Budget | Project - Total Consultant Invoices Amount | % Consultant Budget Complete | Project Update |
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| 1.1.1 Safety Program | | | 8 Project Updates | | | |
| Develop and Pilot protocol for Emergency Vehicle Routing | Jason Charest | | | | | No activities this period. |
| Develop List of Bridge, Intersection & Roadway Safety Priorities | Jason Charest | | | | | No activities this period. |
| Develop Prioritized List of top 3 high hazard locations for HRRR | Jason Charest | | | | | No activities this period. |
| Develop Prioritized List of top 3 programmatic corridors for HRRR | Jason Charest | | | | | No activities this period. |
| Development of Safety Criteria for project prioritization | Jason Charest | | | | | No activities this period. |
| High Risk Rural Roads Prioritization | Jason Charest | | | | | No activities this period. |
| Road Safety Audit and Corridor Field Reveiws | Jason Charest | | | | | No activities this period. |
| Strategic Highway Safety Plan Core Group/Committee Participation | Eleni Churchill | | | | | The Strategic Highway Safety Plan's (SHSP) Core Group is currently focusing on updating accomplishments to date on each of the original seven Critical Emphasis Areas (CEAs) of the SHSP. A Peer Exchange meeting with three other states (Pennsylvania, Ohio and Idaho) to discuss their experiences with the SHSPs has been set up for January 11 and 12. A new effort to update the SHSP will begin after the Peer Exchange in January. |
| 1.1.2 Incident Management Training | | | 2 Project Updates | | | |
| ICS Training Fall | Paul Luciano | 30% | | | | No new work as occurred. |
| ICS Training Spring | Paul Luciano | 50% | | | | ICS 300 course to be offered in Jericho. January 20th, 27th, February 3rd, 10th, 17th, 24th of 2011 Times: 6 - 10pm; Location: Underhill Jericho Fire Department |
| 1.1.3.1 Planning Assistance and coordination | | | 13 Project Updates | | | |
| Community TA for Transportation Issues | David Roberts | 25% | | | | At the request of the Town of Williston, staff compiled information about existing plans for bike/ped infrastructure on Route 2A between Taft Corners and Industrial Ave. Ground-truthed existing facilities on Nov 3. |
| Develop model Traffic Calming Program incorporating Street | Jason Charest | | | | | No activities this period. |

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| Design Guidelines | | | | | | |
| Infrastructure Management Software & Support | David Roberts | | | | | No activity this month. |
| Intervale Avenue & North Winooski Intersection Assessment | David Roberts | | | | | No Activities this period - project on hold. |
| Orchard School South Burlington | David Roberts | 70% | \$10,032.01 | \$8,617.65 | 56% | A draft of the preferred alternative was circulated for comment by the consultant. A draft of the final report is in progress and expected in December. |
| Skunk Hollow Road Jericho | Jason Charest | 80% | | | | The draft report was submitted to the Town for comments on 11/19. The Town inquired about t a benefit/cost comparison between paving the gravel section or continuing to maintain it as is. Staff is determining as to whether or not this could be done in-house or one of our Technical Assistance consultants should be brought on board. |
| Skunk Hollow Road Jericho | Jason Charest | 80% | | | | The draft report was submitted to the Town for comments on 11/19. The Town inquired about t a benefit/cost comparison between paving the gravel section or continuing to maintain it as is. Staff is determining as to whether or not this could be done in-house or one of our Technical Assistance consultants should be brought on board. |
| Speed Limit Engineering Studies: Charlotte ~ Greenbush & Hinesburg Roads | Daryl Benoit | | | | | Submitted speed limit engineering study for "Greenbush Rd. Just South of the Old Lantern" to Dean Bloch. Posted study online: http://www.ccmpto.org/assistance/speed_studies/ ... |
| Speed Limit Engineering Study: Underhill ~ Poker Hill Road | Daryl Benoit | 100% | | | | Completed |
| Spring Street & Main Intersection Analysis Winooski | Jason Charest | | | | | No activities this period. |
| US 7/ Marsett Road/Bostwick Road Intersection | Jason Charest | 95% | | | | Staff met with the Town and VTrans to discuss report findings and gather comments. Next steps were also addressed. The report will likely be finalized by the end of November. |
| Winooski Circulator Evaluation | Eleni Churchill | | | \$0.00 | | Comments received from Winooski's Director of Public Works were incorporated into the project and a revised scope of work and budget was resent to the City for final approval. |
| Winooski St Peter Street | David Roberts | | | | | No activity this month. |
| 1.1.3.2 VTrans planning assistance and coordination | | | | | | 12 Project Updates |
| Access Management Classification Updates | Daryl Benoit | 100% | | | | Completed |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 50% | | | | Director attended the monthly meeting of VAPDA on November 4 regarding transportation and land use planning coordination of a regional/statewide nature. Report out was given regarding the activities of the VAPDA Transportation Committee which the Director Chairs. |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 50% | | | | Director attended the November 18 TPI meeting participating on behalf of CCMPO and as the Chair of the VAPDA Transportation Committee. |
| Coordination with VTrans on planning, project development | Michele Boomhower | 50% | | | | Director aided in the coordination of, and attended, the November 18 meeting of TPI Planners and VTrans staff regarding the statewide bike/ped data |

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| studies & development review | | | | | | count program. |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 50% | | | | Director transmitted topical suggestions to VTrans Planning staff on November 5 regarding the upcoming meeting of VAPDA Directors and VTrans Executive Staff planned for December 13. |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 50% | | | | Director coordinated RPC/MPO comments regarding the update of the Vermont Public Transit Policy Plan and transmitted the comments the the state Transit Administrator on November 2. |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 50% | | | | Director and staff met on November 8 to discuss the VTrans request for assistance related to the Candidate List reduction process. Staff followed up with the towns of Hinesburg and Underhill and provided recommendations for action to the TAC and Board for consideration at their December meetings. |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 50% | | | | Director and staff coordinated with the VTrans Planning Coordinator on November 9 regarding the potential scope areas and budget for the I-89 Exit 14 slip ramp and Intercept Facility project. |
| Public Transportation Plan | Peter Keating | | | | | No activity this month. |
| Safe Routes to School Committee | Peter Keating | | | | | No activity this month. |
| VTrans Freight Plan | Michele Boomhower | 50% | | | | No Committee activity this period |
| VTrans ITS Architecture Plan | David Roberts | | \$0.00 | | | No activity this month. |
| 1.1.3.3 Locally Managed Planning Assistance | | | 10 Project Updates | | | |
| Colchester Avenue Complete Streets Pilot Study | Eleni Churchill | 95% | | \$0.00 | | At their October 27 meeting the TEUC with concurrence from the DPW staff decided that the temporary 1/2 Complete Streets 1/2 striping should remain in place through the winter months to provide more time to evaluate Colchester Avenue's performance regarding congestion and safety. MPO staff will continue to work with DPW to gather relevant information and data (traffic volumes, queues and crashes) for this corridor. MPO participated with RSG and City staff in a field review of signal timings where improvements to signal coordination were discussed. |
| Colchester Avenue Complete Streets Pilot Study | Eleni Churchill | 97% | | \$0.00 | | At their October 27 meeting the TEUC with concurrence from the DPW staff decided that the temporary "Complete Streets" striping should remain in place through the winter months to provide more time to evaluate Colchester Avenue's performance regarding congestion and safety. MPO staff will continue to work with DPW to gather relevant information and data (traffic volumes, queues and crashes) for this corridor. MPO participated with RSG and City staff in a field review of signal timings where improvements to signal coordination were discussed. |
| Exit 12B IJR Study | Michele Boomhower | 50% | | | | Director and staff finalized planning on November 9 for a presentation before the South Burlington City Council regarding the historic transportation planning studies scheduled for November 29. |
| Exit 12B IJR Study | Michele Boomhower | 50% | | | | Director completed internal review of the Exit 12B IJR Study on November 16 prior to distribution to the project Steering Committee. |
| Exit 12B IJR Study | Michele Boomhower | 50% | | | | Director and staff attended the November 29th special meeting of the South Burlington City Council and Planning Commission regarding historic |

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| | | | | | | transportation studies regarding the community transportation network. Staff member Christine Forde prepared and presented a summary of all historic summaries. |
| Exit 12B IJR Study | Michele Boomhower | 50% | | | | Director and staff met on November 30 to debrief on the November 29 South Burlington City Council meeting and discuss next steps for responding to the requests for additional information for future presentations. |
| Parking Management Study for Burlington | Peter Keating | | | | | NO activity this month. |
| Shelburne Harbor Rd Safety and Standards Analysis | David Roberts | 20% | \$10,452.11 | | 0% | Local match agreement completed and notice to proceed issued to consultant, VHB. CCMPO collected additional traffic count and speed data for use in this study. A local concerns meeting is scheduled for the 12/14/2010 Shelburne Selectboard meeting. |
| Weaver Street Bridge Assessment | Christine Forde | 5% | | | | Stantec is working with New England Central Railroad to gain a right of entry permit. |
| Winooski Street Circulation Study | Jason Charest | | | | | No activities this period. |
| 1.2.1 Transportation Systems Management (TSM) & Intelligent Trans. Systems (ITS) | | | | | | 7 Project Updates |
| Community Operations Improvements for roadways & intersections including access management | Jason Charest | 42% | | | | No activities this period. |
| Host Chittenden County Road Foremen Meetings | Bryan Davis | 25% | | | | Begin planning for late autumn/early winter road manager meeting - contacted Bernie Gagnon about Shelburne being the host town; discussed potential topics with MPO staff. |
| Host Chittenden County Road Foremen Meetings | Bryan Davis | 42% | | | | Develop agenda for Dec 8 meeting - Jason Charest from CCMPO will talk about federal retroreflectivity requirements. Jesse Mohr from Native Geographic will talk about wildlife and transportation. Confirmed meeting logistics with Bernie Gagnon. Sent out meeting notice and reminder to Chittenden County municipalities. |
| Identification of Corridors to include in signal optimization program | David Roberts | 10% | | | | Continued discussions with the City of Burlington regarding potential signal optimization program requests. Waiting for confirmation from city staff regarding future corridors of interest. |
| Review & Prioritize Signal Optimization Analysis/Capital Needs for the Region | David Roberts | 10% | | | | No significant activity this month. |
| Transit Signal Priority pilot implementation assistance | David Roberts | | | | | No activity this month. |
| Update CCMPO ITS Plan | David Roberts | 7% | | | | No significant activity this month. |
| 1.2.2 Efficiency Improvements (ITS applications) (Transit) | | | | | | 7 Project Updates |
| Fort Ethan Allen Signal | Peter Keating | | | | | Construction is progressing on the installation of a new traffic signal and intersection improvements at Ethan Allen Avenue and VT Route 15 in Essex, VT. These improvements will significantly enhance the efficiency of the bus service that passes through Fort Ethan Allen, saving time and eliminating the need for buses to back-track through the fort. Work completed so far includes: relocation and restoration of the four historic brick gate posts at the Ethan Allen entrance; utility relocation; the paving of a |

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| | | | | | | new right turn lane off Route 15 onto Ethan Allen Avenue; the removal of the right turn slip lane from Ethan Allen Avenue onto Route 15 westbound; new curbing installation, bus shelter pads; and, an historic slate sidewalk relocation; and foundations for the signal supports. Completion of the site work for the intersection improvements is scheduled before the end of December and the traffic signal is programmed to be operational in the first quarter of 2011. |
| Fort Ethan Allen Signal | Peter Keating | | | | | Construction is progressing on the installation of a new traffic signal and intersection improvements at Ethan Allen Avenue and VT Route 15 in Essex, VT. These improvements will significantly enhance the efficiency of the bus service that passes through Fort Ethan Allen, saving time and eliminating the need for buses to back-track through the fort. Work completed so far includes: relocation and restoration of the four historic brick gate posts at the Ethan Allen entrance; utility relocation; the paving of a new right turn lane off Route 15 onto Ethan Allen Avenue; the removal of the right turn slip lane from Ethan Allen Avenue onto Route 15 westbound; new curbing installation, bus shelter pads; and, an historic slate sidewalk relocation; and foundations for the signal supports. Completion of the site work for the intersection improvements is scheduled before the end of December and the traffic signal is programmed to be operational in the first quarter of 2011. |
| Paratransit Software Scheduling Software | Peter Keating | | | | | Staff received agreement from the Vermont Public Transit Association (VPTA) to proceed with requesting a cost proposal for the scope of work approved at the November 9th VPTA meeting. The cost proposal for the year-long project to catalog the needs for the eleven public transit providers and develop a consensus based software request for proposals came in at \$109,000 and was submitted to VTrans. We are awaiting award authority from VTrans, which will result in an amendment to the FY11 CCTA grant agreement. |
| Real Time Passenger Information | Peter Keating | | | | | Staff is working with the engineers on a design review of the technical specification for the request for proposals. |
| Systemwide ITS Application Development & Implementation | Peter Keating | | | | | No activity this month |
| Transit Signal Priority | Peter Keating | | | | | We have programmed a pilot project for transit signal priority in Burlington at South Winooski Avenue and Cherry Streets into the FY 11 Capital Budget. We ordered a bus emitter and a detector for an initial field test. |
| Wi-Fi on Link Buses | Peter Keating | | | | | No activity this month |
| 2.1.4 Transportation Land Use Planning & Review | | | | | | 4 Project Updates |
| Act 250 Permit Review | Eleni Churchill | | | | | No activity to report. |
| Coordinate participation in the State's Level of Service Policy Update | Eleni Churchill | | | | | No activity to report. |
| Review/Update CCMPO/CCRPC Development Review Procedures/Policies | Michele Boomhower | 50% | | | | No activities this period. |
| Traffic Impact Study Review for | Jason Charest | 42% | | | | Hinesburg has requested assistance in reviewing a Traffic Impact Assessment conducted by Lamoreaux |

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| Municipalities | | | | | | and Dickinson Consulting Engineers in regards to the proposed Hannafords Supermarket. Staff will conduct the review in-house over the next month. |
| 2.1.5 Transportation Landuse Planning | | | | | | 6 Project Updates |
| Coordination | Charlie Baker | 42% | | | | Joint Board meeting was held and action taken on merger. Health insurance and benefits coordination continues. |
| Educational Forums | Charlie Baker | 0% | | | | no work to report |
| Educational Forums | Charlie Baker | 0% | | | | no work to report |
| Land Use/Transportation Plan and/or Bylaw Checklist and/or Models | Charlie Baker | 42% | | | | RPC ED Participated in Route 2 management meeting. Coordination with MPO ED. |
| Land Use/Transportation Plan and/or Bylaw Checklist and/or Models | Charlie Baker | 42% | | | | RPC ED Participated in Route 2 management meeting. Coordination with MPO ED. |
| MOU & CCRPC Policy Amendments | Charlie Baker | 42% | | | | No work to report this month. Efforts to improve plan, bylaw and permit review will likely follow merger activities. |
| 2.1.7 Trans. Corridor Viewshed Analysis (Mt. Mansfield) Smart Growth | | | | | | 1 Project Update |
| Updated Town Plan/Bylaws for Jericho & Underhill to address Scenic Resource Conservation | Michele Boomhower | | | | | The text for the manual was sent to the towns for review after input from the consultants. We hope to have their comments the first week in December and finalize the text. While waiting for their comments, we are laying out the manual and adding visuals. The final manual should be 60-80 pages depending on the illustrations. The consultants have sent a first draft of suggested changes that the Town of Jericho could add to their bylaws. Consultant Michael Munson and Smart Growth Vermont are reviewing these and will provide comments before they are forwarded to the town. |
| 2.1.8 Identify and Plan for Long Term Transportation Corridor Needs | | | | | | 3 Project Updates |
| Analysis of pilot pathway connectivity preservation process - Winooski River Pathway Corridor | Peter Keating | | | | | No activity this month. |
| Develop methodology to address preservation of properties with rail access | Michele Boomhower | 0% | | | | Project not started yet. |
| Review of Best Practices for securing transportation connectivity land resources | Michele Boomhower | 0% | | | | Project not started yet. |
| 2.2.2 Land use data update and maintenance | | | | | | 7 Project Updates |
| Updated TIP maps & graphics | Pam Brangan | 100% | \$0.00 | | | Completed |
| Updated various GIS layers relevant to coordinated transportation and land use planning | Pam Brangan | 100% | \$0.00 | | | Provided Huntington with more culvert maps that included parcel boundaries and parcel numbers. Provided an updated map for VECAN conference. This map identifies towns within Vermont that have an Energy Committee, Coordinator or Energy Project. Various clean up of the GIS and orthophoto |

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| | | | | | | library to reduce the amount of space these libraries are using on the server. |
| Updated various GIS layers relevant to coordinated transportation and land use planning | Pam Brangan | 45% | \$0.00 | | | Continued update of the housing points database. Completed the initial update for Burlington and began work on South Burlington. |
| Updated VOBCIT Data | Pam Brangan | 100% | \$0.00 | | | Project is complete until next field season. |
| Updates to LUAM | Melanie Needle | 20% | | | | Staff working on updating the allowable land use file with current zoning densities and environmental constraints data (i.e. wetlands, conserved lands, surface water). |
| Updates to LUAM | Melanie Needle | 20% | | | | Staff is updating the allowable land use file with current zoning densities and environmental constraint data. Environmental constraint data includes conserved lands, surface water, wetlands, etc. |
| UrbanSim Recommendation | Melanie Needle | | | | | No work to report |
| 2.2.3 Transportation Environmental Planning | | | 6 Project Updates | | | |
| Begin Development of Web-based Summary of Environmental Issues | Christine Forde | 5% | | | | No activity this period |
| Develop Multi-year Plan to id Transportation Environmental Programs & Actions with Partners | Christine Forde | 10% | | | | No activity this period |
| Establish staff level Environmental Review Team | Michele Boomhower | 0% | | | | Process not started yet. |
| Support RPC Staff in Tasks 2.2.3.2-2.2.3.4 | Christine Forde | 33% | | | | Finalized and distributed solicitation to communities interested in being pilot communities in the MPO/RPC Wildlife and Transportation project. |
| Support RPC Staff in Tasks 2.2.3.2-2.2.3.4 | Christine Forde | 42% | | | | Attended Colchester Conservation Commission meeting on 11/15 to discuss CCMPO/CCRPC Wildlife and Transportation project. |
| Update TAC & Board as needed | Michele Boomhower | 50% | | | | No updates this period. |
| 2.2.3.2 Transportation Environmental Planning: Air, Energy and Climate Action Plan | | | 7 Project Updates | | | |
| 1. Best practices research & technical report | Julie Potter | 60% | | | | Reviewed additional information on best practices. |
| 2. Draft policy framework | Julie Potter | 0% | | | | No activity this month. |
| 3. Regional Energy Forums and municipal/partner engagement | Julie Potter | 40% | | | | Attended RPC energy network meeting. Identified update to VLCT municipal energy planning manual as a possible feature presentation for the next regional energy forum |
| 4. Acquire best available GHG emission inventory estimation tools | Julie Potter | 50% | | | | Obtained copy of draft guidance from EPA for conducting regional greenhouse gas emissions inventories. Identified and reviewed inventory by the Delaware Valley Regional Planning Commission (DVRPC) to use as a model. Contacted DVRPC to obtain their inventory database, to facilitate designing our own database. |
| 5. Start benchmark year emissions inventory | Julie Potter | 0% | | | | No activity this month. |

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| 6. Technical report summarizing potential implementation strategies | Julie Potter | 0% | | | | No activity this month. |
| 7. Start regional energy, air quality and climate action guide | Julie Potter | | | | | No activity this month. |
| 2.2.3.3 Transportation Environmental Planning: Online Resource Mapping | | | | | | 5 Project Updates |
| Cache Map Service | Pam Brangan | 25% | | | | Staff successfully cached a portion of the ESRI Community Map data for the demo map created for the Legislative Reception. The cached area included Burlington, South Burlington, Colchester, Winooski, and Essex. Once the data refinement is complete, a cache of the entire county will be attempted. |
| Data Inventory and Data Refinement/Migration | Pam Brangan | 99% | | | | Staff refined many of the required data layers for the ESRI Community Map project. The contours are done. There is still some work to be done with the building footprints and the UVM sidewalk data. |
| Data Sourcing to Map Template | Melanie Needle | 100% | | | | Completed |
| Implement online mapping tool | Pam Brangan | 2% | | | | Staff was able to create a demo online mapping tool for the Legislative Reception held on November 17th. The map was only for demonstration purposes, but it is viewable via the internet. |
| Quality Assurance/Quality Control | Pam Brangan | | | | | No progress to report. |
| 2.2.3.4 Transportation Environmental Planning: Stormwater/Wildlife Connectivity | | | | | | 4 Project Updates |
| Analysis of data & maps identifying critical wildlife road crossings | Pam Brangan | 2% | | | | Staff has begun to collect wildlife data for the analysis. |
| Apply for supplemental grant funding as appropriate | Pam Brangan | | | | | No progress to report. |
| Conduct Educational Workshop(s) | Pam Brangan | | | | | No progress to report. |
| Update data & maps | Pam Brangan | 20% | \$0.00 | | | MPO and RPC staff worked together to develop solicitation for interested communities in the pilot project. The major criteria for the solicitation include - An active conservation or Natural Resource committee; a local champion, have some existing wildlife data, interested in specific wildlife, an engaged road foreman. Once the announcement went out, staff fielded questions from several interested communities. Responses are due December 1st. Then a committee will review the responses and select 1 or 2 pilot communities. |
| 2.3.1 Regional comprehensive planning involvement | | | | | | 5 Project Updates |
| Apply for supplemental grant funding as appropriate | Michele Boomhower | 50% | | | | No activities this period. |
| Oversight of CCRPC MPO Work Program Tasks | Michele Boomhower | 50% | | | | Monthly progress report and invoice reviewed. Regular progress discussion conducted with CCRPC Director and staff. |
| Participation on Regional Plan Development Committee | Peter Keating | | | | | No activity this month. |

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| Reports for CCRPC as needed | Michele Boomhower | 50% | | | | No activities this period. |
| Review of CCRPC related reports | Michele Boomhower | 50% | | | | No activities this period. |
| 2.3.3 Corridors and Circulation | | | 7 Project Updates | | | |
| Colchester Avenue Corridor Study | Eleni Churchill | 48% | | | | Staff is preparing for the next Colchester Ave Task Force meeting scheduled for December 9 as well as a project update at the Ward 1 NPA meeting on December 8. |
| Main Street/US 7 Circulation Study | Jason Charest | | | | | No activities this period. |
| Shelburne Road Corridor Study | Eleni Churchill | | | | | A meeting to discuss the scope of work for the Shelburne Road Corridor Study (from GE Health to the City of Burlington) is scheduled for December 17. Staff from the MPO and South Burlington's Planning and Public Works Departments will meet with Steve Rolle who is the project manager from PB (selected consultant for this project) |
| US 2 Corridor Working Group | Eleni Churchill | 70% | | | | The Route 2 Corridor Working Group met on Monday, November 15 at the MPO office. Staff from South Burlington, Williston, CCTA, Local Motion, Airport and Third Sector Associates attended the meeting. The group reviewed and provided updates to the Implementation Plan for "Short and Medium Term Recommendations" from the US 2 Corridor Management Plan. MPO staff agreed to incorporate "Non-motorized recommendations" into the overall implementation matrix. Also, there was a discussion about how to add projects to the matrix, since it was the culmination of months of work by many people. MPO staff will offer suggestions to the group on how best to address new projects. |
| VT 15 Corridor Working Group | Eleni Churchill | | | | | No activity this period. |
| Western Corridor Working Group(s) | Michele Boomhower | 0% | | | | This project has not commenced. |
| Williston Road Circulation Study | Eleni Churchill | 1% | | | | MPO staff met with South Burlington's Planning and Public Works Directors and RSG consultants to discuss SOW and issues that will be addressed in this circulation study. RSG will be providing a draft SOW and budget proposal by mid December. Staff is in the process of forming a Steering Committee for this project. |
| 2.3.3.1 Local Corridors & Circulation | | | 1 Project Update | | | |
| North Avenue Corridor Study | Eleni Churchill | | | | | No activity to report. |
| 2.4.1 Alternative Fuels Planning | | | 1 Project Update | | | |
| Clean Cities Program | Michele Boomhower | 50% | | | | No activities this period. |
| 2.4.1 Alternative Fuels Planning | | | 3 Project Updates | | | |
| Expansion of CCMPO role in alternative fuel options analysis | Michele Boomhower | 50% | | | | No activities this period. |
| Partnership to implement programs & projects as opportunities arise | Michele Boomhower | 50% | | | | No activities this period. |
| UVM TRC & Clean Cities program coordination | Michele Boomhower | 50% | | | | No activities this period. |

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| 3.1.1 Create and Improve (transit) | | | 4 Project Updates | | | |
| Cherry Street Short Term Accommodations | Peter Keating | | | | | Interim improvements on Cherry Street and St. Paul Street include the installation of six new, aluminum and glass passenger shelters. Construction has been completed on the installation of concrete shelter pads and other sidewalk improvements to accommodate the new shelters. Two of the six new shelters have been installed and are in use by CCTA passengers. Two more shelters should be completed in a month and the remaining two shelters should be in place in about two months |
| Passenger Shelters | Peter Keating | | | | | The City of Burlington Encumbrance Permit was received for two new aluminum and glass passenger shelters to be placed along Shelburne Road adjacent to Shaw's and Price Chopper. The shelter on the east side of Shelburne Road (Shaw's side) will replace a smaller shelter (previously our largest size), while the shelter on the west side (Price Shopper side) will provide a new shelter for travelers heading south on Route 7. The concrete pads for both locations have been poured and are now ready to receive the new shelters when completed; bicycle racks have also been installed at both sites. Work is progressing on two new shelters in Milton to compliment the new bus service begun last February. The shelter to be located adjacent to the Milton Library has moved through the Development Review Board Process and a zoning permit is now being obtained. The owner of the Midtown Shopping Plaza on Route 7 has granted permission for CCTA to locate a shelter on the property. We are now in the process of obtaining a local zoning permit and a state access permit for that site. In addition to the Milton shelters we are also working on site plans for three shelters in Williston. Selection of the three locations was based on ride check data. |
| Regional Public Transportation Expansion | Peter Keating | | | | | No activity this period |
| Solar Shelter Lights | Peter Keating | | | | | We awarded a contract to retrofit twelve post and beam shelters with solar lighting this winter and ten by the end of next summer. The shelters where solar lighting units will be installed were selected for the most part based on ridership, extent of evening bus service, and solar exposure. The lighting materials for the first twelve locations throughout Burlington, South Burlington, Essex Junction, and Shelburne are being shipped and the contractor is currently obtaining local building and electrical permits. |
| 3.1.6 Public Transportation Planning by CCMPO | | | 7 Project Updates | | | |
| Efforts in Support of Transit Funding Alternatives to the Property Tax | Peter Keating | | | | | No activity this month. |
| Participation in CCTA ADA & Elders/Persons w/Disabilities Transportation Committees | Peter Keating | | | | | No activity this month. |
| Participation in CCTA ADA & Elders/Persons w/Disabilities Transportation Committees | Peter Keating | | | | | No activity this month. |
| Public Transportation | Peter | | | | | On line discussion with committee chair and others |

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| Committee Facilitation | Keating | | | | | regarding potential agenda items for next meeting. |
| Public Transportation Communications | Peter Keating | | | | | No activity this month. |
| Tilley Drive | Peter Keating | | | | | Tilley Drive principals met November 3, to discuss ridership, service expansion, patrons per destination, FY11 financing, outreach efforts, building accessibility issues, and the recently grant funded sidewalk on Hinesburg Road |
| Transit Development Plan Participation | Peter Keating | 100% | | | | Project completed. |
| 3.2.1 Transportation Improvement Program (TIP) development & Mgmt. | | | | | | 5 Project Updates |
| Development & Adoption of FY11-FY14 TIP | Christine Forde | 100% | | | | No activity this period |
| Development of Draft FY12-FY15 TIP | Christine Forde | 0% | | | | No activity this period |
| FY10 Annual Listing of Projects Obligation Funds on CCMPO Website | Christine Forde | 0% | | | | No activity this period |
| Prioritization of CCMPO Region's projects for submission to VTrans | Christine Forde | 5% | | | | VTrans requested deletion of Pleasant Valley Road, Underhill and Silver Street, Hinesburg from the Candidate project list. Staff presented this request to Underhill and Hinesburg for comments and recommendations. |
| TIP Amendments as Needed | Christine Forde | 35% | | | | No TIP amendments were approved in November. |
| 3.3.1 Access & Mobility | | | | | | 3 Project Updates |
| ADA Program | Peter Keating | | | | | We have been working with SSTA on improvements to operating procedures including a more comprehensive safety program. We also met with the ADA committee on a new "Failure to Board" policy which combines the prior no-show and late cancellation policies into a single document. |
| E & D Program | Peter Keating | | | | | Staff developed budget projections for the E&D program and sorted out some program questions about trip parameters for the Chittenden County partners and Champlain Valley Agency on Aging's supplemental pool that supports trips that fall out of each partner's parameters for use of funds. Demand for the supplemental pool has increased and while it is not over budget, the rate of spending is of concern to CVAA. CCTA staff are assisting CVAA with data collection and analysis to monitor demand and spending. |
| Tilley Drive Shuttle | Peter Keating | | | | | When comparing Tilley Drive activity for the first four months of FY11 (July-October 2010) to the five months of FY10 when the service began (February-June 2010): - the same number of individual clients used the service; - the average number of rides taken dropped slightly from 32/ month down to 23/month - about 100 fewer rides were scheduled - a much lower number of trips were cancelled (37 compared to 61) |
| 3.3.4 2060 Metropolitan Transportation Plan (MTP) | | | | | | 6 Project Updates |
| Draft sections of 2035 MTP | Peter Keating | | | | | Continued drafting MTP chapter 3 - Population, Employment, Housing and Transportation. |
| Draft sections of 2035 MTP | Peter Keating | 50% | | | | Director and staff met with CCRPC Director and staff on November 1 to discuss the modeling inputs for the MTP update. |
| Municipal, resource | Peter | | | | | Held MTP public survey open from late October |

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| agency, and public outreach on status, strategies, and projects | Keating | | | | | through November 29th. The survey was featured in a front page article in the Burlington Free Press on November 15th. |
| Perform transportation and land-use modeling analyses | David Roberts | 40% | | | | Coordinating with CCRPC staff on 2035 land use forecasts and techniques for MTP 2035 modeling. CCRPC endorsed Woods & Poole forecasts for 2035 and provided guidance regarding the allocation of growth to planning areas for MTP modeling at their November meeting. |
| Public Hearings and Finalization of MTP 2035 | Peter Keating | | | | | No activity this month. |
| Review of update status and draft documents by project advisory committee | Peter Keating | | | | | No document review or committee meeting this month. |
| 3.3.4.1 CCRPC MTP Support | | | 3 Project Updates | | | |
| Assist with Resource Agency Consultation | Charlie Baker | 42% | | | | No work to report this month. |
| MTP data and maps | Pam Brangan | 25% | \$0.00 | | | CCMPO staff suggested changes to the adjoining regions map draft 1. Those changes have been made and draft 2 of the map is now being reviewed by CCMPO staff. |
| Review MTP to identify issues related to regional plan consistency | Charlie Baker | 42% | | | | Developing an integrated schedule for the HUD grant including MTP and Regional Plan work. |
| 3.3.5 Freight Transportation Planning | | | 6 Project Updates | | | |
| Draft sample zoning and municipal plan language for stated preference for rail-served businesses | Michele Boomhower | 0% | | | | Project not started yet. |
| Establish regional Freight Transportation Working Group to advance strategies outlined in Western Corridor Transportation Management Plan | Michele Boomhower | 0% | | | | Project not started yet. |
| Participate in outreach efforts with Vtrans to update statewide Freight Study, assist in stimulus application enhancement, and monitor "Boston to Montreal" planning effort | Michele Boomhower | 50% | | | | No activities this period. |
| Participate in Vermont Rail Advisory Council and subcommittee activities | Michele Boomhower | 50% | | | | No activities this period. |
| Preservation of appropriate rail frontage for commercial/industrial development that will/could use rail services | Michele Boomhower | 0% | | | | Project not started yet. |

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| Work with local municipalities and railroads to identify and select properties in Chittenden County | Michele Boomhower | 0% | | | | Project not started yet. |
| 3.4.1 Pedestrian/Bicycle transportation planning | | | 15 Project Updates | | | |
| Administer/manage pedestrian/bicycle planning efforts | Bryan Davis | 42% | | | | Followed up with municipal staff regarding status of local projects in preparation for 12/9 meeting of CCMPO Bicycle/Pedestrian Committee. |
| Administer/manage the sidewalk grant program | Peter Keating | | | | | No activity this month. |
| Bicycle/Pedestrian Data Collection | Daryl Benoit | 40% | | | | Submitted BURL-01A (Burlington Bikeway, waterfront park, BTV) continuous bike/ped count data to City of Burlington (CEDO & Burlington DPW), and FHWA for preliminary "Tiger Discretionary Grant (TDG) Performance Measures" assessment. For download, please visit: http://www.ccmpto.us/data/bikeped/ ... Finished data processing of two continuous bike/ped count locations, calculated average percentage of bicycle traffic, weekday/weekend ADT, monthly ADT, et al., posted data online, and notified UVM-TRC. The two count stations are: BURL-12 (Riverside Ave. Burlington) & SOBR-06 (Kennedy Dr. South Burlington):... http://www.ccmpto.us/data/bikeped/dataprofile.php?ID=BURL12 ... http://www.ccmpto.us/data/bikeped/dataprofile.php?ID=SOBR06 |
| Bicycle/Pedestrian Data Collection | Daryl Benoit | | | | | Director met with planning staff on November 1 to discuss the status of the regional bike/ped count data collection efforts and coordination with the UVM TRC program staff. |
| Champlain Elementary School SR2S Project Mgt. | Bryan Davis | 25% | | | | Sent draft scope of work to Nicole Losch on Nov 2 |
| Champlain Elementary School SR2S Project Mgt. | Bryan Davis | 25% | | | | Submitted draft scope of work to Nicole Losch at City of Burlington on 11/2 for review. |
| Continue advancing other UPWP tasks that demonstrate commitment to active transportation programs | Bryan Davis | 42% | | | | Edited video of bicycling on Colchester Avenue Complete Streets treatment and posted on CCMPO youtube site (http://www.youtube.com/ccmpto) |
| Establish baseline data for performance measures as stated in the 2008 Regional Pedestrian/Bicycle plan | Bryan Davis | 0% | | | | This will be discussed at the Dec 9 meeting of the CCMPO Bicycle/Pedestrian Committee. |
| Federal authorization: monitor progress of legislation | Michele Boomhower | 50% | | | | Ongoing monitoring continued this month. |
| Meetings with local communities and group to advance pedestrian/bicycle facilities | Bryan Davis | 42% | | | | Participated in small group meetings of the BTV Bike Cluster on 11/9 and 11/23 to develop a mission statement and vision for the group as a whole. |
| Meetings with local communities and group to advance pedestrian/bicycle facilities | Bryan Davis | 42% | | | | Participated in roundtable discussion featuring livability expert Steve Miller on 11/5. |

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| Meetings with local communities and group to advance pedestrian/bicycle facilities | Bryan Davis | 42% | | | | Participated in subcommittee meeting of the Burlington Walk/Bike Council about their project priorities on 11/15. |
| Presentations and other educational material | Bryan Davis | 42% | | | | No activity this month |
| SRTS coordination activities planning (mapping, inventory, traffic counts) | Bryan Davis | 0% | | | | No activity this month |
| Status reports on local, regional, and inter-regional pedestrian/bicycle efforts | Bryan Davis | 0% | | | | No activity this month |
| 3.4.1.2.1 Regional Inter-regional pedestrian/bike coordination | | | | | | 6 Project Updates |
| Actively participate on regional bike/pedestrian committee | Bryan Davis | 42% | | | | See attached Local Motion report |
| Administration of contract | Bryan Davis | 42% | | | | See attached Local Motion report |
| Educate region on gaps in network, ways to address them | Bryan Davis | 42% | | | | See attached Local Motion report |
| Provide technical assistance to trail/walk/bike committees | Bryan Davis | 42% | | | | See attached Local Motion report |
| Work to advance regional connections between towns | Bryan Davis | 42% | | | | See attached Local Motion report |
| Work with state/regional leaders to seek creative funding | Bryan Davis | 42% | | | | See attached Local Motion report |
| 3.4.2 Reduce SOV (Service & Operations Planning & Development) (Transit) | | | | | | 6 Project Updates |
| Development/Transit Oriented Design (TOD) | Peter Keating | | | | | South Burlington SEQ Development: Planning staff was contacted by the South Burlington Planning & Zoning Department regarding a new medical and general office building being considered for Route 116, south of Tilley Drive. Planning staff wrote the attached memo and attended the South Burlington DRB meeting to voice our concerns about the project. |
| Evening Trips | Peter Keating | | | | | No activity this period |
| Pine Street Route | Peter Keating | | | | | No activity this period |
| Ridecheck of Williston Route | Peter Keating | | | | | Shelter Locations: The data from the recently completed ridecheck of the new Williston and South Burlington Circulator routes has already been put to use in developing a short list of potential shelter sites in Williston. The top four ridership locations in Williston that would warrant a shelter are: Wal-Mart, Williston Road @ Helena Drive (westbound), Marshall Ave. @ Trader Lane (eastbound), and VT 2A @ Connor Way (northbound) CCTA is now evaluating the locations and preparing initial site designs. There are funds in the FY11 budget for three shelters in Williston. |

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| System Timepoint Analysis & Scheule Update | Peter Keating | | | | | <p>Williston-Essex (1E) Layover Time: The Williston-Essex (1E) route has a scheduled layover at Amtrak in Essex Junction. Layovers are scheduled for 25 minutes during peak periods and 35 minutes during the mid-day. This time is needed to avoid "bus bunching" on the inbound trips back to Burlington. Initially, some unpaid lunch breaks were scheduled during the layover at Amtrak, but in accordance with new unpaid break length policy this is no longer an option. Planning staff is in the process of scheduling some of these paid layovers as revenue service aimed at filling service gaps in Essex Center and improving the afternoon on-time performance of the Essex Junction route. Planned revenue service additions are as follows: - Three mid-day weekday trips to the Essex Outlets and possibly extending to Sand Hill Road as time permits. This will fill in the mid-day service gap on the Essex Center route when there is no service between 9:30 AM and 1:00 PM - Up to eleven Saturday trips to the Essex Outlets and possibly extending to Sand Hill Road as time permits. There is currently no Saturday service on the Essex Center route. - Three daily weekday afternoon 1E busses will cover the IBM pick-up instead of the Essex Junction route. This deviation can add up to ten minutes on the outbound Essex Junction route, severely hampering schedule adherence and on-time performance. Since the drivers of the 1E routes are already being paid for waiting at Amtrak the only additional costs associated with the above added revenue service would be minimal increases related to fuel and mileage. System-wide Analysis: Saturday Morning Essex Junction On Saturday mornings, there is only hourly service on the Essex Junction route, with departures at 6:15, 7:15, 8:15, and 9:15. The GPS running time data collected from the buses indicates that these four trips cannot operate within their hour running time. Rather, these trips are averaging closer to 70 minutes. As a result, transfers to other routes are being missed and the late Essex Junction trips have a negative cascading effect on all Saturday morning service. CCTA has developed a plan to address the Saturday morning issues in the most cost-effective manner possible. The plan is to shift the first AM departures on Saturday for all routes 20 minutes earlier. We will then give the first four Essex Junction trips 65 minutes to complete a roundtrip. After four trips at 65 minutes, the extra 20 minutes will be consumed and the trips times will return to the standard :15 and :45 past the hour. In order to preserve transfers, however, the trips times before 9:45 on all routes would have to be shifted earlier. Shifting the AM trips 20 minutes earlier provides a 65 minute round trip running time for the Essex Junction route, but because they have been averaging closer to 70 minutes, more time is needed. In order to save an additional 7-8 minutes per trip, Planning staff has recommended not pulling into the FAHC circle on the first four AM trips on Saturday. Employees wishing to access FAHC on these trips would have a short walk from Colchester Ave. to the McClure (employee) entrance. Saturday Pine Street All Saturday Pine Street trips are experiencing on-time performance problems. In order to address these issues, Planning staff has proposed reducing the number of trips into the Lakeside Community each Saturday from 25 to a maximum of 11. Low ridership and the availability of alternate nearby stops on Pine Street were major factors in this recommendation. A public hearing to discuss this service reduction was held on Dec. 1st and the minutes from the hearing are included in the Board packet. Milton Commuter: A slight route change in the Catamount Industrial Park was implemented on Monday, November 29th. At the</p> |

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| | | | | | | request of a regular Milton Commuter rider, the bus will now travel on Gonyeau Road as it exits the Industrial Park. Additionally, a bus stop sign was installed within the Industrial Park in order to better serve any riders who work in the Park east of Gonyeau Road. |
| Williston and So. Burlington Circulator Schedule Changes | Peter Keating | | | | | No activity this period |
| 3.4.3 Transportation Demand Management (TDM) | | | 6 Project Updates | | | |
| Assist CarShare Vermont with outreach planning | Bryan Davis | 42% | | | | Assisted CarShare VT staff with outreach materials for newsletter and media |
| Coordination meetings with Vtrans and park and ride development | Peter Keating | | | | | No activity this month. |
| Create Walk, Bike, Ride Share Educational Campaign (CarShare VT) | Bryan Davis | 42% | | | | Reviewed TDM proposal for Walk, Bike, Ride, Share campaign and offered comments |
| Develop Rural Communities Alternative Transportation Access Model (CarShare VT) | Bryan Davis | 0% | | | | No activity this month |
| Revised and updated regional park and ride plan | Peter Keating | | | | | Set up meetings with municipal officials to discuss potential projects and regional priorities. Held first meeting with Williston staff. |
| TMA/TDM feasibility applications in selected areas as requested | Peter Keating | | | | | No activity this month. |
| 3.4.3.1 Way to Go! Commuter Challenge | | | 6 Project Updates | | | |
| A statistically valid follow up survey to accurately measure 2010 program | Peter Keating | | | | | No activity this month. |
| Baseline and tracking data to assess success of program | Peter Keating | | | | | No activity this month. |
| Manage registration database | Peter Keating | | | | | No activity this month. |
| Support VEIC as project contractor | Peter Keating | | | | | Agreed to scope of work for VEIC and drafted work contract. |
| W2GW Project Website Maintenance & Development | Daryl Benoit | 7% | | | | No Activity this period |
| Work with WTG Partners and VEIC on outreach and promotional activities | Peter Keating | | | | | Met with TPI planners to discuss past program and future improvements. |
| 3.4.4.2 Project Definition (Scoping) Studies (consultants) | | | 5 Project Updates | | | |
| Bay Road Bridge | Christine Forde | 95% | | | | McFarland Johnson is preparing the final report. |
| Burlington-Winooski Main Street Bridge | Christine Forde | 10% | | | | CCMPO staff is working with VTrans, Burlington and Winooski to discuss the next steps for this project. |
| Exit 14 Intercept | Christine | 15% | | | | Staff is working on a draft scope of work. |

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| (with earmark) | Forde | | | | | |
| Exit 16 Scoping Study- Colchester | Eleni Churchill | 70% | | | | The "Purpose and Need" for the Exit 16 scoping project has been finalized. The scope of this project was amended (expanded) to include performance evaluation of two viable alternatives in the area—the DCD interchange and Conventional alternative—for future year 2028 (in addition to the 2018 analyses). An updated traffic analyses/performance evaluation memo will be sent to the Steering Committee late December/early January. The consultant is also working on the preliminary design of the alternatives. |
| Gentes Road Bridge | Christine Forde | 85% | | | | McFarland Johnson is working with New England Central Railroad to gain a right of access permit to perform the necessary testing. |
| 3.4.4.3 Project Definition (Scoping) Studies (Locally Managed) | | | | | | 13 Project Updates |
| Airport Parkway/Lime Kiln Road/Ethan Allen Drive, South Burlington | Christine Forde | 0% | | | | No activity this period |
| Colchester/Winooski Intermodal Facility | Michele Boomhower | 0% | | | | Project not started yet. |
| Crescent Connector Scoping - Essex Junction | Eleni Churchill | 60% | | | | A technical memo detailing traffic analyses and performance evaluation results for the "Crescent Connector" alternatives was distributed to the project's Steering Committee on November 24. A Steering Committee meeting is scheduled for December 16 to discuss the traffic results as well as preliminary alignments for the two "build" alternatives under consideration. |
| Dickinson Street, Jericho | Christine Forde | 40% | | | | Jericho requested analysis of additional traffic scenarios for Dickinson Street. Stantec provided a revised proposal. Stantec has begun environmental data collection. |
| Holy Cross Road/West Lake Shore Drive/Church to Prim Road, Colchester | Bryan Davis | 10% | | | | CCMPO staff contacted Colchester staff to select project consultant and begin drafting scope of work. |
| Intervale Access Improvements, Burlington | Bryan Davis | 42% | | | | Contacted Glenn McRae at the Intervale Center to discuss this project and its priority. |
| Milton Connector Roadway Project | Christine Forde | 0% | | | | No activity this period |
| Prioritized Bicycle & Pedestrian Projects | Bryan Davis | 0% | | | | No activity this month |
| Prioritized Park & Ride Projects | Peter Keating | | | | | No activity this month. |
| Riverwalk Pathway West, Winooski | Christine Forde | 0% | | | | No activity this period |
| VT 289 Pathway, Essex | Bryan Davis | 42% | | | | With no local match for this project CCMPO will not pursue it in FY11 |
| Williston Road Improvements, I-89 to Cottage Grove, South Burlington | Eleni Churchill | | | | | No activity this period. |
| Williston Road Improvements, I-89 to Cottage Grove, South Burlington | Eleni Churchill | | | | | No activity. |
| 3.4.5 Transportation Action Grants (TAG) | | | | | | 4 Project Updates |
| Assist Round 2 | Bryan | 42% | | | | Following up with Town of Huntington project |

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| awardees with their projects to ensure completion by due dates | Davis | | | | | contact to assist with project if needed. |
| Consideration of another TAG grant cycle based on performance for Rounds 1 & 2 | Bryan Davis | 42% | | | | No activity this month |
| Evaluate program success by examining final work products and amount of funds awarded | Bryan Davis | 42% | | | | No activity this month |
| Work with Round 1 awardees to close out their projects | Bryan Davis | 25% | | | | Requested final project documents from Town of Essex |
| 4.1.1 Education (transit) | | | 1 Project Update | | | |
| Multimodal and Regional Coordination | Peter Keating | | | | | Metropolitan Transportation Plan: No activity Regional Park and Ride Plan: No activity. Colchester Avenue Corridor Study: The City of Burlington has decided to leave the "complete streets" road configuration on Colchester Avenue for the winter in order to evaluate its impacts for a longer period of time. The City will assess whether to make the change permanent in the spring. Bike/Pedestrian Committee: No activity. |
| 4.1.3 Traffic alert program | | | 1 Project Update | | | |
| Chittenden Traffic Alert | David Roberts | 95% | | \$810.00 | | The final Traffic Alert for the 2010 construction season is scheduled to go out on Dec 3, 2010. |
| 4.1.4 Public Participation, Communications & legislative monitoring | | | 27 Project Updates | | | |
| Annual evaluation of public participation in CCMPO activities | Bryan Davis | 42% | | | | No activity this month |
| Annual Reports for Communities | Bryan Davis | 100% | | | | Updated and formatted community reports to be sent to municipalities for their own annual reports. |
| CCMPO Website & Transportation Studies Library Maintenance | Daryl Benoit | 30% | | | | 1. Standard project updates, news, headlines, agendas/minutes, RFPs/RFQs, and calendar updates... 2. Posted Exit 12B Interstate Access Analysis Report, notes & information updates. Please visit: http://www.ccmpto.org/I89/Exit12B/ ... 3. Completed Burlington Rail Tunnel Wiki: http://en.wikipedia.org/wiki/Burlington_Tunnel ... 4. Built menu application for access to joint CCRPC/CCMPO annual municipal reports: http://www.ccmpto.org/communities/ ... 5. Completed photobank updates on P Drive and Flickr account: http://www.flickr.com/photos/ccmpto/ ... 6. Answered question regarding Roundabout FAQ. Developed Example page to question: http://www.ccmpto.org/roundabouts/rotary.php Addition to roundabout page pending... |
| Champlain Initiative | Michele Boomhower | 50% | | | | Was not able to attend the monthly meeting. |
| Continue to explore and implement new outreach and public involvement techniques | Bryan Davis | 42% | | | | Participated in focus group at VCAM on 11/16 about their services and resources |
| Develop links to project management system for use by members | David Roberts | | | | | No activity this month. |

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| Electronic newsletter of recent news and upcoming events | Bryan Davis | 33% | | | | Finalized and distributed CCMPO autumn electronic newsletter on Nov 3. |
| Map locations of socio-economic groups | Bryan Davis | 0% | | | | No activity this month |
| Outreach and education | Michele Boomhower | 42% | | | | Continued collecting CCMPO-related articles from electronic and print media outlets. |
| Outreach and education | Michele Boomhower | 42% | | | | Provided US Census information about transportation to Seven Days staff |
| Outreach and education | Michele Boomhower | 42% | | | | Followed up with Winooski staff about local street issues raised by a resident at the 11/18 Vermont Transportation Board hearing in South Burlington. |
| Outreach and education | Michele Boomhower | 42% | | | | Prepared poster highlighting the Jericho Streetscape project and the regional/statewide Safe Routes to School program for the 11/17 legislative session at the CCMPO office. |
| Outreach and education | Michele Boomhower | 50% | | | | Director participated in a NADO webinar on November 10 related to the outcomes of the mid-term elections and the potential impacts on federal transportation legislation. |
| Outreach and education | Michele Boomhower | 50% | | | | Director participated in the Annual Meeting of the Lake Champlain Chamber of Commerce on November 9. |
| Outreach and education | Michele Boomhower | 50% | | | | Director and CCRPC Director met with new Representative Mike Yantachka of Charlotte on November 15 to discuss status of CCMPO & CCRPC activities, including the potential merger of the organization. |
| Outreach and education | Michele Boomhower | 50% | | | | Director and CCRPC Director met with new Representative Bert Munger of South Burlington on November 16 to discuss status of CCMPO & CCRPC activities, including the potential merger of the organization. |
| Outreach and education | Michele Boomhower | 50% | | | | Director and CCRPC Director met with Senator Ginny Lyons of Chittenden County on November 17 to discuss status of CCMPO & CCRPC activities, including the potential merger of the organization. |
| Outreach and education | Michele Boomhower | 50% | | | | Director met with Senator Vince Illuzzi of Orleans County on November 19 to discuss status of CCMPO & CCRPC activities, including the potential merger of the organization. |
| Outreach and education | Michele Boomhower | 50% | | | | Director finished preparing a presentation on November 16 for a joint CCMPO/CCRPC Legislative Reception to be hosted on November 17 to discuss the current activities of the two organizations, including the potential merger. |
| Outreach and education | Michele Boomhower | 50% | | | | CCMPO & CCRPC co-hosted a Legislative Reception on November 17 to discuss the current activities of the two organizations, including the potential merger. |
| Outreach and education | Michele Boomhower | 50% | | | | Director prepared informational letters regarding the CCMPO, as well as the CCMPO/CCRPC merger activities, for all elected officials on November 9 following the November 2 statewide elections. |
| Outreach and education | Michele Boomhower | 50% | | | | Director and staff provided feedback to the CCRPC Director on November 9 regarding the draft scope of work for the HUD Regional Sustainability Grant project. |
| Press releases and press conferences to highligh projects and programs | Michele Boomhower | 100% | | | | Created and distributed press announcement about upcoming VT Transportation Board hearings in Chittenden County and throughout VT. |
| Press releases and press conferences to | Michele Boomhower | 42% | | | | Staff distributed press release about Vermont Transportation Board hearing schedule and its |

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| highligh projects and programs | | | | | | meeting in South Burlington on 11/18. Staff attended the hearing and prepared minutes following the event. |
| Provide monthly emails detailing project progress to members | Michele Boomhower | 50% | | | | Updates communicated to Board and TAC through Director updates and at regular meetings. |
| TIP Summary | Christine Forde | 0% | | | | No activity this period |
| Way To Go! Commuter Challenge marketing | Peter Keating | | | | | No activity this month. |
| 4.2.1 Improve facilities(transit) | | | 1 Project Update | | | |
| Downtown Transit Center | Peter Keating | | | | | Staff obtained permission from the MPO, the State and the FTA on TIP (Transportation Improvement Program) amendments and UPWP (Unified Planning Work Program) amendments necessary for the grant. We executed the grant for site selection on December 8th. We expect to have a contract with our engineer, Vanasse Bangen Brustlin, in January. Monthly and Annual Performance reports: CCTA staff is now current on Board performance reporting under the new reporting framework. |
| 4.2.3 Small community service program | | | 5 Project Updates | | | |
| Assistance to communities in preparing applications to services, programming, and funding opportunities | Bryan Davis | 33% | | | | Finished compiling and sent traffic calming info and resources to Town of Jericho staff. |
| CCMPO point-of-contact for town staff and officials | Bryan Davis | 42% | | | | Continued serving as point-of-contact for town staff and officials |
| Outreach materials about various programs, services, and funding opportunities | Bryan Davis | 42% | | | | Program and training opportunities were included in autumn electronic newsletter, distributed Nov 3 |
| Outreach materials about various programs, services, and funding opportunities | Bryan Davis | 42% | | | | No activity this month |
| Periodic updates about new/potential opportunities (funding, grants), to celebrate success in other towns, and to convey relevant and timely information | Bryan Davis | 42% | | | | No activity this month |
| 4.2.4 Project coordination assistance initiative | | | 4 Project Updates | | | |
| Communication with communities and Vtrans as to interest in advancing projects | Michele Boomhower | 50% | | | | Ongoing communications conducted. |
| List of all scoping or technical assistance projects that have not yet been completed, with current status | Christine Forde | 0% | | | | No activity this period |

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| Quarterly report on status of all projects | Christine Forde | 0% | | | | No activity this period |
| Tool to provide current information on projects to communities | Christine Forde | 0% | | | | No activity this period |
| 4.3.1 Agency Administration | | | 20 Project Updates | | | |
| Active participation in national, regional, and state organizations | Michele Boomhower | 50% | | | | Continued participation in VAPDA, NEARC, NADO and AMPO. |
| Annual Meetings of the CCMPO | Bernie Ferenc | 0% | | | | No activities this period. |
| Attending meetings with partners and stakeholders | Michele Boomhower | 50% | | | | No specific reportable activities. |
| CCMPO Board of Directors | Michele Boomhower | 50% | | | | A Joint Board Meeting of the CCMPO & CCRPC was held on November 3 to discuss the merger of the two organizations. |
| CCMPO Board of Directors | Michele Boomhower | 50% | | | | The monthly Board meeting was canceled. |
| CCRPC-CCMPO Joint Executive Committee | Michele Boomhower | 50% | | | | No meetings were held, communications occurred via email and planning for a December meeting commenced. |
| Executive Committee | Michele Boomhower | 50% | | | | There was no November Executive Committee meeting. |
| Finance Committee | Bernie Ferenc | 50% | | | | The Finance Committee did not meet in November. |
| General Administrative Activities | Michele Boomhower | 50% | | | | The Director met with the Business Manager on November 5 to discuss the activities related to the potential merger of the CCMPO and CCRPC. |
| General Administrative Activities | Michele Boomhower | 50% | | | | The Director met with Senior Planning staff to discuss the implementation of the QuickBase project management system on November 17. |
| General Administrative Activities | Michele Boomhower | 50% | | | | The Director met with Senior Planning staff on November 17 to discuss the status of UPWP Technical Assistance, Scoping & Corridor Study projects in anticipation of the mid-year budget adjustment process. |
| General Administrative Activities | Michele Boomhower | 50% | | | | The Director met with the Business Manager and the Director and Business Manager of the CCRPC on November 30 to discuss the CY11 Health Insurance plan offerings. |
| General Administrative Activities | Michele Boomhower | 50% | | | | The Director met with staff on November 30 to discuss any project/program related updates needed for the mid-year UPWP adjustment. |
| General Administrative Activities | Michele Boomhower | 50% | | | | The Director reviewed the FY10 CCMPO draft Audit Report prepared by Sullivan Powers, Inc. on November 5 and coordinated with the Business Manager to finalize the Audit for Executive Committee review and Board acceptance. |
| General Administrative Activities | Michele Boomhower | 50% | | | | The Director coordinated with the CCRPC Director on November 9 regarding the transition of project management software oversight from CCMPO staff to the CCRPC Business Manager. |
| General Administrative Activities | Michele Boomhower | 50% | | | | Director completed documentation and reviewed the October monthly progress report on November 29th and transmitted to VTrans. |
| General Administrative Activities | Michele Boomhower | 50% | | | | The Director reviewed and updated the distribution of task hours for the mid-year budget adjustment process on November 29. |
| Special meetings | Bernie | 50% | | | | There were no special meetings. |

| Project Name | Project Manager | Percent Complete | Project - Total Task Based CCMPO Consultant Budget | Project - Total Consultant Invoices Amount | % Consultant Budget Complete | Project Update |
|--|-------------------|------------------|--|--|------------------------------|--|
| | Ferenc | | | | | |
| Staff meetings | Michele Boomhower | 50% | | | | Staff meeting was held on November 3. |
| Staff meetings | Michele Boomhower | 50% | | | | Staff meeting was held on November 16. |
| 4.3.11 Performance measures and indicators initiative | | | 4 Project Updates | | | |
| Draft "state of the MPO" measures and indicators for review | Michele Boomhower | 0% | | | | This project has not commenced. |
| Draft "state of the system" measure and indicators for review | Michele Boomhower | 0% | | | | This project has not commenced. |
| Report to Board pf a suite of "system" measues and indicators to determine whether objectives have been met | Michele Boomhower | 0% | | | | This project has not commenced. |
| Suite of draft external and internal operating measures | Michele Boomhower | 0% | | | | This project has not commenced. |
| 4.3.12 Strategic Planning | | | 1 Project Update | | | |
| Continuation of Board Development Activites as Recommended through the FY2010 Board Development Process Outcomes | Michele Boomhower | 50% | | | | These activities are continuing in coordination with the merger discussions. |
| 4.3.13 Innovative finance | | | 2 Project Updates | | | |
| Develop potential new measures and mechanisms to implement policy, rule, and technical recommendations developed by the Blue Ribbon Commission | Michele Boomhower | 25% | | | | This project is currently on hold. |
| Provide information toe the Vermont Legislature on outcomes of the analysis | Michele Boomhower | 25% | | | | This project is currently on hold. |
| 4.3.14 Analysis of Complex Governance Network Dynamics (UVM) | | | 1 Project Update | | | |
| Staff, board, committee and partner stakeholder participation in the sharing of data, surveys, and focus groups | Michele Boomhower | 25% | | | | Coordination between the UVM research staff and CCMPO staff continues. |
| 4.3.2 Transportation Advisory Committee | | | 2 Project Updates | | | |
| Ad hoc and special sub-committee meetings and minutes | Peter Keating | | | | | No activity this month. |
| Transportation | Peter | | | | | Conducted half day LTF project management |

| Project Name | Project Manager | Percent Complete | Project - Total Task Based CCMPO Consultant Budget | Project - Total Consultant Invoices Amount | % Consultant Budget Complete | Project Update |
|---|-------------------|------------------|--|--|------------------------------|---|
| Advisory Committee meetings and minutes | Keating | | | | | training for TAC and municipal staff on November 16th. |
| 4.3.3 Training & Development | | | | | | 1 Project Update |
| Attendance at seminars, courses, and conferences as necessary | Michele Boomhower | 50% | | | | No activities this period. |
| 4.3.7 Data collection and maintenance | | | | | | 9 Project Updates |
| Assist CCRPC with update of their culvert signage inventories | Daryl Benoit | | | | | No activity undertaken |
| Assist UVM Transportation Research Center with collection, processing, and estimation of bicycle and pedestrian traffic within the region | Daryl Benoit | 30% | | | | Met with UVM TRC staff on 15 Nov 2010 to plan deployment of continuous bike/ped counters and manual-collected bike/ped data for 2010-2012 seasons. CCMPO staff obtained GIS databases from TRC... MPO staff undertook a visual analysis of the Land-Use grid cells developed by TRC to determine optimal locations to set up a continuous Bike/Ped counter. Staff submitted an initial list to of candidate locations to UVM-TRC. |
| CCMPO Data Library Maintenance | Daryl Benoit | 15% | | | | Continued processing and posting of all ATR and Intersection Traffic Count data collected in spring through fall of 2010. Additional data collection included: Queue counts for Colchester Ave./East Ave intersection, 3 ATR set ups for Harbor Rd. in Shelburne, Colchester Ave. Corridor ATR retrieval... |
| Coordination with CCRPC on regional imagery update needs analysis | David Roberts | 25% | | | | No activity this month. |
| Participation in the Town Highway Major Collector Sufficiency Data Program with Vtrans and other regions | Jason Charest | 100% | | | | Completed. |
| Pavement Condition Data/Reports for Municipalities requesting pavement planning assistance | Daryl Benoit | 60% | | | | Completed pavement sample data collection for Williston Town Roads (As of 15 Nov 2010). Assigned report & map generation to interns. Hopeful completion by Dec 2010/Jan 2011... |
| Transportation data for use in CCMPO planning activities | Daryl Benoit | | | | | Answered 4 data requests |
| Update Park & Ride usage counts | Daryl Benoit | 50% | | | | No activity this period. |
| Update the parking infrastructure database | Daryl Benoit | | | | | No activity undertaken |
| 4.3.8 Transportation model maintenance and enhancement | | | | | | 2 Project Updates |
| CCMPO Daily Model Update - Phase 2 | David Roberts | 85% | \$42,500.00 | \$32,022.50 | 69% | Revised draft of daily model phase 2 documentation and model files under review. |
| FY2011 Transportation Model Updates | David Roberts | 5% | \$0.00 | | | No significant activity this month. |