

CCMPO / CCRPC Project Management System : Project Updates

2010 12  
Progress  
Report

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2010 12 Progress Report

November2010Activity is 'TRUE'

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
<b>1.1.1 Safety Program</b>			<b>9 Project Updates</b>			
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 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	50%				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.
<b>1.1.2 Incident Management Training</b>			<b>2 Project Updates</b>			
ICS Training Fall	Paul Luciano	100%				Fall Project complete. By coordinating with new DPS ICS manager, course were offered to community members.
ICS Training Spring	Paul Luciano	75%				Spring Courses are being scheduled at 110. W. Canal. Tentative dates are as follows: ICS 100 in April ICS 200 in May ICS 300 in July Specific dates and times to follow.
<b>1.1.3.1 Planning Assistance and coordination</b>			<b>12 Project Updates</b>			
Community TA for Transportation Issues	David Roberts					No significant activity this month.
Community TA for Transportation Issues	David Roberts	50%				Director coordinated project related issues with the Milton town engineer on December 20 regarding the potential development of emergency interstate

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						access to I-89 near the West Milton Road in Milton.
Community TA for Transportation Issues	David Roberts					Director conducted follow-up coordination with the Milton town engineer on December 28 regarding the potential development of emergency interstate access to I-89 near the West Milton Road in Milton.
Develop model Traffic Calming Program incorporating Street Design Guidelines	Jason Charest					No activities this period.
Infrastructure Management Software & Support	David Roberts					No activity this month.
Orchard School South Burlington	David Roberts	90%	\$10,032.01	\$10,023.65	86%	The project steering committee met to review the final draft of the report. Comments are due to the consultant in early January at which point the study will be finalized.
Skunk Hollow Road Jericho	Jason Charest	80%				Staff decided the request for additional work regarding a benefit cost analysis of paving Skunk Hollow Rd would be best handled by one of our consultants on retainer. The Town has agreed to pay the 20% local match for the project. Dubois and King has been asked to provide a scope of services.
Skunk Hollow Road Jericho	Jason Charest	80%				Staff decided the request for additional work would be best handled by one of our consultants on retainer. The Town has agreed to pay the 20% local match for the project. Dubois and King has been asked to provide a scope of services.
Spring Street & Main Intersection Analysis Winooski	Jason Charest					No activities this period.
US 7/ Marsett Road/Bostwick Road Intersection	Jason Charest	95%				The final draft was sent to the Town and VTrans for comments. The report will be finalized in January barring any further comments.
Winooski Circulator Evaluation	Eleni Churchill	5%		\$0.00		The SOW was finalized and a Notice to Proceed was sent to the selected consultant (RSG) on December 20th.
Winooski St Peter Street	David Roberts					No activity this month.

**1.1.3.2 VTrans planning assistance and coordination**

**16 Project Updates**

Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director coordinated outreach to RPCs on December 6 to determine past planning efforts related to the analysis of land uses adjacent to rail corridors statewide.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director attended two day FHWA meeting on December 8th and 9th in coordination with VTrans for the FHWA Every Day Counts program.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director reviewed and scored statewide Enhancement Grant Applications and submitted response to VTrans on December 10.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director finished coordinating agenda on December 10 for the VAPDA/VTrans Executive Staff meeting scheduled for December 13.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director attended VAPDA/VTrans Executive Staff Meeting on December 13.

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Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director attended statewide Transportation Enhancement Grants Committee meeting on December 15.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director reviewed and provided feedback to VTrans Bike/Ped staff on December 16 regarding the meeting notes from the fall Bike/Ped Count meeting between the the RPC/MPO Planners and VTrans staff.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director coordinated with RPC/VTrans staff on December 29 to develop the January TPI meeting agenda.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director and staff met to discuss the VTrans candidate list reduction process on December 7.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director and staff met to discuss the VTrans candidate list reduction process on December 7.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				Director and staff reviewed and scored the Stormwater Grant Program applications from Chittenden County for the VTrans administered program; scoring was provided to VTrans staff on December 29.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	50%				No activities this period.
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 activities this period.
VTrans ITS Architecture Plan	David Roberts		\$0.00			No activity this month.
<b>1.1.3.3 Locally Managed Planning Assistance</b>					<b>8 Project Updates</b>	
Colchester Avenue Complete Streets Pilot Study	Eleni Churchill	97%		\$0.00		MPO and DPW staff met to discuss next steps for this project as well as ways to monitor the corridor during the winter months as requested by the TEUC. Following a field review of corridor signals, RSG provided a number of recommendations to DPW staff on signal timing and setting changes to improve coordination and traffic flow. MPO staff is currently working on a draft report to the City summarizing all data gathered for the Complete Streets demonstration project.
Exit 12B IJR Study	Michele Boomhower	50%				Director and staff coordinated activities related to the Exit 12B Interchange Justification Review project on December 13.
Exit 12B IJR Study	Michele Boomhower	50%				Director and staff coordinated activities related to the Exit 12B Interchange Justification Review project on December 14.
Exit 12B IJR Study	Michele Boomhower	50%				Director and staff coordinated activities related to the Exit 12B Interchange Justification Review project on December 15.
Parking Management Study for Burlington	Peter Keating					No activity this month.

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Shelburne Harbor Rd Safety and Standards Analysis	David Roberts	15%	\$10,452.11		0%	A local concerns meeting was held in December to solicit feedback from local residents regarding the current operation on Harbor Rd. The consultant will be drafting a list of potential recommendations for town and MPO staff to review in January.
Weaver Street Bridge Assessment	Christine Forde	5%				Stantec is still working with New England Central Railroad to gain a right of entry permit.
Winooski Street Circulation Study	Jason Charest	3%				The SOW was finalized and a Notice to Proceed was sent to the selected consultant (RSG) on December 20th.
<b>1.2.1 Transportation Systems Management (TSM) &amp; Intelligent Trans. Systems (ITS)</b>						<b>6 Project Updates</b>
Community Operations improvements for roadways & intersections including access management	Jason Charest	50%				No activities this period.
Host Chittenden County Road Foremen Meetings	Bryan Davis	50%				Hosted Road Manager meeting on Dec 8 in Shelburne. Poor attendance due to winter weather - road crews were in the field. Jesse Mohr spoke about his work in Jericho, Richmond, Underhill on the Chittenden Uplands Project which has a wildlife/transportation component. Jason from the CCMPO spoke about the new federal retroreflectivity requirements. Staff followed up with towns after the meeting.
Identification of Corridors to include in signal optimization program	David Roberts	10%				Ongoing discussion with City of Burlington regarding potential for signal optimization work.
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	10%				No significant activity this month.
Update CCMPO ITS Plan	David Roberts	7%				No significant activity this month.
<b>1.2.2 Efficiency Improvements (ITS applications) (Transit)</b>						<b>6 Project Updates</b>
Fort Ethan Allen Signal	Peter Keating					Construction is progressing well 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 shelters have been installed; the historic slate sidewalk has been relocated relocation; new concrete sidewalks have been installed; and foundations, conduits, and underground wiring for the signal system have been completed. Essentially, all of the site work for the intersection improvements has been completed and the traffic signal is programmed to be operational in the first quarter of 2011.
Paratransit Software Scheduling Software	Peter Keating					CCTA received approval from VTrans and awarded a contract to a consultant to catalog the needs for the

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						eleven Vermont public transit providers and develop a consensus based software request for proposals.
Real Time Passenger Information	Peter Keating					Staff commented on the engineers on a design review of the technical specification for the request for proposals and is waiting on responses.
Systemwide ITS Application Development & Implementation	Peter Keating					No activity this period
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. An emitter (TOMAR3-LO) has been received and installed on a CCTA bus. The City of Burlington will temporarily install detection equipment at the intersection for use in field tests, which are scheduled in January. Following the field tests, CCTA will be able to move forward with the installation of permanent detection equipment at the intersection and outfitting of all CCTA buses with emitters.
Wi-Fi on Link Buses	Peter Keating					No activity this period
<b>2.1.4 Transportation Land Use Planning &amp; Review</b>			<b>4 Project Updates</b>			
Act 250 Permit Review	Eleni Churchill					No activity this period.
Coordinate participation in the State's Level of Service Policy Update	Eleni Churchill					No activity this period
Review/Update CCMPO/CCRPC Development Review Procedures/Policies	Michele Boomhower	50%				No activities this period.
Traffic Impact Study Review for Municipalities	Jason Charest	50%				Staff has completed a draft review for Hinesburg regarding the proposed Hannaford supermarket. A meeting has been scheduled for 1/6/11 to discuss the review's findings.
<b>2.1.5 Transportation Landuse Planning</b>			<b>4 Project Updates</b>			
Coordination	Charlie Baker	50%				coordinated response to legislature regarding plan for merger developed.
Educational Forums	Charlie Baker	0%				no work to report
Land Use/Transportation Plan and/or Bylaw Checklist and/or Models	Charlie Baker	50%				No work to report this month. Efforts to improve plan, bylaw and permit review will likely follow merger activities.
MOU & CCRPC Policy Amendments	Charlie Baker	50%				No work to report this month. Efforts to improve plan, bylaw and permit review will likely follow merger activities.
<b>2.1.7 Trans. Corridor Viewshed Analysis (Mt. Mansfield) Smart Growth</b>			<b>1 Project Update</b>			
Updated Town Plan/Bylaws for Jericho & Underhill to address Scenic Resource Conservation	Michele Boomhower	50%				No activities this period.
<b>2.1.8 Identify and Plan for Long Term Transportation Corridor Needs</b>			<b>4 Project Updates</b>			
Analysis of pilot pathway connectivity preservation process	Peter Keating					No activity this month.

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- Winooski River Pathway Corridor						
Develop methodology to address preservation of properties with rail access	Michele Boomhower	50%				No activities this period.
Review of Best Practices for securing transportation connectivity land resources	Michele Boomhower	50%				No activities this period.
Review of Best Practices for securing transportation connectivity land resources	Michele Boomhower	50%				No activities this period.
<b>2.2.2 Land use data update and maintenance</b>			<b>4 Project Updates</b>			
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 South Burlington and began work on Williston.
Updated VOBCIT Data	Pam Brangan	100%	\$0.00			Project is complete until next field season.
Updates to LUAM	Melanie Needle					Staff is continuing to work on updates to the inputs and assumptions needed to determine the allowable land use.
UrbanSim Recommendation	Melanie Needle					No work to report.
<b>2.2.3 Transportation Environmental Planning</b>			<b>5 Project Updates</b>			
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	50%				No activities this period.
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde					CCMPO Staff attended FHWA training for the MOVES air quality model in Schenectady, NY.
Update TAC & Board as needed on Environmental Resource issues	Michele Boomhower	50%				No activities this period.
<b>2.2.3.2 Transportation Environmental Planning: Air, Energy and Climate Action Plan</b>			<b>7 Project Updates</b>			
1. Best practices research & technical report	Julie Potter	60%				Continued research on best practices, including GHG mitigation planning by regional organizations.
2. Draft policy framework	Julie Potter					No activity this month.
3. Regional Energy Forums and municipal/partner engagement	Julie Potter					No activity this month.

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4. Acquire best available GHG emission inventory estimation tools	Julie Potter	60%				Discussed the methodology and data management framework used by ICLEI for the Long Island regional emissions inventory.
5. Start benchmark year emissions inventory	Julie Potter					No activity this month.
6. Technical report summarizing potential implementation strategies	Julie Potter					No activity this month.
7. Start regional energy, air quality and climate action guide	Julie Potter					No activity this month.
<b>2.2.3.3 Transportation Environmental Planning: Online Resource Mapping</b>						<b>4 Project Updates</b>
Cache Map Service	Pam Brangan					no work was completed in December.
Data Inventory and Data Refinement/Migration	Pam Brangan					A small amount of work was completed under this task during the month of December. Work will be completed in January.
Implement online mapping tool	Pam Brangan					No progress to report for the month of December.
Quality Assurance/Quality Control	Pam Brangan					No progress to report.
<b>2.2.3.4 Transportation Environmental Planning: Stormwater/Wildlife Connectivity</b>						<b>4 Project Updates</b>
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	25%	\$0.00			Staff received responses to our solicitation for the pilot projects. We received 4 responses. All 4 are from rural communities, none from urban. RPC and MPO staffs, along with a selection committee, have reviewed the project proposals. RPC and MPO Staff will meet in early January to discuss how to proceed with the pilot projects.
<b>2.3.1 Regional comprehensive planning involvement</b>						<b>5 Project Updates</b>
Apply for supplemental grant funding as appropriate	Michele Boomhower	50%				No activities this period.
Oversight of CCRPC MPO Work Program Tasks	Michele Boomhower	50%				No activities this period.
Participation on Regional Plan Development Committee	Peter Keating					The committee reviewed and commented on a Regional Plan schedule coordinated with the Regional Sustainability Plan funded through the HUD grant. The committee later discussed putting off delivery of a draft Regional Plan in order to better coordinate with, and not get confused with, the Regional Sustainability Plan.
Reports for CCRPC as	Michele	50%				No activities this period.

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needed	Boomhower					
Review of CCRPC related reports	Michele Boomhower	50%				Director reviewed materials on December 20 related to the HUD Grant implementation schedule and activities.
<b>2.3.3 Corridors and Circulation</b>			<b>7 Project Updates</b>			
Colchester Avenue Corridor Study	Eleni Churchill	55%				The Colchester Ave Task Force met on December 9th to review the project status (tasks completed to date) as well as data from the Complete Streets demonstration project. The (long term) vision and goals of the corridor were also discussed and the Task Force agreed on draft Vision and Goals statements for Colchester Ave. MPO staff provided an update of the Corridor Plan to the Ward 1 NPA meeting on December 8th. Staff also met with the consultant team to start the preparations for the next public meeting scheduled for January 27th at 6:00 pm.
Main Street/US 7 Circulation Study	Jason Charest					No activities this period.
Shelburne Road Corridor Study	Eleni Churchill	3%				MPO staff and South Burlington's Public Works director met with Steve Rolle (project manager from PB) on December 17th to discuss the SOW for the Shelburne Road Corridor Study (from GE Health to the Burlington line). Transportation, land use and other issues in the corridor were also discussed. The consultant will provide a draft SOW in early January.
US 2 Corridor Working Group	Eleni Churchill					No activity this period.
VT 15 Corridor Working Group	Eleni Churchill					No activity this period.
Western Corridor Working Group(s)	Michele Boomhower	50%				No activities this period.
Williston Road Circulation Study	Eleni Churchill	3%				MPO worked with RSG staff to refine the initial draft SOW for this study. The revised draft will be sent to the City for their review and comment in January.
<b>2.3.3.1 Local Corridors &amp; Circulation</b>			<b>1 Project Update</b>			
North Avenue Corridor Study	Eleni Churchill					No activity this period.
<b>2.4.1 Alternative Fuels Planning</b>			<b>1 Project Update</b>			
Clean Cities Program	Michele Boomhower	50%				No activities this period.
<b>2.4.1 Alternative Fuels Planning</b>			<b>3 Project Updates</b>			
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.
<b>3.1.1 Create and Improve (transit)</b>			<b>4 Project Updates</b>			
Cherry Street Short Term Accomodations	Peter Keating					Interim improvements on Cherry Street and St. Paul Street include the installation of six new, aluminum and glass passenger shelters. Four of the six new shelters have been installed and are in use by CCTA passengers. Two more shelters should be completed by the middle of January. Additional Cherry St.

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						Short Term Accommodations: CCTA is working with the City of Burlington to obtain additional bus berthing areas: two on the west side of St. Paul Street and One on the north side of Cherry Street, west of St. Paul. This improvement will reduce the number of buses crossing the marketplace, simplify transfers, and put similar operation next to each other e.g., all and commuter Link Buses together
Passenger Shelters	Peter Keating					Two aluminum and glass shelters are being installed on Shelburne Road, just south of Home Ave/Farrell Street. One of the Shelburne Road shelters will be installed on the northbound side of Shelburne Road and one on the southbound side. The City of Burlington recently issued an Encumbrance Permit for two new aluminum and glass passenger shelters to be placed along Shelburne Road adjacent to Shaw's and Price Chopper. Two new Post & Beam shelters were installed on Ethan Allen Avenue @ Route 15 in Essex, VT as part of the Ethan Allen Avenue Intersection and Signal Improvement project. Work continues on two new shelters in Milton to compliment the new bus service begun last February. An RFQ is planned for next month to solicit quotes for the installation of concrete pads and construction of the shelters. In addition to the Milton shelters work is also progressing on site plans for three shelters in Williston. An RFQ is scheduled to be issued in March for the installation of concrete shelter pads and the construction of three shelters in Williston.
Regional Public Transportation Expansion	Peter Keating					No activity this period
Solar Shelter Lights	Peter Keating					A contract was awarded to retrofit twelve post and beam shelters with solar lighting this winter and ten more 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. Installation will commence after we obtain the appropriate permits.
<b>3.1.6 Public Transportation Planning by CCMPO</b>					<b>5 Project Updates</b>	
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					Both committees met this month to discuss services and budget issues.
Public Transportation Committee Facilitation	Peter Keating					No activity this month.
Public Transportation Communications	Peter Keating					No activity this period
Tilley Drive	Peter Keating					No activity this month.
<b>3.2.1 Transportation Improvement Program (TIP) development &amp; Mgmt.</b>					<b>6 Project Updates</b>	
Development & Adoption of FY11-FY14 TIP	Christine Forde	100%				No activity this period. Project completed.
Development of Draft FY12-FY15 TIP	Christine Forde	0%				No activity this period.
FY10 Annual Listing	Christine	0%				No activity this period.

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of Projects Obligation Funds on CCMPO Website	Forde					
Prioritization of CCMPO Region's projects for submission to VTrans	Christine Forde	5%				No activity this period.
TIP Amendments as Needed	Christine Forde	50%				TIP amendments approved for Safe Routes to School awards to Chamberlain School, South Burlington; Jericho Elementary School; Champlain Elementary, Burlington; and Mallets Bay School, Colchester. Amendments also approved for I-89 bridge replacements in Milton and Colchester.
TIP Amendments as Needed	Christine Forde	50%				TIP amendments approved for Safe Routes to School awards to Chamberlain School, South Burlington; Jericho Elementary School; Champlain Elementary, Burlington; and Mallets Bay School, Colchester. Amendments also approved for I-89 bridge replacements in Milton and Colchester.
<b>3.3.1 Access &amp; Mobility</b>			<b>3 Project Updates</b>			
ADA Program	Peter Keating					CCTA's Board Strategy Committee met in December to discuss staff, board and municipal concerns about rising ADA ridership (19% from FY 09 to FY 10), which results in higher ADA assessments for municipalities. Staff is working with the CCTA board Strategy committee on a review of the CCTA's program vs. the federal requirements, and to consider additional opportunities through which we could contain costs.
E & D Program	Peter Keating					Following from the December E&D partner meeting, Champlain Valley Agency on Aging developed and mailed a letter requesting donations from riders using the CVAA rides. E&D program guidelines do not permit charging a far for rides, but donation requests are acceptable. The request is for up to a \$5 donation. SSTA will collect the donations and pass them through to CVAA.
Tilley Drive Shuttle	Peter Keating					No activity this period.
<b>3.3.4 2060 Metropolitan Transportation Plan (MTP)</b>			<b>5 Project Updates</b>			
Draft sections of 2035 MTP	Peter Keating					Chapter 3 - Current and Future Conditions is being revised. Scenario Planning report with survey results is also getting drafted.
Municipal, resource agency, and public outreach on status, strategies, and projects	Peter Keating					No activity this month.
Perform transportation and land-use modeling analyses	David Roberts	45%				Continued coordinating with CCRPC staff on updates to the transportation model's "allowable land use" (ALU) which will be used in estimated future growth by TAZ for the 2035 MTP analysis. Refining the 2005 and 2010 model networks for use as base year inputs to the MTP analysis.
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					Next Advisory committee meeting scheduled for January 26th.
<b>3.3.4.1 CCRPC MTP Support</b>			<b>3 Project Updates</b>			

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Assist with Resource Agency Consultation	Charlie Baker	50%				No work to report this month.
MTP data and maps	Pam Brangan	30%	\$0.00			Staff provided MPO staff with a table identifying congestion area data from a map that was developed this summer for the MTP. Changes will be made to better depict current traffic congestion.
Review MTP to identify issues related to regional plan consistency	Charlie Baker	50%				reviewed MTP survey results. Coordinated MTP schedule into HUD grant schedule. Discussed integration of MPO planning into HUD grant planning effort.
<b>3.3.5 Freight Transportation Planning</b>			<b>11 Project Updates</b>			
Draft sample zoning and municipal plan language for stated preference for rail-served businesses	Michele Boomhower	50%				No activities this period.
Establish regional Freight Transportation Working Group to advance strategies outlined in Western Corridor Transportation Management Plan	Michele Boomhower	50%				No activities this period.
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	50%				No activities this period.
Work with local municipalities and railroads to identify and select properties in Chittenden County	Michele Boomhower	50%				Director attended a meeting of Essex Junction and Rail America officials on December 3 to discuss rail freight issues re: Chittenden County.
Work with local municipalities and railroads to identify and select properties in Chittenden County	Michele Boomhower	50%				Director contacted Senator Sander's staff on December 3 to schedule a meeting to discuss rail freight issues re: Chittenden County.
Work with local municipalities and railroads to identify and select properties in Chittenden County	Michele Boomhower	50%				Director met with staff of Senator Sander's office on December 7 to discuss rail freight issues re: Chittenden County.
Work with local municipalities and	Michele Boomhower	50%				Director coordinated efforts on December 20 regarding the Load Rating Study for 3 rail bridges on

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railroads to identify and select properties in Chittenden County						the Burlington Branch.
Work with local municipalities and railroads to identify and select properties in Chittenden County	Michele Boomhower	50%				Director coordinated efforts on December 21 regarding the Load Rating Study for 3 rail bridges on the Burlington Branch.
Work with local municipalities and railroads to identify and select properties in Chittenden County	Michele Boomhower	50%				Director attended a meeting of Essex Junction and Rail America officials on December 3 to discuss rail freight issues re: Chittenden County.
<b>3.4.1 Pedestrian/Bicycle transportation planning</b>			<b>14 Project Updates</b>			
Administer/manage pedestrian/bicycle planning efforts	Bryan Davis	50%				Hosted CCMPO Bike/Ped Committee meeting on Dec 9 to go over local project updates, develop a plan to gather baseline performance data as noted in the Regional Ped/Bike Plan, and discuss bicyclist behavior/safety.
Administer/manage pedestrian/bicycle planning efforts	Bryan Davis	50%				Director received briefing on VTrans study on the Economic Impact of Walking and Biking from the project consultant on December 1 and shared the study scope with staff and RPCs.
Administer/manage the sidewalk grant program	Peter Keating					No activity this month.
Administer/manage the sidewalk grant program	Peter Keating					
Administer/manage the sidewalk grant program	Peter Keating					No activity this month.
Bicycle/Pedestrian Data Collection	Daryl Benoit	40%				Updated Bike/Ped continuous count station data for 3 locations; BURL-12 ~ Riverside Ave. Burlington, SOBR-06 ~ Kennedy Dr. South Burlington, and BURL-01A ~ Waterfront Park Burlington. Updated performance indicator calculations for those locations. Assembled a comparison spreadsheet for simultaneous multi-hour manual count data and Eco-Counter data, as well as MetroCount ATR Data (For stations BURL-04, SOBR-06, and BURL-02B). Calculated comparison indicators; "Average Difference per 15-minute period" and "Total Difference from Observed data for the multi-hour period". This was done in order to check the accuracy of machine-collected data using manually observed data for VTrans & UVM-TRC. For download, please visit: <a href="http://www.ccmpos.us/data/bikeped/">http://www.ccmpos.us/data/bikeped/</a> .
Champlain Elementary School SR2S Project Mgt.	Bryan Davis	50%				Followed up with Nicole Losch at City of Burlington about draft scope submitted in November for her review. She sent comments back in late December.
Continue advancing other UPWP tasks that demonstrate commitment to active transportation programs	Bryan Davis	50%				Followed up with City of Winooski staff on behalf of resident about future sidewalk improvements to Franklin Street.
Establish baseline data for performance measures as stated in the 2008 Regional Pedestrian/Bicycle plan	Bryan Davis	50%				CCMPO staff met on Dec 15 to determine next steps in gathering baseline data. Communication with bike/ped partners about their role in this project.

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
Federal authorization: monitor progress of legislation	Michele Boomhower	50%				No activities this period.
Meetings with local communities and group to advance pedestrian/bicycle facilities	Bryan Davis	50%				Participated in a campaign planning meeting for the Safe Streets Collaborative on Dec 8, hosted by Local Motion. This is a county-wide awareness campaign focused on building mutual respect and consideration among all users of the road.
Presentations and other educational material	Bryan Davis	50%				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
<b>3.4.1.2.1 Regional Inter-regional pedestrian/bike coordination</b>			<b>6 Project Updates</b>			
Actively participate on regional bike/pedestrian committee	Bryan Davis	50%				See attached Local Motion report
Administration of contract	Bryan Davis	50%				See attached Local Motion report
Educate region on gaps in network, ways to address them	Bryan Davis	50%				See attached Local Motion report
Provide technical assistance to trail/walk/bike committees	Bryan Davis	50%				See attached Local Motion report
Work to advance regional connections between towns	Bryan Davis	50%				See attached Local Motion report
Work with state/regional leaders to seek creative funding	Bryan Davis	50%				See attached Local Motion report
<b>3.4.2 Reduce SOV (Service &amp; Operations Planning &amp; Development) (Transit)</b>			<b>6 Project Updates</b>			
Development/Transit Oriented Design (TOD)	Peter Keating					GMTA TDP: The GMTA TDP process officially kicked off on January 5th with the first Stakeholder Committee meeting held in Montpelier. Approximately 25 stakeholders from around the Central Vermont area attended the meeting and offered feedback on areas of public transportation need in the GMTA service area. The GMTA TDP will be set up similarly to CCTA's TDP and the next step will be to set up a public participation framework for the project. The GMTA TDP will include reference to the relationship with CCTA and the need to coordinate the services between Chittenden County and the GMTA service area.
Evening Trips	Peter Keating					No activity this period.
Pine Street Route	Peter Keating					No activity this period
Ridecheck of Williston Route	Peter Keating					No activity this period.

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
System Timepoint Analysis & Scheule Update	Peter Keating					System-wide Analysis: CCTA is moving forward with implementing the schedule changes outlined in last month's report; revised Saturday AM trip times and reduced Saturday service to the Lakeside Community by the Pine Street route. These changes will go into effect with the February 21, 2011 Bus Map & Guide. Analysis of other identified problematic trips will continue and changes to those trips will be made in June 2011. Williston-Essex (1E) Layover Time: The plan outlined in last month's report to use the 1E layover time has been revised based on operational testing. Unfortunately, due to the configuration of the curb bump-outs at Railroad Street in Essex Junction, a 40-ft bus cannot turn right onto Railroad Street from Route 15. Therefore, the additional service between Amtrak and the Essex Outlets is not operationally feasible. Staff will continue to consider other productive uses for the 1E layover time at Amtrak.
Williston and So. Burlington Circulator Schedule Changes	Peter Keating					No activity this period.
<b>3.4.3 Transportation Demand Management (TDM)</b>						<b>9 Project Updates</b>
Assist CarShare Vermont with outreach planning	Bryan Davis	50%				Participated in CarShare VT outreach meeting on Dec 2. Discussed options for getting member testimonials, opportunity to participate in VBSR conference in 2011, and campus outreach. Scheduled meeting with Champlain College Sustainability Coordinator in January.
Coordination meetings with Vtrans regarding park and ride development	Peter Keating					No activity this month.
Create Walk, Bike, Ride Share Educational Campaign (CarShare VT)	Bryan Davis	50%				Staff met on Dec 1 to discuss TDM proposal from CarShare VT, Local Motion and CCTA. Michele provided feedback to partners and requested revisions.
Develop Rural Communities Alternative Transportation Access Model (CarShare VT)	Bryan Davis	33%				No activity this month
Revised and updated regional park and ride plan	Peter Keating					Held several meetings with local government staff to discuss draft regional priorities and to collect feedback on proposals.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating					No activity this month.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating	50%				Staff and Director met to discuss draft regional TDM Pilot proposal on December 1, 2010.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating	50%				Director coordinated CCMPO response to TDM Pilot program partners on December 13th.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating	50%				Director coordinated information related to a regional TDM pilot project on December 3.
<b>3.4.3.1 Way to Go! Commuter Challenge</b>						<b>5 Project Updates</b>
A statistically valid follow up survey to	Peter Keating					No activity this month.

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
accurately measure 2010 program						
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					Discussed web development and funding issues with VEIC.
Work with WTG Partners and VEIC on outreach and promotional activities	Peter Keating					No activity this month.
<b>3.4.4.2 Project Definition (Scoping) Studies (consultants)</b>			<b>14 Project Updates</b>			
Bay Road Bridge	Christine Forde	90%				McFarland Johnson has provided the final scoping report. It is being reviewed by CCMPO staff and Shelburne.
Burlington-Winooski Main Street Bridge	Christine Forde	15%				CCMPO is working with Winooski, Burlington and VTrans to find historical records that will provide information relevant to the condition of this bridge.
Burlington-Winooski Main Street Bridge	Christine Forde	50%				Director and staff coordinated internally regarding the Main Street Bridge project on December 3.
Burlington-Winooski Main Street Bridge	Christine Forde	50%				Director and staff coordinated and attended Main Street Bridge meeting on December 22 and coordinated followup notes.
Burlington-Winooski Main Street Bridge	Christine Forde	50%				Director continued coordination related to the Main Street Bridge on December 28.
Exit 14 Intercept (with earmark)	Christine Forde	15%				Staff is working with VTrans and FHWA to refine the scope of work. The South Burlington City Council will be briefed on this project in February.
Exit 14 Intercept (with earmark)	Christine Forde	50%				Director and staff coordinated activities related to the Exit 14 Intercept Facility project on December 6.
Exit 14 Intercept (with earmark)	Christine Forde	50%				Director and staff coordinated activities related to the Exit 14 Intercept Facility project on December 8.
Exit 14 Intercept (with earmark)	Christine Forde					Director and staff coordinated a meeting related to the Exit 14 Intercept Facility project on December 10.
Exit 14 Intercept (with earmark)	Christine Forde	50%				Director and staff coordinated activities related to the Exit 14 Intercept Facility project on December 13.
Exit 14 Intercept (with earmark)	Christine Forde	50%				Director and staff coordinated activities related to the Exit 14 Intercept Facility project on December 15.
Exit 14 Intercept (with earmark)	Christine Forde	50%				Director and staff coordinated activities related to the Exit 14 Intercept Facility project on December 16 following Board meeting discussion on the topic.
Exit 16 Scoping Study- Colchester	Eleni Churchill	80%				A technical memo outlining the methodology used to develop the 2028 volumes for Exit 16 was sent to the Steering Committee for their review and comment. Following concurrence by the Committee, RSG will run the VISSIM model (for the DCD interchange alternative) and the Synchro model (for the conventional alternative) for 2028. The results will be added to an updated traffic analyses/performance evaluation memo which will be sent to the Steering Committee sometime in mid January.
Gentes Road Bridge	Christine Forde	85%				McFarland Johnson is working the New England Central Railroad to gain a right of access permit to perform additional testing.
<b>3.4.4.3 Project Definition (Scoping) Studies (Locally Managed)</b>			<b>12 Project Updates</b>			

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
Airport Parkway/Lime Kiln Road/Ethan Allen Drive, South Burlington	Christine Forde	0%				No activity this period
Colchester/Winooski Intermodal Facility	Michele Boomhower	50%				No activities this period.
Crescent Connector Scoping - Essex Junction	Eleni Churchill	75%				The Steering Committee met on December 16th to discuss traffic results, preliminary alignments and resource impacts for the two "build" alternatives under consideration. MPO staff attended a separate meeting with a landowner in the area that is affected by these alternatives. A meeting with NECR and Rail America to discuss any rail issues with these two alternatives is scheduled for early January.
Dickinson Street, Jericho	Christine Forde	45%				Stantec is working on the traffic analysis and developing alternatives.
Holy Cross Road/West Lake Shore Drive/Church to Prim Road, Colchester	Bryan Davis	10%				Staff contacted Stantec to arrange a meeting to develop a scope of work.
Intervale Access Improvements, Burlington	Bryan Davis	50%				After discussion with City of Burlington staff, CCMPO will remove this project from FY11 list.
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	0%				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.
<b>3.4.5 Transportation Action Grants (TAG)</b>						<b>4 Project Updates</b>
Assist Round 2 awardees with their projects to ensure completion by due dates	Bryan Davis	50%				Continued discussions with Town of Huntington project contact about moving project forward. Their group is meeting in early 2011 and will get back us with details/next steps.
Consideration of another TAG grant cycle based on performance for Rounds 1 & 2	Bryan Davis	50%				No activity this month
Evaluate program success by examining final work products and amount of funds awarded	Bryan Davis	50%				No activity this month
Work with Round 1 awardees to close out their projects	Bryan Davis	50%				No activity this month
<b>4.1.1 Education (transit)</b>						<b>1 Project Update</b>
Multimodal and Regional Coordination	Peter Keating					MTP: No activity; Regional park and Ride Plan: No activity; Colchester Avenue Corridor Study: CCTA continues to participate on the Technical Committee

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
						for this corridor study; Bike/Pedestrian Committee: No activity
<b>4.1.3 Traffic alert program</b>						<b>1 Project Update</b>
Chittenden Traffic Alert	David Roberts	100%		\$810.00		The final traffic alert for the 2010 season was delivered in early December. Alerts are expected to resume in late April or early May 2011.
<b>4.1.4 Public Participation, Communications &amp; legislative monitoring</b>						<b>27 Project Updates</b>
Annual evaluation of public participation in CCMPO activities	Bryan Davis	50%				No activity this month
Annual Reports for Communities	Bryan Davis	100%				Project complete
CCMPO CCRPC Merger	Michele Boomhower	50%				Director worked on internal meetings coordination for CCMPO/CCRPC Merger on December 1.
CCMPO CCRPC Merger	Michele Boomhower	50%				A meeting was held between the Director, CCRPC Director and Senator Sally Fox regarding the CCMPO/CCRPC Merger on December 7.
CCMPO CCRPC Merger	Michele Boomhower	50%				A meeting was held on December 14 between the CCMPO Director, CCRPC Director and Senator Philip Baruth regarding the CCMPO/CCRPC Merger.
CCMPO CCRPC Merger	Michele Boomhower	50%				Follow-up to the December 13 Joint Executive Committee was undertaken on December 14 regarding the CCMPO/CCRPC Merger.
CCMPO CCRPC Merger	Michele Boomhower	50%				A meeting was held between the CCMPO Director, CCRPC Director and Senator Tim Ashe on December 20 regarding the CCMPO/CCRPC Merger.
CCMPO CCRPC Merger	Michele Boomhower	50%				Director worked on the CCMPO/CCRPC Merger Report to the Legislature on December 21.
CCMPO CCRPC Merger	Michele Boomhower	50%				Director worked on the CCMPO/CCRPC Merger Report to the Legislature on December 22.
CCMPO CCRPC Merger	Michele Boomhower	50%				Director worked on coordinating the meeting schedule for the CCMPO CCRPC Merger on December 29.
CCMPO CCRPC Merger	Michele Boomhower	50%				Director and Business Manager coordinated regarding Merger administration and finance planning activities on December 20.
CCMPO Website & Transportation Studies Library Maintenance	Daryl Benoit					1. Standard project updates, news, headlines, agendas/minutes, RFPs/RFQs, and calendar updates... 2. Developed Project Development information page: <a href="http://www.ccmpto.org/scoping/">http://www.ccmpto.org/scoping/</a> ... 3. Update & maintenance of Colchester Ave. Corridor project website: <a href="http://www.colchesteravenue.org/">http://www.colchesteravenue.org/</a> ...
Champlain Initiative	Michele Boomhower	50%				Director attended meeting of the Champlain Initiative on December 14, work focused on active transportation issues.
Continue to explore and implement new outreach and public involvement techniques	Bryan Davis	50%				Arranged meeting in January with Pablo Bose from UVM, who recently completed study of refugees and transportation. We will meet to discuss his research and ways the CCMPO could reach those communities.
Develop links to project management system for use by members	David Roberts					No activity this month.
Electronic newsletter of recent news and upcoming events	Bryan Davis	50%				Began drafting winter e-newsletter
Map locations of socio-economic groups	Bryan Davis	5%				Met with CCRPC staff to discuss strategy for this project. Will wait for new census data to be released in early 2011.

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
Outreach and education	Michele Boomhower	50%				Executive Director attended the monthly Lake Champlain Chamber/GBIC Legislative Committee meeting on December 1.
Outreach and education	Michele Boomhower	50%				Director attended the Annual Legislative reception of the Lake Champlain Chamber of Commerce on December 7.
Outreach and education	Michele Boomhower	50%				Director coordinated meetings with the incoming Secretary and Deputy Secretary of Transportation on December 8th related to the VAPDA Transportation Committee, the CCMPO, and rail issues in Chittenden County.
Outreach and education	Michele Boomhower	50%				Director attended the December 15th meeting of the Lake Champlain Chamber/GBIC Regional Affairs Committee.
Outreach and education	Michele Boomhower	50%				Director attended the monthly VAPDA meeting on December 2.
Outreach and education	Michele Boomhower	50%				Director prepared the meeting notes from the December VAPDA meeting on December 20.
Press releases and press conferences to highligh projects and programs	Michele Boomhower	50%				No activities this period.
Provide monthly emails detailing project progress to members	Michele Boomhower	50%				No activities this period.
TIP Summary	Christine Forde	0%				No activity this period
Way To Go! Commuter Challenge marketing	Peter Keating					No activity this month.
<b>4.2.1 Improve facilities(transit)</b>			<b>1 Project Update</b>			
Downtown Transit Center/Efficiency Shop Ltg.	Peter Keating					Downtown Transit Center: We expect to have a contract with our engineer, Vanasse Bangen Brustlin, in January. Efficiency Shop Lighting: We awarded a contract to install high efficiency lighting in CCTA's maintenance shop and bus storage area. The existing light fixtures in the facility are inefficient and aligned directly over the buses leaving the pathways in between dim. The new lighting will reduce energy consumption and direct light to the areas where it is needed the most. Materials for this installation are now being ordered by the contractor and the project should be completed by middle of February.
<b>4.2.3 Small community service program</b>			<b>4 Project Updates</b>			
Assistance to communities in preparing applications to services, programming, and funding opportunities	Bryan Davis	50%				Provided information about road sign replacements to some of the smaller towns.
CCMPO point-of-contact for town staff and officials	Bryan Davis	50%				Continued serving as point-of-contact for town staff and officials
Outreach materials about various programs, services, and funding opportunities	Bryan Davis	50%				Developed a range of outreach materials for the Jan 19 UPWP Public Forum to use across a variety of outlets.
Periodic updates about new/potential opportunities	Bryan Davis	50%				No activity this month

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(funding, grants), to celebrate success in other towns, and to convey relevant and timely information						
<b>4.2.4 Project coordination assistance initiative</b>			<b>4 Project Updates</b>			
Communication with communities and Vtrans as to interest in advancing projects	Michele Boomhower	50%				No activities this period.
List of all scoping or technical assistance projects that have not yet been completed, with current status	Christine Forde	0%				No activity this period
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
<b>4.3.1 Agency Administration</b>			<b>22 Project Updates</b>			
Active participation in national, regional, and state organizations	Michele Boomhower	50%				No activities this period.
Attending meetings with partners and stakeholders	Michele Boomhower	50%				No activities this period.
CCMPO Board of Directors	Michele Boomhower	50%				Director and staff prepared materials on December 14 for the December 15 Board meeting.
CCMPO Board of Directors	Michele Boomhower	50%				Director and staff prepared for and participated in the December 15 Board meeting.
CCMPO Board of Directors	Michele Boomhower	50%				Director and staff conducted follow-up on December 16 following the December 15 Board meeting.
CCRPC-CCMPO Joint Executive Committee	Michele Boomhower	50%				The Joint Executive Committee meeting was held on December 13.
Executive Committee	Michele Boomhower	50%				Preparation of the Executive Committee meeting packet was undertaken on December 1 and the packet was distributed in advance of the December 7th EC meeting.
Executive Committee	Michele Boomhower	50%				Executive Committee met on December 7.
Executive Committee	Michele Boomhower	50%				The EC packet was prepared and distributed on December 29th for the January 4th meeting
Executive Committee	Michele Boomhower	50%				Director coordinated organizational issues with Board Chair on December 1.
General Administrative Activities	Michele Boomhower	50%				Coordination of the UPWP mid-year budget and work program adjustment occurred on December 6.
General Administrative Activities	Michele Boomhower	50%				Coordination of the UPWP mid-year budget and work program adjustment occurred on December 13.
General Administrative Activities	Michele Boomhower	50%				Finalization of filings with VTrans for the UPWP mid-year budget and work program adjustment continued from December 16 through the month of December
General Administrative Activities	Michele Boomhower	50%				Preparation of the November Progress Report commenced on December 6.

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
General Administrative Activities	Michele Boomhower	50%				The Progress Report was completed on December 21st and transmitted to VTrans.
General Administrative Activities	Michele Boomhower	50%				The Director and Business Manager met with representatives of the People's Bank on December 28th to transition the payroll services to People's as part of aligning business practices and activities between the CCMPO and CCRPC in anticipation of merger.
General Administrative Activities	Michele Boomhower	50%				Director reviewed and processed batch historical batch email on December 28th.
Staff meetings	Michele Boomhower	50%				Staff meeting was held on December 1.
Staff meetings	Michele Boomhower	50%				A special joint Staff Meeting with CCRPC staff was held on December 6th to discuss health care plan options for CY11. Follow-up coordination with providers, Executive Committee and staff continued through the month of December.
Staff meetings	Michele Boomhower	50%				Director coordinated agenda for the December 14 Staff Meeting on December 13.
Staff meetings	Michele Boomhower	50%				Staff Meeting was held on December 14.
Staff meetings	Michele Boomhower	50%				Joint Staff Meeting of the CCMPO and CCRPC was held on December 3 to discuss health care plan options for CY11.
<b>4.3.11 Performance measures and indicators initiative</b>						<b>4 Project Updates</b>
Draft "state of the MPO" measures and indicators for review	Michele Boomhower	50%				No activities this period.
Draft "state of the system" measure and indicators for review	Michele Boomhower	50%				No activities this period.
Report to Board of a suite of "system" measures and indicators to determine whether objectives have been met	Michele Boomhower	50%				No activities this period.
Suite of draft external and internal operating measures	Michele Boomhower	50%				No activities this period.
<b>4.3.12 Strategic Planning</b>						<b>1 Project Update</b>
Continuation of Board Development Activities as Recommended through the FY2010 Board Development Process Outcomes	Michele Boomhower	50%				No activities this period.
<b>4.3.13 Innovative finance</b>						<b>2 Project Updates</b>
Develop potential new measures and mechanisms to implement policy, rule, and technical recommendations developed by the Blue Ribbon Commission	Michele Boomhower	50%				No activities this period.

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
Provide information to the Vermont Legislature on outcomes of the analysis	Michele Boomhower	50%				No activities this period.
<b>4.3.14 Analysis of Complex Governance Network Dynamics (UVM)</b>						<b>1 Project Update</b>
Staff, board, committee and partner stakeholder participation in the sharing of data, surveys, and focus groups	Michele Boomhower	50%				Director and staff coordinated with program staff of UVM on December 16 regarding the UVM Complex Governance analysis.
<b>4.3.2 Transportation Advisory Committee</b>						<b>3 Project Updates</b>
Ad hoc and special sub-committee meetings and minutes	Peter Keating					No activity this month.
Transportation Advisory Committee meetings and minutes	Peter Keating					TAC met on December 7th and heard presentations on the proposed I-89 Exit 12B, the Colchester Avenue Complete Streets demonstration project, debriefed the LTF project management training, and recommended project deletions to the Board.
Transportation Advisory Committee meetings and minutes	Peter Keating	50%				Director prepared monthly progress update for the TAC report on December 29 and coordinated potential involvement of VTrans District staff in future TAC meetings.
<b>4.3.3 Training &amp; Development</b>						<b>1 Project Update</b>
Attendance at seminars, courses, and conferences as necessary	Michele Boomhower	50%				No activities this period.
<b>4.3.7 Data collection and maintenance</b>						<b>6 Project Updates</b>
CCMPO Data Library Maintenance	Daryl Benoit	40%				Continued processing and posting of all ATR Count data collected in spring through fall of 2010. Completed processing and posting of all Intersection Traffic Count data collected in 2010 (a total of 55 intersections). For download, please visit the "Turning Movement Report": <a href="http://www.ccmpto.org/data/">http://www.ccmpto.org/data/</a>
Coordination with CCRPC on regional imagery update needs analysis	David Roberts					No activity this month.
Pavement Condition Data/Reports for Municipalities requesting pavement planning assistance	Daryl Benoit	75%				Continued MicroPAVER pavement report & map composition for Williston town highways.
Transportation data for use in CCMPO planning activities	Daryl Benoit					Answered 7 data requests
Update Park & Ride usage counts	Daryl Benoit	75%				Wayne Davis of VTrans wrote that he had not received all of the RPC & CCMPO Park-and-Ride usage counts for the 2010 year. MPO Staff (re-) submitted Park & Ride counts to VTrans, as well as NWRPC, & LCPC : <a href="http://www.ccmpto.org/data/parknride_data.php4">http://www.ccmpto.org/data/parknride_data.php4</a> ... Staff offered to count more locations if VTrans staff so desired.
Update the parking infrastructure	Daryl Benoit					No activity undertaken

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
database						
<b>4.3.8 Transportation model maintenance and enhancement</b>						<b>2 Project Updates</b>
CCMPO Daily Model Update - Phase 2	David Roberts	86%	\$42,500.00	\$32,022.50	75%	CCMPO received notice of a peer review award by the FHWA Travel Model Improvement Program to review our current daily model operation and provide recommendations for future enhancements. Model training will be scheduled following the conclusion of the peer review process.
FY2011 Transportation Model Updates	David Roberts	6%	\$0.00			The 2010 Model peer review process currently in development will provide recommendations for future model enhancements in 2011 and beyond.