

CCMPO / CCRPC Project Management System : Project Updates | **2011 01 Progress Report**

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CCMPO January 2011 Progress Report

2011 01 Progress Report

January2011Activity 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>8 Project Updates</b>			
Develop and Pilot protocol for Emergency Vehicle Routing	Jason Charest	100%				Spoke with Paul of the CCRPC some time ago and was informed that a protocol for roadway closures exists for EMS operations. Rescue operations are notified of roadway closures and if detours are significant additional assistance is requested. For example, Cambridge Rescue was recruited during Underhill's road closure last summer due to a 9 mile detour that would have been incurred by Underhill Rescue.
Develop List of Bridge, Intersection & Roadway Safety Priorities	Jason Charest	0%				No activities this period. Need to discuss course of action with Michele.
Develop Prioritized List of top 3 high hazard locations for HRRR	Jason Charest	0%				No activities this period. Prioritization usually occurs between February and April.
Develop Prioritized List of top 3 programmatic corridors for HRRR	Jason Charest	0%				No activities this period. Prioritization usually occurs between February and April.
Development of Safety Criteria for project prioritization	Jason Charest	100%				Met with Eleni to revise current scoring criteria and submitted changes to Christine for use in this years prioritization of projects.
High Risk Rural Roads Prioritization	Jason Charest	0%				No activities this period. Prioritization usually occurs between February and April.
Road Safety Audit and Corridor Field Reveiws	Jason Charest	100%				No activities this period.
Strategic Highway Safety Plan Core Group/Committee Participation	Eleni Churchill	60%				A Peer Exchange workshop with three other states (Pennsylvania, Ohio and Idaho) was held on January 11th and 12th to discuss their experiences with the Strategic Highway Safety Plans in their states. The workshop was very successful with great ideas being presented and discussed. A new effort to update Vermont's SHSP will begin in the spring.
<b>1.1.2 Incident Management Training</b>			<b>2 Project Updates</b>			
ICS Training Fall	Paul Luciano	100%				
ICS Training Spring	Paul Luciano	80%				Sent out request for feedback on times of scheduled ICS courses. Those that responded support currently scheduled times so at this point, times will remain. From this point forward until, a roster will be kept of those signed up for courses.
<b>1.1.3.1 Planning Assistance and coordination</b>			<b>24 Project Updates</b>			
Community TA for Transportation Issues	David Roberts	25%				Initiated work on a review of traffic patterns on I-189 eastbound to support the USA triathlon event which has proposed closing this section of highway to vehicular traffic for a national event in August 2011.
Community TA for Transportation Issues	David Roberts	25%				Director and staff met on January 4 to discuss request for technical assistance related to the USA Triathlon. It was agreed that limited technical assistance would be provided in coordination with RSG's pro-bono work for this project.
Community TA for Transportation Issues	David Roberts	60%				The Director attended a meeting with the Burlington City Council Chair to discuss Burlington transportation planning activities on January 11.
Community TA for Transportation Issues	David Roberts	60%				Director coordinated with staff on January 10 in preparation for a meeting with Williston staff on transportation program activities.
Community TA for Transportation Issues	David Roberts	60%				Director coordinated with staff on January 10 in preparation for a meeting with South Burlington staff on transportation program activities.
Community TA for	David	60%				Director coordinated with staff on January 10 in preparation for a

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Transportation Issues	Roberts					meeting with Burlington staff on transportation program activities.
Community TA for Transportation Issues	David Roberts	60%				Director coordinated with staff on January 10 in preparation for a meeting with South Burlington staff on transportation program activities.
Community TA for Transportation Issues	David Roberts	60%				Director and staff met with South Burlington staff and Board representative to discuss South Burlington transportation projects on January 20.
Community TA for Transportation Issues	David Roberts	60%				Director and staff met on January 20 to discuss upcoming Williston meeting re: local transportation projects.
Community TA for Transportation Issues	David Roberts	60%				Director and staff met with Williston staff and Board representative to discuss South Burlington transportation projects on January 24.
Community TA for Transportation Issues	David Roberts	60%				Director and staff met on January 27 to prepare for a meeting with Burlington staff re: local transportation projects.
Community TA for Transportation Issues	David Roberts	60%				Director and staff met with Burlington staff to discuss Burlington transportation projects on January 28.
Community TA for Transportation Issues	David Roberts	60%				Director met with Winooski state representative to discuss Chittenden County related transportation projects on January 20.
Community TA for Transportation Issues	David Roberts	60%				Director and staff attended quarterly meeting of the Burlington International Airport on January 19 re: airport transportation planning.
Community TA for Transportation Issues	David Roberts	60%				Director attended presentation of the Burlington International Airport Master Plan update on January 25.
Develop model Traffic Calming Program incorporating Street Design Guidelines	Jason Charest	0%				No activities this period. Looking to get started soon.
Infrastructure Management Software & Support	David Roberts	0%				No activity this month.
Intervale Avenue & North Winooski Intersection Assessment	David Roberts	0%				No activity this month.
Orchard School South Burlington	David Roberts	100%	\$10,032.01	\$10,023.65	100%	Final report completed and posted on CCMPO website: <a href="http://www.ccmpos.us/library/bikeped/orchard_elementary_school/">http://www.ccmpos.us/library/bikeped/orchard_elementary_school/</a>
Skunk Hollow Road Jericho	Jason Charest	80%				Town was sent the local match agreement. Awaiting signed and returned document before giving DuBois and King the official notice to proceed.
Spring Street & Main Intersection Analysis Winooski	Jason Charest	0%				No activities this period. This will be following on the coat tails of the Winooski Circulator evaluation and circulation of street network west of the Circulator.
US 7/ Marssett Road/Bostwick Road Intersection	Jason Charest	98%				Did not receive any comments regarding the final draft and will finalizing the report this week. VTrans is working on the installation of flashing beacons for the US7 approaches to the intersection.
Winooski Circulator Evaluation	Eleni Churchill	6%		\$0.00		A kickoff meeting with the selected consultant (RSG), Winooski Public Works Director and MPO staff was held on January 26th.
Winooski St Peter Street	David Roberts	50%				In response to a follow-up inquiry from Winooski staff, CCMPO initiated review of proposed DO NOT ENTER when flashing signage recommendation with FHWA MUTCD staff. Received confirmation the proposed signage would be MUTCD compliant. Investigating potential cost of using LED blank out signage similar to the no right turn arrow signs which light up when pedestrian hit the pedestrian call button at traffic signals with pedestrian amenities.
<b>1.1.3.2 VTrans planning assistance and coordination</b>						<b>16 Project Updates</b>
Access Management Classification Updates	Daryl Benoit	100%				Received feedback from VTrans to further develop their AM category data...
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	60%				CCMPO staff provided assistance with technical methodology for using the statewide transportation model in the Morrisville alternate truck route project development process.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	60%				Director coordinated VAPDA Transportation Committee activities on January 3 related to the upcoming meeting with the VTrans Secretary, TPI, VOBICIT, and Bike/Ped Count data.
Coordination with	Michele	60%				Director attended VAPDA monthly meeting on January 6th and

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VTrans on planning, project development studies & development review	Boomhower					updated the group on activities of the VAPDA Transportation Committee.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	60%				The Director coordinated the VAPDA Transportation Committee agenda on January 19 for the upcoming meeting with the VTrans Secretary.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	60%				The Director and VAPDA Transportation Committee members met on January 20th with the VTrans Secretary and members of his staff to discuss collaboration between VAPDA and VTrans.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	60%				Director coordinated VAPDA Transportation Committee activities on January 3 related to the upcoming meeting with the VTrans Secretary, TPI, VOBCIT, and Bike/Ped Count data.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	60%				Director coordinated the assembly of projects for congressional consideration by the RPCs and MPO on January 7.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	60%				Director coordinated materials/agenda on January 10 with RPC staff for the upcoming TPI meeting.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	60%				Director coordinated with the Congressional delegation staff on January 11 regarding CCMPO/CCRPC visit to DC in March.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	60%				Director and staff met with staff of VTrans District V on January 12 to discuss ongoing coordination.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	60%				Director and staff attended the January 20 TPI meeting.
Public Transportation Plan	Peter Keating	0%				No activity this month.
Safe Routes to School Committee	Peter Keating	50%				No activity this month.
VTrans Freight Plan	Michele Boomhower	60%				Checked with VTrans project coordinator in January - draft reports expected from the consultant in February.
VTrans ITS Architecture Plan	David Roberts	80%	\$0.00			No activity this month.
<b>1.1.3.3 Locally Managed Planning Assistance</b>						<b>7 Project Updates</b>
Burlington Branch Rail Bridge Load Ratings	Christine Forde	5%				Director met with NECR official on January 21 to discuss Scope of Work for the Burlington Branch Rail Bridge Load Rating project.
Colchester Avenue Complete Streets Pilot Study	Eleni Churchill	98%		\$0.00		MPO staff is currently working on a draft report to the City summarizing all data gathered for the Complete Streets demonstration project to-date. The CCMPO agreed to assist the City with additional data (volumes, queues, speeds, crashes, etc.) gathering in the spring.
Exit 12B IJR Study	Michele Boomhower	95%				No activities this period.
Parking Management Study for Burlington	Peter Keating	1%				Prodding Burlington on draft scope of work and project schedule.
Shelburne Harbor Rd Safety and Standards Analysis	David Roberts	45%	\$10,452.11	\$4,365.36	42%	Draft list of Harbor Rd improvements received from consultant. Met with town and consultant on 1/26 to review and provide feedback. Draft report expected in February which will be reviewed prior to the Selectboard presentation scheduled for early March.
Weaver Street Bridge Assessment	Christine Forde	5%				Stantec is working with New England Central Railroad to gain a right of entry permit.

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Winooski Street Circulation Study	Eleni Churchill	6%				A kickoff meeting with the selected consultant (RSG), Winooski Public Works Director and MPO staff was held on January 26th.
<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	58%				No activities this period.
Host Chittenden County Road Foremen Meetings	Bryan Davis	58%				Provided additional information to road managers regarding sign replacement and upgrades to meet the requirements of the updated MUTCD.
Identification of Corridors to include in signal optimization program	David Roberts	10%				No significant activity this month.
Review & Prioritize Signal Optimization Analysis/Capital Needs for the Region	David Roberts	15%				Continued development of regional traffic signal inventory GIS data with updates related to VTrans signal timing schedules and availability of coordination interconnect equipment. Additional work to be done will include a review of pre-emption equipment.
Transit Signal Priority pilot implementation assistance	David Roberts	10%				No 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	85%				CCTA issued a change order for less than 1% of construction costs due to VTrans requested changes and unanticipated circumstances. Poles have been installed; we are just waiting on the controller and signals.
Paratransit Software Scheduling Software	Peter Keating	7%				CCTA is setting up interviews with select transit providers, planning a statewide software vendor fair, and developing an advisory committee. The Paratransit Software Project: consultant will begin project March 8, 2011 with half-day meeting with the Vermont Public Transit Association.
Real Time Passenger Information	Peter Keating	12%				Staff received responses to the design review questions and is gathering information about our headsigns and fareboxes that may be integrated with this system and is doing a pilot project to upgrade older farebox equipment to current standards capable of integration
Systemwide ITS Application Development & Implementation	Peter Keating	0%				Individual projects are listed separately.
Transit Signal Priority	Peter Keating	12%				CCTA completed its test of an in-bus emitter. It worked but was noisy and distracting. The emitter has been removed and will be reinstalled on the top of the bus. We also tested the equipment on the intersection, which worked. However we will need to do additional work to be sure receivers accept and process the different emitter calls for transit signal priority and emergency vehicle pre-emption.
Wi-Fi on Link Buses	Peter Keating	100%				All CCTA link buses have free Wi-Fi service.
<b>2.1.4 Transportation Land Use Planning &amp; Review</b>						<b>4 Project Updates</b>
Act 250 Permit Review	Eleni Churchill	60%				No activity this period.
Coordinate participation in the State's Level of Service Policy Update	Eleni Churchill	0%				No activity this period.
Review/Update CCMPO/CCRPC Development Review Procedures/Policies	Michele Boomhower	10%				No activities this period.
Traffic Impact Study Review for Municipalities	Jason Charest	58%				Staff met with Roger Dickinson of Lamoreux and Dickinson (L&D) who are the consultants working on the Hannaford Traffic Impact Assessment in Hinesburg. We reviewed our memo prepared for the Town and were in general agreement of its findings. L&D will be

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						revising the TIA in the next couple of weeks.
<b>2.1.5 Transportation Landuse Planning</b>						<b>4 Project Updates</b>
Coordination	Charlie Baker	58%				Joint Executive Committee meeting held on 1/10/11 to review final draft of Report to Legislature regarding merger. Joint Board meeting held on 1/19 to review Final Report to Legislature. Final Report sent to all municipalities and requesting time on their legislative body agendas in March and April. Draft bylaws were drafted and improved at Bylaw work group meetings on 1/13 and 1/27. Joint mission and vision statements developed with work group on 1/19. Committee on Committees work group met on 1/13. All of these efforts help to improve the integration of transportation and land use planning.
Educational Forums	Charlie Baker	50%				task has been put on hold pending merger.
Land Use/Transportation Plan and/or Bylaw Checklist and/or Models	Charlie Baker	50%				task has been put on hold pending merger.
MOU & CCRPC Policy Amendments	Charlie Baker	50%				task has been put on hold pending merger.
<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	95%				Final draft report delivered to town staff for review in late January. Project completion expected by mid-February.
<b>2.1.8 Identify and Plan for Long Term Transportation Corridor Needs</b>						<b>3 Project Updates</b>
Analysis of pilot pathway connectivity preservation process - Winooski River Pathway Corridor	Peter Keating	5%				Defined project scope and identified GIS needs.
Develop methodology to address preservation of properties with rail access	Michele Boomhower	5%				Met with Rail Council Freight Subcommittee regarding rail property planning/zoning issues in January.
Review of Best Practices for securing transportation connectivity land resources	Michele Boomhower	0%				No activities this period.
<b>2.2.2 Land use data update and maintenance</b>						<b>5 Project Updates</b>
Updated various GIS layers relevant to coordinated transportation and land use planning	Pam Brangan	60%	\$0.00			Staff met with VCGI parcel data standards committee. The committee began to outline the outline of the standard - there will be three levels of parcel data development. The committee will meet again next month to continue to develop the standards. The goal is to have something to share with municipal planners at a GIS related event this summer.
Updated various GIS layers relevant to coordinated transportation and land use planning	Pam Brangan	60%	\$0.00			Staff continued updating the Housing Points data, completing an initial update of the Williston portion of the dataset. Staff also completed a full update of the Jericho portion of the dataset, with input from municipal officials. Staff worked to fill some data gaps in the Bolton portion of the dataset.
Updated VOBCIT Data	Pam Brangan		\$0.00			Staff reached out to Public Works Managers to find out what sort of summer field projects are needed. The biggest need is sign inventories. One municipality would like a culvert inventory as well as a sign inventory.
Updates to LUAM	Melanie Needle	75%				Staff is working on identifying the development densities of residential and commercial development outside of the sewer service area. These densities will inform an update of the ALU macro.
UrbanSim Recommendation	Melanie Needle					No work to report
<b>2.2.3 Transportation Environmental Planning</b>						<b>5 Project Updates</b>
Begin Development	Christine	10%				Prepared a list of topics to be covered and the general structure of

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of Web-based Summary of Environmental Issues	Forde					this web tool.
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%				No activities this period.
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde	75%				Director met with staff to discuss the status of the Wildlife Connectivity planning effort on January 7.
Update TAC & Board as needed on Environmental Resource issues	Michele Boomhower	60%				No activities this period.
<b>2.2.3.3 Transportation Environmental Planning: Online Resource Mapping</b>						<b>4 Project Updates</b>
Cache Map Service	Pam Brangan	50%				Staff is working through the caching of the Community map. There have been some issues with the caching that staff is still working through.
Data Inventory and Data Refinement/Migration	Pam Brangan	100%				All data has been inventoried, refined and migrated into the final Community Map. This data will be cached into a base map that will be shared with ESRI and will be the base of Chittenden County online maps.
Implement online mapping tool	Pam Brangan	15%				Staff created an online map for the Town of Richmond to use to help residents understand the new floodplain data. This web map can be viewed from outside the office network at <a href="https://maps.ccrpcvt.org/DFIRM">https://maps.ccrpcvt.org/DFIRM</a> .
Quality Assurance/Quality Control	Pam Brangan	2%				No activity this period.
<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%				No activity this period
Apply for supplemental grant funding as appropriate	Pam Brangan	0%				No activity this period
Conduct Educational Workshop(s)	Pam Brangan	0%				No activity this period.
Update data & maps	Pam Brangan	30%	\$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 meet in early January to discuss how to proceed wit the pilot projects. Staff prepared a proposed outline for how to proceed and sent the outline to the selection committee. Once we have addressed a few concerns from the committee, staff will move forward.
<b>2.3.1 Regional comprehensive planning involvement</b>						<b>5 Project Updates</b>
Apply for supplemental grant funding as appropriate	Michele Boomhower	60%				No activities this period.
Oversight of CCRPC MPO Work Program Tasks	Michele Boomhower	60%				CCRPC's January monthly progress report and billing statement were reviewed for accuracy and completeness. Intermittent meetings were held with Director and staff throughout the month.
Participation on Regional Plan Development Committee	Peter Keating	50%				Committee met and discussed project schedule change and coordination issues with CCRPC Regional Sustainability Plan.
Reports for CCRPC as needed	Michele Boomhower	60%				No activities this period.
Review of CCRPC related reports	Michele Boomhower	60%				CCRPC HUD Planning Grant documents, Executive Committee, Board Meeting and Progress reporting documents were reviewed for the month of January.

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<b>2.3.3 Corridors and Circulation</b>			<b>7 Project Updates</b>			
Colchester Avenue Corridor Study	Eleni Churchill	65%				Due to a conflict with another City meeting, the Colchester Avenue second public meeting originally scheduled for January 27th was postponed until February 3rd. The meeting will be held at the McClure conference room at FAHC, 7:00 pm -9:00 pm. MPO and consultant staff worked to spread the word of the date change and draft informational material for the meeting. MPO staff participated in a brainstorming session with the consultant team to develop long term concepts for Colchester Ave that will be presented to the public on February 3rd.
Main Street/US 7 Circulation Study	Eleni Churchill	0%				This project will be initiated after the Exit 16 Scoping study is finalized.
Shelburne Road Corridor Study	Eleni Churchill	4%				MPO staff is currently reviewing a draft SOW for this corridor study prepared by the selected consultant (PB) in late January. After the MPO comments are addressed the SOW will be sent to the City of South Burlington for their review.
US 2 Corridor Working Group	Eleni Churchill	75%				MPO staff updated the implementation matrix for the Route 2 Corridor Plan (short & medium term strategies) based on updated information from VTrans on specific efforts/projects.
VT 15 Corridor Working Group	Eleni Churchill					No activity this period.
Western Corridor Working Group(s)	Michele Boomhower	0%				No activities this period.
Williston Road Circulation Study	Eleni Churchill	4%				The Scope of Work for the Williston Road Circulation Study was finalized and a Notice to Proceed was sent to the selected consultant Resources Systems Group (RSG). A kickoff meeting for this project will be scheduled in late February/early March.
<b>2.3.3.1 Local Corridors &amp; Circulation</b>			<b>1 Project Update</b>			
North Avenue Corridor Study	Eleni Churchill	0%				Burlington DPW reiterated during a recent meeting with MPO staff that this study should be initiated sometime in April 2011.
<b>2.4.1 Alternative Fuels Planning</b>			<b>1 Project Update</b>			
Clean Cities Program	Michele Boomhower	60%				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	60%				Coordinated with Gina C. of VTrans in January to host a meeting related to Electric Vehicle activities during the month of February.
Partnership to implement programs & projects as opportunities arise	Michele Boomhower	60%				Coordinated with Gina C. of VTrans in January to host a meeting related to Electric Vehicle activities during the month of February.
UVM TRC & Clean Cities program coordination	Michele Boomhower	60%				Continued to monitor UVM Clean Cities program activities in January.
<b>3.1.1 Create and Improve (transit)</b>			<b>4 Project Updates</b>			
Cherry Street Short Term Accomodations	Peter Keating	70%				All six originally planned shelters have been installed. We are working out some of the details with the solar lighting for these shelters. CCTA has obtained permission for three additional bus berthing areas and has filed for an encumbrance permit application for three additional shelters to accompany the three bus berthing areas.
Passenger Shelters	Peter Keating	15%				Site plans are complete and approvals have been received for two shelters in Milton. An RFQ to solicit quotes for these shelters is being developed. Site Plans for three shelters in Williston are nearly complete. An RFQ for soliciting quotes for these shelters is being prepared.
Regional Public Transportation Expansion	Peter Keating	60%				No activity this period.
Solar Shelter Lights	Peter Keating	5%				Solar lighting equipment has been received by the installer. Installation of the solar lighting should commence around March 1st.
<b>3.1.6 Public Transportation Planning by CCMPO</b>			<b>6 Project Updates</b>			
Efforts in Support of Transit Funding	Peter Keating	0%				No activity this month.

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Alternatives to the Property Tax						
Participation in CCTA ADA & Elders/Persons w/Disabilities Transportation Committees	Peter Keating	50%				No activity this month.
Public Transportation Committee Facilitation	Peter Keating	55%				Prompt to committee chair on potential discussion and meeting agenda items.
Public Transportation Communications	Peter Keating					No activity this month.
Public Transportation Communications	Peter Keating	60%				Director coordinated with CCTA General Manager regarding Transit planning on January 5.
Tilley Drive	Peter Keating	50%				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%				Project complete.
Development of Draft FY12-FY15 TIP	Christine Forde	5%				Staff began development of the layout of the FY12-15 TIP database.
FY10 Annual Listing of Projects Obligation Funds on CCMPO Website	Christine Forde	10%				Staff sent an information request to CCTA and VTrans to provide FY10 obligations. Obligation information has been received from CCTA. We are still waiting for data from VTrans.
Prioritization of CCMPO Region's projects for submission to VTrans	Christine Forde	15%				Staff completed initial project scoring sheets and distributed them to TAC members for comment.
Prioritization of CCMPO Region's projects for submission to VTrans	Christine Forde	25%				Director reviewed Project Prioritization materials for the upcoming process on January 3.
TIP Amendments as Needed	Christine Forde	60%				A TIP amendment was approved at the January Board meeting for a cost increase for I-89 Culverts in South Burlington and Colchester.
<b>3.3.1 Access &amp; Mobility</b>						<b>3 Project Updates</b>
ADA Program	Peter Keating	50%				CCTA's Board of Directors adopted a failure to board policy following review by the ADA committee. This policy consolidates two prior policies on No Shows and Late Cancellation. The new policy applies to the ADA, E&D, and Tilley Drive programs. The policy goes into effect March 1, 2011. Staff is working with the CCTA board Strategy committee on a review of the CCTA's program including ridership demand, cost management, and assessments.
E & D Program	Peter Keating	50%				No new activity.
Tilley Drive Shuttle	Peter Keating	100%				Project is 100% implemented.
<b>3.3.4 2060 Metropolitan Transportation Plan (MTP)</b>						<b>7 Project Updates</b>
Draft sections of 2035 MTP	Peter Keating	60%				Completed a draft version of MTP Chapter 3 - "Population, Economics and Transportation: Characteristics, Behaviors and Trends" Completed Scenario Planning report.
Draft sections of 2035 MTP	Peter Keating					Director reviewed MTP Survey Chapter report on January 3.
Draft sections of 2035 MTP	Peter Keating	50%				Director attended the January 26 MTP Advisory Committee meeting to discuss the HUD Regional Sustainability Planning grant process and how that relates to the MTP schedule.
Municipal, resource agency, and public outreach on status, strategies, and projects	Peter Keating	0%				No activity this month.
Perform transportation and land-use modeling analyses	David Roberts	50%				Continued coordination with RPC staff regarding limits on development related to soil suitability for septic systems.

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Public Hearings and Finalization of MTP 2035	Peter Keating	0%				No activity this month.
Review of update status and draft documents by project advisory committee	Peter Keating	60%				Committee met on 1/26. Staff presented Scenario Planning Report and a draft MTP Chapter 3. Committee also discussed project schedule and MTP coordination with CCRPC Regional Sustainability Plan.
<b>3.3.4.1 CCRPC MTP Support</b>			<b>3 Project Updates</b>			
Assist with Resource Agency Consultation	Charlie Baker	50%				task deferred to Regional Sustainability Planning project.
MTP data and maps	Pam Brangan	32%	\$0.00			Staff provided revised MTP maps with Figure numbers on them.
Review MTP to identify issues related to regional plan consistency	Charlie Baker	58%				RPC Director participated in 1/26 MTP Advisory Committee to discuss land use scenarios and integrating the MTP into the Regional Sustainability Planning project. There were also staff discussions related to these topics leading up to the meeting.
<b>3.3.5 Freight Transportation Planning</b>			<b>7 Project Updates</b>			
Draft sample zoning and municipal plan language for stated preference for rail-served businesses	Michele Boomhower	5%				Director attended Statewide Rail Council Freight Sub Committee on January 26 to discuss planning & zoning of properties adjacent to rail services.
Establish regional Freight Transportation Working Group to advance strategies outlined in Western Corridor Transportation Management Plan	Michele Boomhower	0%				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	60%				Continued coordination with VTrans, communities and railroads in January.
Participate in Vermont Rail Advisory Council and subcommittee activities	Michele Boomhower	60%				Director attended monthly Rail Council Meeting and related VRAN sponsored event on Vermont rail initiatives on January 26.
Participate in Vermont Rail Advisory Council and subcommittee activities	Michele Boomhower	60%				Director coordinated ongoing planning for Chittenden County rail related projects on January 7 in preparation for a meeting with the VTrans Secretary.
Participate in Vermont Rail Advisory Council and subcommittee activities	Michele Boomhower	60%				Director met with NECR and congressional staff officials on January 13 related to the upcoming meeting with the VTrans Secretary on Chittenden County rail projects.
Work with local municipalities and railroads to identify and select properties in Chittenden County	Michele Boomhower	50%				No activities this period.
<b>3.4.1 Pedestrian/Bicycle transportation planning</b>			<b>11 Project Updates</b>			
Administer/manage pedestrian/bicycle planning efforts	Bryan Davis	58%				No CCMPO Bicycle/Pedestrian Committee work in Jan - focus is now on gathering data for performance measures in the 2008 Regional Bicycle/Pedestrian Plan.
Administer/manage the sidewalk grant program	Peter Keating	0%				No activity this month.
Bicycle/Pedestrian Data Collection	Daryl Benoit					Updated/QC Bike/Ped count data

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Champlain Elementary School SR2S Project Mgt.	Bryan Davis	50%				Sent updated scope to Nicole Losch along with list of potential consultants - waiting to hear back from her.
Continue advancing other UPWP tasks that demonstrate commitment to active transportation programs	Bryan Davis	58%				Project tasks in other activities include facilitation for Colchester Ave Pilot Project, initial planning for 2011 Way to Go, assistance with CarShare VT projects, and others.
Establish baseline data for performance measures as stated in the 2008 Regional Pedestrian/Bicycle plan	Bryan Davis	58%				Began compiling data for performance measures outlined in the 2208 Regional Bicycle/Pedestrian Plan.
Federal authorization: monitor progress of legislation	Michele Boomhower	60%				Continued to monitor reports on progress during January.
Meetings with local communities and group to advance pedestrian/bicycle facilities	Bryan Davis	58%				Participated in subcommittee meeting of BTV Bike Cluster on Jan 31 to finalize mission statement. This group is primarily focused on economic development opportunities related to bicycles and bicycling in Burlington.
Presentations and other educational material	Bryan Davis	58%				Prepared and sent description of CCMPO Bicycle/Pedestrian Committee's prioritization process to Jon Kaplan, as requested. This could be a future TPI topic or a resource for other regions. Waiting for feedback from Jon, Amy, others.
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	58%				See attached Local Motion report
Administration of contract	Bryan Davis	58%				See attached Local Motion report
Educate region on gaps in network, ways to address them	Bryan Davis	58%				See attached Local Motion report
Provide technical assistance to trail/walk/bike committees	Bryan Davis	58%				See attached Local Motion report
Work to advance regional connections between towns	Bryan Davis	58%				See attached Local Motion report
Work with state/regional leaders to seek creative funding	Bryan Davis	58%				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	12%				GMTA TDP: Staff worked on drafting chapters of the TDP
Evening Trips	Peter Keating	100%				Evening trip departure times from Cherry Street were changed by 5-10 minutes to reflect actual running times.
Pine Street Route	Peter Keating	100%				Changes to the Saturday Pine Street route will go in to effect in March
Ridecheck of Williston Route	Peter Keating	100%				The ridecheck was completed.
System Timepoint	Peter	65%				Changes reviewed from fall and early winter will be implemented

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Analysis & Scheule Update	Keating					with the March Bus Map and Guide. CCTA has installed an internal Wi-Fi so that we can download bus on time performance information without removing hard drives from each bus.
Williston and So. Burlington Circulator Schedule Changes	Peter Keating	60%				As of mid-December, the upgraded Williston Road/US 2 corridor service has been operating for six months. CCTA services along the corridor have been improved to include 15-minute weekday peak hour service, expanded operating hours, Sunday service to Williston (Taft Corners) and new weekday commuter service to Williston Village. These upgrades have provided better services to existing passengers and make CCTA services more attractive to choice riders. The current Williston (#1) route has averaged 1,266 daily weekday boardings, ranking second in system-wide ridership. The combined YTD ridership of the current Williston (#1), Williston-Essex (#1E) and South Burlington Circulator (#12) routes is 8.6% greater than the FY10 YTD ridership of the previous routes servicing the corridor. When including the YTD ridership of the Williston Village (#1V) route which has averaged nearly 11 boarding per roundtrip the total corridor ridership has been increased by 10.8%. The current ridership levels are in-line with the ridership projections used in the CMAQ grant application. Ridership is expected to grow as the corridor service matures.
<b>3.4.3 Transportation Demand Management (TDM)</b>			<b>10 Project Updates</b>			
Assist CarShare Vermont with outreach planning	Bryan Davis	58%				Met with Christina Erickson, Champlain College Sustainability Coordinator, on Jan 5 to talk about the college's long term transportation planning and the role of TDM, including CarShare VT. Met with CarShare VT Outreach Committee on Jan 6 to discuss new outreach projects such as video testimonials and marketing.
Coordination meetings with Vtrans regarding park and ride development	Peter Keating	0%				No activity this month.
Create Walk, Bike, Ride Share Educational Campaign (CarShare VT)	Bryan Davis	58%				Reviewed updated TDM project proposal in preparation for Feb 8 meeting.
Develop Rural Communities Alternative Transportation Access Model (CarShare VT)	Bryan Davis	0%				No activity this month
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	85%				Consultant revising text for final draft plan.
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	60%				Director met with CCTA, CarShare VT, and Local Motion staff on January 12 to discuss regional TDM pilot concept and prepare for meeting with the VTrans Deputy Secretary on the topic.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating	60%				Director continued preparation of TDM pilot materials on January 21.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating	60%				Director and representatives of CCTA, CarShare VT and Local Motion met with VTrans Deputy Secretary on January 24 to discuss Chittenden County TDM pilot project.
<b>3.4.3.1 Way to Go! Commuter Challenge</b>			<b>6 Project Updates</b>			
A statistically valid follow up survey to accurately measure 2010 program	Peter Keating	0%				No activity this month. This task is not anticipated to be done this year.
Baseline and tracking	Peter	0%				No activity this month.

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data to assess success of program	Keating					
Manage registration database	Peter Keating	10%				Web site revisions on-going.
Support VEIC as project contractor	Peter Keating	10%				Coordinated with VEIC on High Meadows Fund application for project workshop.
W2GW Project Website Maintenance & Development	Daryl Benoit	60%				Attended W2GW data design meeting at VEIC on 13 Jan 2011. Temporary update for 2011 W2GW website to be utilised before the anticipated Apr 2011 deployment of the new site.
Work with WTG Partners and VEIC on outreach and promotional activities	Peter Keating	10%				Continued discussions with VEIC on program outreach strategies.
<b>3.4.4.2 Project Definition (Scoping) Studies (consultants)</b>						<b>8 Project Updates</b>
Bay Road Bridge	Christine Forde	95%				Final edits to the scoping report were made by CCMPO staff. The project is substantially complete.
Burlington-Winooski Main Street Bridge	Christine Forde	20%				CCMPO Executive Director and staff met with representatives from Burlington, Winooski, VTtrans, Maintenance District 5 and Hoyle Tanner to discuss information that had been gathered regarding this bridge and discuss next steps. CCMPO will be receiving a proposal from Hoyle Tanner for bridge evaluations.
Exit 14 Intercept (with earmark)	Christine Forde	15%				Executive Director and Staff worked with CATMA on January 18 to prepare a presentation and hand out materials for the South Burlington City Council presentation, Scheduled for February 7.
Exit 14 Intercept (with earmark)	Christine Forde	15%				Executive Director and Staff worked with CATMA on January 19 to prepare a presentation and hand out materials for the South Burlington City Council presentation, Scheduled for February 7.
Exit 14 Intercept (with earmark)	Christine Forde	15%				Executive Director and staff continued preparations on January 27 for the Exit 14 Intercept Facility presentation to the South Burlington City Council.
Exit 14 Intercept (with earmark)	Christine Forde	15%				Executive Director and staff continued preparations on January 31 for the Exit 14 Intercept Facility presentation to the South Burlington City Council.
Exit 16 Scoping Study- Colchester	Eleni Churchill	85%				The Exit 16 Scoping Study is nearing completion. Preliminary design alternatives were developed for a new future year of 2028, including a Double Crossover Diamond (DCD) interchange and traditional capacity improvement alternatives. The Steering Committee is meeting on February 9th to review and comment on the updated traffic analyses for planning year 2028, the preliminary design of alternatives as well as the Evaluation Matrix of viable alternatives.
Gentes Road Bridge	Christine Forde	85%				McFarland Johnson is still waiting to obtain a right of entry permit for testing of the railroad bridge.
<b>3.4.4.3 Project Definition (Scoping) Studies (Locally Managed)</b>						<b>13 Project Updates</b>
Airport Parkway/Lime Kiln Road/Ethan Allen Drive, South Burlington	Christine Forde	0%				No activity this period.
Colchester/Winooski Intermodal Facility	Michele Boomhower	0%				No activities this period - need to check with NECR/Burlington International Airport regarding continuing interest in this project.
Crescent Connector Scoping - Essex Junction	Eleni Churchill	87%				A meeting with NECR and Rail America to discuss rail issues related to the two Connector Road alternatives was held in early January. Most of the comments received at the meeting were addressed to the extent possible. There are on going discussions (on the two alternatives) with other developers in the study area. The alternatives presentation to the Village Trustees is scheduled for February 22.
Crescent Connector Scoping - Essex Junction	Eleni Churchill	80%				Director coordinated activities related to the Crescent Connector project on January 7.
Crescent Connector Scoping - Essex Junction	Eleni Churchill	80%				Director coordinated activities related to the Crescent Connector project on January 10.
Crescent Connector Scoping - Essex Junction	Eleni Churchill	80%				Director met with Essex Junction Village Manager on January 19 to discuss the Crescent Connector and related rail projects.
Dickinson Street, Jericho	Christine Forde	60%				Staff met with representatives of Jericho and Stantec to discuss results of the traffic analysis and design concepts. Direction was

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						provided to Stantec regarding the towns desires. The designs will be finalized and and Alternatives Presentation meeting will be held in March.
Holy Cross Road/West Lake Shore Drive/Church to Prim Road, Colchester	Bryan Davis	15%				Staff met with Brian Osborne and Greg Edwards from Stantec to discuss this project.
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	0%				No activity this month.
Riverwalk Pathway West, Winooski	Christine Forde	0%				No activity this period.
Williston Road Improvements, I-89 to Cottage Grove, South Burlington	Eleni Churchill	5%				Prepared for project steering committee meeting in January.
<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	58%				Discussions with Town of Huntington/HERO and Town of Jericho/VHB about moving their respective projects forward. Provided feedback to HERO about paying someone to survey residents; their committee is meeting in February and will provide more info in Feb. Contacted VHB about Jericho project timeline; revised timeline to be submitted in Feb.
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	100%				No activity this month
<b>4.1.1 Education (transit)</b>						<b>1 Project Update</b>
Multimodal and Regional Coordination	Peter Keating	60%				MTP: No activity; Regional Park and Ride Plan: No activity; Colchester Avenue Corridor Study: CCTA continues to participate on the Technical Committee 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		Traffic alerts will resume in May 2011 for the next construction season.
<b>4.1.4 Public Participation, Communications &amp; legislative monitoring</b>						<b>36 Project Updates</b>
Annual evaluation of public participation in CCMPO activities	Bryan Davis	50%				No activity this month
CCMPO CCRPC Merger	Michele Boomhower	60%				Director coordinated Merger Report Comments on January 3.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director continued coordinating Merger report comments on January 4.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director facilitated Merger report scheduling with legislative committees on January 4.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director continued coordination of Merger activities on January 5.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director continued Merger related coordination on January 6.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director continued Merger related coordination on January 7.
CCMPO CCRPC	Michele	60%				Director continued Merger related coordination and legislative

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Merger	Boomhower					scheduling on January 10.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director continued Merger related coordination on January 12th including internal Working Group coordination re: Bylaws/Mission-Vision/Committees.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director continued Merger related coordination on January 13 including legislative coordination, Joint Bylaws WG, and Joint Committee Structure WG.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director met with Joint Bylaws Work Group regarding the Merger on January 13.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director met with Committee Structure Work Group on January 13.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director continued Merger related coordination on January 18.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director met with Mission/Vision Work Group related to the Merger on January 19.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director attended a Joint Board Meeting of the CCMPO/CCRPC related to the Merger on January 19.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director met with Senate Natural Resources Committee regarding the CCMPO/CCRPC Merger on January 21.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director met with Senate Transportation Committee regarding the CCMPO/CCRPC Merger on January 21.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director continued Merger related scheduling on January 21.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director met with Senate Government Operations Committee regarding the CCMPO/CCRPC Merger on January 25.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director met with House Commerce Committee regarding the CCMPO/CCRPC Merger on January 27.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director met with CCRPC Director on January 28 to prepare materials for the Joint Finance Committee meeting.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director coordinated Merger related activities including working group meetings on January 11.
CCMPO CCRPC Merger	Michele Boomhower	60%				Director prepared for and attended Merger working group on Bylaws on January 27.
CCMPO Website & Transportation Studies Library Maintenance	Daryl Benoit	60%				Standard project updates, news, headlines, project pages, and agendas/minutes. Updated online glossary... Updated Colchester Ave. Corridor Project website. Posted "Route 116 Hinesburg Village Corridor Scoping Study", "Orchard Elementary School Pedestrian & Bicycle Access Study", "2 Charlotte Trail Easement studies ... Updated code for entering a new 'Year' on CTA ... <a href="http://www.ccmpto.info/cta/">http://www.ccmpto.info/cta/</a> ... Researched web calendar solution. Implemented Google Calendar on CCMPO website, briefed some staff in login & use of tool... Developed/added scoping page into website navigation bar... Drafted & posted BIA "Vision 2030" notice for web. Worked creating config. file for MySQL for initial WordPress installation for desktop PC (to serve as possible Content Management System for future MPO/RPC website). Experimented with developing improved code for website menus...
Champlain Initiative	Michele Boomhower	60%				Director attended the monthly meeting of the Champlain Initiative on January 18 - discussion included the transportation infrastructure and community health interface.
Champlain Initiative	Michele Boomhower	60%				Director attended the monthly meeting of the Champlain Initiative on January 18 - discussion included the transportation infrastructure and community health interface.
Continue to explore and implement new outreach and public involvement techniques	Bryan Davis	58%				Met with Pablo Bose, UVM professor, to discuss his research about refugees and transportation in our region. He will share UPWP public forum with advocacy groups and encourage participation in CCMPO activities.
Continue to explore and implement new outreach and public involvement techniques	Bryan Davis	58%				Community outreach throughout January to solicit ideas for FY2012 UPWP through emails, Front Porch Forum, Seven Days, flyers and mailings. Began compiling project ideas for UPWP Committee meeting in Feb.
Develop links to project management system for use by members	David Roberts	0%				No significant activity this month.
Electronic newsletter of recent news and upcoming events	Bryan Davis	58%				Continued updating draft winter e-newsletter for release in Feb.

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Map locations of socio-economic groups	Bryan Davis	5%				Waiting for census data to be released in early 2011.
Outreach and education	Michele Boomhower	60%				Continued regional communications re: transportation with various stakeholders in January.
Press releases and press conferences to highligh projects and programs	Michele Boomhower	60%				No activities this period.
Provide monthly emails detailing project progress to members	Michele Boomhower	60%				Preparing release of Winter Executive Directors Report for February.
TIP Summary	Christine Forde	0%				No activity this period.
Way To Go! Commuter Challenge marketing	Peter Keating	0%				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	8%				Downtown Transit Center: CCTA's board approved CCTA to contract with Vanasse Bangen Brustlin for professional services related to the design of the downtown transit center (1% complete) Efficiency Shop Lighting: Contractor began work (30% complete) Monthly and Annual Performance reports: No significant new activity. (60% complete)
<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	58%				Continued providing information about road sign replacements to Charlotte and other towns. Also provided potential funding sources for bridge upgrades.
CCMPO point-of-contact for town staff and officials	Bryan Davis	58%				Continued serving as point-of-contact for town staff and officials. Visited with staff in Bolton and Richmond on Jan 20.
Outreach materials about various programs, services, and funding opportunities	Bryan Davis	58%				Followed up with towns to solicit potential FY2012 UPWP project ideas.
Periodic updates about new/potential opportunities (funding, grants), to celebrate success in other towns, and to convey relevant and timely information	Bryan Davis	58%				Sent information about Hazard Mitigation Grant Program to municipalities.
<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	60%				Continued coordination and discussions with VTrans staff in January regarding the Candidate List reduction process.
List of all scoping or technical assistance projects that have not yet been completed, with current status	Christine Forde	5%				Staff provided updates to Board and TAC members on VTrans weekly reports for 1/14/11 and 2/4/11.
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>23 Project Updates</b>
Active participation in national, regional,	Michele Boomhower	60%				Director coordinated plans for herself and the Board Chair on January 7 to attend the annual NADO Washington Policy

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and state organizations						Conference.
Annual Meetings of the CCMPO	Bernie Ferenc	10%				No activities this period.
Attending meetings with partners and stakeholders	Michele Boomhower	60%				Director attended a Legislative Breakfast event sponsored by the Lake Champlain Chamber/GBIC on January 10.
Attending meetings with partners and stakeholders	Michele Boomhower	60%				Director attended a Burlington Business Association event related to Downtowns on January 13.
CCMPO Board of Directors	Michele Boomhower	60%				Director prepared agenda for meeting with Board Chair on January 24.
CCMPO Board of Directors	Michele Boomhower	60%				Director attended January 19 Board Meeting.
CCRPC-CCMPO Joint Executive Committee	Michele Boomhower	60%				Director and staff coordinated to mail the Joint Executive Committee materials to members on January 4
CCRPC-CCMPO Joint Executive Committee	Michele Boomhower	60%				Director attended Joint Executive Committee meeting held on January 10.
Executive Committee	Michele Boomhower	60%				Director and Business Manager prepared for and attended the January 4th CCMPO Executive Committee meeting.
Executive Committee	Michele Boomhower	60%				Director met with Board Chair on January 25th to discuss organizational activities and plan for the February Executive Committee meeting.
Finance Committee	Bernie Ferenc	60%				Director coordinated materials with the Business Manager on January 18 in advance of the Joint Finance Committee meeting.
General Administrative Activities	Michele Boomhower	25%				Director continued coordination related to the review of the CCMPO's retirement plan services on January 5.
General Administrative Activities	Michele Boomhower	60%				Director prepared Progress Report entries on January 24.
General Administrative Activities	Michele Boomhower	60%				Director made Progress Report entries on January 25.
General Administrative Activities	Michele Boomhower	60%				Director finalized monthly Progress Report entries on January 31 and transmitted the report to VTrans.
General Administrative Activities	Michele Boomhower	60%				Director coordinated with staff on January 13 regarding public outreach for the FY12 UPWP process.
General Administrative Activities	Michele Boomhower	60%				Director coordinated FY12 UPWP Committee preparations on January 18.
General Administrative Activities	Michele Boomhower	60%				Director continued FY12 UPWP process coordination activities on January 27.
Special meetings	Bernie Ferenc	60%				No activities this period.
Staff meetings	Michele Boomhower	60%				Director prepared for and attended CCMPO Staff Meeting on January 11.
Staff meetings	Michele Boomhower	60%				Director prepared staff meeting agenda on January 24.
Staff meetings	Michele Boomhower	60%				Director attended January 25th staff meeting and coordinated follow-up.
Staff meetings	Michele Boomhower	60%				A joint staff meeting was held with the CCRPC on January 11 to discuss the progress of the Merger activities.
<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	0%				No activities this period.
Draft "state of the system" measure and indicators for review	Michele Boomhower	0%				No activities this period.
Report to Board of a suite of "system" measures and	Michele Boomhower	0%				No activities this period.

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indicators to determine whether objectives have been met						
Suite of draft external and internal operating measures	Michele Boomhower	0%				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	60%				As is relates to the Merger of the CCMPO/CCRPC Board development activities continued to advance in January.
<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.
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	60%				Coordinated with VTrans to transmit historical project prioritization scores to the UVM researchers in January.
<b>4.3.2 Transportation Advisory Committee</b>						<b>2 Project Updates</b>
Ad hoc and special sub-committee meetings and minutes	Peter Keating	0%				No activity this month.
Transportation Advisory Committee meetings and minutes	Peter Keating	60%				TAC met 1/4, received an update on the MTP, and heard staff presentations on speed studies and retro-reflectivity standards
<b>4.3.3 Training &amp; Development</b>						<b>1 Project Update</b>
Attendance at seminars, courses, and conferences as necessary	Michele Boomhower	60%				No activities this period.
<b>4.3.4 Training (transit)</b>						<b>1 Project Update</b>
CCTA attendance at seminars, courses, and conferences as necessary	Peter Keating	60%				One planning staff member was accepted to the Eno Foundation's Transit Executive Seminar in Washington.
<b>4.3.7 Data collection and maintenance</b>						<b>11 Project Updates</b>
Assist CCRPC with update of their culvert signage inventories	Daryl Benoit	60%				No activity undertaken
Assist UVM Transportation Research Center with collection, processing, and	Daryl Benoit	40%				staff updated TRC staff with most recent bike/ped count updates, and consulted the strategy of counter placement.

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estimation of bicycle and pedestrian traffic within the region						
CCMPO Data Library Maintenance	Daryl Benoit	60%				Continued processing and posting of all ATR Count data collected in spring through fall of 2010.
Coordination with CCRPC on regional imagery update needs analysis	David Roberts	35%				Reviewed VCGI's proposed options for "buy up" of additional imagery and terrain model products. Will coordinate with CCRPC on regional response.
Pavement Condition Data/Reports for Municipalities requesting pavement planning assistance	Daryl Benoit	95%				Adjusted map of Williston PCI, generated a draft copy and sent to BH. Posted Williston town Paver data online: <a href="http://www.ccmopo.org/data/">http://www.ccmopo.org/data/</a> ... Edited and further developed Williston PCI report. Sent a draft to BH in Williston; Received comment from BH... He wants a cost forecast attempt.
Transportation data for use in CCMPO planning activities	Daryl Benoit	60%				Answered 3 data requests
Transportation data for use in CCMPO planning activities	Daryl Benoit	60%				Director met with MPO & RPC staff to discuss the summer 2011 intern program on January 7.
Transportation data for use in CCMPO planning activities	Daryl Benoit	60%				Director met with CCMPO/CCRPC staff to continue to discuss summer intern program.
Transportation data for use in CCMPO planning activities	Daryl Benoit	60%				Director met with CCMPO/CCRPC staff to continue to discuss summer intern program.
Update Park & Ride usage counts	Daryl Benoit	75%				No activity undertaken
Update the parking infrastructure database	Daryl Benoit	0%				No activity undertaken
<b>4.3.8 Transportation model maintenance and enhancement</b>			<b>2 Project Updates</b>			
CCMPO Daily Model Update - Phase 2	David Roberts	88%	\$42,500.00	\$32,022.50	75%	CCMPO is proceeding with the FHWA sponsored peer review process. Reviewers from Portland, OR; Boise, ID; Ohio DOT, and Atlanta, GA have agreed to participate. The first session is scheduled for early February.
FY2011 Transportation Model Updates	David Roberts	7%	\$0.00			The 2010 Model peer review process now underway will provide recommendations for future model enhancements in 2011 and beyond.