

CCMPO February 2011 Progress Report

2011 02 Progress Report February 2011 Activity 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>7 Project Updates</b>
Develop and Pilot protocol for Emergency Vehicle Routing	Jason Charest	100%				No activities this period.
Develop List of Bridge, Intersection & Roadway Safety Priorities	Jason Charest					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	25%				Received data from VTrans for prioritization. Work on prioritization has begun. The time line for this is tight as VTrans wants candidate locations by 3/25.
Develop Prioritized List of top 3 programmatic corridors for HRRR	Jason Charest	25%				Received data from VTrans for prioritization. Work on prioritization has begun. The time line for this is tight as VTrans wants candidate locations by 3/25.
Development of Safety Criteria for project prioritization	Jason Charest	100%				No activities this period.
High Risk Rural Roads Prioritization	Jason Charest	25%				Received data from VTrans for prioritization. Work on prioritization has begun. The time line for this is tight as VTrans wants candidate locations by 3/25.
Strategic Highway Safety Plan Core Group/Committee Participation	Eleni Churchill					The Core Group is in the process of reviewing federal, state and regional safety plans as well as information gathered during the Peer Exchange workshop in preparation of the Vermont SHSP update.
<b>1.1.2 Incident Management Training</b>						<b>1 Project Update</b>
ICS Training Spring	Paul Luciano	85%				
<b>1.1.3.1 Planning Assistance and coordination</b>						<b>11 Project Updates</b>
Community TA for Transportation Issues	David Roberts	70%				Provided transportation model runs to examine potential traffic patterns if I-189 eastbound were closed for the USA Triathlon event proposed for August 2011.
Community TA for Transportation Issues	David Roberts	100%				Director and staff participated in a debrief meeting with HUD officials regarding the TIGER II grant application for Park Place Essex Junction on 02/08/11.
Community TA for Transportation Issues	David Roberts	66%				Director coordinated with staff regarding Burlington transportation projects on 02/18/11.
Develop model Traffic Calming Program incorporating Street Design Guidelines	David Roberts	5%				Initiated review of US Traffic Calming Manual and traffic calming programs in other regions in preparation for working with the City of Burlington on an update of their traffic calming program guidelines.
Infrastructure Management Software & Support	David Roberts	0%				No activity this month.
Skunk Hollow Road Jericho	Jason Charest	85%				Received the local match agreement from the town. Also reviewing a draft report of the paving alternative evaluation.
Spring Street & Main Intersection Analysis Winooski	Jason Charest	0%				No activities this period.
US 7/ Marssett Road/Bostwick Road Intersection	Jason Charest	100%				Report has been finalized and put on the CCMPO website.
Westford - Woods Hollow Rd Technical Assistance	David Roberts	5%				CCMPO Staff met with town officials to discuss issues of concern for this study. CCMPO has requested crash data for this corridor and will coordinate updated traffic data collection of vehicle speeds and volumes this summer.
Winooski Circulator Evaluation	Eleni Churchill	8%		\$0.00		The consultant (RSG) has assembled the necessary traffic volumes and crash reports for the study area and they began the difficult task of balancing the volumes from the different approaches to the Circulator. A preliminary draft of the various traffic circulation changes (scenarios) that will be evaluated for the Winooski Circulator was also prepared for review.
Winooski St Peter Street	David Roberts	70%				Continued investigation of MUTCD compliant traffic control options for notifying motorists at the St Peter St / North St intersection of one-way operation during school peak periods. Pricing for LED blank out DO NOT ENTER signage is approximately \$5,000 per sign, not including power, mounting, or installation costs. A memorandum summarizing findings to-date is under development for City review in March.
<b>1.1.3.2 VTrans planning assistance and coordination</b>						<b>15 Project Updates</b>
Access Management Classification Updates	Daryl Benoit					No major activity undertaken
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Director coordinated agenda on 02/01/11 for 02/02/02 meeting with VTrans Secretary, CCMPO Board Chair and CCRPC Director re: CCMPO and merger activities.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Director attended an 02/02/02 meeting with VTrans Secretary, CCMPO Board Chair and CCRPC Director re: CCMPO and merger activities.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Director coordinated on various VTrans related programs on 02/09/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Director coordinated with VTrans on project development activities on 02/10/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Staff coordinated with VTrans Program Development staff on various project development activities on 02/11/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Director participated in TCI conference call at VTrans request on 02/15/11 to discuss sustainability and climate planning activities.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Director coordinated VAPDA Transportation Committee activities in support of VTrans programs 02/17/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Director coordinated VAPDA Transportation Committee activities in support of VTrans programs 02/25/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Director coordinated VAPDA Transportation Committee activities related to Senator Leahy's spending requests in support of VTrans programs 02/01/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Director attended the monthly VAPDA meeting to coordinate and in support of VTrans programs 02/03/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	66%				Director coordinated VAPDA Transportation Committee activities related to Traffic Calming and VT Highway Design Standards updates with VTrans staff in support of VTrans programs 02/04/11.

Public Transportation Plan	Peter Keating					No activity this month.
Safe Routes to School Committee	Peter Keating					No activity this month.
VTrans ITS Architecture Plan	David Roberts	90%	\$0.00			Inquired with VTrans regarding the availability of a draft of the architecture update. VHB, the consultant working on this project has suggested a draft for review should be ready in late March. CCMPO staff requested and received access to VTrans' Road Weather Information System (RWIS) account to review traffic data available from these stations. Although the weather-related functions appear to work well, several of the traffic volume data collection sensors are malfunctioning - VTrans intends to repair or replace these after the winter season.
<b>1.1.3.3 Locally Managed Planning Assistance</b>						<b>6 Project Updates</b>
Burlington Branch Rail Bridge Load Ratings	Christine Forde	10%				A request for proposals was developed and released in February for load rating of three railroad bridges. Proposals are due on March 9.
Colchester Avenue Complete Streets Pilot Study	Eleni Churchill	98%		\$0.00		CCMPO staff presented and discussed the Colchester Ave complete streets demonstration project (planning, monitoring and evaluating) at the February TPI Meeting.
Parking Management Study for Burlington	Peter Keating	5%				Works scope completed and sent to Burlington. RFP draft prepared and under review.
Shelburne Harbor Rd Safety and Standards Analysis	David Roberts	75%	\$10,452.11	\$4,365.36	42%	A draft of the final report for this study is under review by CCMPO and Town staff. A presentation to the Selectboard is scheduled for March, after which the study will be finalized.
Weaver Street Bridge Assessment	Christine Forde	10%				Stantec is obtaining final approvals for the Right of Access permit. Testing is tentatively scheduled to take place in mid-March.
Winooski Street Circulation Study	Eleni Churchill	8%				The consultant (RSG) has assembled the necessary traffic volumes and crash reports for the study area and they began the difficult task of balancing the volumes from the different approaches to the Circulator. A preliminary draft of the various traffic circulation changes (scenarios) that will be evaluated for the Winooski Circulator was also prepared for review.
<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	67%				No activities this period.
Host Chittenden County Road Foremen Meetings	Bryan Davis	58%				Began planning for the next Road Managers meeting to be held in South Burlington on March 15.
Identification of Corridors to include in signal optimization program	David Roberts	10%				A request for optimizing Marshall Ave was received from Williston as part of the solicitation for FY2012 UPWP projects. Staff expects work to begin on this in summer 2011 once count data is collected.
Review & Prioritize Signal Optimization Analysis/Capital Needs for the Region	David Roberts	17%				Continued development of regional traffic signal inventory GIS data with updates related pre-emption equipment.
Transit Signal Priority pilot implementation assistance	David Roberts	15%				Received update from CCTA on current signal priority activities. A controller software upgrade is planned for the South Winooski / Cherry St intersection which will allow further pilot tests of optical strobe priority operation here. Coordinating with CCMPO staff regarding examination of signal priority issues in the Shelburne Rd corridor study scope of work now under review.
Update CCMPO ITS Plan	David Roberts	8%				No significant activity this month. Waiting on draft of statewide architecture update before undertaking significant work on this project.
<b>1.2.2 Efficiency Improvements (ITS applications) (Transit)</b>						<b>5 Project Updates</b>
Fort Ethan Allen Signal	Peter Keating	90%				All of the poles and signal boxes have been installed. The signal controller has passed its bench test and we are now waiting for VTrans to accept the test results.
Paratransit Software Scheduling Software	Peter Keating	8%				CCTA has selected a consultant in consultation with VPTA. The Paratransit consultant holds a kick off meeting with VPTA on March 8, 2011. The VPTA software subcommittee will hold its first meeting on the same day.
Real Time Passenger Information	Peter Keating	13%				Staff continues to receive responses to the design review questions and is gathering information about our headsigns and fareboxes that may be integrated with this system. A pilot project is under consideration to upgrade older farebox equipment to current standards capable of integration. This project will be extended into FY12.
Systemwide ITS Application Development & Implementation	Peter Keating	0%				No activity this period
Transit Signal Priority	Peter Keating	13%				CCTA completed its test of an in-bus emitter. It worked but was noisy and distracting. The emitter has been removed and 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.
<b>2.1.4 Transportation Land Use Planning &amp; Review</b>						<b>3 Project Updates</b>
Act 250 Permit Review	Eleni Churchill					No activity.
Coordinate participation in the State's Level of Service Policy Update	Eleni Churchill					CCMPO staff reviewed the LOS & Congestion Policy material developed by RSG as part of the Exit 16 Circulation Study(2008).
Traffic Impact Study Review for Municipalities	Jason Charest	67%				Reviewed two updates to the initial Hinesburg Hannaford TIA. Worked on an updated memo to the town.
<b>2.1.5 Transportation Landuse Planning</b>						<b>4 Project Updates</b>
Coordination	Charlie Baker	67%				Final Report on Merger was reviewed with seven legislative committees. Committee on committees work group met on 2/10 to determine how best to structure committees to support integrated land use and transportation planning. Draft bylaws were revised and sent to all board members for comment. RPC Director presented project updates and proposals to UPWP committee on 2/16.
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>2.1.8 Identify and Plan for Long Term Transportation Corridor Needs</b>						<b>1 Project Update</b>
Analysis of pilot pathway connectivity preservation process - Winooski River Pathway Corridor	Peter Keating	5%				Refined project scope and requested GIS data layers to begin analysis.
<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	65%	\$0.00			Staff continued to work on the housing points data update. Staff contacted town planners in Burlington, Colchester, Essex, Essex Junction, South Burlington, and Williston to plan visits to town offices to fill in gaps in the dataset. Staff made some updates to the Essex portion of the dataset based on responses from town planners. Staff continued to fill in gaps in the Bolton and Charlotte housing points data. Staff reviewed existing pedestrian GIS data and attribute information.
Updated VOBCIT Data	Pam Brangan	100%	\$0.00			Began search for interns to conduct summer culvert and sign inventories.
Updates to LUAM	Melanie Needle					No work to report
UrbanSim Recommendation	Melanie Needle					No work to report
<b>2.2.3 Transportation Environmental Planning</b>						<b>7 Project Updates</b>
Begin Development of Web-based Summary of Environmental Issues	Christine Forde	12%				Staff is reviewing web based information systems used by other MPOs and regional organizations.

Develop Multi-year Plan to id Transportation Environmental Programs & Actions with Partners	Christine Forde	15%			CCMPO is working with CCRPC to advance our energy and climate planning effort.
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde	50%			CCMPO/CCRPC staff continue working on Wildlife and Transportation pilot project. Notification sent to towns who applied to program - Phase I will be working with Jericho, Richmond and Underhill to refine and package their protocols, which can then be used in other towns (specifically Bolton, Hinesburg, Huntington as Phase II).
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde	50%			CCMPO and CCRPC staff are working on advancing the energy and climate planning task. A request for proposals was released for consultant assistance in identifying best practices for energy and climate planning.
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde	66%			Director participated in Climate Action Planning staff level meeting on 02/01/11.
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde	66%			Director participated in staff level air quality climate meeting on 02/10/11.
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde	66%			Director participated in staff level air quality climate meeting on 02/17/11.
<b>2.2.3.2 Transportation Environmental Planning: Air, Energy and Climate Action Plan</b>					<b>6 Project Updates</b>
1. Best practices research & technical report	Julie Potter	60%			CCRPC and CCMPO developed a request for proposals to identify best practices for energy and climate action planning. The RFP will be released in March.
2. Draft policy framework	Julie Potter	5%			CCRPC and CCMPO developed a request for proposals to identify best practices for energy and climate action planning and for identification of a possible policy framework for climate action planning in Chittenden County. The RFP will be released in March.
4. Acquire best available GHG emission inventory estimation tools	Julie Potter				Staff has talked with the City of Burlington, Delaware Valley RPC, and ICLEI regarding their experience with conducting GHG inventories. This research is helping us to identify the most appropriate tool for this task. Staff has determined that the best approach for doing an accounting of emissions would be to develop a spreadsheet tool based on the methodologies of ICLEI and DVRPC.
5. Start benchmark year emissions inventory	Julie Potter	0%			No action this period
6. Technical report summarizing potential implementation strategies	Julie Potter	5%			CCRPC and CCMPO developed a request for proposals to identify best practices for energy and climate action planning and to identify potential strategies for reducing greenhouse gas emissions in Chittenden County. The RFP will be released in March.
7. Start regional energy, air quality and climate action guide	Julie Potter	0%			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	55%			Working through map caching problems. Determined staff needs to install latest version of ArcServer and then try to cache again.
Data Inventory and Data Refinement/Migration	Pam Brangan	100%			This portion of the project is complete.
Implement online mapping tool	Pam Brangan				No activity to report.
Quality Assurance/Quality Control	Pam Brangan				No activity 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				No activity to report.
Apply for supplemental grant funding as appropriate	Pam Brangan	0%			No activity to report.
Conduct Educational Workshop(s)	Pam Brangan	0%			No activity to report.
Update data & maps	Pam Brangan	35%	\$0.00		CCMPO and CCRPC staff has worked out a plan to assist all four wildlife projects that were submitted. In February, staff contacted representatives from Jericho, Richmond, Underhill (JRU) and their project consultant to discuss how CCMPO/CCRPC staff can help with packaging and distribution of their methodology, data sets, and other resources. Staff also contacted representatives from Bolton, Hinesburg, and Huntington to determine their interest in using the JRU project as a model for a similar project in their communities.
<b>2.3.1 Regional comprehensive planning involvement</b>					<b>3 Project Updates</b>
Participation on Regional Plan Development Committee	Peter Keating				No activity this month.
Participation on Regional Plan Development Committee	Peter Keating	5%			Director coordinated on activities related to the HUD Regional Sustainability Planning Grant on 02/17/11
Participation on Regional Plan Development Committee	Peter Keating	10%			Director and staff participated in 02/24/11 meeting of the HUD Regional Sustainability Grant Committee.
<b>2.3.3 Corridors and Circulation</b>					<b>6 Project Updates</b>
Colchester Avenue Corridor Study	Eleni Churchill	70%			The second public meeting for the Colchester Ave Corridor Plan was held February 3rd at the McClure conference room at FAHC. The meeting was well attended (around 40 participants) and the project team got valuable feedback on long term transportation concepts for Colchester Ave developed by the consultant team with input from MPO staff. The concepts provided different ways to improve safety for all corridor users, balance mobility with access and improve livability in the corridor.
Main Street/US 7 Circulation Study	Eleni Churchill	0%			No activity.
Shelburne Road Corridor Study	Eleni Churchill	4%			MPO staff reviewed and provided comments on a draft SOW, budget and schedule prepared by the selected consultant (PB). The consultant incorporated these comments and the revised documents will be sent to the South Burlington Public Works Director (City liaison) for his review. A Steering Committee will be formed for this corridor study with representation from South Burlington, VTTrans and CCTA.
US 2 Corridor Working Group	Eleni Churchill	75%			No activity.
VT 15 Corridor Working Group	Eleni Churchill	0%			No activity.
Williston Road Circulation Study	Eleni Churchill	5%			A Steering Committee was formed and a kickoff meeting for this project is scheduled for March 11th.
<b>2.3.3.1 Local Corridors &amp; Circulation</b>					<b>1 Project Update</b>
North Avenue Corridor Study	Eleni Churchill	0%			No activity.
<b>2.4.1 Alternative Fuels Planning</b>					<b>1 Project Update</b>
Expansion of CCMPO role in alternative fuel options analysis	Michele Boomhower	66%			Director hosted and participated in a meeting with VTTrans, VANR and other partners related to Electric Vehicle technologies expansion in VT on 02/08/11.
<b>3.1.1 Create and Improve (transit)</b>					<b>4 Project Updates</b>
Cherry Street Short Term Accomodations	Peter Keating	72%			All six originally planned shelters have been installed and the solar lighting systems have been inspected and approved. 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	20%			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 complete and CCTA is in the process of obtaining state and local permits for them. An RFQ for soliciting quotes for these shelters is being prepared.
Regional Public Transportation Expansion	Peter Keating	65%			No activity this period

Solar Shelter Lights	Peter Keating	20%			Installations have been completed at two shelters. The remaining ten installations are programmed to be completed during the next few months.
<b>3.1.6 Public Transportation Planning by CCMPPO</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				No activity this month.
Public Transportation Committee Facilitation	Peter Keating				Decision by chair to suspend committee meetings pending arrival of next CCTA GM.
Public Transportation Communications	Peter Keating				No activity this month.
Tilley Drive	Peter Keating				No activity this month.
<b>3.2.1 Transportation Improvement Program (TIP) development &amp; Mgmt.</b>					<b>5 Project Updates</b>
Development & Adoption of FY11-FY14 TIP	Christine Forde	100%			Project is complete.
Development of Draft FY12-FY15 TIP	Christine Forde	15%			Staff reviewed the VTrans Capital Program to update project information for the FY12-15 TIP. The fiscal constraint letter was received from VTrans and is being reviewed by staff.
FY10 Annual Listing of Projects Obligation Funds on CCMPPO Website	Christine Forde	10%			Obligation information has not be received from VTrans. This task cannot advance without this information.
Prioritization of CCMPPO Region's projects for submission to VTrans	Christine Forde	50%			Staff compiled comments from the TAC and completed the initial project scores. The TAC and Board will review the scores in March.
TIP Amendments as Needed	Christine Forde	60%			No new TIP amendments were approved in February.
<b>3.3.1 Access &amp; Mobility</b>					<b>3 Project Updates</b>
ADA Program	Peter Keating	60%			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	60%			No activity this period
Tilley Drive Shuttle	Peter Keating	100%			No activity this period
<b>3.3.4 2060 Metropolitan Transportation Plan (MTP)</b>					<b>6 Project Updates</b>
Draft sections of 2035 MTP	Peter Keating				Reworked MTP description for FY12 UPWP to describe coordination with CCRPC's HUD Sustainability Plan.
Draft sections of 2035 MTP	Peter Keating	60%			Director met with staff on 02/09/11 to discuss the status of MTP update activities and the integration of the project into the HUD Sustainability grant process.
Municipal, resource agency, and public outreach on status, strategies, and projects	Peter Keating				Prepared scenario planning presentation for Burlington Ward 6 NPA meeting. Presented "Sustainable Transportation" to UVM Aiken Scholars seminar.
Perform transportation and land-use modeling analyses	David Roberts	60%			Working with CCRPC on the update of land use modeling input files and potential coordination with HUD Regional Sustainability grant program activities.
Public Hearings and Finalization of MTP 2035	Peter Keating				No activity this month.
Review of update status and draft documents by project advisory committee	Peter Keating				No activity this month.
<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		\$0.00		No progress to report this month.
Review MTP to identify issues related to regional plan consistency	Charlie Baker	67%			Discussed integration of MTP and Regional Sustainability Planning project with Joint Executive Committee on 1/9. Provided input to developing mutually supportive task for FY12.
<b>3.3.5 Freight Transportation Planning</b>					<b>4 Project Updates</b>
Participate in Vermont Rail Advisory Council and subcommittee activities	Michele Boomhower	66%			Director prepared materials on 02/01/11 for 02/02/11 meeting with VTrans Secretary regarding the Burlington Branch Line.
Participate in Vermont Rail Advisory Council and subcommittee activities	Michele Boomhower	66%			Director met with VTrans Secretary, NECR rep., and staff of Senator Sanders office regarding Burlington Branch Line on 02/02/11.
Participate in Vermont Rail Advisory Council and subcommittee activities	Michele Boomhower	66%			Director reviewed Burlington Branch Line bridge load rating study and plans for distribution on 02/01/11.
Participate in Vermont Rail Advisory Council and subcommittee activities	Michele Boomhower	66%			Director coordinated with staff on Burlington Branch Bridge Load Rating project on 02/28/11.
<b>3.4.1 Pedestrian/Bicycle Transportation planning</b>					<b>10 Project Updates</b>
Administer/manage pedestrian/bicycle planning efforts	Bryan Davis	67%			No CCMPPO Bicycle/Pedestrian Committee meeting in Feb. CCMPPO staff continued gathering data for performance measures in the 2008 Regional Bicycle/Pedestrian Plan. Also reached out to municipal and VTrans staff about specific projects and provided bike/ped information to local partners and the public. CCMPPO staff participating in FHWA non-motorized travel analysis project.
Administer/manage the sidewalk grant program	Peter Keating				No activity this month.
Bicycle/Pedestrian Data Collection	Daryl Benoit				No major activity undertaken
Champlain Elementary School SR2S Project Mgt.	Bryan Davis	50%			Followed up with Nicole Losch at Burlington Public Works about status of scope and next steps - no substantive action this month.
Continue advancing other UPWP tasks that demonstrate commitment to active transportation programs	Bryan Davis	67%			Project tasks in other activities include assistance with Harbor Road (Shelburne) technical assistance project, continued 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	67%			Continue compiling data for performance measures outlined in the 2008 Regional Bicycle/Pedestrian Plan.
Meetings with local communities and group to advance pedestrian/bicycle facilities	Bryan Davis	67%			Participated in BTV Bike Cluster meeting on Feb 15; Burlington Walk/Bike Council on Feb 15; Safe Street Collaborative on Feb 23.
Presentations and other educational material	Bryan Davis	67%			Provided information on sharrows to Burlington Walk/Bike Council
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	67%			See attached Local Motion report
Administration of contract	Bryan Davis	67%			See attached Local Motion report

Educate region on gaps in network, ways to address them	Bryan Davis	67%			See attached Local Motion report
Provide technical assistance to trail/walk/bike committees	Bryan Davis	67%			See attached Local Motion report
Work to advance regional connections between towns	Bryan Davis	67%			See attached Local Motion report
Work with state/regional leaders to seek creative funding	Bryan Davis	67%			See attached Local Motion report
<b>3.4.2 Reduce SOV (Service &amp; Operations Planning &amp; Development) (Transit)</b>					<b>3 Project Updates</b>
Development/Transit Oriented Design (TOD)	Peter Keating	24%			Staff worked on drafting chapters of the TDP.
System Timepoint Analysis & Scheule Update	Peter Keating	65%			Timepoint data will be collected and analyzed when the March schedule goes into effect. Changes will be made as necessary to the June Bus Map & Guide to further increase schedule accuracy and reliability.
Williston and So. Burlington Circulator Schedule Changes	Peter Keating	72%			A public hearing is scheduled for April 12 to propose the elimination of the 6:00 PM South Burlington Circulator. This trip averages fewer than 4 daily boardings. There is a direct South Burlington Circulator trip departing Cherry Street at 5:35 PM, which provides outbound service from the U Mall within 10 minutes of the 6:00 PM trip and has an identical inbound schedule. To ensure schedule reliability and accuracy, an in-depth timepoint analysis will be completed for the 5:35 PM South Burlington Circulator trip direct from Cherry Street.
<b>3.4.3 Transportation Demand Management (TDM)</b>					<b>7 Project Updates</b>
Assist CarShare Vermont with outreach planning	Bryan Davis	67%			Assisted with outreach and promotion of CarShare VT. Met with CarShare VT Operations Committee on Feb 23 and Outreach Committee on Feb 24 to discuss pod performance and opportunities to promote car-sharing.
Assist CarShare Vermont with outreach planning	Bryan Davis	66%			Director participated in a meeting with VTrans, CCTA, Local Motion and Car Share VT regarding a Chittenden County TDM Pilot Program on 02/08/11.
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	67%			Participated in Feb 8 meeting to discuss proposed collaborative TDM program from CarShare VT, CCTA, Local Motion, CATMA.
Develop Rural Communities Alternative Transportation Access Model (CarShare VT)	Bryan Davis	67%			No staff activity this month
Revised and updated regional park and ride plan	Peter Keating				Worked with consultant to revise project prioritization table. Draft Plan anticipated by end of March. Refined technical assistance request from Jericho to explore several sites for potential park and ride lots.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating				Staff met with TDM partners to refine scope of work for efforts in FY12.
<b>3.4.3.1 Way to Go! Commuter Challenge</b>					<b>7 Project Updates</b>
A statistically valid follow up survey to accurately measure 2010 program	Peter Keating				No activity this month.
Baseline and tracking data to assess success of program	Peter Keating	5%			Meeting with Partners held to discuss revamped website and data collection needs for this year's program.
Manage registration database	Peter Keating				On going discussions with VEIC on organizational roles in database management.
Support VEIC as project contractor	Peter Keating				Met with VEIC to discuss roles/responsibilities for this year as well as begin discussions related to FY12's program and budget.
Support VEIC as project contractor	Peter Keating	66%			Director met with staff on 02/09/11 to discuss the status of the VEIC implementation of the Way to Go Week program.
W2GW Project Website Maintenance & Development	Daryl Benoit				Provided emissions calculations to new web consultant (PlaceCreative) for the new website. Attended W2GW finance meeting w/ PK, TH, & BD. (16 Feb 2011) & W2GW project meeting with stakeholders (7 Feb 2011).
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>11 Project Updates</b>
Bay Road Bridge	Christine Forde	100%			Project is completed.
Burlington-Winooski Main Street Bridge	Christine Forde	20%			CCMPO anticipates receipt of a proposal for bridge testing in March.
Exit 14 Intercept (with earmark)	Christine Forde	20%			The project steering committee met on 2/24 to review the project scope of work and discuss administrative details for this project. The request for proposal will be released in early March.
Exit 14 Intercept (with earmark)	Christine Forde	10%			Director coordinated with staff and CATMA in the development of presentation materials for the South Burlington City Council on 02/01/11.
Exit 14 Intercept (with earmark)	Christine Forde	10%			Director participated in a presentation to the South Burlington City Council regarding the Exit 14 Intercept Facility project on 02/07/11.
Exit 14 Intercept (with earmark)	Christine Forde	10%			Director participated in follow-up to the South Burlington City Council regarding the Exit 14 Intercept Facility project on 02/08/11.
Exit 14 Intercept (with earmark)	Christine Forde	10%			Director coordinated with staff regarding the Exit 14 Intercept Facility project on 02/09/11.
Exit 14 Intercept (with earmark)	Christine Forde	10%			Director coordinated with staff regarding the Exit 14 Intercept Facility project on 02/07/11.
Exit 16 Scoping Study- Colchester	Eleni Churchill	87%			The Steering Committee met 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. The next step is to meet with FHWA and District 5 staff to discuss the various alternatives and get their feedback.
Exit 16 Scoping Study- Colchester	Eleni Churchill	90%			Director met with staff on 02/09/11 to discuss the activities of the Exit 16 scoping study.
Gentes Road Bridge	Christine Forde	90%			The right of entry permit has been obtained and bridge testing is underway.
<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
Crescent Connector Scoping - Essex Junction	Eleni Churchill	90%			The alternatives presentation to the Essex Junction Village Trustees (and the public) was held on February 22nd. The Trustees deferred their decision on the preferred alternative for the Crescent Connector Road to their next meeting on March 8th. MPO staff will be drafting a memo summarizing the scoping study's findings for the Trustees.
Crescent Connector Scoping - Essex Junction	Eleni Churchill				Produced Crescent Connector overlay map of Lincoln Development Group site plan (drawing) over RSG Alternative 1 map
Crescent Connector Scoping - Essex Junction	Eleni Churchill	80%			Director coordinated with staff regarding the Crescent Connector scoping study on 02/07/11.
Crescent Connector Scoping - Essex Junction	Eleni Churchill	80%			Director coordinated with staff regarding the Crescent Connector scoping study on 02/09/11.
Crescent Connector Scoping - Essex Junction	Eleni Churchill				Director participated in a meeting with Village of Essex Junction officials, the consultant and developers regarding the Crescent Connector scoping study on 02/14/11.
Dickinson Street, Jericho	Christine Forde	65%			The draft scoping report has been prepared. Design alternatives are being finalized. The Alternatives Presentation meeting has been scheduled for March 21 at 6:30 pm.

Holy Cross Road/West Lake Shore Drive/Church to Prim Road, Colchester	Bryan Davis	15%				Review draft scope of work and budget from Stantec - waiting for revised version.
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
Williston Road Improvements, I-89 to Cottage Grove, South Burlington	Eleni Churchill	0%				No activity. This project will not move forward until the Williston Road Circulation (Complete Streets) Study is completed.
<b>3.4.5 Transportation Action Grants (TAG)</b>						<b>3 Project Updates</b>
Assist Round 2 awardees with their projects to ensure completion by due dates	Bryan Davis	67%				Waiting for project update from Town of Huntington/HERO, which met in Feb. Revised project timeline submitted from VHB for Town of Jericho/MMU path project. Draft report expected soon and steering committee meeting is scheduled for Mar 21.
Consideration of another TAG grant cycle based on performance for Rounds 1 & 2	Bryan Davis	50%				No activity this month - this task may get pushed to summer 2011 when projects from both grant rounds are complete and a proper analysis can be conducted.
Evaluate program success by examining final work products and amount of funds awarded	Bryan Davis	50%				No activity this month - this task may get pushed to summer 2011 when projects from both grant rounds are complete and a proper analysis can be conducted.
<b>4.1.1 Education (transit)</b>						<b>1 Project Update</b>
Multimodal and Regional Coordination	Peter Keating	65%				MTP: No activity this period: Regional Park and Ride Plan: No activity this period: Colchester Avenue Study: CCTA continues to participate on the Technical Committee for this corridor study: Bike/Pedestrian Committee: No activity this period: Exit 14 Intermodal Intercept Parking Facility: CCTA attended the second steering committee and submitted requests for information to be included in the scoping scope of work
<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>27 Project Updates</b>
Annual evaluation of public participation in CCMPO activities	Bryan Davis	50%				No activity this month
CCMPO CCRPC Merger	Michele Boomhower	75%				Director and CCRPC Director made a presentation to the House Govt Operations Committee regarding the CCMPO-CCRPC merger on 02/02/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director and CCRPC Director made a presentation to the House Natural Resources and Energy Committee regarding the CCMPO-CCRPC merger on 02/02/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director and CCRPC Director made a presentation to the House Transportation Committee regarding the CCMPO-CCRPC merger on 02/04/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director and CCRPC Director prepared materials for the Merger Committee on Committees Working Group on 02/09/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director, staff and CCRPC Director participated in the Committee on Committees Merger Working Group on 02/10/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director coordinated materials regarding merger Committee structure on 02/14/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director coordinated materials regarding merger Committee structure on 02/15/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director coordinated materials regarding merger bylaws on 02/15/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director coordinated materials related to the merger report and committee structure on 02/18/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director worked on merger bylaws on 02/24/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director worked on merger bylaws on 02/25/11.
CCMPO CCRPC Merger	Michele Boomhower	75%				Director worked on merger bylaws on 02/28/11.
CCMPO Website & Transportation Studies Library Maintenance	Daryl Benoit					Standard project updates, news, headlines, project pages, and agendas/minutes. Updated online glossary... Updated Colchester Ave. Corridor Project website. Posted "Shelburne US 7/Marsett Road/Bostwick Road Intersection Safety Analysis", "Interstate 89: Ramp Safety Improvement Project - Exit 12 (Southbound)" Scoping report, 2002 "Williston Intersections" Scoping study, "Route 116 Hinesburg Village Corridor Study" Draft Scoping report... Briefed more staff in login & use of Google Calendar for website...
Continue to explore and implement new outreach and public involvement techniques	Bryan Davis	67%				No activity this month
Develop links to project management system for use by members	David Roberts	0%				No activity this month.
Electronic newsletter of recent news and upcoming events	Bryan Davis	58%				Decided to postpone winter e-newsletter since quarterly Executive Director's report contains many project updates.
Map locations of socio-economic groups	Bryan Davis	10%				Vermont census data has been released. CCMPO/CCRPC staff to begin looking at data and developing a plan for completing this task.
Map locations of socio-economic groups	Bryan Davis	25%				Director coordinated with staff on a meeting regarding Title VI planning efforts on 02/17/11.
Outreach and education	Michele Boomhower	66%				Director participated in Legislative Breakfast meeting on 02/07/11.
Outreach and education	Michele Boomhower	66%				Director coordinated with Congressional staff on regional transportation activities on 02/18/11.
Provide monthly emails detailing project progress to members	Michele Boomhower	66%				Director prepared quarterly Executive Director's Report on 02/03/11.
Provide monthly emails detailing project progress to members	Michele Boomhower	66%				Director prepared quarterly Executive Director's Report on 02/04/11.
Provide monthly emails detailing project progress to members	Michele Boomhower	66%				Director prepared monthly progress report for VTrans on 02/28/11.
Provide monthly emails detailing project progress to members	Michele Boomhower	66%				Director worked on quarterly Executive Director's report on 02/16/11.
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	8%				CCTA's board approved CCTA to contract with Vanasse Hangen Brustlin, Inc. for professional services related to the design of the downtown transit center. (2% complete) Contractor began work and has re-aligned 24 existing high-efficiency fixtures and has replaced 54 existing low-efficiency fixtures with high-efficiency fixtures. (40% complete) Monthly reports completed (70% 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	67%			Gathered more information about road sign replacement requirements in revised MUTCD.
CCMPO point-of-contact for town staff and officials	Bryan Davis	67%			Continued serving as point-of-contact for town staff and officials.
Outreach materials about various programs, services, and funding opportunities	Bryan Davis	67%			Worked with municipalities to gather project ideas for FY12 UPWP. Compiled spreadsheet of all ideas submitted from the public and towns.
Periodic updates about new/potential opportunities (funding, grants), to celebrate success in other towns, and to convey relevant and timely information	Bryan Davis	67%			Targeted outreach to rural towns to solicit project ideas for FY12 UPWP. Notification of upcoming webinars and other events.
<b>4.2.4 Project coordination assistance initiative</b>					<b>3 Project Updates</b>
List of all scoping or technical assistance projects that have not yet been completed, with current status	Christine Forde	10%			Summaries of VTrans weekly reports were send to Board and TAC members.
Quarterly report on status of all projects	Christine Forde	10%			Staff is working on updating the quarterly status of projects as part of the FY12-15 TIP development process.
Tool to provide current information on projects to communities	Christine Forde	0%			No activity this period
<b>4.3.1 Agency Administration</b>					<b>25 Project Updates</b>
CCMPO Board of Directors	Michele Boomhower	66%			Director, staff and CCRPC Director met to discuss the future strategy and costs for taping CCMPO/CCRPC Board meetings on 02/01/11
CCMPO Board of Directors	Michele Boomhower	66%			There was no Board meeting held on February 16.
CCMPO Board of Directors	Michele Boomhower	66%			The CCMPO and CCTA Boards of Directors met in joint session on February 23.
CCRPC-CCMPO Joint Executive Committee	Michele Boomhower	66%			Director prepared for and participated in a meeting of the Joint CCMPO CCRPC Executive Committee on 02/08/11.
CCRPC-CCMPO Joint Executive Committee	Michele Boomhower	66%			Director prepared for and participated in a meeting of the Joint CCMPO CCRPC Executive Committee on 02/08/11.
CCRPC-CCMPO Joint Executive Committee	Michele Boomhower	66%			Director prepared for March Joint Executive Committee meeting on 02/24/11.
CCRPC-CCMPO Joint Executive Committee	Michele Boomhower	66%			Director prepared for March Joint Executive Committee meeting on 02/25/11.
Executive Committee	Michele Boomhower	66%			Director prepared for and participated in the monthly Executive Committee meeting on 02/08/11.
Finance Committee	Bernie Ferenc	66%			Director prepared for and participated in a 02/09/11 meeting of the Joint CCMPO-CCRPC Finance Committee.
General Administrative Activities	Michele Boomhower	15%			Director coordinated with staff on the preparation of the FY12 UPWP on 02/07/11.
General Administrative Activities	Michele Boomhower	15%			Director coordinated with staff on the preparation of the FY12 UPWP and Committee activities on 02/11/11.
General Administrative Activities	Michele Boomhower	20%			Director coordinated with staff on the preparation of the FY12 UPWP and participated in the UPWP Committee meeting on 02/16/11.
General Administrative Activities	Michele Boomhower	20%			Director coordinated with staff on the preparation of the FY12 UPWP budget on 02/24/11.
General Administrative Activities	Michele Boomhower	20%			Director coordinated with staff on the preparation of the FY12 UPWP budget on 02/25/11.
General Administrative Activities	Michele Boomhower	20%			Director coordinated with staff on the preparation of the FY12 UPWP on 02/28/11.
General Administrative Activities	Michele Boomhower	25%			Director conducted staff evaluations on 02/10/11.
General Administrative Activities	Michele Boomhower	50%			Director conducted staff evaluations on 02/11/11.
General Administrative Activities	Michele Boomhower	75%			Director conducted staff evaluations on 02/14/11.
General Administrative Activities	Michele Boomhower	80%			Director conducted staff evaluations on 02/10/11.
General Administrative Activities	Michele Boomhower	85%			Director conducted staff evaluations on 02/16/11.
General Administrative Activities	Michele Boomhower	100%			Director conducted staff evaluations on 02/17/11.
General Administrative Activities	Michele Boomhower	25%			Director conducted staff evaluations on 02/10/11.
Staff meetings	Michele Boomhower	66%			Director coordinated agenda on 02/07/11 for 02/08/11 staff meeting.
Staff meetings	Michele Boomhower	66%			Director participated in 02/08/11 staff meeting.
Staff meetings	Michele Boomhower	66%			Director participated in 02/18/11 staff meeting.
<b>4.3.2 Transportation Advisory Committee</b>					<b>2 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				The TAC did not meet in February.
<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				No major activity undertaken
Assist UVM Transportation Research Center with collection, processing, and estimation of bicycle and pedestrian traffic within the region	Daryl Benoit				1.5 hour teleconference w/ non-motorized TMIP constituents (DR, BD, JS-TRC, et al.). Added to FHWA NMAT data inventory spreadsheet for non-motorised TMIP constituents.
CCMPO Data Library Maintenance	Daryl Benoit	75%			Continued processing and posting of all ATR Count data collected in spring through fall of 2010. All Colchester Ave. Corridor project related counts have been posted online. Researched & developed a GIS solution for coordinate generation for traffic count station database online (Google Maps application)... Successfully imported coordinates (in their proper form) into the online traffic count database...
Coordination with CCRPC on regional imagery update needs analysis	David Roberts	35%			No activity this month.

Pavement Condition Data/Reports for Municipalities requesting pavement planning assistance	Daryl Benoit	80%				Discussion w/ Joe Segale of HUNT selectboard re: pavement sampling project for town (tech. asst.). briefed DR & MB. Checked BH list of 1-sample Williston Roads (which did not get captured in 2010)... This list will be undertaken first in the 2011 warm months. A total of 3 towns have requested PMS data sampling (Jericho & Essex Jct. ~ 2011, and Winooski ~ 2012).
Transportation data for use in CCMPO planning activities	Daryl Benoit	65%				Mtg. w/ MB & JC coordinating interns/work management for 2011. Answered 3 data requests. Attended 4-hour AGC Flagger Training course (14 Feb 2011). Updated "2011_count_list.xls" with new requests from municipalities... Continued updated of "CCMPO_AADT" shapefile with new locations captured during 2010.
Transportation data for use in CCMPO planning activities	Daryl Benoit	66%				Director and staff met to discuss summer data collection intern program needs and strategy on 02/01/11.
Transportation data for use in CCMPO planning activities	Daryl Benoit	66%				Director and staff continued discussions regarding summer intern program for data collection on 02/07/11.
Transportation data for use in CCMPO planning activities	Daryl Benoit	66%				Director, staff and CCRPC Director met to discuss the new ortho program offerings on 02/16/11.
Update Park & Ride usage counts	Daryl Benoit	75%				No major activity undertaken
Update the parking infrastructure database	Daryl Benoit					No major 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	90%	\$42,500.00	\$32,022.50	75%	Peer review process is continuing. First virtual session held in February provided an overview of the model and CCMPO priority issues to reviewers and solicited feedback on initial areas of potential future model improvements. The second session is scheduled for March and will provide a forum for detailed discussion of potential model improvements and technical questions regarding the current model operation.
FY2011 Transportation Model Updates	David Roberts	8%	\$0.00			The 2010 Model peer review process now underway will provide recommendations for future model enhancements in 2011 and beyond.

March 10, 2011

**Michele Boomhower**

Executive Director

**Peter Keating**

Senior Transportation Planner

CCMPO

30 Kimball Avenue, Suite 205

South Burlington, VT 05403

RE: Regional Bike/Ped Planning Funds  
Monthly Report for Reimbursement #3 (January/February 2011), to be billed in  
March, 2011

Dear Ms. Boomhower and Mr. Keating,

I am pleased to submit a record of our tasks and activities for Regional Bicycle  
Pedestrian contract during **February 2011**.

Please let me know if you need any further information or if you have any  
comments about our new reporting format.

Sincerely,



Charlene Wallace

Director of Operations & Trail Development

Close The Gaps  
Island Line Trail  
Causeway Bike Ferry  
Bike Recycle Vermont  
Safe Routes to School  
Trailside Center  
Trail Finder



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Burlington, VT 05401  
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www.localmotion.org

# Job and Task Summary with Comments

Local Motion

Date Range: 2/1/2011 to 2/28/2011

<i>Custome</i>	<i>Job</i>	<i>Task</i>	<i>Date</i>	<i>Employee</i>	<i>Comment</i>	<i>Hours</i>
<b>CCMPO</b>						
<b>CCMPO-100 BPP Close the Gaps-10</b>						
		<i>Provide tech assistance to walk/bike committees</i>				23.25
			2/1	Chapin Spencer	Provided feedback to Charlene Wallace and Will Flender on design alternatives for the Pearl Street corridor.	1.00
			2/1	Charlene Wallace	BWBC Steering Cmte meeting, Pearl St. Improvements feedback from Chapin	2.25
			2/1	Jason Van Driesche	Review/update recommendations for Pearl St. (Burlington) redesign	0.25
			2/2	Chapin Spencer	Provided additional guidance on the Pearl Street redesign project -- specifically by providing guidance on parking lane widths and ways to maximize parking and bike/ped accommodations.	0.50
			2/2	Jason Van Driesche	Review new developments in Pearl St. (Burlington) project	0.75
			2/8	Charlene Wallace	Made a publicity schedule for the Gathering of Burlington Bike Groups on 3/12; sent out announcement to several groups; attended organizing meeting.	1.75
			2/9	Chapin Spencer	Responded to questions about Sharrows from the South Burlington Rec Path Cmte.	0.50
			2/11	Charlene Wallace	Prepare agenda for 2/15 BWBC meeting; Send emails on Sharrows, 31/2 event, and Economic Impact studies to BWBC members; Send out announcement and minutes for meeting; Schedule BWBC meetings for the rest of the year on the LM website; Confirm meeting space in Burlington City Hall; Promote 3/12 event to several list servs; Seek sponsorship funding for event from Burlington's CEDO office	2.50
			2/13	Charlene Wallace	Edit poster for 3/12 event	0.25
			2/14	Charlene Wallace	Distribute info about Sharrows to people making sharrows presentation at the BWBC meeting 2/15, Propose that Burl & S. Burl join in a sharrow demonstration project; Coordinate info about 31/2 event with the BTV Bike Cluster; Work on sponsorships for the 3/12 event; Confirm final version of poster and distribution of poster for 3/12 event; Prepare for BWBC meeting Tuesday 2/15	3.50

# Job and Task Summary with Comments

Local Motion

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<i>Custome</i>	<i>Job</i>	<i>Task</i>	<i>Date</i>	<i>Employee</i>	<i>Comment</i>	<i>Hours</i>
<b>CCMPO</b>						
<b>CCMPO-100 BPP Close the Gaps-10</b>						
<i>Provide tech assistance to walk/bike committees</i>						23.25
			2/15	Chapin Spencer	Responded to Charlene's request for input on the Pearl Street project. Sent email to CCTA to give them a heads up on Local Motion's preferred alternative in an effort to build consensus on the preferred alternative.	0.50
			2/15	Charlene Wallace	Attend and facilitate Burlington Walk/Bike Council meeting. Send follow up emails about new design alternative for the Pearl St. Improvement project.	2.50
			2/16	Jason Van Driesche	Review updated plan for Pearl Street (Burlington) redesign	0.25
			2/18	Chapin Spencer	Met with Parks and Rec and RSG to finalize scope for the consultant's update of the Bike Path Plan.	1.50
			2/19	Chapin Spencer	Forwarded webinar on electric mobility devices to Burlington Parks and Rec for their upcoming discussion on path policy.	0.25
			2/21	Charlene Wallace	Update publicity list for 3/12 event; Send media contacts to Steve Norman; Follow up on invitations	1.50
			2/22	Charlene Wallace	Send emails re: Gathering of Walk/Bike Groups; Attend organizing meeting for same.	2.00
			2/23	Chapin Spencer	Responded to inquiry from the SB Energy Cmte on the bike/ped and park and ride history at the Shelburne Road / I-189 intersection.	0.50
			2/24	Jason Van Driesche	Respond to request from Shelburne for walk-to-school data	0.25
			2/28	Charlene Wallace	Distribute poster to sponsors of 3/12 event. Read and respond to nomination for volunteer Jon Griesser for Herb Rosenthal award.	0.75
<i>Advance regional connections</i>						15.75
			2/7	Charlene Wallace	Emails with Will Flender, Carol Weston, Nicole Losch, Jon Slason about Pearl St. Improvement plans; begin Bike/Ped Planning report for January 2011.	0.75
			2/7	Jason Van Driesche	Follow up with BPD re check-in on Champlain Parkway design	0.25
			2/9	Chapin Spencer	Attended CC Trans Energy Utilities Cmte to discuss Pearl Street, Colchester Avenue and respond to committee questions regarding the Burlington Transportation Plan.	1.50

# Job and Task Summary with Comments

Local Motion

Date Range: 2/1/2011 to 2/28/2011

<i>Custome</i>	<i>Job</i>	<i>Task</i>	<i>Date</i>	<i>Employee</i>	<i>Comment</i>	<i>Hours</i>
<b>CCMPO</b>						
<b>CCMPO-100 BPP Close the Gaps-10</b>						
<i>Advance regional connections</i>						15.75
		2/10	Charlene Wallace	Attended meeting at BDPW with Nicole Losch and Carol Weston to present bike/ped proposals to Pearl St. Improvements project. Email Ron Redmond of the Church St. Marketplace about the design for the project.	1.00	
		2/16	Chapin Spencer	Gave email update to CCTA on LM's advocacy work on Pearl Street to make sure CCTA was OK with Alternative D.	0.50	
		2/16	Charlene Wallace	Attend DPW Commission meeting re: design of Pearl St.; Send out email follow up.	4.75	
		2/16	Jason Van Driesche	Mtg w/Carol Weston, Nicole Losch, and Will Flender for update and strategizing about Champlain Parkway	1.50	
		2/17	Chapin Spencer	Followed up with Charlene and Ron Redmond on plans for moving forward on Pearl Street and downtown as a whole.	0.50	
		2/18	Charlene Wallace	Send Pearl St. emails	1.00	
		2/21	Charlene Wallace	Talk to reporter Joel Banner Baird about recent developments re: regional connections	0.50	
		2/22	Charlene Wallace	Discuss upcoming BFP coverage of bike/walk developments with Chapin	0.50	
		2/23	Charlene Wallace	Send emails re: logistics for 3/12 event	0.75	
		2/25	Charlene Wallace	Discuss Complete Streets bill and 3/12 event with Jennifer Wallace-Brodeur of AARP.	0.50	
		2/28	Chapin Spencer	Attended Bike Path Task Force planning meeting at parks and recreation.	1.25	
		2/28	Charlene Wallace	Set up photo and interview with Burl Free Press reporter for story about biking and walking developments in Chittenden County.	0.50	
<i>Educate re: gaps and solutions</i>						5.75
		2/1	Chapin Spencer	Wrote articles for February 2011 Walk 'n Roll News.	0.50	
		2/1	Jason Van Driesche	Connect Tuttle MS teacher with bike path committee	0.25	
		2/2	Charlene Wallace	Pearl St. emails: Will, DPW staff; Write letter to CCMPO bike/ped cmte member Michael Hechmer re: Close the Gaps progress	3.75	
		2/22	Chapin Spencer	Presented our successful Pearl Street redesign success story to the public on CCTV's Live @ 5:25 show.	0.75	
		2/26	Chapin Spencer	Responded via email to resident David Ellenbogen who had question on what was hindering regional bike / ped connections.	0.50	

# Job and Task Summary with Comments

Local Motion

Date Range: 2/1/2011 to 2/28/2011

<i>Custome</i>	<i>Job</i>	<i>Task</i>	<i>Date</i>	<i>Employee</i>	<i>Comment</i>	<i>Hours</i>
<b>CCMPO</b>						
<b>CCMPO-100 BPP Close the Gaps-10</b>						
<i>Administer contract</i>						11.50
		2/2		Charlene Wallace	UPWP proposal, talk to Peter K	1.00
		2/2		Jason Van Driesche	Develop scope of work and budget for 2012 UPWP	3.00
		2/3		Charlene Wallace	UPWP proposal/budget	0.50
		2/6		Jason Van Driesche	Develop new reporting system	1.00
		2/7		Jason Van Driesche	Set up reporting system	1.75
		2/10		Charlene Wallace	Completed and sent BPP report to CCMPO for January.	1.00
		2/16		Jason Van Driesche	Participate in 2012 UPWP planning meeting at CCMPO	3.00
		2/21		Jason Van Driesche	Code January timesheet for proper reporting, assist others with same	0.25
<i>BPP Close the Gaps-10 Subtotal</i>						56.25
<b>CCMPO-101 BPP Trail Finder-10</b>						
<b>CCMPO-102 BPP Education and Safety-10</b>						
<i>Develop pedestrian infrastructure data layers</i>						8.50
		2/3		Jason Van Driesche	Orientation mtg w/new interns, incl. prep, follow-up, & travel	2.50
		2/4		Jason Van Driesche	Convert scanned maps, upload for interns	1.00
		2/9		Jason Van Driesche	Re-upload maps for UVM interns Meet with interns to outline their next steps	2.50
		2/10		Jason Van Driesche	Follow up to intern meetings with detailed instructions and next steps	1.50
		2/17		Jason Van Driesche	Check in with UVM interns re readiness for meetings next week	0.25
		2/22		Jason Van Driesche	Meet with intern to review entered data and assess next steps	0.75
<i>Generate walkability maps</i>						0.75
		2/15		Jason Van Driesche	Coordinate with potential grad student volunteer	0.25
		2/21		Jason Van Driesche	Coordinate with intern re Essex Junction map generation	0.25
		2/22		Jason Van Driesche	Communication with intern working on Essex Junction project	0.25
<i>Prepare report on methods and findings</i>						1.50

# Job and Task Summary with Comments

Local Motion

Date Range: 2/1/2011 to 2/28/2011

<i>Custome</i>	<i>Job</i>	<i>Task</i>	<i>Date</i>	<i>Employee</i>	<i>Comment</i>	<i>Hours</i>
<b>CCMPO</b>						
<b>CCMPO-102 BPP Education and Safety-10</b>						
		<i>Prepare report on methods and findings</i>				1.50
		2/22	Jason Van Driesche	Meet with Brian Lee at TRC re LOS analysis for bikes and peds		1.50
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		<i>Assess stolen bike registry</i>				1.25
		2/3	Jason Van Driesche	Mtg w/Megan O'Neil of UVM PD re how to get more police depts and bike shops to sign on		1.00
		2/9	Jason Van Driesche	Update to Megan O'Neil (UVM police) re Burlington PD participation in registry		0.25
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				<i>BPP Education and Safety-10 Subtotal</i>		12.00
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<b>CCMPO-103 TAG2 Bike Commuter-10</b>						
		<i>Program planning and development</i>				6.50
		2/4	Jason Van Driesche	Revise concept plan for the project		1.50
				Develop sponsorship proposal for BCBSVT		
		2/7	Jason Van Driesche	Phone call with Lori @ Hickok & Boardman re roll-out strategy		0.50
		2/8	Jason Van Driesche	Develop planning spreadsheet for trainings		1.75
		2/9	Jason Van Driesche	Work on concept plan and budget		1.75
				Set up meeting with school insurance folks		
		2/15	Jason Van Driesche	Check in w/Megan Peek re BCBS collaboration/ sponsorship		0.25
		2/21	Jason Van Driesche	Discuss possible business partnership with Chapin & Adele		0.25
		2/24	Jason Van Driesche	Re-schedule meeting with folks at VSBIT to discuss collaboration		0.50
				Send in registration for Worksite Wellness exhibitor space		
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		<i>Client outreach and recruitment</i>				0.25
		2/15	Jason Van Driesche	Fill out registration form for Wellness Expo		0.25
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				<i>TAG2 Bike Commuter-10 Subtotal</i>		6.75
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<b>CCMPO-104 TAG2 Island Line Maps-10</b>						
		<i>TAG2IL-1 Map development</i>				0.75
		2/16	Chapin Spencer	Discussed project scope with Todd and Brian in preparation of the upcoming project.		0.75
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				<i>TAG2 Island Line Maps-10 Subtotal</i>		0.75
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<b>CCMPO-105 TAG2 Outreach-10</b>						
						1.00
		2/23	Todd Taylor	Lund Family Center ride mailing list and promo		1.00
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# Job and Task Summary with Comments

Local Motion

Date Range: 2/1/2011 to 2/28/2011

<i>Custome</i>	<i>Job</i>	<i>Task</i>	<i>Date</i>	<i>Employee</i>	<i>Comment</i>	<i>Hours</i>
<b>CCMPO</b>						
<b>CCMPO-105 TAG2 Outreach-10</b>						
<i>Website updates</i>						5.25
			2/1	Todd Taylor	Website: travel talks and intervale xc	1.00
			2/9	Chapin Spencer	Updated the website to include an announcement about the free talk on the Island Line history.	0.50
			2/15	Todd Taylor	Website	1.00
			2/18	Chapin Spencer	Wrote articles for website and LM's Member Bulletin.	1.25
			2/20	Chapin Spencer	Produced a blog post about One Revolution's compost pick-up service, responded to a resident regarding federal bike/ped funding, and responded to a resident regarding the proposed Essex Junction bike park.	1.50
<i>Newsletter development</i>						12.75
			2/2	Chapin Spencer	Developed text for Walk 'n Roll News	0.75
			2/3	Todd Taylor	Walk 'n Roll News	7.00
			2/4	Todd Taylor	WNR	5.00
<i>Other bike-ped outreach</i>						26.00
			2/2	Chapin Spencer	Connected Champlain Valley Folk Fest with our volunteers to provide secure bike parking at this summer's festival.	0.25
			2/3	Adele Dienno	The spot travel talks poster	2.00
			2/3	Charlene Wallace	Proofread Walk 'n Roll News	0.50
			2/6	Adele Dienno	wintervale milk delivery	0.50
			2/7	Adele Dienno	travel talks	1.50
			2/7	Chapin Spencer	Participated in the "Activate Vermont" coalition meeting from 4 to 5:30pm.	1.50
			2/7	Jason Van Driesche	Attend Way2Go planning meeting (including travel time and conversations after)	3.00
			2/9	Chapin Spencer	Followed up with High Meadows Fund and CarShare VT on bringing a HMF case statement work session to Chittenden County to focus on creating behavior change in transportation patterns.	0.50
			2/10	Adele Dienno	the spot prep and event 4:30 to 8 pm	5.00
			2/11	Adele Dienno	member survey development, meet with Chris from VT Farm Tours about summer connections	5.50
			2/11	Chapin Spencer	Responded to inquires about the Bike Ferry schedule for 2011. Provided the information to the Burlington Business Association for their map.	0.25
			2/11	Chapin Spencer	Coordinated with staff to have an information table at RunVermont's Sports & Fitness' Expo in May.	0.50
			2/14	Chapin Spencer	Updated website content.	1.00

# Job and Task Summary with Comments

Local Motion

Date Range: 2/1/2011 to 2/28/2011

<i>Customer</i>	<i>Job</i>	<i>Task</i>	<i>Date</i>	<i>Employee</i>	<i>Comment</i>	<i>Hours</i>
<b>CCMPO</b>						
<b>CCMPO-105 TAG2 Outreach-10</b>						
<i>Other bike-ped outreach</i>						26.00
			2/16	Chapin Spencer	Reviewed Annie Bourdon's list of attendees for a VMT reduction workshop.	0.50
			2/17	Chapin Spencer	Updated website.	1.00
			2/21	Chapin Spencer	Responded to request to meet from UVM Bicycle User Group coordinator and responded to a media request from the Burlington Free Press regarding Pearl Street.	0.50
			2/22	Chapin Spencer	Prepared for and met with Mickey Hardt of the UVM Bicycle Users Group to help them with their planning for an oncampus bike sharing program.	1.25
			2/24	Chapin Spencer	At the request of Scenic Byways staff, provided photo stock for their promotional activities of the region's cultural history.	0.75
<i>TAG2 Outreach-10 Subtotal</i>						<b>45.00</b>
<b>CCMPO Subtotal</b>						<b>122.75</b>
<b>Grand Total</b>						<b>122.75</b>