

CCMPO / CCRPC Project Management System : Project Updates

2011 03  
Progress  
Report

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2011 03 Progress Report

March2011Activity 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  |
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| <b>1.1.1 Safety Program</b>                                       |                 |                  | <b>8 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   | 0%               |  |  |                              | No activity this period.  |
| Develop Prioritized List of top 3 high hazard locations for HRRR  | Jason Charest   | 30%              |  |  |                              | Sent prioritized list to VTrans.  |
| Develop Prioritized List of top 3 programmatic corridors for HRRR | Jason Charest   | 30%              |  |  |                              | Sent prioritized list to VTrans.  |
| Development of Safety Criteria for project prioritization         | Jason Charest   | 100%             |  |  |                              | No activity this period.  |
| High Risk Rural Roads Prioritization                              | Jason Charest   | 30%              |  |  |                              | Sent prioritized list to VTrans.  |
| Road Safety Audit and Corridor Field Reveiws                      | Jason Charest   | 100%             |  |  |                              | No activity this period.  |
| Strategic Highway Safety Plan Core Group/Committee Participation  | Eleni Churchill | 75%              |  |  |                              | The Core Group is coordinating with the TRCC (inter-agency committee that deals with crash data, ticket citations, etc.) to identify the data needs for the next round of the SHSP. |
| <b>1.1.2 Incident Management Training</b>                         |                 |                  | <b>2 Project Updates</b>                           |  |                              |   |
| ICS Training Fall   | Paul Luciano    | 100%             |  |  |                              | No activity this period.  |
| ICS Training Spring   | Paul Luciano    | 85%              |  |  |                              | Prepared for Spring training.   |
| <b>1.1.3.1 Planning Assistance and coordination</b>               |                 |                  | <b>18 Project Updates</b>                          |  |                              |   |
| Community TA for Transportation Issues                            | David Roberts   | 100%             |  |  |                              | Staff provided additional traffic analysis data for potential impacts associated with USA Triathlon event scheduled for August 2011.  |
| Community TA for Transportation Issues                            | David Roberts   | 75%              |  |  |                              | Director participated in interviews for the Burlington International Airport General Manager on 03/09/11.   |
| Community TA for Transportation Issues                            | David Roberts   | 75%              |  |  |                              | Director participated in meeting between VTrans and the Town of Colchester regarding the Severance Corners LTF project on 03/10/11.   |
| Community TA for Transportation Issues                            | David Roberts   | 75%              |  |  |                              | Director provided testimony on behalf of the City of Burlington's Tax Increment Finance application before the VEPC Board on 03/24/11.  |
| Community TA for Transportation Issues                            | David Roberts   | 75%              |  |  |                              | Director coordinated Exit 12B related matters with staff on 03/31/11.   |

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| Community TA for Transportation Issues   | David Roberts     | 75%              |  |  |                              | Director coordinated with airport staff related to the upcoming quarterly Burlington International Airport meeting between the BIA/CCMPO/City of South Burlington on 03/31/11.   |
| Develop model Traffic Calming Program incorporating Street Design Guidelines           | David Roberts     | 10%              |  |  |                              | Completed review of US Traffic Calming Manual and provided feedback to the city of Burlington regarding potential updates to the city's traffic calming program.   |
| Infrastructure Management Software & Support   | David Roberts     | 0%               |  |  |                              | No activity this month.  |
| Intervale Avenue & North Winooski Intersection Assessment                              | David Roberts     | 0%               |  |  |                              | No activity this period.   |
| Orchard School South Burlington  | David Roberts     | 100%             | \$10,032.01  | \$10,023.65                                | 100%                         | No activity this period.   |
| Skunk Hollow Road Jericho  | Jason Charest     | 90%              |  |  |                              | Received comments from Jericho on paving assessment and revised safety analysis. Scheduling a presentation to the Selectboard for May.   |
| Speed Limit Engineering Studies for Municipalities                                     | Daryl Benoit      | 75%              |  |  |                              | Requests from Milton, Williston, and Charlotte received TBD Summer 2011  |
| Speed Limit Engineering Study: Underhill ~ Poker Hill Road                             | Daryl Benoit      | 100%             |  |  |                              | No activity this period.   |
| Spring Street & Main Intersection Analysis Winooski                                    | Jason Charest     | 0%               |  |  |                              | No activities this period.   |
| US 7/ Marsett Road/Bostwick Road Intersection  | Jason Charest     | 100%             |  |  |                              | No activity this period.   |
| Westford - Woods Hollow Rd Technical Assistance  | David Roberts     | 10%              |  |  |                              | Received Woods Hollow crash data from VTrans. The data is under analysis for location and type of crash and a summary will be provided to the town. Traffic data collection is expected in June.   |
| Winooski Circulator Evaluation   | Eleni Churchill   | 10%              |  | \$0.00                                     |                              | The consultant (RSG) is developing the base model for the Winooski Circulator using existing turning movement data from VTrans and CCMPO. The balancing of the PM Peak hour volumes at this facility is very challenging due to the lack of Origin-Destination (O-D) data. After numerous internal discussion as well as consultations with the City and RSG, it was decided that CCMPO staff will videotape the Circulator and use the video to develop the O-D data needed to balance the model. |
| Winooski St Peter Street   | David Roberts     | 90%              |  |  |                              | A memorandum summarizing work to date and recommendations for a flashing beacon DO NOT ENTER system were provided to the City for review.  |
| <b>1.1.3.2 VTrans planning assistance and coordination</b>                             |                   |                  |  |  |                              | <b>19 Project Updates</b>  |
| Access Management Classification Updates   | Daryl Benoit      | 100%             |  |  |                              | No Major Activity undertaken.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated VTrans/CCMPO/VADPA related transportation planning efforts on 03/01/11.   |
| Coordination with VTrans on planning,  | Michele Boomhower | 75%              |  |  |                              | Director participated in the monthly VADPA meeting re: VTrans/CCMPO/VADPA related  |

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| project development studies & development review                                       |                   |                  |  |  |                              | transportation planning efforts on 03/03/11.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated VTrans/CCMPO/VADPA related transportation planning efforts on 03/08/11.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated VTrans/CCMPO/VADPA related transportation planning efforts on 03/10/11.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated VTrans/CCMPO/VADPA related transportation planning efforts on 03/11/11.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated VTrans/CCMPO/VADPA related transportation planning efforts on 03/14/11.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated VTrans/CCMPO/VADPA related transportation planning efforts (including Traffic Calming Guidelines Meeting w/VTrans staff) on 03/17/11.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated VTrans/CCMPO/VADPA related transportation planning efforts on 03/24/11.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated VTrans/CCMPO/VADPA related transportation planning efforts (VTrans Executive Staff Meeting) on 03/28/11.   |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated VTrans/CCMPO/VADPA related transportation planning efforts on 03/30/11.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated VTrans/CCMPO/VADPA related transportation planning efforts on 03/31/11.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director met with VTrans Secretary to discuss regional transportation projects on 03/30/11.   |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated with VTrans staff on regional network coordination efforts on 03/31/11.  |
| Coordination with VTrans on planning, project development studies & development review | Michele Boomhower | 75%              |  |  |                              | Director coordinated with VTrans consultant and Chittenden County Traffic Alert consultant regarding preparation for notification of the project activities for the Checkered House Bridge project in Richmond on 03/31/11. |
| Public Transportation Plan   | Peter Keating     | 0%               |  |  |                              | No activity this month.   |

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| Safe Routes to School Committee   | Peter Keating     | 75%              |  |  |                              | No activity this month.  |
| VTrans Freight Plan   | Michele Boomhower | 75%              |  |  |                              | Coordinated with VTrans Freight Plan Public Involvement Consultant regarding the plan update in March.   |
| VTrans ITS Architecture Plan  | David Roberts     | 90%              | \$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   | 15%              |  |  |                              | Load rating proposals were received and are being reviewed.  |
| Colchester Avenue Complete Streets Pilot Study  | Eleni Churchill   | 98%              |  | \$0.00                                     |                              | No activity this period.   |
| Exit 12B IJR Study  | Michele Boomhower | 75%              |  |  |                              | No activity this period.   |
| Parking Management Study for Burlington   | Peter Keating     | 20%              |  |  |                              | Scope of work complete, RFP issued, proposals received and reviewed.   |
| Shelburne Harbor Rd Safety and Standards Analysis   | David Roberts     | 85%              | \$10,452.11  | \$4,365.36                                 | 42%                          | The selectboard received a presentation on the final draft of the report. The consultant is making a few minor revisions in response to this discussion and a final report is expected in April.   |
| Weaver Street Bridge Assessment   | Christine Forde   | 50%              |  |  |                              | Testing is underway.   |
| Winooski Street Circulation Study   | Eleni Churchill   | 10%              |  |  |                              | This study is linked to the Winooski Circulator Evaluation study-please see the update for the Circulator study.   |
| <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     | 75%              |  |  |                              | No activities this period.   |
| Host Chittenden County Road Foremen Meetings  | Bryan Davis       | 75%              |  |  |                              | Hosted Road Managers meeting in South Burlington on March 15. Deputy Secretary of Transportation Sue Minter joined us, and Jason Charest gave a presentation on the retroreflectivity and street sign requirements in the new MUTCD. CCMPO staff followed up with VTrans staff on suggestions from the meeting.  |
| 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     | 20%              |  |  |                              | No significant activity this month.  |
| Transit Signal Priority pilot implementation assistance                                     | David Roberts     | 65%              |  |  |                              | Coordinated discussion between VTrans and CCTA regarding transit signal priority implementation on Shelburne Rd in South Burlington. Both parties have agreed to pursue implementation once CCTA has completed the Cherry St / S Winooski Ave transit priority installation. The current plan is for CCTA to fund minor upgrades to several signals on Shelburne Rd related to installation of optical strobe detectors necessary for priority operation and adjustments to the signal timing plans to provide |

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|  |                   |                  |  |  |                              | for bus priority.  |
| Update CCMPO ITS Plan  | David Roberts     | 9%               |  |  |                              | No significant activity this month.  |
| <b>1.2.2 Efficiency Improvements (ITS applications) (Transit)</b>      |                   |                  |  |  |                              | <b>7 Project Updates</b>   |
| Fort Ethan Allen Signal  | Peter Keating     | 95%              |  |  |                              | The final element of this project, street lights, will be installed on Monday, April 4, 2011. The temporary stop bars will be installed on April 7th. All other elements have been installed. VTrans has accepted the test results for the signal controller. The schedule now calls for the signal to go live in "flash" mode on Monday afternoon, April 4th, and operate that way for approximately 48 hours. On Thursday April 7th, the "flash" mode will be turned off and the signal operated in normal mode.   |
| Paratransit Software Scheduling Software                               | Peter Keating     | 10%              |  |  |                              | On March 8, 2011 TranSystems met with VPTA and transit agency staff who will form a subcommittee to discuss the consultants' workplan at regular intervals. TranSystems gave a presentation of its past work with four other states on statewide procurement of paratransit software and the group discussed the project timeline. Other activities included scheduling 7 days of site visits in April for TranSystems to meet with each transit agency at each site to conduct a detailed needs assessment for development of specifications. Also, a vendor expo plan is in place for a one-day expo on May 26, 2011. Software vendors are invited to set up a display and participate in two panel discussions to present product information and answer questions from transit agencies. |
| Real Time Passenger Information  | Peter Keating     | 13%              |  |  |                              | No activity this period.   |
| Real Time Passenger Information  | Peter Keating     | 13%              |  |  |                              | No activity this period.   |
| Systemwide ITS Application Development & Implementation                | Peter Keating     | 0%               |  |  |                              | (Individual projects are listed separately)  |
| Transit Signal Priority  | Peter Keating     | 53%              |  |  |                              | RFQs are being developed for the purchase of bus-mounted emitters and for the detection equipment. Transit Signal Priority – Shelburne Road: 5% complete We are preparing independent cost estimates for retrofitting the signals on Shelburne Road from Swift Street to Marsett Road with low priority preemption equipment. VTrans is not requiring any further study before we move forward with implementing signal priority along the corridor. We will also be in contact with VTrans to go over any preemption equipment specifications that they may require.  |
| Wi-Fi on Link Buses  | Peter Keating     | 100%             |  |  |                              | No activity this period.   |
| <b>2.1.4 Transportation Land Use Planning &amp; Review</b>             |                   |                  |  |  |                              | <b>4 Project Updates</b>   |
| Act 250 Permit Review  | Eleni Churchill   | 75%              |  |  |                              | 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  | Michele Boomhower | 75%              |  |  |                              | No activities this period.   |

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| Development Review Procedures/Policies  |                   |                  |  |  |                              |  |
| Traffic Impact Study Review for Municipalities  | Jason Charest     | 75%              |  |  |                              | Submitted an updated memo to the Town of Hinesburg regarding the updated Hannaford Traffic Impact Analysis.  |
| <b>2.1.5 Transportation Landuse Planning</b>  |                   |                  | <b>5 Project Updates</b>                           |  |                              |  |
| Coordination  | Charlie Baker     | 75%              |  |  |                              | RPC Director presented and participated in UPWP, Joint Finance, and MPO Board meetings to coordinate on issues related to the work program, Regional Sustainability Grant, and merger.   |
| 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.  |
| 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 | 100%             |  |  |                              | Project complete.  |
| <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%               |  |  |                              | No activity this month.  |
| Develop methodology to address preservation of properties with rail access                    | Michele Boomhower | 10%              |  |  |                              | No activity this period.   |
| Review of Best Practices for securing transportation connectivity land resources              | Michele Boomhower | 0%               |  |  |                              | No activity this period.   |
| <b>2.2.2 Land use data update and maintenance</b>   |                   |                  | <b>6 Project Updates</b>                           |  |                              |  |
| Updated TIP maps & graphics   | Pam Brangan       | 100%             | \$0.00   |  |                              | Project completed.   |
| Updated various GIS layers relevant to coordinated transportation and land use planning       | Pam Brangan       | 75%              | \$0.00   |  |                              | Staff continued to work on the housing points data update. Staff met with the Town Planner and Assessor in Colchester regarding the update. After receiving assessor data for Colchester and Williston, staff filled in many of the data gaps for these municipalities. Staff, along with CCMPO staff, has conducted 7 interviews for the intern positions. Staff produced a map for the Winooski trail project. Staff reviewed how other RPCs and |

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|   |                   |                  |  |  |                              | VTrans conduct sign inventories.  |
| Updated VOBCIT Data   | Pam Brangan       | 100%             | \$0.00   |  |                              | Working with other RPC GIS folks to improve the VOBCIT database.  |
| Updates to LUAM   | Melanie Needle    | 75%              |  |  |                              | Staff continues to work on an analysis to determine the appropriate onsite soil suitability analysis capacities. Staff hopes to have this completed in April 2011 to provide the MPO with an updated Allowable Land Use File.   |
| Updates to LUAM   | Melanie Needle    | 75%              |  |  |                              | Staff continues to work on an analysis to determine the appropriate onsite soil suitability analysis capacities. Staff hopes to have this completed in April 2011 to provide the MPO with an updated Allowable Land Use File.   |
| UrbanSim Recommendation   | Melanie Needle    | 0%               |  |  |                              | No work to report.  |
| <b>2.2.3 Transportation Environmental Planning</b>  |                   |                  |  |  |                              | <b>12 Project Updates</b>   |
| Begin Development of Web-based Summary of Environmental Issues                              | Christine Forde   | 15%              |  |  |                              | Continued review of town and regional website content from other areas.   |
| Develop Multi-year Plan to id Transportation Environmental Programs & Actions with Partners | Christine Forde   | 20%              |  |  |                              | CCMPO and CCRPC began identifying interested parties and partners to participate in our climate planning efforts.   |
| Establish staff level Environmental Review Team   | Michele Boomhower | 0%               |  |  |                              | No activity this period.  |
| Support RPC Staff in Tasks 2.2.3.2-2.2.3.4  | Christine Forde   | 68%              |  |  |                              | Staff participated in conversations with Delaware Valley Regional Planning Commission, ICLEI staff and Burlington staff to discuss each groups experience and advise regarding greenhouse gas estimating tools.   |
| Support RPC Staff in Tasks 2.2.3.2-2.2.3.4  | Christine Forde   | 75%              |  |  |                              | CCMPO/CCRPC staff continue working on Wildlife and Transportation pilot project. Staff met with representatives from Jericho, Richmond, Underhill and VT DFW on March 24 to talk about MPO/RPC role in their Regional Connectivity Project and planning for late May volunteer celebration event. |
| Support RPC Staff in Tasks 2.2.3.2-2.2.3.4  | Christine Forde   | 75%              |  |  |                              | Director and CCRPC Director met with VEIC Director to discuss enegy, climate, and HUD Planning Grant coordination efforts on 03/01/11.  |
| Support RPC Staff in Tasks 2.2.3.2-2.2.3.4  | Christine Forde   | 75%              |  |  |                              | Director coordinated environmental program related planning activities re FY11/FY12 UPWP process on 03/11/11.   |
| Support RPC Staff in Tasks 2.2.3.2-2.2.3.4  | Christine Forde   | 75%              |  |  |                              | Director participated in a climate planning roundtable with VTrans and VAPDA planners on 03/17/11.  |
| Support RPC Staff in Tasks 2.2.3.2-2.2.3.4  | Christine Forde   | 75%              |  |  |                              | Director met with CCRPC Director to brief on the status of climate planning on 03/29/11.  |
| Support RPC Staff in Tasks 2.2.3.2-2.2.3.4  | Christine Forde   | 75%              |  |  |                              | Director reviewed climate planning proposals on 03/30/11.   |
| Support RPC Staff in Tasks 2.2.3.2-2.2.3.4  | Christine Forde   | 75%              |  |  |                              | Director completed review of climate planning proposals and discussed next steps with staff on 03/31/11.  |
| Update TAC & Board as needed on Environmental Resource issues                               | Michele Boomhower | 75%              |  |  |                              | No activity this period.  |

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| <b>2.2.3.2 Transportation Environmental Planning: Air, Energy and Climate Action Plan</b> |                 |                  |  |  |                              | <b>7 Project Updates</b>   |
| 1. Best practices research & technical report   | Julie Potter    | 65%              |  |  |                              | The RFP was released on March 4 and proposals were received on March 25. The proposals are being reviewed.   |
| 2. Draft policy framework   | Julie Potter    | 8%               |  |  |                              | The Climate Best Practices proposal was released on March 4. Proposals were received on March 25 and are being reviewed.   |
| 3. Regional Energy Forums and municipal/partner engagement                                | Julie Potter    | 45%              |  |  |                              | CCRPC and CCMPO staff met with Burlington staff to discuss greenhouse gas inventory methods that would be beneficial to both organizations.  |
| 4. Acquire best available GHG emission inventory estimation tools                         | Julie Potter    | 65%              |  |  |                              | Staff continues to research methodologies and data needs.  |
| 5. Start benchmark year emissions inventory   | Julie Potter    | 15%              |  |  |                              | CCRPC and CCMPO conducted conference call meetings with Delaware Valley Regional Planning Commission, ICLEI and Burlington staff to discuss greenhouse gas inventory methodologies and data needs. |
| 6. Technical report summarizing potential implementation strategies                       | Julie Potter    | 0%               |  |  |                              | No activity this period.   |
| 7. Start regional energy, air quality and climate action guide                            | Julie Potter    | 0%               |  |  |                              | No activity this period.   |
| <b>2.2.3.3 Transportation Environmental Planning: Online Resource Mapping</b>             |                 |                  |  |  |                              | <b>6 Project Updates</b>   |
| Cache Map Service   | Pam Brangan     | 60%              |  |  |                              | Successfully installed ArcServer 10. Successfully ran the test cache. Staff now needs to review cache and fix labeling duplicates and errors.  |
| Cache Map Service   | Pam Brangan     | 95%              |  |  |                              | Successfully cached county map and submitted it to ESRI for review.  |
| Data Inventory and Data Refinement/Migration  | Pam Brangan     | 100%             |  |  |                              | This part of the project is complete.  |
| Data Sourcing to Map Template   | Melanie Needle  | 100%             |  |  |                              | Project completed.   |
| Implement online mapping tool   | Pam Brangan     | 10%              |  |  |                              | Began working on map for Charlotte to depict their habitat data and reports.   |
| Quality Assurance/Quality Control   | Pam Brangan     | 20%              |  |  |                              | Staff has successfully cached a test area of the county. Staff will now fix errors and then cache the whole county.  |
| <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     | 5%               |  |  |                              | Staff has offered to work with consultant to help compile tracking data that has been collected by the volunteers in Jericho, Richmond and Underhill.  |
| Apply for supplemental grant funding as appropriate                                       | Pam Brangan     | 5%               |  |  |                              | No progress to report.   |
| Conduct Educational Workshop(s)   | Pam Brangan     | 2%               |  |  |                              | Staff will help coordinate an end of season event for the Jericho, Richmond, and Underhill tracking groups to celebrate the work that has been accomplished.                                       |

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| Update data & maps                                       | Pam Brangan       | 40%              | \$0.00   |  |                              | CCMPO and CCRPC staff met with representatives from Jericho, Richmond and Underhill to learn about their wildlife crossing project. Jens Hilke was also in attendance. Staff has agreed to: <ul style="list-style-type: none"> <li>• Help develop and refine a database that can be used across towns. This would be different than the "where have you seen wildlife?" map/website, but we could help with both types of projects.</li> <li>• If tracking work continues next year, CCRPC/CCMPO might be able to map collected data to help keep volunteers motivated (so they can see their progress during the tracking season, not just at the end).</li> <li>• Work with towns and volunteers to help decide what to do with the data once collected. Help facilitate a seminar on how to use the data once it is collected.</li> <li>• Organize an end of season (late May) event to bring volunteers together and celebrate their efforts, display the maps and data, and keep excitement for the project going. Jens and Jesse would be available to present and inspire.</li> </ul> |
| <b>2.3.1 Regional comprehensive planning involvement</b> |                   |                  |  |  |                              | <b>7 Project Updates</b>   |
| Apply for supplemental grant funding as appropriate      | Michele Boomhower | 75%              |  |  |                              | No activity this period.   |
| Oversight of CCRPC MPO Work Program Tasks                | Michele Boomhower | 75%              |  |  |                              | Review of CCRPC monthly billing and progress report and coordination with CCRPC Director and staff on project status occurred throughout the month of March.   |
| Participation on Regional Plan Development Committee     | Peter Keating     |                  |  |  |                              | No activity this month.  |
| Participation on Regional Plan Development Committee     | Peter Keating     | 10%              |  |  |                              | Staff continued coordination with the CCRPC on the HUD Regional Sustainability Planning Grant in March.  |
| Participation on Regional Plan Development Committee     | Peter Keating     | 10%              |  |  |                              | Staff continued coordination with the CCRPC on the HUD Regional Sustainability Planning Grant in March.  |
| Reports for CCRPC as needed                              | Michele Boomhower | 75%              |  |  |                              | No activity this period.   |
| Review of CCRPC related reports                          | Michele Boomhower | 75%              |  |  |                              | No activity this period.   |
| <b>2.3.3 Corridors and Circulation</b>                   |                   |                  |  |  |                              | <b>7 Project Updates</b>   |
| Colchester Avenue Corridor Study                         | Eleni Churchill   | 75%              |  |  |                              | The Colchester Avenue Task Force (study's advisory and policy committee) met on Thursday March 24th to review and discuss outcomes of the second public meeting (February 3rd); future transportation concepts (all modes) for Colchester Ave; and the Plan's next steps as we move towards analyzing the strategies and drafting the Implementation Plan. The task force meeting was very productive and the committee decided to continue their discussion of these crucial issues on April 5th.   |
| Main Street/US 7 Circulation Study                       | Eleni Churchill   | 0%               |  |  |                              | This project was moved to FY 12.   |
| Shelburne Road Corridor Study                            | Eleni Churchill   | 5%               |  |  |                              | The SOW, budget and time schedule for this project was approved and a notice to proceed was sent to the selected consultant (PB). A  |

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|   |                   |                  |  |  |                              | Kickoff meeting is scheduled for April 27th.  |
| US 2 Corridor Working Group   | Eleni Churchill   | 75%              |  |  |                              | No activity.  |
| VT 15 Corridor Working Group  | Eleni Churchill   | 10%              |  |  |                              | CCMPO staff is extracting Implementation Plan Information from the Route 15 Corridor Study to send to the four municipalities involved in the Corridor Study for their review and update of specific plan recommendations.  |
| Western Corridor Working Group(s)                                   | Michele Boomhower | 0%               |  |  |                              | No activity this period.  |
| Williston Road Circulation Study                                    | Eleni Churchill   | 7%               |  |  |                              | The kickoff meeting for the Williston Road circulation study was held on March 11th.  |
| <b>2.3.3.1 Local Corridors &amp; Circulation</b>                    |                   |                  |  |  |                              | <b>1 Project Update</b>   |
| North Avenue Corridor Study   | Eleni Churchill   | 0%               |  |  |                              | This project was moved to FY 12.  |
| <b>2.4.1 Alternative Fuels Planning</b>                             |                   |                  |  |  |                              | <b>1 Project Update</b>   |
| Clean Cities Program  | Michele Boomhower | 75%              |  |  |                              | Staff participated in March 21 event hosted by UVM TRC and Burlington's CEDO. Meeting was attended by local/regional business owners and fleet managers to discuss their transportation challenges, fuel options, and potential solutions.  |
| <b>2.4.1 Alternative Fuels Planning</b>                             |                   |                  |  |  |                              | <b>3 Project Updates</b>  |
| Expansion of CCMPO role in alternative fuel options analysis        | Michele Boomhower | 75%              |  |  |                              | Staff participated in March 21 event hosted by UVM TRC and Burlington's CEDO. Meeting was attended by local/regional business owners and fleet managers to discuss their transportation challenges, fuel options, and potential solutions.  |
| Partnership to implement programs & projects as opportunities arise | Michele Boomhower | 75%              |  |  |                              | No activity this period.  |
| UVM TRC & Clean Cities program coordination                         | Michele Boomhower | 75%              |  |  |                              | Accepted invitation for April Clean Cities Coalition meeting.   |
| <b>3.1.1 Create and Improve (transit)</b>                           |                   |                  |  |  |                              | <b>4 Project Updates</b>  |
| Cherry Street Short Term Accomodations                              | Peter Keating     | 75%              |  |  |                              | CCTA has received an encumbrance permit for three additional shelters to accompany the three bus berthing areas   |
| Passenger Shelters  | Peter Keating     | 23%              |  |  |                              | Site plans are complete and approvals have been received for two shelters in Milton. An RFO to solicit quotes for these shelters has been issued. Site Plans for three shelters in Williston are complete; however, the location on Helena Drive has been denied by the State and an alternate site is now being investigated. An RFO to solicit quotes for these shelters is being prepared. A meeting was held with representatives from Essex Junction and the New England Central Railroad about CCTA plans for refurbishing the bus shelter at the Amtrak station in Essex Junction. Approval is expected this spring. |
| Regional Public Transportation Expansion                            | Peter Keating     | 65%              |  |  |                              | CCTA's Transit Development Plan was adopted by the CCTA Board in December 2010  |
| Solar Shelter Lights  | Peter Keating     | 22%              |  |  |                              | Installations have been completed at three shelters. The remaining six installations are programmed to be completed during the next few months. Work is progressing on the second   |

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|   |                 |                  |  |  |                              | phase of the project, which includes an additional ten to twelve solar light installations.   |
| <b>3.1.6 Public Transportation Planning by CCMPO</b>                                |                 |                  |  |  |                              | <b>8 Project Updates</b>  |
| Efforts in Support of Transit Funding Alternatives to the Property Tax              | Peter Keating   | 0%               |  |  |                              | No activity this month.   |
| Participation in CCTA ADA & Elders/Persons w/Disabilities Transportation Committees | Peter Keating   | 75%              |  |  |                              | No activity this month.   |
| Public Transportation Committee Facilitation  | Peter Keating   | 0%               |  |  |                              | No activity this month.   |
| Public Transportation Communications  | Peter Keating   |                  |  |  |                              | No activity this month.   |
| Public Transportation Communications  | Peter Keating   | 75%              |  |  |                              | Director participated in House and Senate Transportation Committee hearings regarding the Transit New Starts program and the potential Hinesburg New Start Route on March 10.   |
| Public Transportation Communications  | Peter Keating   | 75%              |  |  |                              | Director participated in House and Senate Transportation Committee hearings regarding the Transit New Starts program and the potential Hinesburg New Start Route on March 10.   |
| Tilley Drive  | Peter Keating   | 75%              |  |  |                              | No activity this month.   |
| Transit Development Plan Participation  | Peter Keating   | 100%             |  |  |                              | Project complete.   |
| <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 finished.   |
| Development of Draft FY12-FY15 TIP  | Christine Forde | 25%              |  |  |                              | The preliminary draft TIP was developed. Information requests were sent to VTrans and town project managers. TIP subcommittee meeting was scheduled for April 12.   |
| FY10 Annual Listing of Projects Obligation Funds on CCMPO Website                   | Christine Forde | 75%              |  |  |                              | Obligation information has been received from VTrans and has been entered into the TIP database. CCMPO staff is reviewing all the data and preparing the report.  |
| Prioritization of CCMPO Region's projects for submission to VTrans                  | Christine Forde | 25%              |  |  |                              | The preliminary draft TIP has been developed and provided to the TIP steering committee for two meetings in April. Information requests have been sent to all town representatives (TAC members) and VTrans project managers. Requests have also been sent to Burlington International Airport and CCTA.                  |
| TIP Amendments as Needed  | Christine Forde | 70%              |  |  |                              | A TIP amendment was approved for Lake Champlain Byways.   |
| <b>3.3.1 Access &amp; Mobility</b>  |                 |                  |  |  |                              | <b>3 Project Updates</b>  |
| ADA Program   | Peter Keating   | 75%              |  |  |                              | Staff will bring a set of recommendations to the Board Strategy committee in April to adjust the program eligibility process and propose use of a federal New Freedoms grant to fund mobility management activities in the upcoming fiscal year. CCTA is working with SSTA to improve the efficiency of their operations. |

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| E & D Program   | Peter Keating     | 75%              |  |  |                              | Partner agencies have been expending E&D funds consistent with some higher rates of usage among VNA and City of Winooski and lower rates of usage in Hinesburg and Huntington. The Advisory Committee meets April 6, 2011 to verify last quarter projections and reallocate any funds below 50% spent as necessary. |
| Tilley Drive Shuttle  | Peter Keating     | 100%             |  |  |                              | Project complete.   |
| <b>3.3.4 2060 Metropolitan Transportation Plan (MTP)</b>                            |                   |                  |  |  |                              | <b>9 Project Updates</b>  |
| Draft sections of 2035 MTP  | Peter Keating     | 60%              |  |  |                              | No activity this month.   |
| Municipal, resource agency, and public outreach on status, strategies, and projects | Peter Keating     | 10%              |  |  |                              | Presented scenario planning survey results to Burlington Ward 6 NPA   |
| Municipal, resource agency, and public outreach on status, strategies, and projects | Peter Keating     | 10%              |  |  |                              | Director and staff coordinated on MTP related inputs for the CCRPC HUD Regional Sustainability Planning Grant program 03/01/11.   |
| Municipal, resource agency, and public outreach on status, strategies, and projects | Peter Keating     | 10%              |  |  |                              | Director and staff coordinated on MTP related inputs for the CCRPC HUD Regional Sustainability Planning Grant program 03/08/11.   |
| Municipal, resource agency, and public outreach on status, strategies, and projects | Peter Keating     | 10%              |  |  |                              | Director and staff participated in a Coordination Committee meeting for the CCRPC HUD Regional Sustainability Planning Grant program 03/16/11.  |
| Municipal, resource agency, and public outreach on status, strategies, and projects | Peter Keating     | 10%              |  |  |                              | Director and staff coordinated on work program related inputs for the CCRPC HUD Regional Sustainability Planning Grant program 03/30/11.  |
| Perform transportation and land-use modeling analyses                               | David Roberts     | 65%              |  |  |                              | Continued coordination with CCRPC on HUD Regional Sustainability grant program activities.  |
| 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     | 75%              |  |  |                              | 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       | 32%              | \$0.00   |  |                              | No progress to report this month.   |
| Review MTP to identify issues related to regional plan consistency                  | Charlie Baker     | 67%              |  |  |                              | task integrated into Regional Sustainability Planning project.  |
| <b>3.3.5 Freight Transportation Planning</b>  |                   |                  |  |  |                              | <b>8 Project Updates</b>  |
| Draft sample zoning and municipal plan  | Michele Boomhower | 5%               |  |  |                              | No activity this period.  |

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| language for stated preference for rail-served businesses   |                   |                  |  |  |                              |  |
| Establish regional Freight Transportation Working Group to advance strategies outlined in Western Corridor Transportation Management Plan                                   | Michele Boomhower | 0%               |  |  |                              | No activity 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 | 75%              |  |  |                              | Director coordinated a joint grant support letter for the Western Corridor Rail Grant application prepared by VTrans including sign on by CCMPO, CCRPC, ACRPC, and RRPC on March 23, 2011.   |
| 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 | 25%              |  |  |                              | Director and staff coordinated in the development and notification of the availability of a RFP for the rating of three bridges on the Burlington Branch line between Essex and Burlington on 03/25/11.  |
| 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 | 75%              |  |  |                              | Director participated in an informational event regarding the Western Rail Corridor, sponsored by Congressman Welch and including FRA Deputy Director Karen Rae, on 03/28/11.  |
| Participate in Vermont Rail Advisory Council and subcommittee activities  | Michele Boomhower | 75%              |  |  |                              | No activity this period.   |
| Preservation of appropriate rail frontage for commercial/industrial development that will/could use rail services   | Michele Boomhower | 10%              |  |  |                              | No activity this period.   |
| Work with local municipalities and railroads to identify and select properties in Chittenden County   | Michele Boomhower | 0%               |  |  |                              | No activity this period.   |
| <b>3.4.1 Pedestrian/Bicycle transportation planning</b>   |                   |                  |  |  |                              | <b>11 Project Updates</b>  |
| Administer/manage pedestrian/bicycle planning efforts   | Bryan Davis       | 75%              |  |  |                              | No CCMPO Bicycle/Pedestrian Committee meeting in Feb. CCMPO 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. CCMPO staff |

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|   |                   |                  |  |  |                              | participating in FHWA non-motorized travel analysis project.   |
| Administer/manage the sidewalk grant program  | Peter Keating     | 0%               |  |  |                              | No activity this month.  |
| Bicycle/Pedestrian Data Collection  | Daryl Benoit      | 90%              |  |  |                              | No major activity undertaken   |
| Champlain Elementary School SR2S Project Mgt.   | Bryan Davis       | 55%              |  |  |                              | Communicated with Aimee Pope and Nicole Losch about project; revised scope to incorporate Aimee's suggestions; called Nicole to confirm next steps. VTrans to select project consultant.                 |
| Continue advancing other UPWP tasks that demonstrate commitment to active transportation programs       | Bryan Davis       | 75%              |  |  |                              | 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       | 75%              |  |  |                              | Continue compiling data for performance measures outlined in the 2208 Regional Bicycle/Pedestrian Plan.  |
| Federal authorization: monitor progress of legislation  | Michele Boomhower | 75%              |  |  |                              | No activity this period.   |
| Meetings with local communities and group to advance pedestrian/bicycle facilities                      | Bryan Davis       | 75%              |  |  |                              | Participated in Burlington Walk/Bike Council meeting on March 15, responded to inquiries from Richmond Trails Committee and others.  |
| Presentations and other educational material  | Bryan Davis       | 75%              |  |  |                              | Interviewed by UVM student on March 17 for senior thesis project on local bicycle culture and infrastructure.  |
| 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       | 75%              |  |  |                              | See attached Local Motion report   |
| Administration of contract  | Bryan Davis       | 75%              |  |  |                              | See attached Local Motion report   |
| Educate region on gaps in network, ways to address them   | Bryan Davis       | 75%              |  |  |                              | See attached Local Motion report   |
| Provide technical assistance to trail/walk/bike committees  | Bryan Davis       | 75%              |  |  |                              | See attached Local Motion report   |
| Work to advance regional connections between towns  | Bryan Davis       | 75%              |  |  |                              | See attached Local Motion report   |
| Work with   | Bryan Davis       | 75%              |  |  |                              | See attached Local Motion report   |

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| state/regional leaders to seek creative funding   |                 |                  |  |  |                              |   |
| <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   | 30%              |  |  |                              | Staff worked on drafting chapters of the Green Mountain Transit TDP and completed a public meeting.   |
| Evening Trips   | Peter Keating   | 100%             |  |  |                              | Project complete.   |
| Pine Street Route   | Peter Keating   | 100%             |  |  |                              | Project complete.   |
| Ridecheck of Williston Route  | Peter Keating   | 100%             |  |  |                              | Project complete.   |
| System Timepoint Analysis & Scheule Update  | Peter Keating   | 70%              |  |  |                              | Timepoint data is being collected for routes with updated schedule changes that began in March. Saturday morning trips are a priority in collecting running time data. 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   | 80%              |  |  |                              | No significant changes this month   |
| <b>3.4.3 Transportation Demand Management (TDM)</b>                                     |                 |                  |  |  |                              | <b>7 Project Updates</b>  |
| Assist CarShare Vermont with outreach planning  | Bryan Davis     | 75%              |  |  |                              | Participated in CarShare VT Outreach Committee meeting on March 17, case study/focus group event on March 29, hosted by High Meadows Fund, and met with Operations committee on March 30 to coordinate outreach with them.  |
| Assist CarShare Vermont with outreach planning  | Bryan Davis     | 75%              |  |  |                              | Director participated in a Focus Group event for CarShare VT sponsored by the High Meadows Foundation on 03/29/11.  |
| Coordination meetings with Vtrans regarding park and ride development                   | Peter Keating   | 100%             |  |  |                              | No activity this month.   |
| Create Walk, Bike, Ride Share Educational Campaign (CarShare VT)                        | Bryan Davis     | 75%              |  |  |                              | Provided feedback on proposed TDM program to partners.  |
| Develop Rural Communities Alternative Transportation Access Model (CarShare VT)         | Bryan Davis     | 75%              |  |  |                              | No staff activity this month  |
| Revised and updated regional park and ride plan   | Peter Keating   | 95%              |  |  |                              | Draft Plan completed and reviewed. Comments to RSG.   |
| TMA/TDM feasibility applications in selected areas as requested                         | Peter Keating   | 75%              |  |  |                              | No activity this month.   |
| <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   | 10%              |  |  |                              | Strategy session held in Middlebury to discuss survey format, audience and distribution method.   |
| Baseline and tracking data to assess success of program                                 | Peter Keating   | 5%               |  |  |                              | No activity this month.   |

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| Manage registration database   | Peter Keating     | 10%              |  |  |                              | No activity this month.   |
| Support VEIC as project contractor                                     | Peter Keating     | 75%              |  |  |                              | Provided web site comments and met with VEIC staff to advise this year's program  |
| W2GW Project Website Maintenance & Development                         | Daryl Benoit      | 80%              |  |  |                              | web updates for 2011. Some IT and data technical assistance. Transferred to new website... W2GW survey meeting Middlebury (21 Mar 2011).  |
| Work with WTG Partners and VEIC on outreach and promotional activities | Peter Keating     | 75%              |  |  |                              | Coordinating kick off event and potential business share and learn.   |
| <b>3.4.4.2 Project Definition (Scoping) Studies (consultants)</b>      |                   |                  |  |  |                              | <b>5 Project Updates</b>  |
| Bay Road Bridge  | Christine Forde   | 100%             |  |  |                              | Completed   |
| Burlington-Winooski Main Street Bridge                                 | Christine Forde   | 25%              |  |  |                              | A notice to proceed was issued to Hoyle Tanner for bridge load rating review.   |
| Exit 14 Intercept (with earmark)                                       | Christine Forde   | 20%              |  |  |                              | The request for proposals was released on March 11 to CCMPO's prequalified transportation planning consultants. Proposals are due on April 1.   |
| Exit 16 Scoping Study- Colchester                                      | Eleni Churchill   | 92%              |  |  |                              | Preliminary design alternatives for 2028 were developed, including a Double Crossover Diamond (DCD) interchange and traditional capacity improvement alternative. The Steering Committee met in February to review the alternatives and the evaluation matrix. A meeting with FHWA and the District 5 was held at the end of March to get their input on the two viable alternatives for the Exit 16 area. The next step will be to present an overview of the scoping study to VTrans' Executive Staff and schedule the alternatives presentation to the Colchester Selectboard.   |
| Gentes Road Bridge   | Christine Forde   | 95%              |  |  |                              | Bridge testing has been completed. McFarland Johnson is analyzing the results of the tests.   |
| <b>3.4.4.3 Project Definition (Scoping) Studies (Locally Managed)</b>  |                   |                  |  |  |                              | <b>11 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 activity this period.  |
| Crescent Connector Scoping - Essex Junction                            | Eleni Churchill   | 95%              |  |  |                              | The alternatives presentation to the Village Trustees and the public was held on February 22nd. The Trustees did not endorse a preferred alternative for the Crescent Connector Road at this meeting but decided to continue their discussion during their March 8th meeting. In order to assist the Trustees in their deliberations on the preferred alternative, CCMPO staff wrote a memo to the Trustees summarizing the traffic results and impacts of the two build alternatives analyzed during the scoping process. During their March 8th meeting the Trustees endorsed the Northern Alignment for the Crescent Connector Road. |
| Dickinson Street, Jericho  | Christine Forde   | 70%              |  |  |                              | The Alternatives Presentation meeting was held on March 21. The Selectboard will hold follow-up meetings in April to select a preferred alternative.  |
| Holy Cross Road/West Lake Shore  | Bryan Davis       | 15%              |  |  |                              | Fully executed contract was sent on March 30.   |

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| Drive/Church to Prim Road, Colchester   |                 |                  |  |  |                              |   |
| Intervale Access Improvements, Burlington   | Bryan Davis     | 0%               |  |  |                              | Project Canceled.   |
| Milton Connector Roadway Project  | Christine Forde | 0%               |  |  |                              | No activity this period   |
| Prioritized Bicycle & Pedestrian Projects   | Bryan Davis     | 5%               |  |  |                              | Scheduled April 4 meeting with VTrans and South Burlington representatives regarding potential short term improvements to Queen City Park Rd/Shelburne Road intersection.   |
| Prioritized Park & Ride Projects  | Peter Keating   | 0%               |  |  |                              | No activity this month.   |
| Riverwalk Pathway West, Winooski  | Christine Forde | 0%               |  |  |                              | No activity this month.   |
| Williston Road Improvements, I-89 to Cottage Grove, South Burlington                  | Eleni Churchill | 0%               |  |  |                              | This project will not be initiated this FY.   |
| <b>3.4.5 Transportation Action Grants (TAG)</b>                                       |                 |                  | <b>5 Project Updates</b>                           |  |                              |   |
| Assist Round 2 awardees with their projects to ensure completion by due dates         | Bryan Davis     | 75%              |  |  |                              | Discussed Town of Huntington/HERO project with coordinator, agreed on funding changes based on progress and June 30 contract end date. Reviewed draft Jericho/MMU path report and met with project steering committee meeting on March 21. Final presentation to Selectboard scheduled for April 7.   |
| Consideration of another TAG grant cycle based on performance for Rounds 1 & 2        | Bryan Davis     | 50%              |  |  |                              | In developing draft FY12 UPWP, staff decided to change the TAG program from a competitive grant program to a first come, first served technical/planning assistance program to complement the existing Technical Assistance and Corridor/Scoping programs.  |
| Evaluate program success by examining final work products and amount of funds awarded | Bryan Davis     | 50%              |  |  |                              | No activity this month - this will be completed later 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%              |  |  |                              | Reviewed final products from Jericho Boardwalk project and Essex Town projects.   |
| Work with Round 1 awardees to close out their projects                                | Bryan Davis     | 100%             |  |  |                              | Project complete.   |
| <b>4.1.1 Education (transit)</b>  |                 |                  | <b>1 Project Update</b>                            |  |                              |   |
| Multimodal and Regional Coordination  | Peter Keating   | 75%              |  |  |                              | MTP: No activity this period; Regional Park and Ride Plan: No activity this period; Colchester Avenue Corridor 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 scope of work; Burlington Downtown and Waterfront Plan: In the Fall 2010, the City of Burlington was awarded a Sustainable Communities Challenge Grant for the creation of a land use and development plan for Burlington's Downtown and Waterfront. The planning process will place an emphasis on ways to promote and improve |

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|  |                   |                  |  |  |                              | mixed uses and quality urban design, affordable and workforce housing, transportation and parking management, and the quality and capacity of public infrastructure. CCTA has been identified as an interested stakeholder and will have a representative that will be included in the planning process. The first phase of the process, which is scheduled to end in August, focuses on the development of a comprehensive inventory and assessment of existing conditions along with the identification of primary needs.   |
| <b>4.1.3 Traffic alert program</b>   |                   |                  |  |  |                              | <b>1 Project Update</b>   |
| Chittenden Traffic Alert   | David Roberts     | 5%               |  | \$810.00                                   |                              | Traffic Alerts will resume the first week in April due to several large projects getting an early start this year, including the US 2 Checkered House Bridge in Richmond.   |
| <b>4.1.4 Public Participation, Communications &amp; legislative monitoring</b> |                   |                  |  |  |                              | <b>25 Project Updates</b>   |
| Annual evaluation of public participation in CCMPO activities                  | Bryan Davis       | 50%              |  |  |                              | No activity this month  |
| Annual Reports for Communities   | Bryan Davis       | 100%             |  |  |                              | Project complete.   |
| CCMPO CCRPC Merger   | Michele Boomhower | 75%              |  |  |                              | Director coordinated materials for and participated in a Joint Executive Committee meeting regarding the merger on 03/02/11.  |
| CCMPO CCRPC Merger   | Michele Boomhower | 75%              |  |  |                              | Director coordinated materials for a Joint Board meeting regarding the merger on 03/08/11.  |
| CCMPO CCRPC Merger   | Michele Boomhower | 75%              |  |  |                              | Director met with Board Chair to discuss the merger on 03/16/11.  |
| CCMPO CCRPC Merger   | Michele Boomhower | 75%              |  |  |                              | Director and CCRPC Director met with the Charlotte Selectboard to discuss the merger on 03/28/11.   |
| CCMPO CCRPC Merger   | Michele Boomhower | 75%              |  |  |                              | Director coordinated merger related activities on 03/29/11.   |
| CCMPO CCRPC Merger   | Michele Boomhower | 75%              |  |  |                              | Director coordinated merger related activities on 03/31/11.   |
| CCMPO CCRPC Merger   | Michele Boomhower | 75%              |  |  |                              | Director worked on merger bylaw language on 03/08/11.   |
| CCMPO CCRPC Merger   | Michele Boomhower | 75%              |  |  |                              | Director met with the Burlington Transportation Utilities Energy Committee to discuss the CCMPO CCRPC merger on 03/16/11.   |
| CCMPO Website & Transportation Studies Library Maintenance                     | Daryl Benoit      | 65%              |  |  |                              | Posted 12 reports online: 1. East Road / Depot Road Technical Assistance, 2. Exploration of Alternative Transportation at CVU, 3. Jericho Center Boardwalk Project, 4. Essex Town Bike Path Fee Analysis, 5. Gravel Road Hook-On Fees Town of Essex, 6. Susie Wilson Road Corridor Improvement Plan and Financing Option, 7. Susie Wilson Road Corridor Lighting Plan, 8. Interchange 14 Ramp C ~ Draft Scoping Report, 9. U.S. Route 7 / Middle Road & Railroad Street Extension Intersection, 10. Shared Use Path Connection over Muddy Brook ~ Feasibility Study, 11. Bay Road Bridge Replacement for Shelburne, 12. SGV Scenic protection manual. Scanned & sent documentation of 2004 ortho imagery to Robert at Trudell Consulting... |
| Champlain Initiative   | Michele Boomhower | 75%              |  |  |                              | No activity this period.  |
| Continue to explore and implement new outreach and public                      | Bryan Davis       | 75%              |  |  |                              | Participated in free social media webinar on March 30.  |

| Project Name   | Project Manager   | Percent Complete | Project - Total Task Based CCMPO Consultant Budget | Project - Total Consultant Invoices Amount | % Consultant Budget Complete | Project Update   |
|--|-------------------|------------------|--|--|------------------------------|--|
| involvement techniques   |                   |                  |  |  |                              |  |
| Continue to explore and implement new outreach and public involvement techniques | Bryan Davis       | 75%              |  |  |                              | Staff participated in AARP VT Community Action Leadership Training on March 24 to learn about reaching residents and retaining interest and participation.   |
| 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       | 75%              |  |  |                              | Added content to draft e-newsletter. Will likely be distributed in late April.   |
| Map locations of socio-economic groups   | Bryan Davis       | 75%              |  |  |                              | Staff investigated recent census data for relevant data sets to complete this project. Contacted Center for Rural Studies for more information.  |
| Outreach and education   | Michele Boomhower | 75%              |  |  |                              | Third Sector Assoc attended and took meeting notes for Jan. 26 MTP Steering Committee meeting.   |
| Outreach and education   | Michele Boomhower | 75%              |  |  |                              | Third Sector Assoc worked with CCMPO and City of Burlington DWP staff to reach out to Colchester Ave commuters for comment on the roadway realignment. Work included distributing a press release and contacting municipal webmasters.   |
| Outreach and education   | Michele Boomhower | 75%              |  |  |                              | Director participated in Breakfast with Your Legislators event sponsored by the Lake Champlain Chamber and GBIC on 03/14/11.   |
| Outreach and education   | Michele Boomhower | 75%              |  |  |                              | Director, Board Chair, and CCRPC Director met with congressional staff from the offices of Senator Leahy, Senator Sanders, and Congressman Welch to discuss the CCMPO CCRPC Merger, HUD Regional Sustainability Planning Grant, and various Chittenden County transportation projects on March 22.   |
| Press releases and press conferences to highlight projects and programs          | Michele Boomhower | 75%              |  |  |                              | No activity this period.   |
| Provide monthly emails detailing project progress to members                     | Michele Boomhower | 75%              |  |  |                              | No activity this period.   |
| TIP Summary  | Christine Forde   | 0%               |  |  |                              | No activity this period.   |
| Way To Go! Commuter Challenge marketing  | Peter Keating     | 50%              |  |  |                              | Coordinated with VEIC on outreach materials for 2011 event.  |
| <b>4.2.1 Improve facilities(transit)</b>   |                   |                  | <b>1 Project Update</b>                            |  |                              |  |
| Downtown Transit Center/Efficiency Shop Ltg.                                     | Peter Keating     | 10%              |  |  |                              | Downtown Transit Center: (2% complete) - CCTA's board approved CCTA to contract with Vanasse Hangen Brustlin, Inc. for professional services related to the design of the downtown transit center. That agreement has now been signed by all parties and a kick-off meeting between CCTA and VHB is scheduled for April 5th. Efficiency Shop Lighting: (40% 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. The remaining fixtures are back-ordered and alternate |

| Project Name   | Project Manager   | Percent Complete | Project - Total Task Based CCMPO Consultant Budget | Project - Total Consultant Invoices Amount | % Consultant Budget Complete | Project Update  |
|--|-------------------|------------------|--|--|------------------------------|---|
|  |                   |                  |  |  |                              | manufacturers/suppliers are being identified.   |
| <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       | 75%              |  |  |                              | Gave notice to towns of staff availability to help prepare HMPG grant applications, etc. Discussed potential projects with several towns.                                 |
| CCMPO point-of-contact for town staff and officials  | Bryan Davis       | 75%              |  |  |                              | Continued serving as point-of-contact for town staff and officials.   |
| Outreach materials about various programs, services, and funding opportunities   | Bryan Davis       | 75%              |  |  |                              | Sent notice to towns about Hazard Mitigation and Preparedness Grant Program - application availability, due dates, MPO/RPC staff availability to help with applying, etc. |
| Periodic updates about new/potential opportunities (funding, grants), to celebrate success in other towns, and to convey relevant and timely information | Bryan Davis       | 75%              |  |  |                              | Sent notice to towns about Hazard Mitigation and Preparedness Grant Program - application availability, due dates, MPO/RPC staff availability to help with applying, etc. |
| <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 | 75%              |  |  |                              | No activity this period.  |
| List of all scoping or technical assistance projects that have not yet been completed, with current status   | Christine Forde   | 25%              |  |  |                              | Staff provided input to Board and TAC members on VTrans weekly reports.   |
| Quarterly report on status of all projects   | Christine Forde   | 25%              |  |  |                              | Information requests were sent to all project managers to update the project status report.   |
| Tool to provide current information on projects to communities   | Christine Forde   | 0%               |  |  |                              | No activity this period.  |
| <b>4.3.1 Agency Administration</b>   |                   |                  |  |  |                              | <b>33 Project Updates</b>   |
| Active participation in national, regional, and state organizations  | Michele Boomhower | 75%              |  |  |                              | Director participated in the annual National Association of Development Organizations (NADO) Policy Conference from March 20-22.  |
| Annual Meetings of the CCMPO   | Bernie Ferenc     | 0%               |  |  |                              | No activities this period.  |
| Attending meetings with partners and stakeholders  | Michele Boomhower | 75%              |  |  |                              | No activity this period.  |
| CCMPO Board of Directors   | Michele Boomhower | 75%              |  |  |                              | The CCMPO Board meeting and a Joint CCMPO/CCRPC Board meeting were held on 03/16/11.  |
| CCRPC-CCMPO Joint Executive Committee  | Michele Boomhower | 75%              |  |  |                              | A Joint CCMPO CCRPC Executive Committee meeting was held on March 2 to discuss the merger activities.   |
| Executive Committee  | Michele Boomhower | 75%              |  |  |                              | Director and Business Manager participated in March Executive Committee meeting on 03/02/11.  |
| Executive Committee  | Michele           | 75%              |  |  |                              | Director and Business Manager prepared for  |

| Project Name                      | Project Manager   | Percent Complete | Project - Total Task Based CCMPO Consultant Budget | Project - Total Consultant Invoices Amount | % Consultant Budget Complete | Project Update  |
|-----------------------------------|-------------------|------------------|--|--|------------------------------|---|
|                                   | Boomhower         |                  |  |  |                              | April Executive Committee meeting on 03/30/11.  |
| Finance Committee                 | Bernie Ferenc     | 75%              |  |  |                              | Director coordinated (Joint) Finance Committee materials with the Business Manager on 03/01/11.                                     |
| Finance Committee                 | Bernie Ferenc     | 75%              |  |  |                              | Director coordinated (Joint) Finance Committee materials with the Business Manager on 03/02/11.                                     |
| Finance Committee                 | Bernie Ferenc     | 75%              |  |  |                              | Director coordinated (Joint) Finance Committee materials and participated in the JFC meeting with the Business Manager on 03/16/11. |
| General Administrative Activities | Michele Boomhower | 15%              |  |  |                              | Director coordinated UPWP program development activities for the FY12 UPWP on 03/01/11.   |
| General Administrative Activities | Michele Boomhower | 15%              |  |  |                              | Director continued coordination of UPWP program development activities for the FY12 UPWP on 03/02/11.                               |
| General Administrative Activities | Michele Boomhower | 20%              |  |  |                              | Director continued coordination of UPWP program development activities (Budget) for the FY12 UPWP on 03/10/11.                      |
| General Administrative Activities | Michele Boomhower | 20%              |  |  |                              | Director continued coordination of UPWP program development activities for the FY12 UPWP on 03/14/11.                               |
| General Administrative Activities | Michele Boomhower | 20%              |  |  |                              | Director continued coordination of UPWP program development activities for the FY12 UPWP on 03/16/11.                               |
| General Administrative Activities | Michele Boomhower | 20%              |  |  |                              | Director continued coordination of UPWP program development activities for the FY12 UPWP on 03/17/11.                               |
| General Administrative Activities | Michele Boomhower | 30%              |  |  |                              | Director continued coordination of UPWP program development activities for the FY12 UPWP on 03/23/11.                               |
| General Administrative Activities | Michele Boomhower | 30%              |  |  |                              | Director continued coordination of UPWP program development activities for the FY12 UPWP on 03/24/11.                               |
| General Administrative Activities | Michele Boomhower | 30%              |  |  |                              | Director continued coordination of UPWP program development activities for the FY12 UPWP on 03/25/11.                               |
| General Administrative Activities | Michele Boomhower | 35%              |  |  |                              | Director continued coordination of UPWP program development activities for the FY12 UPWP on 03/29/11.                               |
| General Administrative Activities | Michele Boomhower | 35%              |  |  |                              | Director continued coordination of UPWP program development activities for the FY12 UPWP on 03/30/11.                               |
| General Administrative Activities | Michele Boomhower | 35%              |  |  |                              | Director continued coordination of UPWP program development activities for the FY12 UPWP on 03/31/11.                               |
| General Administrative Activities | Michele Boomhower | 75%              |  |  |                              | Director coordinated with Business Manager regarding general administration activities of the CCMPO on 03/02/11                     |
| General Administrative Activities | Michele Boomhower | 75%              |  |  |                              | Director completed February Timesheets and Travel documentation on 03/02/11.  |
| General Administrative Activities | Michele Boomhower | 75%              |  |  |                              | Director coordinated general admin activities with the Business Manager on 03/08/11.  |
| General Administrative Activities | Michele Boomhower | 75%              |  |  |                              | Director coordinated general admin activities with the Business Manager and processed miscellaneous emails on 03/14/11.             |
| General Administrative Activities | Michele Boomhower | 75%              |  |  |                              | Director coordinated general admin activities with the Business Manager on 03/16/11.  |

| Project Name   | Project Manager   | Percent Complete | Project - Total Task Based CCMPO Consultant Budget | Project - Total Consultant Invoices Amount | % Consultant Budget Complete | Project Update  |
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| General Administrative Activities  | Michele Boomhower | 75%              |  |  |                              | Director coordinated general admin activities with the Business Manager on 03/23/11.  |
| General Administrative Activities  | Michele Boomhower | 75%              |  |  |                              | Director coordinated general admin activities with the Business Manager on 03/24/11.  |
| General Administrative Activities  | Michele Boomhower | 75%              |  |  |                              | Director coordinated general admin activities with the Business Manager, miscellaneous email processing and timesheets for March on 03/28/11. |
| General Administrative Activities  | Michele Boomhower | 75%              |  |  |                              | Director coordinated general admin activities with the Business Manager on 03/30/11.  |
| Special meetings   | Bernie Ferenc     | 75%              |  |  |                              | No activities this period.  |
| Staff meetings   | Michele Boomhower | 75%              |  |  |                              | CCMPO Staff Meeting was held on 03/14/11.   |
| <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 activity this period.  |
| Draft "state of the system" measure and indicators for review  | Michele Boomhower | 0%               |  |  |                              | No activity this period.  |
| Report to Board of a suite of "system" measures and indicators to determine whether objectives have been met                                   | Michele Boomhower | 0%               |  |  |                              | No activity this period.  |
| Suite of draft external and internal operating measures  | Michele Boomhower | 0%               |  |  |                              | No activity 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 | 75%              |  |  |                              | Continued development of merger plans including structural consideration for new board in March.  |
| <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 | 75%              |  |  |                              | No activity this period.  |
| Provide information to the Vermont Legislature on outcomes of the analysis   | Michele Boomhower | 75%              |  |  |                              | No activity this period.  |
| <b>4.3.14 Analysis of Complex Governance Network Dynamics (UVM)</b>  |                   |                  |  |  |                              | <b>1 Project Update</b>   |
| Staff, board, committee and  | Michele Boomhower | 75%              |  |  |                              | Coordinated with project partners in March to schedule a meeting with VTrans for April.   |

| Project Name  | Project Manager   | Percent Complete | Project - Total Task Based CCMPO Consultant Budget | Project - Total Consultant Invoices Amount | % Consultant Budget Complete | Project Update   |
|---|-------------------|------------------|--|--|------------------------------|--|
| partner stakeholder participation in the sharing of data, surveys, and focus groups   |                   |                  |  |  |                              |  |
| <b>4.3.2 Transportation Advisory Committee</b>  |                   |                  | <b>5 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     | 75%              |  |  |                              | TAC met March 2 and discussed project prioritization, CCRPC/CCMPO merger and the draft FY12 UPWP.  |
| Transportation Advisory Committee meetings and minutes  | Peter Keating     | 75%              |  |  |                              | Director participated in March TAC meeting on 03/02/11.  |
| Transportation Advisory Committee meetings and minutes  | Peter Keating     | 75%              |  |  |                              | Director coordinated with staff on activities for April TAC meeting on 03/25/11.   |
| Transportation Advisory Committee meetings and minutes  | Peter Keating     | 75%              |  |  |                              | Director prepared presentation for April TAC meeting on 03/30/11.  |
| <b>4.3.3 Training &amp; Development</b>   |                   |                  | <b>1 Project Update</b>                            |  |                              |  |
| Attendance at seminars, courses, and conferences as necessary   | Michele Boomhower | 75%              |  |  |                              | Staff attended TOD workshops in Montpelier and hosted transportation and public health webinars.   |
| <b>4.3.4 Training (transit)</b>   |                   |                  | <b>1 Project Update</b>                            |  |                              |  |
| CCTA attendance at seminars, courses, and conferences as necessary  | Peter Keating     | 60%              |  |  |                              | No changes this period.  |
| <b>4.3.7 Data collection and maintenance</b>  |                   |                  | <b>9 Project Updates</b>                           |  |                              |  |
| Assist UVM Transportation Research Center with collection, processing, and estimation of bicycle and pedestrian traffic within the region | Daryl Benoit      | 75%              |  |  |                              | No Major Activity undertaken.  |
| CCMPO Data Library Maintenance  | Daryl Benoit      | 90%              |  |  |                              | Added 'Queue count' availability indicator to Traffic Count site : <a href="http://www.ccmpto.us/data/traffic_data.php">http://www.ccmpto.us/data/traffic_data.php</a> |
| Coordination with CCRPC on regional imagery update needs analysis   | David Roberts     | 35%              |  |  |                              | No activity this month.  |
| Participation in the Town Highway Major Collector Sufficiency Data Program with Vtrans and other regions                                  | Jason Charest     | 100%             |  |  |                              | Project complete.  |
| Pavement Condition Data/Reports for Municipalities requesting pavement planning assistance  | Daryl Benoit      | 85%              |  |  |                              | Reviewed GEODESIGN proposal for evaluation of the Main Rd. sub-base, for Town of Huntington.   |
| Transportation data   | Daryl             | 100%             |  |  |                              | 63 ATRs processed & posted online... Sent  |

| Project Name  | Project Manager | Percent Complete | Project - Total Task Based CCMPO Consultant Budget | Project - Total Consultant Invoices Amount | % Consultant Budget Complete | Project Update  |
|---|-----------------|------------------|--|--|------------------------------|---|
| for use in CCMPO planning activities                          | Benoit          |                  |  |  |                              | malfunctioning ATRs out for repair. Investigated use of MioVision License Plate Recognition (LRP) system, for counting the Winooski Circulator (the current technology will not count O-D data for the device). Attended Vermont Community Access Media (VCAM) orientation on Sat. 19 Mar 2011 (2 hrs.) for use of video equipment (to count circulator). 3 data requests answered. |
| Update of Municipal Culvert & Signage Inventories             | Daryl Benoit    | 65%              |  |  |                              | Staff (PB, JC, & DB) participated in interviewing interns for the summer season. 5 out of 6 of the allotted internships have been filled for FY-2011-12   |
| Update Park & Ride usage counts                               | Daryl Benoit    | 75%              |  |  |                              | No Major Activity undertaken.   |
| Update the parking infrastructure database                    | Daryl Benoit    | 0%               |  |  |                              | 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   | 92%              | \$42,500.00  | \$32,022.50                                | 75%                          | Second peer review session held. Final peer review discussion and report are expected in April. Following any minor changes in model operation the documentation will be finalized and a training session will be scheduled for interested parties.   |
| FY2011 Transportation Model Updates                           | David Roberts   | 8%               | \$0.00   |  |                              | The model peer review process now underway will provide recommendations for future model enhancements in 2011 and beyond.   |

# Job, Task and Person Summary with Comments

Local Motion

Date Range: 3/1/2011 to 3/31/2011

| <i>Customer Job</i>  | <i>Task</i> | <i>Employee</i> | <i>Date</i> | <i>Comment</i>   | <i>Hours</i> |
|--|-------------|-----------------|-------------|--|--------------|
| <b>CCMPO-BPP</b>   |             |                 |             |  |              |
| <b>CCMPO-BPP-100 BPP Close the Gaps-10</b>                 |             |                 |             |  |              |
| <i>BPPCTG-1 Provide tech assistance to walk/bike comms</i> |             |                 |             |  | <b>36.25</b> |
| Chapin Spencer   |             |                 |             |  | 5.50         |
|  | 3/7         |                 |             | Reviewed consultant's scope of work for the Burlington Bike Path Task Force Feasibility Study  | 0.75         |
|  | 3/12        |                 |             | Actively participated in the Burlington Walk-Bike Meet-up. Facilitated a small group discussion  | 4.00         |
|  | 3/14        |                 |             | Provided input on the approach for the Burlington Bike Path Feasibility Study. Responded to CCMPO regarding the outstanding balance in our FY'11 Bike/Ped Planning grant | 0.75         |
| Charlene Wallace   |             |                 |             |  | 30.25        |
|  | 3/1         |                 |             | Attended Burlington Walk/Bike Council Steering Committee meeting.  | 1.50         |
|  | 3/1         |                 |             | 3/12 event:<br>Distributed information<br>Got posters printed<br>Sent emails about logistics   | 1.50         |
|  | 3/2         |                 |             | Submitted match letter to UVM TRC for sponsorship of Gathering of Walk/Bike Groups.  | 0.50         |
|  | 3/3         |                 |             | Promoted 3/12 event through newspapers and list serv. Sent final reminders.  | 1.50         |
|  | 3/7         |                 |             | Sent emails about coverage of 3/12 event in Burl Free Press  | 0.50         |
|  | 3/8         |                 |             | Promoted 3/12 event<br>Communicated with Sodexo about food for event<br>Met with Chapin to plan timing during afternoon of event<br>Attended final organizing meeting    | 3.00         |
|  | 3/9         |                 |             | Organized and promoted 3/12 event.   | 1.00         |
|  | 3/10        |                 |             | Prepared for 3/12 event:<br>Sent final promotion and reminders; logistics<br>Met with Willem Oswald, emcee for the event, to go over schedule and timing of the agenda   | 3.50         |
|  | 3/11        |                 |             | Made final preparations for 3/12 event<br>Prepared agenda for and promoted BWBC meeting on Tuesday 3/15<br>Emailed speakers to remind them to come.                      | 2.50         |
|  | 3/12        |                 |             | Setup for, attended, spoke at, coordinated, and wrapped up the Meetup! Gathering of Burlington Walking & Biking Groups at UVM  | 6.50         |
|  | 3/14        |                 |             | Followed up from 3/12 event  | 1.00         |
|  | 3/15        |                 |             | Prepared for, facilitated, and attended the BWBC meeting 3/15/11<br>Did follow up tasks from the 3/12 event.   | 2.50         |
|  | 3/16        |                 |             | Attended Mutual Aid phone call hosted by the Alliance for Biking and Walking about strategies for making walk/bike infrastructure projects successful.                   | 1.25         |
|  | 3/17        |                 |             | Worked with Local Motion volunteer to transcribe the notes from Saturday's Gathering of Walk/Bike Groups.  | 0.50         |

# Job, Task and Person Summary with Comments

Local Motion

Date Range: 3/1/2011 to 3/31/2011

| <i>Customer Job</i>  | <i>Task</i> | <i>Employee</i> | <i>Date</i> | <i>Comment</i>   | <i>Hours</i> |
|--|-------------|-----------------|-------------|--|--------------|
| <b>CCMPO-BPP</b>   |             |                 |             |  |              |
| <b>CCMPO-BPP-100 BPP Close the Gaps-10</b>                 |             |                 |             |  |              |
| <i>BPPCTG-1 Provide tech assistance to walk/bike comms</i> |             |                 |             |  | <b>36.25</b> |
|  | 3/24        |                 |             | Compiled and sent notes from Gathering of Burlington Walking & Biking groups to volunteer Willem Oswald to be worked into a follow-up message to participants.   | 1.00         |
|  | 3/29        |                 |             | Attended BWBC Steering Committee meeting; Tied up paperwork and invoices for UVM fees for the Burlington Gathering of Walking & Biking Groups.   | 2.00         |
| Jason Van Driesche   |             |                 |             |  | 0.50         |
|  | 3/24        |                 |             | Discussed options for ped crossing signals with Dave Garron of Burlington Public Works   | 0.50         |
| <i>BPPCTG-3 Advance regional connections</i>               |             |                 |             |  | <b>15.75</b> |
| Chapin Spencer   |             |                 |             |  | 4.25         |
|  | 3/11        |                 |             | Explored whether or not any of Vermont's designated bicycle routes, specifically the LCB network in Chittenden County, could be part of the US Bicycle Routes network.   | 0.50         |
|  | 3/24        |                 |             | Attended and provided input at the Colchester Avenue Task Force meeting  | 2.50         |
|  | 3/24        |                 |             | Met with Erin Demers to discuss various Close the Gaps projects as well as propose SeeClickFix as a management tool to improve response to local bike/ped issues.  | 1.25         |
| Charlene Wallace   |             |                 |             |  | 11.50        |
|  | 3/2         |                 |             | Attended meeting with BDPW, Hoyle Tanner, and Church St. Marketplace staff to work through design details of Church St. project; Participated in interview with Burl Free Press reporter and photographer promoting bike/ped activism.   | 2.50         |
|  | 3/15        |                 |             | Met with Ron Redmond, Director of the Church St. Marketplace, and Will Flender, volunteer and bike parking expert, to make a plan for improving bike parking in Burlington's downtown.   | 1.25         |
|  | 3/16        |                 |             | Discussed bike parking solutions with Chapin, and emailed Ron Redmond of Church St. Marketplace about it.  | 0.50         |
|  | 3/18        |                 |             | Edited bike parking doc Will Flender drafted to present to the Church St. Marketplace  | 1.25         |
|  | 3/23        |                 |             | Sourced and supplied bike parking photos for Bike Parking proposal with Church St. Marketplace to be presented to downtown businesses  | 2.00         |
|  | 3/25        |                 |             | Attended "Through the Windshield: Transportation Practices and Dis/embodied Landscapes"- presentation by Denver Nixon, University of Western Ontario, on the epistemology of transportation practices and how the different practices of transportation shape our understanding of our environment | 1.00         |
|  | 3/29        |                 |             | Attended CCMPO UPWP meeting as a representative of walk/bike interests   | 2.50         |

# Job, Task and Person Summary with Comments

Local Motion

Date Range: 3/1/2011 to 3/31/2011

| <i>Customer Job</i>                                   | <i>Task</i>        | <i>Employee</i> | <i>Date</i> | <i>Comment</i>  | <i>Hours</i> |
|---|--------------------|-----------------|-------------|---|--------------|
| <b>CCMPO-BPP</b>                                      |                    |                 |             |   |              |
| <b>CCMPO-BPP-100 BPP Close the Gaps-10</b>            |                    |                 |             |   |              |
| <i>BPPCTG-3 Advance regional connections</i>          |                    |                 |             |   | <b>15.75</b> |
|   |                    |                 | 3/31        | Sent emails to Burl Public Works staff, LM staff, & Ron Redmond at the Church St. Marketplace with Rectangular Reflective Flashing Beacon (RRFB) efficacy info. | 0.50         |
| <i>BPPCTG-4 Educate re gaps and solutions</i>         |                    |                 |             |   | <b>3.00</b>  |
|   | Chapin Spencer     |                 |             |   | 1.50         |
|   |                    |                 | 3/2         | Wrote an article for website and newsletter about Pearl Street redesign success.  | 1.50         |
|   | Jason Van Driesche |                 |             |   | 1.50         |
|   |                    |                 | 3/2         | Participated in bike-ped engineering class on master planning   | 1.50         |
| <i>BPPCTG-6 Administer contract</i>                   |                    |                 |             |   | <b>2.25</b>  |
|   | Charlene Wallace   |                 |             |   | 2.00         |
|   |                    |                 | 3/10        | Compiled and submitted Bike/Ped Planning Report to the CCMPO for Feb 2011.  | 1.00         |
|   |                    |                 | 3/19        | Completed and sent BPP invoice for November/December 2010.  | 1.00         |
|   | Jason Van Driesche |                 |             |   | 0.25         |
|   |                    |                 | 3/21        | Developed a quick and easy protocol for generating images of deliverables for reports   | 0.25         |
| <i>BPP Close the Gaps-10 Subtotal</i>                 |                    |                 |             |   | <b>57.25</b> |
| <b>CCMPO-BPP-101 BPP Trail Finder-10</b>              |                    |                 |             |   |              |
| <i>BPPTF-1 Develop smartphone app</i>                 |                    |                 |             |   | <b>2.00</b>  |
|   | Todd Taylor        |                 |             |   | 2.00         |
|   |                    |                 | 3/9         | Refined outline for mobile app feature list   | 2.00         |
| <i>T100 Job Activity</i>                              |                    |                 |             |   | <b>2.00</b>  |
|   | Kevin Rose         |                 |             |   | 2.00         |
|   |                    |                 | 3/10        | Converted Franklin County trail and park data from shapefile format to KMZ format   | 2.00         |
| <i>BPP Trail Finder-10 Subtotal</i>                   |                    |                 |             |   | <b>4.00</b>  |
| <b>CCMPO-BPP-102 BPP Education and Safety-10</b>      |                    |                 |             |   |              |
| <i>BPPEs-1 Develop ped infrastructure data layers</i> |                    |                 |             |   | <b>3.50</b>  |
|   | Jason Van Driesche |                 |             |   | 3.50         |
|   |                    |                 | 3/7         | Set up meeting with intern to troubleshoot GIS data entry   | 0.25         |
|   |                    |                 | 3/10        | Met with UVM intern to troubleshoot GIS layer development   | 1.50         |
|   |                    |                 | 3/17        | Inventoried and recorded new data maps and gave them to a volunteer for scanning  | 0.25         |

# Job, Task and Person Summary with Comments

Local Motion

Date Range: 3/1/2011 to 3/31/2011

| <i>Customer Job</i>                              | <i>Task</i>    | <i>Employee</i>    | <i>Date</i> | <i>Comment</i>  | <i>Hours</i> |
|--|----------------|--------------------|-------------|---|--------------|
| <b>CCMPO-BPP</b>                                 |                |                    |             |   |              |
| <b>CCMPO-BPP-102 BPP Education and Safety-10</b> |                |                    |             |   |              |
|  | <i>BPPEs-1</i> |                    |             | <i>Develop ped infrastructure data layers</i>   | <b>3.50</b>  |
|  |                |                    | 3/23        | Met with UVM intern Hannah Palumbo to review entered data, answer questions, and troubleshoot issues that have come up<br>Followed up after the meeting with additional data and layers             | 1.50         |
|  | <i>BPPEs-2</i> |                    |             | <i>Generate walkability maps</i>  | <b>5.50</b>  |
|  |                | Jason Van Driesche |             |   | 5.50         |
|  |                |                    | 3/2         | Interviewed an intern candidate for summer GIS work<br>Emailed spring intern candidate to assess his GIS skills   | 1.25         |
|  |                |                    | 3/4         | Set up spreadsheet for Essex Junction crosswalk analysis  | 0.50         |
|  |                |                    | 3/10        | Met with high-level volunteer prospect to plan for summer GIS work  | 1.00         |
|  |                |                    | 3/17        | Met with our UVM volunteer for the Essex Junction mapping project to review data collection and entry   | 1.00         |
|  |                |                    | 3/24        | Consulted with our grad student volunteer about technical issues related to network analysis for the Essex Junction walkability project   | 0.50         |
|  |                |                    | 3/25        | Finished and sent a response to our grad student intern about network analysis and geocoding issues<br>Communicated with the Essex PD about getting traffic speed data for the walkability analysis | 0.75         |
|  |                |                    | 3/31        | Met with the undergrad volunteer for the Essex Junction project to review data collected and provide guidance on completing the data set  | 0.50         |
|  | <i>BPPEs-3</i> |                    |             | <i>Prepare report on methods and findings</i>   | <b>1.00</b>  |
|  |                | Jason Van Driesche |             |   | 1.00         |
|  |                |                    | 3/17        | Sent a detailed list of research needs and technical questions to a graduate student volunteer who is helping with the project  | 1.00         |
|  |                |                    |             | <i>BPP Education and Safety-10 Subtotal</i>   | 10.00        |
|  |                |                    |             | <b>CCMPO-BPP Subtotal</b>   | <b>71.25</b> |
|  |                |                    |             | <b>Grand Total</b>  | <b>71.25</b> |