

Fiscal Year 2010

ANNUAL WORK PLAN

*(Unified Planning Work Program -
UPWP)*

July 1, 2009 – June 30, 2010

Mid-Year Adjustment
ADOPTED January 20, 2010



***Chittenden County
Metropolitan Planning
Organization***

*Communities working together
to meet Chittenden County's
transportation needs*



***Chittenden County
Metropolitan Planning
Organization***

110 West Canal Street, Suite 202
Winooski, Vermont 05404-2109
t 802-660-4071
f 802-660-4079
www.ccmpto.org/info@ccmpo.org

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CCMPO Staff

Daryl Benoit, Transportation Planner/IT
Michele Boomhower, Executive Director
Janet Botula, Admin./Comm. Assistant
Jason Charest, Trans. Engineer/Planner
Eleni Churchill, Senior Transportation Planner

Bryan Davis, Transportation Planner
Bernadette Ferenc, Executive Assistant
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Peter Keating, Senior Transportation Planner
David Roberts, Senior Transportation Planner

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Prospectus

The 1991 enactment of the Federal Intermodal Surface Transportation Efficiency Act (ISTEA) and its follow-on legislation, the Transportation Equity Act for the 21st Century (TEA-21), established a new vision for transportation and changed the federal focus of transportation planning. On August 10, 2005, President George W. Bush signed the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009. The laws to date continue to enhance the role of Metropolitan Planning Organizations (MPOs) and require an MPO/state/local partnership to plan the multimodal transportation system of a region. In particular, this regional partnership is to focus its efforts on reconciling the multiple objectives of mobility for persons and freight, economic and community vitality, equity for transportation users, and sensitivity to the environment of the region.

This document, the *Fiscal Year 2010 Annual Work Plan (Unified Planning Work Program)* (FY 2010 UPWP) defines the regionally agreed upon transportation planning priorities and the roles and responsibilities of various participants in the transportation planning process for Chittenden County. The work elements described are to be accomplished during the period between July 1, 2009 and June 30, 2010. The **Prospectus** provides an overview of the Chittenden County Metropolitan Planning Organization (CCMPO) and describes how all of the municipalities, agencies, partners, stakeholders and other interests involved in the activities of CCMPO work together in a comprehensive, continuing, and cooperative process to meet critical transportation needs of Chittenden County.

Metropolitan Planning Area

The CCMPO planning area consists of the 18 Chittenden County municipalities, as shown on the map on the next page. In the year 2000, the population of the County was 146,571; in 2007 it was estimated at 151,826. The land area is 539 square miles. Chittenden County is currently defined as being in “attainment” for air quality under the Clean Air Act Amendments of 1990 (CAAA). The map on the following page also shows the transportation facilities for which CCMPO has some responsibility.

Purpose of the UPWP

Each fiscal year (July 1 to June 30), the CCMPO prepares a Unified Planning Work Program (UPWP), which guides the CCMPO and summarizes transportation planning activities and priorities for the member agencies in Chittenden County. It shows which agencies will do planning studies, when the work will be completed, and what the final products and benefits will be.

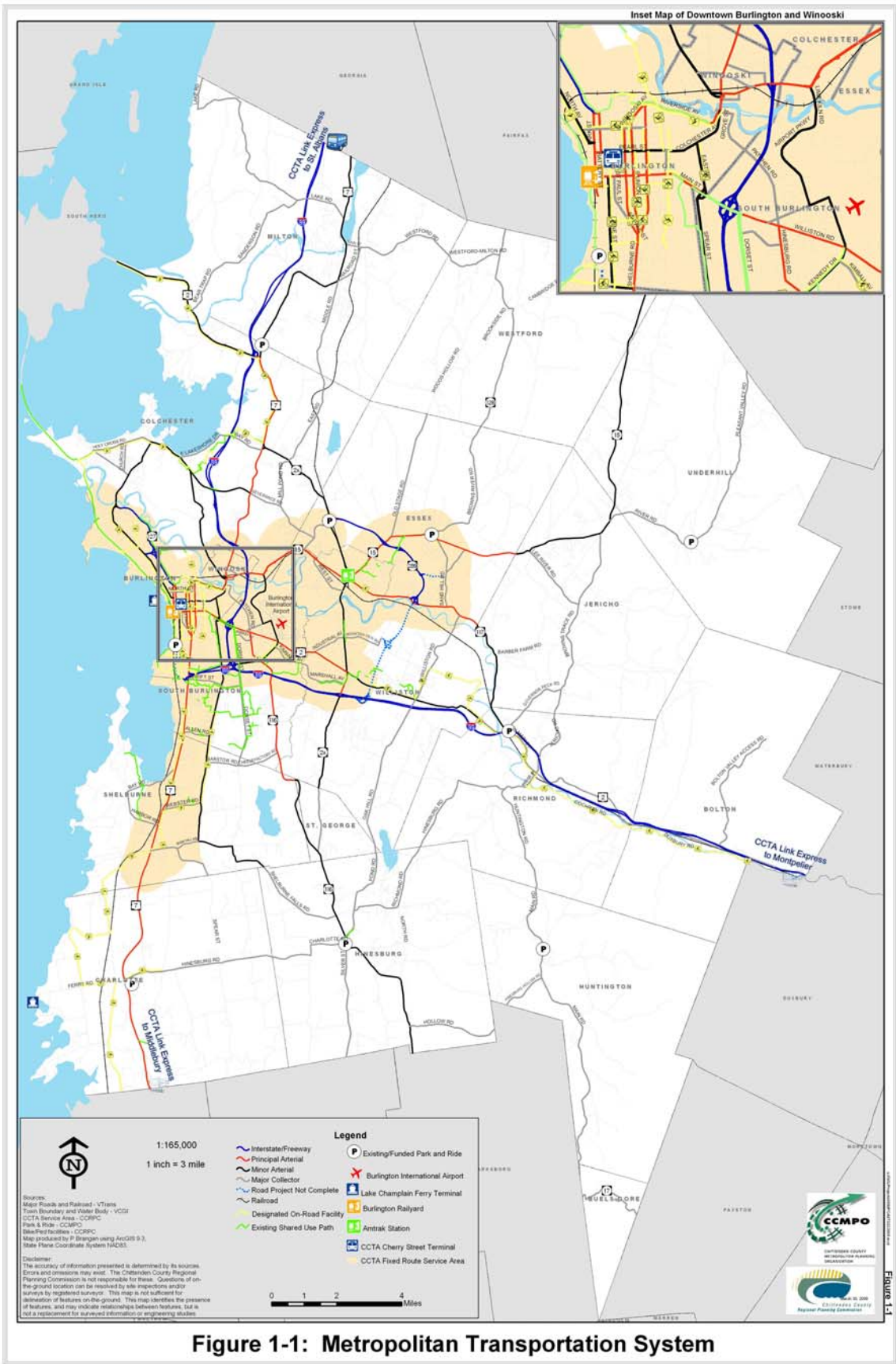


Figure 1-1: Metropolitan Transportation System

The UPWP also serves as a management tool, a program budget and includes anticipated financial resources and expenditure information for the fiscal year covered.

The process for developing the annual UPWP includes a careful consideration of critical transportation issues facing the region and the analytical capabilities necessary to address them. This assessment is tied to the regional transportation goals established in the **2025 Metropolitan Transportation Plan**. Opportunities for public comment on the draft UPWP are typically available between April and May of each year, with a final public hearing in May prior to Board adoption of the document. This year the CCMPO held a public forum in February to gather ideas and concerns from the public to assist in the development of this UPWP. Board adoption typically occurs in May.

In an effort to better link the work of the UPWP with the regional goals of the 2025 MTP, this work plan is developed to focus the work plan elements on these goals. The purpose of the document is to provide the organization's work plan in a format that is more accountable to our long range goals.

Key Products of the Planning Process

SAFETEA-LU and its implementing regulations require that the CCMPO planning process produce and manage the implementation of three principal products, all of which must be updated regularly:

- ▶ The Unified Planning Work Plan (UPWP);
- ▶ The Chittenden County Metropolitan Transportation Plan (MTP); and
- ▶ The Chittenden County Transportation Improvement Program (TIP).

CCMPO is also responsible to its membership and provides technical and planning assistance to the municipalities within the county and to the Vermont Agency of Transportation (VTrans).

Metropolitan Transportation Plan

Federal law and regulations require that metropolitan areas such as Chittenden County develop and periodically revise and update a Metropolitan Transportation Plan (MTP). The MTP must have a minimum 20-year time horizon and consider needs and issues across all transportation modes. It must tie the plan for transportation investments to a clear statement of regional goals and priorities. Federal law also requires the MTP to address eight metropolitan planning factors to ensure the federal funds spent on the region's transportation system also address national level goals for transportation. The MTP must also be fiscally constrained, which means the projected capital and operating costs associated with all the transportation projects and programmatic actions in the MTP cannot exceed the projected level of financial resources available during the life cycle of the MTP.

2025 Metropolitan Transportation Plan

The CCMPO MTP must be updated on a maximum five-year cycle. The **2025 Metropolitan Transportation Plan** was adopted by the CCMPO Board on January 19, 2005. This plan lays out 12 regional transportation goals as noted below:

1. Preserve and improve the physical condition and operational performance of the existing transportation system.
2. Support local and regional comprehensive planning and reinforce sustainable land-use patterns and growth centers.
3. Create a transportation system that offers constantly improving safety, accessibility, flexibility, and comfort for all users, including the elderly, the disabled, and youth.
4. Establish a transportation system that minimizes the time and total cost of moving people and goods, thereby allowing the economy of the Region to thrive.
5. Protect and enhance the region's built and natural environments, including land, water, and air resources.
6. Improve the transportation system in a manner that builds community, increases the vitality of neighborhoods, and minimizes disturbance caused by noise, glare, and vibration.
7. Provide levels of access and mobility that ensure people and goods can get where they need to go, when they need to go there.
8. Consider ways to improve transportation system efficiency before increasing transportation capacity.
9. Establish a transportation system that uses diverse sources of power and maximizes energy efficiency and conservation.
10. Develop a transportation system that features a variety of travel modes and encourages the reduction of single occupant vehicle use.
11. Educate the public – from children to seniors – about the implications of different development patterns and mode choice decisions.
12. Provide improvements to transportation facilities and services expeditiously through an inclusive and cost effective process.

2060 Metropolitan Transportation Plan

CCMPO and CCRPC are working collaboratively on the 2060 MTP, which will be the replacement for the 2025 MTP. Naturally, this work will build off of the CCRPC Regional Plan that was completed in 2006. Further, the scenario planning elements of the 2060 MTP will essentially represent the beginning of the process to update the RPC plan in a few years as the scenarios will of necessity include many land use choices. This provides the opportunity for

these two critical policy documents to be developed together so as to investigate, understand, and provide for the interrelationships between land use and transportation. The timing of the development of these plans will allow for the completion of the 2060 MTP in early 2010 as required under federal law. Work on the 2060 MTP is currently underway and is being undertaken primarily by CCMPO staff with some specific work tasks performed by specialty consultants and the CCRPC staff.

Transportation Improvement Program

The Transportation Improvement Program (TIP) implements the MTP through a prioritized and fiscally-constrained four-year program of federally-funded projects in Chittenden County. The TIP is updated on an annual basis and submitted for state and federal approval by the end of July. The TIP documents the anticipated timing and costs for transportation projects in Chittenden County from the planning through construction phases. Federal law requires the TIP to be fiscally-constrained. In addition, documentation of private enterprise participation and financial capacity (as required for FTA Sections 3 and 9 programs) are included in the TIP. Projects in the TIP must be prioritized and adhere to project selection criteria established by the CCMPO. Finally, the TIP development process must give the public ample opportunities to review and comment in a constructive manner prior to document finalization.

Transportation Funding

The CCMPO receives funding for regional transportation planning from several sources, but there are two primary sources. Annually, the federal government, through the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), provides about 80% of the CCMPO's funding. Under federal law, these funds must generally be matched by the recipient at a ratio of 80% federal and 20% non-federal. A Memorandum of Understanding (MOU) between the CCMPO, VTrans, the Chittenden County Transportation Authority (CCTA) and the Vermont Transportation Authority (VTA) includes guidance as to which agency provides the local match for various funding sources and work types. The responsibility for the non-federal matching funds for both FHWA and FTA funds is shared evenly between the CCMPO and VTrans at 10% each. Both CCTA and CCRPC provide 10% of funding passed through to them. For CCMPO, local jurisdictions are annually assessed for the CCMPO share of the 10% of the non-federal match. Occasionally, through mutually agreed arrangements, VTrans or the local governments may provide additional matching funds to leverage additional federal funds for certain specific planning purposes. Matching funds may also include the value of "in-kind" labor donated by volunteers and municipal staff in support of specific UPWP tasks.

FY 2010 Annual Work Plan – (Unified Planning Work Program)

CCMPO outlines the work that will be undertaken and the costs for this work in the Fiscal Year (FY) 2010 Annual Work Plan – Unified Planning Work Program (UPWP), which will begin on July 1, 2009 and end on June 30, 2010.

The Mission of CCMPO is “Communities working together to meet Chittenden County’s transportation needs.”

To fulfill this mission, this work program breaks the work of the organization into four main areas with the twelve goals distributed as subtasks within them:

1. Existing System Preservation and Improvement Services
 - 1.1. Preserve and improve the physical condition and operational performance of the existing transportation system. (Goal 1)
 - 1.2. Consider ways to improve transportation system efficiency before increasing transportation capacity. (Goal 8)
2. Sustainability / Livability Services
 - 2.1. Support local and regional comprehensive planning and reinforce sustainable land-use patterns and growth centers. (Goal 2)
 - 2.2. Protect and enhance the region's built and natural environments, including land, water, and air resources. (Goal 5)
 - 2.3. Improve the transportation system in a manner that builds community, increases the vitality of neighborhoods, and minimizes disturbance caused by noise, glare, and vibration. (Goal 6)
 - 2.4. Establish a transportation system that uses diverse sources of power and maximizes energy efficiency and conservation. (Goal 9)
3. Multi & Intermodal Services
 - 3.1. Create a transportation system that offers constantly improving safety, accessibility, flexibility, and comfort for all users, including the elderly, the disabled, and youth. (Goal 3)
 - 3.2. Establish a transportation system that minimizes the time and total cost of moving people and goods, thereby allowing the economy of the Region to thrive. (Goal 4)
 - 3.3. Provide levels of access and mobility that insure people and goods can get where they need to go, when they need to go there. (Goal 7)
 - 3.4. Develop a transportation system that features a variety of travel modes and encourages the reduction of single occupant vehicle use. (Goal 10)
4. Involvement, Effectiveness & Administration Services
 - 4.1. Educate the public – from children to seniors – about the implications of different development patterns and mode choice decisions. (Goal 11)
 - 4.2. Provide improvements to transportation facilities and services expeditiously through an inclusive and cost effective process. (Goal 12)

This UPWP fulfills the requirement of United States Department of Transportation (USDOT) for an MPO (Metropolitan Planning Organization) to have a “Unified Planning Work Program” as specified in 23CFR 450.314(a). The UPWP is the actual contracting document for work in the transportation planning process under contract with VTrans and for work funded by FHWA, FTA, and VTrans.

Work areas are divided into Work Tasks. Generally, there are three parts to each Work Task: Objective, Description, and Products.

The Objective is a short statement to (1) identify the problems or opportunities within a functional area, (2) provide the specific purpose of a particular phase of the planning process, and/or (3) provide the primary reason for the work.

The Description outlines the approach for solving a particular planning problem or moving the work forward in its continuum, expressed in chronological work steps or components to the solution.

The Product lists specific target dates for reports, processes, meetings, et cetera.

The Budget is shown on a spreadsheet attached with the total cost of the project within the fiscal year and the sources of funding.

During the coming year, the CCMPO will develop indicators to gauge progress on the implementation of the major work of the organization. These indicators will be integrated into future versions of this document.

1. Existing System Preservation and Improvement Services

1.1 Preserve and improve the physical condition and operational performance of the existing transportation system. (Goal 1)

1.1.1 Safety Program

Objective: To enhance safety in Chittenden County by implementing low cost safety solutions for roadway sections and intersections; to assist municipalities with informal safety reviews at problem locations; to develop criteria for incorporating safety into project prioritization; and to continue coordination with VTrans in their ongoing safety initiatives.

Description: Safety programs and initiatives that focus on reducing crashes and addressing transportation safety issues are an important element of SAFETEA-LU. The CCMPO, through active participation in two of Vermont's Strategic Highway Safety Plan's (SHSP) committees (Infrastructure and the Core Group), is working with VTrans to develop processes to identify high hazard locations and corridors that exhibit safety problems for rural local roads in the county. These processes will be utilized in the High Risk Rural Roads program (HRRR) along with the Highway Safety Improvement Program (HSIP). The HRRR prioritizes crash locations on rural roads, conducts Road Safety Audit Reviews (RSAR), and safety reviews for programmatic corridors to determine low cost safety solutions for the near term while proposing longer term solutions as well. The HSIP prioritizes the top 50 high crash locations throughout the state and proposes various alternatives to improve safety. In addition, the CCMPO will continue to provide assistance to municipalities—through informal safety reviews and local plans—to identify safety solutions to problematic locations. Staff will also work to develop criteria to integrate safety into the prioritization process for both projects and scoping selection.

Products and Activities:

1. Continued participation in the Infrastructure Committee and Core Group of the Strategic Highway Safety Plan. Ongoing
2. Continued participation in the HRRR and HSIP programs. Ongoing
3. RSARs and corridor field reviews. Summer/Fall 2009
4. Colchester Safety Plan – Pilot Project. Spring 2010
5. Recommendations for safety criteria to be used in the prioritization of scoping projects. Spring 2010
6. Produce prioritized list of region's top ten high hazard locations and top ten programmatic corridors, in regards to rural roads, to be addressed through the HRRR program. April 17, 2010

1.1.2 Incident Management Training – CCRPC

Objective: To improve the ability of municipal elected and appointed officials to interact effectively with emergency management personnel during transportation-related emergency situations such as train derailments, major highway crashes, aircraft crashes, etc.

Description: CCRPC will work with staff from the Department of Homeland Security to implement training on the Incident Command System (ICS) for local elected and appointed officials and emergency management personnel. CCRPC staff will consult with Homeland Security personnel to determine the number and type classes needed to meet the demand for ICS training. If there is demand, at least two training courses will be offered. Staff will coordinate with Homeland Security personnel and facilitate the training arrangements.

Product and Activities:

1. ICS training courses (100, 200, 248, or 300) as demands warrant December 2009
2. ICS training courses (100, 200, 248, or 300) as demands warrant June 2010

1.1.3.1 Planning Assistance and Coordination

Objective: To provide technical planning assistance to CCMPO member agencies, local municipalities, CCRPC, VTrans, and other entities seeking guidance on transportation issues, project development, and/or coordination.

Description: This task is a combined staff/consultant effort to assist CCMPO member communities with transportation problem identification and resolution.

Planning Assistance activities conducted by or for the CCMPO includes, but is not limited to, the following categories of tasks:

- › Safety analyses of transportation facilities
- › Small area transportation studies
- › Traffic control device recommendations
- › Speed limit recommendations
- › Bicycle and pedestrian planning assistance
- › Highway facility capacity analyses
- › Intersection control warrants
- › Intersection design alternatives
- › Access management analyses
- › Ortho-imagery and Digital Terrain Model assistance
- › Infrastructure management software assistance (Asset Management)
- › Coordination with CCRPC on planning studies unrelated to the Regional Plan and MTP (e.g., growth center plan)
- › Coordination with municipalities on local planning studies

Work effort is split between CCMPO staff and on-call consultants. CCMPO generally responds to requests for assistance as they are received, provided staff and consultant resources are available.

Products and Activities:

- | | |
|---|-----------|
| 1. Transportation technical assistance studies | Ongoing |
| 2. Infrastructure Management software maintenance and support | Ongoing |
| 3. Recommendations to communities for identified transportation problems | Ongoing |
| 4. Development of a model Traffic Calming Program incorporating Street Design Guidelines for use by Chittenden County Communities | June 2010 |

1.1.3.2 VTrans Planning Assistance and Coordination

Objective: To provide technical planning assistance to VTrans on transportation issues, project development, and/or coordination.

Description: This task represents CCMPO staff time spent on coordination with VTrans projects and initiatives. This includes VTrans corridor and environmental studies, such as the Circ-Williston EIS.

CCMPO staff participation in VTrans studies will generally include coordination with local municipal and regional stakeholders, document review, advisory committee participation, and other technical tasks.

Products and Activities:

- | | |
|--|---------|
| 1. Coordination with VTrans on planning, project development studies and development review issues | Ongoing |
| 2. Participate with VTrans in outreach efforts to update the Highway System Policy Plan and Statewide Freight Plan | Ongoing |

1.1.3.3 Locally Managed Planning Assistance

Objective: To provide municipalities access to federal fiscal resources for planning purposes. Assist municipalities with technical aspects and manage the planning studies if requested.

Description: Each year, a number of local transportation planning needs go unmet due to constraints on the availability of non-federal match for CCMPO planning funds and/or CCMPO staffing resources. This task allows member communities to conduct, in coordination with CCMPO and VTrans, authorized transportation planning work in their jurisdictions. CCMPO will administer cooperative work agreements with municipalities, review billings, and monitor project progress. CCMPO staff could also actively manage these studies if requested by the municipalities. Communities provide all match required as a prerequisite for inclusion in this program.

Funding under this program will be paid out on a reimbursable basis. For each authorized project, the municipality is required to execute a cooperative planning work agreement with the CCMPO prior to beginning work or incurring project costs. Municipalities that manage their studies must submit monthly progress reports and bill the CCMPO on a monthly basis. The municipality will be required to submit a final report/product for each study or project to the CCMPO before receiving final payment for the work. For studies that are actively managed by the CCMPO, the technical planning assistance process will be followed and the municipality will be charged for their local share of the study costs. Funds for the Locally Managed Planning Assistance Program are allocated based on direct requests from the municipalities and the availability of federal transportation planning funds (PL Funds) usually in the order in which they are received until the annual funding is exhausted. All work should be completed by June 30, 2010 unless prior agreement is obtained from CCMPO to extend the study completion date.

Products and Activities:

1. Burlington Streetcar Feasibility Study Fall 2009
2. Winooski Street Circulation Study Spring 2010
3. VT 2A Essex Junction Circulation Study Fall 2009
4. Conceptual Alignment Analysis for Burlington Waterfront South December 2010

Technical Assistance/Scoping/Locally Managed/TAG Comparison

Program	Description/Difference
Technical Assistance/Project Definition (Scoping)	Core program; CCMPO provides assistance to resolve or identify potential solutions to transportation problems in Chittenden County.
Locally Managed Technical Assistance/Project Definition (Scoping)	Core program; Community manages the project with CCMPO oversight or CCMPO actively manages the project if requested. There is greater fiscal participation by the community.
Transportation Action Grant (TAG)	Competitive grant program to allow communities and organizations in Chittenden County access to resources to advance programs and or initiatives that will advance new types of transportation solutions and to build new types of transportation capacity in our region.

1.2 Consider ways to improve transportation system efficiency before increasing transportation capacity. (Goal 8)

1.2.1 Transportation Systems Management (TSM) & Intelligent Transportation Systems (ITS)

Objective: To improve transportation operations for roadways and intersections including promoting good access management goals; provide guidance for implementing the recommendations of CCMPO's Intelligent Transportation Systems (ITS) Plan; coordinate with VTrans; and continue the signal optimization program.

Description: Transportation Systems Management (TSM) programs that improve the safety and efficiency of existing roadway networks with low cost solutions are included in the MTP and have been supported by the Board. TSM programs include Intelligent Transportation Systems (ITS) projects, intersection improvements, traffic calming and traffic signal optimization. In this work element, the CCMPO will continue its active role in evaluating and providing recommendations to improve the safe and efficient flow of traffic including private and commercial vehicles, buses, pedestrians and bicycles. These tasks will be accomplished in part with continued coordination with VTrans in ITS and project development. Staff will work to insure that the recommendations for ITS project implementation continue as detailed in CCMPO's ITS Plan. In addition, the CCMPO staff will remain an active participant coordinating with VTrans' staff on ITS projects in Chittenden County. The signal optimization program will continue under this work task with an emphasis on selecting corridors and/or isolated intersections which will result in the greatest benefit for the region.

We will provide training to member municipalities and other relevant parties on traffic operations, access management and related subjects.

Products and Activities:

- | | |
|---|---------------|
| 1. Transit signal priority pilot implementation assistance. | June 2010 |
| 2. Assist municipalities with improving transportation operations for roadways and intersections including good access management practices | Ongoing |
| 3. Identification of corridors to include in the signal optimization program. | Ongoing |
| 4. Host regular forum with Chittenden County road foremen and Local Roads to promote information sharing. | Semi-annually |
| 5. Update of CCMPO ITS Plan | June 2010 |

1.2.2 Efficiency Improvements (ITS Applications) – CCTA

Objective: To evaluate, plan and design ITS applications for deployment.

Description: To evaluate ITS applications, develop plans, specifications and RFP's for ITS systems at the Downtown Transit Center, bus stops, onboard buses, multimodal applications, signal priority, traffic signals to support transit operations, and at CCTA's operations and maintenance center. Includes work on radio system upgrade with data and GPS capacity, next bus type passenger information, and digital recording systems.

Products and Activities:

Requests for Proposals for ITS applications that lead to project implementation. CCTA will provide monthly updates on the progress being made related to ITS implementation throughout the region. Routes that may benefit from ITS improvements include Route 15 (Essex to Burlington), Shelburne Road (Shelburne/South Burlington/Burlington), and the Old North End Route. June 2010

2.0 Sustainability / Livability Services

2.1 Support local and regional comprehensive planning and reinforce sustainable land-use patterns and growth centers. (Goal 2)

2.1.2 Regional Models – CCRPC

Objective: To maintain current modeling tools and evaluate alternative modeling tools such as UrbanSim for analysis of the land use/transportation interface.

Description: CCRPC staff will update input data to the Land Use Allocation Module (LUAM) of CCMPO’s Transportation Model as needed. CCRPC staff will work with CCMPO staff and staff from the UVM Transportation Research Center to determine the feasibility of CCRPC/CCMPO hosting and updating the UrbanSim model on a continual basis. In cooperation with CCMPO staff, CCRPC staff will also review the UrbanSim outputs and make comparisons with historic growth rates and forecasts to determine if UrbanSim results are realistic. CCMPO and CCRPC staff will make a joint recommendation to the Board and Commission on the findings and feasibility of hosting the UrbanSim model.

Products and Activities:

- | | |
|--------------------------------------|-----------|
| 1. Updates to LUAM | Ongoing |
| 2. Recommendation regarding UrbanSim | June 2010 |

2.1.4 Transportation Land Use Planning & Review

Objective: To provide objective reviews of transportation issues in both local development proposals, as requested, and Act 250 permit applications in accordance with the CCRPC’s Regulatory Review Committee’s Policy. To ensure that transportation is viewed in a multi-modal context in development proposals—including highways, railways, public transit, pedestrian and bicycle facilities—and to review the cumulative impacts of development proposals on the transportation system.

Description: Act 250 is a land use and development law originally enacted by the State of Vermont in 1970. The CCMPO does not have any formal party status to Act 250 permit hearings; however CCMPO has been reviewing Act 250 permits and traffic impact studies as an expert party when requested by the CCRPC. The CCMPO will continue these reviews in accordance with the CCRPC’s Regulatory Review Committee’s policy and continue its coordination with VTrans on Act 250 reviews. In addition, the CCMPO will continue to provide technical assistance as requested to both the District Environmental Commission and municipalities for the review of traffic/transportation effects of development projects.

Products and Activities:

- | | |
|--|--------------|
| 1. Act 250 Permit Review | As necessary |
| 2. Review of traffic impact studies for municipalities | As necessary |
| 3. Coordinate with VTrans on revisions to the State’s Level-of-Service (LOS) Policy and development of a Congestion Policy | Fall 2009 |

4. Review and update of the CCMPO/CCRPC development review procedures and policies and coordinate adjustments with internal Committees and the Board As Necessary

2.1.5 Transportation Land Use Planning – CCRPC

Objective: To ensure close coordination of regional and municipal transportation and land use planning.

Description: There is a need to improve the process described in the November 2000 CCMPO/CCRPC Memorandum of Understanding (MOU) for the CCMPO and CCRPC to collaboratively review (especially for transportation interests) municipal plans, state designations (growth center, new town center, Vermont neighborhoods, village centers, and downtowns), and state permits under Act 250 and Section 248. To implement MOU amendments, two CCRPC Policies may also need to be revised – “Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans” and “Guidelines and Standards for Reviewing Act 250 and Section 248 Applications.” This review should include examining ways for CCMPO to participate earlier in the permitting process to address transportation issues as early as possible.

CCRPC and CCMPO staff will consult with our member municipalities and then draft amendments to the MOU and Policies for consideration by the Joint Executive Committee. This consultation may involve the formation of a committee, if desired. It may be that additional policy guidelines are needed to address the state designation processes. The Joint Executive Committee will make a recommendation regarding the MOU and Policy amendments to the CCMPO and CCRPC, as appropriate.

In order to assist municipalities in speeding the process for municipal plan confirmation and improve bylaws implementing recommendations of the *Regional Plan* and *Metropolitan Transportation Plan*, CCRPC and CCMPO staff will develop a checklist. The checklist will include relevant considerations from CCMPO plans (such as the *2060 Metropolitan Transportation Plan*, *Transit Plan*, and *Regional Pedestrian/Bicycle Plan*) and the *Regional Plan*. Staff will develop the checklist in consultation with CCTA planners, municipal planners, and planning commissions. CCRPC and CCMPO staff will prepare a joint recommendation to CCMPO and CCRPC for consideration and approval of the checklist.

Finally, this task funds the continuing close coordination of land use and transportation issues between the CCRPC and CCMPO. This coordination occurs through participation in the CCMPO Board, Technical Advisory Committee, MTP Advisory Committee, Unified Plan Work Program Subcommittee, and other CCMPO committees, working groups, and task forces and between the staff (such as an environmental team) on issues of mutual interest unless there is a separate specific task. (Same as CCRPC Work Program Task 2.7.1)

Products and Activities:

- | | |
|---|---------------|
| 1. Draft MOU and CCRPC Policy amendments | October 2009 |
| 2. Joint Executive Committee recommendations | February 2010 |
| 3. Revised MOU and CCRPC Policy consideration and adoption | June 2010 |
| 4. Draft Land Use/Transportation Checklist | April 2010 |
| 5. Land Use/Transportation Checklist consideration and adoption | June 2010 |

2.1.6 Transportation Corridor Viewshed Analysis – CCRPC

Objective: To support the development of municipal bylaws and tools to protect scenic road corridors and viewsheds in Essex and Jericho as a pilot project.

Description: Work with Essex and Jericho planners (and Essex GIS coordinator), CCMPO staff and SmartGrowth VT staff to develop data that documents the current status of and threats to identified scenic corridors across both towns. CCRPC staff will then use this data for developing proposed scenic overlay district maps.

Products and Activities:

1. GIS data and map layers

March 2010

2.1.7 Transportation Corridor Viewshed Analysis (Smart Growth)

Objective: To protect scenic roadscape resources within the towns of Jericho and Essex.

Description: The towns of Jericho and Essex are in the process of developing a collaborative process with the assistance of Smart Growth Vermont (SGV) to undertake the following activities for the purpose of protecting scenic roadscape resources using SGV's Roadscape Guide:

- Build upon existing scenic inventories undertaking corridor by corridor GIS based scenic assessments, threat identification, and evaluation of the degree of threat to the resource.
- Development of preferred strategies for protecting scenic roadscares including proposed boundaries and standards for scenic overlay districts, proposed townwide bylaw changes, and non-regulatory tools to protect scenic resources.
- Development of a plan that includes the assessment of resources, threats and strategies to protect scenic roadscares including an implementation plan with step by step actions each town can take to develop measures for their plans.
- Drafting of town plan and bylaw language for each town to incorporate the overlay district boundaries.

Products and Activities:

1. A series of GIS layers and accompanying text to document current scenic roadscape resources and threats to resources which would serve as the basis for proposed scenic overlay district maps.
2. A refined list of strategies for each town, including both regulatory and non-regulatory tools for protecting scenic resources.
3. A detailed plan through would provide both a justification and a blueprint for taking action to protect scenic roadscape resources in each town.
4. A series of updates to the Town Plan and Zoning Bylaws for each town that, together, initiate the process of developing measures for Scenic Resources Conservation Plans.

The CCMPO participation in the process would be proportional investment aimed at addressing scenic roadscape resources along the Federal Aid Highway network and the

subsequent development of the plan and implementation measures necessary to preserve the resources.

Project Timeframe:

July 2009 -December2010

2.2 Protect and enhance the region's built and natural environments, including land, water, and air resources. (Goal 5)

2.2.2 Land Use Data Update & Maintenance – CCRPC

Objective: To keep the CCRPC/CCMPO databases and GIS layers and mapping up-to-date and functional for CCMPO transportation modeling, project scoping and other uses related to integrated transportation and land-use planning including unanticipated CCMPO technical assistance requests not included elsewhere in this work plan.

Description: Under this task, CCRPC staff will update various Geographic Information System (GIS) data layers (e.g., data for AssetGIS, the Vermont Online Bridge and Culvert Inventory Tool, non-motorized transportation such as sidewalk inventories, sewer service areas, and data for use in the MPO's planned environmental tasks, etc.). As appropriate, staff will seek municipal review of the data. This work will include ongoing housekeeping of the CCRPC/CCMPO GIS data library. Staff will also participate in development of Parcel data standards through the effort spearheaded by VCGI. In this year, we will explore the cost, need and feasibility of acquiring new orthophotos (similar to the 2004 1:1250 data). From time to time, the CCMPO undertakes work requested by municipal clients or others not built into the annual work plan. Such work may require CCRPC technical assistance including preparation of land-use or other data, training / assistance, or GIS analysis.

Products and Activities:

- | | |
|--|-----------|
| 1. Updated Vermont Online Bridge and Culvert Inventory Tool data | Ongoing |
| 2. Updated housing, commercial/industrial and employment data | Ongoing |
| 3. Updated TIP maps and graphics | Ongoing |
| 4. Parcel data standards | June 2010 |
| 5. Memo regarding feasibility, need and cost of new orthophotos | June 2010 |
| 6. Monthly reports itemizing specific work accomplished | Ongoing |

2.2.3 Transportation Environmental Planning

Objective: According to the FHWA "Transportation planning and project development must reflect the desires of communities, and take into account the impacts on both the natural and human environments. Transportation projects are closely looked at to see how they might impact the community, the natural environment, and our health and welfare. Before any project can move forward to construction, the FHWA must address and comply with laws related to the environment. These laws cover social, economic, and environmental concerns ranging from community cohesion to threatened and endangered species." The CCMPO plans to advance progress towards integrating a comprehensive Transportation

Environmental Program in Chittenden County to address impacts associated with the implementation of transportation projects and activities.

Description: Numerous environmental issues may be affected by the transportation system, including air quality, climate, noise, stormwater runoff, habitat disturbance and archaeological and historic resources. CCMPO staff will work in coordination with CCRPC staff and other affiliated local, regional, state and federal organizations to address a variety of transportation environmental issues and impacts. Focus for FY2010 will include the completion of an Air Quality Report and associated education and implementation materials, preliminary work towards launching an Energy and Climate Change Action Guide and supporting related local activities, development of an Online Resource Mapping Tool to provide geo-spatial data to our user community on environmental resources, and integration of transportation related stormwater related activities to support ongoing programs sponsored by the CCRPC addressing fluvial erosion hazards, flood prevention, and advancement of All Hazard Mitigation Plans.

Products and Activities:

1. Establish a staff level Environmental Review Team to coordinate directly with CCRPC staff to address Transportation Environmental programs and activities. Fall 2009
2. Develop a multi-year plan to identify Transportation Environmental programs and actions that can be undertaken to address environmental issues, in association with local, regional, state and federal partners such as community Conservation Commissions, CCRPC, VTrans, the Vermont Agency of Natural Resources, and the Army Corps of Engineers. Ongoing
3. Begin to develop a web based summary of environmental issues. June 2010
4. Support the CCRPC in the development of activities listed in tasks 2.2.3.1 – 2.2.3.4 Ongoing
5. Updates to TAC and CCMPO Board as necessary. Ongoing

Transportation Environmental Planning: Wildlife Connectivity

Objective: To evaluate available methodologies available to date in order to begin to address the preliminary environmental planning required to develop data and evaluation tools for appropriate transportation network improvements and mitigation related to wildlife movements and the transportation system in Chittenden County.

Description: The Vermont Department of Fish and Wildlife and the Vermont Agency of Transportation have been working collaboratively over the past few years to address issues related to wildlife movements along transportation corridors. These efforts have focused around developing appropriate tools for project level planning and evaluation which will result in the appropriate levels of investment to protect human safety, address environmental stewardship, and focus on fiscal responsibility regarding the implementation of wild crossing.

“Wildlife movement and related road crossing strategies are becoming an increasingly important factor in the development of transportation projects in Vermont – whether these projects involve reconstruction on existing alignment or new construction. The Vermont Agency of Transportation (VTrans) and the Vermont Department of Fish and Wildlife (VDFW) have identified wildlife movement and habitat connectivity as

important factors to consider in the transportation project development process from three perspectives: human safety, environmental stewardship, and fiscal responsibility. Moreover, we have begun to construct wildlife crossing structures, in collaboration with VDFW, in some recent transportation projects. . . .The goal of this effort is to gather sufficient data regarding wildlife movement and habitat conditions, in the early stages of the transportation project development process, to make substantive recommendations, in conjunction with VDFW, to project managers and designers so that wildlife movement and ecological connectivity can be considered in the design and construction of appropriate VTrans projects. Through this process wildlife movement and habitat connectivity can become an integral part of the environmental review process at VTrans – similar to how historic, archaeological, and other natural resources are considered. It is hoped that this effort will take wildlife movement and habitat connectivity beyond an issue of compliance and become a more standard consideration for transportation projects in Vermont where appropriate. This paper will discuss the development of this inter-agency wildlife crossing team.”

(Excerpt from VERMONT AGENCY OF TRANSPORTATION WILDLIFE CROSSING TEAM; BUILDING AN INTER-AGENCY PLANNING TOOL TO ADDRESS ECOLOGICAL CONNECTIVITY IN VERMONT, 2003)

In coordination with the CCRPC and with cooperating assistance from the City of South Burlington (who have previously prepared such an inventory), the CCMPO will develop the following work products.

Products and Activities:

1. Coordinating meetings with VT Fish & Wildlife and VTrans to inform work completed to date on Wildlife Connectivity and Transportation in Vermont. November 2009
2. Development of an outline for a work program task on Wildlife Connectivity and Transportation for the FY 2011 CCMPO UPWP. February 2010
3. Hosting of an informational meeting of transportation development and planning stakeholders on issues related to Wildlife Connectivity and Transportation in Vermont. May 2010

2.2.3.1 Transportation Environmental Planning: Air Quality – CCRPC

Objective: To examine the implications of possible non-attainment of federal air quality standards in Chittenden County and, in cooperation with the CCMPO, to identify and recommend policies and actions at the regional, local and individual level that would help the region stay in, or return to, attainment status.

Description: This project is closely related to, and seen as a first step towards, Task 2.2.3.2 – Transportation Environmental Planning: Energy and Climate Action Plan. This project is also viewed as part of a broader effort by CCMPO and its partners to plan for, or prevent, designation as a non-attainment area. This project is anticipated to include evaluation and recommendations on actions to include in CCMPO and municipal plans. This task helps to implement the Air Quality Policies of the *Regional Plan*.

Working with an Advisory Committee, CCRPC and CCMPO staff will finalize the Air Quality Report and recommendations for what municipalities, employers and individuals can do to maintain/improve air quality. The recommendations and next steps will be reviewed

with the CCMPO Board and CCRPC Commission. With Advisory Committee input, staff will develop an outreach program for each target audience, prepare outreach materials, and implement the outreach program. This task may include additional efforts to improve the delivery of this information via the CCMPO and CCRPC web sites as appropriate. (Same as CCRPC Work Program Task 2.3.3)

Products and Activities:

1. *Air Quality Report* including recommendations for municipalities, employers and individuals
September 2009
2. Outreach materials to be determined, but anticipated to include web-based materials, brochures, fact sheets, checklists, press releases and presentations.
June 2010

2.2.3.2 Transportation Environmental Planning: Energy and Climate Action Plan – CCRPC

Objective: To identify and recommend policies and actions at the regional, local and individual level that would help the region reduce global warming and energy consumption.

Description: This project is viewed as the next phase of the effort described in Task 2.3.4. Transportation makes up 44% of greenhouse gas (GHG) emissions in Vermont. In order to achieve the goals of the State to reduce the state’s GHG emissions by 25% from 1990 levels by 2012; 50% by 2028; and, if practical, 75% by 2050 it will take a concerted effort not just by the state, but also by the region, municipalities, employers, and individuals.

CCRPC and CCMPO staff will begin what is anticipated to be a multi-year effort to develop an Energy and Climate Action Guide for the region. The Guide is anticipated to include: estimating current and future GHG emissions, identifying a tool for use by our municipalities to perform their own emission inventories, develop recommendations on actions for the region, municipalities, employers, and individuals, developing model plan and bylaw language for municipalities, and other techniques to encourage achievement of the objectives. The municipal recommendations are intended to support improved energy elements of their municipal plans and provide replicable models for implementing the recommendations of their plans.

In this first phase, staff will review what has worked in other regions to benchmark our efforts and identify successful indicators and best practices. Staff will conduct background research on municipal and regional energy planning, including: current efforts and challenges for Chittenden County municipal energy committees, municipal and regional initiatives in Vermont, best practices in municipal and regional planning in New England, existing web-based resources, and existing organizational resources to support municipal and regional energy planning in Vermont. As part of this effort, staff will establish contacts with, and training from, the network of state organizations and agencies involved in energy planning.

Staff will work with a technical project team, including agency partners and other interested parties, to identify and decide upon the best inventory estimating tool for our region and municipalities. We will begin to develop an inventory for our region depending on the

complexity of the inventory tool and its data requirements. Work will also begin to identify appropriate emissions targets and performance measures for our region. We will establish an Energy and Climate Action public outreach process to include the municipal energy committees, VECAN, VEIC, VNRC, DPS, ANR and other interested parties to guide the work of developing a public outreach campaign. This may involve periodic regional energy forums. All of this work is expected to continue into FY2011. (Same as CCRPC Work Program Task 2.9.1)

Products and Activities:

- | | |
|--|-----------|
| 1. GHG inventory tool for the region and municipalities | June 2010 |
| 2. Background research and potential implementation strategies | June 2010 |
| 3. Regional Energy Forums | June 2010 |

2.2.3.3 Transportation Environmental Planning:

Online Resource Mapping - CCRPC

Objective: To develop an online resource mapping tool to improve early resource agency consultation and project delivery.

Description: CCRPC staff will ascertain needs and desired capabilities of a regional online mapping tool by interviewing CCMPO, municipalities, resource agencies, and other potential users. The primary purpose of this project will be to make it easier to identify natural resources, cultural resources and assist with the agency consultation process. Using the results of this research, staff will research available applications (ArcServer, GoogleMaps, etc) to determine which would best meet the identified needs. Part of this review will include coordination with other agencies, such as VCGI and ANR. A joint recommendation regarding next steps will be made by CCRPC and CCMPO staff to CCRPC and CCMPO Executive Directors. The staff recommendation will be developed through a joint team including staff from CCMPO, CCRPC, VTrans, ANR and others. Activities to implement the recommendations will then be undertaken. This project is expected to take more than one fiscal year. (Same as CCRPC Work Program Task 3.2.2)

This task will also include efforts to support CCMPO Task 2.2.3.4 Transportation Environmental Planning: Wildlife Connectivity to develop a FY 2011 work program task description on wildlife connectivity and transportation.

Products and Activities:

- | | |
|---|-----------|
| 1. Recommendation regarding online mapping tool | June 2010 |
| 2. Implementation activities as appropriate | June 2010 |

2.2.3.4 Transportation Environmental Planning: Stormwater – CCRPC

Objective: To improve coordination with stormwater and water quality planning efforts, and to assist municipalities in accessing emergency management or transportation funding to address flooding, erosion and drainage projects.

Description: Stormwater runoff from existing roads is known to impair the water quality of various streams in the County. Under this project, staff will participate and coordinate with various water quality efforts that may have an impact on transportation-related stormwater

run-off such as: water basin planning efforts, revisions to ANR’s stormwater manual for road BMPs, regional stormwater utility discussions, and local transportation-related stormwater policy or bylaw development.

In concert with CCRPC’s work to update regional and municipal hazard mitigation plans and conduct additional Fluvial Erosion Hazard research and River Corridor Planning, CCRPC will work with CCMPO to assist municipalities in preparing funding requests for mitigation projects along transportation corridors such as culvert replacements, drainage improvements, etc. This assistance will begin with identifying the top five (5) transportation-related projects in each community that would mitigate impacts of floods and stormwater. As funding opportunities become available, staff would prepare funding applications for interested municipalities. This would also insure that identified problems are integrated into the transportation program for potential improvement and be the precursor to projects that may get managed under UPWP Task 5.1.4. (Same as CCRPC Work Program Task 2.3.2)

Products and Activities:

- | | |
|---|-----------|
| 1. Participation in transportation-related water quality planning efforts | June 2010 |
| 2. List of top 5 projects in each community | June 2010 |
| 3. Funding applications, as opportunities arise | June 2010 |

2.3 Improve the transportation system in a manner that builds community, increases the vitality of neighborhoods, and minimizes disturbance caused by noise, glare, and vibration. (Goal 6)

2.3.1 Regional Comprehensive Planning Involvement

Objective: To coordinate planning activity with the CCRPC.

Description: The CCRPC and CCMPO, as regional planning entities with oversight over the same jurisdiction and in some cases overlapping areas of responsibilities, need to work together on projects. The CCMPO and CCRPC often have staff work collaboratively on projects. This task accounts for the CCMPO’s staff time assisting the CCRPC in relevant planning efforts of mutual interest.

Products and Activities:

- | | |
|---|-----------|
| 1. Attendance at CCRPC meetings | As needed |
| 2. Reports, as necessary, to the CCRPC | As needed |
| 3. Review of CCRPC related reports | As needed |
| 4. Guidance and support to CCRPC on their CCMPO work plan tasks | As needed |

2.3.3 Corridors and Circulation

Objective: To convene and facilitate the US 2, VT 15 and Western Corridor working groups in order to move Implementation Plan strategies towards completion. Develop new Corridor Studies (with corresponding working groups) to address issues of local circulation, access

management, and acute congestion resulting in unsafe conditions for the traveling public on major regional corridors (e.g., Colchester Avenue and Shelburne Road).

Description: The US 2 and VT 15 Corridor studies recommend that a Corridor Working Group be formed at the end of the study process to ensure that identified corridor strategies are implemented, the Western Corridor Study will continue this format. These groups will include representatives from all participating municipalities and institutions along the corridor; state and regional transportation and land use agencies; local businesses; advocates and the general public. These groups will convene once or twice a year to review progress and define next steps for implementing the corridor plans. In addition, manage studies that will review, analyze and provide alternatives for local circulation and access management issues which result in unsafe conditions (for all modes of travel) within villages, urban areas, and growth centers. New Corridor Studies will be implemented as outlined below.

Products and Activities:

- | | |
|--|--------------|
| 1. Corridor Working Group Progress Reports | Twice a year |
| 2. New Corridor Studies | June 2010 |
| • Colchester Avenue (From Winooski Circulator to North Prospect Street Burlington) | |
| • Shelburne Road (General Electric Health to Burlington line) | |

2.3.3.1 Western Vermont Gateway Corridor Study

To complete final reports on work begun in FY2008 & continued in FY2009.

September 2009

2.4 Establish a transportation system that uses diverse sources of power and maximizes energy efficiency and conservation. (Goal 9)

2.4.1 Alternative Fuels Plan

Objective: To begin a dialogue regarding development and use of alternative fuels in Chittenden County and determine appropriate roles for the CCMPO.

Description: CCMPO will provide continue to collaborate with the CCRPC, the UVM Transportation Research Center (TRC), the Vermont Clean Cities Coalition, as well as other stakeholders to incorporate alternative energy strategies into an energy plan for our region. Efforts underway by the City of Burlington and Vermont Gas to promote the use of compressed natural gas are leading the way to begin to provide alternative fuel options within the region. CCTA's use of bio-diesel has demonstrated the viability of alternative fuels in fleet applications. CCMPO seeks to support and expand alternative fuel options for local government, businesses and individuals.

Products and Activities:

- | | |
|--|-----------|
| 1. TRC and Clean Cities Program coordination. | Ongoing |
| 2. CCMPO role in alternative fuels options analysis. | June 2010 |

3.0 Multi & Intermodal Services

3.1 Create a transportation system that offers constantly improving safety, accessibility, flexibility, and comfort for all users, including the elderly, the disabled, and youth. (Goal 3)

3.1.1 Create and Improve Transit – CCTA

Market Research and Data Collection

Objective: To provide information for use in service planning

Description: Continue and update ongoing market research and data collection for service planning, shelter and stop placement. This includes projects such as online demographic research, phone surveys, employer start/end time research. Participation in and coordination with State, regional and local transportation entities, committees, and training events.

Products and Activities: Data and information to be used in the planning new service development, service changes and to gain insight into regional views of CCTA. This could include such projects as phone and web surveys and the analysis of census data. CCTA will provide a copy of all market research analyses that are complete. July 15, 2010

Coordinated Human Service and Paratransit Planning

Objective: To work with Chittenden County human service providers and municipalities and CCMPO to efficiently and effectively coordinate human service and ADA paratransit transportation.

Description: Holding coordinating meetings for Senior and Disabled human service transportation and ADA paratransit, working with human service transportation contractors, cab companies, municipalities, human service providers, the CCTA Board and the State of Vermont. Development of plans, policies and procedures necessary to implement these services.

Products and Activities: Jointly provided coordinated human service transportation services provided in as cost effective a manner as possible to meet the agency/client needs, as well as policies, procedures to implement these services. Further development of the Chittenden County volunteer driver and sedan programs. CCTA will provide a summary of the coordination meetings held, procedures updated, and services implemented in the monthly reports CCTA submits to the CCMPO. Ongoing

Passenger Shelters & Signage

Objective: To continue the planning of our passenger shelter replacement and expansion program in order to provide shelter for bus patrons. To coordinate bus stop sign locations.

Description: This project is to design, site and permit new shelters at higher ridership locations (based on ridecheck data). It will also provide for replacement older shelters that

are worn out and or provide inadequate protection from the elements. Installation of shelters has been shown to increase bus ridership by creating some permanence around a bus route as well as the obvious protection from the elements. Staff will identify stop locations and coordinate with operations, utilities, and with property owners to provide adequate and appropriate bus stops.

Products and Activities: Site plans for three shelters. CCTA will provide monthly progress updates on the shelter program, including a summary of any ongoing planning, permitting, or construction activities. Ongoing

Vehicle Needs Planning & Cost Comparison

Objective: To provide input on the size and type of buses to be purchased in CCTA's ongoing replacement program.

Description: Operating and maintenance costs are collected for each bus and group of buses by size. With every bus purchase, CCTA analyzes ridership data, bus scheduling, driver scheduling, and capital carrying needs to determine the proper mix of bus sizes to optimize these multiple competing goals. This data is also useful for the authority to compare the potential cost of current vehicle life cycle costs of vehicles of varying sizes and for benchmarking these costs against the cost of alternative fueled vehicles, as operating and maintenance cost is one of the major considerations. It is also crucial in helping determine when buses are truly worn out (when the cost of maintaining an old bus exceeds the capital costs of purchasing a new one).

Products and Activities: Current data on bus size, fuel type, propulsion systems to guide in bus purchase decisions. CCTA will provide summaries of activities in support of this element in monthly reports from CCTA to CCMPO. Ongoing

Regional Public Transportation Expansion

Objective: To pursue new organizational structures and funding sources other than property taxes to support public transportation in the region.

Description: Continuation of the previous efforts to create a regional or statewide public transportation authority and to develop a funding source other than the property tax. This may require changes to the CCTA charter, changes to the composition of the CCTA Board of Commissioners and changes to the local funding mechanism.

Products and Activities: Movement towards this goal. New local and regional services funded through means other than the property tax. Monthly reports on activities directed towards this goal. New services and eventually legislation in support of this objective.

Ongoing

3.1.6 Public Transportation Planning by CCMPO

Objective: To effectively conduct, coordinate, communicate, and participate in transit related planning activity in the region.

Description: Under the direction of the CCMPO Public Transportation Committee, 1) pursue a transit funding strategy that decreases reliance on the local property tax and encourages more municipalities to participate in a regional public transportation system; 2) communicate with municipalities and other interested groups the needs and benefits of public transportation; 3) monitor and propose appropriate legislative policy for the CCMPO Board's consideration; and 4) consider the special transportation needs of an increasingly elderly population.

Products and Activities:

- | | |
|--|-----------|
| 1. Public Transportation committee agendas, minutes, memos and reports. | Monthly |
| 2. Short Range Transit Plan - coordination activities with other transit stakeholders including VTrans and CCTA in the development of an updated plan. | June 2010 |
| 3. Public transportation communications with interested parties. | Ongoing |
| 4. Efforts in support of alternatives to the property tax. | Ongoing |
| 5. Participation in CCTA's Elders and Persons with Disabilities Transportation Committee. | Ongoing |

3.2 Establish a transportation system that minimizes the time and total cost of moving people and goods, thereby allowing the economy of the Region to thrive. (Goal 4)

3.2.1 Transportation Improvement Program (TIP) Development and Management

Objective: To develop and maintain a transportation spending program that supports CCMPO's short-term plans and programs and helps move the region toward the goals embodied in the Metropolitan Transportation Plan. This includes developing the TIP, monitoring the status of Chittenden County projects throughout the year to facilitate necessary revisions to the TIP, and providing input to the local communities and Chittenden County Legislators to assist with project advancement.

Description: The Transportation Improvement Program (TIP) for Chittenden County is the regional four-year budget for implementation of transportation improvements. The TIP is based on the region's priorities as laid out in the MTP. The TIP is submitted to VTrans as the region's input for the Statewide Transportation Improvement Program (STIP).

Before approving the CCMPO TIP, the CCMPO's process must satisfy the following conditions:

1. Projects in the TIP must conform to the adopted Metropolitan Transportation Plan.
2. Projects in the TIP must be prioritized per CCMPO's adopted prioritization process.
3. The public shall have an opportunity to help develop, review and comment on these projects before they are approved by the CCMPO.
4. The TIP must be fiscally constrained.

As projects move from project development through design to construction, numerous factors may cause the projects to be delayed. These may include unexpected design changes, environmental and permitting issues, and right-of-way issues. CCMPO staff will track project costs and schedules in order to identify the need for amendments to the TIP, to notify local communities and Chittenden County Legislators regarding project delays, and to identify funds that may be available for advancing other prioritized projects. Before approving amendments to the CCMPO TIP, the adopted CCMPO Amendment Procedures must be followed.

Products and Activities:

1. An adopted FY 2010 to FY2013 TIP that includes projects that conform to the Metropolitan Transportation Plan. The FY 2010-2013 TIP will be completed and submitted for the Governor's approval in July 2009.
2. A draft FY2011 to FY2014 TIP that includes projects that conform to the MTP. The FY2011-2014 TIP will be completed and submitted for the Governor's approval in July 2010.
3. CCMPO projects will be prioritized and submitted to VTrans as required by April of 2010.
4. TIP amendments as needed.
5. FY2009 Annual Listing of Projects Obligating Funds to be made available on CCMPO website.

3.3 Provide levels of access and mobility that insure people and goods can get where they need to go, when they need to go there. (Goal 7)

3.3.1 Access and Mobility – CCTA

Ridecheck

Objective: To obtain information on where and when people are boarding buses for use in route planning and placement of stop amenities (stops, shelters, benches, and informational signage).

Description: Continuation of a project begun in FY 03 to survey every trip on every route at least once annually for weekdays, Saturdays and Sundays. The survey will include the following information at each stop: number of passengers boarding, number of passengers de-boarding, and bus load. CCTA will develop surveys of the system, hire and train surveyors to sample the trips, check surveys, compile survey results, create reports, and consider changes based on results. This project incorporates timepoint and route variation database updating since it is necessary for this project as well as the timepoint analysis.

Products and Activities: Updated information in spreadsheet report format on CCTA route, route segment and stop performance. This data is considered in route restructuring. Routes to undergo restructuring are directed by the CCTA Board in their fall 2009 retreat. This information is provided to the MPO for use in the regional model, as well as municipalities and VTrans for other planning purposes and will be provided to CCMPO. July 15, 2010

Time Point Analysis

Objective: To publish bus schedules based on actual operating experience.

Description: Based on driver, passenger and operations management reports, CCTA considers the validity of timepoints and running times on individual routes. This project is implemented with either written observations or a GPS based system depending on the magnitude of the problem(s). In FY10, CCTA will begin using a revamped version of our on-time performance software. This should help streamline the data collection and offer a greater quantity of data.

Products and Activities: Updated on-time performance data reports and analysis thereof for incorporation in schedule updates at least twice a year. The CCTA Board of Commissioners will set the priorities for which routes undergo a timepoint analysis in their fall 2009 retreat. CCTA will provide a summary of the timepoint analysis to CCMPO. July 15, 2010

Rider Surveys

Objective: To obtain demographic information on riders for service planning and marketing, and to obtain feedback on services from riders.

Description: Develop surveys, hire and train surveyors, tabulate surveys and create summary report.

Products and Activities: Survey results to be used in marketing existing services, feedback for internal improvement, and for use in service changes. This could include such projects as on-board customer service surveys and paratransit rider surveys. CCTA will provide a copy of all survey questions, summary reports, and analyses to CCMPO. July 15, 2010

3.3.4 2060 Metropolitan Transportation Plan (MTP)

Objective: To continue progress on and complete the 2060 MTP

Description: The 2025 MTP was adopted in January 2005. CCMPO staff will be reviewing, updating and reanalyzing sections of the 2025 MTP and sharing this information with the CCMPO Board appointed MTP advisory committee. The document will be revised and extended to 2060 entailing revised land-use and population forecasts. The new MTP will feature refined MTP goals, strategies and projects.

Products and Activities:

1. Continue review of update status and draft documents by the project advisory committee. Ongoing
2. Perform transportation and land-use modeling analyses. Ongoing
3. Draft sections of 2060 MTP. November 2009
4. Municipal, resource agency, and public outreach on status, strategies and projects. November 2009
5. Consultant management tasks. November 2009
6. Public Hearings and Finalization of MTP 2060 March 2010

3.3.4.1 2060 Metropolitan Transportation Plan Support – CCRPC

Objective: To support CCMPO’s preparation and adoption of the 2060 Chittenden County Metropolitan Transportation Plan.

Description: Based on direction provided by CCMPO, CCRPC will prepare data and maps for the *MTP*. CCRPC will also participate in resource agency consultation meetings and provide assistance regarding resource analysis as needed. CCRPC will assist with the involvement of adjacent regions in the *MTP*. CCRPC staff will review the draft *MTP* and assist CCMPO in resolving issues as quickly as possible regarding consistency with the *Regional Plan*, if any. CCRPC staff will support CCMPO staff in presenting and explaining the draft *MTP* to the CCRPC for review. (Same as CCRPC Work Program Task 4.2.2)

Products and Activities:

- | | |
|-------------------------|--------------|
| 1. MTP data and maps | January 2010 |
| 2. MTP comments, if any | January 2010 |

3.3.4.2 2060 MTP Support (Inter-Regional Planning Analysis with RPCs)

Objective: Provide integrated Northwest Vermont data collection, analysis, and public outreach in support of CCMPO’s 2060 long range transportation plan update.

Description: This effort will identify inter regional transportation corridor network issues related to Safety, Mobility, and Congestion, as well as identify growth trends within adjacent regions that may impact the utilization of the existing network within Chittenden County. The outcomes of the project will assist the MPO in prioritizing future transportation planning activities related to the adjacent regions such as transit needs, increased Vehicle Miles Traveled (VMT), and in the identification of potential opportunities for applications in Travel Demand Management.

Inter-Regional Corridors of significance:

Northwest RPC

- Corridors of Importance: VT Interstate 89 (primary), VT Route 7, VT Route 2, and VT Route 104 (secondary)

Lamoille RPC

- Corridors of Importance: VT Route 15 (primary), VT Route 100/Interstate 89 (secondary)

Central Vermont RPC

- Corridors of Importance: VT Interstate 89 (primary), VT Route 2 (secondary)

Addison RPC

- Corridors of Importance: VT Route 7 (primary), VT Route 116 & Silver Street (Hinesburg) (secondary)

Products and Activities:

1. Perform existing conditions data analysis tasks and draft summary of findings. Begin future conditions analysis. July 2009
2. Complete future conditions data analysis tasks and perform corridor level modeling activities and refine data analysis work with corridor specific write-ups to be included in relevant CCMPO MTP sections. September 2009
3. Community Outreach to critical towns in each Chittenden County commuter shed corridors. Includes municipal officials, public at large, key businesses, and public transportation providers as deemed appropriate at the regional level. December 2009

3.3.5 Freight Transportation Planning

Objective: To advance appropriate and balanced utilization of the rail and highway system in Chittenden County for freight movements.

Description: CCMPO staff will continue to implement directives outlined in the Rail Resolution of 2004, based upon emerging imperatives. This work will continue through FY 2010 to be drafted into a planning element within the forthcoming 2060 MTP.

It is imperative that Chittenden County undertake a host of measures to continue efficient movement of freight concurrent with reduction of pollutants and emissions. Considering that freight traffic via truck is projected to double in Vermont by 2020 (Freight Analysis Framework, 2006), the climbing price of diesel fuel has reached unprecedented levels, and the likelihood that Chittenden County will fall out of attainment for air quality is in the near future, initiatives to reduce petroleum consumption and extend the life of transportation infrastructure will need to be implemented as soon as possible.

Trucking is the predominant mode for freight movement in the U.S. because there is a disproportional investment in highway infrastructure over rail, a historically affordable fuel cost for trucks, and a consumer culture accustomed to “Just In Time Delivery” (JIT). Hence, railroads are an under-utilized mode of moving freight in this country.

The CCMPO adopted Rail Resolution of 2004 states that a priority for Chittenden County is to examine the feasibility of developing a rail transload intermodal freight facility within Chittenden County. Additionally, the 2001 freight study garnered recommendations from regional stakeholders (“*Freight Stakeholders’ Focus Group*”, August 16th 2000), including the identification and development of sites for transload and container ramp facilities (Appendix E of “*Chittenden County Freight Study*”).

It may be possible to undertake projects which best utilize county and state rail infrastructure and merit further investigation.

Products and Activities:

1. Work with CCRPC to develop “Model” local land-use zoning language to encourage such use to accommodate regional small-scale transload implementation. February 2010

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|---|---------|
| 2. Participate in outreach efforts with VTrans to update the Statewide Freight Study, assist in enhancing their stimulus application for projects along the Western Vermont rail corridor, and keep pulse on efforts to advance the “Boston to Montreal High-Speed Rail” planning effort. | Ongoing |
| 3. Participate in the Vermont Rail Advisory Council and subcommittee activities. | Ongoing |

3.4 Develop a transportation system that features a variety of travel modes and encourages the reduction of single occupant vehicle use. (Goal 10)

3.4.1 Pedestrian/ Bicycle Transportation Planning

Objective: To advance and monitor the regional Pedestrian/Bicycle Plan implementation efforts; to document pedestrian and bicycle planning efforts and position Chittenden County as a possible candidate recipient for non-motorized transportation funds in the next federal transportation authorization; to effectively coordinate the planning and provision of bicycle/pedestrian facilities both within Chittenden County and with neighboring regions; and to educate and inform the public on the benefits of bicycle/pedestrian and other non-single occupant vehicle (SOV) travel modes.

Description: Fulfilling the objectives of this work task will be accomplished through implementation and management of the sidewalk grant program; preparation for and attendance at pedestrian/bicycle meetings of CCMPO, VTrans, and others; pedestrian and bicycle data collection; Safe Routes to School (SRTS) consultations and coordination; co-hosting a Pedestrian/Bicycle summit; continue pedestrian/bicycle planning and education efforts as part of the 2010 Campaign for Active Transportation, which seeks increased funding for bicycle/pedestrian projects in the next federal transportation bill; coordinating with municipal pedestrian/bicycle committees, those from adjoining regions, and local and regional planners in order to coordinate the planning for trails, shared use paths, on-road bicycle facilities and sidewalks in Chittenden County as well as the facility links to municipalities outside the region; coordinating inter-regional path plans such as the Island Line and Cross Vermont Trail and local level efforts to assure implementation of the CCMPO Regional Pedestrian/Bicycle Plan; assisting, as needed, local path committees and pedestrian/bicycle organizations such as Local Motion and the Lake Champlain Bikeways, to advance the plans and implementation of pedestrian and bicycle infrastructure consistent with CCMPO priorities; and working with interested parties, the media, and schools to inform/educate on the benefits on non-SOV travel.

Products and Activities:

- | | |
|--|-------------------|
| 1. Pedestrian/bicycle data collection | July, August 2009 |
| 2. Administer/manage the sidewalk grant program. (Funding for this task will come from non-UPWP sources.) | April, May 2010 |
| 3. Hold a Pedestrian/Bicycle Summit | May 2010 |
| 4. SRTS coordination activities including mapping, inventory & traffic counts | On-going |
| 5. Continue advancing other UPWP work tasks that demonstrate our commitment to active transportation programs. | Ongoing |

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|--|---------|
| 6. Federal authorization – monitor progress of legislation. | Ongoing |
| 7. Status reports on local, regional and inter-regional pedestrian/bicycle efforts. | Ongoing |
| 8. Meetings with local committees and other groups to advance pedestrian/
bicycle facilities. | Ongoing |
| 9. Administer/manage pedestrian/bicycle planning efforts. | Ongoing |
| 10. Presentations and other educational material. | Ongoing |

3.4.1.2.1 Regional/Inter-Regional Pedestrian/Bicycle Coordination – Local Motion

Objective: To assist Local Motion in their efforts to improve walking, biking, and other non-motorized opportunities in Chittenden County.

Description: Local Motion serves the Greater Burlington area in their mission to promote bicycling, walking, running, inline skating and the facilities that make such travel safe, easy and fun. Their Close the Gaps campaign seeks to connect municipal paths into a regional network and was launched with the Pedestrian/Bicycle Summit in May 2007. Through this work task the CCMPO will assist Local Motion in closing the gaps in the existing bicycle and pedestrian system.

Products & Activities:	Completion
1. Provide technical assistance to trail/walk/bike committees	June 2010
2. Actively participate on regional bike/pedestrian committee	June 2010
3. Work to advance regional connections between towns	June 2010
4. Educate region on gaps in network, ways to address them	June 2010
5. Work with state/regional leaders to seek creative funding	June 2010
6. Administration of contract	June 2010

Target Outcomes:

- Provide technical assistance at 20 local trail/walk/bike committee meetings
- Participate in active community dialogue on at least three gaps in the regional network
- Generate at least three media stories published on the regional bike/pedestrian network
- Make significant progress on at least one alternative funding concept
- Produce, in partnership with the CCMPO, a Bicycle/Pedestrian Summit in Spring 2010
- Provide monthly reports of activities and tasks accomplished

3.4.2 Reduce SOV (Service and Operations Planning & Development) – CCTA

Objective: To respond to community requests and internal analyses on potential service changes.

Description: Evaluation of current service, obtain and review data and reports, elicit community input, consider community requests, determine mileage, time and cost for new service, propose new transit service, develop service implementation plans, write bus and driver schedules for new service.

Projects include but are not limited to: Usmall/Airport/Route 2 improvements, Williston, Milton, North Avenue, and new commuter routes.

Products and Activities: New and revised bus routes and schedules. For all major service changes, CCTA is required to hold a public hearing, CCTA will provide a copy of all public hearing PowerPoint presentations, any other handouts, and the official hearing minutes by July 15, 2010. Service proposals to support grant applications. Ongoing

3.4.3 Transportation Demand Management (TDM)

Objective: To pursue recommendations from the TDM Education, Outreach, and Support Implementation Strategy, and continue support for other TDM efforts.

Description: To advance TDM efforts in Burlington, the CCMPO will continue working with the Burlington Business Association (BBA) and CATMA toward establishment of a downtown Transportation Management Association (TMA) and/or implementation of TDM programs for downtown employees. Continued park and ride planning and coordination with VTrans, and coordination efforts with CarShare Vermont will also take place under this task.

Products and Activities:

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|--|-----------|
| 1. TDM/TMA efforts for downtown Burlington employees. | Ongoing |
| 2. Coordination meetings with VTrans on park and ride development. | Ongoing |
| 3. A revised and updated regional park and ride plan. | June 2010 |
| 4. CarShare Vermont assistance. | Ongoing |

3.4.3.1 Way to Go! Commuter Challenge

Objective: To increase the levels of non-SOV travel during a selected week in Spring 2010

Description: This program advocates and provides incentives for individuals to travel using alternative modes during the Way to Go! Commuter Challenge. This project includes extensive business, school, and public outreach through a variety of communication methods in order to market to a large audience. Work also includes updating and maintaining the program website (www.waytogovt.org) and administering the registration database. As this program has grown and expanded beyond Chittenden County we anticipate this to be a program transition year to a statewide entity, likely VEIC.

Products and Activities:

Ongoing/May 2010

1. Manage/administer WTG Partners and project contractor.
2. Outreach activities to encourage event participation.
3. Project website maintenance and development.
4. Manage registration database.
5. Creative/design work for project brand.
6. Printing of project media.
7. Radio and print advertising.
8. Report of project results.
9. Baseline and tracking data to assess success of program.

10. A statistically valid follow up survey to more accurately measure 2009 program successes.

3.4.4.1 Project Definition (Scoping) Studies – CCMPO Staff

Objective: To advance prioritized projects through the planning process by providing Project Scoping services.

Description: The project definition process identifies transportation problems to be solved, obtains early public and elected officials’ participation, studies alternatives, evaluates environmental and engineering constraints, selects the preferred alternative for design, and develops a conceptual design for that alternative. CCMPO conducts studies under part of the project development process called scoping. The scoping process evaluates alternatives at a concept level and does a screening level review of environmental constraints. Scoping concludes with the acceptance of a locally preferred alternative. CCMPO performs scoping studies in accordance with the VTrans Project Development Manual. CCMPO will coordinate with VTrans on selection of projects for scoping.

CCMPO also provides scoping services for projects intending to apply to the Transportation Enhancement program and for improvements to be funded with 100% local funds.

CCMPO selects projects for scoping studies based on the accepted prioritization process, with input from the TAC and VTrans. The available CCMPO financial resources for scoping studies will be first dedicated to completing studies carried over from prior year(s), and then to new candidate scoping studies, which will be addressed generally in order of the priority assigned them under the CCMPO’s prioritization process.

Municipalities provide 3% local cash match for scoping projects in their communities. This creates ownership of the project and helps provide additional non-federal match.

3.4.4.2 Project Definition (Scoping) Studies (Consultant)

The projects that are currently under contract with consultants, and will carry over into FY10 are listed below.

Table 4 Scoping Studies Currently Underway

MTP Category	Project	Status as of June 2008	Completion Goal
Bridge Preservation	Gentes Road Bridge (Essex)	Underway	FY10
	Huntington Bridge #8 on Main Road	Underway	FY10

Scoping Projects for Consideration in FY2010

The candidate projects in Table 5 are projects that will be considered and do not represent projects guaranteed to be “scoped” in FY2010.

Table 5 Scoping (including Locally Managed) Projects for Consideration in FY2010

MTP Category	Project
Capacity Increase	Williston Road Capacity Improvements, Kennedy Drive to Industrial Avenue (South Burlington and Williston)
Function and Performance Preservation	School Street Extension to US Route 2 (Richmond)
	Shelburne Road improvements, I-189 to Imperial Drive (South Burlington)
Bridge Preservation	
	Bridge #10 on Main Road (Huntington)
	Bay Road Bridge over LaPlatte (Shelburne)
Bike/Pedestrian	
	Pedestrian/Bicycle Connection between Burlington and Winooski
Intermodal	I-89 Exit 16 Park & Ride (Colchester)
	VT15/VT289 Park & Ride (Essex)
	VT15, Underhill Flats Park & Ride (Jericho)
	Heineberg Bridge/VT289 Park & Ride, (Colchester)

Products and Activities: The scoping process results in the completion of a Scoping Study document. Ideally, the scoping study will document an accepted locally preferred alternative.

3.4.4.3 Project Definition (Scoping) Studies – Locally Managed

Objective: To allow municipalities to access CCMPO planning funds to conduct scoping studies.

Description: Each year the CCMPO receives more requests for scoping studies than can be accommodated with available budget. Among the factors that establish the budget is the availability of non-federal match for CCMPO planning funds and CCMPO staffing resources. This task allows CCMPO member communities to conduct and provide the non-federal match for scoping studies in their jurisdictions. CCMPO will assist with consultant selection and will initiate and oversee the consultant contracts. CCMPO will also review billings and monitor project progress.

Products and Activities: The scoping process results in the completion of a Scoping Study document. Ideally, the scoping study will document an accepted locally preferred alternative.

3.4.5 Transportation Action Grants (TAG)

Objective: To allow communities and organizations in Chittenden County access to resources to advance programs and or initiatives that will advance new types of transportation solutions and to build new types of transportation capacity in our region.

Description: This initiative is intended to be a short-term program that allows Chittenden County communities and organizations to leverage available transportation funding dollars in ways that will create action on a local or regional initiative. Funding will be available as “locally managed,” meaning that 80% of funds will be federal planning funds and 20% will be local, non-federal funds provided by the requesting entity.

The focus of applications is to target local or regional ideas that meet the use criteria for FHWA federal planning dollars for projects that will:

- 1) Move programs, concepts or initiatives forward towards actual implementation;
- 2) Incentivize the creation of new types of transportation infrastructure, systems, and or governance structures;
- 3) Assist in the creation of new financial models and methods for accomplishing transportation improvements;
- 4) Advance programs or concepts for alternative forms of transportation;
- 5) Provide new research on issues of significance to Chittenden County transportation issues;
- 6) Connect transportation issues to a broader range of issues (economy, energy, land use, environment); and / or,
- 7) Other similarly focused and eligible transportation planning functions

This funding opportunity is not intended to replace our three existing locally managed programs – Scoping, Technical Assistance, or Transportation for Livable Communities – which will remain in place. TAG funding provides the opportunity to both develop new ideas that “don’t fit those boxes” and are potentially available to supplement those programs.

Funding will be available for projects that are deemed worthy of implementation on a two tier basis. First, Chittenden County municipality applications will be reviewed and decisions made about funding. If funding remains available subsequent to these decisions, other non-profit organizations’ proposals will be evaluated and funding decisions will be made.

Products and Activities: Each grantee will be required to identify specific deliverables in their proposal which will become deliverables of this work plan item. Project completion dates will be determined on a case-by-case basis in the contracts with each successful applicant.

- | | |
|---|----------------|
| 1. Contracts with all Round 2 awardees signed | August 1, 2009 |
| 2. Track progress of Round 1 & 2 projects | Ongoing |
| 3. Minimum of four grants complete | June 30, 2010 |
| 4. Consideration of Round 3 based on performance for Rounds 1 & 2 | December 2009 |

4.0 Involvement, Effectiveness, & Administration Services

4.1 Educate the public – from children to seniors – about the implications of different development patterns and mode choice decisions. (Goal 11)

4.1.1 Education – CCTA

Public Involvement

Objective: To include the public in the decision making process for new and changed service.

Description: CCTA advertises, develops materials for and holds public meetings and hearings to gain feedback on changes as well as general public outreach to our service area through attendance of meetings on other topics.

Products and Activities: Public hearing, outreach resulting in information for the Board and staff to consider in service in planning processes and implementation as well as a feel for the needs and priorities of the areas we serve. In past years, public involvement has included attendance at public hearings related to major transportation projects, Burlington NPA meetings, bicycle/pedestrian meetings, local concerns meetings, and specific transit related meetings called for by municipalities or private entities. CCTA will provide a summary of all public involvement conducted in a particular month in the monthly reports CCTA submits to the CCMPO. Ongoing

Multimodal and Regional Coordination and Planning

Objective: To participate in MPO, State and municipal land use and transportation planning to integrate public transportation into these areas. To be involved transit and transportation plans and projects managed by municipalities, the MPO, and the State of Vermont.

Description: CCTA will attend and participate in MPO, State and municipal projects that are relevant to public transportation such as zoning rewrites, municipal plan development, corridor studies, transportation studies, transit and transportation facilities and infrastructure, park and ride development, and land use planning. CCTA will be actively engaged in the State Short Range Transit Planning process and the MPO's MTP.

Products and Activities: Meeting attendance and collaboration to better integrate public transit into other modes and planning processes. CCTA will review and comment on plans and projects relevant to CCTA's operations and constituents. Summaries of CCTA's involvement and comments will be provided in the monthly reports CCTA submits to the CCMPO. Ongoing

4.1.3 Traffic Alert Program

Objective: To continue to inform the public and affected public agencies of the impacts of construction to the transportation system.

Description: Construction activity updates to the traveling public and public agencies distributed weekly through fax, media, and Internet outlets during the construction season. This is a form of Intelligent Transportation System (ITS) that assists the traveling public. Consultant assistance is expected to complete this task.

Products and Activities:

1. Weekly traffic alert updates issued for the duration of the construction season (late April through early November 2009).
2. Maintain the data entry system used for the web-based alert log (www.ccmpto.info/cta).

4.1.4 Public Participation, Communications & Legislative Monitoring

Public Participation and Communications

Objective: To educate and involve the public in regional transportation planning to create an interested, concerned and involved citizenry; to implement the recommendations of the Public Participation Plan, as approved by the CCMPO Board; to increase public awareness of the importance of transportation, of CCMPO projects and programs, and of accomplishments by CCMPO across a wide variety of media such as newspaper articles, television segments, and the electronic media; to positively portray the image of CCMPO, its work and accomplishments; to increase the number of successfully implemented and funded projects; and to provide communication between CCMPO and its municipalities, committee members, the private sector, the public, and within the organization.

Description: CCMPO staff, along with consultants when necessary, will implement the policies and recommendations of the 2008 Public Participation Plan. Staff will monitor public involvement in CCMPO projects and meetings against performance measures identified in the Plan. Staff will be responsible for carrying out public involvement activities for the various CCMPO projects as outlined in the Plan. CCMPO staff and consultants will continue to manage outreach activities for projects and programs, keep the website up to date, and use emerging tools and technologies to inform, educate, and involve the public.

Products and Activities:

- | | |
|--|-----------------|
| 1. Annual evaluation of public participation in CCMPO activities | August 2009 |
| 2. Continue to explore and implement new public involvement techniques | Ongoing |
| 3. Annual Reports for Communities | August 2009 |
| 4. Outreach and Education | Ongoing |
| 5. TIP Summary | July 2009 |
| 6. Specific project activity | As needed |
| 7. Way to Go! Commuter Challenge marketing | September – May |
| 8. Provide monthly emails detailing project progress to members | Ongoing |
| 9. Develop links to project management system for use by members | Ongoing |

Legislative Monitoring

Objective: To advise state and federal legislators on CCMPO policies, plans, programs and the legislative impact on them, and to advise CCMPO officials of the impact of legislation on CCMPO policies, plans, and programs.

Description: CCMPO staff needs to have the opportunity and capability to review legislative initiatives and inform the CCMPO of the potential impact these initiatives may have on the transportation system overseen by the organization. Participation in organizations such as the National Association of Development Organizations (NADO), the Association of Metropolitan Planning Organizations (AMPO), the American Planning Association (APA), the Institute of Transportation Engineers (ITE), the Vermont Association of Planning and Development Agencies (VAPDA) and the Vermont Planners Association (VPA) provide the CCMPO with valuable updates and connections to national trends and information on transportation policy. CCMPO intends to investigate participation in the Association for Commuter Transportation (ACT) during this year.

From time to time, staff and/or policy officials will meet with legislators to explain the impact of proposed legislation on the transportation program of the county. This activity will allow staff to review and critique relevant federal and state transportation, environmental quality, and related planning-oriented legislation introduced during the year. Staff will maintain an information base on such legislation and distribute information to the Board and TAC as appropriate. In addition, as directed, staff will prepare information pertaining to bills and regulations for the CCMPO to transmit to legislative bodies and legislators. The Executive Director will be responsible for this in coordination with the Executive Committee. The objective is to have informed legislators, CCMPO Board, and staff with the ability to expeditiously respond to pending legislative actions that affect the region's transportation system. CCMPO will continue to have an increased presence in Montpelier. At a minimum, CCMPO will sponsor a Chittenden County Legislative Briefing in Montpelier at the start of the 2010 session.

Products and Activities:

- | | |
|---|---------------|
| 1. Information on pending legislative and regulatory actions | As needed |
| 2. Communication of policies, plans and programs to elected officials | As needed |
| 3. Host Legislative gathering prior to session to share information | December 2009 |

4.2 Provide improvements to transportation facilities and services expeditiously through an inclusive and cost-effective process. (Goal 12)

4.2.1 Improve Facilities – CCTA

Maintenance and Facility Planning

Objective: To assure CCTA has adequate passenger facilities, support equipment and facilities to operate and maintain current and expanded service and to serve our customers well.

Description: Consideration of equipment and facilities replacement needs for current and planned service. Development of plans and specifications to maintain, replace and upgrade as needed and as funds allow.

Products and Activities: Bids and RFP's for equipment and facility repair, upgrades and replacements. Assistance with municipal projects that support this objective. CCTA will provide monthly updates on all maintenance and facility planning efforts. Ongoing

Performance Tracking

Objective: To track performance measures used in service planning and evaluation.

Description: Analysis of individual routes and the CCTA system as a whole using widely accepted performance measures, including cost per passenger, passengers per hour, passengers per mile, passengers per trip, and farebox recovery rate. Additionally, part of the performance tracking will involve comparison to a national peer benchmark as well as comparison with past CCTA performance (time trend analysis).

Products and Activities: Monthly and annual updates of service oriented performance data for use by Staff, CCTA's board as well as funding entities such as the State of Vermont and the Federal Transit Administration, including such things as the National Transit Database reports and CCTA's internal performance report. CCTA will provide copies of monthly ridership reports (ridership reports are not available until after the 3rd Wednesday of the following month) including a graphic tracking of Link Express route ridership. Additionally, CCTA will provide an annual summary of route-by-route performance. The annual summary will be provided by: July 15, 2010

Financial Planning

Objective: To assure CCTA has adequate funds to meet operational and capital needs for current and planned service.

Description: Analysis of indirect and direct service costs, development of service cost models, and development of short and long term finance plans for the operating and capital budget. This is not finance department budget preparation work, but rather planning work such as evaluation of existing service costs, as well as future service and capital needs so as

to support and implement the SRTP, TIP and MTP. This work requires knowledge of planning concepts and future service planning goals, which is a Planning Department knowledge base. The accurate determination of the economic feasibility of proposed service depends on a firm understanding operating costs and ridership potential.

Products and Activities: Annual updates of financial information for use in the budgeting and planning process. Accurate data to be used in the planning for future service implementation. Ongoing

4.2.3 Small Community Service Program

Objective: To assist Chittenden County communities in analyzing and addressing their local transportation challenges.

Description: Many communities in Chittenden County have limited staff available to address all of their municipal responsibilities and services. Often these communities report that they either do not know about funding or service opportunities in the transportation sector, or they have no staff time available to apply for such programs or services. This program provides a “circuit rider” type of service to these communities.

Products and Activities:

1. Outreach materials to alert communities to the various programs, services, and funding opportunities available. Ongoing
2. Assistance to communities in preparing applications to services, programming and funding opportunities. Ongoing
3. Periodic updates about new or potential opportunities (grants, funding sources, or other resources), to celebrate successes in other towns, and to convey other relevant and/or timely information. Ongoing
4. CCMPO point-of-contact for town staff and officials. Ongoing

4.2.4 Project Coordination Assistance Initiative

Objective: To assure that projects being developed continue to move forward as rapidly as possible into and through the design phase.

Description: Communities in Chittenden County have expressed frustration over the amount of time the development of projects takes to address congestion concerns. Of particular concern is the apparent disappearance of projects after the issue has been successfully scoped and or a technical assistance report has been issued. This period between the end of the planning process and the beginning of the design process is typically long, with no one in the region tracking progress of the projects. A second issue of concern is the need to push projects in scoping or technical assistance to final conclusion. The concern is that occasionally projects are allowed to sit for long periods for lack of a decision or due to the existence of a controversial project element.

In each case, having staff time available to keep track of projects and issues, to advocate for their continual forward progress, and to generally be a continual source to apply pressure and obtain information are desired by our communities.

Products and Activities:

1. A comprehensive list of all projects that have been through scoping or technical assistance that have not been completed to date, complete with current status. February 2010
2. Communication with communities and VTrans as to interest in moving projects forward and current barriers. Ongoing
3. Quarterly report on status of all projects. Ongoing
4. Tool to provide current information on projects to communities. June 2010

4.3 Management and Implementation

4.3.1 Agency Administration

Objective: To provide a structure through which public officials, public agencies, the private sector, and other stakeholders in Chittenden County can 1) come together in a collaborative process to address transportation and related issues; 2) facilitate intergovernmental and public/ private cooperation involving transportation and related issues; and 3) provide for the management and administration of the CCMPO Board, its committees and subcommittees, and the staff.

Description: CCMPO is described in the CCMPO Bylaws and CCMPO Prospectus which is contained herein.

The Executive Director has the primary responsibility for this work with assistance from the Executive Assistant. The outcome is the preparation of information for the CCMPO Board and Executive Committee activities. This provides all CCMPO members and other participants with the information necessary to make informed decisions.

This work also includes some limited research and analysis, preparation of reports, presentations, agendas, minutes and mailings for all CCMPO Board and Executive Committee meetings. An annual meeting will be held near the end of the fiscal year to provide an opportunity to share information with the committee members, partners, stakeholders, and friends of the organization. Special emphasis areas include, but are not limited to recruiting, orienting and involving new leadership, providing assistance to the officers, ensuring all board members serve on at least one other CCMPO Committee, scheduling the major activities of the board, and facilitating the board in the decision making process.

General administrative and management work includes, but is not limited to, general program administration, subcontract and consultant contract negotiation and administration, employee recruitment, development and implementation of CCMPO and employee policy, development and update of the annual CCMPO Unified Planning Work Program; improving and maintaining relationships with regional partners and stakeholders; all accounting functions including an independent audit; personnel administration; office management; and financial reporting. Work will continue on the development of CCMPO policies. The

outcome is to provide efficient implementation and management of the CCMPO work program, effective operation of the CCMPO offices, accurate financial information, a single audit, enhanced productivity, and published periodic organizational reports.

The CCMPO and CCRPC support close working relationships between the two agencies, and the administration of this is included.

Finally, the CCMPO encourages participation in national organizations and their regional and state counterparts. This includes, but is not limited to the National Association of Development Organizations (NADO), the Association of Metropolitan Planning Organizations (AMPO), the American Planning Association (APA), the Institute of Transportation Engineers (ITE), the Vermont Association of Planning and Development Agencies (VAPDA) and the Vermont Planners Association (VPA). CCMPO intends to investigate participation in the Association for Commuter Transportation (ACT) during this year.

This work is NOT shown on the budget page as the personnel costs and direct costs are incorporated into the indirect rate and specific tasks where appropriate.

Products and Activities:

- | | |
|--|---------------|
| 1. Annual Meeting of the CCMPO | Fall 2009 |
| 2. CCMPO Board Meetings | Nine Per Year |
| 3. Executive Committee Meetings | Monthly |
| 4. Joint CCRPC and CCMPO Executive Committee Meetings | Quarterly |
| 5. Special meetings | As necessary |
| 6. Staff meetings | Bi-Weekly |
| 7. Attending meetings with partners and stakeholders | As necessary |
| 8. Active participation in national, regional, and state organizations | Ongoing |
| 9. Appropriate audits are completed and followed up | Ongoing |
| 10. Compliance with Federal Requirements | Ongoing |

4.3.2 Transportation Advisory Committee (TAC)

Objective: To provide a structure through which representatives of the CCMPO municipalities and representatives of other stakeholders in the region can come together in a collaborative process to make decisions on planning and technical aspects of regional transportation issues.

Description: This task includes only the staff time required to provide agendas, minutes and mailings for all Transportation Advisory Committee (TAC) and subcommittee meetings that are not project specific. Outcomes will include TAC deliberations, reports, and products; CCMPO staff preparation and distribution of TAC information and minutes. A staff planner is responsible for this work. For specific ad hoc and sub-committees, additional staff may be assigned as is necessary. Activities of the TAC and its Subcommittees help provide the CCMPO Board, staff, and member communities with information necessary to make effective planning decisions.

This work is NOT shown on the budget page as the personnel costs and direct costs are incorporated into the indirect rate and specific tasks where appropriate.

Products and Activities:

- | | |
|---|--------------|
| 1. Transportation Advisory Committee (TAC) meetings and minutes | Monthly |
| 2. Ad hoc and special sub-committee meetings and minutes | As necessary |

4.3.3 Training and Staff Development

Objective: To provide on-going training and development for staff, Board members and key transportation support people.

Description: As may be necessary and appropriate, CCMPO staff, Board members and other key transportation people may take or be directed to take training courses, seminars, and attend courses at local universities and colleges. Only administrative, managerial training and general staff development will be charged to this work task. Technical training is charged to the specific work task. All training must be approved by the Executive Director as directed by CCMPO policy.

This work is NOT shown on the budget page as the personnel costs and direct costs are incorporated into the indirect rate and specific tasks where appropriate.

Products and Activities:

- | | |
|--|---------|
| Attendance at seminars, courses, and conferences as necessary. | Ongoing |
|--|---------|

4.3.4 Training – CCTA

Objective: To increase planning staff knowledge of transportation in order to improve planning and management of the system.

Description: Staff will attend local, regional and national training on general and specific areas of expertise that relate to the areas outlined in this work program.

Products and Activities: Improved public transportation services through improved staff knowledge. CCTA will provide a summary of all training attended and received by Planning Staff in a particular month in the monthly reports CCTA submits to the CCMPO. Ongoing

4.3.7 Data Collection and Maintenance

Objective: Collect, maintain, and distribute transportation-related data for planning needs and public inquiry.

Description: CCMPO collects data to support our planning needs. Data collected includes the following:

- ▶ Automatic Traffic Recorder (ATR) counts

- Intersection Turning Movement counts
- Bicycle & Pedestrian shared-use path volumes
- Park & Ride lot usage
- Parking infrastructure inventory (GIS-based)
- Pavement sample data used to derive Pavement Condition Index (PCI)
- Transit usage
- Safety data on crash locations and frequencies
- Environmental data on air and water quality
- Employment, housing, and population data for use in modeling
- Census data
- Orthoimagery and Digital Terrain Model data preparation and distribution
- Town Highway Major Collector (THMC) Sufficiency Data
- Other data as necessary

Once data is collected, it is organized and maintained in the CCMPO data library. The data library is updated regularly on the CCMPO website for access by local municipalities, consultants, and other interested parties.

Traffic data collection is accomplished by hiring temporary transportation technicians (usually college students) during the summer months and purchasing or maintaining traffic counting equipment. CCMPO has purchased Eco-Counter infrared bicycle & pedestrian counters and MetroCount ATRs, which will be deployed to collect explicit bi-directional bicycle and pedestrian data on shared-use paths, urban/suburban pedestrian throughways, and sidewalks.

Products and Activities:

- | | |
|--|----------------|
| 1. Transportation data for use in CCMPO planning activities | Ongoing |
| 2. CCMPO data library website updates | Ongoing |
| 3. AADT, Turning Movement, and Bicycle & Pedestrian data & reports. | Ongoing |
| 4. Update the parking infrastructure database. | Ongoing |
| 5. Update Park & Ride usage counts | November 2009 |
| 6. Pavement Condition data and/or reports for municipalities requesting assistance in their pavement planning programs. | December 2009 |
| 7. Assist CCRPC with update of their culvert and signage inventories. | September 2009 |
| 8. Assist UVM Transportation Research Center with collection, processing, and estimation of bicycle & pedestrian traffic within the region. | Ongoing |
| 9. Participate in the Town Highway Major Collector Sufficiency Data Program in partnership with VTrans and other regions (~25 miles of roadway data) | Ongoing |

4.3.8 Transportation Model Maintenance and Enhancement

Objective: To ensure the regional transportation model continues to provide state of the art analysis capabilities in support of CCMPO planning needs.

Description: CCMPO initiated an update of the regional transportation model in FY2008 to enhance the model’s capabilities to analyze traffic flow over the entire day instead of just the AM and PM peak hours. This daily model will enhance the MPO’s ability to examine air

quality issues associated with the transportation system and will also provide significant upgrades to the public transportation and walking / bicycling mode representations within the model.

Additional improvements may be explored as new modeling techniques are identified in the update process.

This work item is funding a multi-year consultant contract expiring in March 2013 to provide ongoing upgrades and support as CCMPO identifies additional model needs and continues work over future fiscal years. Specific tasks for FY2010 include a reexamination of daily model trip generation parameters using data collected in the National Household Travel Survey add-on funded by CCMPO, the UVM Transportation Research Center, and VTrans.

Products and Activities:

1. Updated daily travel demand model February 2010

4.3.9 Research Initiative for Transportation Investments

Objective: To examine the effects and evaluate the investment for major transportation system improvements in Chittenden County.

Description: Traditionally, once major upgrades to the transportation system have been completed, there has not been a follow-up to determine the benefits and quantify the return of investment of the upgraded facility. This effort will seek to evaluate the effects of major transportation projects in Chittenden County in terms of capacity improvements, changes in traffic flows, increased safety, etc. This effort is expected to culminate in a brief report.

Products and Activities:

1. Winooski Downtown Transportation Review June 2010

4.3.11 Performance Measures and Indicators Initiative

Objective: To develop and track measures to show how our transportation system and the CCMPO is performing.

Description: For organizations to succeed in their mission, all involved must have clear objectives and a way to measure progress. This initiative will develop a suite of external and internal measures and indicators to gauge the progress of the CCMPO and of our transportation system's ability to successfully meet the goals of the MTP and our vision.

Products and Activities:

1. Draft "state of the system" measures and indicators for review December 2009
2. Report to Board of a suite of "system" measures and indicators. March 2010
3. Suite of draft internal operating measures June 2010

4.3.12 Strategic Planning

Objective: To continue to develop and expand organizational training, development, and processes as commenced during the 2005 Strategic Planning effort undertaken by the CCMPO. The process may include an action agenda that will outline the organizational development work to be undertaken by CCMPO in the next three to five years; recommend changes in the CCMPO Bylaws; recommend changes in the CCMPO committee structure to achieve goals; provision of an implementation plan and schedule; and continued progress toward meeting the requirements of the CCMPO Prospectus.

Description: CCMPO continue work started in 2005 with consultants Cope & Associates to work with the Board, staff, and other stakeholders to continue to improve the CCMPO strategic plan and recommendations of the 2005 Strategic Planning effort. The process will continue to address the organization, operational structure, regulatory requirements and intergovernmental relations of the agency. It will be developed through a series of meetings, surveys, and interviews, involving, at a minimum the Board and the staff, and some other stakeholders and committee members. The responsibility for this work will be that of the Executive Director working with the Executive Committee. The end result will be improved and effective agency operation, regional transportation planning, and services to member municipalities.

This work was originally started in FY 2002, continued through FY 2005 and was temporarily put on hold during various organizational and leadership transitions. Since the 2005 process, there has been a 75% turn over in Board membership. It is recognized that comprehensive and continuous training of new and existing Board members and ongoing organizational improvement are key elements to the successful implementation of the state and federal requirements which the organization must meet. It is appropriate that a comprehensive review of the organization be undertaken.

Products:

1	Document Review & Assessment Design	January 2010
2	Survey, Interviews, and Focus Groups	February 2010
3	Delivery of Assessment Report	March 2010
4	Board Retreat (4 hour short retreat)	April 2010
5	Action Planning & Bylaw Revisions	May 2010

4.3.13 Innovative Finance Initiative

Objective: To begin to implement the recommendations of the Blue Ribbon Commission on Innovative Finance methods to better afford the needed transportation system and operations of Chittenden County.

Description: During FY2009 the CCMPO undertook an extensive stakeholder involvement process under the leadership of the Blue Ribbon Commission on Innovative Finance. Based on the feedback of the Blue Ribbon Commission members, the involved stakeholders, the communities of the CCMPO service area, the affiliated transportation network partners and VTrans, the CCMPO will work collaboratively with these groups to begin to address the implementation of the recommendations.

Products and Activities:

1. Develop potential new measures & mechanisms to implement policy, rule and technical recommendations related to financial, standards, project delivery and governmental roles developed by the Blue Ribbon Commission. February 2010
2. Provide information to the Vermont Legislature, as appropriate, in the 2010 session on the outcome of this analysis. Ongoing

5.0 Project/System Management & Implementation (Non-PL Funded)

5.1.1 *Signal Optimization & Operations Services*

Objective: To work collaboratively with VTrans and local municipalities to enhance regional signal optimization and operations services.

Description: In cooperation with the VTrans Operations Division and local Departments of Public Works, CCMPO staff will offer services to enhance signal timings on the state highway routes in coordination with the local timing systems

Products and Activities: Enhanced Signal Operations with assistance as requested. Ongoing

5.1.2 *Sidewalk Program*

Objective: To Implement the Chittenden County Sidewalk Grant Program

Description: Annually the CCMPO administers a competitive Sidewalk Grant Program to benefit the communities of Chittenden County.

Products and Activities: Annual Administration of the Sidewalk Grant Program . June 2010

5.1.3 *State Local Road (FC08, 09, & 19) AADT Short Term Traffic Count Program*

Objective: To support to the Traffic Research Unit of the Policy & Planning Division of VTrans by providing counts within the (FC08, 09, & 19) road network in their respective regions. This task will be done in accordance with the plan “Proposed Local Road (FC08, 09, & 19) AADT Short-term Count Program” by Bernard Byrne, P.E., Traffic Research Engineer, dated December 31, 2008.

Description: Funding for this task is being provided in addition to the TPI Program apportionment on a “per count” basis of \$70.00 per count.

Products and Activities: Collection of 57 State Local Road Counts. November 2009

5.1.4 Transportation Program Management Services

Objective: To provide contract technical assistance to the municipalities of Chittenden County by performing Municipal Project Manager services for Local Transportation Facilities (LTF) and other similar project development activity contracts undertaken by the municipalities.

Description: Many communities in Chittenden County do not have an adequate number of trained staff members to effectively undertake the administration and project management components of the LTF and other project implementation programs. The CCMPO would provide contract services to undertake Municipal Project Management in support of local municipalities to assist them in advancing local transportation projects.

Products and Activities: Municipal Project Management for Transportation Projects. As needed.