

CCMPO / CCRPC Project Management System : Project Updates

2011 05
Progress
Report

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CCMPO May 2011 Progress Report

2011 05 Progress Report

May2011Activity is 'TRUE'

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
1.1.1 Safety Program			8 Project Updates			
Develop and Pilot protocol for Emergency Vehicle Routing	Jason Charest	100%				Project canceled.
Develop List of Bridge, Intersection & Roadway Safety Priorities	Jason Charest	0%				No activity this period.
Develop Prioritized List of top 3 high hazard locations for HRRR	Jason Charest	100%				A review date of June 13th has been scheduled.
Develop Prioritized List of top 3 programmatic corridors for HRRR	Jason Charest	100%				A review date of June 13th has been scheduled.
Development of Safety Criteria for project prioritization	Jason Charest	100%				Project complete.
High Risk Rural Roads Prioritization	Jason Charest	100%				A review date of June 13th has been scheduled.
Road Safety Audit and Corridor Field Reveiws	Jason Charest	100%				Project complete.
Strategic Highway Safety Plan Core Group/Committee Participation	Eleni Churchill	90%				CCMPO staff participated in two of the SHSP's re-formated function groups—the Infrastructure and Data groups.
1.1.2 Incident Management Training			2 Project Updates			
ICS Training Fall	Paul Luciano	100%				Project complete.
ICS Training Spring	Paul Luciano	100%				May class was canceled due to low enrollment,
1.1.3.1 Planning Assistance and coordination			16 Project Updates			
Archibald St & North Winooski Intersection Assessment	David Roberts	20%				Project scope of work finalized and kick-off meeting held in May. A draft report is expected in early June which will examine several options to improve pedestrian access at this intersection.
Community TA for Transportation Issues	David Roberts	90%				Staff distributed summaries of currently released 2010 Census in response to municipal requests.
Community TA for Transportation Issues	David Roberts	92%				Director and staff met with South Burlington Staff and Council Chair on 05/27/11 to prepare for the June 16 public meeting on transportation.
Community TA for Transportation Issues	David Roberts	92%				Director and staff prepared a letter of support for the Burlington TCSP grant application on 05/31/11.

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Community TA for Transportation Issues	David Roberts	92%				Director coordinated with South Burlington representatives on 05/31/11 regarding advertising for the transportation meeting scheduled for June 16.
Develop model Traffic Calming Program incorporating Street Design Guidelines	David Roberts	10%				No activity this period.
Infrastructure Management Software & Support	David Roberts	0%				No activity this period.
Orchard School South Burlington	David Roberts	100%	\$10,032.01	\$10,023.65	100%	Project complete.
Skunk Hollow Road Jericho	Jason Charest	98%				A presentation was given to the Selectboard on May 19th. The pavement evaluation is being revised per comments received. A finalized report will be submitted shortly thereafter.
Speed Limit Engineering Studies for Municipalities	Daryl Benoit	20%				Set up Greenbush/Thompson's Point Rd. (Charlotte) ATRs for Speed Limit Engineering Studies. Set up Underhill ATR on Pleasant Valley Rd. for speed-limit engineering study.
Speed Limit Engineering Study: Underhill ~ Poker Hill Road	Daryl Benoit	100%				Project complete.
Spring Street & Main Intersection Analysis Winooski	Jason Charest	0%				No activities this period.
US 7/ Marsett Road/Bostwick Road Intersection	Jason Charest	100%				Project complete.
Westford - Woods Hollow Rd Technical Assistance	David Roberts	20%				Traffic data collection underway. ATR tube counters are in place at several locations and turning movement counts are scheduled to take place before Westford Elementary School releases for the summer.
Winooski Circulator Evaluation	Eleni Churchill	30%		\$0.00		Staff finished with the tedious task of determining the O-D of vehicles entering/exiting the Circulator. The data was sent to the consultant (RSG) to be used in balancing the VISSIM model of the Circulator. A meeting with the Winooski Public Works director to discuss various alternatives (changes to the ped crossings and circulating lanes) will be scheduled early June.
Winooski St Peter Street	David Roberts	90%				City is reviewing summary memo prepared by CCMPO staff.
1.1.3.2 VTrans planning assistance and coordination						17 Project Updates
Access Management Classification Updates	Daryl Benoit	100%				No major activity undertaken.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	92%				Director coordinated VAPDA Transportation Committee activities on 05/03/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	92%				Director coordinated VAPDA Transportation Committee activities on 05/04/11.
Coordination with VTrans on planning, project development	Michele Boomhower	92%				Director coordinated VAPDA Transportation Committee activities and participated in the monthly VAPDA meeting on 05/05/11.

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studies & development review						
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	92%				Director coordinated VAPDA Transportation Committee activities and prepared for a 05/10/11 meeting of the Committee with VTrans on 05/09/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	92%				Director coordinated VAPDA Transportation Committee activities and participated in a Committee meeting with VTrans officials on 05/10/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	92%				Director coordinated with VTrans staff regarding various CCMPO activities on 05/26/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	92%				Director coordinated with VTrans regarding the CIRC project on 05/17/11.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	92%				Director coordinated with VTrans regarding the CIRC project on 05/19/11, including preparation for the Governor's Press Event.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	92%				Director coordinated with VTrans regarding the CIRC project on 05/20/11, including participation in the Governor's Press Event.
Coordination with VTrans on planning, project development studies & development review	Michele Boomhower	92%				Director coordinated with VTrans regarding the CIRC project on 05/27/11, including meeting with VTrans staff to discuss next steps related to CIRC affected planning.
Public Transportation Plan	Peter Keating	92%				No activity this month.
Safe Routes to School Committee	Peter Keating	90%				Met with VTrans staff and the selected statewide consultant for their education and outreach efforts over the coming two years and shared the CCMPO's experiences with our SRTS pilot program from several years ago.
Safe Routes to School Committee	Peter Keating	92%				Director participated in Safe Routes roll out meeting with the new statewide consultants - Toole Design Group - on 05/24/11 on behalf of VAPDA.
Safe Routes to School Committee	Peter Keating	92%				Director provided follow-up communications for VAPDA involvement in the Safe Routes program going forward on 05/31/11.
VTrans Freight Plan	Michele Boomhower	92%				No activity this period.
VTrans ITS Architecture Plan	David Roberts	90%	\$0.00			No activity this month.
1.1.3.3 Locally Managed Planning Assistance						10 Project Updates
Burlington Branch Rail Bridge Load Ratings	Christine Forde	15%				Railstar was selected for this project. The contract is being developed.
Burlington Branch Rail Bridge Load Ratings	Christine Forde	15%				Director coordinated with staff regarding the evaluation of the bridge rating consultants on 05/03/11.
Burlington Branch	Christine	15%				Director coordinated with staff regarding the

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Rail Bridge Load Ratings	Forde					evaluation of the bridge rating consultants on 05/04/11.
Burlington Branch Rail Bridge Load Ratings	Christine Forde	15%				Director coordinated with staff regarding the evaluation of the bridge rating consultants on 05/20/11.
Colchester Avenue Complete Streets Pilot Study	Eleni Churchill	99%		\$0.00		Another round of data (volumes, queues, crashes, and speeds) was gathered in early May for the Colchester Ave Complete Street pilot project. CCMPO staff has worked to analyze, tabulate and plot the data as well as revise the Colchester Ave Pilot Project interim report (see http://www.colchesteravenue.org/ for more information)—the final report will be send to the City in early June.
Exit 12B IJR Study	Michele Boomhower	95%				Continued coordination with South Burlington officials regarding the completion of this study.
Parking Management Study for Burlington	Peter Keating	15%				Held kick-off meeting with selected consultant to determine final work scope and discuss schedule and work tasks.
Shelburne Harbor Rd Safety and Standards Analysis	David Roberts	100%	\$10,452.11	\$4,365.36	42%	Final report received from VHB. A PDF will be posted on the CCMPO website. This study is now complete.
Weaver Street Bridge Assessment	Christine Forde	60%				Site work has been completed and core samples have been sent for testing to determine their condition. Test results are anticipated in early June. Once results are received the investigative report can be finished.
Winooski Street Circulation Study	Eleni Churchill	30%				Staff finished with the tedious task of determining the O-D of vehicles entering/exiting the Circulator. The data was sent to the consultant (RSG) to be used in balancing the VISSIM model of the Circulator. A meeting with the Winooski Public Works director to discuss various alternatives (changes to the ped crossings and circulating lanes) will be scheduled in early June.

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

6 Project Updates

Community Operations improvements for roadways & intersections including access management	Jason Charest	92%				No activities this period.
Host Chittenden County Road Foremen Meetings	Bryan Davis	92%				No activity this month
Identification of Corridors to include in signal optimization program	David Roberts	15%				Reviewed existing count data in preparation for Marshall Ave project expected to begin in next 2 months.
Review & Prioritize Signal Optimization Analysis/Capital Needs for the Region	David Roberts	20%				No significant activity this month.
Transit Signal Priority pilot implementation assistance	David Roberts	90%				Reviewed current status of CCTA signal priority implementation plans with CCTA and South Burlington staff. CCTA is proceeding with work to procure emitters for buses as part of the initial implementation at Cherry St / S Winooski Ave in Burlington. The next phase will examine implementation on the reconstructed part of Shelburne Rd from Imperial Dr south to Webster Rd. Future implementation phases may include the section from I-189 to Imperial Dr and other

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						corridors in the county. A presentation to the TAC on the current status of signal priority work is planned for Fall 2011.
Update CCMPO ITS Plan	David Roberts	10%				No significant activity this month. Waiting on draft of statewide architecture update before additional work on this project is initiated.
1.2.2 Efficiency Improvements (ITS applications) (Transit)				6 Project Updates		
Fort Ethan Allen Signal	Peter Keating	97%				In early April, the signal at Ethan Allen Avenue and VT Route 15 became operational. At that time, the signal began a 30-day acceptance testing period. The general contractor is finishing up some relatively minor punch-list items, which have been slightly delayed due to all the rain. After they are completed and the acceptance testing period ends, the project will be complete. Buses will begin exiting onto Route 15 eastbound when the new Map & Guide is published in June.
Paratransit Software Scheduling Software	Peter Keating	10%				In May the paratransit software committee (of the VPTA) had a conference call with TranSystems to prepare for the May 26, 2011 day-long vendor expo. During the conference call, the consultant reviewed a list of key issues highlighted from the site visits that were concluded in April. TranSystems also circulated a ranking exercise for each transit agency to identify the essential software features needed by each system upon roll-out. On May 26, 2011 VPTA sponsored a day-long vendor expo that gave transit agencies the opportunity to discuss and see product features individually and through a panel question and answer format.
Real Time Passenger Information	Peter Keating	13%				No activity this period
Systemwide ITS Application Development & Implementation	Peter Keating	0%				(Individual projects are listed separately)
Transit Signal Priority	Peter Keating	30%				We have received the shipment of preemption emitters and CCTA's maintenance department will be mounting them on buses as they come into the shop for regular maintenance. In addition to purchase and delivery of the emitters the vendor will also be responsible for training CCTA's operations staff. The training will take place in the middle of June. An RFQ for the installation of transit signal priority equipment at the intersection of Cherry Street and South Winooski Avenue has been completed and distributed to contractors. Transit Signal Priority - Shelburne Road 10 % complete CCTA has developed a budgetary estimate for installing transit signal priority for the signals on Shelburne Road from Swift Street to Marsett Road. Although VTrans is not requiring any further study before we move forward with implementing signal priority along the corridor some of the municipalities involved have expressed concern with the project. We will be educating these municipalities about transit signal priority and its effects on signal performance as we move towards implementation.
Wi-Fi on Link Buses	Peter Keating	100%				Project complete.
2.1.4 Transportation Land Use Planning & Review				4 Project Updates		
Act 250 Permit Review	Eleni Churchill	90%				Staff is continuing discussions with VTrans and Burlington DPW staff on a possible meeting with VRS to discuss the Champlain Parkway Act 250 application and the Parkway's impacts on two rail

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						spurs and other stormwater issues.
Coordinate participation in the State's Level of Service Policy Update	Eleni Churchill	0%				No activity.
Review/Update CCMPO/CCRPC Development Review Procedures/Policies	Michele Boomhower	92%				No activity this period.
Traffic Impact Study Review for Municipalities	Jason Charest	92%				No activities this period.
2.1.5 Transportation Landuse Planning			4 Project Updates			
Coordination	Charlie Baker	92%				Participated in MPO executive committee and board meetings. Coordinated on Annual meeting arrangements, Circ response, and how transportation is integrated into the ECOS Project.
Educational Forums	Charlie Baker	50%				No activities this period.
Land Use/Transportation Plan and/or Bylaw Checklist and/or Models	Charlie Baker	50%				No activities this period.
MOU & CCRPC Policy Amendments	Charlie Baker	50%				No activities this period.
2.1.7 Trans. Corridor Viewshed Analysis (Mt. Mansfield) Smart Growth			1 Project Update			
Updated Town Plan/Bylaws for Jericho & Underhill to address Scenic Resource Conservation	Michele Boomhower	100%				Project complete.
2.1.8 Identify and Plan for Long Term Transportation Corridor Needs			3 Project Updates			
Analysis of pilot pathway connectivity preservation process - Winooski River Pathway Corridor	Peter Keating	20%				Refined GIS data layers for analysis and began first field visits.
Develop methodology to address preservation of properties with rail access	Michele Boomhower	10%				No activity this period.
Review of Best Practices for securing transportation connectivity land resources	Michele Boomhower	0%				Project complete.
2.2.2 Land use data update and maintenance			8 Project Updates			
Updated TIP maps & graphics	Pam Brangan	100%	\$0.00			Project complete.
Updated various GIS layers relevant to coordinated transportation and land use planning	Pam Brangan	90%	\$0.00			Five of the 6 summer interns began work in May. The 6th intern begins in June. All 5 interns have spent some time gpsing signs and culverts in Shelburne as well as conducting pavement studies and traffic counts. Staff participated in another parcel data standard meeting in Waterbury on May 26th. Staff worked on the Shelburne portion of the housing points dataset.

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Updated various GIS layers relevant to coordinated transportation and land use planning	Pam Brangan	90%	\$0.00			Staff continued updating the Shelburne portion of the Housing Points dataset.
Updated VOBCIT Data	Pam Brangan	100%	\$0.00			No progress to report. Project is complete for this fiscal year.
Updates to LUAM	Melanie Needle	90%				Staff conducted an analysis of the primary growth centers and downtown districts in the County to determine the percent of residential and non-residential uses in each area. These percentages will be used to update the ALU file.
UrbanSim Recommendation	Melanie Needle					No work to report
UrbanSim Recommendation	Melanie Needle					no work to report
UrbanSim Recommendation	Melanie Needle	0%				no work to report
2.2.3 Transportation Environmental Planning				8 Project Updates		
Begin Development of Web-based Summary of Environmental Issues	Christine Forde	20%				No activity this period.
Develop Multi-year Plan to id Transportation Environmental Programs & Actions with Partners	Christine Forde	30%				Staff reviewed information on the Governor's Climate Cabinet and the ANR Climate Team to determine ways CCMPO/CCRPC's program can corrdinate with those efforts.
Establish staff level Environmental Review Team	Michele Boomhower	0%				No activity this period.
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde	100%				In coordination with CCRPC, co-hosted end-of-tracking season volunteer celebration for the Regional Connectivity Project on May 25. About 20 people participated and were shown a presentation that described the data analysis of their efforts.
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde	100%				Participated via conference call the VTrans Wildlife and Transportation BMP steering committee meeting on May 26.
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde	100%				Director and staff participated in VTrans sponsored Climate meeting on 05/16/11.
Support RPC Staff in Tasks 2.2.3.2-2.2.3.4	Christine Forde	100%				Director participated in consultant kick off meeting on 05/17/11 for the CCMPO/CCRPC Climate and Energy Planning process.
Update TAC & Board as needed on Environmental Resource issues	Michele Boomhower	0%				No activity this period.
2.2.3.2 Transportation Environmental Planning: Air, Energy and Climate Action Plan				8 Project Updates		
1. Best practices research & technical report	Julie Potter	70%				Notice to proceed was issued for Climate/Energy/Air Quality Planning Best Practices Review and Summary. This project will identify best practices and a policy framework for planning in Chittenden County.
2. Draft policy framework	Julie Potter	15%				A kickoff meeting was held on May 17 for Climate/Energy/Air Quality Planning Best Practices Review and Summary. This project will identify a policy framework for planning in Chittenden County.

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3. Regional Energy Forums and municipal/partner engagement	Julie Potter	75%				CCRPC/CCMPO organized and hosted a regional energy forum, held on May 5 with town energy committees and VCAN.
4. Acquire best available GHG emission inventory estimation tools	Julie Potter	65%				A kickoff meeting was held on May 17 for Climate/Energy/Air Quality Planning Best Practices Review and Summary. This project will identify a greenhouse gas inventory tools and make a recommendation for Chittenden County.
5. Start benchmark year emissions inventory	Julie Potter	25%				CCMPO continuing to explore the use of MOVES to estimate transportation greenhouse gas estimates. CCRPC working with VEIC and TranSystems to identify models and data needs for non-transportation greenhouse gas inventory.
6. Technical report summarizing potential implementation strategies	Julie Potter	10%				A kickoff meeting was held on May 17 for Climate/Energy/Air Quality Planning Best Practices Review and Summary. This project will identify potential implementation strategies for Chittenden County.
7. Start regional energy, air quality and climate action guide	Julie Potter	0%				No activity this period
7. Start regional energy, air quality and climate action guide	Julie Potter	0%				No activity this period
2.2.3.3 Transportation Environmental Planning: Online Resource Mapping						4 Project Updates
Cache Map Service	Pam Brangan	100%				This portion of the project is complete. Chittenden County went 'live' on the World Topographic Map on May 11th. http://www.arcgis.com/home/webmap/viewer.html
Data Inventory and Data Refinement/Migration	Pam Brangan	100%				This portion of the project is complete. Chittenden County went 'live' on the World Topographic Map on May 11th.
Implement online mapping tool	Pam Brangan	31%				Staff had some preliminary discussions with Charlotte and South Burlington regarding online maps, but no major work was undertaken this month.
Quality Assurance/Quality Control	Pam Brangan	100%				QA/QC portion of this project is complete. Chittenden County went 'live' on the World Topographic Map on May 11th.
2.2.3.4 Transportation Environmental Planning: Stormwater/Wildlife Connectivity						4 Project Updates
Analysis of data & maps identifying critical wildlife road crossings	Pam Brangan	10%				Jericho is interested in continuing to track next winter and would like assistance from CCRPC in data entry and compilation. Jesse will spend some time with staff in the near future to share the work he has done on this project so that staff can assist Jericho (and other municipalities). Staff watched an Eco-Logical and Wildlife Crossings: Concepts in Innovative Planning webinar on May 24th.
Apply for supplemental grant funding as appropriate	Pam Brangan	5%				No progress to report.
Conduct Educational Workshop(s)	Pam Brangan	100%				Staff held a celebration event on May 25th in Jericho. This event celebrated the work done by the volunteer trackers in Jericho, Richmond and Underhill. Jesse Mohr presented the results of their work and Jens Hilke also spoke to the group. The event was well attended (more than 20 people from Jericho, Richmond, Underhill, Bolton, and Huntington were in attendance) and much appreciated by the volunteers.

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Update data & maps	Pam Brangan	45%	\$0.00			Jericho is interested in continuing to track next winter and would like assistance from CCRPC in data entry and compilation. Jesse will spend some time with staff in the near future to share the work he has done on this project so that staff can assist Jericho (and other municipalities). Staff watched an Eco-Logical and Wildlife Crossings: Concepts in Innovative Planning webinar on May 24th.
2.3.1 Regional comprehensive planning involvement				9 Project Updates		
Apply for supplemental grant funding as appropriate	Michele Boomhower	92%				No activities this period.
Oversight of CCRPC MPO Work Program Tasks	Michele Boomhower	92%				Director reviewed the CCRPC monthly progress report and billing and coordinated regularly throughout the month of May with the CCRPC Director.
Oversight of CCRPC MPO Work Program Tasks	Michele Boomhower	92%				Director participated in CCRPC Board meeting on 05/18/11.
Participation on Regional Plan Development Committee	Peter Keating	10%				Participated in ECOS Steering Committee and working group to refine project goals.
Participation on Regional Plan Development Committee	Peter Keating	15%				Director coordinated with staff and CCRPC Director regarding the HUD ECOS Project on 05/03/11.
Participation on Regional Plan Development Committee	Peter Keating	15%				Director coordinated with staff and CCRPC Director regarding the HUD ECOS Project including participation in the Coordination Group meeting on 05/04/11.
Participation on Regional Plan Development Committee	Peter Keating	15%				Director coordinated with staff and CCRPC Director regarding the HUD ECOS Project including participation in the Steering Committee Retreat on 05/25/11.
Reports for CCRPC as needed	Michele Boomhower	92%				No activities this period.
Review of CCRPC related reports	Michele Boomhower	92%				No activities this period.
2.3.3 Corridors and Circulation				8 Project Updates		
Colchester Avenue Corridor Study	Eleni Churchill	83%				The Colchester Avenue Task Force (study's advisory and policy committee) met on May 17th to continue their discussion on future design concepts for Colchester Ave and the study's next steps including the Implementation Plan, next public meeting, and discussions with the TEUC on the corridor plan and complete streets pilot project.
Main Street/US 7 Circulation Study	Eleni Churchill	0%				This project was moved to FY 12.
Shelburne Road Corridor Study	Eleni Churchill	10%				The kickoff meeting for the Shelburne Road Corridor Study was held on April 27th. The consultant (PB) is currently gathering data and conducting existing conditions analyses. The next Steering Committee meeting is scheduled for June 9th.
Shelburne Road Corridor Study	Eleni Churchill	10%				Director coordinated with staff regarding the Shelburne Road Corridor Study on 05/04/11.
US 2 Corridor Working Group	Eleni Churchill	90%				The Route 2 Working Group will meet again in the fall (2011).
VT 15 Corridor	Eleni	90%				No activity this month.

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Working Group	Churchill					
Western Corridor Working Group(s)	Michele Boomhower	10%				Director and staff met with communications consultant on 05/18/11 to plan for a kick off meeting of the Western Corridor Working Group.
Williston Road Circulation Study	Eleni Churchill	15%				The consultant (RSG) is currently conducting traffic and safety analyses for current conditions. The next Steering Committee meeting to review these analyses is scheduled for June 7th.
2.3.3.1 Local Corridors & Circulation						1 Project Update
North Avenue Corridor Study	Eleni Churchill	0%				This project was moved to FY 12
2.4.1 Alternative Fuels Planning						1 Project Update
Clean Cities Program	Michele Boomhower	92%				Director coordinated with Clean Cities regarding upcoming DOE funding opportunity.
2.4.1 Alternative Fuels Planning						3 Project Updates
Expansion of CCMPO role in alternative fuel options analysis	Michele Boomhower	92%				No activities this period.
Partnership to implement programs & projects as opportunities arise	Michele Boomhower	92%				Director coordinated with Clean Cities program regarding DOE funding opportunity.
UVM TRC & Clean Cities program coordination	Michele Boomhower	92%				Director coordinated with Clean Cities program regarding DOE funding opportunity.
3.1.1 Create and Improve (transit)						4 Project Updates
Cherry Street Short Term Accomodations	Peter Keating	75%				CCTA has received an encumbrance permit for three additional shelters to accompany the three new bus berthing areas along the west side of St. Paul Street and the north side of Cherry Street. Construction of the shelter pads will begin in June. The Burlington Electric Light Pole was relocated in May. Two additional shelters have been ordered and installation is scheduled for late summer.
Passenger Shelters	Peter Keating	35%				Site work has started on two new shelters in Milton and the new shelter on Marshall Avenue in Williston. CCTA is continuing to work with Wal-Mart on the placement of a shelter at their store in Williston. The state has denied CCTA's permit application for the installation of a shelter at Helena Drive in Williston. New ridecheck data is being used to select an alternative shelter sight in Williston. A Request for Quotes was issued for the refurbishing of the bus shelter at the Amtrak station in Essex. CCTA has also submitted a permit application to New England Central Railroad and Rail America for the work. The application is currently being reviewed.
Regional Public Transportation Expansion	Peter Keating	65%				CCTA's Transit Development Plan was adopted by the CCTA Board in December 2010
Solar Shelter Lights	Peter Keating	50%				All of the installations included in Phase I has been completed (12 locations). The shelters located within the state right of way have been inspected and approved. The locations in Burlington will be inspected at the completion of Phase II. Installation of Phase II (10 locations) has begun and is scheduled for completion by mid-summer.
3.1.6 Public Transportation Planning by CCMPO						6 Project Updates

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Efforts in Support of Transit Funding Alternatives to the Property Tax	Peter Keating	92%				No activity this month.
Participation in CCTA ADA & Elders/Persons w/Disabilities Transportation Committees	Peter Keating	92%				No activity this month.
Public Transportation Committee Facilitation	Peter Keating	92%				No activity this month.
Public Transportation Communications	Peter Keating	92%				No activity this month.
Tilley Drive	Peter Keating	92%				No activity this month.
Transit Development Plan Participation	Peter Keating	100%				Project complete.
3.2.1 Transportation Improvement Program (TIP) development & Mgmt.						6 Project Updates
Development & Adoption of FY11-FY14 TIP	Christine Forde	100%				Project is finished
Development of Draft FY12-FY15 TIP	Christine Forde	80%				The draft TIP was presented to the TAC and Board and was warned for a public hearing in June.
FY10 Annual Listing of Projects Obligation Funds on CCMPO Website	Christine Forde	100%				FY10 Annual Listing of Projects Obligating Funds has been posted on CCMPO's website.
Prioritization of CCMPO Region's projects for submission to VTrans	Christine Forde	100%				Project is finished
TIP Amendments as Needed	Christine Forde	80%				TIP amendments approved for Bridge Preventative Maintenance and I-89 Bridge Maintenance, Richmond.
TIP Amendments as Needed	Christine Forde	92%				Director coordinated with staff regarding communications to the Board on a TIP amendment on 05/09/11.
3.3.1 Access & Mobility						4 Project Updates
ADA Program	Peter Keating	75%				CCTA staff prepared preliminary recommendations for ADA program changes and reviewed a presentation with the Strategy Committee that was prepared for the May 11, 2011 ADA committee meeting. Staff made the presentation to the ADA committee and received many comments and questions from attendees. CCTA staff answered many concerns and will conduct additional research in preparation for the June 8, 2011 second ADA committee meeting. Staff will make a formal recommendation to the Strategy Committee for program changes on June 10, 2011.
ADA Program	Peter Keating	92%				Director attended an ADA training session for municipalities and non-profits held at UVM and co-sponsored by VAPDA and others on 05/23/11.
E & D Program	Peter Keating	75%				The E&D partners signed match commitments for the VTrans state grant application that was due April 29, 2011. A couple of local partner agreements were amended to reflect higher demand and a higher match commitment that would allow funds to be reallocated from under-utilized programs to programs that require additional resources to complete the year.

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Tilley Drive Shuttle	Peter Keating	100%				Project complete.
3.3.4 2060 Metropolitan Transportation Plan (MTP)						5 Project Updates
Draft sections of 2035 MTP	Peter Keating	80%				No activity this month.
Municipal, resource agency, and public outreach on status, strategies, and projects	Peter Keating	25%				No activity this month.
Perform transportation and land-use modeling analyses	David Roberts	75%				Continued coordination with CCRPC on HUD Regional Sustainability grant program activities. This includes work on updating the regional transportation model's land use model to be consistent with current local regulations and on-site septic system requirements.
Public Hearings and Finalization of MTP 2035	Peter Keating	80%				No activity this month.
Review of update status and draft documents by project advisory committee	Peter Keating	80%				No activity this month.
3.3.4.1 CCRPC MTP Support						3 Project Updates
Assist with Resource Agency Consultation	Charlie Baker	50%				task deferred to Regional Sustainability Planning project.
MTP data and maps	Pam Brangan	40%	\$0.00			The project is on hold, so no progress to report.
Review MTP to identify issues related to regional plan consistency	Charlie Baker	92%				task deferred to Regional Sustainability Planning project.
3.3.5 Freight Transportation Planning						6 Project Updates
Draft sample zoning and municipal plan language for stated preference for rail-served businesses	Michele Boomhower	5%				No activity this period
Establish regional Freight Transportation Working Group to advance strategies outlined in Western Corridor Transportation Management Plan	Michele Boomhower	5%				No activity this period.
Participate in outreach efforts with Vtrans to update statewide Freight Study, assist in stimulus application enhancement, and monitor "Boston to Montreal" planning effort	Michele Boomhower	92%				Director participated in the Cross Border Rail event sponsored by VTrans on 05/25/11.
Participate in Vermont Rail Advisory Council and subcommittee	Michele Boomhower	92%				No activity this period.

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
activities						
Preservation of appropriate rail frontage for commercial/industrial development that will/could use rail services	Michele Boomhower	10%				No activity this period.
Work with local municipalities and railroads to identify and select properties in Chittenden County	Michele Boomhower	5%				No activity this period.
3.4.1 Pedestrian/Bicycle transportation planning			12 Project Updates			
Administer/manage pedestrian/bicycle planning efforts	Bryan Davis	92%				CCMPO Bicycle/Pedestrian Committee meeting scheduled for June 30 to review data for performance measures in the 2008 Regional Bicycle/Pedestrian Plan, provide project updates and more.
Administer/manage the sidewalk grant program	Peter Keating	20%				Application revised based on VTrans comments and subsequently distributed to member towns. Put off application due date to early July.
Administer/manage the sidewalk grant program	Peter Keating	15%				Director and staff coordinated with VTrans officials regarding potential changes to the CCMPO Sidewalk Grant Program on 05/27/11.
Bicycle/Pedestrian Data Collection	Daryl Benoit	90%				Retrieved BURL-12 & Waterfront bike/ped count data. Sent inquiry to EcoCounter regarding the broken bike/ped counter. Retrieved, processed, and updated data online from BURL-01A (WATERFRONT PARK / BURLINGTON BIKEWAY JUST SOUTH OF LAKE ST. CROSSING), which counted from Oct 2010 - May 2011.
Champlain Elementary School SR2S Project Mgt.	Bryan Davis	55%				Reviewed scope of work for Lamoureux & Dickinson, which was based on our previously submitted scope. Waiting for City of Burlington feedback.
Continue advancing other UPWP tasks that demonstrate commitment to active transportation programs	Bryan Davis	92%				Project tasks in other activities include continued involvement in 2011 Way to Go, Jericho MMU Path Project (TAG), Holy Cross Rd Path (Colchester), Jericho SRTS project, assistance with CarShare VT projects, and others.
Establish baseline data for performance measures as stated in the 2008 Regional Pedestrian/Bicycle plan	Bryan Davis	92%				Continue compiling data for performance measures outlined in the 2008 Regional Bicycle/Pedestrian Plan.
Federal authorization: monitor progress of legislation	Michele Boomhower	92%				No activities this period.
Meetings with local communities and group to advance pedestrian/bicycle facilities	Bryan Davis	92%				Scheduled summer meetings with Essex Path Committee and Winooski Valley Park District. Participated in Burlington Bike Path Task Force Steering Committee meeting on May 12 and in BTV Bike Cluster meeting on May 3. Attended AARP Livable Communities workshop on May 6 featuring Dan Burden.
Presentations and other educational material	Bryan Davis	92%				No activity this month
SRTS coordination activities planning	Bryan Davis	0%				No activity this month

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
(mapping, inventory, traffic counts)						
Status reports on local, regional, and inter-regional pedestrian/bicycle efforts	Bryan Davis	0%				No activity this month
3.4.1.2.1 Regional Inter-regional pedestrian/bike coordination			6 Project Updates			
Actively participate on regional bike/pedestrian committee	Bryan Davis	92%				See attached Local Motion report
Administration of contract	Bryan Davis	92%				See attached Local Motion report
Educate region on gaps in network, ways to address them	Bryan Davis	92%				See attached Local Motion report
Provide technical assistance to trail/walk/bike committees	Bryan Davis	92%				See attached Local Motion report
Work to advance regional connections between towns	Bryan Davis	92%				See attached Local Motion report
Work with state/regional leaders to seek creative funding	Bryan Davis	92%				See attached Local Motion report
3.4.2 Reduce SOV (Service & Operations Planning & Development) (Transit)			6 Project Updates			
Development/Transit Oriented Design (TOD)	Peter Keating	30%				Staff worked on drafting chapters of the TDP and completed a public meeting.
Evening Trips	Peter Keating	92%				No activity this period.
Pine Street Route	Peter Keating	100%				Project complete.
Ridecheck of Williston Route	Peter Keating	100%				Project complete.
System Timepoint Analysis & Scheule Update	Peter Keating	75%				Timepoint data is being collected for routes with updated schedule changes that began in March. Saturday morning trips are a priority in collecting running time data. Changes will be made as necessary to the June Bus Map & Guide to further increase schedule accuracy and reliability.
Williston and So. Burlington Circulator Schedule Changes	Peter Keating	90%				The 6:00 PM weekday South Burlington Circulator will be eliminated effective June 20th.
3.4.3 Transportation Demand Management (TDM)			10 Project Updates			
Assist CarShare Vermont with outreach planning	Bryan Davis	92%				Attended Outreach committee meeting on 5/19 and Operations committee meeting on 5/25 to coordinate outreach efforts and upcoming projects.
Coordination meetings with Vtrans regarding park and ride development	Peter Keating	100%				No activity this month.
Create Walk, Bike, Ride Share Educational Campaign (CarShare	Bryan Davis	92%				Prepared and submitted TCSP grant application in partnership with Local Motion, CarShare VT, CATMA, CCTA. Grant seeks to create a TDM Pilot Program featuring a suite of TDM components that

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
VT)						would impact regional transportation options.
Develop Rural Communities Alternative Transportation Access Model (CarShare VT)	Bryan Davis	75%				No activity this month
Revised and updated regional park and ride plan	Peter Keating	98%				Solicited and collected comments to the draft Plan. Presented draft Plan to CCMPO Board.
Revised and updated regional park and ride plan	Peter Keating	98%				Director participated in a Park & Ride Committee meeting on 05/02/11.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating	92%				Director and staff met to coordinate the development of a regional TDM TCSP Grant application on 05/18/11.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating	92%				Director and staff continued to coordinate the development of a regional TDM TCSP Grant application on 05/19/11.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating	92%				Director and staff met to coordinate the development of a regional TDM TCSP Grant application on 05/27/11.
TMA/TDM feasibility applications in selected areas as requested	Peter Keating	92%				Director coordinated a late June meeting of regional TDM pilot partners on 05/31/11.
3.4.3.1 Way to Go! Commuter Challenge						7 Project Updates
A statistically valid follow up survey to accurately measure 2010 program	Peter Keating	80%				Survey question finalized. Anticipate early June distribution. UVM TRC is assisting in survey creation and analysis.
Baseline and tracking data to assess success of program	Peter Keating	50%				VEIC is analyzing the registration database for program performance.
Manage registration database	Peter Keating	55%				VEIC responsibility.
Support VEIC as project contractor	Peter Keating	90%				On-going advice answering registrant questions and designing survey questions.
W2GW Project Website Maintenance & Development	Daryl Benoit	90%				W2GW survey comments, W2GW user calculator – technical assistance to consultant (PlaceCreative).
Work with WTG Partners and VEIC on outreach and promotional activities	Peter Keating	90%				No activity this month.
Work with WTG Partners and VEIC on outreach and promotional activities	Peter Keating	95%				Director coordinated with staff regarding the 2011 Way to Go Week activities on 05/20/11.
3.4.4.2 Project Definition (Scoping) Studies (consultants)						7 Project Updates
Bay Road Bridge	Christine Forde	100%				Project is finished
Burlington-Winooski Main Street Bridge	Christine Forde	40%				Data collection is underway.
Exit 14 Intercept (with earmark)	Christine Forde	20%				Staff worked with consultant to develop an agenda and presentation for the project kick-off meeting to be held June 1.

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Exit 16 Scoping Study- Colchester	Eleni Churchill	95%				CCMPO staff presented an overview of the Exit 16 scoping study to VTrans Executive Staff on April 25th. The Exit 16 Alternatives Presentation to the Colchester Selectboard and the public was held on Tuesday, May 24 at the Albany College of Pharmacy & Health Sciences. The meeting was well attended and the study team received valuable input and comments on the proposed alternatives. For more information on the Exit 16 alternatives please visit http://www.ccmpto.org/189/Exit16/ .
Exit 16 Scoping Study- Colchester	Eleni Churchill	95%				Director coordinated with staff regarding the Exit 16 Scoping Study on 05/04/11.
Exit 16 Scoping Study- Colchester	Eleni Churchill	95%				Director coordinated with staff regarding the Exit 16 Scoping Study including participation in the public informational meeting on 05/24/11.
Gentes Road Bridge	Christine Forde	95%				Essex engineer completed review of the bridge condition report and requested several changes. A revised report is expected near the end of June.
3.4.4.3 Project Definition (Scoping) Studies (Locally Managed)						14 Project Updates
Airport Parkway/Lime Kiln Road/Ethan Allen Drive, South Burlington	Christine Forde	0%				No activity this period
Colchester/Winooski Intermodal Facility	Michele Boomhower	0%				No activities this period.
Crescent Connector Scoping - Essex Junction	Eleni Churchill	97%				CCMPO staff is reviewing and revising the draft scoping report. The revised draft report will be sent to the Village of Essex Junction for their review and comment at the beginning of June. The goal is to finalize the Crescent Connector Scoping Report by June 15th.
Crescent Connector Scoping - Essex Junction	Eleni Churchill	97%				Director and staff coordinated regarding the Crescent Connector Scoping project on 05/18/11.
Crescent Connector Scoping - Essex Junction	Eleni Churchill	97%				Director and staff met with Essex Junction staff to discuss the next phase of TIGER grant funding and the timing of the completion of the Crescent Connector Scoping Study on 05/26/11.
Dickinson Street, Jericho	Christine Forde	90%				A draft the final report that incorporates changes requested by Jericho has been received and is under review.
Holy Cross Road/West Lake Shore Drive/Church to Prim Road, Colchester	Bryan Davis	20%				Reviewed invoice #1 from consultant.
Intervale Access Improvements, Burlington	Bryan Davis	0%				Project canceled.
Milton Connector Roadway Project	Christine Forde	0%				No activity this period
Prioritized Bicycle & Pedestrian Projects	Bryan Davis	5%				No specific activity this month - several projects moving forward as part of other efforts.
Prioritized Park & Ride Projects	Peter Keating	0%				No activity this month.
Riverwalk Pathway West, Winooski	Peter Keating	0%				No activity this month.
VT 289 Pathway, Essex	Bryan Davis	0%				Project cancelled.
Williston Road Improvements, I-89 to Cottage Grove,	Eleni Churchill	15%				Project implementation continued in May.

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
South Burlington						
3.4.5 Transportation Action Grants (TAG)			4 Project Updates			
Assist Round 2 awardees with their projects to ensure completion by due dates	Bryan Davis	92%				Working with awardees to ensure their projects wrap up by June 30 and final invoices are submitted in a timely matter.
Consideration of another TAG grant cycle based on performance for Rounds 1 & 2	Bryan Davis	50%				No activity this month
Evaluate program success by examining final work products and amount of funds awarded	Bryan Davis	50%				No activity this month
Work with Round 1 awardees to close out their projects	Bryan Davis	100%				Project complete.
4.1.1 Education (transit)			1 Project Update			
Multimodal and Regional Coordination	Peter Keating	80%				Metropolitan Transportation Plan: No activity this period Regional Park and Ride Plan: CCTA attended the last Park and Ride Committee meeting Colchester Avenue Corridor Study: CCTA continues to participate on the Technical Committee for this corridor study. Bike/Pedestrian Committee: No activity this period Exit 14 Intermodal Intercept Parking Facility: CCTA participated in the RFP evaluation process for consultant selection for the project Burlington Downtown and Waterfront Plan: In the Fall 2010, the City of Burlington was awarded a Sustainable Communities Challenge Grant for the creation of a land use and development plan for Burlington's Downtown and Waterfront. The planning process will place an emphasis on ways to promote and improve mixed uses and quality urban design, affordable and workforce housing, transportation and parking management, and the quality and capacity of public infrastructure. CCTA has been identified as an interested stakeholder and will have a representative that will be included in the planning process. The first phase of the process, which is scheduled to end in August, focuses on the development of a comprehensive inventory and assessment of existing conditions along with the identification of primary needs. The Burlington Planning and Zoning Department has awarded Recourse System Group, Inc. the contract to conduct the Transportation Study associated with this project. The transportation study has two distinct elements: a parking study and a circulation study. Shelburne Road (US 7) Corridor Study: 2% complete. This corridor study is being conducted by Parsons Brinckerhoff and will evaluate transportation conditions along Shelburne Road (Route 7) from the Burlington City Line to IDX Drive in South Burlington. The first Steering Committee meeting has taken place for this project. The beginning phase of this study will be to collect and analyze existing and future conditions. CCTA has shared its future goals for this corridor with the Steering Committee. These include the implementation of transit signal priority and 15 minute peak hour service. CCTA has also provided the consultant with information about our assets in the area (signage and bus shelters) along with details of our service through the corridor

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
						including current stop locations and route schedules.
4.1.3 Traffic alert program						1 Project Update
Chittenden Traffic Alert	David Roberts	25%		\$810.00		Traffic alerts are underway for the 2011 construction season. Current construction activity can be viewed on the CCMPO website at http://www.ccmpto.info/cta/
4.1.4 Public Participation, Communications & legislative monitoring						24 Project Updates
Annual evaluation of public participation in CCMPO activities	Bryan Davis	55%				Began gathering data
Annual Reports for Communities	Bryan Davis	100%				Completed Burlington's annual community report at request of MPO Board member.
CCMPO CCRPC Merger	Michele Boomhower	85%				Director participated in merger meetings with the Selectboards of Williston, Essex and Hinesburg on 05/02/11.
CCMPO CCRPC Merger	Michele Boomhower	85%				Director participated in merger meetings with the Trustees of Essex Junction on 05/03/11.
CCMPO CCRPC Merger	Michele Boomhower	85%				Director coordinated activities related to the merger of the CCMPO and CCRPC on 05/03/11.
CCMPO CCRPC Merger	Michele Boomhower	85%				Director participated in merger meetings with the Selectboard Jericho on 05/05/11.
CCMPO CCRPC Merger	Michele Boomhower	85%				Director coordinated activities related to the merger of the CCMPO and CCRPC on 05/06/11.
CCMPO CCRPC Merger	Michele Boomhower	85%				Director coordinated activities related to the merger of the CCMPO and CCRPC on 05/09/11, specifically related to the new organizational bylaws.
CCMPO CCRPC Merger	Michele Boomhower	85%				Director coordinated activities related to the merger of the CCMPO and CCRPC on 05/11/11, specifically related to the new organizational bylaws.
CCMPO CCRPC Merger	Michele Boomhower	85%				Director coordinated activities related to the merger of the CCMPO and CCRPC on 05/31/11, specifically related to the new organizational press release.
CCMPO Website & Transportation Studies Library Maintenance	Daryl Benoit	70%				Many website updates.
Continue to explore and implement new outreach and public involvement techniques	Bryan Davis	92%				Wrote memo about how MPO/RPC, when merged, can use media tools together to broaden our outreach efforts. Staff will be involved in Board outreach/marketing subcommittee.
Develop links to project management system for use by members	David Roberts	0%				No activity this month.
Electronic newsletter of recent news and upcoming events	Bryan Davis	92%				Began compiling items for summer e-newsletter.
Map locations of socio-economic groups	Bryan Davis	92%				Received notice that the necessary census data to complete this task will be released late May/early June.
Outreach and education	Michele Boomhower	100%				Distributed announcement of UPWP public hearing and Park and Ride presentation at May 18 Board meeting. Responded to public inquiries about transit service and roundabouts. Talked to media about projects including Way to Go Week, Park and Ride Plan and Exit 16.

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Outreach and education	Michele Boomhower	92%				Director participated in United Way Annual Meeting on 05/11/11 where the CCMPO was recognized for its employee participation in the United Way Campaign.
Outreach and education	Michele Boomhower	92%				Director participated in monthly meeting of the Lake Champlain Chamber of Commerce Regional Affiliars Committee on 05/18/11.
Outreach and education	Michele Boomhower	92%				Director participated in a conference call with AMPO & NADO staff on 05/26/11 regarding potential changes to federal transportation legislation which could impact small MPOs.
Outreach and education	Michele Boomhower	92%				Director provided information and education to the Vermont congressional delegation on 05/31/11 regarding potential changes to federal transportation legislation which could impact small MPOs.
Press releases and press conferences to highligh projects and programs	Michele Boomhower	92%				No activity this period.
TIP Summary	Christine Forde	15%				Staff created the data file for input for the TIP Summary. CCRPC staff working on the TIP map. Photo needs have been identified.
Way To Go! Commuter Challenge marketing	Peter Keating					No activity this month.
Way To Go! Commuter Challenge marketing	Peter Keating	90%				Director moderated the Chittenden County Way to Go Commuter Challenge kick off event on Church Street in Burlington on 05/12/11.
4.2.1 Improve facilities(transit)						1 Project Update
Downtown Transit Center/Efficiency Shop Ltg.	Peter Keating	15%				Downtown Transit Center: 5% Complete. Phase I – Site Selection - of the Downtown Transit Center study is underway. The Advisory Committee has been formed and will hold its first meeting on Tuesday, June 7th. Vanasse hangen Brustlin, Inc. (VHB) will be working with CCTA to implement this study and bring the DTC to fruition. Efficient Shop Lighting: 90% Complete. The contractor has completed virtually all of the fixture installations, with the exception of four fixtures that were damaged in shipment. Once replacement fixtures are received, the contractor will complete the installation of new, high efficiency lights in the bus storage area and the maintenance shop. Monthly reports completed: 83%
4.2.3 Small community service program						4 Project Updates
Assistance to communities in preparing applications to services, programming, and funding opportunities	Bryan Davis	92%				Provided information to Jericho regarding TCSP grant application. Answered other questions as necessary. Followed up with another municipality regarding HMGP application.
CCMPO point-of-contact for town staff and officials	Bryan Davis	92%				Continued serving as point of contact
Outreach materials about various programs, services, and funding opportunities	Bryan Davis	92%				Sent notice to all municipalities about availability of three funding opportunities from various sources.
Periodic updates about new/potential opportunities	Bryan Davis	92%				Availability of three grants distributed to municipalities, offered MPO assistance in preparing grant applications.

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
(funding, grants), to celebrate success in other towns, and to convey relevant and timely information						
4.2.4 Project coordination assistance initiative			4 Project Updates			
Communication with communities and Vtrans as to interest in advancing projects	Michele Boomhower	92%				No activity this period.
List of all scoping or technical assistance projects that have not yet been completed, with current status	Christine Forde	25%				Staff reviewing web scoping list to update the status of projects.
Quarterly report on status of all projects	Christine Forde	100%				The status report was updated in May.
Tool to provide current information on projects to communities	Christine Forde	0%				No activity this period
4.3.1 Agency Administration			47 Project Updates			
Active participation in national, regional, and state organizations	Michele Boomhower	92%				Coordinated with VAPDA, AMPO & NADO in May.
Annual Meetings of the CCMPO	Bernie Ferenc	25%				Director and Business Manager coordinated activities for the Joint Annual Meeting of the CCMPO and CCRPC on 05/03/11.
Annual Meetings of the CCMPO	Bernie Ferenc	25%				Director and Business Manager coordinated activities for the Joint Annual Meeting of the CCMPO and CCRPC on 05/04/11.
Annual Meetings of the CCMPO	Bernie Ferenc	25%				Director and Business Manager coordinated activities for the Joint Annual Meeting of the CCMPO and CCRPC on 05/06/11.
Annual Meetings of the CCMPO	Bernie Ferenc	30%				Director and Business Manager coordinated activities for the Joint Annual Meeting of the CCMPO and CCRPC on 05/09/11.
Annual Meetings of the CCMPO	Bernie Ferenc	30%				Director and Business Manager coordinated activities for the Joint Annual Meeting of the CCMPO and CCRPC on 05/11/11.
Annual Meetings of the CCMPO	Bernie Ferenc	30%				Director and Business Manager coordinated activities for the Joint Annual Meeting of the CCMPO and CCRPC on 05/12/11.
Annual Meetings of the CCMPO	Bernie Ferenc	40%				Director and Business Manager coordinated activities for the Joint Annual Meeting of the CCMPO and CCRPC on 05/18/11.
Annual Meetings of the CCMPO	Bernie Ferenc	40%				Director and Business Manager coordinated activities for the Joint Annual Meeting of the CCMPO and CCRPC on 05/19/11.
Annual Meetings of the CCMPO	Bernie Ferenc	60%				Director and Business Manager coordinated activities for the Joint Annual Meeting of the CCMPO and CCRPC on 05/24/11.
Annual Meetings of the CCMPO	Bernie Ferenc	75%				Director and Business Manager coordinated activities for the Joint Annual Meeting of the CCMPO and CCRPC on 05/30/11.
Attending meetings with partners and stakeholders	Michele Boomhower	92%				No activity this period.
CCMPO Board of	Michele	92%				Director and Business Manager coordinated the

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
Directors	Boomhower					distribution of the May 18th Board Joint Board Meeting packet on 05/09/11.
CCMPO Board of Directors	Michele Boomhower	92%				Director and Business Manager coordinated the distribution of the May 18th Board meeting package on 05/11/11.
CCMPO Board of Directors	Michele Boomhower	92%				Director and Business Manager finalized the distribution of the May 18th Joint Board meeting package on 05/11/11.
CCMPO Board of Directors	Michele Boomhower	92%				Director completed preparations of the May 18th Board meeting on 05/17/11.
CCMPO Board of Directors	Michele Boomhower	92%				Director and staff participated in the Joint Board Meeting on 05/18/11.
CCMPO Board of Directors	Michele Boomhower	92%				Director and staff participated in the Board Meeting on 05/18/11.
CCMPO Board of Directors	Michele Boomhower	92%				Director coordinated follow-up from the May 18th Board meeting on 05/19/11.
CCRPC-CCMPO Joint Executive Committee	Michele Boomhower	92%				Director coordinated materials for the 05/04/11 Joint Executive Committee meeting on 05/02/11.
CCRPC-CCMPO Joint Executive Committee	Michele Boomhower	92%				Director and Business Manager participated in the Joint Executive Committee meeting on 05/04/11.
CCRPC-CCMPO Joint Executive Committee	Michele Boomhower	92%				Director and Business Manager coordinated and distributed the 06/01/11 Joint Executive Committee Meeting packet materials on 05/26/11.
Executive Committee	Michele Boomhower	92%				Director prepared materials for 05/04/11 Executive Committee meeting on 05/02/11.
Executive Committee	Michele Boomhower	92%				Director and Business Manager participated in Executive Committee meeting on 05/04/11.
Executive Committee	Michele Boomhower	92%				Director and Business Manager coordinated and distributed the 06/01/11 Executive Committee Meeting packet materials on 05/26/11.
Finance Committee	Bernie Ferenc	92%				Reviewed the April Financial in May.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/02/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/03/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/04/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/06/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/11/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/17/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/18/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/20/11.
General Administrative Activities	Michele Boomhower	92%				Director coordinated with communities regarding Board member appointments for FY12 on 05/19/11.
General	Michele	92%				Director worked on April Progress Report on

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Administrative Activities	Boomhower					05/20/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/23/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/24/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/26/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/27/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated organizational administrative and finance activities on 05/31/11.
General Administrative Activities	Michele Boomhower	92%				Director prepared April Expense Report on 05/31/11.
General Administrative Activities	Michele Boomhower	92%				Director and Business Manager coordinated on the finalization of the FY12 UPWP document on 05/11/11 in advance of the Public Hearing and Board approval of the document.
Special meetings	Bernie Ferenc	50%				Director and CCRPC Director met with the co-chairs of the CCMPO-CCRPC Nominating Committee on 05/04/11 to discuss the upcoming nominations process.
Special meetings	Bernie Ferenc	92%				Director met with Board Chair to discuss the agenda for the 05/18/11 Board Meeting on 05/10/11.
Special meetings	Bernie Ferenc	10%				CCMPO & CCRPC Directors and Business Managers met with JMM Accountants on 05/23/11 to discuss the fiscal implications and preparations for the merger of the CCMPO and CCRPC.
Staff meetings	Michele Boomhower	92%				Director and staff participated in Staff Meeting on 05/18/11.
4.3.11 Performance measures and indicators initiative						4 Project Updates
Draft "state of the MPO" measures and indicators for review	Michele Boomhower	0%				No activity this period.
Draft "state of the system" measure and indicators for review	Michele Boomhower	0%				No activity this period.
Report to Board of a suite of "system" measures and indicators to determine whether objectives have been met	Michele Boomhower	0%				No activity this period.
Suite of draft external and internal operating measures	Michele Boomhower	0%				No activity this period.
4.3.12 Strategic Planning						1 Project Update
Continuation of Board Development Activities as Recommended through the FY2010	Michele Boomhower	92%				Began coordination of educational materials for board training.

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Board Development Process Outcomes						
4.3.13 Innovative finance			2 Project Updates			
Develop potential new measures and mechanisms to implement policy, rule, and technical recommendations developed by the Blue Ribbon Commission	Michele Boomhower	92%				No activity this period.
Provide information to the Vermont Legislature on outcomes of the analysis	Michele Boomhower	92%				No activity this period.
4.3.14 Analysis of Complex Governance Network Dynamics (UVM)			1 Project Update			
Staff, board, committee and partner stakeholder participation in the sharing of data, surveys, and focus groups	Michele Boomhower	92%				Worked with FHWA staff to complete the 2011 MPO Freight Program Assessment : http://www.freightprogramassessment.com/
4.3.2 Transportation Advisory Committee			5 Project Updates			
Ad hoc and special sub-committee meetings and minutes	Peter Keating	92%				No activity this month.
Transportation Advisory Committee meetings and minutes	Peter Keating	92%				Meeting held 5/3. Minutes drafted for subsequent distribution.
Transportation Advisory Committee meetings and minutes	Peter Keating	92%				Director participated in the 05/03/11 TAC meeting.
Transportation Advisory Committee meetings and minutes	Peter Keating	92%				Director coordinated with staff regarding the TAC on 05/17/11.
Transportation Advisory Committee meetings and minutes	Peter Keating	92%				Director provided agenda input and a staff update on 05/31/11 for the June TAC meeting.
4.3.3 Training & Development			2 Project Updates			
Attendance at seminars, courses, and conferences as necessary	Michele Boomhower	92%				Director coordinated with CCRPC Director and consultants regarding future Board member training activities on 05/02/11.
Attendance at seminars, courses, and conferences as necessary	Michele Boomhower	92%				Director attended a diversity training event sponsored by the Burlington Social Equity Investment Project on 05/11/11.
4.3.4 Training (transit)			1 Project Update			
CCTA attendance at seminars, courses, and conferences as necessary	Peter Keating	100%				One staff member has been accepted to the ENO Transportation Foundation's Leadership program and will be attending that program for a week in July.

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
4.3.7 Data collection and maintenance			10 Project Updates			
Assist UVM Transportation Research Center with collection, processing, and estimation of bicycle and pedestrian traffic within the region	Daryl Benoit	50%				Updated bike/ped count data
CCMPO Data Library Maintenance	Daryl Benoit	95%				Added 2011 download data option to Traffic Data website / posted Winooski Circulator count data there.
Coordination with CCRPC on regional imagery update needs analysis	David Roberts	50%				CCRPC staff will discuss buy-up options with Chittenden County communities at the June planners lunch. A small portion of the southern tip of Chittenden County covering Buels Gore and a portion of Huntington is scheduled to be flown in spring 2012. The remainder of the county is planned for spring 2013. Depending on municipal interest, CCRPC will examine sources of funding for buy up over the next several months.
Participation in the Town Highway Major Collector Sufficiency Data Program with Vtrans and other regions	Jason Charest	100%				Project complete.
Pavement Condition Data/Reports for Municipalities requesting pavement planning assistance	Daryl Benoit	85%				Reviewed pavement data collection process with interns. Finishing up outstanding Williston roads from 2010 data collection effort. Also reviewed PAVER database set up procedure with interns in order to set up data collection for Essex Jct. & Jericho Town.
Transportation data for use in CCMPO planning activities	Daryl Benoit	85%				Video capture count of the Winooski Origin & Destination (O-D) data for all approaches completed and released to RSG, Inc. Data has been posted online : http://www.ccmpos.us/data/traffic_data.php?fips=7090&year=2011&count=TM... Set up Greenbush/Thompson's Point Rd. (Charlotte) ATRs for Speed Limit Engineering Studies & Austin Dr. (Burlington) ATRs for City Parking v.s. bicycle traffic assessment for Oakledge Park & Underhill ATR on Pleasant Valley Rd. for speed-limit engineering study. Colchester Ave. queue counts
Update of Municipal Culvert & Signage Inventories	Pam Brangan	80%				Interns have begun inventories in Shelburne. They will conduct sign and culvert inventories in Shelburne.
Update Park & Ride usage counts	Daryl Benoit	80%				No Major Activity undertaken.
Update Park & Ride usage counts	Daryl Benoit	92%				Director and staff coordinated regarding the summer intern program on 05/12/11.
Update the parking infrastructure database	Daryl Benoit	5%				No major activity undertaken
4.3.8 Transportation model maintenance and enhancement			2 Project Updates			
CCMPO Daily Model Update - Phase 2	David Roberts	95%	\$42,500.00	\$32,022.50	75%	The peer review documentation is expected to be complete in early June. CCMPO staff is examining scheduling options for the final component of the current contract with RSG covering a training session for interested parties. At this point the training is likely to be held in late July.
FY2011 Transportation Model Updates	David Roberts	15%	\$0.00			The peer review report includes several potential model improvements which will be discussed by MPO and RSG staff in June to determine which

Project Name	Project Manager	Percent Complete	Project - Total Task Based CCMPO Consultant Budget	Project - Total Consultant Invoices Amount	% Consultant Budget Complete	Project Update
						elements should be included in the MPO's ongoing model maintenance agreement.

June 7, 2011

Michele Boomhower

Executive Director

Peter Keating

Senior Transportation Planner

CCMPO

30 Kimball Avenue, Suite 205

South Burlington, VT 05403

RE: Regional Bike/Ped Planning Funds
Monthly Report for Reimbursement #4 (May/June 2011), to be billed in July,
2011

Dear Ms. Boomhower and Mr. Keating,

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

Please let me know if you need any further information. Thank you for your support of these projects!

Sincerely,



Charlene Wallace

Director of Operations & Trail Development

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



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Burlington, VT 05401
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Job, Task and Person Summary with Comments

Local Motion

Date Range: 5/1/2011 to 5/31/2011

<i>Customer Job</i>	<i>Task</i>	<i>Employee</i>	<i>Date</i>	<i>Comment</i>	<i>Hours</i>
CCMPO-BPP					
CCMPO-BPP-126 Close the Gaps-10					17.50
<i>BPPCTG-1 Provide tech assistance to walk/bike comms</i>					
Chapin Spencer					4.75
		5/16	Updated the Burlington Bike Path Task Force with input from ECHO. Responded to Shelburne Paths Committee member Steven Antinozzi's email.		1.25
		5/23	Provided guidance to the Burlington Bike Path Task Force. Responded to Chair Bossange's phone call.		0.50
		5/26	Participated in BikeShare webinar as local bike/ped committees have expressed interest in such approaches.		1.75
		5/30	Distributed CCMPO sidewalk grant funding notice to bike/walk leaders in the county. Also organized the Close the Gaps files.		1.25
Charlene Wallace					12.25
		5/3	Discussed BWBC activities and volunteer participation with Chapin		0.25
		5/4	Attended Pedestrian Stakeholders webinar		1.00
		5/5	Discussed Secure Bike Parking plans with Chapin and emailed partners about funding plans for it		0.50
		5/6	Attended seminar on Livable Communities by nationally recognized Walkable & Livable Communities expert Dan Burden, organized by AARP.		5.00
		5/9	Met with Jason Van Driesche to work out how Safe Streets Collaborative work in Chittenden County towns intersects with Bike Ped Planning		0.50
		5/10	Attended BWBC Steering Committee meeting; planned June meeting		1.25
		5/19	- Fielded emails about Secure Bike Parking - Emailed Nicole Losch about Burlington Bike Map - Worked on BWBC agenda for next meeting		0.50
		5/20	- Created BWBC agenda for May meeting - Contacted Nicole Losch about items for her to discuss in the May meeting		1.25
		5/26	Prepared for and attended BWBC meeting.		2.00
Jason Van Driesche					0.50
		5/9	Met with Charlene to discuss integrating SeeClickFix with tech assistance to towns		0.50
<i>BPPCTG-2 Participate on regional walk-bike comm</i>					4.25
Chapin Spencer					4.25
		5/25	Attended regional sustainability project Ecos and represented the bike/pedestrian community.		4.25
<i>BPPCTG-3 Advance regional connections</i>					32.75
Brian Costello					8.50
		5/4	- Discussed Richmond bridge bike/ped shuttle w/ Richmond Trails Committee Chair, Ian Stokes. - Researched insurance coverage details.		2.00

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CCMPO-BPP					
CCMPO-BPP-126 Close the Gaps-10					
<i>BPPCTG-3 Advance regional connections</i>					
					32.75
			5/13	- Discussed Lakeshore Drive path scoping study with Bryan Osborne. - Reviewed Colchester Design Review Board meeting.	0.50
			5/16	Discussed potential bike/ped shuttle for Richmond bridge closure with Richmond stakeholders, and strategies for determining demand.	1.00
			5/25	Reviewed Exit 16 Scoping Study meeting, previewed plans.	3.00
			5/26	Measure Exit 16 existing conditions.	1.00
			5/27	Prepared report on Exit 16 Scoping Study for discussion with staff.	1.00
Chapin Spencer					12.75
			5/2	Organized our files on Close the Gaps projects.	1.00
			5/4	Responded to inquiry from Joel Baird at Burl Free Press to discuss Colchester - South Hero connection and the flood damage.	0.75
			5/5	Responded to community inquiries about flood related damage along entire trail and worked with stakeholders to make sure trail was accounted for in the application to FEMA.	1.00
			5/9	Updated staff on Bike Path Task Force and corresponded with P&R Director Mari Steinbach and Chair John Bossange to keep project on track.	0.75
			5/12	Attended Bike Path Task Force planning meeting. Provided input on path design typical, intersection design, and the purpose and need.	2.00
			5/15	Provided comments to consultant on revising the Purpose and Need for the Burlington Bike Path Improvement Feasibility Study update.	1.50
			5/17	Attended and actively participated in a Colchester Avenue Task Force meeting.	2.00
			5/18	Facilitated meeting with Local Motion staff and members to review Champlain Parkway plans so we could identify where Complete Street facilities were not provided.	1.25
			5/23	Discussed with Brian Costello his involvement in a couple of upcoming Colchester transportation project meetings.	0.50
			5/31	Wrote Walk 'n Roll News story about the causeway flood damage and what people can do.	1.25
			5/31	Responded to call from Dan Cahill of Burlington Parks and Recreation about city conservation projects for key trail corridors. Shared history and strategy with him.	0.75
Charlene Wallace					4.00
			5/3	Discussed Shelburne Rd. corridor study scope with Chapin and planned areas for bike/ped improvements	0.50

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CCMPO-BPP					
CCMPO-BPP-126 Close the Gaps-10					
<i>BPPCTG-3 Advance regional connections</i>					32.75
			5/12	- Made contact with Win. Valley Park District about attending a Trustee meeting - Discussed visiting other town trail committee meetings with Bryan Davis	1.00
			5/17	- Made contact with Seth Jenson, Jericho Town Planner, about Jericho's new Trails Committee - Discussed Trail Committee meetings with Bryan Davis - Made plans to review Champlain Parkway & Act 250 - Discussed Shelburne Rd. Corridor Study with Bryan and Chapin	1.00
			5/18	- Attended Burlington DPW meeting about turning a traffic signal into a pedestrian crossing signal - Researched stutter pattern frequency for a DPW commissioner. Followed up by email.	1.00
			5/19	- Heard update on Champlain Parkway project - Contacted BDPW about bike safety during repaving projects	0.50
Jason Van Driesche					7.50
			5/16	Assessed process and strategy for reviewing Champlain Parkway Act 250 plans for bike-ped facilities/performance	0.75
			5/18	- Strategized about Local Motion's best role in the Champlain Parkway Act 250 process - Prepared a letter requesting "Friend of the Commission" status	1.00
			5/19	- Attended pre-hearing for Act 250 process for the Champlain Parkway - Followed up with various partners about our role in the process	3.50
			5/24	- Managed communications regarding Local Motion's Friend of the Commission status for the Act 250 process for the Champlain Parkway	1.75
			5/25	- Strategized about next steps for constructive Local Motion involvement in the Champlain Parkway Act 250 process	0.50
<i>BPPCTG-4 Educate re gaps and solutions</i>					10.25
Chapin Spencer					1.00
			5/11	Responded to an interview request by WCAX on the trail flooding. Sent trail manager contacts to WCAX. Updated trail managers on the interview so everyone was in the loop.	1.00
Jason Van Driesche					1.25
			5/9	Corresponded with VDH staff about assisting with bike-ped issues as part of the Healthy Community Design project	0.50

Job, Task and Person Summary with Comments

Local Motion

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<i>Customer Job</i>	<i>Task</i>	<i>Employee</i>	<i>Date</i>	<i>Comment</i>	<i>Hours</i>
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CCMPO-BPP

CCMPO-BPP-126 Close the Gaps-10

BPPCTG-4 Educate re gaps and solutions **10.25**

5/12 Spoke on behalf of Local Motion at the Burlington kick-off of Way to Go week 0.75

Todd Taylor 8.00

5/2 Updated article about Causeway closure with photos. 2.00

5/6 Responded to comments on website and Facebook regarding damage to Island Line Trail. 1.00

5/9 Updated webpage with photos of Causeway damage 2.00

5/12 Uploaded media coverage about Causeway flood damage to website. 1.00

5/13 Developed website materials for "Save the Trail" campaign. 2.00

BPPCTG-5 Seek creative funding **4.75**

Chapin Spencer 4.75

5/6 Worked with community volunteers to put together AARP grant to improve the pedestrian crosswalks at a Burlington intersection. 0.25

5/12 Emailed and talked to Sam Conant in Colchester and other stakeholders about an Island Line Charitable Fund or some vehicle to harness private funding for flood repair and ongoing trail maintenance. 1.50

5/13 Continued work and planning on bringing together trail partners to consider an Island Line Charitable Fund, Friends of the Trail group, etc. 1.00

5/13 Responded to a Burlington Free Press proposal to help them with a book documenting the flood in return for a portion of the proceeds going to the trail repair. 2.00

BPPCTG-6 Administer contract **4.25**

Charlene Wallace 4.25

5/5 Finalized BPP Amendment letter and sent it to the CCMPO. 0.75

5/9 Prepared and submitted BPP report to the CCMPO for April, 2011 1.00

5/12 Submitted revised Amendment letter to Peter Keating 0.50

5/12 Began summary report for BPP for the year; checked in on Trail Finder progress; calculated hours remaining in contract 2.00

Close the Gaps-10 Subtotal **73.75**

CCMPO-BPP-128 Education and Safety-10

BPPES-2 Generate walkability maps **3.25**

Jason Van Driesche 3.25

5/3 Assisted our intern with interpretation of traffic speed data 0.25

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CCMPO-BPP					
CCMPO-BPP-128 Education and Safety-10					
	<i>BPPEs-2</i>			<i>Generate walkability maps</i>	3.25
			5/13	- Arranged meetings with our two interns to push forward with final data entry and analysis - Sent an update to a community partner in Essex Junction	0.75
			5/16	- Provided an evaluation of our UVM intern's work - Scheduled meetings with volunteers and requested that one volunteer share data with the other	0.75
			5/17	- Met with our grad student intern to make final decisions related to how to conduct a network analysis of walking routes to Essex Junction schools - Requested additional data from Essex Junction partners	1.25
			5/26	- Checked in with our UVM intern about progress	0.25
	<i>BPPEs-4</i>			<i>Assess stolen bike registry</i>	3.00
		Jason Van Driesche			3.00
			5/6	- Developed "cheat sheets" to facilitate bike shop and police department use of the stolen bike registry	1.00
			5/11	- Printed "cheat sheets" and drafted a cover letter for shops and police explaining how the registry works	0.75
			5/17	- Addressed packets with instructions on using the trial version of the registry and sent them to bike shops and police departments	0.50
			5/31	- Went to a meeting with Megan O'Neil of UVM police to ID final needed tweaks to the registry (meeting canceled, but I didn't find out until I got there) - Rescheduled the meeting for tomorrow	0.75
			<i>Education and Safety-10 Subtotal</i>		6.25
			CCMPO-BPP Subtotal		80.00
			Grand Total		80.00