

Federal Highway Administration Quarterly Progress Report

REPORTING AGENCY: Pioneer Valley Planning Commission

FEDERAL FISCAL YEAR: 2022

Quarter: 2nd

Task # / Description	Task Budget	Estimated Q2 Expenses	Estimated Expenditures to Date	% Quarterly Accomplishments	% FFY Accomplishments
1.0 Manage. & Cert. of the 3C Process					
1.1 Management of the 3C Process	\$40,000.00	\$10,670	\$20,507	27%	51%
1.2 Unified Transportation Work Program	\$15,000.00	\$10,510	\$10,510	70%	70%
1.3 Public Participation Process	\$26,000.00	\$7,167	\$12,544	28%	48%
1.4 TIP Development	\$131,250.00	\$38,384	\$67,825	29%	52%
1.5 Title VI & Environmental Justice	\$78,750.00	\$21,113	\$38,917	27%	49%
Subtotal	\$291,000.00	\$87,844	\$150,303	30%	52%
2.0 Technical Support & Data Collection					
2.1 Traffic Counting	\$35,000.00	\$3,212	\$10,400	9%	30%
2.2 Reg. Travel Demand Modeling/Clean Air	\$85,000.00	\$24,858	\$43,813	29%	52%
2.3 GIS, Mapping and Graphics	\$90,000.00	\$17,973	\$39,449	20%	44%
2.4 Information Center	\$37,000.00	\$17,647	\$33,276	48%	90%
2.5 Region PMS- Data Collection	\$42,000.00	\$11,810	\$21,692	28%	52%
Subtotal	\$289,000.00	\$75,499	\$148,630	26%	51%
3.0 RTP Planning					
3.1 Regional Bicycle and Pedestrian Planning	\$75,000.00	\$19,082	\$37,788	25%	50%
3.2 Bike Share Implementation	\$17,500.00	\$4,485	\$8,955	26%	51%
3.3 Regional Freight Planning	\$30,000.00	\$7,490	\$14,859	25%	50%
3.4 Regional CMS--Project Development	\$106,250.00	\$24,931	\$51,252	23%	48%
3.5 Regional PMS--Project Development	\$50,000.00	\$14,429	\$26,238	29%	52%
3.6 Regional Performance Measures Assessment	\$18,750.00	\$4,772	\$9,302	25%	50%
3.7 Regional Safety and Planning Studies	\$115,872.00	\$28,111	\$63,074	24%	54%
3.8 Transit System Surveys & Route Implementation	\$247,500.00	\$28,513	\$55,992	12%	23%
3.9 Regional Transit Planning	\$268,750.00	\$27,320	\$57,344	10%	21%
3.10 Paratransit Planning Assistance	\$35,000.00	\$5,327	\$9,322	15%	27%
3.11 Climate Change Implementation	\$19,000.00	\$6,731	\$9,479	35%	50%
3.12 Green Streets and Infrastructure	\$19,000.00	\$2,311	\$3,923	12%	21%
Subtotal	\$1,002,622.00	\$173,501	\$347,529	17%	35%
4.0 Ongoing Transportation Planning					
4.1 Implementing the Regional Land Use Plan	\$15,000.00	\$5,176	\$6,674	35%	44%
4.2 Scenic Byways Support	\$7,000.00	\$2,468	\$3,123	35%	45%
4.3 Local Pavement Management Program	\$25,000.00	\$0	\$0	0%	0%
4.4 Local Technical Assistance	\$34,000.00	\$7,392	\$15,443	22%	45%
Subtotal	\$81,000.00	\$15,036	\$25,239	19%	31%
Direct Costs	\$20,000	\$3,180	\$7,192	16%	36%
TOTAL	\$1,683,622	\$355,060	\$678,893	19%	40%



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 1.1 Management of the 3-C Process

Progress

1. Reviewed task budgets and assigned monthly staff hours
2. conducted 1 PVPC staff review
3. Submitted forms to MassDOT for approval
4. Reviewed task budgets
5. prepared monthly staff hour assignments
6. submitted forms to MassDOT for approval.
7. Reviewed task budgets and assigned staff hours for the month
8. Performed an assessment of remaining budget for the 3C Contract
9. Reviewed job descriptions for transit planner recruitment
10. Completed Annual Performance Review for 1 transportation staff member
11. Started developing a prioritized list of culverts for repair/replacement, pulling from HMPs and MVP SOFs

Products

Meetings

Objectives

Task: 1.2 Unified Planning Work Program

Progress

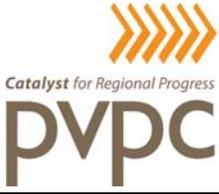
1. Reviewed new 3C budget for FY2023, developed a draft outline of tasks and allocated funding
2. Reviewed Federal and MassDOT UPWP guidance
3. Began review of new requirements of BIL for the UPWP
4. Reviewed the status of outstanding work included in the FY2022 UPWP
5. Reviewed information from MassDOT and FHWA on UPWP content and emphasis areas
6. Updated task budgets based on FFY2023 funding
7. Began update to UPWP report.
8. Attended the MassDOT MARPA Meeting on 1/28/2022
9. Reviewed MassDOT and FHWA emphasis areas for the FY2023 UPWP

Products

Meetings

1. 1/28
attendees: Roux
topic: MassDOT/MARPA Meeting
location: Zoom

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 1.3 Public Participation Process

Progress

1. Attended Principles of Leadership Training on 3/15
2. Reviewed status of MassDOT update to Public Participation Plan
3. Amended UPWP tasks and updated content related to PPP activities.
4. Participated in PVPC Commission Meeting visioning exercise
5. transcribed notes from meeting
6. Attended PVPC Executive Committee Meeting
7. Attended and participated in EDC Committee on Virtual Public Involvement
8. Met with City Councilor from Springfield to discuss transportation issues and concerns
9. Met with JTC Chair to discuss upcoming TIP Subcommittee meeting
10. Began review of FHWA facts sheets on BIL

Products

Meetings

1. 1/31
attendees: Roux
topic: Springfield City Councilor Meeting
location: Zoom
2. 1/31
attendees: ROUX
topic: TIP Subcommittee
location: Zoom
3. 2/10
attendees: Roux
topic: PVPC Commission Meeting
location: Zoom
4. 2/24
attendees: Roux
topic: PVPC Executive Committee Meeting
location: Zoom

Objectives

Task: 1.4 Transportation Improvement Program (TIP) Development

Progress

1. Reviewed FFY 2022 TIP projects and began to prepare for potential amendment
2. Continued to work towards a draft FFY 2023-2027 TIP
3. Began updating TIP documents for draft document to be available in April
4. Reviewed CIM journal for project advertisement updates
5. Continued to work with MassDOT and Municipalities to update project information in preparation for TIP development
6. Reviewed 2022 TIP project status
7. Held TEC meeting to update project scoring
8. Provided updated list of project to JTC and MPO
9. Development of Draft Project Universe
10. Reviewed Status of FFY 2022 projects
11. Prepared Transit Amendment for Endorsement by MPO

Products

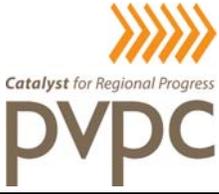
1. Updated TEC ranking
2. Draft Preferred project list
3. Updated project list
4. Draft Project Universe
5. Transit Amendment

Meetings

1. 1/12/2022
attendees: Andy, Dana, Gary
topic: TIP (JTC)
location: Zoom
2. 1/25/2022
attendees: Andy, Dana, Gary
topic: TIP (MPO)
location: Zoom
3. 2/16/22
attendees: Andy, Gary, Dana
topic: TIP development (JTC)
location: Zoom
4. 2/22/22
attendees: Andy, Gary, Dana
topic: TIP development (MPO)
location: Zoom
5. 2/9/22
attendees: Andy, Gary
topic: TIP Sub committee
location: Zoom

Objectives

1. Continue to advance TIP development schedule



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 1.5 Title VI and Environmental Justice

Progress

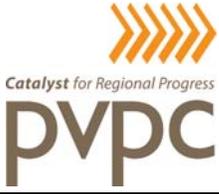
1. Attended the WMTAN monthly meeting
2. Began work on Equity Assessment for the FY2023 UPWP.
3. Coordinated schedules and registration for PVPC racial sensitivity and awareness training
4. Reviewed preliminary census data related to race.
5. Provided documentation of Title I activities to PVTA related to FTA certification review.
6. Attended the WMTAN meeting
7. Attended the BikePed monthly meeting and noted down comments on the PV 2021 Bike Month Report.
8. Participated in the JTC TIP Subcommittee meeting on 2/9
9. Registered for Healing Racism training seminar.
10. Reviewed language translations used in Bay State Bike Month calendar/poster
11. Reviewed FHWA guidance on measuring equity using new GIS mapping tools and new metrics.
12. Reviewed information/facts sheets on the BIL
13. Attended webinar on the CTTIP software used for viewing and analyzing census data at various geographical area levels.
14. Attended virtual bike month planning meeting for 2022.
15. Reviewed data collection plan and proposed surveys of participants and organizers of the 2022 Bike Month event and gave feedback to MassBike representative.
16. Responded to inquiries by bike advocates regarding upcoming Bike Month planning meetings.
17. Attended virtual meeting of the TRB Visualization in Transportation committee. This included presentations on Best Practices for effective data visualizations that tell the true story using excellent plots, charts, tables, and maps. Topics included consideration related to choice of visualization, composition, color themes, and how to emphasize data relevant to various target audiences. They also referred to digital accessibility tools and federal guidance to accessible digital content compliance.

Products

Meetings

1. 2/9
attendees: Roux
topic: JTC TIP Subcommittee Meeting
location: Zoom

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 2.1 Traffic Counting

Progress

1. Responded to traffic count requests.
2. Responded to traffic count requests.
3. Prepared the database for entry of 2021 ADTs.
4. Responded to traffic count requests.

Products

Meetings

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 2.2 Regional Travel Demand Modeling/Clean Air Planning

Progress

1. Followed up with MAPC about receipt of PVPC zoning data for use in land use and data projections
2. Continued to update traffic count data base with most recent volumes for major roads
3. Met with colleague to discuss model script modifications.
4. Discussed and updated the UPWP task 2.2 for the upcoming work program in 2023.
5. Reviewed and compared model results and socioeconomic totals.
6. Identified the need for corrections to employment totals and a rerun model for 2020, 2030 then archival of corrected results.
7. Met with colleague to discuss mode choice and data needs for potential upgrades to the current regional travel demand model.
8. Updated the model counts data base spreadsheet with recent AADT from MassDOT and CT DOT traffic counts data portals for the external stations.
9. Identified needed traffic counts in order of priority for locations without recent counts.
10. Discussed model processes with colleague and identified areas of improvements to current software macro.
11. Reviewed traffic count comparison during and pre-pandemic difference variance at various locations of the Pioneer Valley.
12. Attended the SEPC meeting and followed up with supervisors on updates and requested data.
13. Searched for zoning maps for 7 communities and located and printed zoning and overlay maps for two of them from online sources.
14. Updated the zoning data spreadsheet with new find and web links.
15. Edited the Future Goals and finalized the Pioneer Valley 2021 Bike Month Report.
16. Attended the CTPP Advanced software virtual training for using the Census data products.
17. Continued to update the model count database and added recent counts for permanent stations.
18. Cross checked results of model year TAZ databases and Land Use socioeconomic spreadsheets against regional totals for projection year to detect errors in input projection totals for the employment category.
19. Reviewed model script analysis summary of collaboration document.
20. Assessed zoning data gaps and updated spreadsheet with most recent map product dates.
21. Discussed the travel model computer coding scripts with colleagues
22. Reviewed the typical use of k-factors in travel demand modeling
23. Began updating the historic traffic count database used in the trip generation and calibration of the regional travel demand model.
24. Reviewed traffic count comparison analysis for 2020 and 2021 data at key locations throughout the Pioneer Valley.
25. Conducted online searches for zoning maps of remaining Pioneer Valley communities. Downloaded pdf files and captured jpeg images from published reports and online GIS portals. Archived files in preparation for uploading to MAPC website.
26. Studied the impact of PUMA geography on PUMS data availability for use in the seed file of the new 2020 base year model's IPF process in the trip generation step.
27. Discussed the proposed PUMA alternatives offered by the SDC and how each option would impact the accuracy of census data for Pioneer Valley region. Gave recommendations to PVPC Data Center staff on recommended PUMA geography for Hampshire county PUMAs and followed up on outcome from SDC.
28. Reviewed presentation materials and recording of the Statewide Socioeconomic Projections committee.
29. Attended CTPP webinar on getting to know available data.
30. Discussed model calibration tasks and schedule with supervisor.
31. Attended webinar on creating web QGIS maps and GitHub repositories.
32. Reviewed the Census and FHWA announcements regarding new criteria for urbanized area designations to determine impacts on the Pioneer Valley region and estimated data release schedule for inclusion in the upcoming RTP
33. Attended a virtual training on creating maps with Google Earth Pro.

Products



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Objectives

Task: 2.3 GIS, Mapping and Graphics

Progress

1. Graphics staff prepared a new document cover for Ludlow Pavement management report.
2. Updates to design and content for the MPO web page.
3. Continued work with Transportation planners and Cartegraph, supporting the conversion of pavement databases and migration to a new online pavement management system.
4. Prepared Ludlow roadway classification map for the town's Pavement Management report.
5. Worked on PVTA Rider Survey Interpolation Map online
6. Worked on MassDOT Large Bridge Traffic Count Locations online map
7. Worked on TIP 2023-2027 data development for analysis, report tables, report maps and online map. Work continuing into April.
8. Staff prepared content and materials for posting to the website.
9. Staff continued to work on migration of pavement data and integration of GIS and the new online management system.
10. Staff worked on processing GIS data pertaining to Mtn. bike trails.
11. Data man agent and updates to bike paths and bike lane map layers.
12. GIS staff worked on updates to the trail connectivity online tool.
13. Continued work with Cartegraph data migration project to convert from client-based system to cloud-based online platform.

Products

Meetings

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 2.4 Information Center

Progress

1. Worked on developing online data dashboard to summarize Valley Bike usage.
2. Continued updating of regional database.
3. Updates to data in regional database and PV Data website.
4. Work with transportation staff to visualize bike share program use data.
5. Begin planning bike share data dashboard
6. Continued updating of regional database including data specific to regional employers and employment during COVID.

Products

Meetings

Objectives

Task: 2.5 Regional Pavement Management System - Data Collection

Progress

1. Completed pavement distress data collection in Easthampton.
2. Started pavement distress data collection in Huntington and Chester.
3. Continued the pavement distress data collection in Easthampton.
4. Completed pavement distress data collection in Holyoke.
5. Started data collection in Easthampton.

Products

Meetings

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 3.1 Regional Bicycle, Pedestrian, and Complete Streets Planning

Progress

1. Coordinated meeting notice and agenda for Bay State Bike Month
2. Participated in Bay State Bike Month weekly meetings.
3. Reached out to communities and bike merchants to solicit participation in Bay State Bike Month
4. Prepared draft event calendar for Bay State Bike Month
5. Prepared and distributed JTC Bicycle and Pedestrian and Complete Streets Subcommittee meeting notice and agenda
6. Field visit to Chicopee Riverwalk and Bikeway construction project.
7. Scouted count location for bicycle counts
8. Coordinated the meeting notice and distribution for the Joint Transportation Committee's Bicycle, Pedestrian and Complete Streets subcommittee.
9. Prepared meeting presentation (PowerPoint) and agenda for the Joint Transportation Committee's Bicycle, Pedestrian and Complete Streets subcommittee.
10. Responded to inquires from municipalities regarding the MassDOT Shared Streets and Spaces Program
11. Conducted field visit to the Connecticut Riverwalk and Bikeway in Chicopee MA
12. Researched the used of FLIR cameras for bicycle and pedestrian traffic counting.
13. Assisted communities with grant applications, including bike share station installations.
14. Began planning for Bay State Bike Month 2022.
15. Reviewed edits needed for bike commute month report and address pagination errors.
16. Attended the monthly Bike/Ped meeting to encourage attendees to give their feedback on the Bike commute month report.
17. Created alternative text as captions for images included in the draft Pioneer Valley Bike Month report.

Products

Meetings

Objectives



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Task: 3.2 Bike Share Implementation

Progress

1. Worked on the draft version of the ValleyBike Year 4 Assessment Report
2. Reviewed December ValleyBike data and prepared for summary report
3. Attended ValleyBike Committee Meeting on 2/16
4. ValleyBike Meeting on 1/19
5. Met with Massbike to talk about outreach to the elderly
6. met with staff on development of a data dashboard for ValleyBike

Products

1. ValleyBike Year 4 Assessment Draft Report

Meetings

1. 1/13
attendees: Roux
topic: Massbike outreach
location: Zoom
2. 1/19
attendees: Roux
topic: ValleyBike
location: Zoom
3. 2/16
attendees: Roux
topic: ValleyBike
location: Zoom

Objectives

Task: 3.3 Regional Freight Planning

Progress

1. Attended DUG Meeting on 3/9
2. Worked on development of agenda for 3/9 DUG meeting
3. Met with CRCOG staff for annual bi-state coordination meeting
4. Attended Methos to Improve Fright Perfomance Webinar on 3/21
5. Participated in the TIP Readiness meeting on 2/3
6. Met with FHWA to discuss MPO coordination efforts with FLMA
7. Reviewed data collection on signs for overweight structures via Google Maps
8. Attended JTC meeting on 1/12
9. Continued work on Overweight structure report

Products

Meetings

1. 1/12
attendees: Roux
topic: JTC
location: Zoom
2. 2/3
attendees: Roux
topic: FLMA Coordination
location: Teams
3. 2/3
attendees: Roux
topic: TIP Readiness
location: Zoom
4. 3/2
attendees: Roux
topic: CRCOG Bi-state coordination
location: Zoom
5. 3/21
attendees: Roux
topic: Methods to Improve Freight Performance
location: Virtual
6. 3/9
attendees: Roux
topic: DUG
location: Zoom

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 3.4 Regional Congestion Management Process

Progress

1. Continued to Work in the RITIS Probe Data Analytics Suite
2. Began uploading Monthly analysis to our MPO website
3. Began laying out monthly analysis summary reports
4. Attended Principles of Leadership Training on 3/29
5. Attended SHSP meetings on 3/18 and 3/23
6. Participated in MEPA Advisory Committee Meetings on 3/4 and 3/18
7. Park and Ride data collection
8. Continued to work with RITIS data
9. Attended the February DUG meeting
10. Coordinated the agenda and presentations for the DUG meeting
11. Attended MARPA meeting on 2/22
12. DUG meeting on 1/12
13. MPO meeting on 1/25
14. worked on the Belchertown Main Street/Park Street study
15. Presentation on RITIS Data for DUG meeting

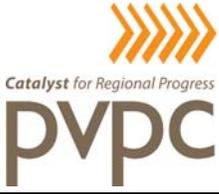
Products

1. <http://pvmpo.pvpc.org/february-2022-congestion-scan/>
2. Park and Ride monthly summary
3. DUG Presentation

Meetings

1. 1/12
attendees: Roux, McCaul
topic: Data Users Group
location: Zoom
2. 1/25
attendees: Roux
topic: MPO
location: Zoom
3. 2/22
attendees: Roux
topic: MARPA
location: Zoom
4. 2/9
attendees: Roux
topic: DUG
location: Zoom

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 3.5 Regional Pavement Management System-Project Development

Progress

1. Continued pavement distress data entry for Chicopee.
2. Developed a backlog of repairs for Ludlow.
3. Continued with pavement distress data entry in Ludlow.
4. Continued with pavement distress data entry in Ludlow.

Products

Meetings

Objectives



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Task: 3.6 Regional Performance Measures Assessment

Progress

1. Performance Measures Safety Targets Subcommittee Meeting
2. ValleyBike Meeting
3. Met with staff from SRPEDD to discuss Bike share
4. Began update of performance targets for the FY2023 UPWP
5. Attended Performance Measures Subcommittee meeting on 2/2
6. Entered updates for the region into MassBuilds
7. Reviewed regional model data for external stations to assist in update process to 2020 base year
8. Developed presentation on Safety Performance Measures and Targets for the JTC and MPO
9. Attended the TMG meeting on 1/4

Products

Meetings

1. 1/4
attendees: Roux
topic: TMG
location: Zoom
2. 2/2
attendees: Roux
topic: Performance Measures Subcommittee
location: Zoom
3. 3/10
attendees: Roux
topic: Performance Measures Subcommittee
location: Zoom
4. 3/14
attendees: Roux
topic: BikeShare Meeting with SRPEDD
location: Zoom
5. 3/16
attendees: Roux
topic: ValleyBike
location: Zoom

Objectives



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Task: 3.7 Regional Safety and Planning Studies

Progress

1. Worked on the advancement of the Page Blvd at Bircham Street safety study
2. Reviewed the traffic signal warrant using the HCS software
3. Continued work on the analysis of existing conditions data for the study of the intersection of St. James Avenue with Worthington Street
4. Worked on Page Boulevard and Bircham Street Study
5. Started work on Springfield Intersections Traffic Data Collection
6. Surveyed the intersection of Page Boulevard and Bircham Street
7. Performed Turning Movement Counts at Page and Bircham Street
8. Worked on Table Software

Products

Meetings

Objectives

Task: 3.8 Transit System Surveys & Route Impementation

Progress

1. Attended JTC meeting on 3/9
2. DOT Webinar on BIL
3. Assisted with survey staffing on Northern Tier survey
4. Reviewed Northern Tier Survey Budgets
5. Assisted in the intern recruitment process
6. Reviewed grant proposal budgets.
7. Northern System Survey Design and Testing for finalization, coordination with AIM grantee team for use of data in model validation
8. Translation of paper and digital Northern System surveys into Spanish
9. Attended the FTA webinar on the BIL on 1/7
10. Reviewed resumes for transit planner position
11. Participated in interviews for the transit planner position
12. Transferred PVTA surveys to the PVTA survey monkey account (upon request from PVTA)
13. PVTA APC data ridership report process pass on from Amelia to Alex
14. Reported on fare-free challenges and benefits discussed in AIM panel to PVTA
15. Reported on Pandemic Travel Behavior discussion from TRB Annual meeting to PVTA

Products

1. Northern System Survey Spanish Translation
2. Fare Free Notes - AIM Quarterly Discussion Panel.docx
3. TRB Pandemic Travel Behavior.docx

Meetings

1. 1/21/2022
attendees: Amelia, Tolu, Alex, Umass NARS Lab, Justin (FTA)
topic: FTA AIM Grant (PVTA ODX) group meeting
location: Zoom
2. 1/26/2022
attendees: Peter, Alex, Amelia, PVTA: Paul, Tolu, Operators
topic: Service Review Meeting
location: Zoom
3. 1/27/2022
attendees: Amelia, All-AIM (quarterly) recipients, FTA reps
topic: Fare-Free panel by four transit agencies nationwide (FTA/AIM sponsored)
location: Zoom
4. 1/7/2022
attendees: Alex, Amelia
topic: APC data SQL process pass on
location: Zoom
5. 1/7/2022
attendees: Roux
topic: BIL
location: Teams



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6. 2/18/2022

attendees: Paul Burns, Tolu Oke, Peter K., Amelia M.

topic: Survey review and revisions

location: Zoom

7. 3/8

attendees: Roux

topic: BIL

location: Zoom

8. 3/9

attendees: Roux

topic: JTC

location: Zoom

Objectives

Task: 3.9 Regional Transit Planning

Progress

1. Northern System Survey - On Bus Monitor Announcements sent to Brandy (PVTA)
2. Northern System Survey - Translation Processes
3. Northern System Survey - Umass Wifi Assistance
4. PVTA PTASP ESRP Updates
5. PVTA PTASP Operator ESRP Updates
6. Northern System Survey - Special B79 Materials Development
7. Northern System Survey - On board intern training documents development
8. Northern System Survey - Intern Management
9. Northern System Survey - Review of progress
10. PVTA PTASP ESRP ASP Updates
11. NTD
12. PVTA PTASP Safety and Compliance Coordinator Additions
13. PVTA PTASP Safety Committee Changes based on CARES ACT Rule
14. Bytemark Data Analysis - R Script
15. Bytemark Analysis - Stops to Corridors to Thiessen Polygons QGIS
16. Northern System Survey - Route Priorities
17. Multi-town data request from Catherine Ratte to Peter K and PVTA
18. Northern System Survey - Materials drops
19. Northern System Survey paper survey data entry
20. PVTA PTASP Replacement of Safety Concern Acknowledgement Forms with Employee Reporting Program
21. TAM Plan Timeline
22. RAISE APP Grant Research
23. Northern System Survey - intern interview requests
24. Northern System Survey - Intern interviews scheduled
25. Northern System Survey Internship Announcement - Civil Engineering/Transportation Center
26. PTASP - ESRP Poster
27. NTD
28. X90 OPT/Ridership Analysis
29. Northern System Survey - Survey tool review
30. Northern System Survey - Organization
31. Northern System Survey - Paper Survey Updates
32. Northern System Survey - Transit App Notifications
33. Northern System Survey - Onboard E-Flyer
34. Northern System Survey - UMTS Dispatch Processes
35. Northern System Survey - Alchemer Survey Tool Subscription
36. Northern System Survey - Tablet configuring
37. Northern System Survey - Contracts
38. Northern System Survey - Online Survey Form Updates
39. Shared Winter Streets and Spaces - QGIS maps stop improvements, budget
40. Northern System Survey - Hiring practices
41. Northern System Survey Timeline
42. Responded to inquiries regarding updated to the Public Participation Plan



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43. Continued support on AIM project, provided APC and Bytemark Updates to NARS team
44. Brainstormed ODX use cases for ODX AIM project
45. Confirmed resolution of Bytemarks data issues from September and October
46. Enhancing mobility grant - Demonstration of innovation
47. November NTD
48. Enhancing mobility innovation grant - demonstration of innovation
49. Enhancing mobility innovation grant - Demonstration of Benefit
50. 2022 TAM Plan Update - Outline
51. TAM Plan Rule Review
52. Existing TAM Plan Review
53. CPT-HST Plan - Public Participation Process
54. TAM Plan - Updating existing document
55. PTASP/TAM Plan PVTA Organizational chart Update (BIL and Org Changes)
56. TAM Plan - Updating with CIP data FY2022
57. December NTD
58. CPT-HST Plan Review for PVMPO JTC Meeting
59. CPT-HST Plan review of webpage content
60. TAM Plan - Service Area Map
61. TAM Plan - Review of data needs
62. Triennial PVTA Service Area Map
63. Facebook COVID Datasets Review
64. Triennial PVTA Population Statistics
65. CPT-HST Outreach Plan
66. Northern System Survey - Question Updates (from 2020)
67. Bytemark Origin to Origin Project - R studio
68. Bytemark Origin to Origin Project - QGIS
69. Northern System Survey - Intern Advertisement
70. HOPE Grant Review
71. Northern System Survey - Paper Survey Form Updates
72. TAM Plan and AECOM CRTP Coordination Review
73. Northern System Survey Internship Interviews - scheduling
74. Presentation of PVTA innovation at the Transportation Research Board Annual Meeting
75. Monthly Ridership (including year in review ridership report)
76. Shared Winter Streets - EJ Map
77. Shared Winter Streets - Below Mass. Median Income Map
78. Shared Winter Streets - Review of Application
79. Shared Winter Streets - Locus Maps
80. Northern System Survey - Inter Scheduled
81. Northern System Survey - Handshake Account Review/Maintenance
82. Northern System Survey - Online Survey Review
83. PVTA PTASP implementation meeting scheduled
84. Northern System Survey - Intern Info Session Prep (Umass SBS Career Fair)
85. Northern System Survey - Intern Interview Prep
86. Northern System Survey - Review of 2020 survey count methodology
87. Northern System Survey - Review survey collection strategy for bias



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88. Northern System Survey - Online Survey Translation
89. Northern System Survey - AIM Grant Survey Changes
90. Northern System Survey - Online instrument changes at direction of PVTA
91. Shared Winter Streets - Budget Update
92. Northern System Survey - Technology Prep
93. Northern System Survey - Intern Training
94. Northern System Survey - Time of Day - Day of Week Analysis
95. Northern System Survey - Operator Assistance - Nashawannuck Express,
96. Northern System Survey - Wifi Hookups
97. Northern System Survey Intern Communication
98. Northern System Survey - On Board Monitor Flyers
99. Northern System Survey - Transit App Notifications sent to Jonathan at SATCo
00. Northern System Survey - Live Link sent to Tolu at PVTA
01. Intern Contracts x6 sent to interns
02. Northern System Survey - Finalized Survey instrument
03. Northern System Survey - Coordination with PVTA Operator: Hulmes
04. Northern System Survey - On Bus Material Development

Products

1. PVTA Population (Abridged File).xlsx
2. TRB Lecture 1331 Fare Impact Analysis Morrissey Oke.ppt
3. Ridership Report 01112022.ppt

Meetings

1.
attendees:
topic:
location:
2. 1/14/2022
attendees: Alex, Peter, Amelia, Dana
topic: PVPC Transit Team Meeting
location: Zoom
3. 1/18/2022
attendees: Peter, Alex, Amelia, PVTA: Tolu
topic: Fortnightly PVTA-PVPC Meeting
location: Zoom
4. 1/20/2022
attendees: Peter, PVTA: Tolu
topic: Weekly Check-In Meeting
location: Zoom
5. 1/21/2022
attendees: Peter, Alex, Amelia, Dana
topic: PVPC Weekly Transit Division meeting
location: Zoom
6. 1/25/2022
attendees: Peter, Alex
topic: HOPE Grant Meeting
location: Zoom



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7. 1/25/2022
attendees: Peter, Alex, Amelia, Dana, PVTA: Paul, Tolu
topic: Service Visioning Meeting
location: Zoom
8. 1/28/2022
attendees: Peter, Alex, Amelia, Dana
topic: PVPC Transit Team Meeting
location: Zoom
9. 1/28/2022
attendees: Peter, Amelia
topic: Bytemark and R Studio
location: Zoom
10. 1/4/2022
attendees: Alex, Amelia, Peter, PVTA: Tolu
topic: PVTA-PVPC Fortnightly Meeting
location: Zoom
11. 1/7/2022
attendees: Alex, Peter, Amelia, Dana
topic: PVPC Transit Team Meeting
location: Zoom
12. 1/7/2022
attendees: Peter Call with Andy
topic: CPT-HST Plan and TIP Coordination
location: Phone
13. 1/7/2022
attendees: Peter, FTA
topic: Bipartisan Infrastructure Bill
location: Zoom
14. 1/7/2022
attendees: Peter, PVTA: Tolu
topic: Weekly Check-In Meeting
location: Zoom
15. 2/1/2022
attendees: Alex, Amelia, Peter, PVTA: Tolu
topic: PVTA-PVPC Meeting
location: Zoom
16. 2/15/2022
attendees: Peter, Alex, Amelia, PVTA: Tolu
topic: PVTA-PVPC Meeting
location: Zoom
17. 2/17/2022
attendees: Amelia M., AIM Grantee representatives, SUMC, FTA
topic: Novel Data Sources group meeting, AIM project updates
location: Zoom
18. 2/18/2022
attendees: Amelia M., Tolu Oke, Mohammed M. (NARS at Umass), Jimi O. (NARS at Umass), Justin J. (FTA)
topic: ODX Project group meeting, survey data for validation, progress update from NARS
location: Zoom



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19. 2/18/2022
attendees: Peter, Alex, Amelia, Dana
topic: PVPC Transit Team Meeting
location: Zoom
20. 2/18/2022
attendees: Peter, Amelia, Alex, PVTA: Tolu, Paul
topic: Northern System Survey Questions Meeting
location: Zoom
21. 2/2/2022
attendees: Peter, PVTA: Paul and Operators and Frontline Staff
topic: Safety Committee Meeting
location: Zoom
22. 2/22/2022
attendees: Peter, Alex, Amelia, Dana, PVTA: Paul, Tolu
topic: Service Visioning meeting
location: Zoom
23. 2/24/2022
attendees: Peter, PVTA: Tolu
topic: Weekly Check-in with PVTA
location: Zoom
24. 2/25/2022
attendees: Peter, Alex, Amelia, Dana
topic: PVPC Transit Team Meeting
location: Zoom
25. 2/25/2022
attendees: Peter, PVTA: Tolu
topic: Shared Winter Streets Application meeting
location: Zoom
26. 2/3/2022
attendees: Peter
topic: FTA TAM Plan Webinar
location: Zoom
27. 2/4/2022
attendees: Amelia, Peter
topic: R Studio
location: Zoom
28. 2/4/2022
attendees: Peter, Alex, Amelia, Dana
topic: PVPC Transit Team Meeting
location: Zoom
29. 2/7/2022
attendees: Peter
topic: Intern Interview
location: Zoom
30. 2/7/2022
attendees: Peter
topic: Intern Interview
location: Zoom



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

31. 2/8/2022
attendees: Peter
topic: Intern Interview
location: Zoom
32. 2/8/2022
attendees: Peter, Alex, Amelia, Dana, PVTA: Paul and Tolu
topic: Service Visioning Meeting
location: Zoom
33. 3/10/2022
attendees: Peter K, Intern Geoffrey
topic: Northern System Survey Intern Scheduling
location: Call
34. 3/10/2022
attendees: Peter K, PVTA: Tolu
topic: Weekly Check-In Meeting
location: Zoom
35. 3/11/2022
attendees: Peter K, Dana R., Alex F, Amelia M
topic: Weekly Transit Team Meeting
location: Zoom
36. 3/11/2022
attendees: Peter K, PVTA: SATCO: Jonathan M
topic: Northern System Survey Transit App Notification conversation
location: Zoom
37. 3/12/2022
attendees: Peter K, Dana R
topic: Materials Drop
location: Parking lot
38. 3/12/2022
attendees: Peter K, Intern Jared
topic: Intern Scheduling Northern System Survey
location: Call
39. 3/12/2022
attendees: Peter K, with Intern Gehoffrey
topic: Northern System Survey Intern Scheduling
location: Call
40. 3/14/2022
attendees: Peter K, Hulmes: Paul A.
topic: Northern System Survey Materials Drop
location: Hulmes, Belchertown, MA
41. 3/14/2022
attendees: Peter K, PVTA: Paul
topic: PTASP Meeting
location: Zoom
42. 3/17/2022
attendees: Peter K, Alex F, Amelia M, PVTA: et.Al
topic: Service Review Meeting
location: Zoom



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

43. 3/17/2022
attendees: Peter K, PVTA: Tolu
topic: Weekly Check-In with Tolu
location: Zoom
44. 3/18/2022
attendees: Peter K, Amelia M
topic: Bytemark Analysis - R Script
location: Zoom
45. 3/2/2022
attendees: Peter K, PVTA: Paul, Operators
topic: PVTA Safety Committee Meeting
location: Zoom
46. 3/21/2022
attendees: Peter K, Interns Andrew, Angela, Geoffrey
topic: Intern Scheduling
location: Zoom
47. 3/22/2022
attendees: Peter K, Dana R, Alex F, PVTA: Paul and Tolu
topic: Service Visioning Meeting
location: Zoom
48. 3/24/2022
attendees: Peter K, PVTA: Tolu
topic: Weekly Check-In with PVTA
location: Zoom
49. 3/25/2022
attendees: Peter K, Amelia M, Alex F, Dana R
topic: Weekly Transit Team Meeting
location: Zoom
50. 3/28/2022
attendees: Peter K, Amelia
topic: Bytemark R script
location: Zoom
51. 3/29/2022
attendees: Peter K, VATCO, UMTS
topic: Northern System Survey Paper Survey Pickup
location: VATCo Garage, UMTS
52. 3/3/2022
attendees: Peter K Umass student
topic: Internship Interview
location: Zoom
53. 3/3/2022
attendees: Peter K, Amelia M, Alex F, PVTA Paul, Tolu, Operators
topic: Route Efficiencies Meeting
location: Zoom
54. 3/3/2022
attendees: Peter K, Umass Students various
topic: Northern System Internship Information sessions at Umass SBS Virtual Career Fair
location: Zoom



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

55. 3/30/2022
attendees: Peter K, Alex, PVTA: Paul, Tolu
topic: HOPE Grant Paratransit Program
location: Zoom
56. 3/31/2022
attendees: Peter K, Alex F, PVTA: Paul, Tolu, et.Al
topic: Route Efficiencies Meeting
location: Zoom
57. 3/31/2022
attendees: Peter K, Intern Kareem
topic: Northern System Survey Training
location: Zoom
58. 3/31/2022
attendees: Peter K, PVTA: Tolu
topic: Weekly Check-In Meeting
location: Zoom
59. 3/4/2022
attendees: Peter K, Alex F, Dana R
topic: Weekly PVPC Transit Team Meeting
location: Zoom
50. 3/4/2022
attendees: Peter K, Amelia
topic: Northern System Survey Collection Methodology Bias
location: Zoom
51. 3/4/2022
attendees: Peter K. and Student
topic: Internship Interviews x2
location: Zoom
52. 3/7/2022
attendees: Peter K, and student
topic: Northern system Survey Intern Interview
location: Zoom
53. 3/7/2022
attendees: Peter K, PVTA: Tolu
topic: Week Check--In Meeting with Tolu
location: Zoom
54. 3/8/2022
attendees: Peter K, Amelia M, Alex F, Dana R, PVTA: Tolu and Paul
topic: Service Visioning Meeting
location: Zoom
55. 3/8/2022
attendees: Peter K, Amelia M, Alex F, PVTA: Tolu
topic: PVPC-PVTA Fortnightly Meeting
location: Zoom
56. 3/8/2022
attendees: Peter K, Amir
topic: Northern System Survey Intern Management Strategies
location: Zoom



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

57. 3/8/2022

attendees: Peter K, Intern Geoffrey

topic: Northern System Survey Training

location: Zoom

Objectives

Task: 3.10 Paratransit Planning Assistance

Progress

1. Attended a webinar on managing transit equity.
2. Coordinated appeal meeting time for hearing bus rider suspension case.
3. Responded to PVTA inquiry on appeals committee decision to reinstate a suspended bus passenger.
4. Listened to APTA conference recordings
5. Attended virtual presentation by colleague on her career experience in Transit and modeling.
6. No hours charged to task
7. Attended pre appeal meeting to review bus camera footage of incident. Reviewed bus incident documentation and suspension letters. Surveyed committee member availability to facilitate the scheduling of the bus rider appeal hearing.
8. Attended bus rider appeal hearing, discussed case with appeal committee members, reviewed bus rider recent incident report, drafted decision letter for bus rider appeal, received feedback from bus appeal committee members and emailed final letter of denial to PVTA for processing and mailing to permanently suspended rider.
9. Identified an issue with the PVTA bus schedule website for android devices and provided feedback to PVTA for improved access to current schedule data which currently does not allow viewing without downloading.
10. Responded to paratransit appeal hearing requests.

Products

Meetings

Objectives

Task: 3.11 Climate Change Impementation

Progress

1. Advance E-Bikes for EJ pilot project
2. Staff regional Clean Energy Climate Action group
3. Support work on local GHG emissions inventories.
4. Respond to inquiries about clean energy and efforts to reduce GHG emissions from transportation, sharing information about Evs charging stations and access to rebates from the state and federal government
5. Support the regional clean energy climate action committee
6. Began search for model floodplain bylaw with flood elevation guidance
7. 2-18 info share meet with Rep. Blais and follow up on dirt and gravel roads vulnerability
8. Assisted 4 Hilltown communities with writing up concept summary for dirt roads and culvert analysis
9. 2-3 met with state floodplain manager on FEMA mapping updates and levy assessment analysis
10. Worked with the members of the Pioneer Valley Clean Energy Climate Action group to explain and clarify updated regional GHG emissions inventory
11. Communicated with Commonwealth MOR EV program staff affirming availability of incentive funds
12. Prepared for quarterly meeting of CE CA group
13. Worked with Community Foundation of W MA to secure funding for Access Passes for ValleyBike as part of regional effort to promote less polluting transportation

Products

Meetings

1. 2-18
attendees: N. Blais and PVPC staff
topic: info share on dirt and gravel roads vulnerability
location: zoom
2. 2-3-22
attendees: J. Duperault, P. Gambarini
topic: FEMA mapping updates and levy assessment analysis
location: zoom

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 3.12 Green Streets and Infrastructure

Progress

1. Finalized and distributed checklist for updating municipal code to advance green streets and green infrastructure practices
2. Prepared for and met with consulting engineer 3-30; and provided follow up materials to organize for design of 5 to 7 bmp templates for the region
3. 2-9 meeting to review TIP projects in region
4. 2-9 meeting with Springfield Schools on green infrastructure/garden project
5. Prepared scope of work for green infrastructure bmp designs
6. Finished GI-LID checklist for municipal use
7. No hours charged to task

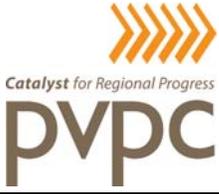
Products

1. GI designs scope of work
2. GI-LID checklist for municipal use

Meetings

1. 2--9-22
attendees: A. Getman-Skillicorn, R. Antosca from schools and P. Gambarini
topic: green infrastructure/garden project
location: zoom
2. 2--9-22
attendees: PVPC staff and muni reps
topic: TIP projects
location: zoom
3. 3-30-22
attendees: P. Gambarini, R. Roseen
topic: Preparing for GI advisory group meetings
location: Zoom

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 4.1 Implementing the Regional Land Use Plan

Progress

1. Staff regional smart growth group, Valley Development Council
2. Staff Regional Housing committee
3. Attend Fair Housing Civil Rights conference
4. Support and staff the regional housing committee and the Valley Development council, our regional smart growth committee
5. Assisted the Town of Monson with advancing sustainable development, climate resilience and smart growth as part of the open space planning process.
6. Publicized and staffed the quarterly meeting of the regional smart growth working group, the Valley Development Council
7. Planned for and publicized the quarterly meeting of the regional housing committee that will happen in Feb due to a scheduling problem

Products

Meetings

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 4.2 Scenic Byways Support

Progress

1. No hours charged to task
2. Talked by phone and e-mailed with several potential trails consultants, obtained estimate, prepared budget on new HF linkage in Chester
3. Convened and facilitated meetings with Highlands Footpath - Chester linkage working group on 1-18 and 1-26; (P. Gambarini)
4. Met with DCR's P. Jahnige and Hill town Land Trust S. Loomis on 1-20 (P. Gambarini)
5. Began preparing presentation to describe Highlands Footpath, recent work, and plan for coming work

Products

Meetings

1. 1-18-22
attendees: A. Myers, M. Babcock (Highlands Footpath Reps) and K. Lombard (TNC)
topic: New trail linkage in Chester
location:
2. 1-20-22
attendees: P. Jahnige (DCR)
topic: Best approach to advancing new trail work in Chester
location: zoom
3. 1-20-22
attendees: S. Loomis (Hilltown Land Trust)
topic: CR interest on property adjacent to Chester linkage
location: zoom
4. 1-26-22
attendees: A. Myers, M. Babcock (Highlands Footpath Reps) and K. Lombard (TNC)
topic: New trail linkage in Chester
location: zoom

Objectives

Task: 4.3 Local Pavement Management Program

Progress

1. No hours charged to task
2. No hours charged to task
3. No hours charged to task

Products

Meetings

Objectives



PVPC (114671) FFY 2022 Activity Progress Report - Quarter 2

Task: 4.4 Local Technical Assistance

Progress

1. Attended Principles of Leadership Training on 3/15 and 3/22
2. Assisted the Town of Monson with Complete Streets documentation and program information.
3. Attended JTC Meeting on 2/16
4. Attended MPO Meeting on 2/22
5. Attended MEPA Thresholds review committee meeting on 2/11
6. Assisted the Town of West Springfield with the MassDOT project initiation process.
7. Provided endangered species mapping guidance to the Town of West Springfield.
8. Review feasibility study scope of work and cost estimate for the Town of West Springfield.
9. Participated in the MEPA Advisory Committee Meetings on 1/4 and 1/28 on new review thresholds
10. Met with the town of West Springfield to discuss their application for a Gaming Commission Construction grant
11. Wrote a letter of support for the West Springfield project
12. Reviewed and provided comments on ENF proposal for Target Warehouse in Westfield (P. Gambarini)
13. Attended planning board meeting in South Hadley (P. Gambarini)

Products

Meetings

1. 1/14
attendees: Roux
topic: MEPA
location: Zoom
2. 1/25
attendees: Roux
topic: MGC Grant Meeting
location: Zoom
3. 2/11
attendees: Roux
topic: MEPA Review Thresholds
location: Zoom
4. 2/16
attendees: Roux
topic: JTC
location: Zoom
5. 2/22
attendees: Roux
topic: MPO
location: Zoom

Objectives