

Chittenden County Regional Planning Commission
Executive Director's FY 10 Work Program Progress Report
January 2010

2011 Regional Plan Update [Task 1.1.1]

Staff updated and reviewed policies as stated by the RPUC. Staff revised the Planning Area boundaries based on comments received on the 2006 Regional Planning Area Map. Attended municipal meetings in the following communities to ask the elected officials for any comments and make their communities aware of the open process – Milton (January 4), Underhill (January 7), and Westford (January 14). Staff and Director prepared for and participated in January 5th Regional Plan Update Committee meeting to further revise policies, etc. At the request of the South Burlington Planning Commission, Director prepared for and participated in workshop meeting on January __ to discuss the Planning Area Map.

Staff Contact: Charlie Baker, Samantha Tilton, Melanie Needle, Leslie Bonnette

Act 250 and Section 248 Reviews [Task 2.1.1]

Staff continues to review Act 250 documents and maintain the database.

Staff Contact: Samantha Tilton

Confirm Municipal Planning Processes [Task 2.1.2]

No activity to report

Staff Contact: Samantha Tilton

Regional Stormwater Educational Program [Task 2.3.1]

No Steering Committee meeting was held this month. Staff worked on the December minutes, scheduling for future meetings, expense tracking and budget forecasting and met with the RSEP Chair Jim Jutras to draft a budget for the 2010-2011 program year. See also 4.1.1.31, Stormwater Utility Assistance.

Staff Contact: Dan Senecal-Albrecht

Transportation Environmental Planning: Stormwater [Task 2.3.2]

Staff contacted Dubois & King to assure final deliverables of Huntley Road Culvert Study and Estimate were delivered to Westford.

Staff Contact: Dan Senecal-Albrecht

Air Quality, Land Use and Transportation [Task 2.3.3]

Staff drafted, reviewed and presented the draft air quality report at the MPO's January Transportation Advisory Committee (TAC) meeting. Staff revised the draft report in response to TAC and public comments. The report will be on the TAC agenda in February. Staff reviewed information about EPA's proposal to make the maximum acceptable standard for ozone more stringent. The Burlington *Free Press*' article on the air quality report ran January 3rd.

Staff Contact: Julie Potter

Brownfields Assessment Program [Tasks 2.5.1]

The Advisory Committee met in January and approved doing further work at the Richmond Creamery. Staff provided support for this meeting. Staff prepared and submitted quarterly grant progress reports to EPA. Current projects include:

3 Maple Street – Staff discussed the Quality Assurance Project Plan for the Phase II study with the property owners. The QAPP was submitted to EPA and VT DEC for their review.

Moran Plant – Awaiting agency review comments on the revised subsurface investigation report.

Richmond Creamery – Awaiting agency review comments on the revised Phase II report. Discussed spending out the grant with additional work at this site.

Staff Contact: Julie Potter & Samantha Tilton

Lake Champlain Byways Program (Non-grant) [Task 2.5.2.]

Staff prepared for, traveled to and presented information at the Byway Council's January 26th meeting in Ferrisburgh. Staff traveled to the St. Jean, QC region to discuss possible future collaboration between the Lake Champlain Byway, the Lakes to Locks Passage (NY) and the newly-forming QC byway counterpart along the roads on either side of the Richelieu River. Staff reviewed the Council's January minutes and organized rough drafts of various grant applications for consideration by the Council for submission in the FY10 National Scenic Byways grant round.

Staff Contact: Dan Senecal-Albrecht

Lake Champlain Byways Program (Panels & Signage) [Task 2.5.2.1]

No activity this month.

Staff Contact: Dan Senecal-Albrecht

Lake Champlain Byway Program (Grant #04, Signage and Municipal Projects) [Task 2.5.2.2]

Staff monitored contractors working on municipal visitor improvement projects and communicated with municipal staff on same. This included Paul Singer Design (South Burlington Recreation Path Kiosks); LandWorks (Shelburne Wayfinding, South Burlington Wayfinding, Burlington wayfinding), Wood and Wood Signs (Winooski wayfinding and kiosks; Essex Junction wayfinding and kiosk) and Lamoureux & Dickinson (Milton Town Forest parking area design). In addition, staff: a) worked to facilitate communication between the City of South Burlington and the two contractors selected by the City to fabricate 3 Recreation Path Kiosks and 8 City map signs using municipal funds. Staff conferred with Mr. Herrick of Charlotte Trails Committee concerning potential use of Byway funds for interpretive improvements at Pease Mtn. Natural Area and other locations. On January 7th, staff provided a detailed memo to VTRANS-LTF outlining the status of the \$11,000 allocated towards each of the County's 8 Byway municipalities for use in design and/or construction of visitor improvements. Staff provided updates to VTRANS-LTF via phone and e-mail and submitted monthly financial and activity reports to VTRANS-LTF.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan

Lake Champlain Byway Program (Grant #06, Interpretive Materials and Outreach) [Task 2.5.2.3]

Staff conferred with VTRANS-LTF on requirements and drafted and published a bid request for the printing of the Byway's Chittenden County Activity Piece. Staff contacted local newspapers concerning publication of an FAQ insert about the Byway. Staff provided updates to VTRANS-LTF via phone and e-mail and submitted monthly financial and activity reports to VTRANS-LTF.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan, Claire Leonard

LC Byway Program (Contract from Byway Council, Traveler Information) [Task 2.5.2.4]

Staff contacted the Byway website designer to arrange for final closeout of web maintenance activities and traveled to Grand Isle on January 28th to meet personally with him. Staff met twice with Jeffrey Schneider, architect to obtain final signed plans for the portalet shelter, discuss project status and obtain information on building specs. Staff drafted two permits applications for the two portalet shelters (one in Grand Isle and one in South Hero) to the Division of Fire Safety and traveled to the Divisions' Williston office to discuss and submit same. Staff solicited quotes for translation of the Byway lure piece into French. Staff conferred with Cindy Roberts of the State's brochure management program to project number of needed brochures to place at State Welcome Centers. Staff conferred with VTRANS-LTF on requirements and drafted and published a bid request

for the printing of the Byway's lure piece brochure. Staff conferred with Maja Design on adaption of lure piece brochure into Travel Information Panels for outdoor placement. Staff prepared for, traveled to and presented information on the grant deliverables at the Byway Council's January 26th meeting in Ferrisburgh. Staff prepared and submitted invoices (including documentation of matching funds) for Council committee approval and submitted same to VTRANS-LTF. Staff provided updates to VTRANS-LTF via phone and e-mail.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan

LC Byway Program (Contract from Byway Council, Corridor Management Plan Update and Capacity Building [Task 2.5.2.5]

Staff traveled to the St. Jean, QC region to discuss possible future collaboration between the Lake Champlain Byway, the Lakes to Locks Passage (NY) and the newly-forming QC byway counterpart along the roads on either side of the Richelieu River. Staff prepared for, traveled to and discussed with the Council how the CMP update process would be integrated with a proposed drafting of a Byway Marketing Plan and a Byway Interpretive Plan at the Byway Council's January 26th meeting in Ferrisburgh. Staff prepared and submitted invoices (including documentation of matching funds) for Council committee approval and submitted same to VTRANS-LTF.

Staff Contact: Dan Senecal-Albrecht

LC Byway Program (Contract from Byway Council, Chittenden County Recreational and Cultural Sites Inventory [Task 2.5.2.6]

Staff conferred with Colchester Historical Society, the Town of Colchester staff and LTF staff and then drafted and distributed an RFQ to obtain consultant services to assist the Historical Society in scoping of interpretive improvements. Staff prepared and submitted invoices (including documentation of matching funds) for Council committee approval and submitted same to VTRANS-LTF. Staff provided updates to VTRANS-LTF via phone and e-mail.

Staff Contact: Dan Senecal-Albrecht, Janet Botula

Transportation Land Use Planning [Task 2.7.1]

Director and staff met with CCMPO Director and staff to jump start the work in revising the MOU and associated documents. Director and staff revised program for transportation and regional planning forums in cooperation with TRC for March 4th and 5th. Director and Vice Chair attended and participated in January 20 CCMPO Board meeting. Directors met to discuss potential car share opportunities. Reviewed potential joint UPWP project proposal.

Staff Contact: Samantha Tilton, Charlie Baker

Transportation Corridor Viewshed Analysis [Task 2.7.2]

Staff was given the volunteer data for another road in Jericho. A small amount of time was spent adding this data into the already created GIS data layer and providing an updated Jericho map.

Staff Contact: Pam Brangan

Chittenden County Energy and Climate Action Guide [Task 2.9.1]

Staff reviewed recent articles on energy and climate change.

Staff Contact: Julie Potter, Samantha Tilton, Charlie Baker

Incident Command System Training [Task 2.10.1]

Staff organized the catering for the ICS 400 class January 11th and 12, 2010.

Staff Contact: Melanie Needle

Local Emergency Planning Committee Assistance [Task 2.10.2]

CCRPC provided administrative support to Local Emergency Planning Committee (LEPC). This task involved the administration of LEPC expenses, the arrangement and holding of LEPC meetings. Staff attended the January 12, 2010 LEPC meeting. Staff provided administrative support to CERT and attended the January 12, 2010 meeting.

Staff Contact: Melanie Needle

Emergency Management Performance Grant (EMPG) [Task 2.10.3]

Staff continued work on the update to the All Hazards Mitigation Plan, preparing municipal annexes for Richmond, Winooski and Westford. Staff researched and provided the Essex Fire Chief with population data for municipalities that have full time fire chiefs. Staff participated in interviews for the ½ time Emergency Management Planner position.

Staff Contact: Charlie Baker, Melanie Needle, Julie Potter

Regional Emergency Coordination [Task 2.10.4.2]

No work to report.

Staff Contact: Melanie Needle

Hazardous Materials Emergency Preparedness (HMEP) Grant - Shelter-In-Place [Task 2.10.5]

Project is complete.

Melanie Needle

All-Hazards Mitigation Plan [Task 2.10.6]

Staff met with municipal officials from Burlington, Richmond, Jericho, Williston and Shelburne to review their respective AHMP annexes. Some activities for this project are also being billed to Task 2.10.3 (Emergency Management Planning Grant) and Task 2.10.7 (Fluvial Erosion Hazard Mapping and Planning).

Staff Contact: Julie Potter, Intern

Fluvial Erosion Hazard Mapping and Planning [Task 2.10.7]

Staff continued work on the update to the All Hazards Mitigation Plan, preparing municipal annexes for Richmond, Williston and Westford. Staff worked with City of Burlington staff and ANR staff to discuss possible FEH studies along lower Winooski to address erosion concerns. Using data provided by ANR staff prepared a map detailing the status of Bridge & Culvert analysis throughout the County and distributed same back to ANR and consultants for review.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan, Julie Potter

Regional Models [Task 3.1.1]

Staff calculated future households and employment in 2060 for municipalities outside the core of the County. This forecast will be compared with the MTP land use scenarios. Staff and Director worked with CCMPO Staff and Director to further examine employment and population estimates. Director and MPO Director met with UVM researchers on January 20 to further determine ability to possibly use UrbanSim in the future.

Staff Contact: Melanie Needle, Charlie Baker

Land Use Data Update and Maintenance [Task 3.2.1]

A small amount of time was spent on Huntington and Essex culvert data. Staff printed charts for the MPO press conference on February 1st.

Staff Contact: Pam Brangan, Melanie Needle

Transportation Environmental Planning: Online Resource Mapping [Task 3.2.2]

Another component to this task has to do with wildlife connectivity and transportation. Staff attended a Critical Paths Workshop. Staff also began collecting data to inform us of wildlife connectivity within Chittenden County. Staff began organizing a meeting of various staff, state, and board members to discuss this project in more detail.

Staff Contact: Pam Brangan, Melanie Needle

Municipal and Regional Technical Assistance [Task 4.1.1]

Staff provided Huntington with paper maps of the 2007 Vermont Orthophotos. Staff made another change to a Westford Town Plan Map. Staff continues to work with Charlotte Conservation Commission at getting their Significant Wildlife Habitat map and data accessible to the public through our ftp site. Staff provided Williston staff with GIS technical assistance. Staff provided Essex Junction with a quick railroad map for a presentation. Staff provided the Town of Hinesburg with household and employment projection information. Director discussed with municipalities and DHCA preserving the MPG program in FY10. Director worked with VLCT (contractor) to update project schedule for Regional Police Study. Provided 2009 Annual Report to Underhill. Attended and supported South Burlington's New Town Center application in front of the Downtown Board.

Staff Contact: Samantha Tilton, Pam Brangan, Melanie Needle, Charlie Baker, Julie Potter, Dan Senecal-Albrecht, Leslie Bonnette

VEM PSD Coordination 10 [Task 2.10.4.2]

No activity to report.

Staff Contact: Melanie Needle, Charlie Baker, Dan Senecal-Albrecht, Samantha Tilton, Pam Brangan

Floodplain Map Modernization (MMMS 08) [Task 4.1.1.21]

This grant ended in September with all deliverables completed and reports filed.

Staff Contact: Charlie Baker, Dan Senecal-Albrecht, Samantha Tilton, Pam Brangan

Floodplain Bylaw Update (HMGP 09?) [Task 4.1.1.22] -

The Legislature's Joint Fiscal Committee approved transfer of these federal funds and a grant agreement should be initiated soon between VEM and CCRPC – still pending. Staff continues to develop maps for Bolton, Huntington and Underhill. Bolton wants landowner names on the map. Huntington wants to view DFIRM and FEH data with orthophotos.

Staff Contact: Samantha Tilton, Pam Brangan, Charlie Baker, Dan Senecal-Albrecht

Essex Town Plan Update [Task 4.1.1.23]

Staff is working with Essex staff to update statistical data for the identified sections of the Plan.

Staff Contact: Samantha Tilton, Charlie Baker, Pam Brangan

Landslide Mapping and Hazard Assessment [Task 4.1.1.24]

Three towns have indicated interest in participating as pilot communities. The grant is not yet active.

Staff Contact: Dan Senecal-Albrecht, Samantha Tilton, Charlie Baker, Pam Brangan

Energy Efficiency and Conservation [Task 4.1.1.25]

Staff answered questions about grant criteria from potential applicants. Director and staff reviewed federal guidance as needed to answer these questions. Director prepared and submitted the first quarterly report for the Federal Grant – no activity since grant agreement was signed on December 23. Director and staff prepared for and participated in January 11 Energy Committee meeting to review guidelines prior to January 15 deadline. Provided summary of proposed EECBG program activities to CEDF. Prepared for and participated in January 25 Energy Committee meeting to begin review of the 23 applications totaling \$974,470.

Staff Contact: Samantha Tilton, Charlie Baker

Stormwater Utility Assistance [Task 4.1.1.31]

Staff worked with ANR staff to plan for a second open discussion meeting hosted by CCRPC between MS-4s and ANR staff on the draft MS-4 permit and related issues (set for February 11th). Staff also worked on securing the CCRPC conference room for ANR's formal meeting (scheduled for February 16th) to take comment on the draft MS-4 permit.

Staff Contact: Dan Senecal-Albrecht, Charlie Baker

Education, Outreach and Partnership [Task 4.1.2]

Website work continues and a new outline is being put into place. Staff revised the agenda for the 2010 Chittenden County Planning Conference. Two letters of support were sent and a briefing attended by the Director for a VEGI application in Essex and another in Burlington. Reviewed and offered suggestions for improving VIT workshops. Reached out to, and met with, new Town Administrator in Richmond. Director attended legislative committees as needed on behalf of Vermont RPC's and municipalities. Director met with Congressman Welch staffer to introduce him to RPC programs. Director participated in Winooski NRCD Council meeting along with Northern VT RC&D.

Director participated in the following education, partnership and outreach efforts:

January 6 – LCCC/GBIC Government Affairs Committee

January 7 - VAPDA

January 8 – Vermont Economic Outlook Conference

January 11 – LCCC/GBIC Legislative Breakfast

January 11 – presentation on Healthy Communities and Design to the Pioneering Healthier Communities group

January 12 –on behalf of CCRPC/CCMPO in the Winooski Downtown Partnership meeting

January 19 – Municipal Manager's lunch

January 20 - LCCC/GBIC Regional Affairs Committee

Staff Contact: Charlie Baker, Dan Senecal-Albrecht, Pam Brangan, Melanie Needle, Julie Potter, Samantha Tilton, Leslie Bonnette

Technical Assistance to Non-Municipalities [Task 4.2.1]

Staff responded to various requests for spatial data from other agencies. Staff has provided CSWD with maps as they try to find a suitable site for their compost facility.

Staff Contact: Charlie Baker, Julie Potter, Samantha Tilton, Melanie Needle

CCMPO 2060 Metropolitan Transportation Plan Support [Task 4.2.2]

Staff tested various mapping techniques to depict the future land use scenarios for the MTP Scenario Planning project.

Staff Contact: Charlie Baker, Pam Brangan, Melanie Needle

Wetlands Restoration [Task 4.2.3]

Staff has begun work on this grant. The work that has been done to date is to develop a map document that a wetland specialist will view to help identify potential wetland restoration sites with the Winooski and Lake Champlain Direct watersheds.

Staff Contact: Pam Brangan

Stream Geomorphic Assessment Software [Task 4.2.4]

The consultants continue to work on the software development and testing.

Staff Contact: Pam Brangan

Low Impact Development Barriers (2009 ARRA Section 604b) [Task 4.2.5]

Staff solicited final responses to a survey to assess the perceived relative significance of barriers to LID implementation in Chittenden County. The survey was distributed to municipal staff, to those involved in public outreach and to state ANR staff. Twenty-nine responses were received.

Staff Contact: Dan Senecal-Albrecht

Commission and Executive Committee Meetings [Task 5.1.1]

Staff prepared for the Executive Committee and Commission meetings including agendas and minutes.

Staff Contact: Charlie Baker, Leslie Bonnette

Strategic Plan Implementation [Task 5.1.2]

No activity to report.

Staff Contact: Charlie Baker

Work Program [Task 5.1.3]

Reviewed and revised FTE table with all staff to determine the need for any budget or work program revisions.

Staff Contact: Charlie Baker, All Staff

Budget, Bookkeeping, Payroll, Audits, and Analysis [Task 5.1.4]

All invoices were paid and prepared for agency payment. The January profit and loss statement was prepared. January saw a surplus of \$2,300, bringing the FY10 surplus to \$67,602. January's surplus can be mostly attributed to staff billing on pace for budgeted revenues while overall expenses were lighter than projected. Submitted minor task budget amendments to CCMPO to more accurately reflect actual resources needed. Reviewed and developed revised budget estimate for FY10 with Executive Committee and Commission.

Staff Contact: Forest Cohen, Charlie Baker

Grant Writing [Task 5.1.5]

Staff prepared a Scope of Work for a build out analysis and submitted to Stone Environmental as part of their Integrated Water Resources project in Colchester. Director refined scope of work for the Hazard Mitigation Grant Program with VLCT and Central VT RPC. Director prepared a letter of support for CNG fueling station grant request. We executed a \$10,000 contract for Phase 2 Stream Geomorphic Assessment of Browns River. Reviewed and supported request for electric vehicle fueling stations in all of the regions of Vermont. Director prepared a request for funding assistance for the second phase of regional policing effort.

Staff Contact: Charlie Baker, Julie Potter, Dan Senecal-Albrecht, Pam Brangan, Samantha Tilton, Melanie Needle

Staff Professional Development [Task 5.2.1]

Director and MPO Director started to develop program for on-site training in project management and productivity.

Staff attended a three day long workshop on Transportation and Land Use.

Staff Contact: All Staff

Staff Meetings [Task 5.2.2]

Staff meetings were held on January 4th, 14th and 21st.

Staff Contact: All Staff

Personnel Administration [Task 5.2.3]

Individual personnel meetings were held as needed. Director and Business Manager prepared information for the compensation study. Interviewed applicants and made selection for Emergency Management Planner.

Staff Contact: All Staff

Computer System Administration [Task 5.2.4]

No major technical issues to report. Staff has begun to price out computers. At least one staff could use a better computer.

Staff Contact: Pam Brangan

General Administration [Task 5.2.5]

Administrative tasks including time sheet and expense recording, ordering of office supplies, and meeting scheduling were performed.

Staff Contact: All Staff