

Chittenden County Regional Planning Commission
Executive Director's FY 10 Work Program Progress Report
February 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. Staff and Director prepared for and participated in February 2nd Regional Plan Update Committee meeting to further revise policies, etc. Director and staff met with the following municipalities' planners to discuss the Planning Area Map: Burlington, Williston, Colchester, and Shelburne. Additional meetings will follow in March.

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]

The Steering Committee met in February. The overall budget and contract with Marketing Partners was amended to factor in maintenance level activities (a small ad buy and RPC staff time) and extend the budget time period from March through June. This will enable the next program year to start July 1 which should put it into sync with the start of a new permit cycle and the start of the municipal 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 provided VTrans with % of VTrans impervious surface within the impaired watersheds, within the UA and within the MS4 area. Deliverables included maps and tables.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan

Air Quality, Land Use and Transportation [Task 2.3.3]

Staff presented the revised draft air quality report at the MPO's February Transportation Advisory Committee (TAC) meeting, and received TAC approval. Staff presented the draft report to the MPO Board and received report acceptance with a minor change. The report was also presented and accepted by the RPC.

Staff Contact: Julie Potter

Brownfields Assessment Program [Tasks 2.5.1]

The Advisory Committee did not meet in February. Current projects include:

3 Maple Street – Staff reviewed the Archaeological Resources Assessment and submitted this report to the Div. of Historic Preservation and the EPA. The ARA does not indicated any resources that would be impacted by environmental site assessment field work.

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

Richmond Creamery – Awaiting agency review comments on the revised Phase II report.

Staff Contact: Julie Potter & Samantha Tilton

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

Staff worked with partners on FY10 National Scenic Byways grant applications.

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. These included LandWorks (, Burlington wayfinding), Wood and Wood Signs (Essex Junction wayfinding and kiosk) and Lamoureux & Dickinson (Milton Town Forest parking area design). Staff provided information to Charlotte Trails Committee to assist in design of information panels at key trailheads. Staff provided updates to VTRANS-LTF via phone and e-mail and submitted monthly financial and activity reports to VTRANS-LTF. Staff provided Charlotte Trails Committee with some GIS data to improve a map of the Pease Mountain area.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan

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

Staff reviewed bids submitted for printing of the Chittenden County activities guide. Staff created a first draft of an RFQ for solicitation of consultants to write text for audio-interpretation. 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 communicated frequently with Dan McMullan of Smart Fish Technologies on edits and improvements to Byway website. Staff conferred with Maja Design on second round of edits to adaption of lure piece brochure into Travel Information Panels for outdoor placement. Staff reviewed bids received for printing of lure piece brochure. Staff solicited bids and awarded contract for translation of lure piece brochure to create a French version. Staff conferred with VTRANS-LTF on contract amendment with architect. 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]

No activity this month.

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 reviewed bids with Colchester Historical Societ for scoping of interpretive displays at Colchester Schoolhouse Museum and met with same and selected contractor, Shadows & Light Design at project kickoff meeting. 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]

Staff is gathering other regional models for revising our MOU and associated policies. Directors discussed coordination regarding major transportation studies and potential federal regional grants. Director and Vice Chair attended and participated in February 17 CCMPO Board meeting. Directors met with CarShareVT to discuss potential car share opportunities. Drafted potential UPWP project proposals presentation. Participated in CCMPO Board Assessment process.

Staff Contact: Samantha Tilton, Charlie Baker

Transportation Corridor Viewshed Analysis [Task 2.7.2]

CCRPC's work on this project is complete.

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]

February Meeting was cancelled due to lack of instructor.

Staff Contact: Paul Luciano, 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 February 9th, 2010 LEPC meeting. Staff provided administrative support to CERT and attended the February 9th, 2010 meeting.

Staff Contact: Paul Luciano, Melanie Needle

Emergency Management Performance Grant (EMPG) [Task 2.10.3]

Staff continued work on the update to the All Hazards Mitigation Plan, revising annexes for Richmond, Westford, Shelburne and Williston in response to municipal staff reviews. Part-time emergency planner began work in February and is actively working with Towns to complete BEOP's. Both the Town and Village of Essex submitted their plans in February. All EMD's were contacted with an offer of assistance. Worked to register CERT trailer under LEPC but State must maintain ownership. Selecting sites and resources for CPOD's. Organized and sent invite for VEM-led PIO training to be hosted by CCRPC in March.

Staff Contact: Paul Luciano, Charlie Baker, Melanie Needle, Julie Potter

Regional Emergency Coordination [Task 2.10.4.2]

A statewide meeting was scheduled for March with all emergency planners from regional planning commissions.

Staff Contact: Paul Luciano, 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 reviewed municipal annexes with officials from Bolton, Milton and Hinesburg. Presentations were made to Bolton, Huntington, Jericho and Underhill Selectboards, South Burlington City Council and Burlington Public Safety Committee. 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, revising municipal annexes for Richmond, Williston, Shelburne and Westford.

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

Regional Models [Task 3.1.1]

No work to report.

Staff Contact: Melanie Needle, Charlie Baker

Land Use Data Update and Maintenance [Task 3.2.1]

Staff began researching the feasibility, need and cost of new orthophotos for Chittenden County. Staff spent some time organizing some existing data in the GIS library. Staff tried to resolve issues with converting Shelburne's parcel data from CAD to GIS.

Staff Contact: Pam Brangan, Melanie Needle

Transportation Environmental Planning: Online Resource Mapping [Task 3.2.2]

A meeting was held with MPO staff, VTrans, Fish & Wildlife as well as an RPC Commissioner and an MPO Board member to discuss wildlife connectivity and transportation. At the meeting, we discussed the Critical Paths work completed along the spine of the Green Mountains, brainstormed scope of work for fiscal year 2011 and discussed outreach meetings we will hold this spring. Staff drafted a scope of work for the CCMPO's UPWP.

Staff Contact: Pam Brangan, Melanie Needle

Municipal and Regional Technical Assistance [Task 4.1.1]

Director sent information regarding MPG funding and a bond opportunity to municipal staff. Support was provided in facilitating Jericho Underhill Flats Village Forum. Staff provided Williston staff with GIS technical assistance. Staff provided Richmond, Shelburne and Colchester with zoning updates and maps. Staff provided the Town of Hinesburg with household and employment projection information. Staff is currently researching changes to Chapter 117 due in September 2011.

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]

Communicated with Shawn Coleman on the roles and responsibilities of CCRPC under PSD. Distributed EP handbooks and informational materials at Town Meeting.

Staff Contact: Paul Luciano, Charlie Baker

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 between VEM and CCRPC in March. 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, Paul Luciano, Samantha Tilton, Charlie Baker, Pam Brangan

Energy Efficiency and Conservation [Task 4.1.1.25]

Director executed State grant and amendment. The Energy Committee and staff received 23 applications totaling \$974,470. Prepared for and participated in February 17th and 22nd Energy Committee meetings to develop recommendation for Energy Strategy project selection to the full Commission. Full Commission voted on the recommendation at their February 22nd meeting. Notification letters were sent to all applicants. Work was started on the submission of these projects to DOE for approval.

Staff Contact: Samantha Tilton, Charlie Baker

Stormwater Utility Assistance [Task 4.1.1.31]

Staff received notice that CCRPC has been successful in securing two grants to aid RSEP MS-4s to develop a pilot program for regional implementation of Minimum Measure 2. \$14,500 was awarded via a Vermont ANR Watershed Grant and up to \$7,500 by LCBP's Education and Outreach grant. Staff worked with ANR staff to host second open discussion meeting hosted by CCRPC between MS-4s and ANR staff on the draft MS-4 permit and related issues on February 11th). Staff participated at the formal public informational meeting (held on February 16th) to take comment on the draft MS-4 permit.

Staff Contact: Dan Senecal-Albrecht, Charlie Baker

Clean & Clear: Browns River Fluvial Erosion Hazard Assessment [Task 4.1.1.34]

Staff monitored the contractor conducting a Phase 2 assessment of portions of mainstem and several tributaries of the Browns River in Westford, Jericho and Underhill.

Staff Contact: Dan Senecal-Albrecht

Education, Outreach and Partnership [Task 4.1.2]

Press releases about the Energy Grant awards were sent to regional newspapers and weeklies. Website templates are being considered for functionality and price. Staff will focus on customization plan and simplify framework and contents for ease of maintenance and user efficiency. In-house photos are being selected for the site and color scheme will be finalized with site designers. Staff finalized the program for the 2010 Chittenden County Planning Conference scheduled for March 5th. Conference program was sent to all elected officials in the County. Staff arranged for conference to qualify for 5.5 AICP Certification

Maintenance credits. Two letters of support were sent. Director attended legislative committees as needed on behalf of Vermont RPC's and municipalities.

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

February 4 - VAPDA

February 9 – meeting with Smart Growth VT staff

February 16 – DEHCD's Consolidated Housing Plan Advisory Committee

February 17 – LCCC/GBIC Regional Affairs Committee

February 17 – Northern Vermont Resource Conservation and Development Council

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 began working on High Crash Location and Congestion maps.

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]

No activities this month.

Staff Contact: Dan Senecal-Albrecht

Commission and Executive Committee Meetings [Task 5.1.1]

Joint Benefits and Joint Executive Committees met to review the draft Compensation Study. 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]

No activity to report.

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 February profit and loss statement was prepared. February saw a surplus of \$14,624, bringing the FY10 surplus to \$78,875. February's surplus can be mostly attributed to the VT Energy grant coming on line as well as being contractually able to invoice for project consultant expenses that had to be deferred until now. Developed first draft FY11 budget estimate.

Staff Contact: Forest Cohen, Charlie Baker

Grant Writing [Task 5.1.5]

Started review of HUD/EPC/DOT Sustainable Community regional Initiative opportunity. Informed LEPC members of Grant writing training in late April in Verona NY, discussed potential benefit of attending with director.

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

Staff Professional Development [Task 5.2.1]

Director and MPO Director refined and scheduled program for on-site training in project management and productivity for March 29th. Staff attended a day-long workshop in Social Marketing for Watershed issues.

Staff Contact: All Staff

Staff Meetings [Task 5.2.2]

Staff meetings were held on February 22nd.

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. Joint staff meeting was held to review the Draft Compensation Study.

Staff Contact: All Staff

Computer System Administration [Task 5.2.4]

A new computer was purchased for a staff person. The computer has been set up and is running well.

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. RPC and MPO staff previewed project management software.

Staff Contact: All Staff