

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

2011 Regional Plan Update [Task 1.1.1]

Staff has been updating the text, tables, and policies within Chapter 1 – 4 for the Initial Draft, with plans on providing revised chapters to RPUC at the April Meeting and to the Full Commission at the April 26th meeting. Staff and Director prepared for and participated in March 2nd Regional Plan Update Committee meeting to finish revising the policies and discussing the changes made to the Planning Areas 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]

The Steering Committee met briefly in March. Staff reviewed the draft Year 7 Program Report prepared by Marketing Partners, suggested improvements and distributed final reports to members. Staff reviewed, suggested changes to and approved the proposed Spring 2010 Media Buy prepared by Marketing Partners. See also 4.1.1.31, Stormwater Utility Assistance.

Staff Contact: Dan Senecal-Albrecht

Transportation Environmental Planning: Stormwater [Task 2.3.2]

No activity this month.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan

Air Quality, Land Use and Transportation [Task 2.3.3]

Staff assembled final accepted version of the air quality report and provided it to CCMPO for posting on their website. Staff made presentation on the report at the CCRPC Planning Conference.

Staff Contact: Julie Potter

Brownfields Assessment Program [Tasks 2.5.1]

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

- 3 Maple Street – Received EPA and DEC approval of the Quality Assurance Project Plan (work plan) for the Phase II environmental site investigation to be conducted in April. Received letter from VT Div. Historic Preservation concurring with conclusions of the archeological resources

assessment that the Phase II will not impact historic resources. Consultant prepared an information fact sheet to provide residents about the field work.

- Moran Plant – Received DEC letter agreeing with the results and conclusions of the subsurface investigation report.
- Richmond Creamery – Received DEC review comments on the revised Phase II report. Staff is working with consultant to address remaining issues.

Staff Contact: Julie Potter & Samantha Tilton

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

Staff worked with partners on FY10 National Scenic Byways grant applications and presented information on the 4 Byway grants to the Vermont Scenery Preservation Council at its March 29th meeting.

Staff Contact: Dan Senecal-Albrecht

Lake Champlain Byway 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 worked with Shelburne landowners to relocate a Shelburne Farms Official Business Directional Sign to another location. Staff monitored contractors working on municipal visitor improvement projects and communicated with municipal staff on same. These included LandWorks (, Burlington wayfinding), Lamoureux & Dickinson (Milton Town Forest parking area design), Wood & Wood (Essex Junction information kiosk) and Spectralite (South Burlington Recreation Path kiosks). 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 Contact: Dan Senecal-Albrecht, Pam Brangan

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

Staff awarded contracts for printing of the Chittenden County activities guide and worked with designer and printer on reviewing proofs. Staff consulted with staff on National Park Service on preparation 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 and travelled to meet with Dan McMullan of Smart Fish Technologies on edits and improvements to Byway website. Staff conferred with Maja Design on final round of edits to adaption of lure piece brochure into Travel Information Panels for outdoor placement. Staff awarded a contract for printing of lure piece brochure and worked with Maja Design and printer to review and approve proofs. Staff made requested improvements to Byway map used in both brochures and in Travel Information Panel Staff worked with Maja Design to proof final version of French language lure piece brochure. Staff communicated with VTRANS staff in LTF, archeology and environmental permitting on CE process for project. Staff traveled to Islands to re-mark trailblazer locations with paint, stakes and GPS coordinates and photograph same in preparation for drafting of installation Traffic Control Plan. Staff reviewed bids for printing of the French-language version of the 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 participated in a NSB Webinar on “Partnership Development / Strategic Restructuring for Byway Organizations.

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, provided comments on and distributed draft and final copies of the report by Shadows & Light on interpretive display options for the Colchester Historical Society’s Log Schoolhouse Museum. 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 has researched associated policies of other RPCs regarding the Act 250 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 attended a VAPDA meeting acquainting RPCs with key energy organizations in Vermont. Staff participated in two webinars: AASHTO Transportation & Climate Change (3/10) and EPA Smart Growth and GHG Reduction (3/31). Staff researched similar regions to identify benchmarks for regional energy and climate action planning.

Staff Contact: Julie Potter, Samantha Tilton, Charlie Baker

Incident Command System Training [Task 2.10.1]

Contact has been made to VEM and hosting agency, dates for the make-up ICS 300 training have been suggested.

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 March 9th, 2010 LEPC meeting. Staff provided administrative support to CERT.

Staff Contact: Paul Luciano,

Emergency Management Performance Grant (EMPG) [Task 2.10.3]

Staff continued work on the update to the All Hazards Mitigation Plan, revising annexes for Hinesburg and Milton in response to municipal staff reviews. Part-time emergency planner began work in February and is actively working with Towns to complete BEOP's. MOU from VEM regarding CERT trailer obtained and signed by CCRPC. Trailer registration has been handed to CERT director with LEPC chair and VEM support. CPOD sites have been selected and mapping is underway.

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

Regional Emergency Coordination [Task 2.10.4.2]

Participated in Statewide RPC/EP planner conference call. Have discussed and provided technical assistance on the issue of establishing RPP's (respiratory protection plan's) for LEPC's so that CERT can be OSHA compliant regarding donning of already purchased N95 respirators. Consulted with Shawn Coleman on several issues related to Grant compliance and history of work in EP-related activities under RPC's.

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]

Presentations were made to Burlington City Council, and Richmond, Shelburne, Westford and Williston Selectboards. Staff made edits to maps and Multi-Jurisdictional plan and municipal annexes in preparation for April submission to VEM and FEMA for approval pending adoption. 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, Claire Leonard

Fluvial Erosion Hazard Mapping and Planning [Task 2.10.7]

Staff continued work on the update to the All Hazards Mitigation Plan, revising annexes for Hinesburg and Milton in response to municipal staff reviews. Staff conferred with ANR staff on need to include full color coding of erosion sensitivity on FEH maps, provided current and past monthly progress reports on VEM per request and circulated FEH data on lower Winooski to City of Burlington per request.

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 spent time review Census Tracts and Block Groups. Suggested that tracts and block groups could better match municipal boundaries and provided a municipal boundary data layer for use. Staff created a county trails dataset. The data already existed but was not in one dataset for the county. Staff has interviewed for a summer intern to help with culvert and sign inventories. Staff provided maps and signs for the Ped and Bike Summit held on March 27th.

Staff Contact: Pam Brangan, Melanie Needle

Transportation Environmental Planning: Online Resource Mapping [Task 3.2.2]

CCRPC staff attended a ½ day hands-on training for web-mapping using ArcGIS Server and Flex API.

Staff Contact: Pam Brangan, Melanie Needle

Municipal and Regional Technical Assistance [Task 4.1.1]

Staff provided Charlotte with a map for a soils workshop held on March 25th. Staff provided Colchester with maps to be included in a TIF application. Staff provided the Town of Hinesburg with household and employment projection information. Staff started work on a 3D visualization project for Richmond to assist them with visualizing their alternative zoning regulations.

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]

Washington Co. gap in EP planning was discussed and Lamoille Co. has been selected to pick-up work in that area.

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 April.

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

Essex Town Plan Update [Task 4.1.1.23]

Staff completed the data research for the Essex Town Plan in March.

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]

Staff has been in contact with subgrant recipients in order to complete reporting to DOE.

Staff Contact: Samantha Tilton, Charlie Baker

Stormwater Utility Assistance [Task 4.1.1.31]

Staff drafted revised work plans and budget to finalize draft grants agreements for the two grants received to implement the Chittenden County Stream Team [public participation] Pilot Project: \$14,500 was awarded via a Vermont ANR Watershed Grant and \$7,500 by LCBP's Education and Outreach grant.

Staff drafted and issued an RFP to secure a contractor to implement the Scopes of Work in the two grants.

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 distributed the draft final report to staff of the towns. Staff met with contractor to discuss final received report and plan for outreach back to towns.

Staff Contact: Dan Senecal-Albrecht

Education, Outreach and Partnership [Task 4.1.2]

A press release will go out to the Free Press and weeklies when the Energy Grant funds are received and are awarded. Staff input has resulted in the creation of a communications calendar with which to plan upcoming events and public information. The website building has begun and staff will dedicate time to reaching completion of the new site soon. Staff finalized details for the 2010 Chittenden County Planning Conference scheduled for March 5th and implemented the conference. Director attended legislative committees as needed on behalf of Vermont RPC's and municipalities.

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

March 4 - VAPDA

March 12 and 15 – meeting with South Burlington and Colchester re Energy

March 15 – Legislative Breakfast

March 17 – LCCC/GBIC Regional Affairs Committee
March 17 – CCMPO Board meeting
March 18 – Burlington legacy Town Meeting
March 23 – Transit Oriented Design at CCTA
March 23 – Airport F35a Meeting
March 24 – Environmental Literacy
March 29 – Productivity and Project Management Training
March 30 – ACCD Conference
March 31 – Meeting with Paul Conner re Regional Plan Planning Areas

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 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 continues to work 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]

Staff worked to compile and summarize of the 20+ responses to its survey of municipal and state officials and various development professionals. Staff prepared and submitted its required quarterly report.

Staff Contact: Dan Senecal-Albrecht, Janet Botula

Commission and Executive Committee Meetings [Task 5.1.1]

Staff prepared for the monthly Executive Committee and Commission meetings as well as an Emergency Executive Committee meeting held on March 31st 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]

The first draft Work Program was prepared and reviewed with the Work Program Committee.

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 March profit and loss statement was prepared. March saw a deficit of \$1,197, bringing the FY10 surplus to \$77,747. March had the added cost of the annual Planner's Conference. The draft FY11 budget estimate was reviewed by the Executive Committee.

Staff Contact: Forest Cohen, Charlie Baker

Grant Writing [Task 5.1.5]

Started review of HUD/EPC/DOT Sustainable Community regional Initiative opportunity. Staff worked on a National Scenic Byway grant to fund parking improvements at the Milton Town Forest

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

Staff Professional Development [Task 5.2.1]

Several staff attended a two-day InDesign training at Panurgy to gain the skills to transpose the existing format of the Regional Plan into an updated style. An on-site training in project management for CCRPC and CCMPO staff was presented on March 29th.

Staff Contact: All Staff

Staff Meetings [Task 5.2.2]

Staff meetings were held on March 8th, 15th, 22nd and March 30th.

Staff Contact: All Staff

Personnel Administration [Task 5.2.3]

Individual personnel meetings were held as needed.

Staff Contact: All Staff

Computer System Administration [Task 5.2.4]

No major issues to report.

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