

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

**2011 Regional Plan Update** [Task 1.1.1]

Staff has been updating the text, tables, and policies within Chapters 4 - 6 for the Initial Draft. Revisions of these chapters will be reviewed by the Regional Plan and Update Committee at the May 4<sup>th</sup> meeting. Staff prepared for and participated in April 6<sup>th</sup> PUC meeting to review updates to Chapters 1 – 3, followed by a distribution of the chapters to the Full Commission for the April 26<sup>th</sup> meeting.

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

**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 did not meet in March. Staff reviewed invoices for the Spring 2010 Media Buy. See also 4.1.1.31, Stormwater Utility Assistance.

Staff Contact: Dan Senecal-Albrecht

**Transportation Environmental Planning: Stormwater** [Task 2.3.2]

Reviewed and provided comments on the LaPlatte River Watershed Stormwater Infrastructure Study. Using the 2010 drafts of each town's All-Hazards Mitigation Plans as well as River Corridor Plans, staff began compiling a list of potential stormwater projects in each municipality.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan

**Air Quality, Land Use and Transportation** [Task 2.3.3]

Task complete - No activity this month.

Staff Contact: Julie Potter

**Brownfields Assessment Program** [Tasks 2.5.1]

The Advisory Committee did not meet in April. CCRPC received notice from EPA that our Brownfields Assessment Grant application was successful; we will receive \$200K for petroleum sites and \$200K for hazardous substances sites. The grant starts in October. Submitted quarterly reports to EPA for the current assessment grants. Current projects include:

- 3 Maple Street – Met with consultant to review Phase II field work schedule. Field work started and will be completed in early May.
- Richmond Creamery – Discussed project status with property owners, their development consultant, a prospective purchaser and the Richmond Town Planner and Town Administrator. Consultant provided revisions to the Phase II report, which staff will submit to EPA, DEC and VDH.

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.

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 monitored contractors working on municipal visitor improvement projects and communicated with municipal staff on same. These included LandWorks (, Burlington wayfinding) and Wood & Wood (Essex Junction information kiosk). 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 worked with designer to adapt activities brochure into fixed outdoor panel. Staff communicated with printer on final printing and deliver of Activities brochure. 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]**

Portalet Shelter: staff worked with landowner and Town of Grand Isle to obtain zoning permit, stake out shelter location, post permit signs, confirm location with Division of Fire Safety. English version lure piece brochure: review final proofs with printer and designer, worked with partner chambers and VT Information Center program to set up distribution plan, delivered same to chambers. French version lure piece brochure: review final proofs with printer and designer, worked with partner chambers and VT Information Center program to set up distribution plan. Fixed outdoor travel info panel: review final proofs with designer. New trailblazer signs: travel twice to Addison County to mark sign locations, work with ACRPC on same. Prepare maps of potential locations. 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 worked with Town of Milton staff and VTRANS to investigate new engineering designs to minimize wetland impacts of proposed access improvements to Milton Town Forest parking area. 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 currently working with CCMPO on identifying issues of concern and efficiency regarding both municipal plan and Act 250 review.

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 researched and reviewed information on energy and climate change. Attended a briefing on alternative energy sponsored by LCRCC. Met with VECAN representative to plan a Regional Energy Forum in June.

Staff Contact: Julie Potter, Samantha Tilton, Charlie Baker

### **Incident Command System Training [Task 2.10.1]**

ICS 300 was scheduled and information disbursed to EP community. Course had to be postponed. List of interested parties was established and new dates to be released in May, 2010.

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. Worked to re-structure LEPC meeting format by incorporating a more—"training and presentation-based" plan. Solicited members of EP community to

present to LEPC. Scheduled presentations for May and June meetings. Worked to find and acquire key-note speaker for LEPC annual meeting in June or July. Rocco Forte is a strong candidate. LEPC decided to implement RPP for CERT team, that work will be a new responsibility for EMP at CCRPC. Worked towards completion of LEPC plan revisions to include mutual aid agreements. Decision to insure town contact information for key-players in local-level emergency mitigation is accurate and updated.

Staff Contact: Paul Luciano

### **Emergency Management Performance Grant (EMPG) [Task 2.10.3]**

Mapping complete to CPOD plan (MN). CPOD plan work continued as managers/backups were named along with adoption of staffing model for all CPOD locations. EMPG grant funds were exhausted. Developed initial strategy to implement EMD certification within LEPC meetings. Updated Crosswalk checklist and made edits to text and maps for draft All Hazards Mitigation Plan.

Staff Contact: Paul Luciano, Melanie Needle, Julie Potter, Claire Leonard

### **Regional Emergency Coordination [Task 2.10.4.2]**

Drafting new version of LEPC plan which will be used as template for other LEPC plans in Vermont.  
Paul Luciano, Melanie Needle

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

Project is complete.

Staff Contact: Melanie Needle

### **All-Hazards Mitigation Plan [Task 2.10.6]**

Met with Managers from Essex and Essex Junction about the All Hazards Mitigation Plan. Made presentations to Hinesburg, Milton and Essex Selectboards and received permission to submit their respective annexes. Updated Crosswalk checklist and submitted draft Chittenden County Multi-Jurisdictional All Hazards Mitigation Plan and 15 annexes to FEMA and VEM for review and 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 met with ANR staff to plan needed research for 2010 field season. Staff worked with ANR staff to investigate potential projects in Jericho, Underhill, Westford and Charlotte. Updated Crosswalk checklist and made edits to text and maps for draft All Hazards Mitigation Plan. Staff provided maps for FEH related meeting. Staff initiated investigation of Charlotte; Lewis Creek/Laplatte river erosion brought up by Town EMD at TOEC meeting in April.

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 completed updating a county-wide composite of municipal zoning GIS data. Staff created road maps of several municipalities for members of Richmond Rescue and Charlotte Rescue to use in rescue stations and ambulances. Staff has hired a summer intern to help with culvert and sign inventories.

Staff Contact: Pam Brangan, Melanie Needle, Claire Leonard

### **Transportation Environmental Planning: Online Resource Mapping [Task 3.2.2]**

RPC and MPO staff met to discuss online mapping options and the ESRI Community Maps Program. Staff began paperwork and data gathering for Community Maps training workshop. Staff sent member municipalities an email describing the Community Maps Program and addressed questions and concerns. RPC and MPO staff worked together to determine dates and obtain speakers for two Wildlife Connectivity and Transportation meetings that will be held in June.

Staff Contact: Pam Brangan, Melanie Needle

### **Municipal and Regional Technical Assistance [Task 4.1.1]**

Staff continues to work with Colchester on maps for their TIF application. Staff updated the Charlotte Conserved Lands data and will provide the town with an updated wall size map. Staff worked on a 3D visualization project for Richmond to assist them with visualizing their alternative zoning regulations and density changes will impact the Route 2 scenic corridor. Staff has compiled some basic information on zoning and zoning rewriting as reference materials.

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 work to report

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 grant agreement was executed this month for the period August 25, 2009 to September, 2011. There are still about five communities that are finalizing their bylaws.

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 completed reporting to DOE and was notified of approval of the subgrantees. Staff is compiling information for subgrantees in regards to data collection and reporting needs for DOE.

Staff Contact: Julie Potter, Samantha Tilton, Forest Cohen, Charlie Baker

### **Stormwater Utility Assistance** [Task 4.1.1.31]

Staff worked intensively, with a team of RSEP members, to review bids received and interview bidders for the Stream Team project. Landslide, Inc. of East Middlebury was selected to implement the project.

Staff Contact: Dan Senecal-Albrecht, Charlie Baker

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

Staff worked with ANR to organize and hold a meeting attended by town staff from Jericho, Westford and Underhill to review the results of the FEH research recently conducted as well as past research.

Staff Contact: Dan Senecal-Albrecht

### **Education, Outreach and Partnership** [Task 4.1.2]

Organization of CCRPC's new website design is nearing completion and will become live within the next month. Photos are being finalized for the new design. Director attended legislative committees as needed on behalf of Vermont RPC's and municipalities.

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

April 1 - VAPDA

April 7 – LCCC/GBIC Government Affairs Committee

April 20 – Managers' Lunch

April 21 – LCCC/GBIC Regional Affairs Committee

April 21 – Northern VT Resource Conservation and Development Commission

April 21 – CCMPO Board meeting

April 23 – VPA Spring Workshop

April 27 – Senator Leahy's staff

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 provided the MPO with a draft map of a future land use scenario for the MTP Scenario Planning project.

Staff Contact: Charlie Baker, Pam Brangan, Melanie Needle

### **Wetlands Restoration [Task 4.2.3]**

Staff has been working with the Wetlands Specialist on updating the dataset to identify potential wetland restoration sites.

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 sent an e-mail to a subset of those who responded to the survey to gauge their willingness to be interviewed concerning LID barriers.

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 held on April 13<sup>th</sup> and 26<sup>th</sup> respectively including agendas and minutes. CCTV's video of the Commission meeting was posted on the website.

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 reviewed with the Executive Committee and the Commission.

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 April profit and loss statement was prepared. April saw a surplus of \$2,806, bringing the FY10 surplus to \$84,553.33. The draft FY11 budget estimate and Work Program budget 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 Imitative opportunity.

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

**Staff Professional Development [Task 5.2.1]**

Decided to pursue purchase and implementation of project management software for CCRPC and CCMPO staff.

Staff Contact: All Staff

**Staff Meetings [Task 5.2.2]**

Staff meetings were held on April 5<sup>th</sup>, 12<sup>th</sup> and 26<sup>th</sup>.

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