

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

2011 Regional Plan Update [Task 1.1.1]

Staff presented changes to Chapters 4 – 6 to RPCU and met on May 4th to further discuss any changes to text and data. Staff completed the table and data updates to Chapters 7-10 of the Regional Plan, except those based on data that will soon be updated (such as the 2010 Census data). Text updates to the Emergency Management chapter based on the draft 2010 All-Hazards Mitigation Plan were also completed.

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]

Staff has organized the review of the Underhill Town Plan which a scheduled public hearing on June 23rd.

Staff Contact: Samantha Tilton

Regional Stormwater Educational Program [Task 2.3.1]

The Steering Committee held a brief meeting in May. Staff processed invoices for the spring ad buy. See also 4.1.1.31, Stormwater Utility Assistance.

Staff Contact: Dan Senecal-Albrecht

Transportation Environmental Planning: Stormwater [Task 2.3.2]

Staff distributed a draft list of the top 5 flood/stormwater projects to municipal staff for review and editing. Staff set up contract with Landslide, Inc. to implement the draft MS-4 stormwater pilot project for Minimum Measure #2 (Public Involvement and Participation).

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]

Staff attended EPA's workshop on preparing grant work plans. Staff met with the DEC manager for the voluntary cleanup program to discuss program sites and the potential for state cleanup funding. The Advisory Committee met in May to discuss the new grants starting this fall and a new consultant procurement process. Current projects include:

- 3 Maple Street –Phase II field work schedule was completed in early May. A draft report will be ready in June.
- Richmond Creamery – Discussed project status with property owners, their development consultant, and DEC site manager. Scheduled meeting for June to discuss redevelopment options. Received DEC letter on revisions to the Phase II report.

Staff Contact: Julie Potter & Samantha Tilton

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

Staff participated in the Champlain Valley National Heritage Partnership Summit in Montreal on May 17th.

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. 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 poster format. Staff bundled and packaged brochures to facilitate distribution. Staff distributed Activities Brochure to various activity location staff in the County. Staff finalized and distributed an RFP for development and recording of 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, Rachel Salois

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

Portalet Shelter: staff finalized materials for submission of a CE document to VTRANS. New trailblazer signs: finalized locations of signs in consultation with VTRANS staff. Staff participated in the Champlain Valley National Heritage Partnership Summit in Montreal on May 17th. Staff met with and supervised contract web designer. French version brochure: Staff distributed brochure to partner chambers. 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 the Champlain Valley National Heritage Partnership Summit in Montreal on May 17th. Staff Contact: Dan Senecal-Albrecht

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

No activity this month.

Staff Contact: Dan Senecal-Albrecht, Janet Botula

Transportation Land Use Planning [Task 2.7.1]

Director participated in the May Board meeting and other meetings with CCMPO Director and Chair and other elected officials to develop the process for implementing the Challenges for Change legislation. Director supported CCMPO Director in meetings with congressional staff and UVM Regional Governance Study kick-off. CCRPC and CCMPO Directors and staff discussed federal Livability/Sustainability opportunities. CCRPC and CCMPO Directors and staff began drafting transportation/land use municipal plan and bylaw checklist as well as revisions to MOU and CCRPC Policies.

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. Scheduled date and venue for Regional Energy Forum and recruited key speaker. Adjusted speaker, date and venue when original speaker cancelled due to family crisis. Prepared a summary of local Energy Committee contacts and projects.

Staff Contact: Julie Potter, Samantha Tilton, Charlie Baker

Incident Command System Training [Task 2.10.1]

Coordinated ICS 200 course for 07/30-07/31 and 08/06/08/07 (24 hour total class time duration) at the Shelburne Fire Station.

Staff Contact: Paul Luciano

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. Additional activities to be reported next month.

Staff Contact: Paul Luciano

Emergency Management Performance Grant (EMPG) [Task 2.10.3]

Activities to be reported next month.

Staff Contact: Paul Luciano, Julie Potter, Claire Leonard

Regional Emergency Coordination [Task 2.10.4.2]

Activities to be reported next month.

Staff Contact: Paul Luciano,

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]

Edited Essex/Essex Junction annex based on comments from Village Trustee; provided revisions for Trustee consent agenda authorization to submit. Made presentations to Bolton Selectboard and received permission to submit their annex. Discussed status of AHMP submission with VEM and FEMA reviewers.

Staff Contact: Julie Potter, Claire Leonard

Fluvial Erosion Hazard Mapping and Planning [Task 2.10.7]

Staff conferred with ANR staff on potential research projects for summer and fall 2010.

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 made changes to the TIP data and began developing the TIP map. Our summer intern began work this month. Work began on the culvert and sign inventories in Huntington. Staff began updating the Housing Point database. Staff held a meeting with interested planners and others from the community to discuss the current availability of imagery for the county and what some of the future projects are. Staff summarized the meeting and sent a memo outlining what exists today as well as highlighting future imagery opportunities.

Staff Contact: Pam Brangan, Melanie Needle, Claire Leonard

Transportation Environmental Planning: Online Resource Mapping [Task 3.2.2]

In preparation of the Community Maps Program, staff has begun gathering existing data for the basemap. This data was pulled together and brought to a 3 day workshop for the Community Maps Program with ESRI. This was a valuable training session that provided staff with many tools and resources to begin the county basemap. Staff began to prepare for two meetings about wildlife connectivity.

Staff Contact: Pam Brangan, Melanie Needle

Municipal and Regional Technical Assistance [Task 4.1.1]

Staff updated the Charlotte Conserved Lands data and provided the town with an updated wall size map. Staff attended to small mapping or data requests for Westford, Underhill and Colchester. Staff has been working with the town of Bolton on creating an overlay district for the Bolton Ski Area. 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]

Activities to be reported next month.

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] -

A few communities are finalizing their bylaws.

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

Essex Town Plan Update [Task 4.1.1.23]

Project completed.

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 attended DPS workshop on Davis Bacon Act compliance for EECBG grants. Staff reviewed state and federal grant agreements to understand CCRPC's reporting requirements and what requirements we need to pass on to subgrantees in their grant agreements. Discussed these issues with DPS and DOE project officers, and historic preservation approvals with SHPO staff. Staff prepared subgrant agreement template for internal review and started work on individual subgrant agreements. Submitted monthly metrics report to DPS.

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

Stormwater Utility Assistance [Task 4.1.1.31]

Staff finalized the contract with Landslide, Inc for the Minimum Measure #2 project.

Staff Contact: Dan Senecal-Albrecht, Charlie Baker

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

This project was completed at the end of April.

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:

May 4 – Regional Economic Development Administration officials

May 5 – LCCC/GBIC Government Affairs Committee

May 5 – National Charrette Institute – conducting your own charrettes webinar (with staff)

May 6 – Legislative education efforts

May 13 – VAPDA

May 18 – Champlain Initiative Steering Committee

May 19 – LCCC/GBIC Regional Affairs Committee

May 21 – pre-meeting for June 2 Presentation Skill Training

May 25 – Dept of Health – Community Health Assessment

May 26 – Meeting the Challenge: MPO/GBIC/RPC Chairs and Directors

May 26 & 27 – Legislator follow-up from Challenges for Change

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 conducted interviews of select persons to gain more insight into perceived and real barriers to LID implementation.

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 May 11th and 24th 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 final draft FY11 Work Program and Budget were revised and adopted by 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 May profit and loss statement was prepared. May saw a surplus of \$28,464, bringing the FY10 surplus to \$113,617. The cash position is strong heading into the next fiscal year.

Staff Contact: Forest Cohen, Charlie Baker

Grant Writing [Task 5.1.5]

Continued review of HUD/EPC/DOT Sustainable Community Regional Initiative 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]

Held pre-meeting with trainer regarding Presentation Skills Training scheduled for June 2. Staff attended Vermont Spatial Data Partnership Roundtable. Staff participated in charette webinar.

Staff Contact: All Staff

Staff Meetings [Task 5.2.2]

Staff meetings were held on May 3rd and 10th.

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