

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

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

Based on the Challenges for Change decision to have Regional Plans updated every 8 years and staff and RPUC recommendations, the Commission decided to postpone work on the Regional Plan. The new schedule will have the Initial Draft up for public review in May of 2011, with the Committee meeting next on September 6<sup>th</sup>. Staff reviewed Regional Plan discussion on solid waste infrastructure and interviewed the CSWD General Manager to obtain information to update this section of the Plan.

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 held the public hearing for the formal review of the Underhill Town Plan on June 23<sup>rd</sup>. Westford has requested a formal review as well and staff is currently organizing the next public hearing.

Staff Contact: Samantha Tilton

**Regional Stormwater Educational Program** [Task 2.3.1]

The Committee did not meet in June. 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 finalized the list of the top 5 municipal flood/stormwater projects and prepared a memo to the CCMPO summarizing work completed under this task. Staff created "What's your watershed address?" maps for Stream Team public outreach.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan

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

Task completed.

Staff Contact: Julie Potter

**Brownfields Assessment Program** [Tasks 2.5.1]

Staff prepared and submitted work plans for the two new grants. The Advisory Committee met in June to review progress at the 3 Maple Street site. Current projects include:

- 3 Maple Street –Staff reviewed and commented on the draft Phase II report. A copy of the draft report was provided to the property owner for review. Anticipate early July submission of the report to DEC and EPA for agency review and approval.

- Richmond Creamery – Staff helped coordinate and attended meeting between the property owners, their planning consultant, DEC staff and the Town Administrator. The focus of the meeting was on environmental and permitting issues related to redevelopment planning.

Staff Contact: Julie Potter & Samantha Tilton

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

Staff participated in the Vermont Byways summit in Waitsfield on June 22<sup>nd</sup>.

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: interpretive panel at Pease Mtn. Natural Area (Charlotte) 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 completed final work with designer to adapt activities brochure into poster format. Staff distributed Activities Brochure to various activity location staff in the County. Staff reviewed four proposals received for development and recording of audio interpretation and scheduled proposal review meeting. 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 discussed South Hero portalet site driveway issues with VTRANS staff, Wallman, Naude, etc; staff secured signatures on easement documents and maintenance agreements; staff finalized and submitted all required CE document to VTRANS. Staff participated in the Vermont Byways summit in Waitsfield on June 22<sup>nd</sup>. Staff met with and supervised contract web designer. Staff adjusted minor roads on Chittenden County Byway map so that they are more visible on the panel map. 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 Vermont Byways summit in Waitsfield on June 22<sup>nd</sup> to gain ideas on the incorporation of marketing efforts into the revised corridor management plan.

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 set up a small contract with Lamoreux & Dickinson to revise parking lot design for Milton Town Forest to address resident concerns.

Staff Contact: Dan Senecal-Albrecht, Janet Botula

### **Transportation Land Use Planning [Task 2.7.1]**

Director and incoming and outgoing Chairs participated in the June CCMPO Board meeting/retreat. We also participated in other meetings with CCMPO Director and Chair and other elected officials to refine the process for implementing the Challenges for Change legislation. Director participated in UVM Regional Governance Study meeting on June 22. CCRPC and CCMPO Directors and staff discussed federal Livability/Sustainability grant opportunities as they relate to carrying out both organizations' objectives. Director created a first draft of revisions to the CCRPC/CCMPO MOU and CCRPC Policies related to municipal plan confirmation and Act 250 permit engagement. Staff has created a first draft of the Transportation and Land Use Checklist based on CCMPO and CCRPC regional plans, corridor studies, and model bylaws.

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 continued researching energy and climate change studies. Coordinated and held Regional Energy Network Forum, with Scott Sawyer from VT Sustainable Jobs fund presenting the VT Renewable Energy Atlas. Forum had a good turnout and a positive follow up article in the *Free Press*. Staff prepared meeting summary for forum. Staff prepared web materials for the Regional Energy Network, posting meeting notes, handouts, resources, etc. Prepared application materials and resolution for CCRPC to join ICLEI – Local Governments for Sustainability; membership provides access to energy and greenhouse gas inventory software.

Staff Contact: Julie Potter, Samantha Tilton, Dan Senecal-Albrecht, 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. Accepting RSVPS and sending to course instructor as they come in.

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, soliciting and coordinating guest presenters for meetings. In June, the State Vet and VEM RACES Coordinator were scheduled to present during July meeting. Moved to final stages of completion of updated LEPC plan. Met with VEM for preliminary approval and guidance. Constructed list of heavy-equipment resources maintained by towns for mutual aid assistance information during emergency events affecting one or more towns in Chittenden County. Solicited, scheduled and attended EMD training at CCRPC.

Staff Contact: Paul Luciano

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

Attended FEMA training on AHMP drafting requirements. Communicated with local fire, police chiefs and town managers on issues related to CPOD management and oversight. Assisting VEM with management of CERT personnel and CERT trailer registration.

Staff Contact: Paul Luciano, Julie Potter, Claire Leonard

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

No work to report

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]**

Submitted municipal annexes for Essex/Essex Junction, Milton and Bolton to VEM for review. Received comments from VEM requiring minor changes to all municipal annexes. Discussed status of AHMP submission with VEM and FEMA reviewers. Agreed to address VEM comments for all previously submitted plan elements and then resubmit to FEMA for review pending adoption.

Staff Contact: Julie Potter, Claire Leonard

### **Fluvial Erosion Hazard Mapping and Planning [Task 2.10.7]**

After further consultation with ANR staff, staff issued three RFPs, reviewed proposals and set up three contracts for the following projects: Lewis Creek Valley Wall Verification; Malletts Creek and Allen (Petty) Brook FEH Assessment, and Bridge and Culvert Assessments.

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 the wall size TIP map and began work on the document and brochure maps.

Staff completed the fieldwork for the Huntington culvert and sign inventories, and began post-processing the data for municipal, state, and MPO use. Staff began working on a culvert inventory for Williston. Staff successfully uploaded Essex culvert data to the VOBCIT database.

Progress on the Housing Points database update continued. Improvements to the housing database include an attempt to attach a year-built to each housing point. Preliminary housing point updates to Bolton and Buel's Gore have been completed as much as is possible without field research, and an update for Charlotte is in progress.

Staff provided road maps of six Chittenden County towns to UVM rescue. The request was for 11 x 17 and wall size maps.

Staff Contact: Pam Brangan, Melanie Needle, Claire Leonard

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

Staff has begun the data migration phase of the Community Maps program. This step includes use of a new GIS tool called Data Interoperability. In addition to the data migration, some more data gathering is being done for the Community Map. Staff purchased ArcServer – a hardware and software package – to use for web map production.

Two wildlife connectivity meetings were held this month. Planners, Conservation Commissioners, Planning Commissioners and VTrans staff attended the meetings. Sue Morse (Keeping Track) and Jens Hilke (Fish & Wildlife) presented valuable information about various wildlife and aquatic species in regards to road crossings. These meetings were also an opportunity for municipalities to share what work they have done in regards to data collection/monitoring of wildlife and road crossings.

Staff Contact: Pam Brangan, Melanie Needle

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

Staff attended to small mapping and data requests for Westford, Underhill, Colchester, Essex and Williston. Staff discussed zoning for mobile home parks with Colchester Planning Director. Staff continues to work with the town of Bolton on creating an overlay district for the Bolton Ski Area.

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] -**

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 prepared and distributed subgrant agreements to all energy subgrantees. Staff met with two subgrantees to discuss the agreement and their projects, and had phone/email conversations with four other subgrantees. Reached out to all subgrantees to offer assistance in understanding the grant agreement and EECBG requirements. Submitted monthly metrics report to VT DPS for state grant.

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

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

Staff supervised the contractor, Landslide, Inc. on the Minimum Measure #2 Pilot Project. Staff picked up and delivered display materials to and staffed booth for "Chittenden County Stream Team" at Burlington Farmer's Market on Saturday, June 26<sup>th</sup>.

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]**

CCRPC's website has been revamped administratively, the new template invoiced; the custom homepage takes three weeks to program. Mock-ups will be reviewed this week.

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

June 2 – National Charrette Institute – charrettes webinar (with staff)

June 2 – Presentation Skill Training

June 3 – VAPDA

June 9 – CCMPO/CCRPC/GBIC Leadership Meeting

June 9 – Sustainable Communities Partnership Grants Briefing

June 10 – Review Final Growth Center Application for St. Albans City, Natural Resources Board

June 11 – RPC Health Department Connections

June 15 – Champlain Initiative

June 16 – Northern Vermont RCD Personnel Committee

June 16 – CCMPO Board Retreat

June 22 – UVM Governance Research Study

June 23 – MTP Advisory Committee

Staff participated in the Vermont Byways summit in Waitsfield on June 22<sup>nd</sup>.

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 created 3 scenario maps that depict different land use development patterns of potential growth in 2060. The Core scenario concentrates 51% of the growth in Burlington and Winooski. The remaining amount is concentrated in compact mixed use areas in surrounding towns. The trend scenario scatters low density development throughout the entire County. The workshop scenario combines residential clusters with compact mixed use areas and eliminates low density development. These scenarios will be included in a survey that asks people to select their preference. The preferred scenario will then be incorporated in to the MTP. Participated in June 23 MTP Advisory Committee meeting.

Staff Contact: Charlie Baker, Pam Brangan, Melanie Needle

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

No work was completed on the wetland restoration project. Staff put together a proposal for the next 604b funding cycle. Staff is proposing to conduct buildout scenarios within FEH corridors for 1 or 2 municipalities.

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 on the final written report to Vermont DEC which investigates perceived barriers to the implementation of Low Impact Development practices in Chittenden County.

Staff Contact: Dan Senecal-Albrecht, Janet Botula

### **Commission and Executive Committee Meetings** [Task 5.1.1]

Staff prepared for the monthly Executive Committee and the Annual Commission meetings held on June 8<sup>th</sup> and 28<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]**

Task completed.

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 June profit and loss statement will be prepared. The indirect rate proposal for FY11 was submitted to VTrans, with approval pending. The fiscal year will close with a surplus of over \$100,000. 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 Imitative opportunity. Staff prepared and submitted work plan documents for the new Brownfield grants. Staff prepared a proposal for the FY2010 604(b) water quality grant.

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

### **Staff Professional Development [Task 5.2.1]**

Staff attended webinar on sustainable communities and future grant opportunities.

Staff Contact: All Staff

### **Staff Meetings [Task 5.2.2]**

Staff meetings were held on June 7<sup>th</sup> and the 21<sup>st</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. The Chair used his chair expense to purchase surge protectors with a remote control switch for the majority of staff...thank you Justin!

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