

Chittenden County Regional Planning Commission
Executive Director's FY 11 Work Program Progress Report
July 2010

2011 Regional Plan Update [Task 1.1.1]

No work to report.

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]

Westford has requested a formal review with Commission action scheduled for August 23rd.

Staff Contact: Samantha Tilton

Regional Stormwater Educational Program [Task 2.3.1]

The Committee did not meet in July. Staff conferred with ANR concerning draft permit status and required actions for fall under current permit. Staff met with and conferred regularly with RSEP chair on needed actions. Staff set up a new contract with Marketing Partners for the July 2010-June 2011 time period.

Staff Contact: Dan Senecal-Albrecht

Transportation Environmental Planning: Wildlife Connectivity [Task 2.3.2]

Responding to a request from the Hinesburg Highway Dept., staff contact ANR to gather available data concerning an undersized culvert on Shelburne Hinesburg Road.

Distributed copies of "Getting Up To Speed: A Conservationist's Guide to Wildlife and Highways" and CCRPC's "Chittenden County Natural Areas Planning Guide" to those that requested them while attending our Wildlife Connectivity meetings in June.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan

Chittenden County Stream Team [Task 2.3.3]

Staff supervised its contractor, Amy Sheldon of Landslide, Inc. Staff also documented match time of municipal staff advising on project. Staff provided updates to the projects two funding sources: ANR and LCBP. Staff provided an update to the Commission at its July 26th meeting.

Staff Contact: Dan Senecal-Albrecht

Brownfields Assessment Program [Tasks 2.5.1]

The Advisory Committee did not meet in July. Staff submitted quarterly grant reports to EPA. Current projects include:

- 3 Maple Street –Phase II environmental site assessment report to was submitted to DEC and EPA for agency review and approval.
- Richmond Creamery – No activity this month.

Staff Contact: Julie Potter & Samantha Tilton

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

No activity this month

Staff Contact: Dan Senecal-Albrecht

Lake Champlain Byway Program (Grant #03-01, Signage and Municipal Projects) [Task 2.5.2.1]

Staff replaced 8 faded trailblazer signs with new signs.

Staff Contact: Dan Senecal-Albrecht

Lake Champlain Byway Program (Grant #06-04, 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), visitor information kiosk (Essex Junction) and recreation path kiosk (South Burlington). Staff solicited locations for brown OBDS signage from municipal staff. 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 #06-06, Interpretive Materials and Outreach) [Task 2.5.2.3]

Staff held an Audio-Interpretation proposal review meeting and selected Shadow Productions. Met with same, held initial project scoping and finalized contract. Staff conducted outreach with tourism lodging providers via a mailing of the Byway poster and activities brochure with offer to provide more of same upon request. Staff checked in with “intrinsic resource site” managers to provide poster and see if they needed more brochures. 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, Rachel Salois

LC Byway Program (Grant #07-01 Byway Council Contract) [Task 2.5.2.4]

Staff conferred regularly with VAOT on status of CE request. Staff reviewed and suggested edits to Byway website in consultation with web designer. 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 #08-05 Corridor Management Plan Update and Capacity Building) [Task 2.5.2.5]

Staff worked to set up a late summer meeting of the LC Byway Chittenden County Corridor Implementation and Planning Committee. Staff gathered materials from National Scenic Byways website and from other Byways to assist in kick-off of planned revisions and updating of the 2002 Chittenden

County Corridor Management Plan. 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, Rachel Salois

LC Byway Program (Contract # 08-06 Chittenden County Recreational and Cultural Sites Inventory [Task 2.5.2.6]

Staff reviewed the deliverables provided by Lamoreux & Dickinson of the revised parking lot design for Milton Town Forest. 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

LC Byway Program (Contract # 09 Byway Publications [Task 2.5.2.7]

Staff finalized the contract for implementation of the grant deliverables. The contract is between the Byway Council and three RPCs [CCRPC, Northwest and Addison].

Staff Contact: Dan Senecal-Albrecht

Transportation Land Use Planning [Task 2.7.1]

Director participated in UVM Regional Governance Study meetings and discussions with consultant. CCRPC and CCMPO Directors and staff coordinated on developing scope of work and partnerships for HUD Regional Sustainability grant.

Staff Contact: Samantha Tilton, Charlie Baker

Energy, Air Quality and Climate Action Planning [Task 2.9.1]

Staff continued researching energy and climate change studies. Held phone meeting with ICLEI staff to review ICLEI resources.

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. 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.

Staff Contact: Paul Luciano

Emergency Management Performance Grant (EMPG) [Task 2.10.3]

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, Claire Leonard

Regional Emergency Coordination [Task 2.10.4.2]

No work to report

Staff Contact: Paul Luciano

HMEP LEPC Plan & Exercise [Task 2.10.5]

Work to be reported next month.

Staff Contact: Paul Luciano

All-Hazards Mitigation Plan PDM-07 [Task 2.10.6]

Staff started revisions to respond to VEM comments on the All Hazards Mitigation Plan.

Staff Contact: Julie Potter, Claire Leonard

Fluvial Erosion Hazard Mapping and Planning PDM-08 [Task 2.10.7.1]

Staff managed the contractors working on 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, Paul Luciano

Data Update and Maintenance [Task 3.2.1]

Staff successfully uploaded the Huntington culvert data to VOBCIT. This process was full of issues that hopefully will be addressed as VAPDA and GIS staff work to propose changes to the VOBCIT website and data structure.

Staff attended a meeting regarding parcel data standards. Staff will participate in a committee (comprised of VCGI, consultants who develop parcel data, GIS experts, and municipal staff) tasked with rewriting the existing parcel data guidelines with the hope of adopting them as standards.

Staff continued post-processing of the completed Huntington sign and culvert inventories, including preparing the Huntington culvert data to be uploaded to the VOBCIT (Vermont Online Bridge and Culvert Inventory Tool) database. Staff completed the fieldwork for the Williston culvert inventory and prepared for an inventory of St. George culverts.

Staff continued work on the housing points database, completing a preliminary update to the Charlotte portion of the dataset and beginning work on Colchester.

Staff Contact: Pam Brangan, Melanie Needle, Claire Leonard

Transportation Environmental Planning: Online Resource Mapping [Task 3.2.2]

Staff spent numerous hours in the first half of July preparing our GIS data for use with the ESRI Community map template. Eighteen data layers are ready for use with the template. Six more layers which are required are in various stages of conversion or development. 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 made revisions to Colchester zoning to meet the adopted Zoning Supplement 23 and provided a wall size map. Staff corrected missing content in the Charlotte Conserved Lands map and provided a revised wall size map. Staff made zoning changes to the Milton zoning data layer. In addition to official zoning changes requested by the Milton Planner, staff began to update the zoning data layer to better match with the new and improved parcel data.

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

Floodplain Map and Bylaws Update [Task 4.1.1.21]

No activity to report.

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

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 executed subgrant agreements with 7 energy subgrantees. Responded to subgrantee questions. Obtained and distributed historic preservation review guidance to subgrantees. Submitted quarterly report to DOE for federal grant, and quarterly report and monthly metrics report to VT DPS for state grant. Updated PAGE database to reflect subgrant activities. Participated in DOE technical assistance conference call.

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

Education, Outreach and Partnership [Task 4.1.2]

Staff reviewed photo banners for the new website and the photos and design have been submitted to GovOffice for programming. Programming and finalization will take approximately three weeks.

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

July 2 – Regional Plan for Sustainable Development

July 7 – 8 – VAPDA Retreat

July 19 – Regional Sustainability Grant Partner Meeting

July 20 – Champlain Initiative

July 20 – Town Administrators/Managers' Luncheons

July 21 – CCMPO Board Meeting

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 completed and distributed CCRPC's report on "Perceived barriers to the implementation of LID."

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

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.

Staff Contact: Charlie Baker, Pam Brangan, Melanie Needle

Wetlands Restoration (604b Water Quality) [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 build out 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

Commission and Executive Committee Meetings [Task 5.1.1]

Staff prepared for the monthly Executive Committee and the Annual Commission meetings held on July 13th and 26th 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]

Staff provided information for the development of the performance contract with ACCD.

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 July profit and loss statement was prepared. July finished with an unaudited surplus \$1,461. The indirect rate proposal for FY11 has been submitted to VTrans, with approval still pending. The cash position is strong, as would be expected in the beginning of the fiscal year because municipal dues revenue and the first installment of ACCD funds are expected in July and August.

Staff Contact: Forest Cohen, Charlie Baker

Grant Writing [Task 5.1.5]

Started work on HUD/EPA/DOT Sustainable Community Regional Planning Grant. Participated in meetings with MPO staff and information/coordination meeting with potential partners. Developed and distributed Letter of Commitment and Scope of Work for potential partners. Staff investigated possibilities for an FY11 PDM 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 the VCGI Vermont GIS Conference at the Davis Center at UVM. Staff attended webinar on sustainable communities and future grant opportunities. Staff attended a 2-day training for InDesign.

Staff Contact: All Staff

Staff Meetings [Task 5.2.2]

Staff meetings were held on July 19th.

Staff Contact: All Staff

Personnel Administration [Task 5.2.3]

Staff evaluations were conducted as well as staff's evaluation of the Executive Director evaluation. Individual personnel meetings were held with staff as needed.

Staff Contact: All Staff

Computer System Administration [Task 5.2.4]

No major issues to report. A new laptop was purchased using Brownfield grant monies. A second laptop will be purchased in August with other Brownfield grant monies. Staff purchased and received ArcGIS Server hardware and software to assist in web mapping projects.

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