

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

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

The Regional Plan and Update Committee has been on hold due to the recent change in requirements for regional plans to be updated every 8 years. RPUC will meet on September 7<sup>th</sup>. Staff prepared a conceptual layout for the Regional Plan chapters. Staff prepared a presentation on the Regional Plan update and other materials for the Shelburne Planning Commission.

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 conducted a formal review for the town of Westford which was recommended for approval by the Formal Review Committee to the Full Commission. The Commission voted to approve the plan on August 23rd.

Staff has begun informal reviews for both Essex Town and Jericho.

Staff Contact: Samantha Tilton

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

The Committee met on August 19th and approved the details of a small media buy for September-October as well as a redesign of the { HYPERLINK "<http://www.smartwaterways.org>" } website.

Staff Contact: Dan Senecal-Albrecht

**Transportation Environmental Planning: Wildlife Connectivity** [Task 2.3.2]

Responding to a request from the Town of Jericho, staff prepared and distributed an RFP for redesign of a Raceway Road culvert for The Creek.

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 set up a small contract with Jennifer Karson to create a simple Stream Team website.

Staff Contact: Dan Senecal-Albrecht

**Brownfields Assessment Program** [Tasks 2.5.1]

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

- 3 Maple Street – Submitted letter responding to DEC and VDH comments on the Phase II report.
- Richmond Creamery – No activity this month.

Staff Contact: Julie Potter & Samantha Tilton

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

Staff contacted Byway Council members to arrange a September meeting to take care of business items.

Staff Contact: Dan Senecal-Albrecht

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

No activity this month.

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); wayfinding maps and new interp panels (Burlington); recreation path kiosk (South Burlington). Staff solicited locations for brown OBDS signage from municipal staff and from other landowners such as UVM, VTFW and museums. 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 organized a meeting with Shadow Productions and municipal staff or local residents in Milton, Colchester, Essex Junction and Winooski to gather ideas for audio-interpretation. Staff purchased books and rented books from library on Chittenden County history for use by Shadow productions. Staff communicated regularly with Shadow Productions on weekly tasks. 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

**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 began work on bid documents and authorized architect to do select tasks on same. At VTRANS request, staff redid Lease and Maintenance Agreement documents for portalet shelters and facilitated transmittal to relevant parties. Staff contacted web designer and arranged for final reporting on deliverables. Staff organized Byway Council meeting to review deliverables and obtain guidance on next steps. 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 finalized an early September meeting of the LC Byway Chittenden County Corridor Implementation and Planning Committee. Staff gathered and prepared materials to complete a binder for each Committee

member to facilitate their primary task, namely the update of the old 2002 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, Janet Botula

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

Staff met with South Burlington city staff to discuss need for an RFP to enable scoping of signage and interpretive improvements at Red Rocks Park and Dorset Natural 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

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

No activity this month.

Staff Contact: Dan Senecal-Albrecht

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

Reviewed UVM Regional Governance Study report on other RPC/MPO organizations. Developed package on merger for consideration by Executive Committees and Boards. Developed and finalized scope of work and partnerships for HUD Regional Sustainability grant application. Staff has continued working on the draft check list document.

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. Participated in ICLEI VT/NH webinar on climate change adaptation. Participated in meeting with CCMPO staff and RSG on FHWA-funded climate change workshop to be held in October. Started planning fall Regional Energy Forum.

Staff Contact: Julie Potter, Samantha Tilton, Charlie Baker

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

ICS 200 course for 07/30-07/31 and 08/06/08/07 ran successfully. New ICS 300 course offered in Richmond. January 20<sup>th</sup>, 27<sup>th</sup>, February 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> of 2011

Times: 6 - 10pm

Location: Underhill Jericho Fire Department

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 worked to complete LEPC Regional Planning Guide for LEPC, organized for CERT by-law approval and CERT director approval.

Staff Contact: Paul Luciano

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

Contacted remaining towns who have not submitted BEOPS's and offered assistance and State expectation of completion. Incorporating animal response into BEOPS for next years update by coordinating with VEM (B. Weinhart) and reaching out to area veterinarians to participate in LEPC as they begin their local DARTs (disaster animal response teams). Began drafting new EMPG grant and started discussion with CVRPC to increase EP work done in that area by CCRPC staff.

Staff Contact: Paul Luciano, Claire Leonard

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

Continue to work in communication and cooperation with other RPC's and reporting to VEM as needed.

Staff Contact: Paul Luciano

### **HMEP LEPC Plan & Exercise [Task 2.10.5]**

Continued editing LEPC Regional Planning Guide for Sept. 30<sup>th</sup> delivery. Worked with VDH on emergency response protocol for PPE disbursement during chemical/biological attack. Solicited Bill Bress from VDH to speak to LEPC and changes in Chemical Hazard Laws on the State and Federal Level. He will come to November meeting.

Staff Contact: Paul Luciano

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

Staff finished revisions to responding to VEM comments on the All Hazards Mitigation Plan. Staff resubmitted the multi-jurisdictional All-Hazards Mitigation Plan and 16 municipal annexes to FEMA for formal review. Staff finalized initial drafts for the remaining two annexes (Charlotte and Winooski).

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 produced a map depicting priority reaches in Malletts Creek and Allen (Petty) Brook along with zoning and e911 building points. The priority reach data was provided by the contractor working on the FEH assessment. Staff circulated this map to municipal staff to gain input on which reaches should be further studied via a Phase 2 analysis.

Staff Contact: Dan Senecal-Albrecht, Pam Brangan, Paul Luciano

### **Data Update and Maintenance [Task 3.2.1]**

Staff provided Huntington with maps of the sign and culvert inventories conducted this summer. The sign map included photos of the most damaged signs. The culvert inventories prioritized the condition of the culverts so that the culverts in the worst condition stood out on the town wide map.

Staff began working on the post processing of the Williston culvert data. The upload to VOBCIT of this data is not quite complete; staff is working out a few problems and will upload the data in the next week or so. Staff also began preparing the Williston culvert data for delivery to the Williston Public Works department.

As a member of the parcel data standard sub-committee (a VCGI TAC sub-committee), staff reviewed and provided edits to two standard drafts. One standard will be directed towards helping a municipality select a consultant and the other standard will be for developing the parcel data.

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

Staff Contact: Pam Brangan, Melanie Needle, Claire Leonard

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

Staff continues to work on the ESRI Community mapping project. 85% of the data is ready for the mapping template. Staff has been focusing energies on preparing building footprint and contour data as well as refining the road data.

Staff Contact: Pam Brangan, Melanie Needle

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

Staff made edits to the Essex Junction Village Center data layer. These edits were used to develop Village Center maps for their Village Center recertification.

Staff completed the update to Milton zoning data. This update was done so the zoning data layer better aligned with the new and improved parcel data.

Staff produced an aerial map of the Route 7 corridor in Shelburne for a Norwich University class project being undertaken for the town of Shelburne.

Staff updated the childcare data layer for Jericho.

Staff responded to questions regarding state statute analysis for subdivisions.

Staff continues to work on the Bolton overlay district.

Staff met with the Executive Board of the Urban and Community Forestry Council to plan the fall meeting.

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 3 subgrant agreements with 2 energy subgrantees. Responded to subgrantee questions.

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

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

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

August 9 – Burlington City Council

August 10 - Steering Committee/Digital Divide Meeting – United Way

August 11 – Better Backroads Technician Interviews – NVRC

August 12 - VAPDA

August 16 – Essex Selectboard

August 17 – Town Administrators/Managers’ Luncheon

August 18 – Northern Vermont RC & D

August 26 – Colchester TIF Application Meeting

August 26 – Shelburne Planning Commission

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]**

No activity to report

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

### **CCMPO 2060 Metropolitan Transportation Plan Support [Task 4.2.2]**

Staff met with MPO staff to discuss two new maps for the MTP. These maps will depict existing and future conditions of the adjoining regions.

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 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 August 10<sup>th</sup> and August 23<sup>rd</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]**

Staff continued work on the performance contract and measures 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 August profit and loss statement was prepared. August finished with an unaudited surplus \$1,044 and \$8,172 year to date. The indirect rate proposal for FY11 was approved by VTrans.

Staff Contact: Forest Cohen, Charlie Baker

**Grant Writing [Task 5.1.5]**

Prepared and submitted HUD/EPA/DOT Sustainable Community Regional Planning Grant for Chittenden County.

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 training for Quickbase a project management tool purchased by CCMPO.

Staff Contact: All Staff

**Staff Meetings [Task 5.2.2]**

Staff meetings were held on August 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup>.

Staff Contact: All Staff

**Personnel Administration [Task 5.2.3]**

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. Staff purchased and received ArcGIS Server hardware and software to assist in web mapping projects. The quarterly healthy network visit reported no major issues.

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