

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

2012 Regional Plan Update [Task 1.1.1]

RPUC met on September 7th. Staff prepared a schedule for bringing the initial draft chapters to RPUC and the full commission for review. This schedule is based on when American Community Survey data will be available for inclusion into the Plan. Staff modified the Regional Plan page on the website. Staff continued to review chapters and met to discuss cover ideas, layout, and cost of printing 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 has conducted informal reviews for both Essex Town and Jericho.

Staff Contact: Samantha Tilton

Regional Stormwater Educational Program [Task 2.3.1]

The Committee did not meet in September. Staff processed invoices for the Fall ad buy and worked with Marketing Partners on re-launch of the project website, { HYPERLINK "<http://www.smartwaterways.org>" }

Staff Contact: Dan Senecal-Albrecht

Transportation Environmental Planning: Wildlife Connectivity [Task 2.3.2]

Staff awarded a contract to Grover Engineering of Huntington for the redesign of a Raceway Road culvert for The Creek in Jericho. Staff facilitated the project kickoff meeting with the engineers, Town staff, ANR staff and the director of the Winooski Natural Resources Conservation District. The engineer's contract will be covered by PDM-08 funds (see Task 2.10.7.1).

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 met with representative of Tethys Corp.'s "Blue" homeowner certification program. Staff reviewed and approved launch of the project website, { HYPERLINK "<http://www.ccstream.org>" }. Staff assisted at the September 28th rain barrel workshop held in Williston.

Staff Contact: Dan Senecal-Albrecht

Brownfields Assessment Program [Tasks 2.5.1]

Original petroleum assessment grant expires at the end of September. Received Cooperative Agreement for the two new assessment grants starting in October. Staff prepared draft Requests for Qualifications for consultants and submitted to consultant selection committee for review. The Advisory Committee did not meet in September. Current projects include:

- 3 Maple Street – Received letter from VT DEC indicating that the Phase II study is complete.
- Richmond Creamery – Staff discussed next steps with property owner’s planning consultant.

Staff Contact: Julie Potter & Samantha Tilton

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

Staff participated in the election of officers for the Byway Council at its September 13th meeting.

Staff Contact: Dan Senecal-Albrecht

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

Staff worked on final text approvals and potential locations for the revised bilingual Church Street Panel in Burlington and on the maintenance agreement for the Pease Mountain Panel in Charlotte.

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: visitor information kiosk (Essex Junction); wayfinding maps and new interp panels (Burlington); additional design work for wayfinding sign family (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 Burlington, Shelburne and South Burlington to gather ideas for audio-interpretation. Hosted Byway booth and distribute Byway maps at Milton Community Fair (time split with 08-05 grant). 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 reviewed Phase I archeology report and conferred with landowner and VTRANS staff on potential next steps. Staff worked extensively on contract wrap-up with Daniel McMullan of Small Fish Technologies. Staff participated in the September 13th Byway Council meeting to review deliverables and obtain guidance on next steps Staff prepared and distributed a detailed RFP for redesign of the Byway website and answered queries from potential bidders. 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 facilitated a September 10th meeting of the LC Byway Chittenden County Corridor Implementation and Planning Committee to kickoff the update of the Corridor Management Plan. Staff hosted a Byway info booth at the Milton Community Fair (time split with 06-06 grant). 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 issued two, similar RFP for scoping of directional and interpretive signage improvements for South Burlington's Red Rocks Park and Dorset Natural Area and Shelburne's Bay Park and LaPlatte 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-#02 Byway Publications [Task 2.5.2.7]

No activity this month.

Staff Contact: Dan Senecal-Albrecht

Transportation Land Use Planning [Task 2.7.1]

Held joint Board meeting with RPC and MPO to consider process for merger discussions. Boards approved discussing full merger with municipal elected officials. RPC Director participated in September MPO Board meeting. Staff has continued working on the draft MPO/RPC plan/bylaw/permit check list document. Director participated in UVM research focus group on regional decision-making.

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. Obtained draft EPA guidance on conducting regional emissions inventories, and identified other regions with regional emissions inventories and climate plans. Staff attended national ICLEI conference and learned more about doing emissions inventories, climate action planning and climate adaptation planning. Participated in meetings with CCMPO staff and RSG on 2 FHWA-funded climate change workshops to be held in October. Distributed invitations to these workshops. Planned the October Regional Energy Forum and sent out invitations/agendas to the forum mailing list.

Staff Contact: Julie Potter, Samantha Tilton, Charlie Baker

Incident Command System Training [Task 2.10.1]

New ICS 300 course to be offered in Jericho. January 20th, 27th, February 3rd, 10th, 17th, 24th 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. LEPC Regional Planning Guide was approved for transmittal to towns. CERT by-laws were approved 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. Weiner) and reaching out to area veterinarians to participate in LEPC as they begin their local DARTs (disaster animal response teams). Submitted new EMPG grant including proposal assisting 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]

Work on this project is completed.

Staff Contact: Paul Luciano

HMEP LEPC Plan & Exercise [Task 2.10.5]

Delivered LEPC Regional Planning Guide to municipalities. Worked with VDH on emergency response protocol for PPE disbursement during chemical/biological attack. Arranged for 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 met with the Charlotte Town Planner and revised the Charlotte annex to the All-Hazards Mitigation Plan in response to feedback. Staff provided the revised annex to Selectboard members, municipal staff, and others either in electronic form or as a paper copy. Staff made plans to present the annex to the Charlotte Selectboard in early October. In response to a request from FEMA, staff submitted a markup version of the county AHMP and one municipal annex to show the changes made in response to VEM feedback.

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 provided contractor with GIS parcel data and landowner information for areas the contractor will be doing field work. The landowner information will be used to request permission to access Malletts Creek or Allen (Petty) Brook. In concert with Task 2.3.2, Grover Engineering was hired to redesign a culvert for Raceway Road for The Creek in Jericho.

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

Data Update and Maintenance [Task 3.2.1]

Staff provided Williston with a wall-sized map and GIS data of the culvert inventory conducted this summer. Staff did minor additional culvert inventory fieldwork in St. George and provided the municipality with a spreadsheet and pdf map showing culverts. The map showed the location and condition of each culvert. The spreadsheet showed all data collected on each culvert.

Staff has successfully uploaded the Williston culvert inventory data into VOBCIT. Staff is in the process of uploading St. George data to VOBCIT. There is one error that staff could not resolve the database is in the hands of VTrans to solve.

Staff added 2005 Way to Go data to an existing database and created three maps depicting Way to Go participation in 2005, 2008 and 2009.

Staff met with Local Motion and UVM professor regarding Safe Routes to School project. Parent volunteers have collected information regarding walkability to schools in the county. Staff has created a GIS data layer that a UVM student will populate with the collected data from the parent volunteers.

Staff provided Local Motion with sidewalk and bike lane data for their TrailFinder web map.

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

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 provided data and maps to Charlotte regarding their Conserved Lands data. The maps and data were delivered to Charlotte planning. A Charlotte volunteer and a consultant also requested many Charlotte GIS data layers this month. Staff provided Westford with an updated street and dry hydrant map. Staff continues to work on the Bolton overlay district. Staff participated in the fall meeting of the Urban and Community Forestry Council. Staff developed and participated in the joint CCMPO-CCRPC meeting on September 7th in Jericho. Director and MPO Director are met with all of the municipalities to discuss merger and identify their support and concerns, as follows. The remainder will be in October.

September 16 – St. George Selectboard

September 20 – Milton, Richmond, Huntington Selectboards

September 23 – Westford Selectboard

September 27 – Winooski City Council, Charlotte Selectboard

September 28 – Essex Junction Village Trustees, Colchester Selectboard

September 30 – Underhill Selectboard

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]

Staff downloaded the current preliminary Digital Floodplain data from the ANR ftp site. After downloading the data staff provided municipalities that requested it the data for their community. Staff

also conducted an analysis of what has changed from the July 2009 to July 2010 and provided this data to some of the municipalities. Staff reviewed municipalities getting FEMA approval of bylaws.

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]

Staff attended a project kickoff meeting with Geological consultant and provided her with information on where LiDAR data has been collected within Chittenden County. The project will develop a landslide assessment study protocol. Study towns include Bolton, Colchester, Essex, Hinesburg, Shelburne and South Burlington.

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

Energy Efficiency and Conservation [Task 4.1.1.25]

Staff responded to subgrantee questions on procurement, historic preservation review, invoicing and reporting. All but one subgrant agreement have been executed; the outstanding subgrant is waiting on finalization of funding from another source. Submitted monthly report for the state EECBG grant.

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

Education, Outreach and Partnership [Task 4.1.2]

Staff began preliminary planning for the 2011 Chittenden County Planning Conference. Multiple meetings were held with GBIC to coordinate our work programs and applications to ACCD. The Director participated in the following education, partnership and outreach efforts:

September 2 - VAPDA

September 7 – CCRPC & CCMPO Joint Board Meeting

September 15 - CCMPO Board Meeting Steering

September 21 – Joint GBIC & CCRPC Board meeting

September 21 –Town Administrators/Managers’ Luncheon

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 has collected data from the adjoining regions on existing and future traffic conditions. Staff has begun development of the adjoining regions maps. Staff reviewed the scenario on-line survey and worked with MPO staff on improvements related to the Regional Plan and the RPC.

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, a Joint Board Meeting with CCMPO and a Joint Board Meeting with GBIC held on September 14th, September 7th and September 21st 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]

Reports were prepared for ACCD and other agencies as required by our contract.

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 September profit and loss statement was prepared. September finished with an unaudited surplus of \$7,663.

Staff Contact: Forest Cohen, Charlie Baker

Grant Writing [Task 5.1.5]

EMPG grant applications were prepared and submitted.

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 ICLEI national conference on energy and climate change (contract funded). 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 September 7th, 13th, 15th and 27th. A Joint Staff meeting was also held on September 15th.

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 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