

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

2011 Regional Plan Update [Task 1.1.1]

RPUC met on October 6th. RPUC reviewed and discussed Chapters 1 and 2 of the Regional Plan. Staff updated the Introduction, Land Use, Natural Resources, Economic Development, and Community Faculties. 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 a formal review for Essex Town (the public hearing was cancelled and we will repeat the process at the request of the town when they are ready).
Staff Contact: Samantha Tilton

Regional Stormwater Educational Program [Task 2.3.1]

The Steering Committee met in October to review a first draft of a hypothetical workplan and budget for a regional Minimum Measure #2 [Public Participation & Involvement] effort. The Committee also queried ANR staff concerning the status of the draft, revised MS-4 permit.
Staff Contact: Dan Senecal-Albrecht

Transportation Environmental Planning: Wildlife Connectivity [Task 2.3.2]

Met with MPO staff to design criteria for pilot communities. The major criteria include - An active conservation or Natural Resource committee; a local champion, have some existing wildlife data, interested in specific wildlife, an engaged road foreman. Staff plans to solicit interest early next month. Staff monitored the work of Grover Engineering on the redesign of a Raceway Road culvert for The Creek in Jericho. Staff participated in a half-day meeting of RPC staff from around the state to review research results on low impact development implementation.
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 participated in an evening workshop concerning "how to re-engineer your driveway." Staff worked with municipal officials to prepare a draft of a hypothetical work plan and budget for a regional Minimum Measure #2 [Public Participation & Involvement] effort.
Staff Contact: Dan Senecal-Albrecht

Brownfields Assessment Program [Tasks 2.5.1]

Staff prepared and submitted quarterly reports to EPA and updated the ACRES property information database. Requests for Proposals for environmental and historic preservation/archeology consultants were

finalized and posted on the website and the VT bid board. Special outreach efforts were made to current consultants and to WBE firms. Discussed issues with junkyards as Brownfield sites with VT DEC staff.
Staff Contact: Julie Potter & Samantha Tilton

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

No activity.

Staff Contact: Dan Senecal-Albrecht

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

Staff communicated with relevant municipal staff on potential locations for a bilingual Church Street Panel 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 provided guidance on potential applications for new brown OBDS signs. 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 communicated regularly with Shadow Productions on the audio-intepretation project. 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 proposed Phase 2 archeology Scope of Work and conferred with landowner and VTRANS staff on potential next steps. Staff provided brochures to VDTM staff for Montreal trade show. Staff met with new Byway Council chair and treasurer to provide update on status of grant deliverables and discuss next steps. Staff worked extensively on contract wrap-up with Daniel McMullan of Small Fish Technologies. Staff answered questions from potential bidders, updated RFP posting as needed, solicited volunteers for review of 9 bids for the redesign of the Byway website. Organized conference call of reviewers to discuss bids. 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 prepared and scheduled presentations to municipal governments to update them on the status of Byway projects and to notify them of the start of the formal process of updating the Corridor Management Plan. Staff traveled to/from and made presentations as follows: Oct. 18 – Winooski City Council, Oct. 26 – Colchester Selectboard, Oct. 27 – Burlington Parks, Art & Culture Committee. 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 staff to review bids for Red Rocks Park and Dorset Natural Area signage scoping, awarded a contract and met with same for a site visit. Staff reviewed bids for signage scoping for 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 Executive Committee meeting with RPC and MPO and planned Joint Board meeting to consider process for merger discussions. RPC Director participated in October MPO Board meeting. Staff has continued working on the draft MPO/RPC plan/bylaw/permit check list document.

Staff Contact: Samantha Tilton, Charlie Baker

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

Staff participated in two FHWA-funded climate change workshops targeted to Chittenden County. Organized the October Regional Energy Forum and posted a meeting summary to the website.

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]

Through LEPC, CCPRC will pursue the 2011 HMEP grant with work program to consist of identification and outreach to non-compliant facilities in regards to Tier II reporting and chemical hazards. 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

Emergency Management Performance Grant (EMPG) [Task 2.10.3]

Participated in Emergency Preparedness conference and provided crucial information to FAHC presenters regarding adoption of respiratory protection programs for organizations. Staff continues to pursue completion and offer assistance to municipalities that have not updated BEOP's and track the ones that have with VEM.

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]

completed.

Staff Contact: Paul Luciano

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

Staff presented the draft Charlotte annex to the All-Hazards Mitigation Plan to the Charlotte Selectboard. In response to concerns from the Selectboard, staff met with a Selectboard subcommittee consisting of three Selectboard members, the Town Planner, and the Charlotte RPC Commissioner. Staff edited the Charlotte annex in response to feedback received from the meeting, feedback from the Charlotte Fire Chief, and written comments from the Charlotte RPC Commissioner. Another meeting with the subcommittee is planned for early November.

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]

All culvert inventory data has been uploaded to the VOBCIT database. This includes culvert inventories for Colchester, Essex, Huntington, St. George, and Williston. Staff does not anticipate any more VOBCIT updates until next summer after additional culvert inventories.

Staff provided technical support to UVM student working on the Safe Routes to School data development project.

Staff continued work on the housing points database, primarily working on the Burlington portion of the dataset.

Staff collected recently updated parcel data from the GIS library and from municipalities, and provided this data to VCGI (Vermont Center for Geographic Information). New data collected from municipalities was added to the GIS library.

Staff Contact: Pam Brangan, Melanie Needle, Claire Leonard

Transportation Environmental Planning: Online Resource Mapping [Task 3.2.2]

All data has been migrated for the Community Maps project. The majority of this months work has been focused on detail of UVM as well as refining the building footprint data.

Considerable amount of staff time has been spent on understanding the ArcServer software that will be used for the map caching. Documentation has been read and some progress has been made in using the software.

Staff Contact: Pam Brangan, Melanie Needle

Municipal and Regional Technical Assistance [Task 4.1.1]

Staff will be working with Bolton Planning Commission and Conservation Commission to finalize a Natural Resources map. This map was developed a few years ago; staff will update with any more current data as well as any additional data the group thinks would be helpful. Staff will be working with Colchester Assessor over the next few months to enhance parcel database and map with lakeshore frontage information. Staff continues to work on the Bolton overlay district. Staff updated the Colchester Build-out analysis data. Director visited remaining municipalities to discuss merger with CCMPO.

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 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]

The project will develop a landslide assessment study protocol. Study towns include Bolton, Colchester, Essex, Hinesburg, Shelburne and South Burlington. Staff has been developing maps for the landslide study sites. These maps include parcels, topography, zoning, e911 site type (commercial, residential, etc). Staff has also been providing parcel id and landowner name to the consultant so that they can get permission to access study sites. Staff communicated regularly with Anne Clift, the contract geologist and Laurence Becker of the Vermont Geological Survey. Staff accompanied Ms. Clift on project introduction meetings with relevant municipal staff and helped to provide the larger context for this work task, namely that this work flows from the work program identified in each community's All Hazards Mitigation Plan.

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

Energy Efficiency and Conservation [Task 4.1.1.25]

Staff prepared and submitted quarterly reports to VT DPS (for state EECBG grant) and DOE and OMB (for federal EECBG grant). Updated federal database to select metrics appropriate to the funded projects.

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

Stormwater Utility Assistance [Task 4.1.1.31]

Staff worked with municipal officials to prepare a draft of a hypothetical workplan and budget for a regional Minimum Measure #2 [Public Participation & Involvement] effort.

Staff Contact: Dan Senecal-Albrecht

Education, Outreach and Partnership [Task 4.1.2]

The final website is being programmed by GovOffice and should go live by Nov.1. The Director participated in the following education, partnership and outreach efforts:

October 6 – LCCC Government Affairs

October 14 - VAPDA

October 19 – Champlain Initiative

October 20 – CCMPO Board Meeting

October 21 – Northern VT RC&D Annual Meeting

October 27 – CCTA 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]

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 created draft 1 of the existing conditions map for the adjoining regions. 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]

Staff has touched base with the Wetlands specialist and will be finishing the grant over the next month.

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 on October 12th and a Commission Meeting on October 25th 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]

No activity to report.

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 October profit and loss statement was prepared. October finished with an unaudited deficit of \$19,920, leaving a \$10,278 surplus for the year.

Staff Contact: Forest Cohen, Charlie Baker

Grant Writing [Task 5.1.5]

Notified by HUD that CCRPC was awarded a Sustainable Communities grant of \$995K over three years – most of which will go to partners on the grant. Attended an award press event. Staff worked with the Town of Milton to have CCRPC serve as an applicant for an LCBP grant to improve stormwater treatment at a commercial development in the Town.

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 a VSDP (Vermont Spatial Data Partnership) roundtable webinar that included presentations on Census data and hazard mapping.

Staff Contact: All Staff

Staff Meetings [Task 5.2.2]

Staff meetings were held on October 18th. A Joint Staff Meeting was also held on October 20th.

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