

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

2011 Regional Plan Update [Task 1.1.1]

RPUC met on November 2nd and reviewed and discussed the Natural Resources, Community Facilities, and Economic chapters Regional Plan. Staff is currently updating the Energy and Public Safety chapters. Contact: Charlie Baker, Samantha Tilton, Melanie Needle, Leslie Bonnette, Claire Leonard

HUD Sustainability - Consortium Agreement [Task 1.1.2]

Staff developed a 3-year schedule to coordinate the HUD grants tasks with related RPC/MPO and other local or regional projects.

Contact: Charlie Baker, Samantha Tilton, Melanie Needle, Leslie Bonnette

HUD Sustainability - Common Vision & Strategies [Task 1.1.3]

No work to report

Contact: Charlie Baker, Samantha Tilton, Melanie Needle, Leslie Bonnette

HUD Sustainability - Data, Decision Making, and Imp [Task 1.1.4]

Staff developed preliminary maps for the Opportunity Mapping project that were presented at a Fair Housing workshop on November 19, 2010.

Contact: Charlie Baker, Samantha Tilton, Melanie Needle, Pam Brangan

HUD Sustainability - Updated Regional Plans [Task 1.1.5]

No work to report

Contact: Charlie Baker, Samantha Tilton, Melanie Needle, Leslie Bonnette

HUD Sustainability - Consolidate RPC & MPO [Task 1.1.6]

Contact: Charlie Baker

HUD Sustainability - Implementation Activities [Task 1.1.7]

Contact: Charlie Baker, Samantha Tilton, Melanie Needle, Leslie Bonnette

HUD Sustainability - Cooperative Agreement Mgt. [Task 1.1.8]

Contact: Charlie Baker

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]

No new activity to report.

Staff Contact: Samantha Tilton

Regional Stormwater Educational Program [Task 2.3.1]

The Steering Committee met in November and again reviewed a draft of a hypothetical workplan and budget for a regional Minimum Measure #2 [Public Participation & Involvement] effort.

Staff Contact: Dan Albrecht

Transportation Environmental Planning: Wildlife Connectivity [Task 2.3.2]

MPO and RPC staff worked together to develop solicitation for interested communities in the pilot project. The major criteria for the solicitation include - An active conservation or Natural Resource committee; a local champion, have some existing wildlife data, interested in specific wildlife, an engaged road foreman. Once the announcement went out, staff fielded questions from several interested communities. Responses are due December 1st. Then a committee will review the responses and select 1 or 2 pilot communities. Staff monitored the work of Grover Engineering on the redesign of a Raceway Road culvert for The Creek in Jericho. A final report was received from Grover Engineering and was distributed to Town of Jericho Staff. The report analyzed conditions including Aquatic Organism Passage and provided recommendations and cost estimates for replacement of the culvert.

Staff Contact: Dan Albrecht, Pam Brangan

Chittenden County Stream Team [Task 2.3.3]

Staff supervised its contractor, Amy Sheldon of Landslide, Inc. Staff worked with municipal officials to prepare another draft of a hypothetical work plan and budget for a regional Minimum Measure #2 [Public Participation & Involvement] effort.

Staff Contact: Dan Albrecht

Brownfields Assessment Program [Tasks 2.5.1]

Staff updated the consultant selection review worksheets. Staff screened and scored the 11 Statements of Qualification (SOQs) received from environmental consultants. The best 6 SOQs were forwarded to the consultant selection committee of the Brownfields Advisory Committee. We also received 4 SOQs from historic preservation/archeology consultants.

Staff Contact: Julie Potter & Samantha Tilton

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

Staff traveled to and participated as vice-chair at the Lake Champlain Byway Council meeting on November 15th in South Hero.

Staff Contact: Dan 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 communicated with VTRANS-LTF staff on wording of maintenance agreement and on need for 4-F approval as part of the CE process.

Staff Contact: Dan 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 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 Albrecht

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

Staff conferred with landowner and VTRANS staff on late November expanded Phase I archeological site work at the potential South Hero portalet shelter location. Staff queried Byway council members on potential sites for bilingual travel information panel and provided info to same on how to solicit interest in use of brown OBDS signs from resource site managers. Staff communicated regular with Byway Council chair and treasurer to provide update on status of grant deliverables and consulted with full Council on same at November 15th meeting. For the redesign of the Byway website staff held one bid review meeting to interview three finalist firms, discussed interviews and bids with review team, contacted several individuals to obtain references on top firm, provided documentation to VTRANS on the procurement process for this website redesign and held project kick-off meeting with same. 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 made a quick update to the LC Byway bilingual map.

Staff Contact: Dan 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 and other entities 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: November 9th: Lake Champlain Regional Chamber of Commerce Tourism Committee, Essex Junction and Shelburne, November-15th: South Burlington and November 22nd-CCRPC Commission. 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 Albrecht, Janet Botula

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

Staff reviewed bids for signage scoping for Shelburne's Bay Park and LaPlatte Natural Area and met with Shelburne staff to review same. Staff conducted reference checks on one of the bidders. Staff prepared contract materials for selected firm on both Shelburne project and a similar South Burlington project. Staff provided documentation on the procurement process for both these contracts. 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 Albrecht

LC Byway Program (Contract # 09-#02 Byway Publications [Task 2.5.2.7]

No activity this month.

Staff Contact: Dan Albrecht

Transportation Land Use Planning [Task 2.7.1]

Held Joint Board meeting to consider process for merger discussions.

Staff Contact: Samantha Tilton, Charlie Baker

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

Staff attended a meeting of the RPC energy network. Identified the newly updated VLCT/VECAN municipal energy manual as a possible feature presentation for the next regional energy network. Contacted the Delaware Valley RPC for a copy of their regional greenhouse gas emissions inventory, to use their process and database as a model for Chittenden County.

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 applied for two HMEP grants per direction from LEPC. CCRPC will assist LEPC in identification of facilities and tier II reporting compliance. Arranged for Bill Bress, State Toxicologist, to

speak at LEPC regarding changes in Chemical Hazard Laws on the State and Federal Level. He will come to December meeting. LEPC named officers in the month of November. Al Barber will continue as chair and Brian Wemple (VDH Lab) as vice chair.

Staff Contact: Paul Luciano

Emergency Management Performance Grant (EMPG) [Task 2.10.3]

Staff continues to pursue completion and offer assistance to municipalities that have not updated BEOP's and track the ones that have with VEM. Within this attempt, staff is drafting an instructional document to help towns with completion. Staff also began assisting CVRPC with EMPG initiatives for Washington and Orange Co.

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]

Work on this project is completed.

Staff Contact: Paul Luciano

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

Staff held a second meeting with a Selectboard subcommittee consisting of three Selectboard members, the Town Planner, and the Charlotte RPC Commissioner to discuss revisions to the municipal annex. Staff revised the Charlotte annex in response to this meeting. Staff also met with Winooski staff to review their municipal annex; tentatively scheduled to meet with the City Council in early December. A revised draft of the Winooski annex has been submitted to municipal staff. Staff discussed with the Town Administrator, VEM and FEMA the status of Underhill's HMGP grant, which is contingent on having an approved and adopted All Hazards Mitigation Plan; Chittenden County's All Hazards Mitigation Plan expired in June and FEMA is still reviewing the August revised submission. FEMA indicated that the town has a year from the grant award to adopt an approved All Hazard 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.

CCRPC contracted with Grover Engineering to prepare a detailed assessment of a deteriorating culvert for Raceway Road on The Creek in Jericho. The report analyzed conditions including Aquatic Organism Passage and provided recommendations and cost estimates for replacement of the culvert.

Staff Contact: Dan Albrecht, Pam Brangan, Paul Luciano

Data Update and Maintenance [Task 3.2.1]

Staff provided Huntington with more culvert maps that included parcel boundaries and parcel numbers. Provided an updated map for VECAN conference. This map identifies towns within Vermont that have an Energy Committee, Coordinator or Energy Project. Various clean up of the GIS and orthophoto library to

reduce the amount of space these libraries are using on the server. Staff continued work on the housing points database, completing an initial update to the Burlington portion of the dataset and beginning work on South Burlington.

Staff conducted an analysis of municipal zoning related to zoning densities, stream, surface water, wetland, and floodplain setbacks. Staff began creating countywide data that shows these setbacks in order to determine areas where future development is constrained by proximity to water resources. These constraints will help inform future land use modeling for the CCMPO 2035 MTP.

Staff updated a map of the current legislative districts in Chittenden County to show the names of state legislators elected in November 2010.

Staff Contact: Pam Brangan, Melanie Needle, Claire Leonard

Transportation Environmental Planning: Online Resource Mapping [Task 3.2.2]

Staff was able to create a demo online mapping tool for the Legislative Reception held on November 17th. The map was only for demonstration purposes, but it is viewable via the internet. Staff successfully cached a portion of the ESRI Community Map data for the demo map created for the Legislative Reception. The cached area included Burlington, South Burlington, Colchester, Winooski, and Essex. Once the data refinement is complete, a cache of the entire county will be attempted.

Staff Contact: Pam Brangan, Melanie Needle

Municipal and Regional Technical Assistance [Task 4.1.1]

Staff assisted Williston with a laptop purchase. Staff provided Richmond with some wetland and DFIRM GIS data as well as gave them a quote for GIS work related to their Municipal Planning Grant application. A small change to Essex Junction zoning data was completed by staff. Staff will be working with Colchester Assessor over the next few months to enhance parcel database and map with lakeshore frontage information. Staff assisted the town of Huntington on their municipal planning grant. Staff updated the Colchester build out analysis for their Needs Assessment for Onsite Wastewater Treatment Systems.

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

Floodplain Map and Bylaws Update [Task 4.1.1.21]

Staff provided Huntington Planning Commission with Floodplain maps. Staff reviewed municipalities getting FEMA approval of bylaws.

Staff Contact: Charlie Baker, Dan 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 has been providing maps to the consultant to facilitate landowner contacts before field work begins. The maps include parcel boundaries and landowner names that abut the study area streams. Staff conferred with ANR-State Geologist on contract issues.

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

Energy Efficiency and Conservation [Task 4.1.1.25]

Staff prepared and submitted a monthly report to VT DPS for the state EECBG grant, as well as a projected monthly budget for expenditures. Staff also prepared and submitted a lengthy questionnaire to the Government Accounting Office which is auditing the EECBG program. Staff discussed project implementation issues with several subgrantees.

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

Stormwater Utility Assistance [Task 4.1.1.31]

Staff continued to work with municipal officials and consult with relevant ANR staff to prepare a draft of a hypothetical workplan and budget for a regional Minimum Measure #2 [Public Participation & Involvement] effort.

Staff Contact: Dan Albrecht

Education, Outreach and Partnership [Task 4.1.2]

At long last, CCRPC's new website is up and running! The Commission will view the site at the monthly Commission meeting, and staff will walk them through the basic format and solicit their feedback. The Director participated in the following education, partnership and outreach efforts:

November 1 – Champlain Initiative health and land use coordination

November 3 – LCRCC Government Affairs

November 4 – VAPDA

November 4 – VPA fall conference

November 9 – Chamber gala

November 10 – RPC & RDC discussion

November 11 – CCTV sustainable comm. grant show

November 16 – Champlain Initiative

November 17 – LCRCC Regional Affairs

November 17 – legislative briefing and several other individual legislator briefings

November 18 – Vermont Housing Conference

November 19 – Fair Housing Conference

Staff also hosted the RC&D's webinar series on community planning.

Staff Contact: Charlie Baker, Dan 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 Albrecht

CCMPO 2060 Metropolitan Transportation Plan Support [Task 4.2.2]

CCMPO staff suggested changes to the adjoining regions map draft 1. Those changes have been made and draft 2 of the map is now being reviewed by CCMPO staff.

Staff prepared land use and demographic assumptions based on the draft 2013 Regional Plan Planning Areas for 2035 MTP transportation modeling.

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 November 9th and a Commission Meeting on November 22nd 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 November profit and loss statement was prepared. November finished with an unaudited surplus of \$9,660, resulting in a \$20,630 surplus for the year.

Staff Contact: Forest Cohen, Charlie Baker

Grant Writing [Task 5.1.5]

Staff provided notice to the Town of Milton and to Pomerleau Real Estate that CCRPC has successfully obtained the LCBP grant to improve stormwater treatment at a commercial development in the Town.

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

Staff Professional Development [Task 5.2.1]

Staff attended the Vermont Housing Conference.

Staff Contact: All Staff

Staff Meetings [Task 5.2.2]

Staff meetings were held on November 1st and November 29th.

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