

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

**2013 Regional Plan Update** [Task 1.1.1]

RPUC met on December 13<sup>th</sup> to discuss the process of updating the Regional Plan in connection with the HUD Regional Plan for Sustainable Development tasks. Staff prepared each Regional Plan chapter for posting on the website. Staff designed a new Regional Plan webpage to communicate information about the process and schedule.

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

**HUD Sustainability** - [Task 1.1.2]

Staff began to research best physical meeting space for the HUD Sustainability Steering Committee breakfast meetings. UVM Davis Center and the Sheraton Hotel & Conference Center were contacted and prices and availability obtained. Coordination discussions with Burlington, VHFA, GBIC, Smart Growth, VEIC, and CRS were held. Draft RFPs for public engagement and economic analysis were drafted. An updated budget was developed and provided to HUD as part of the contract negotiation. Staff began reviewing relevant regional plans to identify the common vision for Chittenden County.

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

**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 December. Eleven of twelve members committed to funding in and participating in a regional Minimum Measure #2 [ Public Participation & Involvement ] effort. See also Tasks 2.3.3 and 4.1.1.31

Staff Contact: Dan Albrecht

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

Staff received responses to our solicitation for the pilot projects. We received 4 responses. All 4 are from rural communities, none from urban. RPC and MPO staffs, along with a selection committee, have reviewed the project proposals. RPC and MPO Staff will meet in early January to discuss how to proceed with the pilot projects.

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 a final draft version of a hypothetical work plan and budget for a regional Minimum Measure #2 [ Public Participation & Involvement ] effort for consideration by MS-4 regulated municipalities and entities. Staff tracked expenses and remaining funds to assure deliverables will be met.

Staff Contact: Dan Albrecht

### **Brownfields Assessment Program [Tasks 2.5.1]**

Staff worked with the Brownfields Advisory Committee to select Environmental Assessment Consultants, selecting a total of 4 (with one of the four to be potentially eliminated due to contract issues). The group met on December 16th.

Staff Contact: Julie Potter & Samantha Tilton

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

Staff conferred with Council members and with Chittenden County byway communities on ideas for next round of grants and updated registration with Grants.gov.

Staff Contact: Dan Albrecht

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

Staff obtained signatures for final versions of maintenance agreements for the Pease Mountain Panel in Charlotte and the three new panels in Burlington. Staff began to assemble photos and maps for submission of 4-F documentation to VTRANS.

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 kiosks (Essex Junction and Winooski); 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 reviewed and circulated draft text for audio stories for seven of the county's eight byway towns which were provided by Shadow Productions. Staff discussed amendment to contract to incorporate audio into new version of Byway website. 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 Town officials and State Dept. of Fire Safety officials on whether relevant permits need to be updated for the portalet shelters. In light of possible difficulties with one of the portalet locations, staff investigated the possibility of locating a shelter at F&WS access areas, State Parks or Hyde Cabin site. Staff conferred with VTRANS on requirements for bid documents and on status of previously submitted CE. Staff met with Jeffrey Schneider, shelter architect to plan for fine-tuning of bid documents, specs and revised plans to minimize archeological impact per VTRANS review. Staff queried Byway council members on potential sites for bilingual travel information panel and met with LC Ferries on same. Staff communicated regular with Byway Council chair and treasurer to provide update on status of grant deliverables. Staff provided an update to the full Council via a teleconference meeting on December 14<sup>th</sup>. For the redesign of the Byway website, staff created a Flickr photo page and Facebook page for the Byway, held a project status and refinement meeting on December 21<sup>st</sup> with Shadow Productions and fine-tuned the scope of work based upon 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: December 15<sup>th</sup>: Lake Champlain Regional Chamber of Commerce Regional Affairs Committee. Staff prepared and distributed a draft outline to Planning & Implementation Committee members. Staff began to write various sections of the draft plan and solicited advice from CCMPO on data needed concerning road performance, design, safety and other issues required by FHWA guidance on Corridor management plans..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 awarded the bid for signage scoping for Shelburne's Bay Park and LaPlatte Natural Area and met with the contractor and local volunteers for a site visit to same. Staff reviewed and commented on the first draft of the signage scoping document for South Burlington's Red Rocks Park and Dorset Natural Area. Staff conducted reference checks on one of the bidders. 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]**

Assisted with drafting the Joint Report to the Legislature on the plan for merger. Held joint Executive Committee meeting with RPC and MPO and planned Joint Board meeting to consider process for merger discussions. RPC Director participated in December MPO Board meeting. Work on the draft MPO/RPC plan/bylaw/permit check list document has paused for merger process.

Staff Contact: Samantha Tilton, Charlie Baker

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

Discussed project with ICLEI staff to identify information and tools they can provide to support the project. With ICLEI staff, reviewed their regional emissions methodology and data worksheets for the regional emissions inventory they did for Long Island. Held webinar meeting with Climate Action Associates (former ICLEI staff) about a new software platform to enable stakeholders to directly input and maintain emissions data. Attended the VECAN conference on December 4<sup>th</sup>.

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 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

CCRPC will host the following ICS courses in 2011: (please note dates and times may change in response to participants' schedule.

April 18<sup>th</sup> for an ICS 100 (8am to 6pm)

May 16<sup>th</sup> & 17<sup>th</sup> for an ICS 200 (1.5 days)

July 6<sup>th</sup>, 13<sup>th</sup>, & 20<sup>th</sup> for an ICS 300 (3 full days)

### **Local Emergency Planning Committee Assistance [Task 2.10.2]**

CCRPC staff completed BEOP Instructional Guide and will use to assist towns complete the BEOPS. Dual HMEP grants were awarded to LEPC and CCRPC staff is working with VEM and LEPC on work plan to provide outreach to an estimated 430 sites during the grant period.

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. Staff provided assistance to towns after disaster declaration and will begin participating in FEMA site visits.

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 continued to revise the Charlotte AHMP annex in response to emailed feedback from the Charlotte RPC Commissioner. Staff met with the Winooski City Council to discuss the Winooski annex.

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 reviewed the final deliverables on the first two projects. For the BCA assessments, staff reviewed the list prepared by the contractor showing which culverts and bridges (in drainages having an older version of FEH Phase 2 data) still needed a BCA conducted. Staff will work with contractor in the spring to prioritize which such structures should be assessed depending upon available funds and other parameters.

Staff Contact: Dan Albrecht, Pam Brangan, Paul Luciano

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

Staff completed an analysis of municipal zoning related to zoning densities, stream, surface water, wetland, and floodplain setbacks. This analysis will help inform future land use modeling for the CCMPO 2035 MTP.

Staff met with Local Motion and UVM intern to discuss the Safe Routes to School project.

Staff spent some more time organizing items in the orthophoto library.

Staff began working with the 2004-2009 American Community Survey data.

Staff continued work on the Housing Points dataset, completing an initial update for South Burlington and beginning work on Williston. Updating this dataset involves associating housing units, including dwelling unit count and year-built data with esite point data.

Staff Contact: Pam Brangan, Melanie Needle, Claire Leonard

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

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 provided Huntington with GIS technical assistance on three different occasions during the month of December. This assistance was geared to help the Town Manager and Town Planner make better use of GIS with regards to culvert and sign data as well as zoning and constraints data.

Staff began work on an update to a Bolton Natural Resource map that first developed in 2007. This map will be utilized by almost all committees in Bolton, so input from them all was a critical first step. Much of the data is now current, but some data may need to be developed in the future.

Staff continued work for the Colchester Assessor. This work was to find lakeshore frontage length. A draft map and excel spreadsheet was developed and delivered to the assessor. The work is almost complete. Once the assessor finishes reviewing the data, some edits will need to be made.

Staff developed a new dataset for Colchester. This dataset identifies residents which participated in a heritage project. Once the data was mapped, a town map showing the location of the residents was developed and a pdf was delivered to the town planner.

An edit to the Essex Junction zoning data was completed and maps were developed. Staff updated the Colchester Build-out analysis data. Staff updated the Colchester build out analysis for their Needs Assessment for Onsite Wastewater Treatment Systems. Staff provided assistance to the Town of Huntington on their MPG application.

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 completed maps for the consultant to use to facilitate landowner contacts before field work begins. The maps include parcel boundaries and landowner names that abut the study area streams.

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

### **Energy Efficiency and Conservation [Task 4.1.1.25]**

All subgrantee contracts have been executed. Quarterly reporting was completed and submitted to DPS and DOE. Subgrantees were urged to achieve progress on their projects and increase the rate at which they are expending the grant funds.

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 the final 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, the final website template is in place and gone live. Formatting changes and reorganization of some sections will be completed in January.

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

December 1 – LCRCC Government Affairs

December 2- VAPDA

December 3 – VPA Legislative Committee

December 4 – VECAN Confernece

December 7 – LCRCC/GBIC Legislative Reception

December 9 – VBSR Public Policy Forum

December 10 – The Future of Vermont's Working Landscape Summit

December 14– Champlain Initiative

December 15 – Regional Affairs Committee

December 15 – Northern VT RC&D Council

December 15 – CCMPO Board Meeting

December 21 – Town Managers' Luncheon

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]**

Staff provided MPO staff with a table identifying congestion area data from a map that was developed this summer for the MTP. Changes will be made to better depict current traffic congestion. There was discussion of the schedule in consideration of the HUD grant.

Staff Contact: Charlie Baker, Pam Brangan, Melanie Needle

### **Wetlands Restoration (604b Water Quality) [Task 4.2.3]**

Staff asked for and received a grant extension. Staff completed the work within the Winooski Watershed to identify landowners which have areas of potential wetland restoration.

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 December 13<sup>th</sup> including agendas and minutes; there was no December Commission meeting. CCTV's video of the November 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 December profit and loss statement was prepared. December finished with an unaudited surplus of \$3,555 resulting in a \$24,206 surplus for the year.

Staff Contact: Forest Cohen, Charlie Baker

### **Grant Writing** [Task 5.1.5]

Staff worked with engineers assisting Pomerleau Real Estate to fine tune and submit the work plan for the LCBP grant that was awarded to improve stormwater treatment at a commercial development in the Town. Staff prepare and submitted a request to the Champlain Valley National Heritage Area to organize and host regional stakeholder meetings for the County. Staff

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 VECAN Conference.

Staff attended a VCGI webinar on working with raster data in GIS.

Staff Contact: All Staff

### **Staff Meetings** [Task 5.2.2]

Staff meetings were held on November 1<sup>st</sup>, 15<sup>th</sup>, and 29<sup>th</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 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