

**Chittenden County Regional Planning Commission**  
**Executive Director's FY 11 Work Program Progress Report**  
January 2011

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

RPUC met on January 5th to continue discussing the process of updating the Regional Plan in connection with the HUD Regional Plan for Sustainable Development tasks. RPUC will be recommending to the Commission, at the January 2011 meeting, the adoption of a revised 2013 Regional Plan schedule.

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

**HUD Sustainability - Consortium Agreement** [Task 1.1.2]

A permanent space for the HUD Sustainability Project Steering Committee meetings was secured at The Sheraton. Invitations to the Steering Committee were sent on January 28 -31 to sixty invitees as well as a press release distributed to local media. RFPs for public engagement and economic analysis were prepared and advertised. An outreach assistant job advertisement was prepared and advertised. .

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

**HUD Sustainability - Common Vision & Strategies** [Task 1.1.3]

Staff began reviewing relevant regional plans and town plans to identify the common vision for Chittenden County. Staff has developed a matrix that relates common goal and policy statements to the HUD livability principles and the Regional Plan topics.

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

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

No work to report.

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]

Joint meetings were planned and scheduled. The Report to the Legislature was finalized and transmitted. Mission/Vision and Bylaws were reviewed with work groups and drafted.

Contact: Charlie Baker

**HUD Sustainability - Implementation Activities** [Task 1.1.7]

No work to report

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

### **HUD Sustainability - Cooperative Agreement Mgt.** [Task 1.1.8]

Budget and contract negotiations were conducted with HUD concluding with contract execution on January 25<sup>th</sup>

Contact: Charlie Baker, Forest Cohen

### **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 and the Review Committee held a public hearing for the Essex Town Plan. The Full Commission voted to approve the Plan on January 24<sup>th</sup>.

Staff Contact: Samantha Tilton

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

The Steering Committee met in January. Staff assisted the RSEP chair in drafting, proofing and then mailing a letter to ANR-Stormwater concerning uses of leftover orphan stormwater. Staff prepared and distributed minutes and monthly CCRPC invoices to the Steering Committee for their consideration. 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 to discuss how to proceed with the pilot projects. Once a few details are worked out, staff will reach out to the interested communities in early February.

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 several versions of a draft Memorandum of Understanding to form 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 is currently working on reviewing the archeological applicants.

Staff Contact: Julie Potter & Samantha Tilton

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

Staff cleaned up old Byway files.

Staff Contact: Dan Albrecht

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

Staff submitted to VTRANS 4-F documentation and a request for an amended PACE to authorize fabrication and installation of Pease Mountain Panel in Charlotte and 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 arranged for and participated in meetings between Wood & Wood, the designer and municipal staff. Staff reviewed and drafted text for the Winooski kiosk. Staff has begun work on maps for the Winooski kiosks. 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 worked with municipal staff to finalize draft text for audio stories for seven of the county's eight byway towns which were provided by Shadow Productions. Staff prepared and finalized 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]**

Portalet Shelter: Staff arranged for meetings on January 14<sup>th</sup> with Jeffrey Schneider, shelter architect and site landowners to come to agreement on final specs and revised plans to minimize archeological impact per VTRANS review. Travel Information Panel: Staff solicited final comment from Byway Council on design of panel and new slightly smaller but more standard sizing. Staff made a quick update to the LC Byway bilingual map. For the redesign of the Byway website, staff met with Shadow Productions on January 14<sup>th</sup> to review initial designs "skins" and facilitated communications between Shadow Productions and full Byway Council. Staff communicated regular with Byway Council chair and treasurer to provide update on status of grant deliverables. 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, Pam Brangan

### **LC Byway Program (Contract #08-05 Corridor Management Plan Update and Capacity Building [Task 2.5.2.5]**

Staff continued to draft various sections of the draft plan and reviewed documentation provided by CCMPO 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 reviewed and commented on the initial draft of the scoping signage report prepared 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 final draft of the signage scoping document for South Burlington's Red Rocks Park and Dorset Natural Area. Staff provided documentation on the procurement process for both these contracts. Staff reviewed final plans and cost estimates prepared for the Milton Town Forest Parking 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 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 Executive Committee meeting with RPC and MPO and Joint Board meeting to finalize and review Report to the Legislature. RPC Director participated in January MPO Board meeting. Revised bylaws were drafted taking into consideration both MPO and RPC responsibilities. Progress on improving the plan and permit review procedures between the MPO and RPC have been suspended pending merger.

Staff Contact: Samantha Tilton, Charlie Baker

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

Started discussion as to complete work during project manager's leave of absence.

Staff Contact: Julie Potter, Samantha Tilton, Melanie Needle, Charlie Baker

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

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)

Staff Contact: Paul Luciano

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

Scheduled multiple presentations for Feb LEPC including explosive smelling dogs, VDH CRI initiative presentation. LEPC contact list compiled and will be given to attended LEPC members.

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 completed Winooski BEOP and has contacted smaller towns with CC with the offer of helping out with plan completion and adoption. Staff received from VCGI the Vermont Infrastructure Dataset (formerly the Critical Facilities dataset) for updating. Initial review of the data to determine how much updating will be needed was completed.

Staff Contact: Paul Luciano, Claire Leonard Pam Brangan

### **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 completed revision of the Charlotte All-Hazards Mitigation Plan annex and made plans to present the plan to the Charlotte Selectboard in February. After hearing from FEMA that the multi-jurisdictional AHMP and 16 of the annexes had been approved pending adoption, staff began to lay the groundwork for the municipal adoption process. Staff revised and updated the 2005 resolutions of adoption for each municipality, made minor edits to the municipal annexes, created final drafts of each annex, and began drafting memos to selectboard/city council members and municipal staff regarding the AHMP and the adoptions process.

Staff Contact: Julie Potter, Claire Leonard

### **Fluvial Erosion Hazard Mapping and Planning PDM-08 [Task 2.10.7.1]**

Staff collated and submitted several monthly activity reports and submitted them to VEM. Staff reviewed expenditures to date and prepared internal projections of expenses for FY12. Staff discussed with VEM a possible extension of the grant performance period.

Staff Contact: Dan Albrecht, Pam Brangan, Paul Luciano

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

Staff conducted analysis of existing and future development densities to determine the development density occurring on soils outside of the sewer service area. The average density on each soil suitability type will be used to update the assumptions necessary to produce an allowable land use file for the MPO's travel demand model.

Staff attended a parcel data standards meeting. This meeting, the first in a series, was a working meeting with the intent of developing standards for parcel development.

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

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

Staff continued work on the Housing Points dataset, completing an initial update for Williston and Jericho and beginning to prepare for municipal visits to fill in data gaps for towns such as Bolton and Burlington. The updated Jericho housing data was compiled with the help of town staff and will be used for the Jericho buildout analysis.

Staff Contact: Pam Brangan, Melanie Needle, Claire Leonard

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

Staff has spent several hours trying to cache the data for the ESRI Community Mapping project. The caching has not been successful and staff continues to try and figure out why. Staff developed an online map for Richmond to use for residents to familiarize themselves with the new floodplain data. This map can be viewed with the following link – { HYPERLINK "http://maps.ccrpcvt.org/DFIRM" }

Staff Contact: Pam Brangan, Melanie Needle

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

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 began work on a map for Charlotte Conservation Commission. This map will be used in an outreach and education piece on conserved lands. Staff met with the Jericho Town planner to discuss the build out analysis parameters. Staff share land use and existing development data with the City of Burlington. Staff updated the Colchester build out analysis for their Needs Assessment for Onsite Wastewater Treatment Systems.

At the request of Colchester and South Burlington, CCRPC may serve as contracting agent for municipal planning grant work.

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 Richmond with Floodplain maps depicting the change between the old floodplain data and the data which will become official this summer. Staff prepared and submitted activity reports and invoices. Director discussed floodplain map issues in Richmond with ANR and Town Administrator.

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 prepared and submitted activity reports and invoices.

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

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

Staff worked with Winooski Valley Park District staff to clarify modifications to the project tasks, and with DOE staff to make minor modifications to the activity description to accommodate these changes. DOE approved these changes. Staff also obtained Div. Historic Preservation determination that the changes do not require Section 106 review. Staff coordinated execution of the Shelburne LED Streetlight subgrant agreement, now that the state has finalized their portion of the project funding. Staff advised subgrantees to submit invoices for work done to date, and reminded them of quarterly reports due on 12/25.

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

### **Stormwater Utility Assistance [Task 4.1.1.31]**

No activity this month but see Task 2.3.3

Staff Contact: Dan Albrecht

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

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

January 5 – LCCC Government Affairs

January 6 - VAPDA meeting

January 10 – Legislative Breakfast

January 12 – VSJF Farm to Plate Initiative

January 14 – Burlington Legacy Steering Committee

January 18 - Town Managers/Administrators' Luncheon

January 19 – Regional Affairs Committee

Staff prepared and distributed an email to its HUD partners soliciting presentations from them at the CCRPC's Fourth Annual Planning Conference on April 15<sup>th</sup>

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 MTP maps. Director discussed integrating MTP schedule with MPO Executive Committee and MTP Advisory Committee. Director also participated in Advisory Committee meeting.

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 January 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 January profit and loss statement was prepared.

Staff Contact: Forest Cohen, Charlie Baker

**Grant Writing [Task 5.1.5]**

Notified by VEM that we were awarded a \$4500 hazard mitigation education program grant. Executed grant with HUD for \$995,000.

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

**Staff Professional Development [Task 5.2.1]**

None to report.

Staff Contact: All Staff

**Staff Meetings [Task 5.2.2]**

Staff meetings were held on January 3, 24 and 31.

Staff Contact: All Staff

**Personnel Administration** [Task 5.2.3]

Individual personnel meetings were held with staff as needed. The employee evaluation process was initiated.

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