

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

2013 Regional Plan Update [Task 1.1.1]

RPUC is temporarily on hold while the HUD Sustainability Project is underway. Members of RPUC will be serving on the Project's Steering Committee.

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

HUD Sustainability - Consortium Agreement [Task 1.1.2]

Invitations to the Steering Committee were followed up with about 50 organizations confirming participation. Public engagement proposals were reviewed and a consultant (LandWorks) selected. Economic analysis proposals have been received. Outreach assistant applicants were screened, but ultimately we decided to perform the functions with existing staff. The detailed work plan was developed and the project schedule updated. The first Coordination Group meeting was held.

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

HUD Sustainability - Common Vision & Strategies [Task 1.1.3]

Staff continued 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 presented to seven legislative committees. Mission/Vision, Committees, and Bylaws were reviewed with work groups and drafted. Obtained Joint Executive Committee approval and hired an attorney to review the draft bylaws and related documents.

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 February 1st. Subgrant agreements are currently being negotiated with a goal of having all subgrant agreements executed by March 31st.

Contact: Charlie Baker, Forest Cohen

Act 250 and Section 248 Reviews [Task 2.1.1]

Staff agreed to cease updating the database and to only review documents that may meet SRI.

Staff Contact: Samantha Tilton

Confirm Municipal Planning Processes [Task 2.1.2]

Staff received a request for a Formal Review from the town of Jericho and began a review of their municipal plan.

Staff Contact: Samantha Tilton

Regional Stormwater Educational Program [Task 2.3.1]

The Steering Committee met in February. Staff arranged for, publicized and participated in a videoconference with EPA Region I staff and New England stormwater stakeholders on public education techniques. Staff updated the { HYPERLINK "http://www.smartwaterways.org" } website as needed. Staff prepared and distributed minutes and monthly CCRPC invoices to the Steering Committee for their consideration. Staff distributed items of interest/relevance to the Steering Committee as needed. See also Tasks 2.3.3 and 4.1.1.31

Staff Contact: Dan Albrecht

Transportation Environmental Planning: Wildlife Connectivity [Task 2.3.2]

CCMPO and CCRPC staff has worked out a plan to assist all four wildlife projects that were submitted. In February, staff contacted representatives from Jericho, Richmond, Underhill (JRU) and their project consultant to discuss how CCMPO/CCRPC staff can help with packaging and distribution of their methodology, data sets, and other resources.

Staff also contacted representatives from Bolton, Hinesburg, and Huntington to determine their interest in using the JRU project as a model for a similar project in their communities.

Staff discussed a possible MS-4 municipal employee training on mammals and aquatic communities.

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 Memorandum of Understanding to form a regional Minimum Measure #2 [Public Participation & Involvement] effort for consideration by MS-4 regulated municipalities and entities and updated the required Project Report and Plan as noted in the grant deliverables. 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 discussed options for distribution of Byway brochures with VTRANS staff.

Staff Contact: Dan Albrecht

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

Staff responded to VTRANS request concerning archeological oversight on installation at Pease Mountain location. Staff tracked expenses and began work on first draft of a Request for Quotes for panel fabrication.

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 reviewed and drafted text for the Winooski kiosk and provided feedback on design of Essex Junction kiosk. Staff has begun work on maps for the Winooski kiosk and solicited feedback from Winooski planning staff and RPC Commissioner. 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 solicited input from Charlotte on audio interpretive sites. Staff reviewed updates to new version of Byway website including process for staff entry of data about intrinsic resource sites directly into the 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]

Trailblazer Signs: Staff finalized and submitted a Section 1111 permit to VTRANS for installation of Byway signs in Addison and Grand Isle counties. Portalet Shelter: Staff reviewed the initial cost estimates and revised plans provided by the project architect and investigated options for ground truthing of estimate Travel Information Panel: Staff distributed RFP for fabrication of Travel Information Panels and received incoming bids. For the redesign of the Byway website, staff conferred frequently by phone and email with Shadow Productions on selecting various options and features and reviewing content. 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 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 worked with Charlotte Town Planner to identify needs and then prepared and distributed an RFP (with VTRANS approval) to secure a contractor to prepare a scoping document on trail parking and signage needs in Thompson's Point area of Charlotte. 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]

Staff distributed to Byway Council and VTRANS a 1st draft of an RFP to secure a designer for the Winter Activities Guide, Water Access Guide and ten to sixteen community guides. Staff made revisions requested by VTRANS. 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

Transportation Land Use Planning [Task 2.7.1]

Held joint Executive Committee meeting with RPC and MPO. Draft bylaws were updated following the work of the work groups. 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]

Staff has worked together with MPO staff to create a RFP and letter of invitation for committee members. Staff also discussed the direction of the project and the role of staff and any hired consultants.

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 18th for an ICS 100 (8am to 6pm)

May 16th & 17th for an ICS 200 (1.5 days)

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

Staff Contact: Paul Luciano

Local Emergency Planning Committee Assistance [Task 2.10.2]

LEPC adopted AHMP after review. Worked with CCMPO staff to make significant changes to LEPC email list; adding new members and deleting ones by request. After contact by DHS, consulted with State and LEPC chair on viability of Chemical hazard training. That training was requested and is scheduled for April.

Staff Contact: Paul Luciano

Emergency Management Performance Grant (EMPG) [Task 2.10.3]

Staff began review and update of 2010 CPOD plan and established conduit of communication with S. Burlington and learned about their EP program and staff changes (loss of position). Staff participated in Emergency operations drill with SNS team at State warehouse for emergency disbursement. Staff continues to help smaller towns in Chittenden County with BEOP completion. 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 presented the revised Charlotte AHMP annex to the Charlotte Selectboard and, after receiving permission, submitted the document to FEMA and VEM for review. Staff drafted and sent memos to selectboard/city council members, municipal staff, and RPC Commissioners regarding the AHMP and the adoptions process. After communicating with municipal staff and representatives, staff scheduled time during upcoming selectboard/city council/trustee meetings for adoption of the All-Hazards Mitigation Plan to be discussed and voted on. As of the end of February, two municipalities (Jericho and Milton) had adopted the AHMP, and meetings were scheduled in March and April for an additional 11 municipalities. In preparation for these meetings, staff printed and sent or delivered hard copies of the municipal annexes and countywide AHMP to officials in seven municipalities.

Staff Contact: Julie Potter, Claire Leonard

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

Staff prepared budget estimates to forecast work for next several months. Staff worked to schedule separate work planning meetings with ANR staff and with Lewis Creek and LaPlatte organizations. Staff began preparing large paper maps showing the updated extent of geomorphic assessments and fluvial erosion hazard areas in the county.

Staff Contact: Dan Albrecht, Pam Brangan, Paul Luciano

Data Update and Maintenance [Task 3.2.1]

Staff began the search for 2 interns to perform summer field work – culvert and sign inventories.

Staff reviewed existing pedestrian GIS data and its attributes.

Staff participated in a conference call to learn about the orthophoto buy-up program being offered to municipalities. Chittenden County orthophotos will be flown in the spring of 2013. Once pricing is known, staff will organize a meeting to bring municipalities and other interested parties together to discuss options.

Staff continued to work on the housing points data update. Staff contacted municipal planners in Burlington, Colchester, Essex, Essex Junction, South Burlington, and Williston to plan visits to town offices to fill in gaps in the dataset. Staff made some updates to the Essex portion of the dataset based on responses from town planners. Staff continued to fill in gaps in the Bolton and Charlotte housing points data.

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 has determined that a software upgrade may solve the caching problem.

Staff Contact: Pam Brangan, Melanie Needle

Municipal and Regional Technical Assistance [Task 4.1.1]

Staff continues to 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 is working to finish up the lake frontage spreadsheet and map for Colchester. Staff continues to provide GIS technical support to Williston and Underhill. Staff developed the necessary data needed to generate preliminary build-out results for the Town of Jericho.

Staff provided the Town of Shelburne with household and employment projections. CCRPC developed an RFP and advertised for proposals on behalf of a joint project for form-based code assistance for Colchester, South Burlington and St. Albans.

Staff attendee a Fair Housing Training workshop on February 3rd.

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 has been fielding several calls and emails from consultants regarding the DFIRM GIS data. Staff does not have the most current version, but has attempted to assist where possible. Staff prepared and submitted activity reports and invoices. Director reviewed 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]

No activity during this time period. Work will recommence once first version of landslide hazard assessment protocol is completed.

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

Energy Efficiency and Conservation [Task 4.1.1.25]

Staff has been in contact with grant recipients to encourage them to invoice for their projects and to request assistance when needed. Staff has also been of assistance with the invoicing process.

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

CV Nat'l Heritage Partnership Reg'l Stakeholder Group Coordination [Task 4.1.1.34]

New grant via LC Basin Program. Deliverables are to organize several regular meetings of County stakeholders involved with sustainable tourism, recreation and history/culture. Staff worked to prepare a master database of potential organizations and individuals to invite to an initial kick-off meeting.

Staff Contact: Dan Albrecht, Janet Botula

Broadband Project [Task 4.1.1.36]

Staff has joined the writeboard set up for this project and has begun to read up on the project tasks and goals.

Staff Contact: Pam Brangan

Education, Outreach and Partnership [Task 4.1.2]

Staff worked HUD partners and administration officials to confirm availability and finalize agenda for CCRPC's Fourth Annual Planning Conference on April 15th.

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

February 2 – LCCC Government Affairs

February 3 - VAPDA meeting

February 12 – VSJF Farm to Plate Initiative

February 15 – Champlain Initiative Steering Committee

February 15 - Town Managers/Administrators' Luncheon
February 16 – Northern VT RC & D Council

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]

Director worked with MPO staff on revising the scope of work to integrate this task with the Regional Sustainability Project.

Staff Contact: Charlie Baker, Pam Brangan, Melanie Needle

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

Staff has completed this project and submitted the deliverables. A public meeting regarding wetland restoration will be held on March 8th.

Staff conducted work for the FY11 604b project which included mapping the FEH areas with existing water resource buffers where development is prohibited to identify how FEH areas are currently being protected with current zoning regulations. This analysis was intended to identify which areas would be suitable for a built-out analysis to determine the risk associated with future potential development in the FEH. However, staff found that from a built-out perspective new development potential is not possible given the overlap between the FEH and water resource buffers that prohibit development per municipal zoning regulations. Staff suggested to ANR that the scope be revised to reflect this analysis.

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 February 8th and the Full Commission meeting on February 16th including agendas and minutes. CCTV's video of the February 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 February profit and loss statement is being prepared.

Staff Contact: Forest Cohen, Charlie Baker

Grant Writing [Task 5.1.5]

No activity to report.

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 February 14th.

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]

Staff purchased two laptops to replace existing desktops.

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