



CCRPC Directors' Summary Report

August 2014

Below is a summary of major activities accomplished during the past month. There are many other activities that we are taking part in that are not included in this 2 page summary. Please contact either Charlie Baker (cbaker@ccrpcvt.org) or Michele Boomhower (mboomhower@ccrpcvt.org) for more information.

REGIONAL PROJECTS

Title VI and public participation plan - Emma created a 2-page Public Engagement Plan Update Summary, which will be utilized when communicating this Plan update to Selectboards, community leaders, and the public. This summary was uploaded to the website and forwarded to municipalities as a resource. Emma coordinated and appeared on the ECOS in Action TV show on 8/21 with Infinite Culcleasure (CCRPC Burlington Alternate) and Sara Osaba to discuss the Public Engagement Plan draft and community efforts to ensure equity. Vermont Community Foundation Equity Network - Emma, Charlie and Michele met a number of times throughout the month to discuss the next steps for the Regional Equity Convening to be planned within the community this fall. Charlie met with representatives of AALV, Burlington, Partnership for Change, UVM, FAHC, and LCRCC to discuss this idea.

ECOS Annual Report - Melanie continued to add content to the trial version of Results Scorecard and to get up to speed on using it. Melanie and Charlie met with Agency of Human Services Staff and the State's Chief Performance Officer on 08/04 to share what each of our organizations are doing with indicators and use of Results Scorecard to report population level outcomes and performance measures. Melanie provided technical assistance to City of Burlington on STAR Community Rating System.

Community Outreach & Partnerships - A plan was put into place for Emma to develop a 2-page ECOS Communication Guide (per sector) to provide to ECOS partners' communications staff so they can easily identify and use ECOS in their daily communications and marketing efforts; this will increase community awareness and allow us to better track our progress toward ECOS goals. Emma created a check-list for Open Meeting Law compliance and presented it to the staff at a meeting on 8/25. Charlie participated in committees and boards of Vermont Association of Planning and Development Agencies, Fletcher Allen, Housing Vermont, United Way, Lake Champlain Chamber/GBIC, and Opportunities Credit Union. Writing and outreach support continued pertaining to transportation project website updates and creation, community outreach regarding specific events (Winooski Gateways, Regional Safety Forum, etc.). Coordination with the VT Transportation Board occurred to assist them with contacts for their fall outreach effort.

Health - Partnership for Success – Lee continued to manage this effort. Melanie updated the map of alcohol outlet locations in Winooski for the Winooski Coalition.

Emergency Management Performance Grant (EMPG) - Pam participated in a conference call on 08/04 to discuss preparations for the 08/13 GIS meeting at the State Emergency Operations Center (EOC). This

meeting was an opportunity for GIS users and Executive Level officers to meet with ESRI (leader in GIS software) to discuss how Emergency Management can benefit from utilizing GIS. Local Emergency Planning Committee (LEPC) - With Paul's departure, Lee has met with the Chair to gain clarity on history, roles, responsibilities, present grants, and future possible activities; and has begun to and will continue to staff this Committee and its regular meetings. Comprehensive Transportation Hazard Mitigation and Water Quality Program - Dan updated the town-by-town tracking of compliance with new Emergency Relief Assistance Fund (ERAF) guidelines. Transportation Safety - Michele and Eleni assisted VTrans in staffing the Vermont Highway Safety Council booth at the Champlain Valley Exposition. Sai continued planning for the October Highway Safety Forum for Chittenden County.

Byway Coordination & Technical Assistance – Dan made needed improvements to the Byway website and met with City of Burlington Parks and Recreation staff and with U.S. Fish & Wildlife staff concerning potential locations for installation of interpretive panels on Lake Champlain's fisheries. Byway Grant 06-06 - Dan continued to assist City of Burlington Parks and Recreation Dept. with development of a master signage plan; PDFs of existing Byway interpretive panels and MOAs regarding maintenance to same were provided. Byway Grant 09-02 - Dan completed the final draft of the Water Recreation brochure and distributed it to managers of intrinsic resource sites for final accuracy check.

ITS Plan - Project consultant Cambridge Systematics continued to compile inventory summaries and is in the process of developing a combined Project Management Plan/Public involvement plan with Sai's assistance.

Regional Bike/Ped Plan - Bryan and Peter are developing a draft scope of work for Steering Committee review.

Transit Oriented Development (TOD) Public Transportation Planning Assistance - Michele continued to work with VTrans and the Town of Williston to advance the Exit 12 Park and Ride. Peter and Michele coordinated with VTrans regarding Scoping of a Park and Ride at Exit 16.

Transportation Demand Management (TDM) - Bryan continued coordinating with Go! Chittenden County partners on their specific TDM projects funded through the TCSP grant and the UPWP including Go! CC project management: web updates, processing invoices, responding to emails, etc. CCRPC hosted 08/07 Way to Go! meeting with core partners to reflect on 2014 results and consider future program changes. An ad hoc committee of big thinkers to be convened in early fall to help partners consider potential program directions, marketing, etc. Michele was contacted by a representative of the Town of Huntington regarding setting up outreach and education related to carpooling. The call was referred to CATMA and outreach has commenced. CIRC Alternatives TDM Phase II TDM - Local Motion continues working on regional bike/ped map. CATMA continues reaching out to CIRC area employers about Employer Transportation Coordinator (ETC) Network. Car Share VT is analyzing results from Ft. Ethan Allen residents about car-sharing. Go! CC bus boards are on 9 buses circulating countywide.

Training - Staff continued to provide guidance, advice, and assistance on a wide variety of questions and issues on land use law, process, and practice in varied venues. Regina continued to assist the Town of Huntington in its transition to a Development Review Board. Lee continued training in impact fees, and work with the Town of Hinesburg on updates and enhancements to its capital improvement plan and budget. Regina organized a permit tracking software meeting that will be held on 09/03 to start developing a white paper on these systems for municipal use.

Geographic Information Systems (GIS) Programming - Pam & Melanie developed maps for the proposed Fletcher Allen Health Care O'Brien Property in South Burlington; Colchester's and Milton's road maps; Shelburne road maps and an aerial map of Bay Road; CATMA wall size county map; CSWD paved vs gravel road miles. Online mapping improvements - Pam made updates to the ECOS Map Viewer. Pam finished the Jericho Map Viewer (<http://map.ccrpcvt.org/JerichoMapView/>), the Charlotte Wildlife Habitat Map (<http://map.ccrpcvt.org/wlhabmap/>), and made requested changes to the Milton Map Viewer (<http://map.ccrpcvt.org/miltonmapviewer/>). Data Development & Maintenance - Melanie requested development activity information from all towns. Chris has provided deliverables to about half of the requested inventories from this summer, and is awaiting further clarification from outstanding towns about what is needed. Inventory information for both Pavement condition and Sidewalk condition were reviewed and shared with both the town of Jericho as well as their consultant, RSG, in order to enhance their town plan. Chris finalized the dataset for the Colchester Sidewalk Inventory. Chris met with the City of Burlington Public Works Staff to present his Sidewalk Condition Inventory data model, and its resulting output from Colchester. All completed datasets have been qc'd and some are awaiting further clarification on deliverables from respective municipal staff. VT Online Bridge & Culvert Inventory Tool (VOBCIT) - After some preliminary qa/qc work, Pam provided VCGI with all of the bridge and culvert data from the vtculverts website. This will be made available through VCGI's data warehouse. LiDAR Data Acquisition for Chittenden County - On 08/26, Pam received word that funding has been secured for a Fall 2014 LiDAR acquisition covering a little over 2000 square miles. Of note this coverage will complete the Lake Champlain Basin LiDAR coverage and will include all of Chittenden County.

Regional Stormwater Planning - Dan provided the St. Albans Town Planner an RSEP Municipal Employees training and distributed information on ANR's Basin 5 Tactical Planning meeting to be held on 09/10. The TMDL committee met twice in August to develop CCRPC recommendations for Commissioner Mears and the legislature.

LOCAL PROJECTS

Burlington Residential Parking Study – RSG completed the final Scope and three selected neighborhoods were identified for inventory and analysis work. Burlington North Ave. Corridor Plan - The draft North Ave Implementation Plan was presented to the Transportation Energy and Utilities Committee (TEUC) during their 08/13 meeting. The plan was presented again to the TEUC at their 09/10 meeting. During this meeting, members of the TEUC will be voting/selecting short-, medium- and long-term multimodal improvement options (Implementation Plan) to be presented to the City Council by consultant Parsons Brinkerhoff (PB) for acceptance later in September or early October. Burlington Pearl Street - Battery Street to St. Paul St. - Burlington is identifying potential steering committee members. A steering committee meeting will be held in September. Burlington Rail Yard Enterprise Scoping Study - Stakeholders (FHWA, VTrans, City, CCRPC and RSG) met 08/06 to discuss and agree on next steps to conform to Federal/PEL requirements now that the Purpose & Need Statement has been revised. The Steering Committee met on 09/04 to review the P&N, review range of draft alternatives and discuss next steps. Burlington City Employee TDM Assessment + Engagement Program - RSG staff submitted draft Technical Memorandum to partners for review, including draft focus group guides for sessions to occur in mid-September. Small committee check-in meeting was held 08/13. Ongoing coordination with BBA, Desman (Downtown Parking consultant) and others working on related parking studies. Burlington Downtown Parking Initiative – Peter met with City staff and Desman on 08/28 to review preliminary inventory report and refined the public outreach strategy. The Committee started planning for a public meeting to be coordinated with the residential parking project. Plan BTV South End Master Plan - The

consultant, VHB, has completed the task of gathering all relevant transportation, land use, stormwater, and brownfields data. Next steps include: developing the land use build out, evaluating current transportation, stormwater and brownfields conditions and identifying issues/opportunities in the study area. The City released an RFP for the planBTV South End Master Plan Phase 2 and they received five proposals from interested consultant teams. Consultant interviews were conducted on 08/27 and Goody Clancy was selected.

Charlotte Ferry Road - US7 to Village Center Sidewalk Scoping Study - Sai organized and attended the kick off meeting on 08/12, including a site visit with consultants Dubois & King to identify stormwater drainage issues.

Milton Sidewalk Scoping Study - Consultant Toole Design completed existing conditions basemaps, field work, and archaeological assessment and shared with the Steering Committee for review. US 7 Corridor Plan - Jason met with the consultant, PB, to conduct a field visit and tour of the corridor. The Study Team will meet on 09/22.

Shelburne Transportation & Land Use Implications Analysis in an Expanded Sewer Service Area - Regina drafted the RFP, met with Joe Colangelo to review it, attended the 8/26/14 Selectboard meeting for their review, and issued the RFP on 9/27.

South Burlington Williston Rd. Area Trans. & Land Use Network Study - Christine, Eleni and Michele have been working with South Burlington to coordinate this project with a separate project for the design of Garden Street being undertaken by South Burlington. The consultants for each project (VHS and Stantec respectively) will be coordinating so there is consistency between the two projects.

Winooski Bylaw Development (Winooski Zoning Ordinance Update Assistance) - Regina continued to work on the dimensional requirements and land uses for the residential zoning districts and attended the Planning Commission meeting on 8/21. Winooski Form Based Code - RSG prepared comments on the Charrette Report. Regina set up a meeting (to be held 09/02) for Ferrell Madden (Form Based Code consultant), RSG, City Staff and CCRPC Staff (Eleni & Regina) to discuss the comments and come to consensus for the code.

ORGANIZATIONAL

Finance, Budget & Accounting - FY14 year-end preliminary (unaudited/ unadjusted) financials are being audited at the time of this report. Expenses were about 5 percentage points under budget for the year. After some adjustments it appears that there will be positive income for FY14, probably in the \$100,000 range. This still shows that the indirect rate for FY14 was higher than it needed to be.

Personnel Administration - Mid-year staff evaluations were developed and discussed with all staff and completed.

Special Announcements and Recognition - Staff recognized Transportation Business Manager, Bernie Ferenc, on Friday, September 5th, her 30th anniversary with CCRPC/CCMPO.