



CCRPC Monthly Report **November-December 2014 Highlights**

Below is a summary of project highlights from the past two months. There are many other activities that we are taking part in that are not included in this summary. Please contact Charlie Baker (cbaker@ccrpcvt.org) for more information.

REGIONAL PROJECTS

Title VI and Public Participation Plan - Emma and Bryan met with staff (Peter, Christine and Lee) to begin the process of using the revised 2014 PPP and Equity Impact Worksheet. Emma completed draft Equity Impact Worksheets for each project discussed: Chamberlin Neighborhood; Winooski Ave. Corridor Study; Regional Bike/Ped Plan. Emma revised the PPP website to improve its functionality, and included an overview of the PPP, the final PPP document, advisory committee information and resources, historical information, and a full list of resources to be utilized by staff and consultants on a project basis. Emma and Bryan continued to work with staff on PPP implementation.

ECOS Annual Report - Melanie continued to update the ECOS indicators and enter the data into Results Scorecard which is an online dashboard tool for sharing the ECOS indicators with our ECOS partners. Emma, Charlie, Regina and Melanie met on November 10 to discuss and refine the 2014 ECOS Annual Report Executive Summary. Regina prepared the request for ECOS accomplishments and CEDS project updates and continued to work on organizing the information. Peter updated transportation related content for the Scorecard indicators and narratives. Charlie sent the request to municipalities on 11/21. Staff met to discuss communications and promotion of the ECOS Scorecard. Melanie provided technical assistance to the City of Burlington on the STAR project.

Community Outreach & Partnerships - Michele and Charlie participated in the Lake Champlain Chamber of Commerce Annual Meeting on 11/18. Peter was invited and participated in a FHWA workshop in Concord, NH where he presented CCRPC's experience with scenario planning and performance based planning. Emma prepared and sent the November newsletter on 11/19. The opening rate was 29%. We received 6 new newsletter sign-ups in November. Emma prepared and sent the December CCRPC Newsletter on 12/10. The opening rate was 22%. We received 3 new newsletter sign-ups in December. Emma provided outreach and communications assistance for multiple projects/initiatives/committees, including: TAC, Burlington Parking Initiative, Go! Chittenden County, planBTV South End, Milton US-7 Corridor Study, ITS Plan Update, VEIC energy forum event, newsletter, and CAPE project webinar. Significant website updates included: Milton US-7 Corridor Study webpage; TIP webpage; FY16 UPWP information and documents; general maintenance to meet Open Meeting Law requirements for: Board, TAC, PAC and Executive Committee. Emma and Bryan developed and launched a Go! Chittenden County ad campaign throughout November to increase awareness about alternative transportation. 60+ individuals interacted with Go! CC in November as a direct result. Chris attended the Transportation Board hearing on 11/6 at UVM. Regina and Lee participated in the Vermont Planners Association event on 11/7. Regina & Melanie prepared for and presented to the Hunger Council on 11/17 regarding municipal and regional planning processes and how the steps needed to address food insecurity are

already being mentioned in these plans, though perhaps not to address the specific purpose of food insecurity. Regina prepared and presented a Form Based Code presentation for John Adam's graduate UVM course on 11/11. Charlie prepared and presented a regional planning presentation for John Adam's graduate UVM course on 12/2. The CCRPC database was updated regularly throughout the month. Emma coordinated and developed outreach and registration for the Chittenden County Municipal Legislative Breakfast taking place on 12/18. Charlie worked with Board members and staff to develop the presentation and speakers for the Legislative Breakfast. Charlie and Michele prepared for and attended the following municipal meetings: Milton SB 12/2 and Winooski CC on 12/15. Emma coordinated an *ECOS in Action* TV show, "Benchmarking Community Health," that aired on 12/29 and featured Melanie and two other panelists from UVM and the VT Dept. of Health. Charlie participated in numerous efforts with our partners including: LCRCC/GBIC Public Policy Committee on 12/3, VAPDA on 12/4, UVM-MC Community Benefit Committee and Vermont Health Foundation on 12/9, Managers' lunch on 12/16, Housing VT Board on 12/11, Food Security team on 12/5, and Brian Searles' retirement event on 12/18. Charlie, Michele, Emma, Dan and Christine attended the December 18th legislative breakfast. Regina attended the Farm to Plate Access and Stewardship meeting on 12/18. Emma finalized the Traffic Alert template to match the CCRPC Newsletter template for use when this service commences in the spring.

Energy, Climate and Air Quality Planning - Michele and Charlie participated in a conference call on 11/6 with representatives from the Energy Action Network and the Coalition for Green Capital to discuss energy planning and capitalization of in Vermont. Melanie tabled at the Burlington Farmer's Market to promote Button Up - Day of Action weatherization programs offered by Vermont Gas and Burlington Electric Department. Melanie attended a workshop hosted by Efficiency Vermont on municipal energy assistance.

Emergency Management, Hazard Mitigation and Safety - Lee assisted with the bi-monthly LEPC meeting, and arranged for a presentation on cybersecurity by officials from the Vermont State Police and Vermont Intelligence Center. On 11/10, Pam took the ICS 100 online course and sent the certificate to Emily Harris at the EOC in order to remain listed as a State Emergency Operations Center staff person. On 11/12, Pam and Lee attended the Earthquake Hazard Mitigation Briefing. Dan, Bryan and Pam participated in a VTDEMHS organized meeting between RPCs and VTRANS regarding damage assessment gathering protocols on December 4th. Dan, Pam, and Lee assisted with information gathering for local damage assessments after an early winter snowstorm on December 10th and participated in a DLAN training session at the SEOC on 12/16. Sai attended the joint team meeting for public outreach ideas and implementation plan for crash data Public Query Tool on 12/17 at VTrans; he also continued testing the tool and reviewed meeting notes. Sai coordinated with the City of Burlington regarding potential improvements at VT127 and Plattsburgh Ave. intersection as a part of the HSIP. Pam continues to work on gathering data and coordinating with state staff regarding the Statewide River & Transportation Corridor - Risk Analysis & Hazard Mitigation Prioritization Tool Pilot project. Dan provided info to Underhill on ERAF compliance guidelines. Dan, Regina, Lee and Becky Tharp of UVM SeaGrant met to coordinate CCRPC efforts on hazard mitigation and flood resiliency with SeaGrant's new project on flood resiliency. Dan and Lee participated in ANR's Stormwater Master Planning webinar on 11/14. Dan conferred with ANR staff and Pierce of Shelburne on draft River Corridor Protection Area rules. A meeting was held on 12/18 with staff to hand off the US-7 culvert project in Shelburne which Michele was briefed on by Marty Illick and Andrea Morgante. Bryan Davis and Dan Albrecht will be following up on the project in January. Dan reached out to ECHO regarding their March 2015 summit on resiliency and reviewed information on ANR's Emergency Protective Measures program.

Byway Coordination & Technical Assistance - Dan distributed final version of Interpretation Coordination Plan to Byway Council and to Project Steering Committee along with link to demo "story app" for developing visitor itineraries. Dan distributed a final version of the winter brochure to organizations that had provided photos for use to confirm allowing use of photo. Dan updated the text of the Chittenden County activities poster in light of changes to town websites and phone numbers and newly-collected data on water recreation sites. The poster will be reproduced on the pending Essex Junction kiosk panels.

Regional Bike/Ped Planning - Hinesburg signed off on the Hinesburg Sidewalk Scoping report and RSG finalized and delivered the final report. Bryan reviewed the Alliance for Biking and Walking's 2014 Benchmarking Report, compiled relevant Vermont and Burlington data for possible press packet, and shared the information with VTrans and other walk/bike partners.

Transportation Demand Management (TDM) - Local Motion continues working on regional bike/ped map. CATMA continues reaching out to Circ area employers about ETC Network. CATMA hosted an ETC Network meeting on 12/3. Seventh Generation recently joined as a member. CCTA is looking to expand their transit pass pilot project to Circ communities. Go CC bus boards were on 9 buses circulating countywide through December. The Go! CC "Got the commuter blues?" ad and promotion campaign was completed 12/5 and a raffle winner was selected. A Go! CC partner meeting was held at the CCRPC on 12/4. Notice to proceed issued for VEIC to begin spring 2015 Way to Go! campaign with VTrans and Local Motion coordination. Local Motion continues working with City of Winooski, Burlington Town Center, VTrans, and BikeLink to work out the last issues for electronic bike lockers. CarShare VT launched their Millennials campaign in December (www.LetsShareVT.org) - which seeks to recruit a team of 8 young people (under the age of 35) who are aspiring leaders/movers-and-shakers who will receive use of CSVT to go on adventures over a three-month period in exchange for broadly sharing their experiences across various social media platforms to spark multimodal conversations and engage other young people. CCRPC staff hosted VTrans and CATMA staff on Dec 5 to discuss TDM trip reduction policies and practices and how they related to Act 145.

Training - Bryan is working on a road manager's meeting with VT Local Roads. Regina provided the So. Burlington Planning Commission with a presentation on 11/18 regarding statute changes relevant to development review - including the new Act 250 Criteria: 9(L) and 5(B), Transportation Impact Fees, the Shoreland Permit system and the Site Plan/VTrans Letter of Intent requirement. Approximately 20 DRB members expressed interest in a Chittenden County DRB summit. Regina will follow up and plan something for the spring.

Regional/Shared Services – Lee prepared an online survey of municipal officials to determine interest in shared or regional services.

Geographic Information Systems (GIS) Programming - Pam provided first drafts of Bolton Town Plan maps. Online mapping improvements - On 10/2, Pam met with Shelburne to discuss development of an online map of Shelburne Businesses. Data Development & Maintenance - Chris and Jason conducted turning movement counts at the intersections of Lamoille Terrace and Rebecca Lander Drive with US-7 in Milton. Melanie worked with the intern to update the commercial industrial database with buildings constructed since 2010. Pam worked with the intern to update the bike/ped data. Chris processed the two ATR counts on Bay Road in Shelburne. Chris worked on the Pavement Inventory map and dataset for Williston. Chris completed 10 maps for the Jericho Transportation Study. The first draft of the sidewalk inventory overview memo was also completed.

Chris worked with the interns to finalize the Williston Culvert inventory. Chris reviewed the initial dataset for the Colchester crosswalk warrant analysis. After further investigation and correspondence with Bryan Osborne, a larger amount of crosswalks will be considered. Pam made edits to the Major Commuter Routes data layer and provided to VTrans. This data layer is to be used in the Statewide Park & Ride Study. Pam added a few new layers to the Colchester Vuworks map service as requested by the Colchester Public Works department. Pam and Chris met with the Essex Junction Public Works Director on 11/18 to review what will be accessible on the public works online map. Pam completed the Shelburne Business Directory database and map <http://map.ccrpcvt.org/shelburnebizmap>. Pam updated the Act 250 review map to include Act 250 permits with traffic mitigation, the ANR Act 250 database, and VTrans Capital Program Projects. This map is available for CCRPC, VTrans and District Commission staff use. Pam produced an editable map for the ITS project. Pam developed a map to display cell tower locations in and around Shelburne. Pam conducted a quick analysis to determine how much public land in Colchester is in the floodplain. Pam created the floodplain map for the Jericho Town Plan. Pam assisted a consultant doing work for Milton by re-projecting data so that it could be viewed in the consultants software. Pam worked with a Colchester police officer to update the Restricted Gun Use data layer and map. Pam made some edits to the Milton road map and provided the revised pdf map to the planning department. Pam worked with the Shelburne Bike/Ped committee to revise and finalize the Shelburne Bicycle & Pedestrian Infrastructure Development Plan map. VT Online Bridge & Culvert Inventory Tool (VOBCIT) - Pam continues to work with CVRPC and the consultant to improve the website and test the new features. A meeting was held on 11/14 at VTrans to review all bridge and culvert inventories (state, municipal and ANR). Pam and Chris worked together to remove the driveway culverts from the Bolton database, as requested by Bolton road foreman. LiDAR Data Acquisition for Chittenden County - Most of Chittenden County was flown for the Lidar project the remaining areas will wait until the spring.

Stormwater Planning - Dan worked to set up webpages on RSEP website to host "Vermont Green Infrastructure Municipal Outreach Toolkit". Dan distributed final copies of the Vermont Stormwater Calculator to VAPDA RPCs. Dan solicited comments on stream team website. Dan distributed Google Analytics data for www.smartwaterways.org and a copy of a submission for a New England Stormwater Collaborative Award for RSEP and CCST. Dan and Charlie continued communications with Karen Bates of ANR regarding the Basin 5 tactical plan including participating in a public meeting on 11/4. Charlie invited Ms. Bates to CCRPC on 11/19 to speak about the Basin 5 tactical plan. Dan publicized and attended EPA's hearing on its Lake Champlain cleanup plan on 11/19 in South Burlington. CCRPC approved recommendations for the Lake Champlain TMDL Implementation Plan on 11/19.

LOCAL PROJECTS

Burlington North Ave. Corridor Plan - City Council approved the plan on 10/6. Nicole and Eleni will work to edit and finalize the draft final report. Nicole and Eleni met to discuss lessons learned from this study and ways to enhance the corridor planning process as we move forward with other corridor studies in the City. Eleni will work on a presentation that explains what a corridor study is and suggest possible changes to the process described in the 2005 Vermont Corridor Management Handbook. Burlington Pearl Street - Battery Street to St. Paul St. - Stantec prepared the draft presentation for the public meeting to be held in late January or early February. Burlington Railyard Enterprise Scoping Study - A meeting with VTrans Historic Preservation Officer to bring her up to speed on the project and visit the study area is scheduled for mid-January. A meeting with the stakeholder group (City, VTrans, FHWA, CCRPC and RSG) to review and screen the revised Draft Alternatives is scheduled for late January followed by a Steering Committee meeting in February. PlanBTV South End - All comments on the

draft Phase 1 report (land use, transportation, brownfields and stormwater) were received. CCRPC, City and VHB (consultant) staff met on 12/22 to review and clarify the comments. A revised draft report will be ready for review in mid-January. The South End Crawl event was held the weekend before Thanksgiving. For more information, see: www.burlingtonvt.gov/planBTV/SE. Burlington Bike/Ped Master Plan - Peter reviewed the project draft scope of work and returned comments to Nicole Losch. Burlington TDM Plan - RSG submitted updated draft documents prior to an advisory committee meeting on 12/12. RSG and City staff met on 12/16 to discuss outcomes and next steps. Burlington Residential Parking Study & Downtown Parking Initiative - Peter worked with BBA and Desman associates on planning the 11/19 public meeting in Contois. The meeting drew 65 attendees who provided significant input. Peter wrote a newsletter piece for the two Burlington Parking related activities. Peter attended the Downtown Burlington Parking Advisory Committee meeting with Charlie on 12/16.

Charlotte US7/Ferry Rd/Church Hill Rd Scoping Study - Completed. Charlotte Ferry Road - US7 to Milton Sidewalk Scoping Study - Sai scheduled a presentation to the Charlotte Selectboard. Charlotte Park and Ride - Final draft report nearing completion.

Colchester Lakeshore Drive & Town Services Neighborhood Buildout Analysis & Transportation Circulation Study - Sai began work on the alternatives analysis and sought feedback from Colchester Staff on roadway layouts. Colchester Exit 17 Scoping Study - The short term alternative was revised as a result of comments received at the project hand-off meeting with VTrans. The report has been finalized and will be posted to the website.

Hinesburg Village Ctr. Trans/Land Use Stormwater Analysis - Dan initiated the project with the consultant.

Jericho Transportation & Bike/Ped Plan - Chris created new maps for the Transportation Study which will inform the recommendations and capital improvement plan. Chris prepared maps for the Bike/Ped Plan using updated sidewalk inventory/condition data. Bryan and Peter reviewed and edited the draft Jericho Bike/Pedestrian Plan and provided to Town staff and consultant.

Milton Sidewalk Scoping Study - Milton is refining the preferred alternatives in the Milton Sidewalk Scoping Study. US 7 Corridor Plan - Jason and Eleni attended a Milton Community Dinner put on by the Milton Community Youth Coalition (MCYC) and the VT Department of Health as part of the project outreach and Health Impact Assessment. The dinner garnered over 300 people over the course of the evening and it is estimated that over 30% stopped by the table to hear about or comment on the corridor study. Jason and Lee attended an Advisory Committee meeting on 12/8. The Consultant reviewed the future conditions, draft vision and goals, and potential strategies and sent to the Advisory Committee members for comment. Jason participated in a walk/bike audit of the corridor on November 21. Approximately 15 people walked sections of the corridor and graded each direction on its walkability/bikeability. The results of this will be incorporated into the corridor report.

Shelburne Transportation & Land Use Implications Analysis in an Expanded Sewer Service Area - Contract negotiations were held with the consultant. Shelburne Form Based Code - Internal consultant work on the FBC documents continues.

So. Burlington Trans. Facilities Stormwater Impacts - Consultant work proceeding. South Burlington Access to Public Spaces - Project complete. So. Burlington Williston Road Area Study - Preliminary results from this study will be presented in January. So. Burlington Chamberlin Neighborhood Master

Plan - Consultants were interviewed. So. Burlington Connecting the Gaps Sidewalk Scoping Study - Phase I - City staff has signed off on the Toole scope of work and project is expected to begin early in 2015.

Winooski Bylaw Development (Winooski Zoning Ordinance Update Assistance) - Regina attended the Planning Commission meetings on 11/6, 11/20, and 12/4 to review edits to the PUD section of the Zoning Regulations. Regina prepared a timeline for drafting the new Zoning Regulations, and reviewed that with the PC on 11/20. Winooski Form Based Code - The Steering Committee met on 11/12 to review draft recommendations from the City Staff. The Steering Committee got through a majority of the recommendations. Consultant conference calls were held on 12/1 and 12/12 to review and refine comments. The Steering Committee met on 12/16 to finalize their review of the draft recommendations for the Consultant. Winooski Transportation Master Plan - RSG was hired to assist the FBC consultant with visioning of the three Gateway Corridors (Main Street, East Allen and Mallets Bay Avenue) in the City. Eleni met with City Staff on 12/15 to discuss goals, objectives and preliminary steps for the development of a multimodal transportation plan for Winooski.

ORGANIZATIONAL

Finance, Budget & Accounting - Through December 2014 the unaudited FY15 income is about (\$50,000). While not desirable, this number is not unexpected for this fiscal year. As has been reported, FY15 is expected to be a tight year financially given the lowered indirect rate to adjust for previous years when the rate was too high. The FY14 Audit included no findings or recommendations and was approved at the November CCRPC meeting. The audit report adjusted the income for FY14 up to \$149,586.

Personnel Administration - We are awaiting the draft Compensation Study to determine if we need to adjust our pay scales, titles, or job descriptions. Michele resigned effective 1/6/15. Staff is working together to manage through the transition. 2014 year-end evaluations were scheduled for early January.

UPWP - Staff reviewed their expected hours and consultant costs for the remainder of FY15 for the Mid-year UPWP and Budget adjustment. A draft Mid-year Adjustment was sent to the Executive Committee and will be considered at the January CCRPC meeting. The FY16 UPWP project request form was sent to all municipalities and partners with a 1/23/15 submission deadline.