



# CHITTENDEN COUNTY RPC

*Communities Planning Together*

## CCRPC Directors' Report October 2014 Highlights

Below is a summary of project highlights from the past month. There are many other activities that we are taking part in that are not included in this summary. Please contact either Charlie Baker ([cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org)) or Michele Boomhower ([mboomhower@ccrpcvt.org](mailto:mboomhower@ccrpcvt.org)) for more information.

### REGIONAL PROJECTS

Title VI and Public Participation Plan - Work continued on the Public Participation Plan throughout October. Charlie and Michele continued to attend selectboard meetings throughout Chittenden County to discuss the PPP and process. Emma coordinated a final PPP Advisory Committee meeting on October 9th, where the AC recommended the Board adopt the PPP with some changes. At the October 15th Board meeting, a Public Hearing was held. Following the Public Hearing, the Board voted unanimously to adopt the PPP with the recommended changes. Emma and Bryan worked through the rest of the month on finalizing for content and formatting. Emma began organizing staff resources in preparation for individual meetings with staff to walk a project of theirs through a full PPP screening. Those meetings will take place in November.

Vermont Community Foundation Equity Network – Charlie, Michele and Emma met with VCF staff to discuss the merits of this project. It was decided that we will not go forward with a regional equity network event, but will instead focus our efforts on developing formal relationships with organizations that can help us increase diversity, inclusion, and equity as we perform our work. The \$20,000 will be returned to VCF minus any expenses from PolicyLink consultants.

ECOS Annual Report - Melanie continues 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. The ECOS Leadership team met on 10/27 with Charlie, Michele, Melanie, Emma, and Regina to discuss plans for the 2014 Annual Report. Regina began working on the request for ECOS accomplishments and CEDS project updates.

Community Outreach & Partnerships - The October CCRPC Newsletter was prepared; it launched on Wednesday, October 15. The CCRPC's public participation webpage was overhauled to include staff resources, the new PPP, and other related content. Charlie participated in numerous efforts with our partners including: LCRCC/GBIC Public Policy Committee on 10/1, VAPDA on 10/2, CAPE on 10/3, GBIC on 10/8, Burlington Sustainability Partnership on 10/8, RPC staff meet up on 10/9, UVM-MC Community Benefit Committee on 10/14, Global Foundries press conference on 10/20, Elder Enrichment Education presentation on ECOS on 10/20, Managers' lunch on 10/21, Housing VT Board on 10/22, Food Security team on 10/27, and Opportunities Credit Union board on 10/28. Charlie and Michele attended the following municipal meetings: Colchester SB 10/14, Essex Junction VT 10/14, Underhill SB 10/14, South Burlington CC 10/20, Williston SB 10/20, and Charlotte SB on 10/27. Peter, along with Peter Owens of Burlington's CEDO, presented a poster session focused on Burlington's past, current and future plans to reclaim street space for more public uses at the annual conference of the National Association of City

Transportation Officials (NACTO) in San Francisco. Regina coordinated the ECOS in Action TV show, which focused on housing issues in Chittenden County with guests Laura Black-Plumeau (VHFA) and Kenn Sassorossi (Housing Vermont). The live show aired on 10/30. Emma prepared and issued a press release announcing the CCRPC's overall achievement award at the AMPO annual conference in late October. Bryan drafted annual reports for each of the CCRPC municipalities. Staff reviewed and edited, and final versions are expected to be sent in early November as part of the municipal dues package.

Energy, Climate and Air Quality Planning – Melanie prepared energy and GHG emissions data for the Underhill Town Plan update process. Melanie participated in the VT Drive Electric Showcase on 09/20 at the UMall.

Emergency Management, Hazard Mitigation and Safety - Dan, Lee and Pam attended the SEOC Planning Section meeting on 10/28/2014 covering the new Disaster-LAN roll out and reviewed CAT 2 and the October VY drill After Action Comments. Dan, Bryan and Lee continued to track municipal compliance with pending new requirements for ERAF. Dan sent an extensive memo to Clare Rock, the Richmond Town Planner, to answer her questions about CRS, the update of the AHMPs, the new Flood Resiliency requirement for town plans, and on available FEH data. CCRPC hosted the regional safety forum on October 1st. Sai coordinated with VTrans regarding safety improvements at high crash locations as a part of HSIP. Eleni and Sai attended the VHSA 2nd annual meeting in Killington.

Byway Coordination & Technical Assistance –Dan provided edits to Byway brochure for VDTM staff. Dan provided input to local Burlington individual interested in bicycle greenways. Dan met with Kathi Reilly, the Town of Colchester Economic Development officer and briefed her on Byway program and followed up by providing info on municipal wayfinding signage options. Dan also provided detailed information on municipal wayfinding options to Town of Milton and City of Winooski staff and volunteers. Dan worked with City of Burlington and Lake Champlain International to finalize MOUs for installation of two interpretive panels concerning Lake Champlain fisheries. Dan worked with Landslide Consulting on planning for and hosting October 31st meeting in Shelburne to finalize Interpretation Coordination Plan prior to consideration by Lake Champlain Byway Council.

Regional Bike/Ped Planning - Bryan coordinated bicycles on display as part of Alternative Fuels Expo on Church Street on October 17. Bryan worked on Regional Bike/Ped Plan scope of work drafted by Peter. Bryan participated in October 31 webinar hosted by Association of Pedestrian and Bicycle Professionals about forming a local/regional APBP chapter.

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. A partner meeting was held on October 16 for a roundtable discussion of project updates and to review project metrics and consider the program's future. Bryan continued general Go CC project management including web updates, processing invoices, responding to emails, etc. Bryan and Way to Go! partners hosted an ad hoc advisory committee meeting of statewide big thinkers on October 8 to help WTG partners consider potential program directions, marketing, etc. Bryan prepared the agenda, distributed supporting materials, shared follow up notes, and scheduled follow-up meetings with partners to coordinate efforts (e.g., VT Bike Challenge). Michele met with CATMA staff to review the new branding for CATMA and to discuss involvement in the Act 250 & TID processes.

Training - Lee gave a well-received presentation on zoning enforcement at the VLCT Fall Planning & Zoning Forum, and continues to offer advice and guidance on a wide array of land use related topics to member communities. Regina helped prepare the Q&A for Leslie Black-Plumeau's (VHFA) and Kenn Sassorossi's (Housing Vermont) housing talk on the ECOS in Action Live at 5:25 show that took place on 10/30/14.

Geographic Information Systems (GIS) Programming - Pam provided Essex Fire Department day-time population information for a grant application. For Shelburne, a bike and pedestrian facilities map was developed after updating our bike/ped data with newly built infrastructure as well as planned and proposed projects. Pam provided Colchester with some GIS analysis regarding Colchester Fire Districts. Pam attended the Northeast Arc (NEARC) Users Conference in Mystic, CT on October 6 - 8. In her 2nd year on the NEARC Board, Pam was nominated to the Secretary Officer. Next year's NEARC Conference will be held in Burlington. Pam will serve on the Host Committee as Program Chair. Online mapping improvements - On October 2nd, Pam met with Shelburne to discuss development of an online map of Shelburne Businesses. Data Development & Maintenance - Chris fulfilled data request for bike/ped information to Jim Sumner at VTrans. Chris compiled custom data list of recent counts in Milton for Patrick Baxter of Toole Design Group. Chris and Sai set up 2 ATRs on Bay Road in Shelburne. Chris completed finalized data analysis workflow and documentation for the Colchester sidewalk inventory. All information has been sent to Warner and Bryan Osborne. All agreed upon deliverables for this UPWP item have been met. Chris finished data collection for the park and ride counts as part of the TPI task. Compiling data and will send out to VTRANS contact once all data from municipal representatives has been received. Chris set up 2 ATRs in Burlington on North Champlain Street. Chris began to review video detection logs for QA/QC process of on road bike facility ATR. Pam and our GIS intern have been working on updating the bike and pedestrian data (sidewalks, bike paths, bike lanes) to inform an ECOS indicator. The GIS intern has been updating the housing points data. Pam and Jason met on 10/24/2014 to identify major commuter corridors as requested by VTrans. This data is to inform their Statewide Park & Ride Study. The transportation staff reviewed the data prior to Pam sending to VTrans. VT Online Bridge & Culvert Inventory Tool (VOBCIT) - On 10/15/2014, a Transportation Structures Workshop was held at VTrans. Pam and Dan Currier (CVRPC) gave the group a preview of the new look and added features to the vtculverts website. Pam assisted the Charlotte Town Administrator with updating culvert information in vtculverts on 10/17/2014. LiDAR Data Acquisition for Chittenden County – no update.

Stormwater Planning - Dan provided information to Northwest RPC about RSEP and Stream Team. Dan conferred with Marty Illick of Charlotte on basin planning. Dan provided information to Town of Hinesburg about stormwater outreach methods and programs. Stormwater/transportation evaluation projects in Hinesburg and South Burlington both kicked-off this month. Charlie solicited more input regarding the RPC's TMDL position paper and made edits approved by the TAC and then Executive Committee on 11/5.

## **LOCAL PROJECTS**

Burlington North Ave. Corridor Plan – City Council approved the plan on 10/06. Burlington Pearl Street - Battery Street to St. Paul St. – Coordination with CCTA occurred in October relative to the planned downtown Transit Center. Burlington Rail Yard Enterprise Scoping Study – Staff met with the VTrans Archeologist on 10/07 to review alternatives. A memo is provided to the Resorce Coordination Group on 10/20 summarizing next steps in the process. PlanBTV South – Phase I draft reports are under

development for transmission to the Steering Committee in mid-November. Phase II kick off meeting with the consultant was held on 10/15 with stakeholder meetings held later that same day.

Burlington TDM Plan – TDM interests were represented at the 10/21 & 10/22 Parking Stakeholder meetings. Burlington Residential Parking Study – Existing Conditions under development and preparations are underway for a 11/19 Public Meeting on Parking. Burlington Downtown Parking – A meeting was held with the development community to discuss the initiative. Data from summer inventories was delivered by the consultant and preparations made for the 11/19 meeting.

Charlotte US7/Ferry Rd/Church Hill Rd Scoping Study – Consultant is incorporating VTrans' comments into the report and finalizing. Charlotte Ferry Road - US7 to Milton Sidewalk Scoping Study – Existing Conditions and Base Map development are underway in advance of a planned November public meeting. Charlotte Park and Ride – Coordination with VTrans staff and the consulting team regarding potential site locations occurred in October.

Colchester Lakeshore Drive & Town Services Neighborhood Buildout Analysis & Transportation Circulation Study – Sai is developing the existing traffic conditions model. A saturation flow study of the signalized intersection was conducted. Colchester Exit 17 Scoping Study – Final comments have been solicited from the Town and VTrans; a presentation was given to public from Grand Isle County on 10/8.

Essex/Essex Junction Bike Ped Plan – The Essex Junction Trustees accepted the plan on 10/14.

Hinesburg Village Ctr. Trans/Land Use Stormwater Analysis - Dan held an initial project discussion with VHB staff on October 9th and participated in a project kickoff meeting on October 22nd with VHB staff and Weinhagen.

Jericho Transportation & Bike/Ped Plan – Data incorporation from summer inventories is underway, along with incorporation of municipal comments. A final report is expected in late November.

Milton Sidewalk Scoping Study – Preparations for the 11/17 Selectboard meeting occurred in October. US 7 Corridor Plan – The Local Concerns meeting was held on 10/06 at the Selectboard meeting. Existing Conditions are complete and Jason has finished modeling future conditions based on land use expectations provided by municipal staff.

Richmond US 2 Bike/Ped Alignment Study – VTrans' comments are being incorporated into the report. Shelburne Transportation & Land Use Implications Analysis in an Expanded Sewer Service Area - Regina and Joe Colangelo (Town of Shelburne) reviewed and evaluated the proposals. Held interviews with the firms associated with the two submittals on 10/2/14. The selected firm was interviewed by the Shelburne Selectboard on 10/21, and recommended to the TAC for approval. Shelburne Form Based Code – Discussions of how to best incorporate the study recommendations into an implementation plan continue.

So. Burlington Trans. Facilities Stormwater Impacts - Dan reviewed the proposed Scope of Work from Stantec and issued a Notice to Proceed on October 22nd. South Burlington Access to Public Spaces – Report forwarded to Park and Recreation Staff for final review. So. Burlington Williston Road Area Study – Model development is underway, along with Existing Conditions development. So. Burlington Chamberlin Neighborhood Master Plan – the RFP was issued.

Westford Form Based Code – The project has been completed and working documents submitted to municipal staff. Discussion of advancing the recommendations will be undertaken by the municipality.

Winooski Bylaw Development (Winooski Zoning Ordinance Update Assistance) - Regina began work on the PUD section of the Winooski zoning regulations and attended the Planning Commission meeting on 10/16/14. Winooski Form Based Code - Regina and Eleni met with City Staff multiple times to review the draft code, establish a list of questions and suggestions for amendments. The Steering Committee meeting was rescheduled for November 12th where they will review the recommendations from City Staff. Winooski Transportation Master Plan Phase I – The project commenced in October.

## **ORGANIZATIONAL**

Finance, Budget & Accounting –Through September 2014 the unaudited FY15 income is about (\$30,000). 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 field work was completed in September, and a Draft of the audit was received in October. There were no findings or recommendations in the Draft. The audit report adjusted the income for FY14 up to 149,586. The FY16 Indirect Rate was approved in late October. The rate, 79%, while lowered slightly to account for over collection in a previous year, should not be low enough to cause serious budgeting issues in FY16.

Personnel Administration – All staff reviewed and completed Personnel Assessment Questionnaires as part of the Compensation Study process. Charlie and Michele reviewed all PAQs and sent them to the consultant team. Compensation and Benefit surveys were reviewed. The consultants provided an orientation presentation to all staff on 10/30 and met with all staff to review their positions.