

FY2010 WORK PROGRAM

APPROVED BY THE COMMISSION – June 22, 2009



INTRODUCTION

This document identifies the activities that the Chittenden County Regional Planning Commission (CCRPC) plans to undertake from July 1, 2009 to June 30, 2010.

Following the descriptions of Work Program Tasks, the FY2010 Work Program Budget is included on page 30. The budget does not include the administrative tasks that are included in the calculation of our indirect rate. There is also a separate FY2010 Budget that has been adopted that provides a detailed accounting of the anticipated Commission revenues and expenditures for FY2010.

The Table of Contents is provided on the next page. The Work Program uses a three-tiered organizational system to describe the Commission's planned FY2010 initiatives:

Program Areas: Each of these five major categories either implements a key aspect of CCRPC's statutory mission or is a key feature of an organization that strives for excellence.

Programs: Each of these Program Area components consists of a set of Tasks that share a central objective or feature.

Tasks: Each of these Program components consists of a set of related activities.

The Program Areas and Programs combine to form a system for organizing the activities that the Commission undertakes. It is expected that the Program Area and Program categories will remain relatively constant from one work program year to the next and that only the Tasks will change from one year to the next. This also means that in a work program year, there may be Program categories that do not contain any Tasks.

There are many uncertainties involved in developing any work program, such as the possibility of future changes in program priorities, funding, and staffing. This Work Program attempts to be prudent in recognizing these uncertainties. During FY2010, the Commission periodically will evaluate the Work Program and amend it to address changed circumstances and priorities.

For each Task, the Work Program identifies

- ◆ **Objective** – The purpose of the task;
- ◆ **Description** – The approach to the task;
- ◆ **Products** – The expected work products generated by or resulting from the task;
- ◆ **Staff** – The CCRPC staff who are expected to work on the task;
- ◆ **Partners** – The entities that are expected to assist CCRPC to implement the task;
- ◆ **Timeline** – The expected deadline by which the Task should be completed; and,
- ◆ **Budget** – The expected budget for the task.

MISSION

To serve Chittenden County and its communities through an effective regional planning process characterized by communication, facilitation, education, collaboration, and technical assistance.

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PROGRAM AREA 1 - *REGIONAL PLAN* UPDATE

PROGRAM 1.1 - GENERAL UPDATE

Tasks that culminate in formal revision of basic framework of the *Regional Plan*.

Task 1.1.1 2011 Regional Plan Update

Objectives: Prepare and adopt by August 22, 2011 a *2011 Chittenden County Regional Plan* that

- ◆ Is consistent with the goals of Chapter 117 (24 VSA 4302),
- ◆ Conforms with all other statutory requirements,
- ◆ Is compatible with approved municipal plans and adjoining regional plans, and
- ◆ Establishes policies with sufficient clarity and specificity to enable them to be used in subsequent decision-making and *Plan* implementation.

Description: In 2006, the *Regional Plan* was restructured as a policy plan to more properly recognize CCRPC's advisory role. This format will also make revision easier. It is anticipated that the process of developing the *2011 Regional Plan* will be more of an update process as opposed to a full scale re-write as was required for the *2006 Regional Plan*. The *2011 Regional Plan* will update and refine the *2006 Regional Plan* based on public feedback. The process focuses on preparing and revising successive draft *Plans* based on feedback from the public, member municipalities, regional partner organizations, and neighboring regional planning commissions. The tentative work and schedule is:

2009

- June CCRPC establishes new ad hoc *2011 Regional Plan* Update Committee ("RPUC") and endorses *2011 Regional Plan* timeline & description including improved public outreach.
- July – Aug RPUC prepares request for public feedback on any desired "major" changes to *Regional Plan* (Scope → Major needed changes → Major new issues, analyses, & policies). Full Commission reviews & endorses request.
- July – Dec After reviewing needs with RPUC, staff begins updating data, trends, maps, etc.
- Sept - Nov Staff & Commissioners solicit public feedback on desired "major" changes to *Regional Plan*.
- Nov – Mar RPUC reviews comments and suggestions for improvements that may include: regional performance measures, an expanded agriculture section, concepts for the RPC to focus on in future work programs, and efforts to improve public outreach during the update process.

2010

- Feb - Mar RPUC recommends scope of *2011 Regional Plan* ("major" changes) and public review process. Full Commission reviews & endorses scope of *2011 Regional Plan* ("major" changes) and public review process.
- Mar- May Endorsed scope of major changes in *2011 Regional Plan* distributed to public.
- Apr – Aug RPUC prepares *Initial Draft 2011 Regional Plan* based on endorsed scope.
- July - Sept Full Commission reviews & endorses *Initial Draft 2011 Regional Plan* for public release, review, & comment.
- Sept - Nov *Initial Draft 2011 Regional Plan* distributed to public for review & comment.

- Oct - Feb RPUC reviews feedback on Initial Draft 2011 Regional Plan & prepares Intermediate Draft 2011 Regional Plan.
- 2011
- Jan - Mar Full Commission reviews & endorses *Intermediate Draft 2011 Regional Plan* for public release, review, & comment.
- Mar-May *Intermediate Draft 2011 Regional Plan* distributed to public for review & comment.
- Apr - May RP reviews feedback & prepares *Public Hearing Draft 2011 Regional Plan*. Full Commission reviews *Public Hearing Draft 2011 Regional Plan*.
- May 23 CCRPC endorses *Public Hearing Draft 2011 Regional Plan* for public release, review, & comment & warning of 1st of at least 2 required public hearings.
- May 24 30-day warning for 1st of at least 2 required public hearings.
- June 23 1st of at least 2 required public hearings.
- June 27 CCRPC endorses final wording of *2011 Regional Plan* for public release, review, & comment. (ANY changes to the proposed plan must be made at least 30 days before the “final” public hearing).
- July 19 30-day warning for 2nd of at least 2 required public hearings.
- Aug 18 2nd of at least 2 required public hearings.
- Aug 22 CCRPC adopts *2011 Regional Plan* at Aug CCRPC meeting. (*Plan* must be adopted by affirmative vote of at least 60% of the Commissioners representing municipalities.)
- Sept 26 CCRPC’s adoption of the *2011 Regional Plan* takes effect 35 days after the date of adoption, unless CCRPC receives certification from the legislative bodies of a majority of CCRPC’s member municipalities vetoing the *Plan*.

This task will continue through FY 2011 and into FY2012 until the Plan is adopted in the summer of 2011.

Products: as described above

Staff: C. Baker, T. Fluck, S. Tilton

Partners: Regional Plan Update Committee, municipalities, regional partners, interested parties, public

Timeline: August 22, 2011

Budget: \$132,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$132,000	\$132,000
Consultants	--	\$0	\$0
Totals	--	\$132,000	\$132,000

PROGRAM 1.2 - LAND USE

Tasks that culminate in formal revision of *Regional Plan* policies on land use.

No Tasks planned for FY2010.

PROGRAM 1.3 - NATURAL RESOURCES

Tasks that culminate in formal revision of *Regional Plan* policies on natural resources.

No Tasks planned for FY2010.

PROGRAM 1.9 – ENERGY

Tasks that culminate in formal revision of *Regional Plan* policies on energy.

No Tasks planned for FY2010.

PROGRAM AREA 2 - REGIONAL PLAN IMPLEMENTATION

PROGRAM 2.1 - GENERAL IMPLEMENTATION

Tasks that realize policies from many or all sections of the *Regional Plan*.

Task 2.1.1 - Act 250 and Section 248 Reviews

Objective: To review proposed projects seeking Act 250 and Section 248 permits for statutory and *Regional Plan* conformance and develop recommendations to the Commission.

Description: As described in CCRPC adopted “Guidelines and Standards for Reviewing Act 250 and Section 248 Applications.”

Products: Permit recommendations as appropriate, Act 250 Permit application data base

Staff: S. Tilton

Partners: Regulatory Review Committee, CCMPO, municipalities

Timeline: June 30, 2010

Budget: \$7,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$7,000	\$7,000
Consultants	--	\$0	\$0
Totals	--	\$7,000	\$7,000

Task 2.1.2 Confirm Municipal Planning Processes

Objective: To confirm municipal planning processes and review Municipal Plans for statutory requirements necessary to apply for municipal grants and levy impact fees.

Description: As described in CCRPC adopted “Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans.” In the coming year, we expect Hinesburg may seek review and potentially Williston and South Burlington.

Products: recommendations as appropriate, approved municipal plans

Staff: S. Tilton

Partners: Plan Review Committee, CCMPO, municipalities

Timeline: June 30, 2010

Budget: \$11,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$11,000	\$11,000
Consultants	--	\$0	\$0
Totals	--	\$11,000	\$11,000

PROGRAM 2.2 - Land Use

Tasks that realize *Regional Plan* policies on land use.

No Tasks planned for FY2010.

PROGRAM 2.3 - NATURAL RESOURCES

Tasks that realize *Regional Plan* policies on natural resources.

Task 2.3.1 Regional Stormwater Educational Program

Objective: To implement a public education program on stormwater management primarily to participating Phase II municipalities and non-traditional MS4s, focusing on issue awareness and prevention.

Description: CCRPC will provide administrative and contractor management assistance to the Regional Stormwater Education Program Committee. CCRPC maintains a separate financial account for RSEP that includes payments to contractors for educational programs.

Products: Public education program in compliance with Dept. of Environmental Conservation MS4 Permit

Staff: D. Senecal-Albrecht

Partners: Regional Stormwater Education Program Committee, Champlain Water District; Dept. of Environmental Conservation

Timeline: June 30, 2010

Budget: \$15,750

FUNDING SUMMARY	RSEP	ACCD/Municipal	Totals
Staff	\$7,000	\$8,750	\$15,750
Consultants	\$0	\$0	\$0
Totals	\$7,000	\$8,750	\$15,750

Task 2.3.2 – Transportation Environmental Planning: Stormwater

Objective: To improve coordination with stormwater and water quality planning efforts, and to assist municipalities in accessing emergency management or transportation funding to address flooding, erosion and drainage projects.

Description: Stormwater runoff from existing roads is known to impair the water quality of various streams in the County. Under this project, staff will participate and coordinate with various water quality efforts that may have an impact on transportation-related stormwater run-off such as: water basin planning efforts, revisions to ANR’s stormwater manual for road BMPs, regional stormwater utility discussions, and local transportation-related stormwater policy or bylaw development.

In concert with CCRPC’s work to update regional and municipal hazard mitigation plans and conduct additional Fluvial Erosion Hazard research and River Corridor Planning, CCRPC will work with CCMPO to assist municipalities in preparing funding requests for mitigation projects along transportation corridors such as culvert replacements, drainage improvements, etc. This assistance will begin with identifying the top five (5) transportation-related projects in each community that would mitigate impacts of floods and stormwater. As funding opportunities become available, staff would prepare funding applications for interested municipalities.

This would also insure that identified problems are integrated into the transportation program for potential improvement and be the precursor to projects that may get managed under CCMPO UPWP Task 5.1.4. (Same as CCMPO UPWP Task 2.2.3.4)

Products:

1. Participation in transportation-related water quality planning efforts
2. List of top 5 projects in each community
3. Funding applications, as opportunities arise

Staff: D. Senecal-Albrecht, P. Brangan

Partners: municipalities, CCMPO, VTrans, ANR

Timeline: June 30, 2010

Budget: \$13,889

FUNDING SUMMARY	CCMPO/VTrans	ACCD/Municipal	Totals
Staff	\$12,500	\$1,389	\$13,889
Consultants	\$0	\$0	\$0
Totals	\$12,500	\$1,389	\$13,889

Task 2.3.3 - Air Quality, Land Use and Transportation

Objective: To examine the implications of possible non-attainment of federal air quality standards in Chittenden County and, in cooperation with the CCMPO, to identify and recommend policies and actions at the regional, local and individual level that would help the region stay in, or return to, attainment status.

Description: This project is closely related to, and seen as a first step towards, Task 2.3.3.2 – Transportation Environmental Planning: Energy and Climate Action Guide. This project is also viewed as part of a broader effort by CCMPO and its partners to plan for, or prevent, designation as a non-attainment area. This project is anticipated to include evaluation and recommendations on actions to include in CCMPO and municipal plans. This task helps to implement the Air Quality Policies of the *Regional Plan*.

Working with an Advisory Committee, CCRPC and CCMPO staff will finalize the Air Quality Report and recommendations for what municipalities, employers and individuals can do to maintain/improve air quality. The recommendations and next steps will be reviewed with the CCMPO Board and CCRPC Commission. With Advisory Committee input, staff will develop an outreach program for each target audience, prepare outreach materials, and implement the outreach program. This task may include additional efforts to improve the delivery of this information via the CCMPO and CCRPC web sites as appropriate. (Same as CCMPO UPWP Task 2.2.3.1)

Products:

1. *Air Quality Report* including recommendations for municipalities, employers and individuals
2. Outreach materials to be determined, but anticipated to include web-based materials, brochures, fact sheets, checklists, press releases and presentations.

Staff: J. Potter

Partners: Air Quality Advisory Committee, CCMPO, VTrans, ANR, VECAN

Timeline: Air Quality Report – September, 2009; Outreach materials - June, 2010

Budget: \$30,000

FUNDING SUMMARY	CCMPO/VTrans	ACCD/Municipal	Totals
Staff	\$27,000	\$3,000	\$30,000
Consultants	\$0	\$0	\$0
Totals	\$27,000	\$3,000	\$30,000

PROGRAM 2.4 – DEMOGRAPHICS

Tasks that realize *Regional Plan* policies on demographics.

No Tasks planned for FY2010.

PROGRAM 2.5 - ECONOMIC DEVELOPMENT

Tasks that realize *Regional Plan* policies on economic development.

No Tasks planned for FY2010.

Task 2.5.1 Brownfields Assessment Program

Objective: To implement a program to promote Brownfields redevelopment by providing information and conducting assessments of eligible Brownfield sites.

Description: This task is divided into three sub-tasks based on funding agreements with EPA. All consultant/contractor work under this task is supervised by staff and general project oversight is provided by the Brownfields Advisory Committee. Brownfields are real property, the expansion, development or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

Sub-task 2.5.1.1 Brownfields Assessment - Petroleum Contaminated Sites: Provides funding to Chittenden County Regional Planning Commission to inventory and assess petroleum brownfield sites in Chittenden County Vermont from October, 2006 to September, 2009.

Sub-task 2.5.1.2 Brownfields Assessment – Hazardous Substance Contaminated Sites: Provides funding to Chittenden County Regional Planning Commission to inventory and assess hazardous substance brownfield sites in Chittenden County Vermont from October, 2008 to September, 2011.

Products: Educational materials; Presentations; Assessment Work Plans; Assessment Reports

Staff: J. Potter, S. Tilton

Partners: Brownfields Advisory Committee, ANR, DHS, municipalities

Timeline: see description above

Budget: \$127,250

FUNDING SUMMARY	EPA	ACCD/Municipal	Totals
2.5.1.1 Staff	\$6,000	\$7,500	\$13,500
2.5.1.1 Consultants	\$30,000	--	\$30,000
2.5.1.2 Staff	\$11,000	\$13,750	\$24,750

2.5.1.2 Consultants	\$17,000	--	\$17,000
Totals	\$64,000	\$21,250	\$85,250

Task 2.5.2 Lake Champlain Byways Program

Objective: To implement traveler info & interpretation projects in eight (8) municipalities in the Chittenden County Corridor of the Lake Champlain Byway; Educate local residents & businesses and maintain & promote the Corridor & Byway; Participate in regional & state byway planning & implementation; Serve as fiscal agent for the Byways Council.

Description: This task is divided into seven sub-tasks based on funding agreements with VTrans. All consultant/contractor work under this task is supervised by staff and general project oversight is provided by the Lake Champlain Byways Council.

Sub-task 2.5.2.1 Byways 03-001 Grant - This project is essentially complete except for a signage plan detailing current and future locations for the roadside trailblazer signs in Chittenden County. Staff is currently negotiating with VTRANS to use remaining funds to pay for the trailblazer installation specified in the 07-001 grant and/or transfer the surplus to the 06-004 grant. This project started in August 2003 and should be completed by December, 2009.

Sub-task 2.5.2.2 Byways 06-004 Grant - The project will improve signage and visitor information, provide interpretive information, and create various minor improvements for multi-modal travel. This project started in August 2007 and should be completed by November, 2011.

Sub-task 2.5.2.3 Byways 06-006 Grant - The project will include the creation of a brochure with, maps and interpretive information; expanded development of the byway website; and development of cell phone audio tours at key interpretive venues. This project started in August 2007 and should be completed by November, 2011.

Sub-task 2.5.2.4 Byways 07-001 Grant - CCRPC provides professional grant implementation services to the Lake Champlain Byway Council for its FY07 Byways grant. Deliverables include trailblazer installation in on Route 2 in the Champlain Islands and in Middlebury and Vergennes, French and English brochures and website information, construction of two portalet shelters in the Islands and replacement of information at outdoor Travel Information Plazas. This project started in June 2008 and should be completed by May, 2011.

Sub-task 2.5.2.5 Byways 08-005 Grant – CCRPC provides professional grant implementation services to the Lake Champlain Byway Council for this FY08 Byways grant. The project will fund staff time of CCRPC, Northwest RPC and Addison County RPC to update the respective county’s Byway Corridor Management Plans. The grant will also facilitate participation at National Scenic Byway Conference, the National Association for Interpretation National Workshop and other relevant trainings. This project started in March 2009 and should be completed by November, 2012

Sub-task 2.5.2.6 Byways 08-006 Grant – CCRPC provides professional grant implementation services to the Lake Champlain Byway Council for this FY08 Byways. This project will enable the CCRPC to complete a recreational and cultural sites inventory in its 8 byway communities and then pay design firms to create

detailed designs and cost estimates for 1-2 prioritized improvements projects in each of its 8 towns to use in future grant applications. This project started in April 2009 and should be completed by June, 2010.

Products: as described above

Staff: D. Senecal-Albrecht, P. Brangan

Partners: Lake Champlain Byways Council, corridor municipalities; LCRCC; CCMPO; VTrans

Timeline: as described above

Budget: \$575,183

FUNDING SUMMARY	FHWA/VTrans	ACCD/Municipal	Totals
2.5.2.1 Staff	\$2,000	\$222	\$2,222
2.5.2.1 Consultants	\$0	--	\$0
2.5.2.2 Staff	\$16,000	\$1,778	\$17,778
2.5.2.2 Consultants	\$40,000	--	\$40,000
2.5.2.3 Staff	\$29,000	\$3,222	\$32,222
2.5.2.3 Consultants	\$15,000	--	\$15,000
2.5.2.4 Staff	\$25,000	\$2,778	\$27,778
2.5.2.4 Consultants	\$70,000	--	\$70,000
2.5.2.5 Staff	\$11,200	\$1,244	\$12,444
2.5.2.5 Consultants	\$10,000	--	\$10,000
2.5.2.6 Staff	\$8,900	\$989	\$9,889
2.5.2.6 Consultants	\$16,000	--	\$16,000
Totals	\$243,100	\$10,233	\$253,333

PROGRAM 2.6 – HOUSING

Tasks that realize *Regional Plan* policies on housing.

No Tasks planned for FY2010.

PROGRAM 2.7 – INFRASTRUCTURE

Tasks that realize *Regional Plan* policies on infrastructure.

Task 2.7.1 Transportation Land Use Planning (*new*)

Objective: To ensure close coordination of regional and municipal transportation and land use planning.

Description: There is a need to improve the process described in the November 2000 CCMPO/CCRPC Memorandum of Understanding (MOU) for the CCMPO staff and CCRPC to collaboratively review (especially for transportation interests) municipal plans, state designations (growth center, new town center, Vermont neighborhoods, village centers, and downtowns), and state permits under Act 250 and Section 248. To implement MOU amendments, two CCRPC Policies may also need to be revised – “Guidelines and

Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans” and “Guidelines and Standards for Reviewing Act 250 and Section 248 Applications.” This review should include examining ways for CCMPO to participate earlier in the permitting process to address transportation issues as early as possible.

CCRPC and CCMPO staff will consult with our member municipalities and then draft amendments to the MOU and Policies for consideration by the Joint Executive Committee. This consultation may involve the formation of a committee, if desired. It may be that additional policy guidelines are needed to address the state designation processes. The Joint Executive Committee will make a recommendation regarding the MOU and Policy amendments to the CCMPO and CCRPC, as appropriate.

In order to assist municipalities in speeding the process for municipal plan confirmation and improve bylaws implementing recommendations of the *Regional Plan* and *Metropolitan Transportation Plan*, CCRPC and CCMPO staff will develop a checklist. The checklist will include relevant considerations from CCMPO plans (such as the *2030 Metropolitan Transportation Plan, Transit Plan, and Bicycle/Pedestrian Plan*) and the *Regional Plan*. Staff will develop the checklist in consultation with CCTA planners, municipal planners, and planning commissions. CCRPC and CCMPO staff will prepare a joint recommendation to CCMPO and CCRPC for consideration and approval of the checklist.

Finally, this task funds the continuing close coordination of land use and transportation issues between the CCRPC and CCMPO. This coordination occurs through participation in the CCMPO Board, Technical Advisory Committee, MTP Advisory Committee, Unified Plan Work Program Subcommittee, and other CCMPO committees, working groups, and task forces and between the staff (such as an environmental team) on issues of mutual interest unless there is a separate specific task. (Same as CCRPC Work Program Task 2.7.1)

Products:

- | | |
|---|---------------|
| 1. Draft MOU and CCRPC Policy amendments | October 2009 |
| 2. Joint Executive Committee recommendations | February 2010 |
| 3. Revised MOU and CCRPC Policy consideration and adoption | June 2010 |
| 4. Draft Land Use/Transportation Checklist | April 2010 |
| 5. Land Use/Transportation Checklist consideration and adoption | June 2010 |
| 6. Monthly reports itemizing specific activities accomplished | Ongoing |

Staff: S. Tilton, C. Baker, T. Fluck

Partners: CCMPO, municipalities, VTrans, District Environmental Commission

Timeline: see above under products

Budget: \$48,889

FUNDING SUMMARY	CCMPO/VTrans	ACCD/Municipal	Totals
Staff	\$44,000	\$4,889	\$48,889
Consultants	\$0	\$0	\$0
Totals	\$44,000	\$4,889	\$48,889

Task 2.7.2 Transportation Corridor Viewshed Analysis *(new)*

Objective: To support the development of municipal bylaws and tools to protect scenic road corridors and viewsheds in Essex and Jericho as a pilot project.

Description: Work with Essex and Jericho planners (and Essex GIS coordinator), CCMPO staff and SmartGrowth VT staff to develop data that documents the current status of and threats to identified scenic corridors across both towns. CCRPC staff will then use this data for developing proposed scenic overlay district maps. From the scope of work specifically:

Develop Base Maps - Create base maps to guide data collection that incorporate, at a minimum, the following: roads, parcel boundaries, hydro and topo layers, forested vs. open land, previously identified scenic corridors and resources (July – August, 2009)

Input Data – Geo-reference data and create GIS data layers from it (October – November, 2009)

Products: GIS data and map layers

Staff: P. Brangan

Partners: CCMPO, Essex, Jericho, Smart Growth VT, municipalities

Timeline: March 2010

Budget: \$5,000

FUNDING SUMMARY	CCMPO/VTrans	ACCD/Municipal	Totals
Staff	\$4,500	\$500	\$5,000
Consultants	\$0	\$0	\$0
Totals	\$4,500	\$ 500	\$5,000

PROGRAM 2.8 - COMMUNITY FACILITIES

Tasks that realize *Regional Plan* policies on community facilities.

No Tasks planned for FY2010.

PROGRAM 2.9 – ENERGY

Tasks that realize *Regional Plan* policies on energy.

Task 2.9.1 - Chittenden County Energy and Climate Action Guide *(new)*

Objective: To identify and recommend policies and actions at the regional, local and individual level that would help the region reduce global warming and energy consumption.

Description: This project is viewed as the next phase of the effort described in Task 2.3.4. Transportation makes up 44 percent of green house gas (GHG) emissions in Vermont. In order to achieve the goals of the State to reduce the state’s GHG emissions by 25 percent from 1990 levels by 2012; 50 percent by 2028; and, if practical, 75 percent by 2050 it will take a concerted effort not just by the state, but also by the region, municipalities, employers, and individuals.

CCRPC and CCMPO staff will begin what is anticipated to be a multi-year effort to develop an Energy and Climate Action Guide for the region. The Guide is anticipated to include: estimating current and future GHG emissions, identifying a tool for use by our municipalities to perform their own emission inventories, develop recommendations on actions for the region, municipalities, employers, and individuals, developing model plan and bylaw language for municipalities, and other techniques to encourage achievement of the objectives. The municipal recommendations are intended to support improved energy elements of their municipal plans and provide replicable models for implementing the recommendations of their plans.

In this first phase, staff will review what has worked in other regions to benchmark our efforts and identify successful indicators and best practices. Staff will conduct background research on municipal and regional energy planning, including: current efforts and challenges for Chittenden County municipal energy committees, municipal and regional initiatives in Vermont, best practices in municipal and regional planning in New England, existing web-based resources, and existing organizational resources to support municipal and regional energy planning in Vermont. As part of this effort, staff will establish contacts with, and training from, the network of state organizations and agencies involved in energy planning.

Staff will work with a technical project team, including agency partners and other interested parties, to identify and decide upon the best inventory estimating tool for our region and municipalities. We will begin to develop an inventory for our region depending on the complexity of the inventory tool and its data requirements. Work will also begin to identify appropriate emissions targets and performance measures for our region. We will establish an Energy and Climate Action public outreach process to include the municipal energy committees, VECAN, VEIC, VNRC, DPS, ANR and other interested parties to guide the work of developing a public outreach campaign. This may involve periodic regional energy forums. All of this work is expected to continue into FY2011. (Same as CCMPO UPWP Task 2.2.3.2)

Products:

- | | |
|--|-----------|
| 1. GHG inventory tool for the region and municipalities | June 2010 |
| 2. Background research and potential implementation strategies | June 2010 |
| 3. Regional Energy Forums | June 2010 |

Staff: J. Potter

Partners: municipalities, CCMPO, VECAN, VEIC, VNRC, DPS, ANR

Timeline: June 30, 2011

Budget: \$33,889

FUNDING SUMMARY	CCMPO/VTrans	ACCD/Municipal	Totals
Staff	\$30,500	\$3,389	\$33,889
Consultants	\$0	\$0	\$0
Totals	\$30,500	\$3,389	\$33,889

PROGRAM 2.10 - PUBLIC SAFETY

Tasks that realize *Regional Plan* policies on public safety.

Task 2.10.1 Incident Command System Training

Objective: To improve the ability of municipal elected and appointed officials to interact effectively with emergency management personnel during transportation-related emergency situations such as train derailments, major highway crashes, aircraft crashes, etc.

Description: CCRPC will work with staff from the Department of Homeland Security to implement training on the Incident Command System (ICS) for local elected and appointed officials and emergency management personnel. CCRPC staff will consult with Homeland Security personnel to determine the number and type classes needed to meet the demand for ICS training. If there is demand, at least two training courses will be offered. Staff will coordinate with Homeland Security personnel and facilitate the training arrangements.

Product: two ICS training courses (100, 200, 248, or 300) as demands warrant

Staff: M. Needle

Partners: municipalities, Department of Public Safety (DHS, VEM), CCMPO

Timeline: June 2010

Budget: \$4,889

FUNDING SUMMARY	CCMPO/VTrans	ACCD/Municipal	Totals
Staff	\$4,400	\$489	\$4,889
Consultants	\$0	\$0	\$0
Totals	\$4,400	\$ 489	\$4,889

Task 2.10.2 Local Emergency Planning Council Assistance

Objective: To assist municipalities through LEPC with emergency management planning and administration.

Description: CCRPC will provide staff support to the Local Emergency Planning Council.

Product: agendas, meeting summaries

Staff: M. Needle, T. Fluck

Partners: municipalities, Department of Public Safety (DHS, VEM)

Timeline: June 2010

Budget: \$6,750

FUNDING SUMMARY	LEPC	ACCD/Municipal	Totals
Staff	\$3,000	\$3,750	\$6,750
Consultants	\$0	\$0	\$0
Totals	\$3,000	\$3,750	\$6,750

2.10.3 Emergency Management Performance Grant (EMPG)

Objective: To assist municipalities and emergency services providers with emergency management planning and administration.

Description: The following subtasks are as described in the sub-grant agreement.

Task 1 - CCRPC will continue to coordinate the revision and completion of municipal Rapid Response Plans (3 RRP) and Emergency Operations Plans (1 EOP) to ensure alignment with the National Incident Management System (NIMS) and National Response Framework (NRF). As part of RRP and EOP development, CCRPC will document any evacuation and sheltering plans at the local levels. CCRPC will continue local and regional level planning for preparedness by developing/enhancing logistics and resources management plans by including local resource lists in RRP and EOPs when available. CCRPC will continue to work toward an improved catastrophic incident plan to address pandemic flu in order to better prevent, protect against, respond to and recover from this incident. This work will include participation at state level meetings, working with schools on outreach of the state plan, and review of any local plans on this topic. CCRPC will work towards developing an inventory of local cur cut and driveway access policies for the towns within the region.

Task 2 - CCRPC will continue to promote continuity of operations and recovery strategies for municipalities and businesses, especially post-flood.

Task 3 - There remains a large need for local officials to understand ICS. In cooperation with CCMPO, CCRPC will arrange for at least one (1) Local Incident Command System (ICS) training sessions in order to enhance public education and awareness of community disaster preparedness and in order to continue to implement NIMS throughout the region. VEM will provide training personnel.

Task 4 - CCRPC will continue ongoing administrative support and outreach to local communities and Local Emergency Planning Commissions (LEPCs) on compliance issues and emergency planning tools, and participate in local exercises. This task involves the administration of LEPC expenses, the arrangement and holding of LEPC meetings, the hosting fees and maintenance of the LEPC1 website, and ad hoc calls from towns and LEPC members on emergency issues.

Task 5 - Participate in VEM-sponsored Train the Trainer and DisasterLAN training. This task assumes one state training and one local training.

Task 6 - CCRPC will promote National Flood Insurance Program (NFIP) coverage for all applicable Vermont residents and businesses by providing technical assistance for the review and administration of flood regulations. This task requires significant assistance to towns in cooperation with VTDEC. Also see Tasks 2.10.7 and 4.1.1

Task 7 - CCRPC will conduct outreach to communities and not-for-profit entities concerning state and local hazard mitigation plans (including assisting communities in receiving, reviewing and submitting hazard mitigation program grant applications). Also see Task 2.10.6

Task 8 – (deliberately omitted)

Task 9 - CCRPC will continue to coordinate and develop working relationships for first responders and town governments. This work will involve including road foremen/commissioners in outreach efforts on emergency issues and helping Selectboards understand the emergency management system in Vermont.

Product: as described above

Staff: T. Fluck, M. Needle

Partners: municipalities, Department of Public Safety (DHS, VEM)

Timeline: July 2009 (contract for FY 2010 expected)

Budget: \$50,000

FUNDING SUMMARY	VEM	ACCD/Municipal	Totals
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Staff	\$30,000	\$30,000	\$60,000
Consultants	\$0	\$0	\$0
Totals	\$30,000	\$30,000	\$60,000

Task 2.10.4 Regional Emergency Coordination (2.10.4.1 - FY09; 2.10.4.2 – FY10)

Objective: To assist the state, region and municipalities with emergency management planning coordination.

Description: The Department of Vermont Emergency Management has established one (1) Regional Emergency Coordinator for Public Safety District A. This Northwest Regional Planning Commission will provide overall coordination assistance in conjunction with essential emergency planning initiatives throughout the Public Safety District between local emergency planning committees, CERT teams, regional planning commissions, regional health and human services offices (through the Vermont Department of Health and Agency of Human Services), Agency of Transportation district sites, and other applicable State Departments and Agencies. CCRPC will support these efforts through the following sub-tasks:

Task 1 : Coordinate and support public emergency preparedness education and training opportunities throughout the region.

Task 2: Disseminate emergency preparedness materials throughout the region as appropriate.

Task 3: Network with regional first response agencies to increase collaboration between these agencies, emergency and non-emergency volunteer groups and Vermont Emergency Management.

Task 4: Coordinate and communicate through the local emergency planning committees and regional planning commissions on emerging issues with local emergency management directors, local officers, law enforcement officials and planners operating in the respective Public Safety District.

Task 5: Support the ongoing volunteer efforts of the Vermont Citizen Corps Council through the local emergency planning committees, regional planning commissions, and Citizen Corps Program teams. Provide oversight and outreach of these efforts by providing technical assistance, administrative and coordinate training services if needed. Assure adequate RPC representative at regular meetings of all emergency planning or volunteer groups within each region, and act as a liaison for Vermont Emergency Management with regard to the dissemination and coordination of information.

Task 6: Establish and maintain a resource list of Citizen Corps Program teams, other volunteer resources, equipment and personnel to be used in disaster response within each Public Safety District; including animal rescue teams as identified.

Task 7: Coordinate with the other area regional planning commissions to work with local municipalities to complete Rapid Response and Emergency Operations Plans.

Task 8: Include, encourage and invite members of the State's School Crisis Team to attend LEPC meetings within each Public Safety District to broaden the scope of emergency planning activities and resources available.

Task 9: Coordinate and facilitate Public Safety District meetings at least twice annually.

Task 10: Act as the Vermont Emergency Management point of contact (24/7 if available) for regional and local emergency issues. Designate a backup person when the Regional Emergency Coordinator is not available.

Task 11: Participate in Public Safety District exercises and drills as needed. Participate in the Homeland Security Exercise and Evaluation Program training to become an HSEEP evaluator.

Task 12: Participate in real emergency events as a coordinator or liaison to Vermont Emergency Management as needed. *Separate funding may apply.*

Task 13: Assist with DisasterLAN training as needed throughout each Public Safety District region.

Task 14: Participate in monthly meetings (conference call or other) with VEM on progress, needs, and initiatives.

Task 15: Attend quarterly State Emergency Response Commission meetings in Waterbury to report on activities within each Public Safety District.

Product: as described above

Staff: T. Fluck, M. Needle

Partners: municipalities, Department of Public Safety (DHS, VEM)

Timeline: September 2009

Budget: \$10,000 (pending contract for FY 2010)

FUNDING SUMMARY	VEM/NRPC	ACCD/Municipal	Totals
Staff	\$10,000	\$0	\$10,000
Consultants	\$0	\$0	\$0
Totals	\$10,000	\$ 0	\$10,000

Task 2.10.5 Hazardous Materials Emergency Preparedness (HMEP) Grant - Shelter-In-Place

Objective: To disseminate information about Shelter-In-Place (SIP) and evacuation procedures in hazardous materials emergencies.

Description: On behalf of the LEPC, provide staff support to the LEPC to develop and conduct Hazardous Materials Shelter-In-Place and Evacuation Information Workshops in the district that will include but is not limited to the following attendees; state and local agency health and human care facility inspectors, nursing and day care home operators/owners, local EMDs, ARC, and local responders. Enhance existing LEPC web services by researching and providing additional community safety and shelter-in-place/evacuation instructions through hyperlinking and web page additions. Incorporate the results of this planning project into the annual update of the LEPC’s hazardous materials emergency response plan.

Product: workshops, progress report summary

Staff: M. Needle, T. Fluck

Partners: LEPC, SERC, Vermont Emergency Management

Timeline: October 2009

Budget: \$5,000

FUNDING SUMMARY	VEM	ACCD/Municipal	Totals
Staff	\$4,500	\$500	\$5,000
Consultants	\$0	\$0	\$0
Totals	\$4,500	\$ 500	\$5,000

Task 2.10.6 All-Hazards Mitigation Plan

Objective: To complete statewide/region/local development upgrades of the Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan and fluvial erosion risk assessments (as applicable).

Description: With Pre-Disaster Mitigation (PDM 07) funding provided by VEM, update the mitigation plans for the following CCRPC communities: Bolton, Buels Gore, Burlington, Charlotte, Colchester, Essex, Hinesburg, Huntington, Jericho, Milton, Richmond, Shelburne, South Burlington, St. George, Underhill, Westford, Williston, Winooski. This project will include the following tasks: Conduct meetings with municipal staff and other appropriate individuals to review progress made on the Mitigation Strategies outlined in Section Five of each Municipal AHMP and the Multi-Jurisdictional AHMP and revise and update each strategy and their related action items as necessary. This will include updating all readily available tabular information. Sections concerning Risk Assessment and Hazard Analysis will also be reviewed to ensure accuracy in light of any newly-identified hazards and/or changes in risk levels. This will result in a thorough update to the 18 individual AHMPs and the Multi-Jurisdictional AHMP, and lay the groundwork for the required adoption prior to the plans' expiration dates. Work will also include the preparation of new, short addenda for the University of Vermont and Champlain College (in Burlington) and St. Michael's College (in Colchester) describing in more detail hazards, risks and mitigation strategies for each campus. This project began in 2008 and should conclude by June 2010. Some of this work may be completed under Tasks 2.10.3 and 2.10.7 as there is not adequate funding under this grant contract.

Product: Updates to the 18 individual AHMPs and the Multi-Jurisdictional AHMP

Staff: J. Potter, intern

Partners: municipalities, VEM

Timeline: September 2010

Budget: \$3,333

FUNDING SUMMARY	VEM/FEMA	ACCD/Municipal	Totals
Staff	\$3,000	\$333	\$3,333
Consultants	\$0	\$0	\$0
Totals	\$3,000	\$ 333	\$3,333

Task 2.10.7 Fluvial Erosion Hazard Mapping and Planning

Objective: To improve the Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plans with additional fluvial erosion risk assessments.

Description: This grant-funded project (PDM08) is an update of existing plans by performing fluvial erosion risk assessments & incorporating the data in the plans; results will be included in the next plan update. The work plan will use the Stream Geomorphic Assessment protocols and research processes developed by VTDEC/ANR (see attached Handbooks and other documents). Tasks are as follows:

TASK 1: Conduct fluvial erosion risk assessments on streams, especially in those areas experiencing residential and commercial development or where key infrastructure is at risk. Consistent with the approach already employed by CCRPC, Task 1 will begin with scoping meetings with the community and with VTANR to prioritize areas for assessment. Contracts will then be let for the performance of Fluvial Erosion Hazard (FEH) risk assessments by qualified contractors. The types of assessment (i.e, Phase 1 [Watershed Assessment] or Phase 2 [Rapid Stream Assessment] or a River Corridor Plan) will depend upon the current state of FEH

research in the community. Phase 1 research will likely be conducted on several of the County's smaller streams that have not yet been assessed. Phase 2 research, which is more labor intensive and more costly, will be conducted on those stream reaches that Phase 1 has identified as meeting the threshold for this level of analysis. A good deal of Phase 1 data has been collected in the more heavily populated western and central area of the county. This proposed project will be able to move quickly to conduct Phase 2 assessments on those reaches that appear to have the potential for causing fluvial erosion damages. For those streams that have had Phase 2 level data collected, either prior to or as a result of this proposal,

TASK 2 will be to provide fluvial hazard ratings for each assessed stream reach. This task includes running the GIs extension, known as SGAT or Stream Geomorphic Assessment Tool for assessed stream reaches.

TASK 3 will be the performance of QA/QC of the risk assessment data and hazard rating by VTANR-RMP staff.

TASK 4 will be to update Chittenden County's fluvial hazard database to readily illustrate hazard rating data on a geographic basis.

TASK 5 will be the development by CCRPC staff and its contractors of detailed River Corridor Plans for high-priority rivers wherein the necessary precursor Phase 1 and Phase 2 research has been conducted.

TASK 6, by CCRPC and VTANR staff, will consist of outreach and education with each community to update their local Hazard Mitigation Plan through incorporating the new and/or updated fluvial hazard data. The new risk assessment data will enable communities to heavily refine their mitigation strategies and identify discrete mitigation projects. TASKS 5 and 6 will include working with each municipality's governing body, planning and public works staff and local citizens to develop various strategies to mitigate against the newly-identified fluvial erosion hazards identified through these proposed risk assessments (see attached List of Potential FEH mitigation strategies). Several communities (e.g. Shelburne, Charlotte, Hinesburg, etc.) have had or will have by June 2009, most of their major and minor streams assessed through Phase 2, including the assignment of Fluvial Erosion Hazard ratings and the publication of an FEH Map. Other communities should have their FEH maps finalized within the first 18 months of this project. CCRPC will work with the County's communities to help them use this FEH risk assessment map to develop appropriate strategies to mitigate against identified hazards, including consideration of potential adoption of an FEH Overlay District into their zoning. Also see Tasks 2.10.3 and 2.10.6.

Task 7 will involve FEMA review of the draft updates with subsequent approval by each municipality.

It is intended that this proposal will result in a FEMA approved mitigation plan with much greater detail than the original 2005 version. This is especially the case with regards to Fluvial Erosion (flooding) which is the most common hazard throughout the County. For several communities, the preparation of a River Corridor Plan is the next logical step. Such a Plan requires additional fieldwork and work with local landowners to identify discrete and necessary measures such as stream buffer planting, culvert replacement, berm removal, streambed stabilization

Product: Fluvial Erosion Hazard Map; River Corridor Management Plan

Staff: D. Senecal-Albrecht, P. Brangan, J. Potter, C. Baker

Partners: municipalities, ANR, VEM, FEMA

Timeline: September 2008 to August 2011

Budget: \$83,333

FUNDING SUMMARY	VEM/FEMA	ACCD/Municipal	Totals
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Staff	\$22,000	\$7,333	\$29,333
Consultants	\$54,000	\$0	\$54,000
Totals	\$76,000	\$7,333	\$83,333

PROGRAM AREA 3 - PLANNING CAPACITY BUILDING

PROGRAM 3.1 - PLANNING MODELS

Tasks that develop and upgrade quantitative and spatial planning models.

Task 3.1.1 Regional Models

Objective: To maintain current modeling tools and evaluate alternative modeling tools such as UrbanSim for analysis of the land use/transportation interface.

Description: CCRPC staff will update input data to the Land Use Allocation Module (LUAM) of CCMPO's Transportation Model as needed. CCRPC staff will work with CCMPO staff to determine the feasibility of CCRPC/CCMPO hosting and updating the UrbanSim model on a continual basis. In cooperation with CCMPO staff, CCRPC staff will also review the UrbanSim outputs and make comparisons with historic growth rates and forecasts to determine if UrbanSim results are realistic. CCMPO and CCRPC staff will make a joint recommendation to the Board and Commission on the findings and feasibility of hosting the UrbanSim model.

Products: Updates to LUAM; Recommendation regarding UrbanSim

Staff: M. Needle, C. Baker

Partners: CCMPO, municipalities

Timeline: June 2010

Budget: \$12,556

FUNDING SUMMARY	CCMPO	ACCD/Municipal	Totals
Staff	\$11,300	\$1,256	\$12,556
Consultants	\$0	\$0	\$0
Totals	\$11,300	\$1,256	\$12,556

PROGRAM 3.2 - DATA DEVELOPMENT

Tasks that develop or upgrade databases to support planning models and decision-making.

Task 3.2.1 Land Use Data Update and Maintenance

Objective: To keep the CCRPC/CCMPO databases and GIS layers and mapping up-to-date and functional for CCMPO transportation modeling, project scoping and other uses related to integrated transportation and land-use planning including unanticipated CCMPO technical assistance requests not included elsewhere in this work plan.

Description: Under this task, CCRPC staff will update various Geographic Information System (GIS) data layers (e.g. data for AssetGIS, the Vermont Online Bridge and Culvert Inventory Tool, non-motorized transportation such as sidewalk inventories, sewer service areas, data for use in the MPO's planned environmental tasks, etc.). As appropriate, staff will seek municipal review of the data. This work will include ongoing housekeeping of the CCRPC/CCMPO GIS data library. Staff will also participate in development of

Parcel data standards through the effort spearheaded by VCGI. In this year, we will explore the cost, need and feasibility of acquiring new orthophotos (similar to the 2004 1:1250 data). From time to time, the CCMPO undertakes work requested by municipal clients or others not built into the annual work plan. Such work may require CCRPC technical assistance including preparation of land-use or other data, training / assistance, or GIS analysis.

Products: Updated Vermont Online Bridge and Culvert Inventory Tool data; Updated housing, commercial/industrial and employment data; Updated TIP maps and graphics; Parcel data standards; Memo regarding feasibility, need and cost of new orthophotos; Monthly reports itemizing specific work accomplished

Staff: P. Brangan, M. Needle

Partners: CCMPO, municipalities, VCGI, ANR, ACCD

Timeline: June 2010

Budget: \$34,444

FUNDING SUMMARY	CCMPO	ACCD/Municipal	Totals
Staff	\$31,000	\$3,444	\$34,444
Consultants	\$0	\$0	\$0
Totals	\$31,000	\$3,444	\$34,444

Task 3.2.2 Transportation Environmental Planning: Online Resource Mapping *(new)*

Objective: To develop an online resource mapping tool to improve early resource agency consultation and project delivery.

Description: CCRPC staff will ascertain needs and desired capabilities of a regional online mapping tool by interviewing CCMPO, municipalities, resource agencies, and other potential users. The primary purpose of this project will be to make it easier to identify natural resources, cultural resources and assist with the agency consultation process. Using the results of this research, staff will research available applications (ArcServer, GoogleMaps, etc) to determine which would best meet the identified needs. Part of this review will include coordination with other agencies, such as VCGI and ANR. A joint recommendation regarding next steps will be made by CCRPC and CCMPO staff to CCRPC and CCMPO Executive Directors. The staff recommendation will be developed through a joint team including staff from CCMPO, CCRPC, VTrans, ANR and others. Activities to implement the recommendations will then be undertaken. This project is expected to take more than one fiscal year. (Same as CCMPO UPWP Task 2.2.3.3)

This task will also include efforts to support CCMPO Task 2.2.3.4 Transportation Environmental Planning: Wildlife Connectivity to develop a FY 2011 work program task description on wildlife connectivity and transportation.

Products: Recommendation regarding online mapping tool; Implementation activities as appropriate

Staff: P. Brangan, M. Needle

Partners: CCMPO, municipalities, VCGI, ANR, ACCD

Timeline: June 2010

Budget: \$26,667

FUNDING SUMMARY	CCMPO	ACCD/Municipal	Totals
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Staff	\$24,000	\$2,667	\$26,667
Consultants	\$0	\$0	\$0
Totals	\$24,000	\$2,667	\$26,667

PROGRAM AREA 4 - TECHNICAL ASSISTANCE AND EDUCATION

PROGRAM 4.1 - ASSISTANCE TO MUNICIPALITIES

Tasks that assist municipalities in making better planning decisions.

Task 4.1.1 Municipal and Regional Technical Assistance

Objective: To provide direct planning assistance to our municipalities and the region.

Description: Based on requests, provide planning research, data analysis, bylaw review, and GIS services to municipalities and the region addressing a wide variety of topics. Municipal priorities set by Agency of Commerce & Community Development will also be addressed under this task. If funding is found, more staff resources will be devoted to those tasks and those tasks may expand. Staff work will be tracked by municipality to improve reporting.

Based on recent communications, some tasks for next year may include, in no particular order, assistance with the following:

1. Essex Town Plan Update,
2. Bolton Bylaw Updates,
3. Essex Junction Bylaw Update,
4. Winooski Bylaw Update,
5. Jericho Town Plan Update,
6. Colchester Economic Development analysis,
7. Regional Police Study including hiring of a consultant with outside resources,
8. municipal efforts related to energy planning that are non-transportation related (contract pending),
9. a review of the CIRC-Williston FEIS for the Commissioners and potentially preparation of comments,
10. engagement with ANR, VLCT, and our municipalities to monitor potential stormwater regulatory changes and solutions and assist with research and coordination that is non-transportation related,
11. floodplain map and bylaws updates (contract pending),
12. mapping of wastewater and water supply service areas;
13. housing assistance, and
14. other tasks as requested and resources allow.

Products: data, maps, research, reviews

Staff: S. Tilton, T. Fluck, P. Brangan, M. Needle, C. Baker, J. Potter, D. Senecal-Albrecht

Partners: municipalities, ACCD

Timeline: June 2010

Budget: \$122,764

FUNDING SUMMARY	Municipal/Other	ACCD/Municipal	Totals
Staff	\$2,000	\$115,239	\$117,239
Consultants	\$5,525	--	\$5,525
Totals	\$7,525	\$115,239	\$122,764

4.1.1.21 Floodplain Map Modernization (MMMS 09)

Description: The intent of this Scope of Work is to enable the Grantee to conduct initial outreach and education with its member communities with regards to the issuance of new Digital Flood Insurance Rate Maps (DFIRM) and necessary revisions to municipal flood hazard bylaws. The work proposed includes training for Grantee staff, outreach to communities, and organizing two workshops for municipal officials and staff.

- a) Workshop - Grantee staff to participate in a 3 hour training with the State to become familiar with the National Flood Insurance Program requirements for land use regulations and the Vermont model flood hazard area regulations.
- b) Inform National Flood Insurance Program (NFIP) communities (town officials and professional staff) in Chittenden County regarding the process of Flood Hazard Area bylaw updates. Identify their needs, and work with the State to support the communities to successfully update their flood hazard regulations before the end of March 2010.
- c) Schedule, organize and promote two, 2-3 hour workshops with the State at Grantee's offices shortly after release of the DFIRMS.
 - (1) Participants include local officials, municipal planning staff, and State staff and the public.
 - (2) Municipal staff would come away from the meeting with a clear understanding of the Digital Flood Insurance Rate Map (DFIRM) and Flood Insurance Study (FIS) review process, the Vermont model flood hazard area regulations, and the Flood Hazard Area Regulation update process.
- d) Brief Final Report with feedback to the State on outreach and workshop results, and remaining needs at the close of the grant period.

Products: data, maps, , reviews

Staff: P. Brangan, C. Baker, J. Potter, D. Senecal-Albrecht, S. Tilton, T. Fluck,

Partners: municipalities, ANR

Timeline: April 2010

Budget: \$3,000

FUNDING SUMMARY	FEMA	ACCD/Municipal	Totals
Staff	\$3,000	--	\$3,000
Consultants	0	--	0
Totals	\$3,000	--	\$3,000

4.1.1.22 Floodplain Bylaw Update (HMGP 09?) - pending 7/5/09

Description: CCRPC and Central Vermont RPC are serving in a facilitation and support role to assist communities in updating their bylaws to comply with the National Flood Insurance Program. For many of our smaller, more rural communities, our help is essential in achieving this update by 2010.

Task 1 - Set up initial meeting with the Department of Environmental Conservation and municipal officials. June 2009 - September 2009

Task 2 - Review draft bylaws and maps upon request. October 2009 - April 2010

Task 3 - Final check-in with municipalities to ensure that they are up to NIFP standards. April - June 2010

Products: data, maps, research, reviews

Staff: S. Tilton, T. Fluck, P. Brangan, C. Baker, J. Potter, D. Senecal-Albrecht

Partners: municipalities, ACCD

Timeline: April 2010

Budget: \$46,968

FUNDING SUMMARY	FEMA	ACCD/Municipal	Totals
Staff	\$28,165.48	\$8,803	\$36,968.48
Consultants	\$10,000	--	\$10,000.00
Totals	\$38,165	\$8,803	\$46,968

4.1.1.23 Essex Town Plan Update - pending 7/5/09

Description: This document describes the tasks needed to provide the Town of Essex with updating the 2006 Essex Town Plan. The work will ensure that the Plan will meet the standards set by Vermont State Statute and reflect necessary updates to data, goals, maps, policies, and recommendations.

Data Preparation and Processing - Potential sources of data used in this update will be any data collected by the Town, federal and state statistical data, childcare resources, energy statistics, housing data, and natural resources information. Staff will attend one planning commission meeting and meet regularly with the Community Development Director.

Products: statistical data and updated sections of the Town Plan as identified by the Community Development Director

Staff: S. Tilton, T. Fluck, C. Baker, P. Brangan,

Partners: Town of Essex

Timeline: July 1 2010

Budget: \$46,968

FUNDING SUMMARY	FEMA	ACCD/Municipal	Totals
Staff	\$3,100		\$3,100
Consultants			
Totals	\$3,100	\$ 0	\$3,100

4.1.1.24 Landslide Mapping and Hazard Assessment - pending 7/5/09

Objective: The purpose of this project is to advance the state of landslide mapping and landslide hazard assessment in Vermont by developing and testing a protocol to map potential hazard areas. The protocol will provide regional and municipal planning agencies a methodology to assess landslide hazard in their respective areas.

Description: Task 1 - Meet with CCRPC to develop most useful product for planning purposes - The landslide hazard maps and landslide hazard protocol will be reviewed by a staff member of the CCRPC and municipal staff from the study communities. The maps and protocols will be assessed for their usefulness both

in general land use development planning (zoning bylaws, land use ordinances, etc.) and in mitigation efforts at the municipal and regional level. Suggestions to make the maps and protocols more usable will be incorporated as appropriate. The protocol will be evaluated and revised to enhance its applicability to the entire state of Vermont.

Task 2 – Present project results - The protocol will be presented by the CCRPC and the VGS to the other ten regional planning commissions that comprise the VAPDA for use in their assessments of landslide hazards in their respective regions.

CCRPC and VGS will also meet with the town planning agencies in which the study sites are located to present the maps from this project and the protocol.

Task 3 – Incorporate results into Multi-Jurisdictional and State Hazard Mitigation Plans - The CCRPC is currently updating the County’s Multi-Jurisdictional All-Hazard Mitigation Plan to be reissued in 2010. It is their intention to incorporate the results of this project into that mitigation plan, as stated in the attached letter of November 25, 2008. If this project is not completed in time to incorporate the protocol into the plan, it will be incorporated in the next update.

Following the presentation of this work to the Vermont Association of Planning and Development Agencies (VAPDA), it is anticipated that other regional planning commissions and the State Hazard Mitigation Plan (Vermont Emergency Management, 2007) will incorporate the protocol into their hazard plans as well.

This protocol and the hazard maps of the study sites will serve as a model for landslide hazard assessments throughout Vermont. It is anticipated that the regional planning commissions will introduce this protocol to the municipalities, so that they can use it to fulfill their goals of hazard assessment.

Products: statistical data and updated sections of the Town Plan as identified by the Community Development Director

Staff: S. Tilton, T. Fluck, C. Baker, P. Brangan,

Partners: Town of Essex

Timeline: July 1 2010

Budget: \$46,968

FUNDING SUMMARY	FEMA	ACCD/Municipal	Totals
Staff	\$6,000	2000	\$8,000.00
Consultants			
Totals	\$6,000	\$2,000	\$8,000

To achieve this purpose, the following phases and tasks will be completed.

Task 4.1.2 Education, Outreach and Partnership

Objective: To increase awareness and understanding of Chittenden County planning issues, resources, and solutions within our region and the state.

Description: Outreach and education efforts will include efforts such as: newsletters, Annual Report, web page, press releases, news articles, interviews, workshops, the Annual Regional Planning Conference, VIT sessions, Planners Lunches, Planning Commission/DRB training, TOEC training, etc. The webpage will be updated and improved as a tool for our municipalities. CCRPC will also conduct training regarding Chapter 117 requirements that are due in 2011. Legislative monitoring and briefings, partnerships with MPO, GBIC, LCCC, NWRC&D, and others. Maintain directories and mailing lists. Identify and communicate status of relevant state & federal legislative & regulatory developments; prepare & communicate Commission positions. Deepen existing relationships & establish new relationships with organizations to further CCRPC’s mission. Work cooperatively with CCMPO to consider integrated long-range planning (beyond 5 – 7 years) in Chittenden County, including coordination with other regional entities such as the Champlain Initiative. As directed by CCRPC, staff will engage in any desired merger discussions with the CCMPO.

Products: newsletters, web page, presentations, regional forums

Staff: C. Baker, T. Fluck, D. Senecal-Albrecht, P. Brangan, M. Needle, S. Tilton, L. Bonnette

Partners: municipalities, VAPDA, ACCD, VLCT, CCMPO, LCCC, GBIC

Timeline: June 2010

Budget: \$65,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$65,000	\$65,000
Consultants	--	--	--
Totals	--	\$65,000	\$65,000

PROGRAM 4.2 - ASSISTANCE TO NON-MUNICIPALITIES

Tasks that provide assistance to non-municipal organizations and individuals.

Task 4.2.1 Technical Assistance to Non-Municipalities

Objective: To provide regional and state agencies with technical planning assistance.

Description: Respond to requests for information, data and maps, provide assistance and disseminate information on planning issues to the public and organizations (such as other RPCs). Monitor the progress of the regional landfill in Williston proposed by the Chittenden Solid Waste District. Support the Agency of Natural Resources’ efforts to prepare a watershed plan for the lower Winooski River.

Products: newsletters, web page, presentations, regional forums

Staff: C. Baker, T. Fluck, J. Potter, P. S. Tilton, M. Needle

Partners: municipalities, VAPDA, ACCD, VLCT, CCMPO, LCCC, GBIC, VCGI

Timeline: June 2010

Budget: \$15,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$15,000	\$15,000
Consultants	--	--	--
Totals	--	\$15,000	\$15,000

Task 4.2.2 CCMPO 2060 Metropolitan Transportation Plan Support

Objective: To support CCMPO's preparation and adoption of the *2060 Chittenden County Metropolitan Transportation Plan*.

Description: Based on direction provided by CCMPO, CCRPC will prepare data and maps for the *MTP*. CCRPC will also participate in resource agency consultation meetings and provide assistance regarding resource analysis as needed. CCRPC will assist with the involvement of adjacent regions in the *MTP*. CCRPC staff will review the draft *MTP* and assist CCMPO in resolving issues as quickly as possible regarding consistency with the *Regional Plan*, if any. CCRPC staff will support CCMPO staff in presenting and explaining the draft *MTP* to the CCRPC for review. (Same as CCMPO UPWP Task 3.3.4.1)

Products: MTP data and maps; MTP comments, if any

Staff: C. Baker, T. Fluck, P. Brangan, M. Needle

Partners: CCMPO

Timeline: January 2010

Budget: \$20,889

FUNDING SUMMARY	CCMPO	ACCD/Municipal	Totals
Staff	\$18,800	\$2,089	\$20,889
Consultants	--	--	--
Totals	\$18,800	\$2,089	\$20,889

Task 4.2.3 Wetlands Restoration

Objective: To support ANR/DEC's efforts regarding wetlands restoration.

Description: Work with DEC Watershed Coordinator & FPR Wetlands Restoration & Protection Specialist to (1) enhance the Lake Champlain Basin draft Wetland Restoration Plan and (2) conduct outreach for plan implementation. This is a 604b grant.

Products: List & GIS layer of potential wetland restoration sites/opportunities; Outreach to augment the draft Wetland Restoration Plan; 3-5 public meetings

Staff: P. Brangan

Partners: DEC, Municipalities within the Winooski River watershed

Timeline: May 2010 (pending contract for FY10)

Budget: \$3,636

FUNDING SUMMARY	ANR	ACCD/Municipal	Totals
Staff	\$3,636	\$0	\$3,636
Consultants	--	--	--
Totals	\$3,636	\$ 0	\$3,636

Task 4.2.4 Stream Geomorphic Assessment Software

Objective: To support ANR/DEC’s efforts to improve stream geomorphic assessment software.

Description: CCRPC will administer a contract to a computer programmer to complete the incorporation of existing SGAT V4.57 functionality from ArcView 3.X into ArcView 9.X. CCRPC will test the ArcGIS SGAT extension on 2 projects that have previously had the SGAT V4.57 run on them. CCRPC will compare the older files to the new files and determine if any substantive differences exist. CCRPC will write a report outlining their findings and will communicate the outcome to the contractor hired to complete the SGAT migration.

Products: Report outlining findings

Staff: P. Brangan

Partners: CCMPO

Timeline: May 2010

Budget: \$71,400

FUNDING SUMMARY	ANR	ACCD/Municipal	Totals
Staff	\$4,400	\$0	\$4,400
Consultants	\$67,000	--	\$67,000
Totals	\$71,400	\$ 0	\$71,400

Task 4.2.5 Low Impact Development Barriers (2009 ARRA Section 604b) –pending 7/5/09

Objective: To support ANR/DEC’s efforts to regarding low impact development.

Description: Part One – Barrier Identification - CCRPC will identify barriers from the professionals that are involved in the implementation of LID. These professionals will include municipal public works officials, town engineers, town planners, state regulators, NEMO staff, and VLCT staff. In addition, we will identify and talk with developers, civil engineers and landscape architects that have practical experience with LID. This task is proposed to be completed by December 31, 2009.

Part Two – Recommendations - Based upon the research done in Part One, CCRPC will develop a short recommendation report that identifies what has worked and why and discusses recommendations for improving implementation within our region. The recommendations may include such areas as educational needs (general, public official, or professional), regulatory tools, program suggestions and also discuss the variance in needs from our rural to urban municipalities.

Products: Report outlining findings

Staff: P. Brangan

Partners: ANR/DEC

Timeline: June 30, 2010

Budget: \$7,067

FUNDING SUMMARY	ANR	ACCD/Municipal	Totals
Staff	\$7,067	\$0	\$7,067
Consultants		--	
Totals	\$7,067	\$ 0	\$7,067

PROGRAM AREA 5 - ORGANIZATIONAL DEVELOPMENT AND MANAGEMENT
The tasks listed below are considered indirect tasks and are factored into the indirect rate.

PROGRAM 5.1 - ORGANIZATIONAL PLANNING AND OPERATIONS

Tasks that administratively help CCRPC be a more effective organization.

Task 5.1.1 Commission and Executive Committee Meetings

Objective: To support effective meetings and decision-making by the CCRPC.

Description: Prepare/distribute agendas/minutes & prepare for/attend meetings of the Commission and Executive Committee.

Products: effective meetings

Staff: C. Baker, L. Bonnette

Timeline: Ongoing

Budget: \$28,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$28,000	\$28,000
Consultants	--	--	--
Totals	--	\$28,000	\$28,000

Task 5.1.2 Strategic Plan Implementation

Objective: To implement the *Strategic Plan* of the CCRPC.

Description: Undertake activities to implement CCRPC's *2007 Strategic Plan*, such as revising bylaws, policies, and procedures. Developing a municipal technical assistance policy should be considered.

Products: policies, procedures

Staff: C. Baker, T. Fluck

Timeline: Ongoing

Budget: \$2,500

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$2,500	\$2,500
Consultants	--	--	--
Totals	--	\$2,500	\$2,500

Task 5.1.3 Work Program

Objective: To develop a work program that furthers the mission of CCRPC and the *Regional Plan*.

Description: Review and revise the current work program and budget semi-annually and prepare the upcoming year's work program and budget

Products: FY2010 work program amendments as necessary; FY2011 work program

Staff: C. Baker, All Staff

Timeline: June 2010

Budget: \$8,500

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$8,500	\$8,500
Consultants	--	--	--
Totals	--	\$8,500	\$8,500

Task 5.1.4 Budget, Bookkeeping, Payroll, Audits, and Analysis

Objective: To develop and maintain a budget and financial records to improve the fiscal health of the CCRPC.

Description: All aspects of financial planning, budgeting, and accounting.

Products: Accurate financial records; quarterly P & L statements, FY2011 budget, invoices, and other reports

Staff: C. Baker, F. Cohen

Timeline: June 2010

Budget: \$6,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$6,000	\$6,000
Consultants	--	--	--
Totals	--	\$6,000	\$6,000

Task 5.1.5 Grant Writing

Objective: To obtain additional grants that further CCRPC's mission and *Regional Plan*.

Description: Research and write grants for CCRPC initiatives when clear targets of opportunity present themselves.

Products: grant applications

Staff: C. Baker, T. Fluck, J. Potter, D. Senecal-Albrecht, P. Brangan, S. Tilton, M. Needle

Timeline: June 2010

Budget: \$11,900

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$11,900	\$11,900
Consultants	--	--	--
Totals	--	\$11,900	\$11,900

PROGRAM 5.2 - INTERNAL CAPACITY IMPROVEMENTS
 Tasks that strengthen CCRPC's personnel and operations.

Task 5.2.1 Staff Professional Development

Objective: To develop and improve staff resources.

Description: Participate in training opportunities

Products: Improved staff abilities and satisfaction

Staff: All Staff

Timeline: June 2010

Budget: \$11,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$11,000	\$11,000
Consultants	--	--	--
Totals	--	\$11,000	\$11,000

Task 5.2.2 Staff Meetings

Objective: To achieve the highest level of staff coordination and achievement possible.

Description: Prepare for and attend staff meetings.

Products: Improved coordination and effectiveness.

Staff: All Staff

Timeline: June 2010

Budget: \$18,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$18,000	\$18,000
Consultants	--	--	--
Totals	--	\$18,000	\$18,000

Task 5.2.3 Personnel Administration

Objective: To improve the effectiveness of staff.

Description: Conduct quarterly and annual employee evaluations.

Products: Quarterly and annual performance reviews

Staff: All Staff

Timeline: June 2010

Budget: \$9,500

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$9,500	\$9,500
Consultants	--	--	--
Totals	--	\$9,500	\$9,500

Task 5.2.4 Computer System Administration

Objective: To improve and maintain the technology to support CCRPC.

Description: Maintain and upgrade server, network, computers, printers, and software.

Products: Well- performing information technology system

Staff: P. Brangan

Partners: CCMPO

Timeline: June 2010

Budget: \$9,300

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$9,300	\$9,300
Consultants	--	--	--
Totals	--	\$9,300	\$9,300

Task 5.2.5 General Administration

Objective: To achieve effective and efficient support of the CCRPC.

Description: Maintain databases, files, and records (including the library), complete routine office functions, provide assistance to the Executive Director & other staff with agenda packets, mailings, & meeting logistics, and respond to general information requests.

Products: Effective operations

Staff: All Staff

Partners: CCMPO

Timeline: June 2010

Budget: \$21,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$21,000	\$21,000
Consultants	--	--	--
Totals	--	\$21,000	\$21,000