

FY2011 WORK PROGRAM

APPROVED BY THE COMMISSION – May 24, 2010



INTRODUCTION

This document identifies the activities that the Chittenden County Regional Planning Commission (CCRPC) plans to undertake from July 1, 2010 to June 30, 2011.

Following the descriptions of Work Program Projects, the FY2011 Work Program Budget is included on page 37. The work program budget does not include the administrative Projects that are included in the calculation of our indirect rate. There is also a separate FY2011 Budget that provides a detailed accounting of the anticipated Commission revenues and expenditures for FY2011.

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 FY2011 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 Projects that share a central objective or feature.

Projects: Each of these Program components consists of a set of related tasks or 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 Projects 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 Projects.

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. As needed during FY2011, the Commission will evaluate the Work Program and amend it to address changed circumstances and priorities.

For each Project, the Work Program identifies

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

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

Projects that culminate in formal revision of the *Regional Plan*.

Project 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. 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. This project began in 2009. The remaining work and schedule is:

2010

- 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 RPUC 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 Project 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, S. Tilton, M. Needle

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

Timeline: August 22, 2011

Budget: \$129,300

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$129,300	\$129,300
Consultants	--	\$0	\$0
Totals	--	\$129,300	\$129,300

PROGRAM 1.2 - LAND USE

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

No Projects planned for FY2011.

PROGRAM 1.3 - NATURAL RESOURCES

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

No Projects planned for FY2011.

PROGRAM 1.9 – ENERGY

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

No Projects planned for FY2011.

PROGRAM AREA 2 - REGIONAL PLAN IMPLEMENTATION

PROGRAM 2.1 - GENERAL IMPLEMENTATION

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

Project 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, M. Needle

Partners: Ad Hoc Regulatory Review Committee, CCMPO, municipalities

Timeline: June 30, 2011

Budget: \$6,300

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$6,300	\$6,300
Consultants	--	\$0	\$0
Totals	--	\$6,300	\$6,300

Project 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 Jericho, Essex, Burlington, Williston and South Burlington may seek review.

Products: recommendations as appropriate, approved municipal plans

Staff: S. Tilton, M. Needle

Partners: Ad Hoc Plan Review Committee, CCMPO, municipalities

Timeline: June 30, 2011

Budget: \$13,000

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$13,000	\$13,000
Consultants	--	\$0	\$0
Totals	--	\$13,000	\$13,000

PROGRAM 2.2 - Land Use

Projects that realize *Regional Plan* policies on land use. - *No Projects planned for FY2011.*

PROGRAM 2.3 - NATURAL RESOURCES

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

Project 2.3.1 Regional Stormwater Education 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. If the MS4 permittees desire, this project may expand to include public involvement activities (see Project 2.3.3).

Products: Public education program in compliance with DEC MS4 Permit

Staff: D. Senecal-Albrecht, F. Cohen

Partners: Regional Stormwater Education Program Committee, Champlain Water District; DEC

Timeline: June 30, 2011

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

Project 2.3.2 – Transportation Environmental Planning: Wildlife Connectivity

Objective: The Vermont Department of Fish and Wildlife and the Vermont Agency of Transportation have been working collaboratively to address wildlife movement and transportation corridors. These efforts have focused on the following:

- GIS and other tools to help identify sensitive areas along state transportation corridors
- Project level reviews and corridor planning efforts that incorporate consideration of wildlife movement and habitat impacts
- Education and outreach internally at VTrans and with local and regional planners regarding the issue of wildlife and transportation

Description: The Vermont Agency of Transportation (VTrans) and the Vermont Department of Fish and Wildlife (VDFW) have identified wildlife movement and habitat connectivity as important factors to consider in the transportation project development process from three perspectives: human safety, environmental stewardship, and fiscal responsibility. The goal of this effort is to gather sufficient data regarding wildlife movement and habitat conditions to make substantive

recommendations, in conjunction with VDFW, so that wildlife movement and ecological connectivity can be considered in relevant planning efforts (such as corridor plans or integrating conservation, transportation, and land use planning efforts), roadway maintenance and management (such as guard rail placement or signage), and the design and construction of appropriate VTrans projects. Through this process wildlife movement and habitat connectivity can become an integral part of the environmental review process at VTrans – similar to how historic, archaeological, and other natural resources are considered. It is hoped that this effort will take wildlife movement and habitat connectivity beyond an issue of compliance and become a more standard consideration for transportation projects in Vermont where appropriate.

The CCRPC and the CCMPO, with cooperating assistance from 1-2 municipalities (pilot study areas) will develop the following work products: Compile existing wildlife connectivity related data from local, regional and state entities. Identify gaps in data. Work with partners to fill gaps. This may involve the use of volunteers and/or consultant to collect data. Analyze data and work with pilot community(ies) to identify critical wildlife road crossings. Identify and promote appropriate best management practices (BMPs) related to transportation operations, maintenance, planning and development. Public outreach will include at least one workshop for municipal public works, planning, and roads staff and VTrans staff as appropriate. Data collection, BMP development and outreach will be coordinated to the extent possible with:

- Fluvial Erosion Hazard planning being undertaken by CCRPC and ANR/DEC,
- Efforts to address aquatic organism passage in Chittenden County watersheds, and
- CCRPC’s work to update regional and municipal hazard mitigation plans and river corridor planning.

In addition, CCRPC will work with CCMPO to assist municipalities as requested in preparing funding requests for mitigation projects along transportation corridors such as culvert replacements, drainage improvements, etc. that help address wildlife movement and/or aquatic organism passage. (Same as CCMPO UPWP Task 2.2.3.4)

Products and Activities:

- | | |
|--|---------------|
| 1. Updated data and maps | December 2010 |
| 2. Analysis data and maps identifying critical wildlife road crossings | April 2011 |
| 3. Educational workshop | May 2011 |
| 4. Funding applications, as opportunities arise | June 2011 |

Staff: D. Senecal-Albrecht, P. Brangan

Partners: municipalities, CCMPO, VTrans, ANR

Timeline: see above

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

Project 2.3.3 Chittenden County Stream Team - Public Involvement and Participation Pilot Project

Objective: To implement a pilot project to be known as the Chittenden County Stream Team. The project will support and extend stormwater mitigation efforts in the County's impaired waters.

Description: Impaired streams in Chittenden County are located within the municipalities of Milton, Colchester, Winooski, Burlington, Essex Junction, Essex, Williston, South Burlington and Shelburne. The project will engage these nine municipalities and three entities (University of Vermont, Vermont Agency of Transportation and the Burlington International Airport) in Chittenden County who are subject to the Municipal Separate Storm Sewer Systems (MS4) permit under Phase 2 of the Federal Clean Water Act. The impaired streams are Allen Brook, Bartlett Brook, Centennial Brook, Englesby Brook, Indian Brook, Morehouse Brook, Munroe Brook, Potash Brook and Sunderland Brook.

The project will engage citizens across a nine-town area in implementing projects to reduce non-point source pollution and stormwater volume at the local level. The project will utilize social networking tools to form a cadre of concerned citizens and professionals interested in hands-on activities to reduce the harmful effects of stormwater. The project will then organize a series of community action projects and stormwater awareness workshops to engage the Stream Team members and citizens at large in discussion and use of key Best Management Practices designed to address the negative effects of stormwater.

Task 1 - Contractor implements a Stream Team recruitment campaign that may involve, but not be limited to: articles and advertisements in local papers, postings through Front Porch Forum, press releases, partnering organizations' newsletters & websites, and membership recruitment through Social Networking tools such as Facebook & Twitter.

Task 2 - Potential volunteers will attend a Stream Team Kickoff Event to learn about the project, the role of the Stream Team as part of a larger regional approach, and provide input for approaches and projects.

Task 3 - Once recruited, Stream Team volunteers will be individually surveyed by the contractor to learn about what volunteers expect to learn and accomplish as Stream Team volunteers. Survey results will gear initial stream team workshops and programming.

Task 4 - Contractor establishes web-based presence for group (new website, adaption of existing website, blog, and/or Facebook, etc.)

Task 5 - Implement at least 3 Community Action Projects and 3 stormwater awareness workshops, each in a different community within the project area.

Two of the 3 projects will include:

- Build an individual and/or communal rain garden
- Build and install rain barrels at individual and/or community locations

Options for the 3rd project include

- Conduct Stream Clean Up or other stormwater/stream-related projects
- Monitor water quality on a scheduled periodic basis in coordination with municipalities and ANR
- Plant native trees and shrubs next to streams; plant native vegetation to enhance wetlands and stormwater ponds; and maintain newly planted areas by weeding, mulching, and watering

- Soil test kit distribution and soil testing at the neighborhood level

Examples of Stormwater Awareness Workshops may include:

- How to build a rain garden or build and install a rain barrel and/or disconnect downspouts
- How to re-engineer your driveway to reduce stormwater flow
- The importance of Macro-invertebrates in local streams
- How to organize a stream clean-up
- Design a riparian restoration Project
- How to Survey your neighborhood for stormwater/stream disconnect potential

Task 6 - After implementation of the project and workshops, volunteers will receive a post-project survey to help the Stream Team contractor learn how effective the Stream Team was in meeting the needs and expectation of the Volunteers. The contractor will reflect upon survey results and amend the Stream Team template where appropriate.

Task 7 - Prepare a detailed budget, work plan, and deliverables for implementation of the Stream Team concept over a 5-year period.

Task 8 - Discuss proposed budget and work plan with MS4 entities & ANR and incorporate feedback on same;

Products: Pilot public involvement program in compliance with Dept. of Environmental Conservation MS4 Permit. Specific products are: Social Networking site(s); Kickoff event held in June or July. Initial Stream Team formed with at least 3-5 volunteers from each of the nine municipalities; 1 complete pre-project survey per volunteer; Web presence; 3 projects & 3 workshops; 1 complete post-project survey per volunteer; Initial draft of 5-Year Project Budget; 5-Year Work Plan in RFP format; Final draft of 5-Year Project Budget; 5-Year Work Plan in RFP format

Staff: D. Senecal-Albrecht

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

Timeline: December 31, 2010

Budget: \$22,000

FUNDING SUMMARY	LCBC	ANR	Totals
Staff	\$0	\$0	\$0
Consultants	\$14,500	\$7,500	\$22,000
Totals	\$14,500	\$7,500	\$22,000

PROGRAM 2.4 – DEMOGRAPHICS

Projects that realize *Regional Plan* policies on demographics.

No Projects planned for FY2011.

PROGRAM 2.5 - ECONOMIC DEVELOPMENT

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

Project 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: Chittenden County has applied for two US EPA grants to continue environmental studies of eligible brownfield sites. The program will use assessment grant funding to assist property owners and prospective developers in our three target communities (Burlington, Winooski, and Essex Junction) with environmental site assessments, and cleanup and redevelopment planning. Our goal is to promote Brownfields redevelopment that returns these properties to constructive use. We are particularly interested in redevelopment projects that will increase affordable and workforce housing, create jobs, or will provide green space.

The Brownfields Advisory Committee plays a key role in setting priorities, site selection criteria and site selection. The site selection guidelines give preference to properties in centers that have existing infrastructure and redevelopment plans meeting identified needs for housing, jobs or green space.

Task 1 – Cooperative Agreement Oversight – CCRPC staff will conduct grant management activities such as quarterly and annual reporting to EPA, updating the ACRES database, and recordkeeping. This task includes sending staff to Brownfields conference/regional workshop/training events during the grant period. One computer for project staff use is included in each grant under supplies.

Task 2 – Community Engagement – Task 2 costs will be split between the two grants. CCRPC staff will provide staff support to six Brownfields Advisory Committee meetings per year for each grant. Outreach materials (e.g., brochure, presentations, articles and website) will be updated at the beginning of the grant and as needed. Six outreach meetings/presentations are planned per year per grant.

Task 3 – Site Assessment Activities – Consultant selection is included in this task, with costs split between the two grants. This includes preparing and publishing the Request for Qualifications, screening Statements of Qualifications (SOQs), preparing scoring sheets for the Advisory Committee to use in reviewing SOQs, providing staff support and facilitation for review meetings and interviews.

For the petroleum grant only, inventories will be conducted for Winooski and Essex Junction village center. Deliverables for each community will include a report, map and GIS dataset. Project management staff time includes proposal review, coordination with consultants and municipalities, and review of deliverables.

Site identification and selection activities are included in this task. This includes meetings with municipal staff, community groups, property owners or developers related to specific areas or sites. Staff will conduct preliminary research on prospective to evaluate known issues, assessment needs and potential site eligibility. Staff will assist property owners in preparing application forms and program agreements.

To date, sites in our program have all required Phase II environmental site assessments (ESA). In most cases, we have needed to do a new Phase I ESA as a pre-requisite. The Vermont Division of Historic Preservation has required a Phase I Archeological Resources Assessment (the archeological equivalent of a Phase I ESA) prior to doing any subsurface investigations. We are assuming that each site will need a Phase I ESA, Phase I ARA and limited ESA observation for artifacts, and Phase II ESA including borings and sampling of soil, groundwater, soil gas, and building materials. The budget assumes that each grant will fund site assessments at three sites.

Staff time for project management includes coordinating with consultants, site owners, state regulators and EPA; reviewing proposals, QAPPs, and Phase I and II reports; and coordinating site-specific public outreach related to assessment activities. Travel costs for site visits and coordination meetings are included.

Task 4 – Site Reuse and Cleanup Planning – Site reuse and cleanup planning activities will depend on the needs of the site; only some assessed sites will need site reuse and cleanup planning assistance.

For the petroleum grant, we assume that two sites will need cleanup plans. For the hazardous substance grant, we assume that two sites will need cleanup plans, and one site will need some other kind of study related to site reuse or cleanup, such as a human health risk assessment, site planning assistance, historic preservation or structural engineering study.

Staff time for project management includes coordination, review of reports and proposals, and coordinating site-specific public outreach. Project management for an additional reuse/cleanup study is also included in the hazardous substance grant. Travel costs are included.

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

Staff: J. Potter, S. Tilton

Partners: Brownfields Advisory Committee, ANR, EPA, municipalities

Timeline: September, 2010; September, 2013 if awarded new grants - PENDING

Budget: \$97,960

FUNDING SUMMARY	EPA	ACCD/Municipal	Totals
2.5.1.1 Staff	\$22,000	\$25,960	\$47,960
2.5.1.1 Consultants	\$50,000	--	\$50,000
Totals	\$72,000	\$25,960	\$97,960

Project 2.5.2 Lake Champlain Byway Program

Objective: To implement projects in municipalities in 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 Byway Council.

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

Sub-task 2.5.2.1 Byway 03-001 Grant – *Completed.*

Sub-task 2.5.2.2 Byway 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 Byway 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 Byway 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 Byway 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. This project started in March 2009 and should be completed by November, 2012

Sub-task 2.5.2.6 Byway 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 December, 2010.

Sub-task 2.5.2.7 Byway 09-002 Grant – This project will design and produce several maps and guides to provide detailed interpretive information about the Lake Champlain Byway to travelers. Specific deliverables will include two, county-level intrinsic resource locator maps and affiliated web content, several town-level maps with details on local intrinsic resources, and two, simple brochures, one a water recreation guide to Lake Champlain and the Byway’s other waterways and the other, a winter activities guide. This project started in May 2010 and should be completed by September, 2015.

Products: as described above

Staff: D. Senecal-Albrecht

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

Timeline: as described above

Budget: \$202,983

FUNDING SUMMARY	FHWA/VTrans	ACCD/Municipal	Totals
2.5.2.2 Staff	\$400	\$472	\$ 872
2.5.2.2 Consultants	\$40,000	--	\$40,000
2.5.2.3 Staff	\$16,200	\$1,800	\$18,000
2.5.2.3 Consultants	\$15,000	--	\$15,000
2.5.2.4 Staff	\$19,500	\$2,167	\$21,667
2.5.2.4 Consultants	\$50,000	--	\$50,000
2.5.2.5 Staff	\$20,800	\$2,311	\$23,111
2.5.2.5 Consultants	\$10,000	--	\$10,000
2.5.2.6 Staff	\$4,500	\$500	\$5,000
2.5.2.6 Consultants	--	--	0
2.5.2.7 Staff	\$8,400	\$933	\$9,333

2.5.2.7 Consultants	\$10,000	--	\$10,000
Totals	\$194,800	\$8,183	\$202,983

PROGRAM 2.6 – HOUSING

Projects that realize *Regional Plan* policies on housing.
No Projects planned for FY2011.

PROGRAM 2.7 – INFRASTRUCTURE

Projects that realize *Regional Plan* policies on infrastructure.

Project 2.7.1 Transportation Land Use Planning

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

Description: There is a need to improve the process described in the November 2000 CCMPO/CCRPC Memorandum of Understanding (MOU) for the CCMPO and CCRPC to collaboratively review (especially for transportation interests) municipal plans, municipal bylaws, state designations (growth center, new town center, Vermont neighborhoods, village centers, and downtowns), and state and municipal 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 planning and permitting processes to address transportation issues as early as possible. Ways to better integrate CCTA into these processes should also be developed.

This project was initiated in FY10 and will continue in FY11 with a focus on improving the involvement of municipalities and other interested parties. 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 or other involvement and education activities as appropriate. 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 and/or model language. The checklist and/or model language will include relevant considerations from CCMPO plans (such as the *2035 Metropolitan Transportation Plan, Transit Plan, and Regional Pedestrian/Bicycle Plan*) and the *Regional Plan*. Staff will develop the checklist and/or model language 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 and/or model language. Educational forums targeting planning commissions, development review boards, Selectboards, and the development community may be conducted.

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 on issues of mutual interest unless there is a separate specific task. (Same as CCMPO UPWP Task 2.1.5)

Products and Activities:

1. MOU and CCRPC Policy amendments December 2010
2. Land Use/Transportation Plan and/or Bylaw Checklist or Models December 2010
3. Educational forums as needed June 2011
4. Monthly reports itemizing specific activities accomplished Ongoing

Staff: C. Baker, S. Tilton

Partners: CCMPO, municipalities, VTrans, District Environmental Commission, CCTA

Timeline: see above under products

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 2.8 - COMMUNITY FACILITIES

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

No Projects planned for FY2011.

PROGRAM 2.9 – ENERGY

Projects that realize *Regional Plan* policies on energy.

Project 2.9.1 - Chittenden County Energy, Air Quality and Climate Action Planning

Objective: To identify and recommend policies and actions at the regional, local and individual level that would help the region reduce energy consumption, air pollution and global warming. To gain a better understanding of the region’s contributions to transportation-related air pollution and GHG emissions and the identification of policies and actions that will help reduce those emissions.

Description: This project is viewed as the next phase of FY2010 efforts in the areas of air quality, energy and climate action. Transportation makes up 44% of green house gas (GHG) emissions in Vermont, and over 35% of ozone-precursor emissions in Chittenden County. In order to achieve the goals of the State to reduce the state’s GHG emissions by 25% from 1990 levels by 2012; 50% by 2028; and, if practical, 75% by 2050, it will take a concerted effort not just by the state, but also by the region, municipalities, employers, and individuals. Similarly, maintaining compliance with federal air quality standards (or returning to compliance) will also require concerted efforts.

CCRPC and CCMPO staff will partner on a multi-year energy and climate action planning effort for the region. Because energy use – particularly in the transportation sector – is the common and dominant

source of both air pollutant emissions and GHG emissions in Chittenden County, air quality will be incorporated into the broader energy and climate action planning effort. Activities and tasks are intended to complement and support climate action planning at the state and local levels, as well as develop the framework for a regional energy, air quality and climate action plan/guide.

Efforts will be focused in several key task areas:

- Best Practices – Staff will research municipal and regional energy, air quality and climate action planning in New England and other areas to identify common elements, best practices and successful performance indicators.
- Policy Framework Development – Based on best practice research, State of Vermont energy and climate action policies (e.g., Act 168) and any federal policies that may be adopted, staff will prepare a draft policy framework for consideration by the CCMPO and CCRPC boards.
- Energy and Climate Action Networks and Outreach – Staff will continue to engage and partner with key agencies and organizations (e.g., municipalities, municipal energy/climate action committees, DPS, VTrans, ANR, VECAN, VEIC, VNRC) involved in energy and climate action planning at the state, regional and local levels. The networks will be utilized to recruit appropriate expertise to the Energy, Air Quality and Climate Action Advisory Committee that will be used to help guide project activities. These networks will also be important in providing support to municipal energy and climate action planning. Working with network partners, staff will organize periodic Regional Energy Forums to identify needs and share information among municipal and other groups undertaking energy and climate action planning in Chittenden County. Depending on expressed needs or municipal requests, staff may develop model municipal plan energy elements and bylaw language for municipalities. Additionally, with guidance from the Advisory Committee, staff will develop and roll-out education materials. Initially, this will involve preparing web-based educational materials related to resources and strategies identified in previous air quality research as well as identified resources and materials developed for this project.
- Emissions Estimation Tools – Working with a technical team of agency and other partners, staff will identify and/or develop air pollutant and GHG emissions estimation tool(s). The tool(s) to estimate and forecast emissions will be coordinated with state efforts and will assist in assessing the effectiveness of policy changes and other actions and in establishing performance measures at the municipal and regional levels from both the transportation and non-transportation sectors. Initially, the best available emissions estimation tool will be used; rapid evolution of emissions calculators may require migration to better tools as they become available in the future. Emissions estimation tools should be suitable for use by municipalities developing their own emissions inventory. This task includes purchase of necessary emissions estimation software.
- Emissions Inventory – Utilizing the selected emissions estimation tools, staff will start developing an emissions inventory for the county and municipalities. Emissions inventory work at the municipal scale is intended to complement and support existing efforts at the state and municipal levels, including strengthening energy elements of municipal plans. Development of the emissions inventory will take into account the need to periodically update the inventory to establish trends and identify whether progress is being made towards emissions targets.
- Strategy Identification – Building on best practice research and previous work in air quality, staff will research and identify a wide range of regional, municipal, employer and individual strategies to reduce energy consumption and GHG emissions, and mitigate the impact of climate change.

- Energy, Air Quality and Climate Action Plan/Guide – Building on the tasks above, staff will begin to develop appropriate regional emissions targets and performance measures for Chittenden County. Recommended strategies to reach these targets will be identified and, where possible, modeling work done to demonstrate the potential effectiveness of the recommended strategies in accomplishing the emissions targets. Because sustained efforts will be needed to accomplish emission targets, the plan/guide will take into account the need for future updates.

These efforts are expected to continue into FY2012. (Same as CCMPO UPWP Task 2.2.3.2)

Products and Activities:

- | | |
|--|--------------|
| 1. Technical report summarizing best practices research | October 2010 |
| 2. Draft policy framework | January 2011 |
| 3. Regional Energy Forums and municipal/partner engagement | June 2011 |
| 4. Acquire best available GHG emissions inventory estimation tool(s) | June 2011 |
| 5. Start benchmark year county emissions inventory | June 2011 |
| 6. Technical report summarizing potential implementation strategies | June 2011 |
| 7. Start regional energy, air quality and climate action plan/guide | June 2011 |

Staff: J. Potter, C. Forde (CCMPO)

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

Timeline: June 30, 2011

Budget: \$55,000

FUNDING SUMMARY	CCMPO/VTrans	ACCD/Municipal	Totals
Staff	\$49,500	\$5,500	\$55,000
Consultants	\$0	\$0	\$0
Totals	\$49,500	\$5,500	\$55,000

PROGRAM 2.10 - PUBLIC SAFETY

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

Project 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 of 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. (Same as CCMPO UPWP Task 1.1.2)

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

Staff: P. Luciano

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

Timeline: June 2011

Budget: \$1,000

FUNDING SUMMARY	CCMPO/VTrans	ACCD/Municipal	Totals
Staff	\$900	\$100	\$1,000
Consultants	\$0	\$0	\$0
Totals	\$ 900	\$ 100	\$1,000

Project 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: P. Luciano

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

Timeline: June 2011

Budget: \$6,750

FUNDING SUMMARY	LEPC	ACCD/Municipal	Totals
Staff	\$3,000	\$3,540	\$6,540
Consultants	\$0	\$0	\$0
Totals	\$3,000	\$3,540	\$6,540

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. These may be slightly different in the revised sub-grant agreement for FY11 to be executed.

Task 1 - CCRPC will continue to coordinate the revision and completion of municipal Emergency Operations Plans to ensure alignment with the National Incident Management System (NIMS) and National Response Framework (NRF). As part of 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 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 curb 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 Commission #1 (LEPC) 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 LEPC 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 Project 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: P. Luciano

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

Timeline: July 2010 (contract for FY 2011 expected)

Budget: \$30,000

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

Project 2.10.4 Regional Emergency Coordination

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. The 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: P. Luciano

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

Timeline: September 2011(pending contract for FY 2011)

Budget: \$10,000

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

Project 2.10.5 Hazardous Materials Emergency Preparedness (HMEP) Grant – LEPC Plan Review and Exercise

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, conduct and evaluate an exercise of the LEPC hazardous materials emergency plan. The exercise must be regional in scope to reflect an incident requiring a multi-jurisdictional or cooperative response. The LEPC plan review & exercise staffing tasks consist of the following:

1. Meet with local emergency management directors and local emergency response officials within the district to accomplish the following:
 - a. Explain the purpose and scope of the LEPC plan review & exercise;
 - b. Establish a method to coordinate procedures among local emergency response officials & update LEPC plan as needed;
 - c. Identify key personnel to be involved in the LEPC plan review & exercise which shall include emergency management officials; and
 - d. Develop exercise goals and objectives.
2. Develop exercise documentation. The following work products shall be completed and submitted to Vermont Emergency Management for approval:
 - a. A detailed schedule of exercise events, including appropriate planning meetings and exercise dates; and
 - b. All completed appropriate exercise documentation.

3. Conduct and evaluate the exercise. All exercises will be capabilities-based in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Exercises will be evaluated by certified HSEEP Evaluators.

4. Following the completion of the exercise and the draft After Action Report, all major exercise players shall participate in an After Action Conference to develop the Improvement Plan Matrix, including:

- a. Identification of areas for improvement in the regional hazardous materials emergency plan;
- b. Discussion of the effectiveness of operational procedures; and
- c. Discussion of the identified recommendations in the After Action Report with assignment of all appropriate Improvement Plan items, including Corrective Action, Responsible Party and Due Date.

A finalized After Action Report and Improvement Plan must be submitted to Emergency Management. The HSEEP After Action Report and Improvement Plan template must be used.

Product: as described above

Staff: P. Luciano

Partners: LEPC, SERC, Vermont Emergency Management

Timeline: September 2010

Budget: \$5,625

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

Project 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 Projects 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: P. Luciano, J. Potter, C. Leonard

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

Project 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 project is divided into two sub-tasks based on sub-grant agreements with VEM approved by FEMA for pre-disaster mitigation (PDM) efforts.

Sub-task 2.10.7.1 PDM08 - 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 VTDECIANR (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). CCRPC will work with the County's communities to help them use their FEH risk assessment maps 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; Revised AHMPs

Staff: D. Senecal-Albrecht, P. Luciano

Partners: municipalities, ANR, VEM, FEMA

Timeline: September 2008 to August 2012

Budget: \$85,333

FUNDING SUMMARY	VEM/FEMA	ACCD/Municipal	Totals
2.10.7.1 Staff	\$23,500	\$7,833	\$31,333
2.10.7.1 Consultants	\$54,000	\$0	\$54,000
Totals	\$77,500	\$7,833	\$85,333

PROGRAM AREA 3 - PLANNING CAPACITY BUILDING

PROGRAM 3.1 - PLANNING MODELS

Projects that develop and upgrade quantitative and spatial planning models.

PROGRAM 3.2 - DATA DEVELOPMENT

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

Project 3.2.1 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., housing and employment points, infrastructure data, the Vermont Online Bridge and Culvert Inventory Tool, bikepaths, sidewalks, sewer service areas, and data for use in the CCMPO's planned environmental tasks, etc.). These data updates include data needed for the Land Use Allocation Module (LUAM) of CCMPO's Transportation Model. 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 continue to participate in the development of Parcel data standards through the effort spearheaded by VCGI. After the final UrbanSim model is received, CCRPC staff will work with CCMPO staff and staff from the UVM Transportation Research Center 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. 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. (Same as CCMPO UPWP Task 2.2.2)

Products:

- | | |
|--|---------------|
| 1. Updated Vermont Online Bridge and Culvert Inventory Tool data | Ongoing |
| 2. Updated housing, commercial/industrial and employment data | Ongoing |
| 3. Updated TIP maps and graphics | Ongoing |
| 4. Updates to LUAM | Ongoing |
| 5. Recommendation regarding UrbanSim | December 2010 |
| 6. Monthly reports itemizing specific work accomplished | Ongoing |

Staff: P. Brangan, M. Needle, C. Leonard

Partners: CCMPO, municipalities, VTrans, VCGI, ANR, ACCD

Timeline: June 2011

Budget: \$60,000

FUNDING SUMMARY	CCMPO	ACCD/Municipal	Totals
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Staff	\$54,000	\$6,000	\$60,000
Consultants	\$0	\$0	\$0
Totals	\$54,000	\$6,000	\$60,000

Project 3.2.2 Transportation Environmental Planning: Online Resource Mapping

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

Description: 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. This work was begun in FY10 and the FY10 effort should conclude with a joint recommendation regarding next steps from 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. . Based upon the recommendations developed in FY10, staff will implement the recommendations in coordination with other agencies, such as VTrans, VCGI and ANR. This project may extend into FY12. (Same as CCMPO UPWP Task 2.2.3.3)

Products: online mapping tool

Staff: P. Brangan, M. Needle, D. Benoit, D. Roberts

Partners: CCMPO, municipalities, VCGI, ANR, ACCD

Timeline: June 2011

Budget: \$35,111

FUNDING SUMMARY	CCMPO	ACCD/Municipal	Totals
Staff	\$31,600	\$3,511	\$35,111
Consultants	\$0	\$0	\$0
Totals	\$31,600	\$3,511	\$35,111

PROGRAM AREA 4 - TECHNICAL ASSISTANCE AND EDUCATION

PROGRAM 4.1 - ASSISTANCE TO MUNICIPALITIES

Projects that assist municipalities in making better planning decisions.

Project 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 Project. 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. engagement with ANR, VLCT, our municipalities, and other MS4 permittees to monitor potential stormwater regulatory changes and solutions and assist with research, coordination and implementation,
2. Municipal Planning Assistance Policy,
3. Regional Governance and Economic Development – Challenges for Change,
4. Permit and Growth Center Policy Reform,
5. Essex Town Plan Update conclusion,
6. Bolton Bylaw Updates,
7. Winooski Bylaw Update,
8. Jericho Town Plan Update,
9. Colchester Economic Development analysis,
10. Regional Police Study – Phase 2,
11. floodplain and related zoning map updates,
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, draft bylaws, reports

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

Partners: municipalities, ACCD

Timeline: June 2011

Budget: \$97,000

FUNDING SUMMARY	Municipal/Other	ACCD/Municipal	Totals
Staff	\$2,000	\$95,000	\$97,000
Consultants	\$0	--	\$0
Totals	\$2,000	\$95,000	\$97,000

4.1.1.22 Floodplain Map & Bylaw Update (HMGP 09)

Description: In support of Vermont's Department of Environmental Conservation, CCRPC and Central Vermont RPC will assist our municipalities participating in the National Flood Insurance Program to update and adopt Flood Hazard Bylaws, meeting Federal standards by end of 2010. We will provide resources and assistance as requested regarding municipal bylaws and mapping. This will involve multiple meetings with each municipality as needed, describing the NIFP and the process to reconsider and update local bylaws. RPC staff will then be available for further discussion, review of draft bylaw updates, and potential facilitation during public meetings. We may also provide mapping or databases to assist communities in communicating to their residents. The Vermont League of Cities and Towns' Water Quality Coordinator will also provide support to the municipalities in the two regions and is funded with State funds. Central Vermont RPC will be sub-contractor to CCRPC. VLCT is working under an agreement with the State of Vermont and is providing most of the match for this project with State funds. This task began in FY10.

Products: data, maps, research, reviews

Staff: P. Brangan, C. Baker, P. Luciano, C. Leonard

Partners: municipalities, ACCD, Central VT RPC, VLCT

Timeline: June 2011

FUNDING SUMMARY	VEM/FEMA	ACCD/Municipal	Totals
Staff	\$12,000	\$8,803	\$20,803
Consultants	\$10,000	--	\$10,000
Totals	\$22,000	\$8,803	\$30,803

4.1.1.24 Landslide Mapping and Hazard Assessment - PENDING

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 Vermont Geological Survey (VGS) 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. 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: landslide hazard maps and protocol

Staff: D. Senecal-Albrecht, P. Luciano

Partners: VGS, municipalities, VEM, VAPDA

Timeline: September 2011

Budget: \$5,333

FUNDING SUMMARY	FEMA	ACCD/Municipal	Totals
Staff	\$4,000	\$1,333	\$5,333
Consultants			
Totals	\$4,000	\$1,333	\$5,333

4.1.1.25 Energy Efficiency and Conservation

Objective: To implement a program to integrate energy planning with regional and local planning, improve effectiveness of local energy planning, and fund eligible energy projects.

Description: This project uses Energy Efficiency and Conservation Block Grant (EECBG) funding to implement a three-part energy program:

Task 1: Integrated Planning – Working with a Regional Energy Committee, CCRPC will work to integrate energy conservation and renewable energy generation into all aspects of local and regional planning, including land use regulation, transportation and environmental planning. CCRPC will review and update the Energy Chapter of the *Regional Plan* and assist municipalities with updating their municipal plan energy chapters and municipal bylaws. CCRPC will also provide technical assistance to municipalities to incorporate energy into local planning and land use regulation.

Task 2: Regional Energy Forums – CCRPC will sponsor three regional forums a year for municipal energy committees to share information, collaborate on projects, and foster a county-wide network.

Task 3: Regional Energy Grant Program – CCRPC will manage subgrants awarded for eligible municipal and non-profit energy projects. Ten subgrant awards have already been made based on criteria developed by the Regional Energy Committee. This task includes EECBG reporting requirements.

Products: updated Regional Plan Energy Chapter, data, research, reviews, draft bylaws/municipal plan elements, Regional Energy Forums, grant reporting

Staff: S. Tilton, J. Potter, C. Baker, F. Cohen

Partners: Regional Energy Committee, Municipal Energy Committees and Coordinators, Subgrant award recipients, DPS, DOE

Timeline: June 2011 (DPS grant) and December 2012 (DOE grant)

Budget: \$261,023

FUNDING SUMMARY	DPS	DOE	ACCD/Municipal	Totals
4.1.1.25.1 Staff	\$18,500	--	--	\$18,500
4.1.1.25.1 Subgrants	\$47,123	--	--	\$47,123
4.1.1.25.2 Subgrants	--	\$195,400	--	\$195,400
Totals	\$65,623	\$195,400	--	\$261,023

Project 4.1.1.37 Champlain Housing Trust

Objective: To support the continuation of the Champlain Housing Loan Fund in the region.

Description: The Town of Williston was selected by the Vermont State Agency of Commerce and Community Development to receive a grant under the Vermont Community Development Program for the purpose of continuing the Champlain Housing Loan Fund in Chittenden, Franklin, and Grand Isle counties.

Champlain Housing Trust will provide all professional services for the administration of this Grant in accordance with the terms and conditions of this Contract and the Grant Agreement, with the exception of managing review of requisitions submitted by CHT for reimbursement by ACCD. CCRPC will provide professional services exclusively for the review and approval of financial data and supportive documents submitted as back-up for requisitioning funds from the grant award.

Products: approved requisitions

Staff: F. Cohen, C. Baker

Partners: municipalities, ACCD

Timeline: June 2012

FUNDING SUMMARY	CHT	ACCD/Municipal	Totals
Staff	\$1,200	--	\$1,200
Consultants	--	--	--
Totals	\$1,200	\$ 0	\$1,200

Project 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 as a tool for our municipalities and the public. Maintain directories and mailing lists. Legislative activities will be monitored and, as needed, policy positions will be developed. Legislative briefings and testimony may be provided. Activities will be undertaken to promote CCRPC's relationships with our partners including: municipalities, CCMPO, GBIC, LCCC, CCTA, CSWD, NVRC&D, and others. 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 Executive Committee, staff will engage in any desired merger or partnership discussions with the CCMPO or other entities.

Products: newsletters, web page, presentations, regional forums, database

Staff: C. Baker, L. Bonnette, All staff

Partners: municipalities, VAPDA, ACCD, VLCT, CCMPO, LCCC, GBIC, NVRC&D

Timeline: June 2011

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$55,000	\$55,000
Consultants	--	--	--
Totals	--	\$55,000	\$55,000

PROGRAM 4.2 - ASSISTANCE TO NON-MUNICIPALITIES

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

Project 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, revise and implement watershed plans.

Products: data, analysis, maps

Staff: M. Needle, P. Brangan, C. Leonard

Partners: local and state agencies

Timeline: June 2011

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

Project 4.2.2 CCMPO 2035 Metropolitan Transportation Plan Support

Objective: To support CCMPO’s preparation and adoption of the 2035 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 and Activities:

- | | |
|---|---------------|
| 1. MTP data and maps | December 2010 |
| 2. Review MTP to Identify Issues Related to Regional Plan Consistency | December 2010 |
| 3. Assist with Resource Agency Consultation | December 2010 |

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

Partners: CCMPO

Timeline: January 2011

FUNDING SUMMARY	CCMPO	ACCD/Municipal	Totals
Staff	\$18,000	\$2,000	\$20,000
Consultants	--	--	--
Totals	\$18,000	\$2,000	\$20,000

Project 4.2.3 Wetlands Restoration (604b)

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 2011 (pending contract for FY11)

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

Project 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: ANR/DEC

Timeline: June 2011

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

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

PROGRAM 5.1 - ORGANIZATIONAL PLANNING AND OPERATIONS

Projects that administratively help CCRPC be a more effective organization.

Project 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

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

Project 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, All staff

Timeline: Ongoing

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$2,200	\$2,200
Consultants	--	--	--
Totals	--	\$2,200	\$2,200

Project 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: FY2011 work program amendments as necessary; FY2012 work program

Staff: C. Baker, All Staff

Timeline: June 2011

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$8,300	\$8,300
Consultants	--	--	--
Totals	--	\$8,300	\$8,300

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

Objective: To develop and maintain a budget and financial records of the CCRPC.

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

Products: Accurate financial records; quarterly P & L statements, revised FY2011 budget, FY2012 budget, invoices, record retention policy, and other reports

Staff: F. Cohen, C. Baker

Timeline: Ongoing

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$34,700	\$34,700
Consultants	--	--	--
Totals	--	\$34,700	\$34,700

Project 5.1.5 Grant Writing

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

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

Products: grant applications

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

Timeline: Ongoing

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$11,800	\$11,800
Consultants	--	--	--
Totals	--	\$11,800	\$11,800

PROGRAM 5.2 - INTERNAL CAPACITY IMPROVEMENTS

Projects that strengthen CCRPC's personnel and operations.

Project 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: Ongoing

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$10,800	\$10,800
Consultants	--	--	--
Totals	--	\$10,800	\$10,800

Project 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: Ongoing

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

Project 5.2.3 Personnel Administration

Objective: To improve the effectiveness of staff in achieving the objectives of our work program.

Description: Conduct quarterly and annual employee evaluations. Meet with individual staff as needed.

Products: Quarterly and annual performance reviews

Staff: All Staff

Timeline: Ongoing

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$9,900	\$9,900
Consultants	--	--	--
Totals	--	\$9,900	\$9,900

Project 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: Ongoing

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$8,900	\$8,900
Consultants	--	--	--
Totals	--	\$8,900	\$8,900

Project 5.2.5 General Administration

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

Description: Maintain 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: Ongoing

FUNDING SUMMARY	--	ACCD/Municipal	Totals
Staff	--	\$21,500	\$21,500
Consultants	--	--	--
Totals	--	\$21,500	\$21,500