

Town Planner Transition

General

- Day-to-day will be handed over to volunteers and staff in the interim (Virginia, Cathleen, Chris Cole, Mark Hall, Allen Knowles, Transportation Committee liaisons (TBD), Josh, Duncan, and Tyler)
- UPWP project invoices (Richmond Western Gateway Scoping Study, Targeted Scoping Study, and Traffic Calming Study) will be handed over to Josh for coding
- General invoices (printer/supplies, *Seven Days*) will be handed over to Tyler for coding
- The executive order allowing for online-only meetings expires on January 15, 2023 ([Open Meeting Law 2022 COVID-19 FAQs | Vermont League of Cities and Towns \(vlct.org\)](#))
 - Planning Commission, Housing Committee and Transportation Committee all meet online only
- Point of contact for the VTrans TAP Grant and Neighborhood Designation will be Josh in the interim.
- For the Planning Commission, Transportation Committee, Housing Committee, and Zoning, CCRPC can provide technical and administrative support.
 - Land use questions can go to CCRPC Planning Program Manager Taylor Newton at tnewton@ccrpcvt.org or Senior Planner Darren Schibler at DSchibler@ccrpcvt.org
 - Taylor had a brief stint as the town's interim DRB coordinator from December 2020 to March 2021 during a staffing gap, and has a solid grasp of the town's land use regulations.
 - Both can do audits and reviews of draft zoning regulations, and give advice on land-use planning practices.
 - Both have experience with housing needs assessments.
 - As part of our annual dues to CCRPC, they can do up to 12 hours of work without additional fees. General inquiries and basic review of draft zoning (to an extent) do not incur additional fees. And they're both pretty generous with 12 hours.
 - If a task requires more than 12 hours of work, we would have to enter into a contract with them to do the work; their rate is \$60/hour.
 - CCRPC also can do 12 hours of mapping work without additional fees. The 12 hours of assistance provided for GIS is separate from the 12 hours of assistance Taylor and Darren can give. Typically, changing our zoning map or modifying the [map viewer](#) does not incur fees. Contact GIS Data and IT Manager Pam Brangan at pbrangan@ccrpcvt.org.
 - Transportation Committee: You know you can contact Bryan, Jason, or Eleni for questions.
- Virginia, as the alternate CCRPC PAC representative, will serve as the main PAC representative in the interim.
- Josh will provide regular updates to the Transportation Committee on ongoing projects and forthcoming Selectboard agenda items related to the Transportation Committee's work.

Email Info

- My inbox will have an auto-response, informing senders to send emails accordingly:
 - Planning Commission – Virginia
 - Transportation Committee – Cathleen
 - Housing Committee – Mark
 - Richmond Western Gateway Scoping Study and Cochran Road Traffic Calming Study – Bryan Davis
 - Route 2 Targeted Scoping Study – Jason Charest
 - Zoning – Tyler
 - All other matters – Josh

Planning Commission

- Virginia will organize agendas and meeting materials.
- Duncan will do minutes, and post materials.
- Duncan will do meeting room setup

Transportation Committee

- Cathleen and Chris Cole will organize agendas and meeting materials.
- Duncan will post materials.
- Committee members do minutes currently
- Cathleen will do meeting room setup

Housing Committee

- Mark and Virginia will organize agendas and meeting materials
- Duncan will post materials
- Committee members do minutes currently
- Meeting room setup is TBD, if need be. The first meeting the Housing Committee will have to think about location and room setup will be the February 9, 2023 meeting.

Richmond Western Gateway Scoping Study

- This project is a third of the way through and will be finished by July 2023.
- The project steering committee is unofficial, but it should follow open meeting laws.
 - The project steering committee meets on the first Tuesday of the month until July (end of project), hybrid, at 6 pm.
 - Duncan will do meeting room setup
 - Project steering committee members currently include: Allen Knowles, Jean Bressor, Gary Bressor, Gretchen Muller, and Linda Parent.
 - Stakeholders included in communications include: Jeff Forward, Virginia Clarke, Jay Furr, and Joy Reap
 - Consultant Dubois and King will create agendas, use their Zoom account for hybrid meetings, and do minutes.
 - Duncan will need to post agendas and minutes.
- Most of the project management is done by CCRPC.

- The Town pays the 20 percent match of total project costs. Josh will handle invoices for the project.
- Questions about the project specifics can be directed to CCRPC Senior Transportation Planner Bryan Davis (project manager)
- Allen Knowles (Transportation Committee liaison) be the point of contact and coordinator for intra-town communications for public outreach, the steering committee and the committee, stakeholders, etc.
 - Agenda and minutes will go from Dubois and King team to Allen (for distribution among steering committee and stakeholders) and Duncan (physical and online postings)
- Per the project schedule, landowner/stakeholder outreach is scheduled for December and January.
 - This part is on the town to coordinate. Dubois and King and CCRPC organize how they want to engage with the town, but the town needs to actively cull participants for input. I've started conversations with CCRPC and Dubois and King to get this started.
 - For the public outreach for the Gateway earlier in 2022, I had sent out notices to all the properties in the Gateway. I'll put together a boilerplate letter that can be modified. Duncan can send this out.
 - I'll work with Allen and the project steering committee to coordinate outreach.
- If the consultant team and CCRPC are planning to schedule another public meeting before the new planner comes on board in February, the consultant team and CCRPC will have to coordinate with Duncan on a time to schedule the public meeting. Allen and the project steering committee will have to coordinate outreach.

Richmond Targeted Scoping Study

- This is a UPWP project, managed mostly by CCRPC.
- Josh will be the point of contact for this project on the Town's end.
- CCRPC Senior Transportation Planning Engineer Jason Charest is the project manager on CCRPC's end
- This project is still in flux, with many items that need to be further defined in the coming months—including project scope and timeframe.

Cochran Road Traffic Calming Study

- This is a UPWP project managed mostly by CCRPC.
- Josh will be the point of contact for this project on the Town's end.
- The project is expected to begin in February and end in June.
- This project is primarily technical—data collection, analysis, and development of alternatives.
- This project is still in flux, with many items that need to be further defined in the coming months.

FY24 UPWP

- FY24 UPWP Applications are due January 20, 2023
- I will help prepare UPWP applications with the Transportation Committee. Final drafts will be available to the Transportation Committee to submit when ready.

- Josh will be listed as the point of contact.
- Award notifications are expected in May-June. No work is needed after applications are sent in January.

Official Map

- Phase 1 is expected to begin in February 2023. This will consist of data collection by CCRPC staff.
- Data will be sent to Town planning staff when the work is completed.
- Whether to pursue phase 2 will be discussed next year with Town planning staff and the Planning Commission.