

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MS-4 SUBCOMMITTEE – DRAFT MINUTES

DATE: Tuesday, June 7, 2016
TIME: 11:02 am to 12:17 pm
PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT
DOCUMENTS: Minutes, documents, and presentations discussed accessible at:
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance		
Burlington: Megan Moir	Milton:	Williston: James Sherrard
Colchester:	Shelburne:	Winooski: John Choate
Essex: Annie Costandi	South Burlington:	Burlington Airport:
Essex Junction: Chelsea Mandigo	University of VT: Lani Ravin	VT-DEC:
VAOT: Jennifer Callahan	WRCD: Holly Kreiner	
Other Attendees: VT-DEC: Jim Pease		
CCRPC Staff: Dan Albrecht; Regina Mahony; Charlie Baker; Emma Butterfield; Cashel Stewart		

1. Welcome: Chelsea Mandigo called the meeting to order at 11:02 am. There were two additions to the agenda:

Megan asked Charlie if the RPC has made a decision on what they will do for the municipalities that don't need the road erosion inventory work. Charlie indicated that we've prioritized the Winooski River Basin municipalities; and we've only applied for the Better Road Grants for 6 municipalities. The other ANR contract funds with the RPC is for staff time and there are no additional resources there.

There was some discussion regarding the tool associated with the draft stormwater manual comments. James has looked it over. It is fairly technical for the designers but it seemed fine.

2. Review and action on draft minutes of May 3, 2016: After a recap by Albrecht, James Sherrard made a motion, seconded by Jennifer Callahan to approve the May 3, 2016 minutes. No further discussion. MOTION PASSED.

3. Continued Discussion: new RFP for RSEP Social Marketing Services: Albrecht gave an overview of the draft RFP. Content where he could use feedback is highlighted. He went over the contract amount of \$7,000 to \$20,000 per year. Under the brand revision content there was some discussion on whether to include the options and specifics about logos and names. This language was simplified under Year 1 A & B. Dan explained that the spring media buy budget range was expanded in case any additional outreach is needed for the new or combined identity. This may not be needed. Dan described the language he added regarding the existing survey and what we are looking for in a new survey. Dan asked when we want the new survey developed. We've done the survey in July in previous years (between the ads so the survey isn't skewed), and have typically lined up a contract by the spring. There was a question regarding whether they'll need more time to develop a survey to try to get additional input (beyond those with a landline). Dan suggested that we want the survey developed by February, 2017 and we don't need to include the actual date for when the survey will be conducted. We may not need to be adding that many questions, but just adjust the methodology to get to more people. Though Megan suggested that we may want to add a question about whether folks have actually made changes to keep stormwater on their property. A deadline to respond to the RFP by July 1 seems reasonable. There was some discussion about who will review the proposals; and if we should have them provide presentations to the full group. If we only have two proposals we may not need a committee to review the proposals. The contract language was changed to indicate that the intent is to get under contract by Sept. 1, 2016. We should add "bidders may be asked to provide a presentation." Dan also reviewed the three questions that the bidders will need to provide answers to.

Chelsea Mandigo made a motion to authorize Dan to make the edits discussed and send out the RFP by the end of the week, seconded by Lani Ravin. MOTION PASSED.

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2 **4. Update - RSEP Spring Campaign Results:** Dan showed the snap-shot of the campaign results, and
3 provided an overview. This is not yet a published document, and we don't have all the data yet. Clicks from
4 Front Porch Forum have gone up, while Seven Days have gone down.
5

65. **Update – Chittenden County Stream Team Activities:** Connecting the Dots in Milton has begun. Holly
7 will table at the Milton Farmer's market. Holly figured out a way to secure the rain barrels, as they will be out
8 for a month and secured to concrete slabs. They will be installed on Thursday for the farmers market. The
9 rain barrel workshop will take place during the Freedom Fest on June 25th. Only one person is signed up so
10 far. The deadline to order rain barrels for workshop is this Friday, June 10th. Other communities would like to
11 advertise this event as well. We've had 20 to 30 people at the workshops before. Holly will figure out if they
12 can push the deadline back. Miltonians will get first preference. The barrels themselves are only \$5. It is
13 definitely worth it to get more. Folks are posting in Milton's front porch forum. CCRPC can get the word out
14 to Milton contacts, and post it county wide on Front Porch Forum.
15

16 Water quality monitoring training will be outside at Potash Brook on June 28th and monitoring will take place
17 every other Tuesday from July 5th to August 30th. We need to get the word out about the training as well. We
18 can get the word out to There was a brief discussion about House Bill 674 and about illicit discharge
19 requirements. There may be additional funding available for additional water quality sites.
20

21 There is a new adopter of the So. Burlington Library garden. Need an established plan for mulch for these rain
22 gardens – CCST pay Agway to deliver, coordinate with municipalities on how to deliver or coordinate costs.
23 There are currently 10 rain gardens, though there will be more and it would be good to have the planned
24 figured out. Burlington is fine paying for the mulch, but would like to make the delivery easier. The simplest
25 solution may be to have a CCST delivery line item. The Chamberlain School rain garden isn't public so So.
26 Burlington is not likely to continue to pay for it. WRCD doesn't have a truck, so they can't move mulch on
27 their own.
28

29 There was a stream clean-up in Essex Junction. There was a 6th grade conservation day in the Intervale.
30 Burlington will have a Waterworks Fair on July 31st associated with the Maritime fair. There will also be a
31 GSI lesson at the Milton Summer Camp on June 20th. This includes rainbarrel and raingarden lessons. Others
32 would appreciate seeing the raingarden lesson.
33

34 **6. Adjournment:** The meeting adjourned at 12:17 p.m.
35

36 *Respectfully submitted, Regina Mahony and Dan Albrecht*