

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

DATE: **Tuesday, August 2, 2016**
 SCHEDULED TIME: 12:15 p.m. to 1:00 p.m.
 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: Jeff Castle	Williston: James Sherrard
Colchester:	Shelburne: Chris Robinson	Winooski:
Essex: Annie Costandi	South Burlington: Tom DiPietro	Burlington Airport: Amanda Hanaway-Corrente; Anna Stern
Essex Junction: Chelsea Mandigo	University of VT: Lani Ravin	VT-DEC: Jim Pease
VAOT:		
Other Attendees: None		
CCRPC Staff: Dan Albrecht		

1. Welcome: The meeting was called to order at 12:20 pm. The order of the agenda was changed to take up the decision on Stormwater Marketing Services first as Airport staff needed to leave early.

2. RSEP: 1. Hear report and recommendation of Selection Committee for new firm for Social Marketing Services 2. Up or down vote on recommendation of Selection Committee for new firm for Social Marketing Services 3. Appoint subcommittee to work more closely with firm on details of contract

Albrecht and DiPietro recapped the efforts of the Selection Committee which also included Chelsea Mandigo and Annie Costandi. Two proposals were received: one from Marketing Partners and one from Tally Ho Design. Both firms were interviewed. Respective costs were very similar. The Committee was unanimous in their recommendation in favor of Tally Ho Design feeling that their proposal had a great deal of thought put in to it and that, as DiPietro noted, they not explained “what” their approach would be but also “how” they would implement it. Using the overhead projector, Albrecht visited Tally Ho Design’s website and summarized some of their other work that the firm had highlighted in their proposal.

On a motion made by Tom DiPietro, seconded by Chris Robinson the Subcommittee voted unanimously to authorize CCRPC to enter into contract negotiations with Tally Ho Design for Social Change Marketing Services

3. Review and approval of minutes:

Albrecht recapped the minutes of July 14th. *On a motion made by Amanda Hanaway-Corrente, seconded by Chelsea Mandigo, the Subcommittee unanimously approved the minutes of July 14th, with Robinson abstaining.*

Albrecht recapped the minutes of July 5th. *On a motion made by Tom DiPietro, seconded by Annie Costandi, the Subcommittee unanimously approved the minutes of July 5th.*

Albrecht recapped the minutes of July 7th. *On a motion made by James Sherrard, seconded by Lani Ravin, the Subcommittee unanimously approved the minutes of July 7th.*

4. Decide on process for FY17 invoice: \$5,500 combined or split, RSEP-\$3,700 / CCST-\$1,800

After a brief discussion, the Subcommittee directed CCRPC to issue one invoice to the MS-4s but with the separate charges of \$3,700 and \$1,800 detailed out.

1 **5. CCST: Approve budget for FY17**

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3 Albrecht, Costandi and Mandigo met with Holly Kreiner of WNRCD a few weeks ago to draft a budget for
4 FY17 operations. Assuming a roughly \$2,800 FY16 surplus from WNRCD operations plus \$21,600 in dues,
5 this totals \$24,400 in available funds. Budget allocations per line item would be a WNRCD total of \$21,840
6 comprised of \$19,000 for Personnel and \$2,840 in Expenses. CCRPC anticipated staff costs would be
7 allocated \$2,560. Albrecht noted that this is a working budget for now. Once additional details are known as
8 far as workplan activities, the budget could be amended accordingly.

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10 *On a motion made by Tom DiPietro, seconded by Amanda Hanaway-Corrente, the Subcommittee unanimously*
11 *approved the budget of \$24,400 as allocated.*

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13 **6. Next meeting items**

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15 The next meeting will be held on September 6th. WNRCD will present an update on CCST activities.
16 Assuming that contract negotiations are successful, Tally Ho Design will also be present for an initial
17 discussion.

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19 **The meeting item was adjourned at 12:42. p.m.**

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22 *Respectfully submitted, Dan Albrecht*
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