

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

DATE: **Tuesday, September 6, 2016**
TIME: 12:30 pm to 1:25 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: Chris Robinson	Winooski: John Choate
Essex: Annie Costandi	South Burlington: Tom DiPietro	Burlington Airport:
Essex Junction: Chelsea Mandigo	University of VT: Lani Ravin	VAOT:
Other Attendees: Tally Ho Design: Ted Olson, Dave Barron; WNRCD: Holly Kreiner		
CCRPC Staff: Dan Albrecht; Regina Mahony; Charlie Baker		

1. Welcome: Chelsea Mandigo called the meeting to order at 12:30 pm. There were no additions to the agenda.

2. Review and action on draft minutes of August 2, 2016: Chris Robinson made a motion, seconded by James Sherrard to approve the August 2, 2016 minutes. No further discussion. MOTION PASSED.

3. RSEP:

- a) Staff Summary of contract with Tally Ho Design: social change marketing services
Dan Albrecht summarized the contract finalized between CCRPC and Tally Ho Design. The contract runs for 4 years with an option for a one year extension. The maximum annual amount would be \$25,000 although the amount would be considerably less.
- b) Tally Ho Design: introductions and dialogue on Brand Revision / Update tasks
Ted and Dave provided an overview of their planned approach to starting on the brand revision/update and desired changes to the website. (see PDF on website). Members provided input on some desired approaches to consider.

4. CCST: Quarterly Report by Winooski NRCD

Holly Kreiner provided an extensive update on recent activities by recapping the quarterly report and the work plan (see attachments on Committee page). She offered to work with Tally Ho Design as needed to help facilitate a smooth rebranding. Albrecht indicated he will share the CMS access information to enable them to start developing some draft concepts of a combined website.

5. Items for October meeting agenda

Initial review of branding/identity approaches.

6. Adjournment: The meeting adjourned at 1:25 p.m.

Respectfully submitted, Dan Albrecht