I. Welcome: Chelsea Mandigo called the meeting to order at 12:15 p.m.

2. Changes to the Agenda – none

3. Review and action on draft minutes of November 7, 2017
   Dan Albrecht provided a brief recap by Dan Albrecht. Karen Adams made a motion, seconded by Claire Forbes to approve the November 7, 2017 minutes with corrections as follows: strike attendees inadvertently copied over from CWAC 11/7 minutes; correct time start of meeting and correct call to order to reference Chelsea Mandigo. No further discussion. MOTION PASSED. Polly Harris abstained.

4. Survey update and approve survey letter
   Dan Albrecht provided an overview of the successful bid of Castleton University’s Polling Institute which the Subcommittee approved at its last meeting. A kickoff meeting was held on November 15th. The only tweak to the scope of work will be to move the start of the survey to the first week of January so as to avoid the holidays when most people would tend to ignore a survey.
   The Subcommittee reviewed the initial letter to be mailed to the random sample set of potential respondent households. A few minor edits were recommended for Dan to forward to Castleton. Dan displayed the proposed final survey questions --which have previously been distributed to members in the preceding months-- noting which ones were continuations of questions asked in 2013 and which were new. A minor correction was suggested on one question.

5. Updates
   MS4 Permit, Draft Framework update: Christy Witters thanked the members for their previous individual comments. She’s still accepting comments on the “pre-draft.”
   • The formal draft will be released at the end of December or early January for a 60-day review period.
   • She affirmed that PCPs will focus on “municipally-owned and controlled impervious.” She will check with DEC staff in the 20% required reductions only applied to hydrologically-connected parcels and road segments. She stressed that towns can work together on projects to meet PCP targets.
   • Chris Robinson of Shelburne asked if PCPs will be a municipal government responsibility or is it a geographic goal such that if the Town encouraged the agriculture sector to make P-reductions that would reduce the need for the Town (via road management and wastewater treatment) to shoulder 100% of the burden. Christy said that a clear answer to that question is not in the draft at this point but in general DEC is supportive of such an approach.
   • Jenna Olson asked about compliance for roads. Christy indicated that MS4s will be required to meet the applicable road standards in the MRGP for hydrologically-connected segments.
- James Sherrard noted that with the expansion of the MS4 permit to municipal boundaries some systems (for which the town is a co-permittee) will now be included in the permit. Christy said that’s true however DEC will waive the 2nd fee for those co-permitted systems and she noted that those ones are considered “operational permits.”
- James, Jenna and Christy noted that MOUs were an effective way to keep track of who pays renewal fees for expired permits.

Developed Lands Permit: Karen Adams asked when DEC would publish a list of which parcels would fall under this pending permit. Christy indicated that is still under development.

6. Next Meeting Agenda
The next meeting will be January 9th instead of January 2nd. Agenda items will include:
- stream flow monitoring report
- review of draft of MS4 permit
- Quarterly report from WNRCD on Stream Team

7. Adjournment
The meeting adjourned at 12:55 p.m.

Respectfully submitted, Dan Albrecht