

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 **MS4 SUBCOMMITTEE**
3 OF CLEAN WATER ADVISORY COMMITTEE – **DRAFT** MINUTES
4

5 DATE: **Tuesday, January 9, 2018**
6 TIME: 12:30 p.m. to 1:15 p.m.
7 PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT
8 DOCUMENTS: Minutes, documents, and presentations discussed accessible at:
9 <http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance		
Burlington: Jenna Olson	Burlington Airport:	Williston: James Sherrard
Colchester: Warner Rackley	Milton: Lindsey Beaudoin	Winooski: Tim Grover
Essex: Annie Costandi, Co-Chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo, Co-Chair	South Burlington: Tom DiPietro	University of VT: Lani Ravin
VANR: Christy Witters; Jim Pease		
Other Attendees:		
CCRPC Staff: Dan Albrecht, Charles Baker		

10
11 1. **Welcome:** Chelsea Mandigo called the meeting to order at 12:40 p.m.

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13 2. **Changes to the Agenda** – none

14
15 3. **Review and action on draft minutes of December 5, 2017**

16 After a brief recap by Dan Albrecht, *Jenna Olson made a motion, seconded by Jennifer Callhan to*
17 *approve the December 5, 2017 minutes with corrections as follows: Jennifer Callahan was not at the meeting.*
18 *MOTION PASSED.*
19

20 4. **Consider potential amendment to MS4 MOU to allow CCRPC to charge Indirect Costs**

21 Albrecht and Baker explained that the MOU only allows CCRPC to charge Personnel, Fringe and
22 other Direct expenses not Indirect. However, House Bill 249 aka the “regional services bill”, passed in spring
23 2016 regarding Intermunicipal Agreements specifically precludes using municipal RPC dues or State planning
24 funds to cover the cost of providing Intermunicipal services which in this case means the Indirect costs not
25 currently charged to the MS4s signatory to the MOU. Baker apologized that they did not catch this
26 inconsistency as most of the wording for the RSEP-CCST merger MOU was done in early 2016, then the bill
27 passed and then CCRPC was engrossed in revising its bylaws to comply with the legislation. He wants to
28 make the MS4 aware of this issue now so they can decide whether to amend the MOU effective FY19.

29 After a brief discussion, the Subcommittee agreed that a need to amend the MOU was likely needed
30 and asked CCRPC staff to draft the necessary language to amend the MOU for discussion at the next meeting.
31

32 5. **Review and Approve draft FY19 budget and set FY19 dues**

33 Albrecht walked the committee through the draft budget for FY19. Estimated expenses are \$70,911.
34 CCRPC hours would go down but factoring in an Indirect Charge of 65% necessitates an extra \$3,500. The
35 stream team effort is proposed to be reduced slightly down to \$23,000 while the Tally Ho budget is reduced by
36 more than half as FY19 would be more of a “maintenance” year. If we kept the dues for FY19 at \$6,500, based
37 upon 12 members, that would raise \$66,500. Our projected surplus at the close of the current FY18 fiscal years
38 is \$3,500. This would leave a slight shortfall. However, the annual \$3,000 survey set-aside is not a hard cash
39 expenditure and therefore those funds are available if need be.

40 Members noted that since we still needed to settle the issue of a CCRPC Indirect Charge as well as have a
41 deeper discussion on the budget it would be best to revisit the FY19 budget at the next meeting.
42

43 6. **Stream Team Quarterly Update**

44 Holly Kreiner of the WNRCD provided the update which was posted to the Subcommittee page earlier. In
45 terms of upcoming events, they are planning at tree planting in the Muddy Brook natural area managed by the
46 Winooski Valley Parks District which includes land in both Williston and South Burlington. They are also

1 planning a tree planting in Winooski on Arbor Day. The outreach towns for 2018 are Shelburne, Burlington
2 and Milton. From July through December, WNRCD has spent \$12,284 of its \$24,400 budget.
3

4 **7. Consideration of RFP for Stream Services starting FY19**

5 Albrecht noted that when the WNRCD contract was extended through this fiscal year he noted that as it has
6 been since 2011 since the first RFP that CCRPC is obligated to periodically provide opportunities for other
7 firms. That being still the case, he plans to issue an RFP modeled on the 2011 one which he posted to the
8 Subcommittee page.

9 Members concurred and asked Dan to produce a proposed final RFP which the subcommittee can review
10 and potentially approve at its February meeting.
11

12 **8. Updates**

13 MS4 Permit, Draft Framework update: Christy Witters provided an update. She sent the draft to EPA last
14 week. They have up to two weeks to review it. She anticipates a formal release in late January followed by a
15 30-day public comment period. Additional points arising from the discussion included

- 16 • Phosphorus Control Plans will be due in spring 2021. Prior that time, each MS4 will need to report
17 back annually to DEC on their progress on developing these PCPs.
- 18 • There is a feasibility standard for road improvements required as part of the Road Stormwater
19 Management Standards, such that municipalities may be able to implement alternative or partial
20 measures due to extenuating circumstances such as the triggering of new permits, impacts to historic
21 features; utilities, etc.
- 22 • For those MS4s who have documented their annual street sweeping activity some partial credit may be
23 available on P-removal. Implementation of recommendations for improved street sweeping efficiency
24 via the on-going CCRPC-DEC-USGS “Clean Streets” study may allow for improved credits in the
25 future.
- 26 • It was recommended that the language regarding Minimum Measures #1 and #2, specifically, the
27 reference to “July 1, 2017 Stormwater Program Agreement between a group of MS4 permittees and
28 the Chittenden County Regional Planning Commission” be expanded or made more generic in case the
29 Lead Agency implementing the agreement ended up being someone besides CCRPC.

30 Environmental Notice Board: Pease noted to members that the State has created an “electronic environmental
31 notice board” which makes it easy for people to sign up to receive notices on permits, regulations, etc. He
32 added that when signing up to be sure to press the “activate” button to make it work.

33 Clean Streets Sweeping analysis grant: Pease noted that CCRPC needs to collect the necessary match from the
34 participating municipalities. To make it easy, he asked members present, if they would be okay with CCRPC
35 simply invoicing them. Several members presented indicate that they were fine with this approach.
36

37 **9. Next Meeting Agenda**

38 The next meeting will be February 6th Agenda items will include:

- 39 -stream flow monitoring report
- 40 -authorize RFP for Stream Team services
- 41 -finalize FY19 budget
- 42 -review rough drafts of Annual Reports from Tally Ho Design and Winooski NRC
- 43 -MOU revision
44

45 **10. Adjournment**

46 The meeting adjourned at 1:35 p.m.
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Respectfully submitted, Dan Albrecht