

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

DATE: **Tuesday, September 4, 2018**  
 SCHEDULED TIME: 12:00 p.m. to 2:00 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/>

<b>Committee Members in Attendance</b>		
Burlington: Jenna Olson	Burlington Airport: Polly Harris (Stantec)	Williston: James Sherrard
Colchester: Karen Adams	Milton: Dave Allerton	Winooski:
Essex: Annie Costandi, Co-Chair	Shelburne:	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo, Co-Chair	South Burlington: Tom DiPietro	University of VT: Lani Ravin
DEC: Christy Witters		
<b>Other Attendees:</b> DEC: Jim Pease; USGS: Jason Sorenson; City of St. Albans: Chip Sawyer; WNRCD: Kristen Balschunat; Pluck: Dave Barron		
<b>CCRPC Staff:</b> Dan Albrecht, Regina Mahony, Charles Baker		

**1. Call to Order:** Chelsea Mandigo called the meeting to order at 12:25 p.m.

**2. Changes to the Agenda** – None

**3. Review and action on draft minutes of June 5 2018**

After a brief recap by Dan Albrecht, *Tom DiPietro made a motion, seconded by Jenna Olson to approve the minutes. MOTION PASSED. Polly Harris, Lani Ravin and Christy Witters abstained.*

**4. Review & approve fall & winter media: Dave Barron, Pluck**

Dave recapped the planned media. He noted that the program has evolved to where there is more regular advertising presence from mid-April into September rather than just the six-week and four-week ad buys we used to do. That means the messaging is spread out over time and can vary as needed, for example, recently, we started this spring with ads about fertilizer, then linked the messages to water recreation themes and just ran ads related to Clean Water Week. Also, now with the media buys, since we are doing more online ads, media buys are now done more as an iterative process that shifts each week depending upon pricing. For example, when deciding how much to bid per click or per impression. For example, you could bid really high and thus get all the allotted ads but then you'd blow your budget all at once, therefore it makes better sense to watch and bid week to week.

The committee briefly discussed whether to also authorize a spring 2019 ad buy of \$19,186 (exceeding the \$15k previously allocated for FY19) but decide to wait until later this fall when, as Albrecht indicated, more information on how FY18 finished in terms of a surplus would be available and we can also address a potential increase to the WNRCD budget. Karen Adams noted that at least for Colchester attention needs to be made on how much advertising effort needs to be made to meet the permit requirements and that she is reticent to approve budget and dues increases as we are not required to “grow the program.”

*A motion was then made by Tom DiPietro, seconded by James Sherrard to approve ad buys of \$7,422 for fall 2018 and \$2,663 for winter 2018/2019. The motion passed with Polly Harris abstaining.*

**5. Stream Team Qtr. Report & Decision on Rain Gardens: Kristen Balschunat, WNRCD**

Kristen introduced herself to the subcommittee and provided information on her professional background. With regards to WNRCD, the executive director hiring process is still ongoing. She then walked the committee through the report. Highlights include: outreach events are scheduled in September for Milton, Shelburne and Winooski; successful engagement during Clean Water Week and all 11 rain gardens have been visited and their status assessed. Dave Barron will update the rain garden logo signage and then Kristen will reinstall the circular placards.

**6. Updates****a. Clean Streets Sweeping Study results to date: Jim Pease, DEC & Jason Sorenson, USGS**

Jim Pease and Jason Sorenson walked through the preliminary results. Their presentation can be viewed at the subcommittee webpage. With regards to the projected exact credit municipalities will eventually receive for practices from 2000-2009 as well from 2010 to the present, more analysis remains to be done. To a large extent, this will depend upon the relative frequency & timing of street sweeping and catch basin cleaning carried out by municipalities.

James Sherrard raised concerns that MS4s not participating in the study would not be able to obtain phosphorus reduction credits. Jim Pease indicated that Williston and other non-participant MS4s would still be able to obtain the credit, but they would need to conduct their own analysis. DEC hopes to have finalized a GIS method within the next year so that an MS4 could conduct that analysis.

Due to the meeting running later than expected the Committee then decided to not discuss the following agenda items: *Projected FY18 surplus and potential revisions to FY19 budget* and *Items for Tuesday, October 2<sup>nd</sup> meeting agenda.*

**7. New MS4 Permit****a. Review and consider adoption of Subcommittee comment letter on draft Stormwater Permitting Rule**

The co-chairs briefly walked through the proposed letter which had previously been developed by subcommittee members. Various minor wording changes were suggested by Tom DiPietro.

*A motion was then made by James Sherrard, seconded by Jenna Olson to approve adoption of the letter, as amended by DiPietro. The motion carried with abstentions by Polly Harris, Jennifer Callahan and Lani Ravin.*

**b. discussion of further coordination among permittees**

Karen Adams stated that it would be good to have standardized descriptive language that MS4s can use to describe how our regional efforts on Minimum Measure #1 and #2 came to be. Christy Witters indicated that clarity needs to be reached on measurable goals as well as discussing examples of what does not work. Members agreed that further discussion of coordination should continue to take place.

**8. Updates**

Jennifer Callahan noted that changes to DEC's Drinking Water and Groundwater Protection Rule will be coming up for public comment soon and members may wish to look over the sections regulating infiltration.

**9. Adjournment**

The meeting adjourned at 2:16 p.m.

*Respectfully submitted, Dan Albrecht*