

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

DATE: **Tuesday, November 6, 2018**
 SCHEDULED TIME: 12:00 p.m. to 1:45 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: Jenna Olson	Burlington Airport: Polly Harris (Stantec)	Williston: James Sherrard
Colchester: Karen Adams, Andrew Douglas	Milton: Dave Allerton	Winooski:
Essex: Annie Costandi, Co-Chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo, Co-Chair	South Burlington: Tom DiPietro	Univ. of VT: Claire Forbes
DEC:		
Other Attendees: WNRCD: Kristen Balschunat		
CCRPC Staff: Dan Albrecht; Chris Dubin-@1:20 p.m.		

1. **Call to Order:** Chelsea Mandigo called the meeting to order at 12:00 p.m.

2. **Changes to the Agenda** – None

3. **Review and action on draft minutes of October 2, 2018**

After a brief recap by Dan Albrecht, *Claire Forbes made a motion, seconded by Tom DiPietro to approve the minutes with the correction to remove Olson and Callahan from the list of members present. MOTION PASSED. Harris, Robinson, Olson, Callahan and Sherrard abstained.*

4. **Budget Review & action on proposed change to Spring 2019 advertising budget & proposed design and purchase of Stream Team tabling materials (Action)**

Albrecht presented the revised Spring 2019 ad budget of \$17,050 which was corrected by Pluck by removing ad buys carrying over into the next fiscal year. *Tom DiPietro made a motion, seconded by Karen Adams to approve the proposed Spring ad buy of \$17,050. MOTION PASSED. Harris abstained.*

Kristen Balschunat indicated she had not yet received cost estimates from Pluck for a rack card, pop up tent, tablecloth, etc. Albrecht suggested that he should also obtain quotes for a portable, pop-up trade show vertical display. These are quite common now and have the benefit of being highly visible when placed just to the side of a table. Action on a proposed purchase was deferred to the next meeting.

5. **Review & action on proposed FY20 budget and proposed FY20 dues (Action)**

Albrecht presented the proposed FY20 budget of \$74,874 and proposed FY20 dues of \$6,000. Funds available would consist of \$72,000 in new revenue coupled with a carryover of at least \$3,000 from our current FY19 reserve. Sherrard asked that we reach out earlier to Dave Barron of Pluck in crafting next year's budget allocation for his services. *Jenna Olson made a motion, seconded by Tom DiPietro to approve the proposed FY20 budget of \$74,874 and proposed FY20 dues of \$6,000. MOTION PASSED. Harris abstained.*

6. **Review & action on proposed Common language regarding MM-1 and MM-2 for use in development of Stormwater Management Plan to be filed by MS4s (Action)**

Albrecht presented the proposed boilerplate language. Committee members noted the need to add language referencing the annual MM-1 & MM-2 reports prepared by our subcontractors and other performance metrics. The Chair noted the need to have DEC weigh in on this further and asked Albrecht to send a revised version to Christy Witters for review and then the Subcommittee can take final action at its December or January meeting.

7. **Updates**

1 Albrecht recapped Pluck's analysis of Google ad word frequencies and Rethink Runoff site visits by
2 Town. Committee members asked Albrecht to reach out to Pluck and request further analysis comparing data
3 on a per capita basis and in comparison, to performance in previous years.

4 Chris Dubin demonstrated CCRPC's web portal for tracking municipal performance in meeting the
5 Municipal Roads General Permit. In particular, he noted CCRPC's work in ground-truthing and correcting the
6 hydrologically-connected segments related to curbed roads. The State's initial analysis focused on segments
7 within 100 ft. of a waterbody but this is being corrected by figuring out which outfalls (and therefore, which
8 segments drain to this outfall) are within 500 ft. of the waterbody.

9 Dubin and Albrecht reiterated CCRPC's commitment to help each municipality prepare the required
10 Implementation Tables for Phosphorus Control Plan development reporting for MS4s and for overall MRGP
11 reporting for all of the County's towns. Chris noted that the graphs are interactive, and you can select/filter the
12 data simply by clicking. He encouraged members to explore their towns' data, and please let him know if you
13 see errors or needed upgrades or have general comments/suggestions for the user experience.

14 [Note: The portal can be viewed here: <http://arcg.is/1GaHK>]

15 16 **8. Items for December 4th meeting**

- 17 -finalize MM-1 & MM-2 boilerplate reporting language
- 18 -finalize purchase of Rethink Runoff outreach equipment and materials

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20 It was noted that the next meeting falls on January 1st so it should be moved to January 8th.

21 22 **9. Adjournment**

23 The meeting adjourned at 1:20 p.m.

24 *Respectfully submitted, Dan Albrecht*