

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

5 DATE: **Wednesday, March 6, 2019**
6 SCHEDULED TIME: 12:15 p.m. to 1:00 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: Larry Lackey, Doug Campbell (Stantec)	Williston: James Sherrard
Colchester: Karen Adams, Andrew Douglas	Milton: Dave Allerton	Winooski: Tim Grover
Essex: Annie Costandi, Co-Chair	Shelburne: Chris Robinson	VAOT: Tyler Hanson
Essex Junction:	South Burlington: Tom DiPietro	Univ. of VT: Claire Forbes
DEC: Christy Witters		
Other Attendees: WNRCD: Kristen Balschunat;		
CCRPC Staff: Dan Albrecht		

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11 **1. Call to Order and Changes to the Agenda:** Annie Costandi called the meeting to order at 12:27 p.m.
12 Kristen will provide a Stream Team status update.

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14 **2. Review and action on draft minutes of February 6, 2019**

15 After a brief recap by Dan Albrecht, Chris Robinson *made a motion, seconded by James Sherrard to approve*
16 *the minutes as drafted. MOTION PASSED with no abstentions.*

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18 **3. 2018 Annual Report materials**

19 **a. Review & approve final MCM-#1 2018 Calendar Year report**

20 Dan provided a brief recap. *Karen Adams made a motion, seconded by Chris Robinson to approve the report*
21 *as presented. MOTION PASSED.*

22 **b. Update: Stream Team 2018 Water Quality Sampling report**

23 Kristen noted that as her boss, Gianna, has a good background in statistics that she is adding in an additional
24 analysis to the report. Annie indicated that a draft will be circulated by March 15th and members will have 1
25 week to provide any comments. Once that is done, Dan will circulate the WQ report as well PDFs of the
26 MCM#1 and MCM#2 reports to member for use in their Annual Reports.

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28 **4. DEC 2018 MS4 Annual Report Form**

29 Christy Witters recapped the various elements of the form. Several members praised her efforts.

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31 **5. Elements of a First Annual PCP report**

32 Christy indicated as long as MS4 permittees check the box regarding Road Erosion Inventory on their 2018
33 MS4 Annual Report form, this will meet their obligation to file their first Annual PCP report.

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35 **7. Updates**

36 a. Stream Team: Kristen indicated that February was quiet. She is working with Dave Barron of Pluck on
37 website update and handouts which will roll out in April. Drafts of the rack card and flyers look good. The
38 rack card containing simple messaging while, if a person wants more detailed information, they will get that
39 from the flyer. She and Dave are also working on a “seed card” to distribute.

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41 **8. Items for Tuesday, April 2nd meeting**

42 Final MCM-#1 report, Final RRST WQ Summary Report; DEC template for MS4 reporting

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44 **9. Adjournment**

The meeting adjourned at 12:48 p.m.

45 *Respectfully submitted, Dan Albrecht*