

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

5 DATE: **Wednesday, March 3, 2021**  
6 SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.  
7 PLACE: ONLINE via Zoom  
8 DOCUMENTS: Minutes, documents and presentations discussed and a video recording accessible at:  
9 <http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

<b>Committee Members in Attendance</b>		
Burlington: James Sherrard	Burlington Airport: Heidi Miller, EIV	Williston: Christine Dougherty
Colchester: Karen Adams	Milton: Dave Allerton, Kirsten Jensen	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan (arrived 12:24 p.m.)
Essex Junction: Chelsea Mandigo, co-chair	South Burlington: Tom DiPietro, Dave Wheeler	Univ. of VT: Lani Ravin
DEC: Christy Witters		
<b>Other Attendees:</b> Winooski NRC: Kristen Balschunat; DEC: Jim Pease, Karen Bates; Pluck: Dave Barron (arrived 1:15 p.m.),		
<b>CCRPC Staff:</b> Dan Albrecht, Sai Sarepalli		

10  
11 **1. Call to Order, Changes to the Agenda and Public Comments on Items not on the agenda:**

12 The meeting was called to order at 12:17 p.m. With the consent of the co-chairs, it was agreed to have Dan  
13 Albrecht facilitate the meeting since it was all online. No public comments were made.  
14

15 **2. Review and action on draft minutes of January 5, 2021**

16 After a brief recap by Dan Albrecht, *Chelsea Mandigo made a motion, seconded by Karen Adams to*  
17 *approve the minutes of January 5th as drafted. No further discussion. MOTION PASSED.*  
18

19 **3. Authorize FY22 annual member dues of \$6,000**

20 Dan explained that this would be the same dues level as in the current fiscal year. There should be a surplus  
21 that carries over into FY22 as well to help fund operations. *James Sherrard made a motion, seconded by Annie*  
22 *Costandi to approve member dues of \$6,000 for FY22. No further discussion. MOTION PASSED.*  
23

24 **4. Review & vote on proposed Minimum Control Measure #1 2020 Report**

25 Dave Barron recapped the key elements of the report. The advertising began to use ecological messaging  
26 focused on key species, the rack card was revised, continued Tip of the Month outreach (that along with longer  
27 time spread of advertising and tracking efficacy of promotion by tracking downloads of info material such as  
28 rainbarrel instructions. Overall, website visits were down compared to 2019, likely due to COVID, but on the  
29 plus side ad expenditures were less because Dave is able to allocate digital ad dollars in real-time (aka, how  
30 much do you want to spend per click/exposure). *Chelsea Mandigo made a motion, seconded by Annie*  
31 *Costandi to approve adoption of the MCM#1 Annual Report for 2020. No further discussion. MOTION*  
32 *PASSED.*  
33

34 **5. Review & vote on proposed Minimum Control Measure #2 2020 Report**

35 Kristen Balschunat recapped the elements of the report which were organizational partnerships, outreach,  
36 projects, water quality monitoring, adopt a rain garden and volunteer appreciation. and The report is more  
37 streamlined than in earlier years so easier to digest. *Chelsea Mandigo made a motion, seconded by James*  
38 *Sherrard to approve adoption of the MCM#2 Annual Report for 2020. No further discussion. MOTION*  
39 *PASSED.*  
40

41 **6. Review & vote on proposed amendment to FY21 Budget**

- 42 a) Add \$1,500 for Pluck for production of Drain Defenders Video

1 b) Add \$180 for Pluck for Airport information display materials

2 Dan explained the need for the amendment. The \$1,500 was approved at the last meeting. The \$180 is a  
3 new item to cover the costs for Pluck to update the display materials from the old RSEP logo, website and  
4 visuals to the new Rethink Runoff logo, website and visuals. There is enough carry over surplus from FY20 to  
5 cover these costs. *Karen Adams made a motion, seconded by Chris Robinson to approve the additions of*  
6 *\$1,500 and \$180 to the overall FY21 budget.*  
7

#### 8 **6. Potential application to join Adopt-A-Drain program**

9 Chelsea, Annie and Kristen explained the program. The rationale is that it is a great way to engage neighbors  
10 with each other, the online infrastructure is in place and assuming it can be accomplished for a reasonable  
11 price is a good way to spread the costs across the members rather than each municipality trying to build its  
12 own system. Kristen indicated she would work for an hour with each town during set-up. Chelsea and Annie  
13 noted that costs for start-up can be split between municipalities and the overall Rethink Runoff budget and that  
14 some of our existing surplus could be used. Kristen indicated she would develop a memo outlining the  
15 program in more detail and various cost-sharing options and distribute it to the members so we can have a  
16 better sense of overall interest. Kristen will also reach out to the Adopt-a-Drain folks to see they can treat our  
17 9-town region as one municipality in terms of set up costs. She will also see about scheduling a separate, non-  
18 official Zoom meeting with them in case towns want to learn more. Williston has indicated they are interested  
19 as has Burlington. They would like to hear from some other towns. Ryan Lambert (Winooski) and Dave  
20 Allerton (Milton) both indicated they would need to check their colleagues. Dan indicated CCRPC staff could  
21 help with compilation of catch-basin data and transmittal in a format that Adopt-a-Drain needs.  
22

#### 23 **7. Initial discussion of committee review for updates to [www.rethinkrunoff.org](http://www.rethinkrunoff.org)**

24 Dave recapped the already planned improvements. We want to continue shift from “awareness” to “action  
25 taking” like downloading a document, sign up for an activity, etc. With regards to updating the website, he  
26 showed a link to a Google document so people can provide feedback. Dan indicated he will send everyone the  
27 link.  
28

#### 29 **8. Updates**

30 None  
31

#### 32 **9. Items for April 6<sup>th</sup> meeting agenda**

33 1) Adopt-a-Drain  
34

35 **10. Adjournment** The meeting was adjourned at 1:28 p.m.  
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37  
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*Respectfully submitted, Dan Albrecht*