

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

DATE: **Tuesday, July 6, 2021**  
 SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.  
 PLACE: In-person at CCRPC office and ONLINE via Zoom  
 DOCUMENTS: Minutes, documents and presentations discussed and a video recording accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

<b>Committee Members in Attendance (all attending online unless otherwise noted)</b>		
Burlington: James Sherrard	Burlington Airport: Catie Calabrese	Williston: Christine Dougherty
Colchester: Karen Adams	Milton: Dave Allerton, Kristen Jensen	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair (in-person)	Shelburne:	VAOT: Jennifer Callahan
Essex Junction:	South Burlington: Dave Wheeler	Univ. of VT: Lani Ravin
DEC:		
<b>Other Attendees:</b> Pluck: Dave Barron; WNRCD: Kristen Balschunat; Stone Environmental: Dave Braun, Amy Macrelis; Fitzgerald Environmental: Joe Bartlett; BLUE(R): Jill Sarazen		
<b>CCRPC Staff:</b> Dan Albrecht (in person), Sai Sarepalli		

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

The meeting was called to order at 12:17 p.m. by co-chair, Annie Costandi. No changes to the agenda nor public comments were made.

**2. Review and action on draft minutes of June 1, 2021**

After a brief recap by Dan Albrecht, *James Sherrard made a motion, seconded by Dave Wheeler to approve the minutes of June 1<sup>st</sup> as drafted. No further discussion. MOTION PASSED with no abstentions.*

**3. Decide use of anticipated FY21 year-end surplus of ~\$12,423**

Dan displayed a spreadsheet detailing the checking account balance, the original FY21 budget and known final expenses for FY21. The most notable difference is that Dan’s hours for FY21 came in at around 107 hours, 27 hours more than anticipated. This was due to the extra work needed to develop and issue and manage the RFP for Social Change Marketing Services plus developing the new contract (with Pluck) for that as well as processing paperwork related to 2-year extension for WNRCD for Stream Team services. Dan noted that he should have seen that coming and planned accordingly. Recently, Dan has also been working on the issue of incorporating Adopt a Drain into the planned work for FY22. After factoring in approximately \$2,625 to cover those extra hours and factoring the need to retain accrued funds to cover survey costs in 2023, this leaves a usable accrued surplus of about \$11,808. Dan also noted that expenses for the WNRCD were less than anticipated (by about \$6,000) due to staff transitions there. WNRCD asked and the co-chairs and he concurred that those funds be carried over for use into FY22 on top of the \$25,000 already allocated for FY22.

Dave Barron of Pluck recapped his proposed two options of 1 Social Media Content Development and 2. Refresh Current Animated Spots. The first option will help to build more engagement and conversation with our audience (rather than just “broadcasting” to them) while the 2<sup>nd</sup> option merely just moves up a planned FY23 task one year earlier.

Kristen Balschunat of WNRCD outlined the respective costs of hosting one or two regional rain barrel workshops.

After discussion of some of the details of the proposals by Pluck and WNRCD, *Karen Adams made a motion, seconded by Christine Dougherty to approve use of the surplus funds as follows: a) Social Media Content Development at \$500 per month for Pluck totaling \$6,000 and b) one regional rainbarrel workshop by WRNCD for \$3,110 for a combined total of \$9,110. Motion passed unanimously.* Annie noted that this will still leave a small working surplus for FY22 as previously recommended by Dan.

**4. Update from municipalities participating in Adopt-a-Drain Program**

1 Annie recapped the 6/16 memo attached to the Subcommittee webpage. CCRPC will serve as the point of  
2 contact and contractee with the Adopt a Drain program and bill participating municipalities accordingly.  
3 WNRCD / Stream Team will assist with implementing the program with Essex, Essex Junction and Burlington  
4 as their 3 “outreach” towns for FY22 and then Milton and Colchester getting going later this fiscal year or  
5 early in FY2023.  
6

#### 7 **5. Q&A with Dave Braun, Stone Environmental: continuation of select stream gauges**

8 Dave started off by saying that Stone, assisted by Fitzgerald Environmental, are ready and able to assist  
9 these gauges to continue. So far, there seems to be strong interest from South Burlington, Winooski and Essex  
10 to keep the gauges going at Potash, Morehouse and Indian brooks, respectively. The current program ends  
11 December 31, 2021 and consists of 11 stream monitoring site and 10 tipping buckets used as index . watershed  
12 precipitation. Even though the program has been going on many years it can’t run on auto-pilot. There is  
13 annual and ongoing maintenance. The total cost for the current program is just over \$100,000 equating to  
14 about \$9,300 per stream.

15 If program was downsized, would need to try to keep at least one gauge per watershed. Don’t want to go  
16 below seven sites. Winterflow data has been tenuous so that could be discontinued. Going forward the data is  
17 good to deal with the issue of flow targets. Data could also be used to address issues like chloride, credits for  
18 floodplain reconnection/restoration projects, etc. Dave noted and Dan concurred that CCRPC could act as the  
19 administrator/ contractee with Stone and serve to collect “dues” from participating towns. The more towns that  
20 participate does make it easier to spread baseline costs across town.

21 Karen Adams asked for more detail regarding chloride. Dave said one could either monitor a site for two  
22 years or monitor more sites for a two-week period during early spring snowmelt.

23 Discussion closed with Annie noting that interested towns should contact Dave Braun but also CC Dan so  
24 that the CCRPC is kept up to date. Also Dave indicated he could provide a presentation to the group later this  
25 winter to summarize the results of this multi-year, multi-site program.  
26

#### 27 **9. Items for August 3<sup>rd</sup> meeting agenda**

28 t.b.d.  
29

30 **10. Adjournment** The meeting was adjourned at 1:30 p.m.  
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32 *Respectfully submitted, Dan Albrecht*  
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