

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
 CLEAN WATER ADVISORY COMMITTEE – **APPROVED** MINUTES

DATE: **Tuesday, October 5, 2021**  
 SCHEDULED TIME: 11 a.m. to 12:15 p.m.  
 PLACE: In-person at CCRPC office and ONLINE VIA ZOOM  
 DOCUMENTS: Minutes, documents, and presentations discussed accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

<b>Committee Members in Attendance</b> (all online unless otherwise noted)		
Bolton:	Hinesburg: Merrily Lovell	St. George:
Buels Gore:	Huntington: Darlene Palola	Underhill:
Burlington: James Sherrard	Jericho: Katherine Sonnick	Westford:
Charlotte:	Milton: David Allerton, Kirsten Jensen	Williston: Christine Dougherty
Colchester:	Richmond: Ravi Venkataraman	Winooski: Ryan Lambert
Essex:	Shelburne: Chris Robinson	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo	South Burlington: Tom DiPietro	VANR:
Burlington Airport: Catie Calabrese (EIV)	University of VT: Lani Ravin	CCRPC Board: Don Meals, co-chair
Friends of the Winooski River: Michele Braun	Lewis Creek Assoc:	Winooski NRCD:
<b>Other Attendees: DEC: Danielle, Owczarski, Karen Bates Other:</b>		
<b>CCRPC Staff:</b> Dan Albrecht (at CCRPC office), Sai Sarepalli, Regina Mahony, Charlie Baker, Chris Dubin		

1. **Call to Order.** With the consent of the co-chair, Don Meals, it was agreed to have Dan Albrecht run the meeting. The meeting was called to order by Dan Albrecht at 11:05 a.m.
2. **Changes to the Agenda and public comments on items not on the agenda** Dan noted that as part of the CWSP discussion Charlie will brief the Committee on the anticipated funding for projects as described in the PDF uploaded for today’s meeting.
3. **Review and action on draft minutes of September 7, 2021** After a brief recap by Dan Albrecht, *James Sherrard made a motion, seconded by Chelsea Mandigo to approve the minutes as drafted. MOTION PASSED with abstention by Lani Ravin.*
4. **Draft Lamoille River Watershed Tactical Basin Plan**  
 Dan Albrecht walked the committee through Chapters 4 and 5 of the pre-release draft of the Plan. The official public review draft will be released on October 13<sup>th</sup>. He noted that this draft includes several edits requested of DEC during a CCRPC-facilitated work session held in September between lower Lamoille Chittenden County municipalities with Ms. Owczarski. He highlighted the strategies in Chapter 5 – The Basin 7 Implementation Table where municipalities have a significant role such as Strategies to Address Runoff from Developed Lands-Stormwater (e.g. strategies 8, 9, 12, 13, 17, 18 and 19), Strategies to Address Runoff from Developed Lands-Roads (e.g. strategies 21, 22, 23, 24 and 25) and Strategies to Address Wastewater (e.g. strategy 27). In response to a query from Dan, no members offered any further comments.  
  
 As noted in the posted flyer, Danielle Owczarski noted there will be a formal public meeting hosted on 10/14 by DEC in Hyde Park. The public can attend there, can attend online or can attend at one of several satellite locations including the Jericho Town Office on VT Route 15. She encouraged members to submit comments as well which will be accepted through 11/12.  
  
 Dan continued noting that the full RPC Board will be briefed at its October 20<sup>th</sup> meeting and also vote on a draft of the required Regional Plan Conformance letter which Dan will prepare. He will then work to draft a

1 more detailed CCRPC comment letter and present it to the CWAC for their consideration on 11/2 which  
 2 will then pass it onto the CCRPC Executive Committee to vote on submission at their 11/3 meeting.

3 **5. Scope of Work for CCRPC as Clean Water Service Provider for Basin 5 (Northern LC Direct**  
 4 **Drainages)**

5  
 6 Dan walked the committee through the Scope of Work. He noted that Northwest RPC (contact Dean Pierce)  
 7 will be the CWSP for the Lamoille Basin while Central Vermont RPC (contact Grace Vinson) will take care of  
 8 the Winooski Basin. Deliverables are as follows:

Performance Measure	Deliverable	Estimated Timeframe
<ul style="list-style-type: none"> <li>Develop a website/webpage for CWSP and BWQC notices and activities</li> </ul>	<ul style="list-style-type: none"> <li>Website/webpage description and link</li> </ul>	December, 2021
<ul style="list-style-type: none"> <li>Set up a grant/contract tracking system and grant reporting systems, to manage grant and contract issuance, and grant reporting to the State</li> </ul>	<ul style="list-style-type: none"> <li>Description of the grant/contract tracking system and grant reporting system (and access)</li> </ul>	January, 2022
<ul style="list-style-type: none"> <li>Set up a project tracking system, for managing CWSP funded projects, that integrates with the State's project tracking</li> </ul>	<ul style="list-style-type: none"> <li>Description of the project tracking system and access</li> </ul>	January, 2022
<ul style="list-style-type: none"> <li>Ensure all CWSP legal and accounting requirements will be sufficient for CWSP operations</li> </ul>	<ul style="list-style-type: none"> <li>Report on upgrades to/status of legal/accounting framework for CWSP operations</li> </ul>	March, 2022
<ul style="list-style-type: none"> <li>Draft required CWSP policies</li> </ul>	<ul style="list-style-type: none"> <li>Subgrant policy</li> <li>Conflict of Interest policy</li> <li>Personnel policy</li> <li>Internal controls policy</li> <li>Other required policies</li> </ul>	June, 2022
<ul style="list-style-type: none"> <li>Provide input to development of Secretary's Guidance, by participating in Act 76 Advisory Group Meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Summaries of meeting outcomes and written feedback on policies/proposals as requested by the State</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Establish and empanel the BWQC</li> </ul>	<ul style="list-style-type: none"> <li>List of BWQC members, affiliation and contact information</li> </ul>	December, 2021
<ul style="list-style-type: none"> <li>BWQC capacity development and training</li> </ul>	<ul style="list-style-type: none"> <li>List of any trainings, dates, attendees, and agenda. List of activities conducted to provide services to community groups. Conduct training, and if needed, provide support to community groups to foster development of organizations that can serve on the BWQC</li> </ul>	March, 2022
<ul style="list-style-type: none"> <li>Develop and Adopt BWQC Meeting Rules and Policies</li> </ul>	<ul style="list-style-type: none"> <li>Copy of adopted rules/policies</li> </ul>	February, 2022

Performance Measure	Deliverable	Estimated Timeframe
<ul style="list-style-type: none"> <li>BWQC member attendance at approved meetings and trainings during start-up for three members two-municipal members and one member representing a statewide conservation organization)</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at four meetings, approximately 2 hours each, at \$50/hour for three people</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>Conduct RFQs, procurement for select services related to stand up clean water projects, as appropriate</li> </ul>	List of services procured	April, 2022

1 We anticipate project tracking will be similar to our REI dashboard; various CCRPC internal policies already  
 2 in place will go a long way towards meeting those specs. There are 9 members of the BWQC: two municipal  
 3 reps, two NRCD seats, two watershed groups members, two RPC members and one member for land  
 4 conservation organizations. In November or December he will ask the CWAC to recommend one municipal  
 5 member from CCRPC and will ask Northwest RPC to recommend a municipal member. The eight other  
 6 members will be solicited directly. Regarding procurement, we will issue an RFQ to pre-qualify engineering  
 7 firms with the requisite skill set but the RFQ will also seek people and organizations to implement projects like  
 8 streambank plantings or floodplain restoration.

9  
 10 Charlie Baker walked through the DEC powerpoint on year-one Water Quality Restoration Formula Grant  
 11 with a focus on the slides on pages 13 and 14. Basin 5’s overall CWSP Formula Grant budget would be  
 12 \$552,500 for projects plus \$97,500 to cover CCRPC Administrative costs. (Note: These funds are separate  
 13 from the CWSP start-up contract described above.) Michele Braun noted that the original CVRPC RFQ  
 14 response indicated staff sharing with CCRPC. Dan indicated that at the time of RFQ submissions, that was a  
 15 model discussed and CVRPC evidently put that in their proposal. However, since that time, they have not  
 16 reached out to us to ask for help with stakeholder outreach which he noted is fine with us given our workload.  
 17 Charlie also noted that since that time DEC has stressed the need to have one responsible entity for each basin.  
 18 Charlie noted that CCRPC and the other RPCs and VHCB acting as CWSPs have been working closely with  
 19 DEC on the Guidance document. Charlie noted that the Clean Water Board will be meeting on the 13<sup>th</sup>. \$7  
 20 million is allocated already and there is chance for additional funds via Federal monies.

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 22 **6. Additional Updates by staff**

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 24 Dan noted the various VTRANS and DEC-DIBG funding opportunities which he had previously distributed  
 25 via email.

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 27 Chris Dubin noted that we continue to assist municipalities with MRGP reporting. Reporting deadlines are  
 28 December 31st for non-MS4 towns and April 1st for MS4 towns. He will be reaching out to all towns in  
 29 sequence. Towns should look at our MRGP dashboard here:  
 30 <https://ccrpc.maps.arcgis.com/apps/opsdashboard/index.html#/2a653ecb1d0c41ebbcad545c8010bd04>  
 31 then select their town in upper right, then click on the red portion of the Pie Chart on the left. That will show  
 32 segments that (according to our data) have not been brought up to MRGP standards. Towns should look that  
 33 over carefully. It is especially important that towns report back to him on MRGP related work that was  
 34 achieved with municipal funds only that we may not know was done. (Editors Note: Clicking on the yellow  
 35 will show Partially Compliant segments).

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 37 **7. Updates by Members and Guests.** None.

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 39 **8. Items for November 7<sup>th</sup> Agenda.** Action on CCRPC Basin 7 TBP comment letter

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 41 **9. Adjournment.** The meeting adjourned at 11:49 a.m.

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 43 *Respectfully submitted, Dan Albrecht*