

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

DATE: **Tuesday, August 2, 2022**
 SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.
 PLACE: ONLINE via Zoom
 DOCUMENTS: Minutes, documents discussed, and presentations accessible at:
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance (all attending online unless otherwise noted)		
Burlington: James Sherrard	Burlington Airport: Catie Calabrese	Williston: Christine Dougherty
Colchester: Karen Adams (arr. 12:40 pm)	Milton: Dave Allerton, Nicholas Prussock	Winooski: Ryan Lambert
Essex:	Shelburne: Chris Robinson	VAOT: Jennifer Callahan; Tyler Hanson
Essex Junction: Chelsea Mandigo, co-chair	South Burlington: Dave Wheeler (arr. 1:12 pm)	Univ. of VT: Lani Ravin
DEC:		
Other Attendees: Pluck: Dave Barron, WNRCD: Remy Crettol & Adelaide Dumm, LC Sea Grant & DEC: Jillian Sarazen		
CCRPC Staff: Dan Albrecht, 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. The item, FY23 Budget Overview was added to the agenda after item #5. No public comments were made.

2. Review and action on draft minutes

After a brief recap by Albrecht of the draft minutes for May 3, 2022, *Dougherty made a motion to approve the minutes with a correction to the date to read “Tuesday” and the motion was seconded by Allerton. The motion was approved unanimously.*

3. Stream Team programming update: Remy Crettol & Adelaide Dumm, WNRCD

a) Recent activities

Dumm recapped recent activities posted to the Subcommittee page with highlights as follows: The Rainbarrel workshop held on June 24th had 20 attendees and they made \$840 off of fees. She also reported that she attended a 3-day training on social change marketing. The Adopt-a-Drain program has signed up 56 participants cleaning 75 drains. Most recently they reported cleaning up 142 pounds of debris. She plans to contact local schools & universities to try and increase the number of participants. The next newsletter will go out in mid-August.

b) FY22 Expenditures to date and expected FY23 required budget

Crettol noted several reasons why WNRCD was not able to spend down its original FY22 budget allocation of \$28,110 primarily due to significant staff turnover. Mandigo noted as well that COVID restrictions also made it hard last year to conduct normal outreach and programming. In the last few months, however he and Adelaide have been working intensively on Stream Team projects and they anticipate spending down the FY22 dollars by October 31st and no later than November 30th.

Crettol and Dumm then walked through the proposed budget ask for FY23 of \$20,500. Dumm noted they will be working in non-Adopt-a-Drain towns as well.

4. Rethink Runoff programming: FY23 budget: Dave Barron, Pluck

a) Review and action on proposed staff and advertising budget for FY23

Barron walked through the proposed budget which consistent of \$17,000 for General Tasks and \$13,000 for New Creative. The creative elements are quite old as they were last made in 2017. He is aware of the fiscal constraints so he is okay with getting started on the general tasks but would need to know by October/November what kind of a budget he is working with in terms of new creative.

1 Mandigo decided to hear from Albrecht on the draft FY23 budget and then we can determine whether
2 to move forward with a partial authorization to Pluck for FY23. Dougherty asked for clarification on when
3 content would be created. Barron noted that within the General tasks yes there is new content that does get
4 created within updates. It is both technical update (back end) as well as refreshing/editing content. There is not
5 a hard bright line between the two. For New Creative, the content gets updated to reflect new campaign
6 elements such as a new landing page.
7

8 **5. Proposed FY23 Budget**

9 Albrecht walked through a spreadsheet detailing proposed expenditures for FY23 compared to potential dues
10 income plus FY22 carryover funds / accrued surplus. Amounts per category are as follows: CCRPC services-
11 \$28,750; Advertising-\$26,000, Marketing (Pluck): \$30,000 and Stream Team (WNRCD)-\$32,679. This year
12 has increased costs for CCRPC, namely 20 extra hours for him due to handling the RFP for the survey which
13 is conducted every 5 years (the last was in spring 2018) plus the cost of the survey itself which is estimated at
14 \$18,000.

15 Albrecht noted there is a carryover surplus of around \$30,410 which represents both unspent funds and
16 accrued set-aside funds to carry out the survey every 5 years. Typical dues collected are \$60,000 each year.
17 Dougherty noted the budget was a challenge to follow due to the accrued surplus vs. the dues needed vs. the
18 overall total request of \$117,429. It is not really a surplus as some of that was funds already set aside for the
19 survey. She also noted that the \$18k for the surplus should be described separately as it is not really CCRPC
20 services as the intent of the agreement is being met since CCRPC staff costs is to be limited to 10% and as
21 shown the FY23 request is \$10,000 for CCRPC staff. The Pluck request is significant. We should definitely set
22 aside funds for the survey as we develop this FY23 budget such as \$20,000 for the survey given inflation.
23 Albrecht noted that \$25,000 is the maximum for the Master Agreement is Pluck. Also, the Subcommittee has
24 to decide whether or not the dues need to be increased. Dougherty also raised a concern with funding the water
25 quality monitoring program given that DEC does not use the data and only some towns participate. Similarly,
26 we do not all participate in the Adopt a Drain program. Dumm noted that the sampling serves to engage
27 people. Dougherty reiterated that DEC does not see the value of the data, does not use it to make their
28 impairment decision plus there is the risk that the data will be used against you.

29 Albrecht stated that for formality's sake he needs authorization to issue a task order to Pluck. WNRCD is
30 okay for now as they are still spending down their FY22 task order. Dougherty recommended a special
31 meeting in two weeks just to deal with the budget and a task order with Pluck. Mandigo agreed that we do
32 need detailed budget info in place before the September 6th meeting. *Motion made by Lambert to authorize*
33 *CCRPC to issue an initial Task Order for FY23 to Pluck of \$17,000 for Year Two General activities, Tasks A-*
34 *E with year two new creative to be reevaluated in September, seconded by Ravin Motion passed unanimously.*
35

36 **7. Items for September 6th meeting agenda**

37 FY23 Budget; How are municipalities tackling EPSC enforcement? Future rotating discussions on Minimum
38 Control Measures #3 thru #6
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40 **8. Adjournment**

The meeting was adjourned at approximately 1:35 p.m.

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42 *Respectfully submitted, Dan Albrecht*