

ADMINISTRATIVE ( Tasks 1 – 4 )				2025	2025					
#	TASKS	DESCRIPTION	DELIVERABLES & REPORTING MECHANISM	Est. hours @ \$60/hr.	Est.					
1	Monthly and Annual Reports	Prepare reports/summaries for review by MS4 Subcommittee	Note dates of reports, summaries and invoices; 12 monthly reports, 1 annual report, and 1 workplan tracking document.	16	\$960	1hr for each monthly report and 4 hrs for final report				
2	MS4 Subcommittee Meetings (see agendas and minutes at <a href="https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/">https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/</a> )	Attend meetings (held 1st Tuesday of each month from 12:15 to 1:30 p.m.) as directed; anticipate attendance at five-to seven per year	Summarize monthly updates at meetings	6	\$360	5-7 meetings at 1 hr each				
3	Personnel Effort & Expense Tracking	Track all expenses & personnel time by maintaining simple accounting system	Invoices with notations on amount of time & dollars spent across three categories (Admin, Outreach & Projects)	12	\$720	1 hr for each monthly invoice and expense tracking				
4	Communication with CCRPC, MS4 Subcommittee co-chairs and Partners	Keep in regular communication with CCRPC staff and MS4 Subcommittee co-chairs	Note meetings & coordination efforts in Workplan and in Monthly and Annual Reports	8	\$480	20% decrease in time for FY25 budget				
				42	2,520					
<b>OUTREACH ( Tasks 5 – 12 )</b>										
5	Increase Revenue Note: MS4 Subcommittee will specify relative hours/effort for this task	Solicit and secure in-kind or cash donations from individuals, businesses, and non-member towns	Note any donations, in-kind or cash secured as well as any grants applied for / obtained Workplan and in Monthly and Annual Reports	0	\$0					
6	Increase Media Coverage	Increase media coverage of Stream Team happenings via local media outlets	Summary of media coverage (outlet, description & link) of each news item in Workplan and in Monthly and Annual Reports	12	\$720	1hr per month for media coverage for RRSST events				
7	Develop promotional items	Develop additional maps and flyers or "swag" / giveaways to be distributed in focus areas to increase interest of residents	Summary of promo material developed, and description of "swag" items purchased in Workplan and in Monthly and Annual Reports	8	\$480	20% decrease for FY25 budget - coordination with Pluck (Dave Barron) on promo items.				
8	Develop partnerships	Foster partnerships with organizations and groups to increase our reach. (schools, non-profits, garden groups, community orgs, etc.)	Summary of any foster partnerships in Workplan and in Monthly and Annual Reports	24	\$1,440	20% decrease for FY25				
9	Provide content for Rethink Runoff webpage (cf. <a href="http://rethinkrunoff.org/get-involved/get-involved-stream-team/">http://rethinkrunoff.org/get-involved/get-involved-stream-team/</a> )	Keep Website populated with information, photos and ways to get involved. Send text & materials to CCRPC webpage maintenance vendor who will post.	Note website hits/month and running annual total Workplan and in Monthly and Annual Reports	8	\$480	20% decrease for FY25				

10	Stream Team Facebook page postings & maintenance https://www.facebook.com/rethi nkrunoff/ Instagram account postings and maintenance	Via regular postings, keep Facebook page & Instagram account populated with information, photos and ways to get involved	Report total posts, likes, follows, etc. in Workplan and in Monthly and Annual Reports	12	\$720	20% decrease for FY25, 1 hr per month on social media					
11	Stream Team Mailchimp Updates (quarterly minimum; monthly desired)	Send regular updates of happenings via MailChimp to several hundred contacts	Note # in mailing list and "open-rate" in Workplan and in Monthly and Annual Reports	20	\$1,200						
12	Promote RRST at Outreach Events Provide presence at community events in at least three different municipalities to share RRST information to a broad audience. Focus on populations with low participation numbers from previous years.	Outreach activities should generally occur in the fall/winter in preparation for spring/summer implementation.	List outreach events (date, location, type); e.g. 10/5 Burlington Farmers Market Estimate number of persons engaged via event and number of persons "signing up" for future activity in Workplan and in Monthly and Annual Reports	60	\$3,600						
				144	8,640						
<b>PROJECTS ( Tasks 13 – 16 )</b>											
13	Public Involvement Project /Programming Complete projects in three towns. Past examples include stream cleanups, rain barrel workshop, rain garden workshop	Coordinate and implement Public involvement projects with a focus on towns that were targeted for outreach in the previous year.	List Project events (date, location, type); e.g. 6/5, Williston tree-planting. # of volunteers in Workplan and in Monthly and Annual Reports	120	\$7,200	40 hrs per event for 3 towns=120 hrs					
14	Manage Water Quality Monitoring Program	Retain / recruit volunteers and coordinate water quality sampling program with support from DEC LaRosa. Recognize outstanding Stream Team volunteers at an appreciation event	Note # of volunteers and sites sampled and summary of results in Workplan and in Monthly and Annual Reports	75	\$4,500						
15	Manage "Adopt-a-Rain Garden" Program	Retain / recruit volunteers to adopt public rain garden, provide support to volunteers and coordinate garden clean up / maintenance events. Recognize outstanding Stream Team volunteers at an appreciation event	Note # of volunteers and rain garden work conducted in Workplan and in Monthly and Annual Reports	30	\$1,800						
16	Reply to public inquiries	Reply to requests for information about Stream Team programming. Complete site visits, phone calls, emails, etc. when appropriate	Report # of interactions in Workplan and in Monthly Reports	5	\$300						
	<b>PROJECTS</b>	<b>SUB-TOTALS</b>	<b>&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>	<b>230</b>	<b>\$13,800</b>						
		<b>PERSONNEL SUMMARY</b>		<b>Hours</b>	<b>Cost</b>						

		Admin		42	\$2,310					
		Outreach		144	\$7,920					
		Projects		230	\$12,650					
		<b>Personnel Sub-Total</b>	>>>>>>>>	<b>416</b>	<b>\$22,880</b>					
		<b>EXPENSES SUMMARY</b>								
		Project Supplies			\$500					
		Promotional Items			\$200					
		Mileage			\$500					
		<b>Expenses Sub-Total</b>	>>>>>>>>		<b>\$1,200</b>					
		<b>TOTAL</b>	>>>>>		<b>\$24,080</b>					