



# *Town of Shelburne, Vermont*

## MINUTES

Stormwater Advisory Committee

February 20, 2018 at 3PM

Shelburne Town Office, 5420 Shelburne Road, Meeting Room 2

MEMBERS PRESENT: Marty Illick (Chair), Chip Stulen, John DuBrul, Susan Moegenburg (Mike Schramm, Dick Elkins, and Chris Davis absent)

ADMINISTRATION: Joe Colangelo, Town Manager, Ann Janda, Director of Administration and Public Works Coordinator, Chris Robinson, Water Quality Superintendent

OTHERS PRESENT: Tom Dipietro, (Consultant) South Burlington Deputy Public Works Director

1. Marty Illick called the meeting to order at 3:05pm.
2. **Agenda** - Illick added a discussion of outreach materials and schedule to agenda item 5. *John DuBrul moved to approve the agenda, Chip Stulen seconded. Motion passed 4-0.*
3. **Minutes from February 13, 2018 Meeting** - *Susan Moegenburg moved to accept the minutes from Feb. 13, 2018. Chip Stulen seconded. Motion passed 4-0.*
4. **Discussion of minute taking** - Joe Colangelo suggested that any to-do's be written as motions, clearly stated. Susan Moegenburg will take notes with action items and bullet points for follow-up. Ann Janda will finalize and post.
5. **Discuss schedule, outreach materials, and policy papers –**

### Schedule:

Chris Robinson drafted an updated schedule. Committee reviewed and made suggestions. Chart allows for different milestones for each task – for example milestone for finishing review of draft ordinance versus milestone for final ordinance. Colangelo pointed out that the completed draft ordinance just has to be ready for public comment. It doesn't need to be a version that the SWAC is "advocating" for. Upon review, committee decided that Robinson and Colangelo will work on schedule revisions – committee thinks that public vetting process will take months.

### Outreach materials:

- Janda said that the Town of Williston highly recommended that a postcard be mailed a few weeks before first bill arrives.
- DuBrul suggested a short video for outreach.
- Janda and Robinson said that informational sessions for most impacted landowners will happen at same time as Public Hearing/Vetting Process
- Tom Dipietro suggested a brochure and said that South Burlington has one

### Discussion of Policy Papers:

Staff explained that policy or white papers will help answer questions and justify decisions. Policy papers will be the detailed explanations of the thinking behind some of the key elements of the ordinance. Colangelo said the topics of the policy/white papers will be derived in part from issues raised in the informational and public vetting process. Janda suggested possibly hiring a consultant to develop policy/white papers. Colangelo thinks we can probably do papers in-house. Robinson will adjust timeline for policy papers in schedule Gant chart.

6. **Draft Ordinance and SUFA.** Janda will send out electronic copies for further review. Comments should be submitted to here by March 13<sup>th</sup> in preparation for the March 20<sup>th</sup> meeting.

Dipietro reviewed main changes to these drafts:

#### ORDINANCE

- What should we call it (i.e., the utility)
- Removed the term “watercourse”
- There’s a new State MS4 permit
- Cost sharing has a placeholder

#### SUFA

- Informational sessions for most impacted landowners will happen at same time as Public Hearing/Vetting Process

#### CREDIT MANUAL

- The committee reviewed the list of Parcels in Shelburne Containing the Most Impervious Surface. Some of the data will need to be updated. Illick suggested that this table once updated will be useful for outreach.
- A discussion ensued regarding the fee that will assessed to properties. Moegenburg suggested purpose statements should begin each document. Janda suggested she take a first stab at writing those.

7. **Action items:** Review drafts and provide comments to Ann by 3/13/18.

8. **Adjournment** At 4:20 John DeBrul left and quorum was lost.