

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

REQUEST FOR PROPOSALS

IMPLEMENTATION OF A FIVE-YEAR CHITTENDEN COUNTY STORMWATER PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM

DEADLINE: 4 p.m., Friday, April 22, 2011

The Chittenden County Regional Planning Commission (CCRPC) is soliciting responses from qualified Consultants and/or Organizations to implement a five-year program to be known as the Chittenden County Stream Team. The program will support and extend stormwater mitigation efforts in the County's impaired waters.

Stormwater-impaired streams in Chittenden County are located within the municipalities of Milton, Colchester, Winooski, Burlington, Essex Junction, Essex, Williston, South Burlington and Shelburne. The program will engage these eight municipalities and three entities (University of Vermont, Vermont Agency of Transportation and the Burlington International Airport) in Chittenden County who are subject to the Municipal Separate Storm Sewer Systems (MS4) permit under Phase 2 of the Federal Clean Water Act. These impaired streams are Allen Brook, Bartlett Brook, Centennial Brook, Englesby Brook, Indian Brook, Morehouse Brook, Munroe Brook, Potash Brook and Sunderland Brook (see attached map).

The program will engage citizens in eight of these nine municipalities (Colchester has elected not to join this effort at this time) in implementing programs to reduce non-point source pollution and stormwater volume at the local level to enable compliance by these MS4 permittees with required Minimum Control Measure #2 (Public Participation & Involvement) of their permits. The program will utilize social networking tools to form a cadre of concerned citizens and professionals interested in hands-on activities to reduce the harmful effects of stormwater. The program will then organize a series of events and workshops to engage the Stream Team members and citizens at large in discussion and use of key Best Management Practices designed to address the negative effects of stormwater.

The program builds upon a successful pilot project implemented from spring 2010 through spring 2011 as detailed in the attached report, "*Chittenden County Stream Team Final submitted to RSEP – March 17, 2011 Minimum Control Measure Two Regional Stormwater Public Involvement and Participation Program Work Plan (see attached).*"

That project

1. Developed a brand identity with a logo;
2. Hosted a project outreach booth at the Burlington Farmer's Market;
3. Surveyed 100 citizens in the MS4 area, 80 of whom are interested in volunteering and 30 of whom are interested in leading efforts in their neighborhoods;
4. Launched a Facebook site that currently has 38 "likes" (fans);
5. Launched the www.ccstreamteam.org web page to inform interested citizens of workshops and projects;
6. Completed a "How to survey your neighborhood for opportunities to disconnect stormwater runoff from storm drains" workshop with six participants;
7. Completed a "rain barrel fabrication" project with 20 participants from multiple communities;
8. Completed a "How to improve your driveway to reduce stormwater runoff" workshop with 17 participants;
9. Completed a "How to develop a rain garden" workshop with 13 participants;
10. Worked with City of Burlington officials to obtain approval for a rain garden in Callahan Park with installation planned for spring 2011; and
11. Began the design for a targeted neighborhood approach to Longmeadow neighborhood in Shelburne on Munroe Brook which will monitor stream flow over the long term as residents implement best management practices on their properties.

Scope of Work

Anticipated tasks for the first year of the program are as follows:

1. Regular Tasks:
 - Maintain Facebook page with regular postings and work to steadily increase its "fans/friends" list
 - Maintain www.ccstream.org website with up to date information on stormwater related workshops and projects sponsored by CCST as well as other partners;
 - Recruit and maintain volunteers from member communities, recruit neighborhood leaders to help spread the word and build esprit de corps by articulating the mission and vision of CCST, staying in touch with volunteers and keeping it fun!
 - Organize quarterly Steering Committee meetings and communicate with members between meetings.
 - Maintain a simple accounting system or spreadsheet to track hours and expenses and activities carried out
 - Communicate regularly with the CCRPC on anticipated tasks, expenditure tracking

- Build relationships with and leverage expertise from other organizations working on water quality issues (i.e. Friends of the Winooski, Winooski Natural Resources Conservation District, Lake Champlain Committee, Green Up Day, Lake Champlain Basin Program) including potential joint sponsorship of workshops and projects.
 - Solicit and secure Associate memberships (\$100 minimum contribution), donations, or in-kind purchases from individuals, the business community and others to add to or replace dues paid by members.
2. Event-driven tasks
- Host a Spring kickoff event to get neighborhood leaders in touch with one another and excited about the upcoming field season;
 - Hold outreach events at spring farmers' markets or other spring/early summer events in three municipalities per year to continue to reach new volunteers;
 - Complete three workshops or projects in each year with at least one event in each of the areas of the full members over the five year permit period; reasonable fees may be charged for workshop participation if attendee receives a tangible asset such as a rain barrel.
 - Provide guidance to volunteers on techniques and materials they can use to host their own projects or workshops.
3. Annual Tasks
- Prepare an annual summary including the number of events, number of participants and other measureable quantities showing how CCST met the MCM-#2 requirements that members can use in their annual reports to Vermont ANR.
 - Recognize volunteers who take the lead in spreading the word to their neighbors or take on other leadership role
4. Potential future Tasks after first year of operation
- Grant writing to fund additional projects and workshops desired by volunteers
 - Exploration of costs and benefits of potential merger of CCST with RSEP effort.

Budget

The minimum total annual budget for this Program is estimated at \$19,800 comprised of dues from 11 members at \$1,800 each. (Additional funds may be raised through workshop fees, donations and associate member dues. Use of any additional funds will be decided by the Steering Committee. Additional funds could be used to reduce members annual dues, expand the

Scope of Work for the Contractor or the Lead Agency and/or uses consistent with the governing MOU and or the Work Plan) There is also a possibility that other MS-4 permittees could join the effort in future years. At this point, \$18,000 is allocated for Contractor costs and \$1,980 for Lead Agency fees.

The eleven MS4s (eight municipalities plus three non-traditional MS-4s) have signed an MOU committing to funding the Program for least 5 years. The initial contract awarded for this Program will be for three years with an option for renewal for two additional years. The performance of the contractor will be assessed on an annual basis and the CCRPC and the contractor will both possess the right to terminate the contract with 60 days notice. CCRPC shall only be liable for reimbursement of contractor expenses authorized by CCRPC prior to any notice of termination being sent or for payment of project-related expenses such as advertising previously authorized by CCRPC.

In the performance of the tasks above, the contractor, at minimum

- a) shall participate in a 2 hour program kickoff meeting in late May or early June with CCRPC staff and others to review the Scope of Work in detail so program and contract deliverables are clear.
- b) work closely with CCRPC staff and representatives of the 11 MS-4 entities noted above.
- c) should be aware that representatives and/or staff of the MS-4 entities noted above can provide guidance on the implementation of the programs and workshops and potentially provide ancillary assistance at the events themselves.
- d) be aware that the Stream Team already has a blue 10' x 10" booth tent[E-Z Up Instant Shelter], a 10 ft x 1 ft. white banner labeled "Chittenden County Stream Team" and a 7-amp cordless drill with various saw hole attachments for rain barrel fabrication.
- e) should be aware that the CCRPC will not reimburse the contractor for mileage expenses.
- f) should utilize pre-existing materials to the maximum extent possible. Some options for pre-existing materials can be seen at:
- g) <http://www.ccstreamteam.org>
<http://www.vacd.org/winooski/index.shtml>
<http://www.sburlstormwater.com/resources/disconnect.pdf>
<http://www.smartwaterways.org/prob.html>
http://www.anr.state.vt.us/dec/waterq/planning/docs/pl_communitystormwatereducationfinal126.pdf
<http://www.lcbp.org/action.htm>

Submission Requirements

In order to be considered responsive to this RFP, each proposal must provide the following information in order as follows

- a. Completion of a bid form [following the model of the attached example]detailing anticipated hours for each task and hourly staff costs per hour and anticipated expenses for advertising and workshop/project expenses for the first thirteen months of the project from June 2011 thru June 2012. Any variation from the model shall be

- explained on one separate sheet. [Note: after June 2012, contract budgets will follow a standard 12 months fiscal year of July 2012-June 2013 and so on.]
- b. Completion of a proposal narrative, not exceeding 4 pages, describing how the Contractor proposes to implement the Scope of Work for the first thirteen months.
 - c. Completion of a one-page document outlining potential additions/deletions to the work program for years two through year five.
 - d. The proposal shall identify personnel who will work on the program and provide a copy of their CV or résumé.
 - e. The proposal shall describe the experience of its personnel in implementing each of the types of tasks above.
 - f. The CCRPC realizes that there are several organizations and individuals in the area who are involved in water quality community action and education. Cooperative proposals may be submitted but are not required. However, the proposal should address how the contractor proposes to work with and cooperate with these entities and individuals.

All statements of qualifications become the property of the CCRPC upon submission. The cost of preparing, submitting and presenting is the sole expense of the firm. The CCRPC reserves the right to reject any and all statement of qualifications received as a result of this solicitation, to waive any formality and any technicalities or to cancel this RFP in part or in its entirety if it is in the best interests of the CCRPC. This request for proposals in no way obligates the CCRPC to award a contract or contracts.

Selection

The CCRPC will work with a Selection Committee comprised of participating MS4's to review and evaluate each proposal. The contract shall be awarded based on qualifications, price and the ability of the entity to provide services that meet the relevant MS-4 Permit Requirements. The CCRPC shall then negotiate with the highest-ranked contractor to finalize the details of the Contract. If the CCRPC and the highest-ranked contractor are unable to agree on final terms, the CCRPC shall then meet with the second-ranking contractor to see if a suitable contract can be agreed upon. Contracts may be up to 5 years in length and shall include, but not be limited to, language specifying the right of the CCRPC to cancel a contract if services are not being adequately provided and language specifying that payments to contractors shall be made only for services rendered.

It is the intent of the CCRPC to award a contract no later than May 13th and specifying a start up date of no earlier than May 23rd. No start up funds will be provided to the contractor. Contractor will be reimbursed for project related expenses and staff costs within 10 days of receipt by CCRPC of a detailed monthly invoice.

The contract shall comply with the Fair Employment Practices and Americans with Disabilities Act: the Steering Committee agree to comply with the requirement of Title 21 V.S.A Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. The CCRPC and the Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990 that qualified individuals with disabilities receive

equitable access to the services, programs, and activities provided by the Steering Committee under this MOU.

The CCRPC recognizes the important contribution and vital impact which small businesses have on the state's economy. All businesses have equal access and opportunity to compete for this contract. **The CCRPC encourages businesses owned by minorities and women to compete for this contract.**

Program Requirements

The Consultant(s) awarded this/these contract(s) shall, upon notification of award(s), apply for registration with Vermont Secretary of State's office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State St. Montpelier, VT 05609-1104. The fee is \$20.00. The Telephone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State's office. The successful Consultant will be expected to execute sub-agreements for each subconsultant named in the proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the State of Vermont Standard Contract Provisions (*may be viewed at www.ccrpcvt.org and then clicking on the RFP/RFQ link*)and take any other necessary actions to comply with these provisions. Note that references in these provisions to "Municipality" should be considered as referring to the CCRPC. The certificate of insurance coverage shall be documented on forms acceptable to the CCRPC.

Submission Schedule

Responses to this Request for Proposals shall be submitted by mail or in person to and must arrive at the CCRPC office no later than **4 p.m., Friday, April 22, 2011. Delivery may also be via e-mail to dalbrecht@ccrpcvt.org**

**RFP RESPONSE: CHITTENDEN COUNTY STREAM TEAM
ATTENTION: Dan Albrecht
Chittenden County Regional Planning Commission
110 West Canal St. Winooski, VT 05404**











Proposals received after the deadline will not be accepted. No phone calls or e-mails please. All information received in response to this Request that is marked Proprietary will be handled accordingly. Responses to the Request will not be returned.

Attachments: Map, Bid Form

Standard State Contract Provisions may be viewed at www.ccrpcvt.org and then clicking on the RFP/RFQ link.

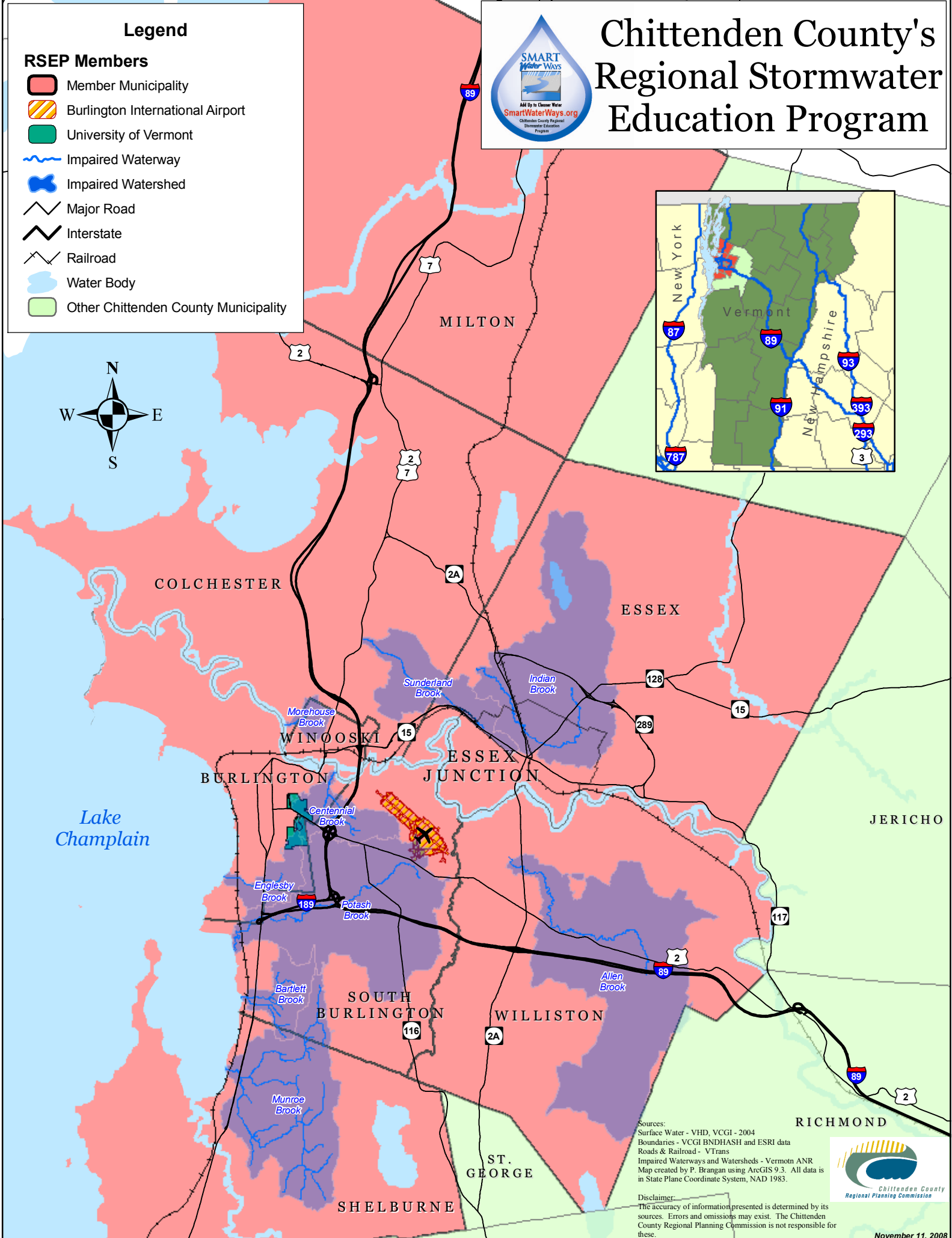
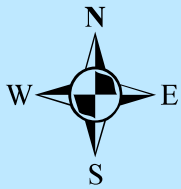
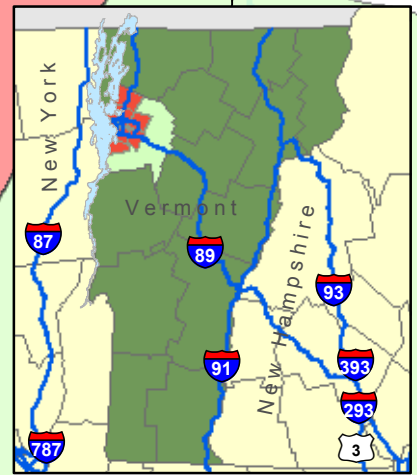
Legend

RSEP Members

-  Member Municipality
-  Burlington International Airport
-  University of Vermont
-  Impaired Waterway
-  Impaired Watershed
-  Major Road
-  Interstate
-  Railroad
-  Water Body
-  Other Chittenden County Municipality



Chittenden County's Regional Stormwater Education Program



Sources:
Surface Water - VHD, VCGI - 2004
Boundaries - VCGI BNDHASH and ESRI data
Roads & Railroad - VTrans
Impaired Waterways and Watersheds - Vermont ANR
Map created by P. Brangan using ArcGIS 9.3. All data is in State Plane Coordinate System, NAD 1983.

Disclaimer:
The accuracy of information presented is determined by its sources. Errors and omissions may exist. The Chittenden County Regional Planning Commission is not responsible for these.






Final submitted to RSEP – March 21, 2011

Minimum Control Measure Two
Regional Stormwater Public Involvement and Participation Program

Work Plan

Addressing the requirements under
Vermont's National Pollutant Discharge Elimination System (NPDES)
Small Municipal Separate Storm Sewer Systems (MS4)
General Permit 3-9014

Prepared by:

 **Landslide Natural Resource Planning**
P O Box 311
East Middlebury, VT 05740

Prepared under contract to:

Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404

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Background

The nine municipal MS4s (Milton, Colchester, Winooski, Burlington, Essex Junction, Essex, Williston, South Burlington and Shelburne) and three non-traditional MS4s (University of Vermont, Vermont Agency of Transportation and the Burlington International Airport) subject to the State of Vermont National Pollutant Discharge Elimination System (NPDES) General Permit for Small Municipal Separate Storm Sewer Systems (MS4) are required, in part, to meet six Minimum Control Measures:

1. Public education and outreach on stormwater impacts;
2. Public involvement/participation;
3. Illicit discharge detection and elimination;
4. Construction site stormwater runoff control;
5. Post-construction stormwater management for new development and redevelopment; and
6. Pollution prevention/good housekeeping for municipal operations.

In February 2004 these MS4s pooled resources to form the Regional Stormwater Education Program (RSEP) to address Minimum Control Measure #1 (MCM#1) above. Currently all of the MS4's are meeting the requirements for Minimum Control Measures #2 through #6 on their own. In May 2010 the Chittenden County Stream Team (CCST) Pilot Project was launched to determine if a regional approach to Minimum Control Measure #2 (MCM#2) would be cost effective in meeting the relevant public involvement and participation requirements under MCM#2, streamline the process of public involvement for the MS4 permit holders and increase the effectiveness of public participation efforts.

According to the Part 4.2.2.1 of the current Permit in effect since 2003, in order to meet the Public Involvement/Participation Minimum Control Measure #2 *the operator of an MS4 must implement a public involvement/participation program, which at a minimum, complies with State and local public notice requirements, and includes at least three of the following:*

- *Form a citizen stormwater advisory panel.*
- *Establish a water quality monitoring program involving citizen volunteers.*
- *Institute an on-going public workshop series on stormwater awareness.*
- *Institute a continuing storm drain stenciling project.*
- *Sponsor periodic community stream corridor clean-up days.*
- *Establish and support a citizen "stormwater watch" group.*
- *Create an "adopt-a-stream" program.*
- *Undertake a program similar to the above with the permission of the Secretary.*
- *As a substitute for one or more of these activities, you may contribute \$5,000 per activity to sponsor the regional stormwater education and outreach strategy described in the agreement between the designated MS4s, the Chittenden County Regional Planning Commission and the Vermont Agency of Natural Resources in effect for the current General Permit Years.*

A review of annual reports from seven MS4 permit holders reveals various public involvement activities and a wide range of citizen participation levels. See Appendix A for the summary review.

CCST Pilot Project

In the fall of 2009, these MS4s began to discuss a potential regional approach to fulfilling their Minimum Control Measure #2 requirement. At the request of these MS4s, the CCRPC applied for and received two grants totaling \$22,500, one from the Lake Champlain Basin Program and one from the Vermont Agency of Natural Resources. Using these grants, the Chittenden County Stream (CCST) Pilot Project developed the basis for a consortium approach beginning in the spring of 2010. The CCRPC competitively contracted with Amy Sheldon of Landslide, Inc and she, with ad hoc assistance from CCRPC staff and staff of the MS4 permittees completed the following public involvement activities:

1. Developed a brand identity with a logo;
2. Hosted a project outreach booth at the Burlington Farmer's Market;
3. Surveyed 100 citizens in the MS4 area, 80 of whom are interested in volunteering and 30 of whom are interested in leading efforts in their neighborhoods;
4. Launched a Facebook site that currently has 38 "likes" (fans);
5. Launched the www.ccstreamteam.org web page to inform interested citizens of workshops and projects;
6. Completed a "*How to survey your neighborhood for opportunities to disconnect stormwater runoff from storm drains*" workshop with six participants;
7. Completed a "*rain barrel fabrication*" project with 20 participants from multiple communities;
8. Completed a "*How to improve your driveway to reduce stormwater runoff*" workshop with 17 participants;
9. Completed a "*How to develop a rain garden*" workshop with 13 participants;
10. Begun the approval process for a rain garden in Burlington's Callahan Park to be installed in the spring of 2011; and
11. Begun the design for a targeted neighborhood approach to Longmeadow neighborhood in Shelburne on Munroe Brook which will monitor stream flow over the long term as residents implement best management practices on their properties.

The Steering Committee for the Pilot Project was comprised of Jessica Andreoletti of Williston; Tom DiPietro of South Burlington, Megan Moir of Burlington, and Jim Jutras of Essex Junction. It is the consensus of the Steering Committee that a regional approach to MCM#2 would be cost effective and improve an MS4 permit holder's ability to effectively engage the public in addressing stormwater issues by removing the burden of organizing, designing, and coordinating activities from the towns and entities and centralizing efforts. The CCST will be a more effective program by sharing resources and providing events that cross municipal boundaries. In other parts of the country, regional approaches to public involvement and participation requirements have proven effective. If the CCST project moves forward, the potential benefits of folding it into the RSEP/Smartwaterways/MCM#1 program and identity should be explored but to be clear, it is not a requirement of the MS4 General Permit nor is it a priority of the participating MS4's at this time. See Appendix B for a list of links to other areas of the country who are meeting MCM#2 with a regional effort.

Proposed Program

Purpose

The purpose of the Program is to share resources among MS4 permit holders in Chittenden County to meet the relevant requirements of MCM#2 in an organized and efficient manner. This is consistent with the section of the MS4 permit that notes that permittees may “(u)ndertake a program similar to the above with the permission of the Secretary.”

Similar to the MCM#1 RSEP effort, annual dues from MS4 members will be pooled and the participating MS4s via its Lead Agency will hire a single contractor to carry out the regional work program with a multi-year contract. This document will be used to develop a Request For Proposals to secure such contractual services.

Mission

The mission of this Program, branded as the Chittenden County Stream Team, (CCST) is to engage the public in implementing Stormwater Treatment Practices (STPs) in their neighborhoods to reduce the volume and enhance the quality of water leaving their properties and entering streams within designated MS4s and Lake Champlain. Public participation is defined as assisting with a hands-on activity or taking a training that empowers people to implement a STP on their own.

Vision

The CCST will be an umbrella group that takes the lead in coordinating citizen led STP installations at the neighborhood level. There are many organizations working on water quality issues in Chittenden County but none are dedicated exclusively to engaging the public in actively addressing stormwater issues. The organization that comes closest to fulfilling this role is RSEP, but its focus is educating the public about stormwater impacts to water quality rather than providing specific opportunities for hands-on stormwater related activities that improve water quality at the neighborhood level. In order for volunteers to be engaged over the long term, their role must be clear, they need to feel supported, their time needs to be respected and participation in events should be fun.

Organizational Structure

A Steering Committee will be formed under the Regional Stormwater Public Involvement and Participation Program (RSPIPP) Memorandum of Understanding (MOU) and will initially be comprised of representatives from each of the participating MS4 permit holders and the CCRPC as the Lead Agency and Associate Members as decided by the Steering Committee in accordance with its MOU. The Steering Committee will attempt to meet quarterly.

The Steering Committee should operate in a directive manner, guiding the development of the Program as it engages more citizens. It should not be involved in the details of running the events and projects but should provide clear direction and guidance to the contractor who will implement the CCST Work Plan under this regional effort. Staff of the Municipal MS4s and the three non-traditional MS4s or an Associate Member who participate in the CCST Steering Committee may be asked to provide work space or expertise for workshops and projects.

Individual Stormwater Treatment Practices

Examples of STP's that may be pursued by the CCST include but are not limited to:

- Construction of rain gardens
- Stream clean up days
- Rain barrel workshops
- Rain garden workshops
- Driveway improvement workshops
- Focused neighborhood outreach
- Plant riparian buffers along streams
- Soil test kit distribution
- How to survey your neighborhood for stormwater disconnect potential

Measureable Goals and Activities and Measures of Success

Program success can be measured by:

- Number of volunteers participating in workshops and projects
- Number of interested citizens on the e-mail distribution list and fans on face book page
- Geographic distribution and number of projects and workshops organized
- Number of projects lead by volunteers

Annual Work Program (carried out by Contractor)

1. Regular Tasks:

- Maintain Facebook page with regular postings and expand “fan” base of “friends/likes”
- Maintain website with up to date information on stormwater related workshops and projects sponsored by CCST as well as other partners;
- Recruit and maintain volunteers from member communities, recruit neighborhood leaders to help spread the word and build esprit de corps by articulating the mission and vision of CCST, staying in touch with volunteers and keeping it fun!
- Organize quarterly Steering Committee meetings and communicate with members between meetings.
- Maintain a simple accounting system or spreadsheet to track hours and expenses and activities carried out
- Communicate regularly with the CCRPC on anticipated tasks, expenditure tracking
- Build relationships with and leverage expertise from other organizations working on water quality issues (i.e. Friends of the Winooski, Winooski Natural Resources

Conservation District, Lake Champlain Committee, Green Up Day, Lake Champlain Basin Program) including potential joint sponsorship of workshops and projects.

- Solicit and secure Associate memberships (\$100 minimum contribution), donations, or in-kind purchases from individuals, the business community and others to add to or replace dues paid by members.
-

2. Event-driven tasks

- Host a Spring kickoff event to get neighborhood leaders in touch with one another and excited about the upcoming field season;
- Hold outreach events at spring farmers' markets or other spring/early summer events in three municipalities per year to continue to reach new volunteers;
- Complete three workshops or projects in each year with at least one event in each of the areas of the full members over the five year permit period;
- Provide guidance to volunteers on techniques and materials they can use to host their own projects or workshops.

3. Annual Tasks

- Prepare an annual summary with measured quantities of how CCST met the MCM-#2 requirements that members can use in their annual reports to Vermont ANR.
- Recognize volunteers who take the lead in spreading the word to their neighbors or take on other leadership role

4. Potential future Tasks after first year of operation

- Grant writing to fund additional projects and workshops desired by volunteers
- Exploration of costs and benefits of potential merger of CCST with RSEP effort.

Lead Agency

On behalf of the members, the Chittenden County Regional Planning Commission will act as the lead agency to contract with an independent entity to coordinate the activities outlined in this work plan. CCRPC shall also provide overall financial reporting and accounts receivable and payable services on behalf of the Program, both with regards to expenditures from the pool of members' dues received and with regards to any grant funds or donations received. CCRPC shall provide the use of its conference rooms as needed to assist the Program.

CCRPC shall be reimbursed by the Program for staff costs at an hourly rate inclusive of salary plus benefits. No indirect rate shall be charged. Reimbursement shall not exceed 10 percent of the Program's annual budget.

Budget and Dues

Designated MS4 municipalities and non-traditional MS4s located within Chittenden County are eligible for membership in the Program. There are two levels of membership as follows:

Full members:

- Provide full annual dues of at least \$1,800 per year or at the rate established in the MOU.
- Recruit at least one staff member or citizen to participate in quarterly Steering Committee meetings.
- Provide links to the CCST website on its own stormwater issues website and promote CCST where applicable in brochures and other media.
- If an outreach event, workshop or project is held in their area of jurisdiction, assist with providing meeting or work space if needed.
- If it is impractical for a non-traditional MS4 to physically host an event/project/workshop on their property, they may host an event at a nearby suitable location.

Associate members

- This category is a mechanism to formally acknowledge and recognize those who contribute financial support to the effort. The Steering Committee must decide by a majority vote of members present, whether to accept or deny a contribution request.
- provide annual dues of at least \$100.
- provide a link to the CCST on their website and in turn receive recognition on the CCST website and other CCST materials as appropriate
- Associate membership shall not be considered as an activity to meet compliance standards for Minimum Measure #2. It is intended primarily to seek support from non-regulated entities and potential partners.
- The CCST may create membership categories to seek donations from the general public.

Appendix A: Past MCM-#2 Projects

A number of towns have on-going projects that address MCM-#2. It is anticipated that some of these activities will continue at the discretion of the towns, but that fully participating members will be able to meet the requirements of MCM-#2 by contributing to the CCST effort.

Colchester-

- Citizen volunteers established to participate in Green UP Day that included stream corridor clean-up and clean-up of 40% of Sunderland Brook; and
- Storm Water Watch Groups established within 100% of the sub-watersheds located within the MS4 designated areas (13 volunteers in 10 of 11 sub-watersheds provided with educational materials).

Essex Junction and Essex

- 11 wastewater facility tours;
- In class discussions in the Middle and High Schools with follow-up tour of wastewater plant and storm drain stenciling (moved to 2010 this year);
- Stormwater/water quality presentation to Essex High School Ecology class also includes storm drain stenciling;
- EPSCoR Streams Project – High School and Whitcomb Farm participated;
- Water bills direct users to SmartWaterways.org website;
- Stormwater pollution prevention notices included in Village newsletter, with stormwater line in water bills, this makes 6 opportunities to educate residents;
- Sponsored, along with Conservation Committee, a May “build a rain barrel workshop”;
- Stormwater management continued to be included in Village newsletters, wastewater treatment plant reports and water quality reports;
- Village sponsored Art and Science project with WNRCD and Essec Technical Center – 50 rain barrels were decorated and sold.

Milton

- Citizen Stormwater Advisory Panel – discuss stormwater issues with Selectboard as necessary;
- Maintain and improve Lamoille River Walk Trail – Conservation Commission installed cedar trail markers along the trail;
- Sponsorship of Stream Corridor Cleanup – Green Up Day cleaned up to islands on Arrowhead Lake and three fishing accesses.

South Burlington

- Continue water quality sampling in Butler Farms/Oak Creek neighborhoods with UVM RAN project (how many people? How often?);
- Green Up Day stream clean up (how many people?), Bartlett Brook clean up with UVM students and Muddy Brook with WNRCD;
- Rain barrel workshop; and
- Worked with 8 homeowner associations to apply for AARA funding for stormwater projects:

Williston

- Storm Drain Marking – intern marked 151 and three volunteers helped on one day;

- Stormwater Workshops – Contracted with Winooski NRCDC to construct a rain garden in front of Town Hall;
- Stream Clean Up Days – Winooski NRCDC hosted a clean up along Muddy Brook;
- Tree Planting along Allen Brook – 200 trees planted by students, honeysuckle removed.

Winooski (2008 Report)

- Winooski Environmental Leadership Board (WELB) maintained and active;
- WELB led some Green Up Day clean up efforts;
- Citizen E.coli monitoring in Gilbrook Reservoir

VTRANS

- Regional Planning Coordination - CCMPO and the CCRPC provided significant and in-depth public involvement and participation in transportation planning;
- Project Related Public Notice/Participation Requirements – four development projects required public notification and participation during permit review;
- Low Impact Development Workshops and Projects;
- VTRANS Stormwater website
- Installed three LID's (Rain Garden, Rain Barrel and Pervious Concrete Walk (and interpretive signage for each) at Williston Interstate 89 Northbound welcome center with partners;

Appendix B: Links to other regional stormwater groups

*These regional efforts address all of the MCM's in their area.

Thurston County Washington:

<http://www.co.thurston.wa.us/stormwater/streamteam/streamteam-home.html>

Monterey Regional Stormwater Management Program:

Annual report - <http://www.ci.pg.ca.us/Y4%20Annual%20Report%20Exec%20Summary.pdf>

Public webpage - http://www.montereysea.org/News_Events/news%20events.htm

Appendix C: Summary of Pilot Program Workshops and Projects

1. How to survey your driveway for places to disconnect stormwater runoff from the sewer system;
2. How to build a rain barrel;
3. How to re-engineer your driveway to improve stormwater runoff;
4. How to design a rain garden;
5. Construction of a rain garden at Callahan Park (planned for spring 2011);
6. Water volume monitoring at Longmeadow neighborhood (planned for spring 2011).