

TRANSMITTAL MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)  
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: MATERIALS FOR MEETING ON 4/2/25  
DA: MARCH 26, 2025

=====

**Hello again. The next meeting of the Basin Council will take place on Wednesday, April 2, starting at 11 AM, via Zoom. As is our habit, we offer a few words about each of the agenda topics in the space below.** Please let Dean Pierce know if you have any questions regarding the agenda or the meeting.

**Introductions/Meeting protocols/Conflict of interest disclosures, if any**

The Conflict of Interest agenda item provides BWQC members and others opportunity to note possible conflicts of interest that could arise later in the meeting. As there are no applications up for review during this meeting, I am not anticipating any disclosures.

**Approval of Minutes**

Minutes are included in the meeting packet. If you can, please let us know before the meeting if any part of the minutes needs to be corrected.

**Budget Adjustments**

No budget requests have been received since the last meeting. If any are received prior to the session, we will report on them

**Seating of New BWQC Representative**

This is a standing agenda item. No new member seatings are anticipated.

**Private Road Project Presentation**

The meeting on April 2 will include a presentation to introduce BWQC members to the NRPC’s "Private Roads Project." Planned work includes the mapping of non-regulated private roads in the Lake Champlain Basin, delivery of technical assistance to partners interested in conducting Road Erosion Inventories (REIs), identification of road best management practices (BMPs) to address erosion, and associated education and outreach.

**Training time**

NRPC’s ECO AmeriCorps Service member Nora Brown will lead a training session relating to Operations and Maintenance (O&M). (She was bumped from the Agenda in February due to lack of time.) Her presentation will address DEC requirements and NRPC’s system for monitoring signed agreements over the design life of a project, among other potential topics.

**Project Sharing**

There will be an opportunity for members of the BWQC to share information about projects they have completed, or are underway, or on the horizon.

**Updates**

NRPC staff anticipate providing updates on the following: a) NRPC plans to adopt a cost effectiveness threshold, b) the CWSP review process overseen by DEC, and c) communications efforts relating work supported by the Clean Water Fund.

**WISPr Presentation**

Katherine King of DEC has been invited to provide a presentation on the funding program known as WISPr. The WISPr program allows municipalities with Clean Water State Revolving Fund (CWSRF) loans to “sponsor” natural resource projects that help improve water quality. NRPC is currently working to build awareness among communities and those who might have eligible natural resource projects. NRPC aims to create a list of environmental projects that could be funded through the program, which can be shared with potential sponsor communities.

**Future meeting topics and conclusion**

As part of this agenda item, members will have an opportunity to suggest future meeting topics, etc.

Thanks to all who participate.

## AGENDA

### Missisquoi Basin Water Quality Council (BWQC)

**Wednesday, April 2, 2025**

**11:00 AM -1:00 PM**

#### **Remote /Zoom meeting**

(Zoom details below)

1. Welcome and introductions
2. Meeting protocols
3. Conflict of interest declarations, if any
4. Review/adjust and approve agenda
5. Approval of minutes
6. Public comment not related to items on agenda
7. Report on budget adjustments, if any
8. Seating of new RPC Representative, if any
9. **NRPC Private Roads Study**
10. **Training on O&M**
11. **Project Sharing (Round Table)**
12. **Updates/Announcements**
13. **Introduction to WISPr funding (12:30 start)**
14. Conclusion

Please Note: The schedule for the upcoming application round in MISSISQUI Basin is as follows:

Round #	Open	Deadline
8	April 16, 2025	May 21, 2025
9	August 13, 2025	September 17, 2025

#### **Join Zoom Meeting**

<https://us02web.zoom.us/j/81332571725?pwd=UktCekQ5R2ZSbVNtMXlUclpYNVl3UT09>

**Meeting ID: 813 3257 1725**

**Passcode: 103651**

**One tap mobile**

**+13052241968,,81332571725# US**

**+13092053325,,81332571725# US**

#### **Dial by your location**

**+1 309 205 3325 US**

**+1 646 558 8656 US (New York)**

Staffing provided by Northwest Regional Planning Commission (NRPC), the Basin 6 Clean Water Service Provider. NRPC's physical / mailing address is 75 Fairfield Street, St. Albans, Vermont 05482.

***In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, and Vermont's Open Meeting Law, the NRPC will ensure public meeting sites are accessible to all people or provide an opportunity to request accommodations. Requests for free interpretive or translation services, assistive devices, designation of a physical meeting location, electronic access to a meeting, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802- 524-5958 or [aadams@nrpcvt.com](mailto:aadams@nrpcvt.com), no later than 2 business days prior to the meeting for which services are requested.***

Welcome and introductions  
Meeting protocols

## Zoom Norms and Inclusive Language

- Introductions of all participants at each meeting
- As possible, BWQC members should have in their Zoom Name/Title the following: Name, Organization, “Voting” or “Alternate”, and pronouns (if desired)
- BWQC members are expected to have cameras turned on during entirety of meeting, as technically possible.
- BWQC members are expected to stay focused / avoid multi-tasking and follow the guidance of: if you wouldn't do something in an in-person meeting don't do it in a virtual meeting”
- BWQC members will use the “raise hand” function on Zoom to indicate a request to speak / come off mute – this is in an effort to make sure all are heard in turn.
- All members will stay muted until called upon; if needed, CWSP staff may mute participants to avoid background noise
- Any comments made in the chat will be read aloud at the appropriate time by the CWSP staff in full for the public record / record.

### **Inclusive Language**

<https://pronouns.org/what-and-why>

Conflict of interest declarations, if any  
Review/adjust and approve agenda

## AGENDA

### Missisquoi Basin Water Quality Council (BWQC)

**Wednesday, April 2, 2025**

**11:00 AM -1:00 PM**

#### **Remote /Zoom meeting**

(Zoom details below)

1. Welcome and introductions
2. Meeting protocols
3. Conflict of interest declarations, if any
4. Review/adjust and approve agenda
5. Approval of minutes
6. Public comment not related to items on agenda
7. Report on budget adjustments, if any
8. Seating of new RPC Representative, if any
9. **NRPC Private Roads Study**
10. **Training on O&M**
11. **Project Sharing (Round Table)**
12. **Updates/Announcements**
13. **Introduction to WISPr funding (12:30 start)**
14. Conclusion

Please Note: The schedule for the upcoming application round in MISSISQUI Basin is as follows:

Round #	Open	Deadline
8	April 16, 2025	May 21, 2025
9	August 13, 2025	September 17, 2025

#### **Join Zoom Meeting**

<https://us02web.zoom.us/j/81332571725?pwd=UktCekQ5R2ZSbVNtMXlUclpYNVl3UT09>

**Meeting ID: 813 3257 1725**

**Passcode: 103651**

**One tap mobile**

**+13052241968,,81332571725# US**

**+13092053325,,81332571725# US**

#### **Dial by your location**

**+1 309 205 3325 US**

**+1 646 558 8656 US (New York)**

Staffing provided by Northwest Regional Planning Commission (NRPC), the Basin 6 Clean Water Service Provider. NRPC's physical / mailing address is 75 Fairfield Street, St. Albans, Vermont 05482.

***In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, and Vermont's Open Meeting Law, the NRPC will ensure public meeting sites are accessible to all people or provide an opportunity to request accommodations. Requests for free interpretive or translation services, assistive devices, designation of a physical meeting location, electronic access to a meeting, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802- 524-5958 or [aadams@nrpcvt.com](mailto:aadams@nrpcvt.com), no later than 2 business days prior to the meeting for which services are requested.***

Approval of minutes

**Missisquoi Basin Water Quality Council (BWQC)**

**Wednesday, February 5, 2025**

**11:00 AM -1:00 PM**

**Remote /Zoom meeting**

Meeting video posted at <https://youtu.be/V6DGcNluJUG>

**A VIDEO RECORDING OF THE MEETING IS AVAILABLE THROUGH THE  
NRPC YOUTUBE CHANNEL (Link above).**

**THE WRITTEN MINUTES ARE A SYNOPSIS OF THE DISCUSSION AT THE MEETING.  
MOTIONS ARE AS STATED. MINUTES WILL BE SUBJECT TO CORRECTION BY THE  
COUNCIL. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT  
MEETING OF THE COUNCIL**

Council Members: Ted Sedell (Q), Lauren Weston (Q), Heidi Britch-Valenta (Q), Lindsey Wight (Q), Beth Torpey (Q), Kent Henderson (Q), Dan Seeley (Q), Sarah Downes (Q), Allaire Diamond (Q)

Q= towards quorum

Staff: Dean Pierce, Cliff Jenkins, Nora Brown

Others present: Mel Auffredou (FCNRCD), Julia Crocker (Franklin Watershed Committee), Karen Bates (DEC), Jim Pease, Jim's AI Notetaker, Daniel's AI Notetaker

**1. Welcome and introductions**

Lindsey Wight opened the meeting at 11:01 as Chair. A round of introductions was made.

**2. Meeting protocols**

Lindsey Wight reviewed the norms for meeting on Zoom.

**3. Conflict of interest declarations, if any**

Lauren Weston noted that she has 5 applications before the council as District Manager of the Franklin County NRCD, so she will be recusing her from any project approval voting.

Heidi Britch-Valenta noted that she is a neighboring property owner to the proposed dam removal project in Enosburgh but does not know if this creates a conflict of interest.

**4. Review/adjust and approve agenda**



Lauren Weston motioned to approve the agenda. Ted Sedell seconded. Motion carried.

## **5. Approval of minutes**

Beth Torpey motioned to approve the minutes. Ted Sedell seconded. Motion carried.

## **6. Public comment not related to items on agenda**

No public comments were made.

## **7. Report on budget adjustments, if any**

No budget adjustments were reported.

## **8. Seating of new RPC Representative (Heidi Britch-Valenta)**

Heidi Britch-Valenta has been appointed to fill the vacant Regional Planning Commission representative seat on the Missisquoi BWQC, replacing Barry Lampke following his retirement last year.

## **9. Review of Applications submitted in response to Round 7 Call for Applications**

Dean Pierce provided an overview of the five applications received from the Franklin County Natural Resources Conservation District (FCNRCD): four for implementation/design and one for project development. He summarized the total funding requested and the proposed phosphorus (P) reduction. He noted the importance of excluding funding for medium- and long-term Operations & Maintenance (O&M) activities in implementation budgets to avoid delays in P crediting. He also referenced the CWSP's "soft" cost-effectiveness thresholds, which he advised members will become more specific going forward.

Lauren Weston and Mel Auffredou of the Franklin County NRCD presented details on each project:

- **Giddings Brook Riparian Buffer Planting (Enosburgh):** This project aims to plant riparian buffers later this year, with scalable P credits and budget depending on the final acreage planted (up to 9.3 acres). The project was identified through a separate BWQC-funded project development effort to identify priority areas for tree planting, which is still open. The request is for \$67,484 for planting only, with future O&M costs estimated at \$3,173 per kg of P reduction (including previous project development costs). Discussion included planting costs per stem, the source of cost estimates, the possibility of future SWA involvement, farm conservation status. Discussion also touched on O&M budget considerations, site conditions, the possibility of additional projections, and consultation with the Agency of Agriculture regarding the project's location on a regulated farm field. It was clarified that no existing agricultural land would be taken out of production, which helped the project receive quick approval from AAFM.
  - **Motion:** Ted Sedell moved to approve the Giddings Brook Riparian Buffer Planting project. Allaire Diamond seconded. Lauren Weston recused herself. Motion carried.

- Lake Carmi Shoreline Bioengineering Final Design:** This project focuses on reducing erosion and increasing vegetation along 50 feet of shoreline on a Black Woods Association common lot using a variety of lake shoreline restoration methods (stone toe, encapsulated soil lifts, regrading, planting, and live stakes). The funding amount requested is \$16,125 (reduced from \$24,125 due to no required cultural resources review). Landowners were reported to be enthusiastic, and the educational value of the project was noted, given its prominent location on a common lakefront lot. Discussion centered on the project's low cost-effectiveness and the possibility of streamlining the design process. It was noted that landowner approval had been secured and discussions with regulators had taken place.
  - Allaire Diamond questioned whether a separate final design phase was necessary, or whether the completed 30% design could be used to secure permits and begin implementation. Karen Bates expressed support for streamlining the process in this way, so long as all other requirements for permitting and landowner support are met.
  - Allaire Diamond asked whether FCNRCD could use existing project development funding to apply for permits using the preliminary design. Mel Auffredou answered that no project development funds already secured by FCNRCD could be used for this purpose.
  - Referencing a memo contained in the meeting packet, Dean Pierce noted the low cost effectiveness of the project. Lauren Weston suggested that FCNRCD could work with Lakes & Ponds regulators to potentially eliminate the need for a distinct final design phase, thereby increasing cost effectiveness.
  - **Motion:** Allaire Diamond moved to approve the Lake Carmi Shoreline Bioengineering project as requested. Ted Sedell seconded. Motion carried.
- Trout Brook Reservoir Dam Removal (Berkshire):** This project proposes dam removal in Berkshire (dam is owned by Enosburg Falls). The request is for \$688,946 from the CWSP, supplemented by \$116,000 in non-DEC money. The total cost estimate is based on an engineer's opinion based on prior work, rather than a bid from a contractor. Lauren Weston clarified that while FCNRCD had signed a contract with LCBP for the remaining \$116,000 needed to fund the project, the federal funding freeze makes this funding source uncertain. However, she also shared that she had secured WUV funds not subject to the freeze that could be used instead if needed.
  - Dean Pierce noted that, since both sources are P credit reporting partners, their funding doesn't impact cost effectiveness. He noted that the BWQC could consider funding more or all of the project if other funding was lost. The cost effectiveness is good, and the CWSP would receive more P credits in return.
  - Dean Pierce also clarified for members that CWSP funds are state-funded, with at least two more funding phases in place, meaning the federal funding freeze doesn't pose an immediate threat to the BWQC's source of funding.
  - **Motion:** Ted Sedell moved that the BWQC fully fund the project at \$800,000. Sarah Downes seconded. Lauren Weston and Heidi Britch-Valenta abstained. Motion carried.
- Mid Missisquoi Riparian Buffer Planting (Enosburgh):** This project proposes a riparian buffer planting on land owned by the same landowner as the proposed Giddings Brook planting discussed earlier, except it is located on a different tributary of the Missisquoi River. The request is for \$14,381.

- Allaire Diamond asked if the project provides an opportunity for additional protections. Lauren Weston responded she will inquire about the landowner's interest in additional easements/protections.
- **Motion:** Sarah Downes moved to approve the Mid Missisquoi Riparian Buffer Project as proposed. Kent Henderson seconded. Lauren Weston abstained. Motion carried.
- **Montgomery Flood Resilience Project Development:** This project seeks \$14,471 to conduct landowner outreach related to flood resilience projects identified in a prior Flood Resilience Study conducted by SLR Consulting. This study used Vermont Emergency Management Flood Resilient Communities funds to identify and prioritize projects in Montgomery, which led to 16 priority projects. Two projects on town land were approved by the selectboard for implementation. This project seeks to conduct outreach for eventual implementation on privately-owned land.
  - **Motion:** Ted Sedell moved to approve the project. Allaire Diamond seconded. Lauren Weston abstained. Motion carried.

## 10. Training (if time allows)

Members decided to push the training on Operations & Maintenance Site Access Agreements to the next meeting on April 2.

## 11. Project Sharing (if time allows)

Allaire Diamond shared an update on a dam removal project in North Troy, which also identified an upstream culvert located on a town road as an additional barrier to be removed. She asked for clarification about the CWSP's current stance on culvert road crossing projects, which have previously been avoided.

Ted Sedell shared that the P calculator used by DEC was changing in ways that might help culvert removals implemented alongside other barrier removals more fundable for the CWSP, although culverts on municipal roads still create complications for implementers.

Dean Pierce explained that the CWSP avoided these projects early on because they were expensive and were not associated with significant phosphorus reduction. But, their appeal might increase with recent changes to the tool used to estimate phosphorus reduction (FFI).

## 12. Updates/Announcements

The next meeting of the Missisquoi MWQC is scheduled for April 2 at 11am.

Dean Pierce notified members of a recent DEC newsletter asking for comments on a drafted Action Plan.

Karen Bates informed members of DEC's progress on the forest roads project type, for which they might soon be able to begin accepting applications for project development funds. Information and training on the project type should be released by April.

### **13. Future meeting topics**

Dean Pierce identified NRPC's recently adopted public participation policy and the process for adoption of projects by the CWSP as topics for future discussion.

### **14. Conclusion**

Allaire Diamond motioned to adjourn. Sarah Downes seconded. Motion carried. Meeting adjourned at 12:54pm.

Public comment not related to items on agenda

Report on budget adjustments, if any

Seating of new RPC Representative, if any

## **NRPC Private Roads Study**

MEMORANDUM

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)  
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: NRPC PRIVATE ROADS PROJECT  
DA: MARCH 26, 2025

=====

The meeting on April 2 will also include a presentation to introduce members of the BWQC to the "Private Roads Project" currently being carried out by NRPC.

Cliff Jenkins, Project Manager at NRPC, will deliver the presentation. His presentation will provide an overview of the project, which involves the oversight and administration of a Private Roads Erosion Inventory Program.

Planned work includes the mapping of non-regulated private roads in the Lake Champlain Basin, delivery of technical assistance to partners interested in conducting Road Erosion Inventories (REIs), identification of road best management practices (BMPs) to address erosion, and associated education and outreach.

The project aims to complete a dozen or more REIs strategically distributed throughout all of Vermont's sub-basins of Lake Champlain. As some already know, Private Roads BMPs are a category of work eligible for CWSP funding.

The Private Roads Project is being conducted by NRPC under a contract for services with the State of Vermont, Department of Environmental Conservation. The project is supported by funds from the Lake Champlain Basin Program6

## Training on O&M



## MEMORANDUM

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)  
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: AGENDA ITEM ON TRAINING  
DA: MARCH 26, 2025

=====

As noted in the minutes for the meeting held in February, owing to the length of the discussion regarding applications, members decided to reschedule training on Operations & Maintenance to the next meeting on April 2.

In one week's time Nora Brown we will provide an overview of DEC's requirements and NRPC's system for monitoring signed agreements over the design life of a project. All completed clean water projects are required to have a completed O&M plan, including a site access agreement (or *easement*, when the investment costs made by the State of Vermont will be \$200,000 or higher), and document required maintenance and yearly verifications.

Required documents can be found on DEC's [website](#). Nora will go over the recent changes to the site access agreement form, which were implemented in October. (Materials were provided in previous meeting packets and so are not included here.)

**Nora will also go over NRPC's internal procedures for documenting O&M.** Completed agreements, once fully executed, will be added to a database for monitoring. Those responsible for O&M on given projects will be asked to use the following forms to provide NRPC with updates regarding individual projects:

- [Ownership Conveyance](#): in the case of a transfer of land ownership where a clean water project is located, this form will be used to update landowner contact information.
- [Notification of Automatic Renewal](#): site access agreements that automatically renew at the end of the project's stated design life require notification to be sent to landowners at least 60 days in advance of the renewal. This form documents that these notifications have been sent and when.
- [Expenditure Documentation](#): this form allows for the reporting of individual maintenance expenses, which are then used to track what has been spent on a given project to date.

Dean Pierce may offer further comments relating to O&M expenditures, including the potential for implementation projects to include in their budgets some O&M related expenses, and other training topics.

**Project Sharing (Round Table)**  
**Updates/Announcements**

## MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)  
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: UPDATES FOR MEETING ON APRIL 2  
DA: MARCH 26, 2025

---

As part of Updates portion of the agenda, CWSP staff plan to address the following: a) NRPC plans to adopt a cost effectiveness threshold, b) the CWSP review process overseen by DEC, and c) communications efforts relating work supported by the Clean Water Fund.

If you have any questions about these topics before the meeting, please contact Dean.

.

**Introduction to WISPr funding (12:30 start)**

## MEMORANDUM

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)  
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF  
RE: DEC WISPr FUNDING PROGRAM  
DA: MARCH 26, 2025

=====

The April 2 meeting will include time for a brief presentation by Katherine King. The purpose of the presentation is to introduce members of the BWQC to the Water Infrastructure Sponsorship Program (WISPr) offered by the Vermont Department of Environmental Conservation (DEC).

So, what is WISPr? The WISPr program allows municipalities with Clean Water State Revolving Fund (CWSRF) loans to “sponsor” natural resource projects that help improve water quality. These natural resource projects protect, conserve, or restore natural resources and can include activities such as dam removal, floodplain/stream restoration, wetland restoration, and riparian buffer planting. The projects do not have to focus on phosphorus reduction.

NRPC is currently working to build awareness among communities and those who might have yet-unfunded natural resource projects. NRPC is also aiming to create a list of environmental projects that could be funded through the program, which can be shared with potential sponsor communities.

According to DEC’s WISPr policy, Projects completed using WISPr might also be considered for adoption by a CWSP (if the project has phosphorus reduction benefits), which would help pay for ongoing Operation and Maintenance (O&M) expenses.

## Conclusion