

**TOWN OF HAMPDEN
MASSACHUSETTS**

Town House
625 Main Street
Hampden, MA 01036

Fax: 413-566-3513
Email:



Stormwater Committee
625 Main Street
Hampden, MA 01036
Tel: (413) 566-2151

Gary Weiner, Chair
Mark Langone
John Matthews
John Plaster
Andrew Netherwood
Dena Grochmal
Karl Sternberg

**Stormwater Committee
Regular Meeting Minutes
January 17, 2019**

Board Members Present: Gary Weiner, Chair; Mark Langone, John Matthews, Andrew Netherwood

Others Present: Tracy Adamski of Tighe & Bond

Gary Weiner called the meeting to order at 5:07 PM and announced the meeting is being recorded.

Approval of Minutes: John Matthews made a motion to approve the January 3, 2019 Regular Meeting Minutes. Andrew Netherwood seconded the motion. All in favor so approved (4-0).

The first item of discussion was the need for secretarial services. Mark Langone spoke with the Town Administrator, Mary McNally, concerning this matter. She is trying to establish a group of floating clerks that would be available to them. It has not been established as of yet. She asked Mark to comprise a budget which will be submitted to the Board of Selectmen.

John Matthews stated since they meet twice a month, the maximum hours per month required for secretarial services would be 12 hours. If the individual attended the meeting and took the minutes, he suggests budgeting 4-5 hours/month. If the individual is not attending the meeting and preparing the minutes using the recording, he suggests 2-3 hours/month.

Gary Weiner stated the Board will need to comprise a budget for the committee for the remainder of FY2019 and also for the FY2020 for the Stormwater Committee to include the needs or compliance of the Stormwater NPDES permitting process. The Board of Selectmen would like them to prepare two budgets. One for FY2019 educational outreach, hiring of an intern, and services for taking/transcribing minutes for the Board. The Selectmen stated they can cover the \$3,000 expenses for 2019 for the committee. For 2020, the committee originally planned to ask for a placeholder on the warrant. The Selectmen felt it would be more appropriate to have a line item within the Highway Budget for Stormwater. They need to make a list of expenses to submit to the BOS in order to fund FY2019. For FY2020, Tracy Adamski sent to the committee a potential budget which includes some of the costs for FY2020 to prepare for the BOS a line item for the board's needs for stormwater for next year.

For 2019, they were looking for \$3,000 to cover secretarial and educational outreach. They also need an intern and find out when they can start. Andrew stated a college intern would want to start in June. An intern would be paid at least minimum wage and work

40 hrs./week X \$18/hour X 4 weeks equals \$3,000 (rounded). The intern would also have to be trained which would cost about \$400 (per Tracy).

Gary Weiner stated the need to provide to the Board of Selectmen two budgets. Mark suggested \$20/hr. times 5 hrs./month = \$100/month times 12 months to equal \$1,200 per year for secretarial services---rounded to \$1,500/year.

Gary also discussed the need for educational mailings, an intern, and clerical help, and also include the need for legal services. These items will all have to be built into the budget. Gary stated research will be required for homeowner's associations, stormwater projects, etc.

Andrew Netherwood stated the expenses for mailings and clerical will have to come out of FY19 budget. For FY20, we will need to budget for secretarial services, Tighe & Bond services, legal expenses, and mailings. The permit runs fiscal July 1 which covers year 2.

Tracy Adamski of Tighe & Bond indicated that they will need to reach out to residential, commercial, industrial and also developers as they are located in Long Island Sound TMDL.

Andrew Netherwood recommended the educational material be included with the dog license information/dog waste and surface water quality flyer. This could save money in mailings.

Gary asked Mark to request to be added to the Board of Selectmen's next meeting agenda (Tuesday after Martin Luther King holiday) to discuss the expenses of \$3,000 for FY19. At the Stormwater Committee's next meeting, they will come up with the FY20 budget.

Andrew Netherwood asked what other items does the committee need to get accomplished to get to the June 30, 2019. Tracy Adamski said on the public outreach side, she mentioned annual messages regarding grass clippings and the use of fertilizers to be addressed in the April/May timeframe. They will reach out to Tyler Witkop of the Wilbraham/Hampden Times to advertise how to dispose of grass clippings, keep stormwater drains clean. Gary would also like to include an article that introduces the committee, and what the public should be thinking about regarding grass clippings, dog waste, fertilizer, etc. The reporting requirements are for 1/3 of western part of town, urbanized area. Gary asked if we should be including the whole town. Tracy indicated they only need to focus on the urbanized area based on the 2020 census as that is how the permit is written. She recommends outreach of bylaws. Gary stated the TMDL (Total Maximum Daily Load) on the Scantic River could be coming forward, and asked Tracy how this affects how we look at the stormwater strictness of the guidelines? Tracy stated yes it does affect the guidelines; and from a resource protection, they will probably want to look at the watershed. The TMDL is not going to be limited to the urbanized area.

Andrew Netherwood asked if there was a software program that could collect all the data. Tracy stated Tighe & Bond has GIS on-line which could be uploaded to the cloud. Survey 123 through ESRI that can be used and add field forms. Tighe & Bond can work with Mark or an intern to input the data. Andrew asked once the data is collected, how do we have access. Tracy stated they can kickout maps in an Excel spreadsheet, and ESRI ArcView is the

platform. Tighe & Bond has this inhouse. They host the data and make it available for view. The town can also purchase a license for ArcView which is a valuable tool. Andrew stated this may be something to include in the 2020 budget. Tracy stated she can come up with a cost

(around \$5,000) for a host agreement. She doesn't know the cost for the ESRI license for the software. Gary asked if she could provide that information and also Tighe & Bond's cost to train an intern. She recommends the town acquire the tablet, and Tighe & Bond will load the software on the tablet. Their GIS is web-based. They can host the data. They would like this information for the Board's next meeting to prepare for the 2020 budget. The software is user-friendly. She will bring a tablet for a demonstration for the next meeting.

John Matthews will check with the Town of Wilbraham to see what they pay their intern. Tighe & Bond has been working with Wilbraham on this same issue.

Mark doesn't plan to include outfall sampling in his budget. Andrew asked what is required for Year 2 of the permit. Gary asked where is the line between the Committee and DPW's responsibilities in terms of dollars and cents. John asked why it would be under DPW. Gary stated they historically have a line item for maintenance—they are a committee. Tracy said in most communities this is where it falls under. Tracy stated going back to the sampling and what are the requirements, they need to look at all the outfalls within three years during dry weather (from last year); so, 2 1/2 years to look at all the outfalls within the urbanized area during a dry weather period and sample if you see flow. That's sampling number one. Gary asked if Tracy could provide the cost to send a sampling to the lab and an estimate of the number of samples to go to the lab. This outfall sampling cost should be included in Mark's budget.

Tracy will provide the numbers for the budget to Gary Weiner, Chair. They will request the Selectmen to put a placeholder on the warrant.

Mark also brought up public participation. Tracy stated under the new permit they want the public to have input into the stormwater management plan. The NOI was done, and she can draft the presentation for the public information meeting. John Matthews recommended this presentation take place at the annual town meeting as the item is on the warrant. It can also be done at Board of Selectmen's meeting. Gary feels the presentation should be at a regularly scheduled meeting of the Stormwater Committee. An advertisement can go in the Wilbraham/Hampden Times. The Stormwater Management Plan could be held at the end of March or at the Advisory Hearing. Tracy also has bylaw recommendations for the General Bylaws.

Gary Weiner stated when a new subdivision comes in and has a stormwater plan and needs a homeowner's association, there is no one in the town that is suppose to be overseeing the implementation of the homeowner's plan. There is some oversight. Gary stated that is why we need legal advice regarding letters of enforcement.

There was discussion regarding the regulations for street sweeping. Tracy will provide Mark Langone with the regulations regarding this.

Stormwater Committee Meeting
01/17/19 Minutes
Page 4

John Matthews made a motion to adjourn at 6:52 PM. Andrew Netherwood seconded the motion. All in favor so adjourned.

cc: Conservation Commission
Highway Dept.
Selectmen
Town Administrator
Office File

Submitted by: Joanne Fiore