

TOWN OF HAMPDEN

MASSACHUSETTS

Stormwater Committee

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Stormwater Committee Regular Meeting Minutes April 4, 2019

Approved on 10/17/19

Board Members Present: Gary Weiner, Chair; John Plaster, Andrew Netherwood, Dena Grochmal, Mark Langone, John Matthew

Others Present: Nancy Zebert, Tracy Adamski from Tighe and Bond

Gary Weiner called the meeting to order at 5:02 PM and announced the meeting was being recorded.

The SW Committee is still in the process of having minutes recorded and they are hoping by next meeting they will be up to date so that they will not be in violation of open meeting law.

At the last meeting, Jennifer from AEcom attended to discuss necessary steps the committee needs to take to meet EPA requirements. The committee will be speaking with Tracy today from Tighe and Bond about the contract parameters Hampden has with this company.

Gary tentatively scheduled a meeting with the Advisory Committee for Monday night at 6pm however he is unable to attend. He is hoping that a SW representative can go to talk about the memo that was sent to the Selectmen to discuss the funds needed for the SC and the possible violations that may occur if they do not meet the requirements mandated by the EPA.

Gary doesn't recall seeing a complete scope of services from T&B for Year 1 however he does have the sheet that indicates the fees with a February 5th notice addressing what is required for Year 2. The SC was told they needed \$33,000 for T&B. Andrew then commented that the SC was told they needed \$38,600 for the consultant fees, plus a \$500 yearly fee for software and a \$2,000 fee for software training. In total, the SC would need over \$40,000 for T&B. Gary said the funds they are listing for Advisory was boosted to include an intern's pay however dollar amounts have changed since the initial request, so explanations will need to be made.

Tracy Adamski from T&B joined the meeting. Gary began the conversation and told Tracy that the SC is having difficulties meeting the requirements set by the EPA. He then informed her that they met with AECom. After previous discussions, it seemed that hiring an intern would be problematic. The SC wants to hear from Tracy what the demarcation is between what tasks T&B can do as opposed what Hampden's responsibilities are.

Tracy said that based on the scope of what they were contracted for, T&B doesn't do sampling. They can train and provide support, but they're not hands-on with completing the work. If

Hampden needed that, they could discuss it. Hampden completed the notice of intent, and any comments should be coming in shortly. The GIS mapping is also done, but T&B still needs to do GIS training with Mark. Tracy then said that there is still some supplemental work that needs to be completed. They are currently working on the elicit discharge detection elimination program as there is a document that sets the requirements for identifying elicit discharge. Year 1 has many housekeeping tasks, including municipal system operations. They haven't started on the stormwater management plan, which is due in June. The reason being is that there was an issue with payment, however this has been rectified and Tracy said they would get the process started again. Tracy provided a draft of the plan to the SC.

Gary asked if the plan includes procedures for site construction. Tracy said that the management plan expands on the notice of intent and provides more detail on BMP's, but not site construction. They are not doing complete OMN's right now for all facilities as it is something that will be done next year. Hampden is doing more street sweeping and catch basin cleaning. From looking at the bylaw, Tracy has made some recommendations about regulatory requirements and said that a checklist for site plans needs to be made. She also said to try to keep the bylaw less specific as requirements can change over time.

Who receives the comments from the EPA? The selectman does. Tracy informed the committee that there is a 30-day comment period.

What does T&B need from Hampden between now and June 30? They need to work with Mark to get him up to speed with GIS, as well as having a discussion with him about drafts of IDDE and optimization for catch basins. The EPA has specific information about that they're looking for. T&B is drafting that, but they need to fine tune it for Hampden. Hampden is looking to start the catch basin cleaning in the next few weeks. Mark was going to record everything by hand, but will talk to Sam from T&B about the app.

Then the SC discussed using the tablet for data entry and that Mark needs to be trained to use the software. T&B can send someone out to help with sampling, but it does cost an hourly rate if someone is to help with dry weather sampling. The committee asked Tracy for a new estimate to include sampling by the 8th but she will probably have one by next week. Tracy did say that they have a few years to get dry water sampling done.

The committee asked Tracy what is required in year 6? They are currently discussing a 5-year permit but there are tasks that run until year 10. The plan for storm water management really doesn't end. Nitrogen removal is paramount in Year 6 and retro fits need to be put in, including public entities and eventually private homes that have catch basins. These houses will need to let the town know that they did their yearly maintenance of the catch basin. The first few years are about getting plans in place regarding stormwater. Then the sampling is completed throughout the years. Need to continue to have permit compliance throughout. This can be initiated by conservation commission.

The public education piece is something the committee can do and includes public outreach.

Does T&B provide sampling kits? They do have some kits that have most of the components. Tracy is not 100% sure about the sampling process, however, there is a group at T&B who specialize on this topic and who provide training. She will talk to them about this issue. She also said that whoever is doing the sampling will be entering data on a tablet which will go right to the database. Laboratory testing is \$200-\$300 per sample. Assuming that out of 68 outfalls, a quarter will have water flow during dry weather season. That provides an estimate for the cost of sending samples to the lab. Hampden has budget of \$10,000 for sampling.

Andrew posed the question that with the time frame and with all the work that T&B is already doing, how much more would it cost to add the educational piece to Hampden's contract?

Tracy said that there is so much free information available in respect to outreach and that the SC would be better off looking to that avenue first.

Tracy then reviewed the scope of what T&B has already achieved and what is still left to be done in accordance to their contract. They did the IDDE, the pre and post construction which is the bylaws and any changes, they still need to work on some procedures which is the responsibility of various parties in town, and the good housekeeping practices which T&B has done the minimum ONM plan but next year still need to achieve a larger ONM plan for entire municipality. Dena pointed out that some of the larger municipality facilities don't fall into the urbanized area including the DPW, Fire Station and Town Hall. The school will do their own. The SC still needs to talk about the training components for illicit discharge, something that T&B doesn't have a scope for yet. Tracy asked if Hampden wanted initial training. Mark said yes if its something they could do once and then he can train other employees. John asked if its online and Tracy said no, it is mostly slideshows and discussions. The good housekeeping component automatically falls to the town which includes catch basin cleaning, road cleaning, street sweeping and lastly annual reporting which there was already a budget for. Mark said they're just about done with street sweeping of permitted areas and he will call to set up training appointment.

Tracy left the meeting at 6:10 pm.

Gary said they need to get a new total cost from T&B as more services may be added on. Andrew said he would guess it would be 20-30k to hire T&B for assistance and training. As of right now the budget for T&B is \$38,000 for consultant fees, \$7,500 for intern, \$500 user fee, \$400 for software training, \$2,000 for clerk, \$2000 for education, \$10,000 for sampling. If the committee is going to the Advisory meeting on Monday, this needs to be accounted for. John said he would go and tell Advisory they don't have a final number yet as they also still need to get a finalized number from AECOM as well.

T&B didn't say they were going to do a written procedure for construction site inspection.

Mark has said in the past two years the highway department has cleaned almost every catch basin in the urbanized area in anticipation of this program. Mark assigns one person to clean catch basins. T&B's potential scope of services would involve having another person to document and do data entry. Their scope of services would also need to include providing additional information for the season, outfall sampling, updating GIS by checking on what we are lacking in GIS, and establishing a numbering system. They will work with Mark on numbering structures.

Mark observed that the committee is getting ahead of itself as there are still issues that need to be resolved before they start discussing the logistics of catch basin cleaning and data entry.

Gary will ask if T&B will open manhole covers in order to conduct sampling or do they need someone from highway to go too. How does this affect the Highway Department?

Let Advisory know they are holding off for at least another week. The committee will figure out the scope of services T&B already provides and then go to AECOM for an estimate to fill in the gaps.

The committee still need minutes taken care of.

Next meeting is scheduled for Thursday May 2. John Plaster made a motion and Dena 2nd. All in favor 6-0.

Submitted by Kristen Gumlaw.