

STORMWATER TASK FORCE (SWTF)
MINUTES
September 28, 2017

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**LUNENBURG TOWN
CLERK OFFICE**

The Stormwater Task Force (SWTF) met in the Ritter Building, first floor conference room, as scheduled, with Matt Allison, Phyllis Luck, and Jack Rabbitt present. Also in attendance were Lunenburg Land Use Director, Adam Burney, Mike Clark of Design Consultants Inc. (DCI), and Ed Himlan of the Mass Watershed Coalition (MWC). The meeting opened at 6:41 pm.

It was announced that the next Steering Committee meeting of the Central Mass Regional Stormwater Coalition (CMRSWC) will be held on October 3, at 10 a.m., in Auburn. Phyllis Luck will attend; Adam Burney has a conflict and will not be able to attend. The annual meeting of the coalition will be November 16 at the MA Department of Environmental Protection (DEP) office in Worcester, MA. There is an educational opportunity for coalition members in Westford on October 16, 17, and 18; Phyllis Luck and Jack Rabbitt are planning to attend. She will send out information to the SWTF in the event others are interested.

In a recent meeting with Town Manager Lemieux, the Town Manager inquired as to the benefit that the Town is receiving from its membership in the CMRSWC. Task Force members will document their use of coalition resources and forward same to the Town Manager for her perusal.

Minutes of the August 24, 2017, meeting were accepted.

There was a discussion on the Community Compact Grant \$25,000 award and which tasks will be targeted to be implemented with this money. Mike Clark and Ed Himlan reviewed their proposal from the meeting of 8/24, attached, of mapping catchments and critical outfalls, prioritizing these into 3 groups based on the amount of sediments to be removed and the positive effects on the receiving waters. Prioritization will be based on those tasks that will yield the best results for the dollars spent. The consultants will work with Lunenburg Department of Public Works (DPW) Director Rodriquenz to determine the best solutions based on initial capital expenditures required as well as cost of maintenance moving forward. The group receiving the highest prioritization will be the first to be done, when possible. The estimated cost of this work is \$35,000. As the grant is \$25,000, it will be supplemented by some of the \$40,000 available in the DPW budget for Stormwater work. A motion was made by Jack Rabbitt to approve this proposal, it was seconded by Matt Allison, all voted in favor. Phyllis Luck will contact Town Manager Lemieux to determine next steps.

The status of record keeping and reporting for the 2003 MS4 permit was briefly discussed. DCI has emphasized the importance of the creation of accurate documentation within a Central Electronic Data System to comply with the requirements of this permit. Again, as at last meeting, in DPW Director Rodriquenz' absence, this item was not addressed at this time. Procedures for removing illicit discharges to stormwater system will be identified and documented by Adam Burney, using the CMRSWC template, available on their website, which

procedures will then need to be adopted by the DPW. Mr. Burney will work with the DPW, therefore, to identify procedures to be used.

At a recent Board of Selectmen meeting, Paula Bertram had suggested that the SWTF reach out to the Montachusett Regional Planning Commission (MRPC) to investigate their data collection and cataloging application. Brian Doherty of MRPC advised that they have created a tool for data collection and cataloging that they would be happy to facilitate a demonstration of at their office. This application (app) allows data collection in the field by a data surveyor who could catalog information from a drop down list on a phone or tablet which would also automatically record GPS coordinates, allowing for easier mapping and referencing. Again, since DPW Director Rodriquenz was not in attendance, and has not responded to the information forwarded to him by the Chair, this issue was not addressed. The Task Force will put it on the agenda once again for the next meeting.

There was a brief discussion of the October 17 presentation of the Notice of Intent (NOI) for the 2018 MS4 Permit. Adam Burney is working with Town Manager Lemieux to insure that all Town Boards and Departments designated as participants in the work to comply with the new MS4 Permit will be made aware of their involvement prior to the presentation. Adam Burney will prepare a power point slide show to provide an overview of the new Municipal Separate Storm Sewer System (MS4) Permit, now scheduled to go into effect in 2018, as well as Notice of Intent (NOI) for this permit, which has already been prepared by DCI. This presentation will be available by 10/9 and will be discussed further at the SWTF meeting of 10/12.

Phyllis Luck reached out to IT Director Steve Malandrinos about website work. He informed her that the Town is in the process of redesigning the website. The new site will be more geared toward public outreach and interactivity, and should be available in a couple of months. There is a ½ day of on-site training to get folks up to speed included, which he will publicize so that all are aware. His suggestion is to wait until this work is completed, and to see how well the new Town website suits our needs. He further advised that it is a time consuming endeavor to keep a website up to date with rich content, so that the SWTF may want to consider hiring someone, if funds can be so allocated.

Matt Allison is waiting for word from the Town's attorney on the creation of utilities.

The meeting schedule was then confirmed for the fourth quarter: October 12, a presentation to the BOS on 10/17 at Town Hall, then regular meetings on November 9 and December 7. All meetings are held at 6:30 pm, in the Ritter Building, upper conference room, unless otherwise noted.

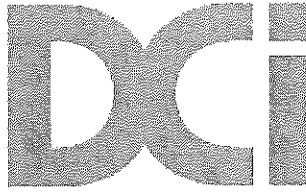
Motion to adjourn was made by Matt Allison at 7:54 pm; it was seconded by Jack Rabbitt; all concurred.

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Civil Engineering
Transportation/Traffic
Water/Wastewater
Geotechnical
Land Surveying
Environmental
Planning



Design Consultants, Inc.

September 27, 2017

Ms. Phyllis Luck, Chairperson
Lunenburg Stormwater Task Force
17 Main Street
Lunenburg, Massachusetts 01462

Re: Proposed Lunenburg Sub-basin Project

Dear Ms. Luck:

Design Consultants Inc. (DCI), and its teaming partner, the Massachusetts Watershed Coalition (MWC), are please to submit this proposal to the Lunenburg Stormwater Task Force (Taskforce) for the above referenced Project. The purpose of this proposed project is to identify classify the priority outfalls (high/medium/low) discharging stormwater into the surface waters of five Lunenburg watersheds, identify effective best management practices (BMPs) and treatment train options for addressing the high priority outfalls, provide pollutant removal and cost estimates for installation, funding options, and maintenance and monitoring requirements. The five high value sub-basins included in the analysis in the Town are:

- Upper Mulphus Brook which is a Coldwater Fish Resource (CFR) and is the main surface source for Hickory Hills Lake.
- Hickory Hills Lake which contains swimming beaches and private drinking water supplies.
- Catacoonamug Brook is a CFR, runs through the Town's wellfields and is a source for the Town Beach and Lake Shirley.
- Easter Brook is a CFR and water source for Lake Shirley
- Lake Shirley contains Town owned land and supplies water to private wells.

The results will be presented in a Management Plan for each sub-basin.

SCOPE OF WORK

Task 1- Initial Ranking: The DCI Team will perform an initial desktop assessment utilizing available information (Town's GIS, MASS Olive GIS, and EPA Impervious Cover) to determine outfall catchment areas and develop pollutant load estimates. This information will be used to develop a preliminary outfall/catchment ranking (high, medium, and low) to be utilized in site visit assessment.

Task 2 – Site Visit: The DCI Team will visit the outfall/catchment sites to evaluate the on the ground conditions and adjust the rankings as necessary.

Task 3 – BMP Selection: The Team will select BMP and stormwater treatment train options for the high priority outfall/catchment areas and will develop cost estimates and pollutant removal estimates for each the outfall/catchment areas.

Task 4 – Funding Sources: The Team will identify potential funding sources from various state, local and federal programs, and identity potential grant in-kind matching sources.

Task 5 – Schedule: The Team will provide a conceptual 10-year look-ahead schedule for the timing of the BMP implementation. High priority sites will be scheduled in the Years 1 to 5, medium priority sites for years 4 to 8, and low priority sites, year 6 and beyond. The schedule will be developed based on input from the Task Force and a likely projection of potential funding sources.

Task 6 – Maintenance and Monitoring: The Team will provide Operation and Maintenance Plan for each recommended BMP along with guidance for outfall monitoring.

The results will be provided in the form a report (one for each sub-basin) which documents the results of the project. Included in the report will be a map of each sub-basin with high, medium and low priority outfalls color coded and the delineation of priority catchment areas. Each of the tasks will be represented as its own section of the report. Attachments will include calculations, operation and maintenance plans, supporting calculations, cost estimates and other pertinent information. The report will be suitable as the preliminary basis for pursuing funding.

The total estimated fees for this project are Thirty Five Thousand Dollars (\$35,000).

Thank you for requesting this proposal, and we look forward to working with you on this project.

Sincerely yours,

DESIGN CONSULTANTS, INC.

TOWN OF LUNENBURG



Michael F. Clark, P.E.

Associate

Date: _____

Accepted by: _____

Title: _____

Date: _____

MFC/ka
Encl 2017fee schedule

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