

STORMWATER TASK FORCE (SWTF)
MINUTES
September 13, 2018

The Stormwater Task Force (SWTF) met in the Ritter Building, first floor conference room, as scheduled, with Phyllis Luck and Jack Rabbitt; Land Use Director Burney as well as Consultants Ed Himlan and Mike Clark were also in attendance. The meeting opened at 6:35 pm.

Minutes of the August 2, 2018 meeting were accepted.

There was a discussion on the Notice of Intent (NOI) for the 2018 Municipal Separate Storm Sewer System (MS4) Permit, which had been reviewed at the September 4 Board of Selectmen's (BOS) meeting. Jack Rabbitt made a motion to accept the NOI as presented; it was seconded by Phyllis Luck; all voted in favor. Land Use Director Burney offered to bring the NOI to the Town Manager, with whom this document had been previously reviewed in a meeting with Adam Burney and Phyllis Luck. The Town Manager will need to sign this document; it will then be sent both electronically and in paper copy to the appropriate entities. Adam Burney, working with the Design Consultants, Inc. (DCI) will ensure that this happens in a timely manner to meet the September 29, 2018 deadline.

A discussion of the Stormwater Management Plan (SWMP) ensued. It was shared that the BOS is interested in the public meetings and review of the Stormwater Management Plan (SWMP), which plan should be ready by October-November, according to Ed Himlan. Land Use Director Burney had informed the BOS of this date and indicated the SWTF will be bringing the SWMP to them for review after the first of the year. It was also pointed out by Consultant Mike Clark that the Town must designate a SWMP Team Coordinator; this person would be charged with insuring that all tasks outlined in the SWMP are carried out in a timely manner. Mike Clark offered that the Town Manager, as the official who must sign the NOI as well as the annual report for the SWMP, would be the likely choice. Adam Burney and Phyllis Luck will meet with Town Manager Lemieux to discuss this critical role.

Regarding dates for task completion, it was shared that if a task is shown on the SWMP to be completed in 2019, that actually means the task be completed by June 30, 2019, for inclusion in the annual report to be submitted on September 29, 2019. This schedule of completion dates must be followed throughout the life of the MS4 Permit for all actions completed to fulfill the Town's obligations as outlined in that permit.

There was a review of Minimum Control Measure (MCM) 1, Public Outreach and Education. It was determined that a minor change in terminology was required to insure that the SWMP's terminology is consistent throughout.

There was a review of MCM 2, Public Involvement and Participation. . The first task to be completed will be a survey to assess public attitudes, interests, and foster community participation in the Town's SWMP. The survey will be posted on the Town's website and Town Facebook page in 2019 and survey responses will be tracked. Ed Himlan provided a sample survey disseminated by the Town of Harrison, New York. Ed also shared that he has engineered a simple display that the Town could use as a model. Other Best Management Practices (BMP's) were briefly discussed.

There was a suggestion that a "counter" be put on our website to document how many folks are accessing the outreach information we're posting. Ed Himlan suggested that the SWTF reach out to Town employees to get them involved in this effort. The thinking is that Town employees interact with residents on a regular basis and if they are knowledgeable about the Town's efforts to deal with stormwater, they will be able to educate the public through their daily interactions. The SWTF will consider how best to undertake this interesting approach. There was discussion about reaching out to the Lunenburg Business Association to ask them to put educational materials on their website. It must be determined who will do that and what materials will be best suited for this purpose. It was also suggested that targeted mailings be included with tax bills and inserted in the Town Meeting mailing.

There was some discussion of Appendix H, Phosphorus. It was ascertained that measurable goals need to be added. Also, it is a requirement that an immediate as well as annual message to be sent that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release and phosphorus-free fertilizers. Additionally, it is a requirement that in the first year of the permit, outfalls must be ranked; this task is underway.

Adam Burney, who is responsible for updating the new SWTF website, is currently working on updating the Planning Board website, and will use a similar approach to organize the SWTF site. It was requested that he add the THINK BLUE MASSACHUSETTS link to the website as soon as possible.

Land Use Director Burney is in discussions with the Montachusett Regional Planning Commission (MRPC) regarding data management training assistance. He is also working with DPW Director Rodriquez to accomplish this important step of recording data in the field. The SWTF looks forward to an update at its next meeting.

Jack Rabbitt reported that the outreach effort with the Hickory Hills Gardening Club was a huge success. He will provide pictures of the event which may be added to the MS4 Annual Report as an attachment.

Meeting Schedule for the fourth quarter: October 4 and 25; November 1 and 29; December 6. All meetings, unless otherwise noted, are held at 6:30 pm, in the Ritter Building, upper conference room.

Motion: J. Rabbitt
To adjourn the meeting at 8:14 pm.

2nd: P. Luck
Vote: All in Favor

Respectfully submitted,
Phyllis Luck, Chair SWTF
Member, BOS

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NOV 28 2018
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