



MEETING MINUTES

DATE: Wednesday, July 31, 2019, 7:00 to 8:00 pm

SUBJECT: Chelmsford Stormwater Master Plan Advisory Committee (SWMPAC) – Kick Off Meeting

LOCATION: Chelmsford, MA, Town Offices – Room 205

ATTENDEES: See Attached List of Community Representatives to the SWMPAC

In Addition:

Christina Papadopoulos, PE, Town Engineer, Town of Chelmsford
Steve Jahnle, Assistant Director, DPW, Town of Chelmsford
Steve Roy, LEED® AP, Technical Leader, Weston & Sampson
Jaurice Schwartz, PE, Project Manager, Weston & Sampson

ITEMS OF DISCUSSION

1. Christina Papadopoulos opened the meeting and distributed the meeting agenda (attached) and described the formation of the SWMPAC. The SWMPAC includes representation from each precinct and from various Town Boards. Appointment letters were distributed. These will need to be signed and brought to the Town's Clerk's Office. Contact information for committee members was distributed and members were asked to verify this information. Committee member expectations were reviewed.
2. Jaurice Schwartz and Steve Roy from Weston & Sampson gave a PowerPoint presentation (attached) to the SWMPAC that included a review of the project scope to develop the Town's Stormwater Master Plan. Weston & Sampson is the consulting firm that will prepare the Stormwater Master Plan for Chelmsford.
 - a. Review of the Town's drainage system GIS has been performed to identify discrepancies for further field investigation. The Chelmsford DPW is actively investigating these areas to locate buried outfalls, establish connectivity, etc.

- b. Stream assessment has been completed for 14 miles of streams in Chelmsford. The data collected includes identification of obstructions in the stream, sediment depths, culvert locations and conditions, retaining walls and stream embankment conditions, and field documentation of stormwater outfalls. A Committee member asked for a definition of an outfall. An outfall is the direct discharge of stormwater into a stream, river, lake or wetland that collects stormwater runoff. It can be a pipe or a swale conveyance.
 - c. The purpose of the stream assessment and the Stormwater Master Plan was described as a comprehensive evaluation of the existing drainage system to identify problems and deficiencies, evaluate stormwater permit regulatory compliance and develop a capital improvement plan that will guide future maintenance and improvements to the Town's drainage system; resolve chronic flooding problems; and ensure the Town's compliance with the current stormwater permit. A Committee member asked a question about jurisdiction of drainage systems and it was explained that the Plan will only address the municipal drainage system and will not include drainage from private property or state roadways.
3. Review of Drainage Maps. The Committee reviewed maps of the current stormwater drainage system to become more familiar with the system in the Town and to help identify known problem areas of flooding or water quality issues. There was some discussion regarding impaired waters and Total Maximum Daily Loads. Although Chelmsford has a number of receiving waters that are impaired, the Town does not have any outfalls that discharge to or that are tributary to water bodies with approved Total Maximum Daily Loads (TMDL). Impaired water bodies are receiving waters that do not meet water quality standards. A TMDL is defined as the maximum amount of a pollutant that a water body can receive and still meet water quality standards.
4. Next SWPAC Meeting and schedule was discussed. The next meeting is scheduled for September 4, 2019, and emphasis will be on development of the public engagement plan. Potential future opportunities for public engagement were discussed including the Lion's Club Fall Fest, the Farmer's Market, Chelmsford's Historical Society, craft fairs, and other holiday events.
5. Meeting Adjourned at 8:10 pm