



MEETING MINUTES

DATE: Tuesday, October 8, 2019, 7:00 to 8:30 pm

SUBJECT: Chelmsford Stormwater Master Plan Advisory Committee (SWMPAC) –
Community Engagement 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
Courtney Thompson, Stormwater Engineer, 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 meeting minutes were approved for the last two meetings. She also reminded committee members to get sworn in at the clerk's office if you have not done so yet.
2. Jaurice Schwartz from Weston & Sampson gave a PowerPoint presentation to the SWMPAC (distributed to the group in an email dated 10/4 from the town) that focused on responses received from the public engagement survey, field investigations completed to date, and capital projects for inclusion in the Town's Stormwater Capital Improvement Plan.
3. As part of the presentation, Christina Papadopoulos provided an update on education and outreach activities conducted since the last meeting. Christina and Courtney set up a stormwater table at Art on the Brook in early October. This event was a huge success with many residents in attendance and much interest in stormwater. They could have used additional assistance with this event due to the high turnout. She posed questions to residents regarding their knowledge of the sewer and storm drain systems, where flow goes and whether

it is treated. Courtney Thompson also discussed how Facebook Pages, Twitter and Instagram Accounts have been set up for the DPW. A photo contest is also being held, "Capturing the Beauty of Stormwater" on the DPW Facebook Page. The selected photo will be posted at the new stormwater offices. Courtney is attending a meeting with the Chelmsford Dog Association tomorrow to discuss distribution of pet waste management information as part of packets distributed to new dog owners. Pet waste bags are being found in catch basins. In these instances, a blast mailing to a targeted neighborhood has been sent. Christina and Courtney are also giving a presentation to the Chelmsford Business Association later this month. Courtney also began posting stormwater poll questions on Facebook.

4. Other stormwater outreach activities were also discussed, including the possibility of distributing a survey with stormwater bills to assess general stormwater knowledge. The stormwater fee currently shows up as a line item on the sewer bill so the survey would have to be distributed with the sewer bill. Another option discussed was handing out questionnaires or information on what residents can do to improve stormwater quality at Town Meeting in a few weeks or sending out information in the library newsletter. The goal is to create a smaller-scale, more personalized view of what one can do to improve stormwater quality. There is a workshop planned in the spring at the library regarding rain gardens. The library currently has a rain garden. Informational signage should be added here. Christina is seeking committee members to assist with future public education initiatives.
5. Jaurice discussed some of the responses to the public engagement survey. Although those committee members that responded are aware that the Town has a stormwater utility, some members are unsure as to how the funds are being utilized. Steve Jahnle provided an overview of how funds collected are being utilized including new staff that has been brought on. This includes not only Courtney's position, but also a GIS Analyst, a foreman and two work crews. One of the goals of the Stormwater Division is to be able to perform more work in-house and contract out less work. Crews brought on are currently assisting with detention basin inspections and catch basin cleanings. The Town has also started performing street sweeping using in-house staff. Outfall pipes and culverts that have not been inspected in 40+ years are being uncovered. The Stormwater Division has also used funds raised through the stormwater utility to purchase new equipment. Going forward, the Division would like to achieve greater visibility for stormwater projects, so residents have a better sense of how these funds are being utilized. Adding educational signage at outfalls, bioretention areas, etc. was also discussed. Overall, committee members are willing to help with messaging and feel that the best avenue is social media.
6. Courtney Thompson presented on the dry weather outfall screening and sampling conducted to date as required by the MS4 Permit. The Town has screened more than 400 outfalls with another 150 remaining to be screened. The Town is going back and relooking at partially submerged outfalls. To date, approximately 50 outfalls have had dry weather flow.

7. Jaurice provided an overview of the stream assessment work completed to date, including a discussion of the general findings such as areas of fallen trees and debris, overgrowth, and sedimentation. There was also a discussion regarding culvert assessments completed, including visual observations identified as part of ZoomCam inspections. Many culverts were found to be clogged with debris or filled with sediment. Structural deficiencies were also highlighted. Results from both the stream assessment and culvert assessment work will form the basis of various capital projects that are being integrated into the Town's Stormwater Capital Improvement Plan. In some instances, a more comprehensive structural inspection of road-width culverts and TV inspection of critical drainage infrastructure may be needed to fully capture project needs and costs. Collection of this data will be included as a component of the actual Stormwater Capital Improvement Plan.
8. The next SWMPAC Meeting is scheduled for November 12, 2019 and will include a discussion on localized flooding projects identified and investigated to date, and prioritization criteria to be utilized in ranking capital projects for inclusion in the Town's Stormwater Capital Improvement Plan.
9. Meeting Adjourned at 8:30 pm