Stormwater Advisory Committee
DRAFT Minutes of January 24, 2019 Meeting
Location: Town Hall, 101 Main Street, Meeting Room A

Members Present: Robert St. Germain, Chair; Meghan Selby, Vice Chair; Jeanne Walker; [two vacant positions] Maeghan Dos Anjos (ex-officio), Evan White (ex-officio)
Non-members present: Brian McGrattan
Absent: none

Minutes
Meeting opened 7:05
The meeting opened with the introduction of Evan White, DPW Project Engineer. Doug Small designated Evan to be ex officio for this committee. Rob conveyed Doug’s greeting to the committee and thanks. Rob explained that Doug has many other things he must attend to and that Evan is now responsible for all things stormwater for the DPW.

1. Review and approval of minutes
Minutes of the following meetings were read; amendments were made to each. Motions were then made, each in their turn, to accept the minutes of October 24, 2018, November 8, 2018, and November 26 as amended. 3/0/0

2. Comments and closure items from Town Meeting Stormwater article
All present engaged in a general discussion of our actions at Town Meeting which then lead to a discussion of follow-on actions, the implementation of the Enterprise Fund. The DPW has created a Stormwater Management Utility Implementation team (SMU-I team) with Evan as its leader. Rob has volunteered to work with the I-team. It was the committee’s opinion that this work is separate from the responsibility and jurisdiction of SWAC and requires no approval. Evan will provide updates on the progress of the implementation key activities which are described in a Project Description document created by Rob. Evan is working with a consultant to determine accurate Impervious Areas for payees. Rob is working with the Board regarding the fee structure and fees. Rob indicated that the Board is planning to work on this during March. Evan reported that the Water/Sewer database has many incorrect parcel IDs and will have to be fixed before the remainder of the Payers are loaded. Evan said the team is working with the MUNIS system people, Tyler Technologies, and the billing company, Kelly and Ryan City Hall Systems with a first billing target date of August 1, 2019. This may be difficult to achieve because a number of software issues have been discovered. Appropriate response actions include a plan to meet with the vendors and also to develop a Plan B backup plan for a later billing or a separate billing until such time as the system is ready for normal billing. Lastly, Rob indicated that there will be public outreach in the form of a newspaper article in July, an explanatory
mailing in July, and a letter to accompany the first bill. Brittany is researching whether a bylaw is needed to grant authority to the Board to set rates.

3. Discussion of SWAC mission/role going forward

There was a spirited discussion of possible activities that an ongoing SWAC would/could be involved with vs. those activities that are the domain of the DPW staff. Meghan Selby opined that we should clarify possible activities/roles in an effort to eliminate duplicative efforts between SWAC and town staff. Rob spoke to some of the comments on the briefing paper he prepared for this discussion including the initial stipulation by the U.S. Congress when it passed the Clean Water Act in 1972 that there be “Public participation in the development, revision, and enforcement”. Rob read comments by Julianna Busa, Senior Scientist and Stormwater Consultant from Fuss and O’Neill, regarding a future role for SWAC as follows:

1. Outreach partner of the DPW to the community for ongoing funding and other issues
2. Compliance Oversite
3. Assistance with Bylaws
4. Annual Report and Recommendations to the Ashland Board.
5. Public education including in the school system.

Meaghan Dos Anjos pointed out that public involvement is spelled out in MS4 requirement 2.3.3 which lists an Advisory Committee as an element of compliance. She voiced that she would like to see SWAC provide some overview and coordination with determining what is required under MS4 and participate with meeting those requirements. She felt that SWAC participation provides a great opportunity for a residential perspective in the process.

Meghan Selby agreed with the role list provided by Ms. Busa but noted that it would be better for SWAC to provide support to staff instead of micromanaging.

Evan responded that there is no staff to handle most of the work and that the DPW wants SWAC help, particularly with public outreach.

Meaghan Dos Anjos, Conservation Agent, indicated that SWAC’s help is especially needed in formulating, vetting, and promulgating bylaws for Stormwater, in fact the need is currently urgent.

After a discussion of the bylaw process and sense of urgency, the committee then moved to select a date for its next meeting → February 5, 2019 @ 7PM

The discussion continued with the Chair asking for each member’s opinion – Yes or No regarding an ongoing SWAC. The vote was unanimous to continuing. Rob then offered to create a draft of our new mission for review at our next meeting to which the committee agreed.

Meghan Selby spoke to the need for an organized way to work collaboratively on documents such as online work environments like OneDrive and Google Drive. Either of these web-based tools would be able to host our list of tasks, due dates, and progress. This will be especially important going forward if we are not meeting as regularly.

Brian McGrattan questioned whether the OML would allow this type of collaboration. Rob said that he would try to get a specific answer on that.

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Maeghan Dos Anjos will set up such an online tracking file on a trial basis and report back to us.

4. **By-Law changes**

Evan offered a set of bylaws which Maeghan Dos Anjos augmented in preparation for this meeting. Evan and Maeghan agreed to work together next week on final draft language that the committee would vote on and support the inclusion of on the May Town Meeting warrant.

5. **New Business**

Both Brian McGrattan and Leah Lester previously expressed the desire to join SWAC. Upon a motion duly made and seconded, it was voted to endorse them for appointment and for the chair to convey same to the Board.

In accordance with the committee’s past request, Rob had drafted letters of thanks and commendation for Rajitha Purimetla and Hillary Waite for their contributions to the success of the E-fund initiative and SWAC’s other activities to date. Rob had also produced a third letter of the same nature for Maeghan Dos Anjos. The committee agreed to vote on all three. Upon a motion duly made and seconded, the committee voted 3/0/0 to sign the letters of commendation and have the chair mail them to the three individuals and that a copy of same be placed in the personnel file of Maeghan Dos Anjos and Rajitha Purimetla.

6. **Next steps** – none discussed in addition to the above

7. **Summarization of meeting, assignments, next meeting date** – The assignments indicated above were reviewed and the next meeting date of Feb 5, 2019 at 7PM was affirmed.

Upon a motion duly made and seconded, it was voted to adjourn at 8:50

**voted: 3/0/0**

**Documents Reviewed:**

- Agenda
- Meeting Minutes (10/4, 11/8 and 11/26)
- Sample bylaws and ordinances
- Briefing paper "Notes on SWAC Mission"
- Memo entitled "Ordinances Required Under MS4 Permit 1/23/2019"
- Letters of commendation for Rajitha, Hillary and Maeghan Dos Anjos
- E-mail from Hillary Waite regarding SWAC role
- IN PROCESS 2019 Calendar

*Stormwater Advisory Committee*