



MEETING SUMMARY

PROJECT: Sustainable Stormwater Funding for Upper Charles River – Steering Committee Meeting

MEETING DATE: October 20, 2010

LOCATION: Milford Town Hall, Room 3

Attendees:

Town of Milford	Louis Celozzi, Town Administrator; Michael Santora, Town Engineer; Rosalie Starvish, GZA GeoEnvironmental, Inc.
Town of Bellingham	Denis Fraine, Town Administrator; Donald DiMartino, DPW Director
Town of Franklin	Jeffrey Nutting, Town Administrator; Brutus Cantoreggi, DPW Director; James Esterbrook, DPW
495/MetroWest Partnership	Jessica Strunkin
MADEP	Fred Civian
U.S. EPA	Ray Cody; Ken Moraff; Bill Walsh-Rogalski; Erik Beck; Mark Vorhees;
Horsley Witten Group	Rich Claytor, Michelle West
AMEC	Rich Niles, AMEC

The following is a brief meeting summary of the major action items discussed at the Steering Committee Meeting on October 20, 2010, organized by agenda item.

1) Introductions and Participant Roles and Background

- Rich Claytor of HW has 25 years of stormwater experience and will serve as Work Assignment Leader (WAL). AMEC is a subcontractor for this project, bringing national expertise on stormwater program funding.
- Rich Claytor described how HW was chosen for this project – HW went through a public bid process to get a standing contract with EPA headquarters (D.C.), from which we can get Work Assignments in our fields of expertise.
- Ray Cody is the EPA Work Assignment Manager (WAM).

2) Overall Goals of the Project

- The goals of the project are to provide a comprehensive feasibility report on sustainable stormwater funding that will provide specific recommendations on how to establish one or more stormwater utilities, including an examination of the benefits, drawbacks, and legal issues of various funding alternatives.
- The end product can be viewed as a business plan with specific information on cost of services and revenue potential.
- Project data and analyses will be available to the public as the project moves forward.

3) Potential Benefits of Sustainable Stormwater Program Funding

- Benefits of sustainable stormwater program funding go beyond providing funding for the RDA. It can also provide funds for ongoing operation and maintenance, as well as public education.

4) Review of the Proposed Project Process (Work Plan) and Outcomes - Suggested Additions/Subtractions (what are we missing?)

- Bellingham would like to see an economic impact analysis that evaluates how the RDA would impact the viability of local businesses.
- 495/MetroWest Partnership noted that Figure 1 does not currently include the industry advisory committee. This committee should be involved and invited to some of the meetings.
- A short (two-page) Work Plan summary document will be created for easier distribution to the public.
- The current schedule is that the project should be completed by June 1st, but an extension is possible if needed.

5) Review of Required Project Information and Data

- The project team will be analyzing each town's stormwater needs, associated costs, and ultimately, the amount of revenue needed to comply with both the draft residual designation area (RDA) general permit and the draft municipal separate storm sewer system (MS4) general permit.
- GIS data will be used to evaluate the best type of fee structure (e.g., flat fees, based on impervious cover on a parcel, etc.).
- HW and AMEC will prepare a data needs checklist, and then schedule face-to-face visits to each town.

6) Key Contacts and Methods for Sharing/Storing Project Information and Project Communication

- Each town provided a key contact:
 - Michael Santora, Milford Town Engineer
 - Donald DiMartino, Bellingham DPW Director
 - Brutus Cantoreggi, Franklin DPW Director
 - Jessica Strunkin, 495/MetroWest Partnership
- Email is the best way to communicate on a regular basis; a website will be set up to share data with the public.

7) Next Meetings

- HW will prepare agendas 3 days in advance of meetings, and revise as necessary.
 - The host community will chair the meetings.
 - November 15, 1 PM, Bellingham – Steering Committee Mtg #2 ***NOTE, CHANGE IN DATE to accommodate scheduling of data and information assessment and collection meetings with each municipality**
 - November 15, 7 PM, Milford – Milford Selectman's Meeting
 - Nov–Dec, MAPC presentations on DLTA Project (TBD)
 - Franklin: Dec 6 (3 PM)
 - Bellingham: Dec 6 (7 PM)
 - Milford: TBA
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