

**PLANNING BOARD**  
**MEETING MINUTES**  
**October 29, 2019**

**7:00PM**

**1130 Holden Senior Center**

**Members Present:** Scott Carlson, Otto Lies, Nancy Kielinen, Robert Ricker and John Michalak

**Members Not Present:** Michael Krikonis

**Others present:** Pam Harding, Director of Planning; Alisha Pollinger, Recording Secretary; Patrick Wood, Civil Engineer DPW; Isabel McCauley Senior Civil Engineer DPW

J. Michalak called the meeting to order at 7:05

**DEPARTMENT OF PUBLIC WORKS MS4 REQUIREMENTS-STORMWATER  
MANAGEMENT CHANGES IN REGULATORY REQUIREMENTS**

Isabel McCauley: was here to discuss the stormwater project and what the town needs to do and what the Planning Board can help the town with this program. I. McCauley showed a video for the Massachusetts (referring to slides) Think Blue is campaign created by many cities and towns and planning organizations for public awareness for the MS4 permit stands for Small Municipal Separate Storm Sewer System. In 1990 EPA created this program Storm Water Phase One for population for over 100K, in 1999 phase two was created which was called irregulated small municipal separate storm sewer system (MS4). In 1997 MASSDEP issued a storm water policy, which was updated in 2008, it is a federal program. MA and NH are the only two states EPA regulates the NIPSEA permits it goes over industrial waste water discharge, municipal waste water discharge and storm water. MASSDEP partners with USCPA to issue this permit. In 2003 EPA issued a general permit for MA and NH the permit expired in 2008, it remained in effect until 2016, in 2016 a new permit was issued. It did not become effective until July 2018, it is a 5yr permit in towns in the criteria that they need to comply with this Federal permit. In April 2019 the town received the authorization to discharge, it's a five year permit.

The permit has jurisdiction under the organized area, the whole town does not have to comply with the permit. The EPA jurisdiction, permit applies to the organized area. (Referring to the slides) MS4, there are two systems, one is the orange yellow system underground piping coming from household or a commercial building, the water that comes from your sink and toilet and goes into a waste water treatment plant where it gets treated and cleaned and ends up in the rivers and lakes. Rain water will go to the catch basin, then goes to rivers and lakes, the difference is that it does not get treated. The picture in the left shows a combined sewer system, the rain water gets mixed with the sanitary sewer, intense rain it overflows and cannot go to a stream without any treatment. In Holden we do not have any combined sewer systems, our systems are separate. The MS4 permits requires towns and cities to develop a Storm water management plan. Patrick Wood: MCM1 is our public education and outreach activities. The purpose is to reach out to the public and educate the difference between sewer and storm water not being treated before it's discharged into the environment while sewer does. We can distribute flyers, there are 4 target audience that the MS4 wants to hit, residences, business, developers

and industrial areas. Last year we pushed out the following messages, picking up dog waste or putting trash into the dumpster so it will not spill into catch basin.

CMRSWC was major source of funding for us and our campaign this year and going forward for the next few years. Isabel McCauley: There are 2 different groups, Central Mass Regional Coalition about 30 towns we got together, and back in 2012 we received a community innovation grant from MASSDEP. We started working with 13 towns, we created a website to be available to the public. In 2013 and 2014 the grant was available but every time it was less and the state wanted us to be sustainable. There is a steering committee makes a lot of the recommendations and if each town contributes \$4K we get enough money to do a lot of the requirements of the permit that applies to every town. This is one of the groups that is very active and the EPA references that website if you need a template for the documents the spill prevention plan. The other group is state wide coalition, everyone area in MA got together to use the model, now there is one representative of the coalition group that meets 4 times a year and is called a state wide coalition. DEP saw a lot of collaboration between all the towns and groups working together, they put out a grant that the state wide applied and was able to get money for the video that we just watched. Patrick Wood: This permit is valid for 5yrs and will be on going after the 5yrs and there are 10 more years of requirements. As far as MCM1 we are going to continue pushing out flyers and communicating with the community. We have been working with Wachusett Greenways. We want to keep the public involvement and education people. Isabel McCauley: The education and public involvement is important. Patrick Wood: We put this on the town website for people to comment.

What an IDDE is an unlawful discharge of sewer, it can come in different forms like a failing septic system that can be discharging or for sanitary sewer overflows. We developed an IDDE program to systematically locate these, find them and do catch basin investigation to find the source and eliminate it, that was part of year one creating this program. We looked at our past history and did an inventory and mapped them. We also threw some of the money that we got through the coalition, we have been mapping out all of our catch basins and piping. We have it in a GIS system, in the invent that we find an IDDE or any kind of possible pollution we can start it at a catch basin and work its way up stream and try and find out where its coming from. R. Ricker: Does that include I and I filtration? Isabel McCauley: I and I is separate, it is more of a sanitary sewer system. If ground water is going into the the sewer system its clean water. Patrick Wood: There is dry weather screening and wet water screening, if we go out there in the dry and it is gushing full of water we will test and sample to make sure that it is just ground water and not anything hazardous. Isabel McCauley: We started mapping the piping, the town of Holden is ahead of the curve on the mapping, as part of the 2003 permit we only need to map our outfalls we have about 170 outfalls. We also map our catch basins and manholes, the new permit requires that we map piping. When there is an illicit discharge we can see that it is black water coming out, where is the piping associated with this out fall and how can we investigate to find out where it is coming from. We started doing the piping this year in the area where we have good as built, this will require a lot of field investigation where the piping goes.

Patrick Wood: MCM4 construction site control of erosion and control storm water run off, we developed a construction site storm water run off control program, which has procedures for site inspections, enforcements of our erosion sediment control by laws. We mentioned site plan reviews a general process of how we are going to deal with this to ensure that construction activities are going to follow in line with permit require and what we can do to help ensure that we can minimize any erosion

into our storm water or wetland. S. Carlson: Are you only going to permit when there is a wetland around or are you going to do MS4 when I put my drive way in and I have a pitch are is that part of the new permitting system? Patrick Wood: Yes, if it's going to be in the urbanized area it's going to be in the jurisdiction. We are looking to develop rules and regulations to regulate something like that. If we have any disturbance of 20K sq ft its going to trigger storm water management, we can't have water discharging to the right away it has to be treated on site. Isabel McCauley: That is the current by law, the by law as adopted by the town in 2011 we have a bylaw, this permit has additional requirements about treatment and infiltration.

hat our bylaws a developer or an applicant needs to comply with the Massachusetts to the storm water policy. The MS4 permit has a bit more astringent requirements, MASSDEP permit and EPA permit program are not matching right now, EPA is asking for more. Our bylaws reference the MASSDEP permit, we are going to have to update our bylaws to include the MS4 and applicants are going to have to comply to both. S. Carlson: Is 20,000 sq.ft. is the trigger number or 10,000sq.ft.? Isabel McCauley: 20,000. Patrick Wood: We have post storm water management, we are to require long term projects and maintenance. Key for future and reduce the footprint of municipal areas. Isabel McCauley: The good housekeeping is complying with Dept. of public works. We have to create a storm water prevention plan, the street garage will be required to develop the plan. Establish a catch basin program. Patrick Wood: They want us to set up a schedule, this fiscal year coming up for 23 catch basins and it will give us a good basin line of how much is collected the in the basin. And we will do this next year to compare this year. Developing O and M's, we were able to get good material from the coalition for what type of maintenance needs to be done for infiltration basins.

Isabel McCauley:, the pond needs to maintained for example mowed and not rocks or leaves and the pond is working the way it should be. Each of the schools has the storm water treatment and at public safety. Shay's lane has one, it will be private and will be maintained by the home owner association. Inspection form of best management practice form is on line. S. Carlson: Will Triple E effect the pond design? P. Harding: No, this has not been considered this year has been the most cases of triple E in Central Mass.. Isabel McCauley: We have not considered that in the design.

Patrick Wood: Each bullet point comes at a different time, we are in year 2 right now. Isabel McCauley: The catch basin cleaning have to be done by year 2. J. Michalak: Is DPW going to keep up this? Isabel McCauley: The DPW will need to clean these out and schedule. J. Michalak: Did you put the data in the database? Patrick Wood: It's on the cloud that how we track everything. Isabel McCauley: It's a form to track everything. S. Carlson: Responsible for the hazardous clean up and an increased cost, do we know how much it will cost? Isabel McCauley: No, we do not know the cost yet. P. Harding: Do you have the location of each catch basin and sump size? Isabel McCauley: We do not have the sizes. P. Harding: The cleaners will measure the depth of each catch basins. Isabel McCauley: Yes. S. Carlson: Do all the catch basins will have sand bottoms. Isabel McCauley: Not all have sand bottoms. J. Michalak: What can we do to help? Isabel McCauley: For public awareness and we wanted to present to you, we will be updating the storm water and erosion bylaw. People do not know we have that bylaw and developing a mechanism. We will keep you involved. Patrick Wood: We wanted to introduce this project to you and how you can help us. Isabel McCauley: We are focusing on subdivisions that will also apply.

## **SUBDIVISION CONTROL REGULATIONS**

### **REVIEW OF AMENDMENTS-SCHEDULE HEARING**

Isabel McCauley: We can go over some changes from the last meeting. Patrick Wood: There was 4 major changes that we inclined in the copy that you have. (Referring to document) we want to add ONMs, we added an annual maintenance for the fire dept. to review and update. P. Harding: This will be for who does not have public water supply, the fire dept. worked with us to come with the license and requires us to be permitted, the fire dept will ensure it will be maintained. S. Carlson: There are pickup that we have now? Isabel McCauley: I'm not aware. J. Michalak: Does the fire dept. maintain cisterns? P. Harding: We can find out. Patrick Wood: Fire would test and replenish and we will get in touch to clarify. R. Ricker: Any problem collecting the funds from homeowners, its looks like you are collecting 5yrs. P. Harding: Fire dept issues annual permits to keep on top of them. Patrick Wood: Limiting clearing we included requiring for conserving water and esthetic and reached out to Graves engineering. We could not find anything that would limit, and we will have to look through special permitting. P. Harding: We found one from Cape Cod if you cleared 35% of property. S. Carlson: Let's call it low impact because it has no bearing. Isabel McCauley: We will consider the practice and the look into it. They did the same design on Paul Revere, there are swells and gardens, we say yes to a low impact design. Patrick Wood: Operation of maintenance to BMPs, make sure a contract with homeowner and 3<sup>rd</sup> party for street acceptance documenting maintenance. P. Harding: We also required notice the developer provide that it will become their responsibilities and turns over to homeowners associate. J. Michalak: Anything for prior subdivisions, educating the public. N. Kielenen Will this be mandatory, will this go the existing? P. Harding: We have been trying to tighten this up. S. Carlson: On the deed there is a record that you need this. We require street trees to be planted on the public right away. J. Michalak: The trees are the property of town and the town is responsible for maintenance of the trees? P. Harding: Yes. Isabel McCauley: The curb is a foot on each side, 2ft at the end, we have to put transformers we want that to be a foot from the property. We will have a cross section detail and it will show the cross section. P. Harding: We will have standard document to send out to the homeowners. This would be a new regulation and get rid of our old regulation. S. Carlson: Anyone won't fall into this regulation until this is up to date.

## **MASTER PLAN IMPLEMENTATION - PRIORITIZATION**

S. Carlson: we do not have the staff assistance. R. Ricker: When you see the 3-12 months it's the time expected for the project to take from start to finish, not that it is expected to be completed. P. Harding: It's the 20yr outlook, revisit the goals and objections, need an update after 10 years. O. Lies: Pam the town manager will appoint an implementation committee. P. Harding: He will yes. J. Michalak: Revamping the town center a redesign, I don't think the town will plan the design. We would not take on the project and try to work with the town to get that done. The light dept would need to be part of electric car charging stations. We can discuss by laws, do we need to hire someone or do we need to tackle it ourselves. S. Carlson: You have to do these items but you have other functions to do. J. Michalak: You would not hire one person to tackle. O. Lies said that he believes the current staffing of the planning department is insufficient to properly carry out the implementation of the master plan as suggested. In his opinion Pam Harding, as well as the PB, does not have the time to work on all items listed in the implementation table. He believes that Pam needs assistance to help with the planning and implementation tasks. Pam has additional tasks and responsibilities, not just planning. An assistant, e.g. junior town planner or similar, could bring relief. The town has spent well over \$100,000 for the masterplan, which is excellent, and we should not let that go to waste. Other towns of

similar size to Holden have more than just one planner in the planning department. .We need someone to assist Pam. R. Ricker: We should apply for some help the planning dept. P. Harding: It's depends what the goals are and can we get by with chipping these out. J. Michalak: Have you made a request. P. Harding: No. S. Carlson: We can word it that it took us how many years to get our regulations. R. Ricker: The dept might be tough and DPW has as much as the regulations. J. Michalak: Did that make it in the master plan that we need more staff. The master plan affects more than just the planning board. S. Carlson: Town of Holliston the staff is double then ours. O. Lies: Holden is the only town of this size that has one person. S. Carlson: Otto will get us statistics. . J. Michalak: Is there any other role that will justify for the position, getting some back up for a letter for requesting for some assistance.

P. Harding: Let's work on our annual goals for 2020. S. Carlson: We are each going to pick 5 to go over in the next meeting. Discussion around vacant building on Main St, what can we do to get a business in these building. The owner does not answer his phone to lease or rent it out. P. Harding: We agree Jefferson Bylaw should be one of the top priorities. Pick 5 to go over on the next meeting.

### **APPROVAL NOT REQUIRED- Twinbrook Drive - Popple**

### **OTHER BUSINESS –**

Pam distributed a plan for the next meeting.

### **APPROVAL OF MINUTES**

May 28, 2019, not official vote-Scott pass as a draft motion to approve, Robert 2<sup>nd</sup> and John all 3 motion to approve

June 11, 2019 cannot vote, need John Michalak

Scott motion to adjourn, John 2<sup>nd</sup> the motion, all in favor 9:06pm

### **NEXT MEETING**

November 12, 2019 Holden Senior Center