

TOWN OF ESSEX
STORMWATER (MS4) WORKING GROUP
Meeting Minutes
February 27, 2019
Essex Town Hall, Conference Room B

The Essex Stormwater (MS4) Working Group Meeting was held on Wednesday, February 27, 2019.

Attendees

Ryan Welch (DPW)	Jessica Sypher (Assessor)
Joe Budrow (Planning/Zoning/IWWC/Land Use)	William Drouin (Apex Co)
Lisa Fasulo (Health Dept/Land Use.)	Maria Lucarelli (Selectman's Office)
Rebecca Talamini (AppGeo)	

Absent

David Caroline (DPW)
Robert Doane, (Town Engineer)
Norman Needleman (First Selectman)

Illicit Discharge

The Director of Health and Sanitarian Lisa Fasulo reported the Board of Selectmen approved the Illicit Discharge Ordinance. William Drouin requested a final copy be emailed to him. Lisa reported the ordinance was adopted on February 20, 2019 and published in the Valley Courier on February 28. The ordinance is located on the Town of Essex public drive under Ordinances and a copy can also be found in the Town Clerk's Office. The First Selectman is the enforcement agent and the ordinance will allow him to appoint the person who should handle any reports of illicit discharge in Town.

General Discussion:

Lisa Fasulo reported that she would like to go through the existing stormwater plan and would also like to go through best management practices.

Bill Droiun reported that the Town will need to do the endangered species plan. The plan specifies endangered areas and includes the aquifer protection areas. Bill stated that the plans are short but should be adopted. The plans are due this year – Bill will research the due date. Bill mentioned there are usually attachments and amendments to the plan. Bill said he would write the plan and give to Lisa for the MS4 committee's approval.

Bill reported he will have the 2018 Annual Report draft ready for the next meeting. Bill reminded everyone that any information that will further that plan will be helpful. He asked that everyone just email him any links, emails, or brochures, flyers, or meetings so that he can include them in the plan.

Rebecca reported that she sent an email to Ryan and Lisa on December 7th which contained a list of 125 points and maps of areas she had questions on. Rebecca stated if you have plans you can draw where they connect. Rebecca reported that once her questions are answered that could help determine connectivity.

Bill inquired about potential discharge in catch basins. Bill stated that after 72 hours of a dry spell, you can look at the last catch basin in a line and if you see a water or a flow, then you must look back in the prior catch basin to find out the flow. If there is water running during a dry period – you need to determine what is contributing to that flow. The Town must check the catch basins at least once a year or if you get a complaint. If there is a discharge, you need to look back in the system to find out where the discharge is coming from. If the Town finds an illicit discharge, the Town should take samples.

AppGEO Update and Potential Projects:

Rebecca Talamini reported she had some questions and emailed them to Ryan and Lisa.

To Do List – Time Line:

Lisa reported that she will work on answering all 125 questions from Rebecca first.

Then we need to know the stream connections.

Ryan reported he would work with Lisa to answer all 125 questions and have them completed by the end of March.

Rebecca reported once questions are answered, she will bring a map to the May 29th meeting

Illicit Discharge and Endangered Species – Bill reported these are the priorities that we need to focus on.

Bill was wondering about Directly Connected Impervious Areas (DCIA) and he was wondering how Bob Doane had calculated the number. Lisa reported she and the Town engineer, with assistance from Rebecca, can work on the DCIA calculation.

There was discussion that what Bob Doane and Joe Budrow do, impacts the DCIA number. There was discussion on new construction that have infiltration galleries. The Town's goal is to reduce 11% by year 2020. There was discussion the we need to find out what the Town's DCIA numbers are now – Town-wide.

Joe discussed best management practices (BPMs) i.e. post-construction storm water management and reviewing post-construction run off. Joe mentioned that he returns to the properties every year to ensure stormwater systems are working properly. There was discussion about mandating annual or biannual inspections. Bill stated that conditions on a permit would be a good place to promote the mandatory inspections. Who would be responsible for the inspections, is it the Town?

Joe said it may already be in the subdivision regulations. There was a comment that Stonebrook has infiltrators. Ryan reported that public works inspects the man holes once a year.

There was discussion on Essex Glen's new system. There is a pond there. The Town is not to be responsible for cleaning out systems. There was discussion that the maintenance of these systems is their responsibility and should be stated in their declaration. Lisa asked how we get something on a declaration. There was further discussion regarding the new construction on Bokum Road, Cobblestone, where there are 8 units, and the required annual inspection is probably not noted in their declaration. They need to look at their infiltration system annually. Bill reported the Town will get credit when they ask them to do it. There was discussion of including the planner in future MS4 meetings to assist with working on adding required inspections. Maria will add the Town Planner, John Guskowski, to these quarterly meetings.

There was discussion that the Town's mandating annual inspections on infiltrators will benefit the homeowners. There was discussion of placing conditions in permits for subdivisions or to have information regarding stormwater prevention. Joe reported he would include language on all future permits and IWWC has a concept plan. There was discussion of adding a required inspection to subdivision regulations or placing conditions on the permit. This will be discussed with the Town planner. Joe stated he will include information on the permitting process.

Directly Connected Impervious Areas (DCIA) – every time you put in a new subdivision, like Essex Station and Essex Place, try to find out if they can install a stormwater garden, retention pond, or a detention pond. Joe stated that he will implement getting conditions on permits and will look back five (5) years.

Joe reported that the new zoning regulations that are being proposed are anticipated to be effective sometime in May or June if the Town adopts them. Joe said IWWC regulations are also going to be updated.

Bill reported items that are being worked on:

- Illicit Discharge Plan
- Endangered Species Plan
- Bill will draft the Annual Report

Training

Bill asked if Ryan has done any additional training. Ryan reported that Bill came in and did some training and Ryan reported he would like to do that again for new employees and/or to schedule training annually.

There was discussion on holding a generic training session on “What’s required in MS4, Best Management Practices”.

Bill reported that ALL training should be documented.

Bill suggested that completing NEMO webinars is helpful.

We need to develop employee training.

Plans and Public Education - Public Involvement and Participation

There was discussion that the Town of Essex must continuously educate residents.

There was discussion of developing a car wash brochure. Ryan mentioned that the public works garage has a wash bay, the water is collected and does not go into the catch basins. Bill mentioned that the main thing to avoid is having car washes on impervious surfaces; have the car washes on grass.

There was discussion on the need to educate boat owners to not wash boats on impervious surfaces.

There was discussion of creating a set of stormwater outreach tools on the Town website. Lisa reported she would put the NEMO training links on the Town web site.

There was discussion on a program called Clean Marina Program, run by DEEP. Information on this program can be found at http://www.ct.gov/deep/cwp/view.asp?a=2705&q=323530&deepNav_GID=1635%20

There was discussion of the possibility of doing a stormwater landscape garden possibly with the garden club.

Pet waste collection - Park and Recreation provides dog waste bags yet we need to remind and educate dog owners to properly dispose of the dog waste.

There was discussion about storm drain stenciling regulations and stickers. Ryan has stickers and will bring in a sticker to show to the group at next meeting. The sticker reminds everyone to please aware that everything you put in a storm drain ends up in the river.

Illicit Discharge Detection and Elimination (IDDE) Schedule

The Town of Essex approved the Illicit Discharge and Connection Stormwater Ordinance at a Special Town Meeting on February 20, 2019 and the ordinance was published in the Valley Courier on February 28, 2019.

Ryan Welch reported and reminded everyone that water should always be discharged onto an impervious surface, not onto the street.

The Town of Essex should develop a tracking system for IDD. Maria will create an Excel spreadsheet to track all the calls or complaints of illicit discharge received at the Town Hall. The action steps taken to investigate or

remedy the complaint can be documented in the spreadsheet. Betsy & Alyson in the Selectmen's office will also be informed that illicit discharge calls will need to be recorded.

Septic Inspections - Carmody

Lisa reported that the Town uses the Carmody software program to help track septic waste disposal. Postcard reminders are mailed out and the contractors are supposed to report to Carmody when a septic system is pumped out. Lisa will run a report and send to Bill.

Post-Construction Stormwater Management in New Development or Redevelopment – LID Low Impact Development

Joe reported he establishes or upholds the guidelines regarding low impact development and runoff reduction in site development planning with Bob's assistance. Bill asked if Joe would document this in writing. Bill suggested that Joe keep track of the number of referral letters. I.e. "in 2018 we sent 25 referrals to Bob" then send metric to Bill.

Bill requested that Joe send him a list of all site inspections that were conducted from January 1 to December 31, 2018.

Bill reported he is looking for the procedure to allow public comment – they are looking for public hearings/ comments. Joe reported that we only take comment when we have public hearing. Joe reported he would get this information to Bill, but only for January 1 – December 31, 2018

Directly Connected Impervious Area (DCIA) Mapping - we will address after May meeting

Pollution prevention – training training training

Bill recommended training. The Town of Essex is actively promoting recycling because if we don't, garbage will end up in the river. The Town just signed a contract for a Textile bin to be delivered to the Transfer Station. The bin is anticipated to arrive the week of March 11th. The Town is communicating with the residents via social media and the town website announcing the new textile collection bins.

The hazardous waste brochure – needs to go in the next newsletter. There was discussion on having Alyson work on the brochure and send to Bill.

Ryan reported the Town is now using a new sand salt mixture. Bill requested that Ryan send over information on this new mixture.

Bill reported that the Town of Essex is doing a great job! Bill said to continue to document everything that we do to avoid illicit discharge.

Bill would like us to do more public outreach!!! People need to think about where their water is going! There was discussion of Bill offering additional classes on stormwater training.

Best Management Practices Suggestions:

- Create a Fact Sheet to all Essex Residents and upload to Town of Essex Web Page
- Train employees, residents, fire department, and police about MS4 and illicit discharge and stormwater practices.
- Host a workshop for employees, fire, police, and residents.
- Include information in Essex News Newsletter, Town of Essex Web Site, Essex Facebook, etc.
- Send out letter/memo to contractors who do yard work in Essex, Ivoryton, and Centerbrook.

Next Stormwater Meeting: Wednesday, May 29th, 2019 at 11:00 am, Essex Town Hall, Conf. Room B