



COPY

TOWN OF CHARLTON
Minutes of Regular Selectmen's Meeting
Tuesday – January 7, 2014

Submitted by NCD
Date 2/11/14
Received by KL
Date 2-11-14

Present: Vice-Chairman – David M. Singer¹, Clerk – Joseph J. Szafarowicz and Members – Kathleen W. Walker and Brent Sellew. Also in attendance: Student Selectperson – Emily Sprague and Town Administrator – Robin L. Craver. Absent: Chairman – Frederick C. Swensen.

NOTE: Some matters may have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.

I. Call to Order:

1. Clerk Szafarowicz called the meeting to order with the pledge to the flag. Mr. Szafarowicz stated that Chairman Swensen will not be here and Mr. Singer is on his way. He will be chairing the meeting until Mr. Singer arrives.
2. Clerk Szafarowicz reminded everyone to treat each other courteously and be acknowledged by the Chair before speaking.

II. Consent Agenda:

1. Minutes of Selectmen's Regular Meeting – November 26, 2013. **Motion by Ms. Walker to approve, seconded by Mr. Sellew, motion passes unanimously.**
2. Minutes of Special Selectmen's Meeting – December 5, 2013. **Motion by Ms. Walker to approve, seconded by Mr. Sellew, motion passes unanimously.**

III. Community Relations, Announcements and Open Forum:

- Introduction of new full time Firefighter – Michael Cupoli. Fire Chief Cloutier came forward and said that the Charlton Fire Department is pleased to announce the hiring of Michael Cupoli as a fulltime Firefighter/Paramedic. Assistant Town Clerk – Karen LaCroix came forward and swore in Michael Cupoli to his official duties. The Board congratulated him and welcomed him.
- Vice-Chairman Singer read the announcements.
- Ms. Walker stated that the Mass Selectmen's Association will be meeting this Thursday at 6:30pm in the Library and all are welcome to attend.
- Chief Pervier came forward and stated that with the cold weather that we've been experiencing, he would ask people to check on their neighbors if they are elderly or if you haven't seen any movement. If any problems, contact the police department. Mr. Sellew said that for pipes, keep a little water trickling out to keep it from freezing.
- Ms. Kathy Fournier, President of the Meadowview Tenants Association came forward. She stated that there are numerous issues related to the Charlton Housing Authority which need to be brought into the light such as the persistent health issue of mold contamination in many of the buildings; calculation of rents, applicant rejection without cause, uneven application of fines and damage assessments and no tenant representation or voice on the board. Therefore, the Meadowview Tenants Association requests that the Charlton Housing Authority monthly board meetings be televised. The Housing Authority Board meets every second Tuesday of the month in the Housing Meeting Room at 1 Meadowview Drive. This request is made by the Meadowview Tenants Association to insure transparency and accessibility to all residents of Charlton Housing and the

¹ Mr. Singer entered at 6:40pm

Town of Charlton. Serving the elderly, handicapped and low income families, many are homebound, working or physically unable to attend the Housing Authority Board meetings but would have access to the meetings if available via the town's television broadcasts. This would be possible using the town's remote television equipment. We ask that the Charlton Housing Authority Board meetings be televised for greater transparency and accessibility. Vice-Chairman Singer asked Mrs. Craver if the Board has the authority to do this. Ms. Walker stated that at a Mass Selectmen's Meeting, the Chairman from the Auburn Board of Selectmen stated that they televise all meetings. Ms. Walker asked her how they got all boards to approve and she was told they didn't, the Selectmen are in charge of the cable people and can send them to televise any meeting. Ms. Walker spoke with our cable person and he said we have a single camera that can be used. Mrs. Craver stated that these are open meetings and can be taped. Vice-Chairman Singer asked Mrs. Craver if she could find out what communities are doing that and if they are having any problems with it. Mrs. Craver said she could do a study of what each town tapes but she feels it will be different because of what their board's make up is, whether they are elected, etc. Ms. Fournier stated that they are having a problem and they are just asking for help with that. Vice-Chairman Singer stated that he is just asking the Town Administrator to find out if we can legally do that. Mrs. Craver stated that without doing a study, you have a right to do that. There is no law stating that you can't. She feels that it would put our cable person in an awkward position if they asked him to go tape a meeting and he does and he was directed by this Board to do so. She said it would be helpful if the board made a decision that it would or wouldn't. Mrs. Craver stated that what the board could do since they have a request is invite the Housing Authority to the next meeting and see how they feel about taping their meetings. Vice-Chairman Singer would agree and would ask that they be invited to the next meeting and have it as an actual item on the agenda. He asked Ms. Fournier if she has contacted the Board of Health regarding the mold. Ms. Fournier stated that she contacted the Director for the information. Mrs. Craver was asked to see if she could get a copy of the report and also see if the Board of Health was made aware of this. Mr. Szafarowicz asked if something could be set up in the next month with departments to work this out. Mrs. Crave to poll dates and let the board know. Mrs. Craver stated that she would cc the Board of Health on the letter and invite them to the meeting as well.

IV. Appointments/Resignations:

1. Appointment – per diem dispatcher. Mrs. Craver stated that attached you will find a letter from Chief Pervier requesting to add one additional per diem dispatcher to cover certain shifts on various days. In an effort to avoid the unnecessary payment of overtime, an immediate need exists to add the requested position. In reviewing the Charlton Police Department's current pool of per diem dispatcher applicants, Chief Pervier interviewed and would recommend the appointment of Laura E. Prunier of 100 South Street, Millbury, MA 01527. A complete background check and reference check was conducted and revealed that Ms. Prunier has a clean record and a solid background and should be considered for the per diem dispatcher position for the Charlton Police Department. **Motion by Mr. Szafarowicz that we appoint Laura Prunier as a per diem dispatcher, seconded by Mr. Sellew.** Chief Pervier gave a little more info on Ms. Prunier and feels that she is a very applicable person. **Vote on motion: motion carries unanimously.**
2. Appointment – part time custodian for the Police Department. Mrs. Craver stated that attached is a request from Chief Pervier asking the Board to appoint Thomas E. Martocci of 59 Cranberry Meadow Shore Rd. as the part-time custodian to the Police Department for 15 hours per week as advertised. This position was approved by the Board on July 23, 2013. Mrs. Craver would recommend the Board make the appointment. **Motion by Mr. Szafarowicz to appoint Thomas E. Martocci as the part time custodian for the police department, seconded by Mr. Sellew, motion carries unanimously.**

3. Resignation – permanent Intermittent Police Officer. Mrs. Craver stated that attached is a resignation from Adam P. Richard resigning from his position as a permanent intermittent police officer for the Town of Charlton due to not being able to work full time and continue to serve in this position. Mrs. Craver stated that the Board should vote to accept his resignation.
Motion by Mr. Szafarowicz to accept the resignation of Adam P. Richard, seconded by Ms. Walker, motion carries unanimously.

V. Scheduled Appointments:

6:45pm – Pole Hearing – A. F. Putnam Road. Mrs. Craver stated that attached you will find a request from National Grid to install 1 new SO pole on A. F. Putnam Road. This request has been forwarded and approved by both the Chief of Police and Highway Superintendent. You will begin by opening the public hearing and read the notice as sent to the abutters. Vice-Chairman Singer opened the hearing by reading the notice as sent to the abutters and declared the hearing open at 7:15pm. A representative from National Grid was present and explained the purpose of the pole. Vice-Chairman Singer asked if there were any questions or concerns. Seeing none, hearing closed at 7:16pm. **Motion by Mr. Szafarowicz to approve the request from National Grid, seconded by Mr. Sellew, motion carries unanimously.**

6:50pm – Town Treasurer Arsenault – recommendation for Health Insurance. Mrs. Craver stated that Town Treasurer Arsenault is here on behalf of the Insurance Advisory Committee. The Insurance Advisory Committee has been investigating joining the Hampshire Council of Governments Health Insurance Trust. The program offered is the same BC/BS HMO of New England that we currently offer our employees. The plan design includes higher co-pays for medical services, emergency room visits and prescriptions that our current consortium would eventually adopt. An important difference between plans is the employee plus one category that provides additional savings to some employees. Rates for family and individual are 12% and 20% less. The Board of Directors for the Hampshire Council of Government Health Insurance Trust has voted to allow Charlton, Bay Path and Dudley to join. Their requirement is the payment of an entry fee equaling three month's premiums. On December 19, 2013, the Charlton Insurance Advisory Committee voted unanimously to join the trust and would recommend the Board of Selectmen enter into the Health Insurance Trust effective July 1, 2014. Questions were answered. **Motion by Mr. Szafarowicz that we enter the Health Insurance Trust effective July 1, 2014, seconded by Mr. Sellew, motion carries unanimously.** The Board thanked Mr. Arsenault and the committee for their hard work.

7:00pm – Curt Meskus and Fire Chief Cloutier – web based permits. Mrs. Craver stated that Curt Meskus and Fire Chief Cloutier have asked to be placed on the agenda to discuss the changeover to web based burning, building, electrical, gas and plumbing permits. Curt Meskus stated that he has been working on this program for a number of years. They looked at a number of purveyors and did get one that couldn't perform and actually went out of business. We have signed on with a company called GeoTMS. They are here to announce that on line permitting is coming. Burning permits will be available on January 15, 2014 with building permits sometime after. Chief Cloutier stated that burning permits are their most popular permit. They do about 600 a year. This is a benefit to people so they can apply on line, pay on line and get their permit on line. The Board thanked them for working on this. Curt Meskus stated that on February 4, 2014, many inspectional services permits will be available. The electronic review will speed the process of simple projects. Requests for inspections may be made on line as well.

VI. New Business:

1. MMA Annual Meeting voter designation. Mrs. Craver stated that as the Board is aware, the Massachusetts Municipal Association's Annual Business Meeting will take place during the MMA Annual Meeting and Trade Show on January 25, 2014. Each MMA member town is entitled to one vote. In order to vote at the meeting, a local official must be: The Mayor in a member city; The Chair of the Board of Selectmen or the Chair of the Town Council in a member

town. If an official from one of these categories cannot attend the January 25th business meeting, a selectman or manager from that same town can vote in the person's place but only with written authorization from the Chair of the Board of Selectmen. Members Joseph Szafarowicz and Kathleen Walker are signed up to attend the Annual Meeting. If the Chair will not be attending, Mrs. Craver would ask that the Board vote to designate one of these members to be the voting member as required by the Massachusetts Municipal Association bylaws. Ms. Walker would suggest that Mr. Szafarowicz be the voting member this year. It's a good opportunity for him. Mr. Szafarowicz stated that he would gladly accept if Ms. Walker did not want to. **Motion by Ms. Walker to have Mr. Szafarowicz be the voting member, seconded by Mr. Sellew, motion carries unanimously.**

2. Request for Common Victualler (coffee/food) – Charlton Pizza Pie. Mrs. Craver stated that attached please find an application for a Common Victualler License from Charlton Pizza Pie located at 109 Masonic Home Road. They have completed the necessary paperwork needed. The fee for such license is \$20.00. **Motion by Ms. Walker to approve the common victualler's license, seconded by Mr. Sellew, motion carries unanimously.**
3. Site Plan Application – Nichols Enterprises. Mrs. Craver stated that attached is a copy of a site plan application submitted to the Planning Board by Bertin Engineering on behalf of Nichols Enterprises for approval to expand the existing 12,000 square foot industrial building located at 100 Sturbridge Road by adding a 4,000 square foot building addition. Said property is located northerly off of Sturbridge Road (Assessors Map 30, Block D, Parcel 5.3) and is zoned Industrial General. The Planning Board has scheduled the application public hearing for their meeting on January 22, 2014. The Board is asked to review and provide any comments, if any, no later than Thursday, January 16, 2014. No comments by the board.

VII. Old Business: (None)

VIII. Committee Reports

Ms. Walker stated that the Massachusetts Municipal Association is going forward to try and get the Chapter 90 monies that were taken away from us last year.

IX. BOS Policy Review: Mrs. Craver stated that at the Board's September 17, 2013 meeting, it was discussed to have the BOS Policies divided by each member of the Board for review and have them on each agenda for discussion until completed with no more than 5 policies per meeting for review. The policies were divided up as attached. The following are what has been reviewed with recommendations if needed:

#11 – Communication Involving Electronic Devices – Ms. Walker recommends no changes. Vice-Chairman Singer stated that a couple of weeks ago, he had the policy for closings and would ask that this be added to a future executive session because he thinks it could affect contracts. Mrs. Craver stated that it would only go on executive if you were discussing strategies or negotiating it into a contract. Mrs. Craver stated that in keeping with the open meeting law, there is a portion where you start out discussing this in open session until you are ready to negotiate. Vice-Chairman Singer asked that this be placed on the next agenda.

X. Student Selectperson Report: Emily Sprague presented her report.

XI. Town Administrator Report: Mrs. Craver reviewed her report. (attached)

XII. Other Business: (unknown at time of posting)

Ms. Walker stated that we have a new free newspaper in town called the Charlton news and can be accessed by going to CharltonRus. Donations can be made to the Town of Charlton, General Fund.

Mrs. Craver stated that we do not have a line item for this. She would like to be able to review it first. If anyone does send any money in, you should clarify what account you want to donate it to.

XIII. Next Meeting Announcement:

- Next Regular Selectmen's Meeting – January 21, 2014

XIV. Adjourn/Executive Session:

Motion by Mr. Szafarowicz to enter into executive session at 7:47pm under M.G.L. c. 30A, Sec. 21, #2 – to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel and #6 – to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and to exit executive session for the purpose of adjourning and #3 – to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, seconded by Ms. Walker. Mrs. Craver stated that the agenda only shows reasons 2 and 6 but she has information that came in today regarding litigation that she wanted to discuss with the board and asked Mr. Szafarowicz to add #3. **Roll call vote taken: Ms. Walker – aye, Mr. Szafarowicz – aye, Mr. Sellew – aye and Vice-Chairman Singer – aye.**

The Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body and that the Board will reconvene to open session for the purpose of adjourning.

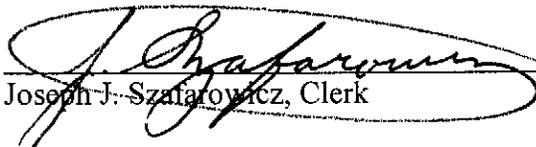
Motion by Mr. Szafarowicz to adjourn, seconded by Ms. Walker, motion carries unanimously.

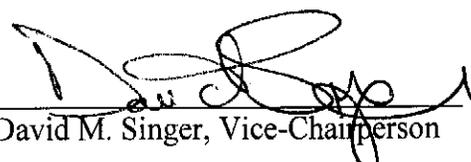
Submitted by:

Mary C. Devlin
Administrative Assistant

Accepted by:


Frederick C. Swensen, Chairman (absent)


Joseph J. Szafarowicz, Clerk


David M. Singer, Vice-Chairperson


Kathleen W. Walker, Member


Brent Sellew, Member



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Fax: (508) 248-2374

TO: Board of Selectmen
FROM: Robin L. Craver, Town Administrator
DATE: December 31, 2013
SUBJECT: Town Administrator's Report – for Selectmen's meeting of 1/7/14

EAP New England workshop- I presented at the EAP New England training workshop for drinking water operators the Central MA Regional Stormwater Coalition's project and stormwater management. It was well received and included in you packet is the PowerPoint presentation.

Other meetings- I also participated in meetings on water negotiations with the Town of Southbridge; Silent Spring's presentation by Dr. Laurel Schaider on water quality research and known carcinogenics, and a training on customer service given by the Mass Municipal Personnel Association.

Public Hearing – FY2014 Joint CDBG Application – The Leicester Board of Selectmen will conduct a public hearing on January 21, 2014 at 7:00pm at the Selectmen's Meeting Room, Leicester Town Hall, 3 Washburn Square regarding a proposed joint FY2014 application by the towns of Leicester and Charlton to the Massachusetts Department of Housing and Community Development for up to \$900,000 in Community Development Block Grant Funds. If awarded, the Town of Leicester (as lead community) will be responsible for administration of the grant program. All persons with questions or comments regarding the grant application will have an opportunity to be heard.

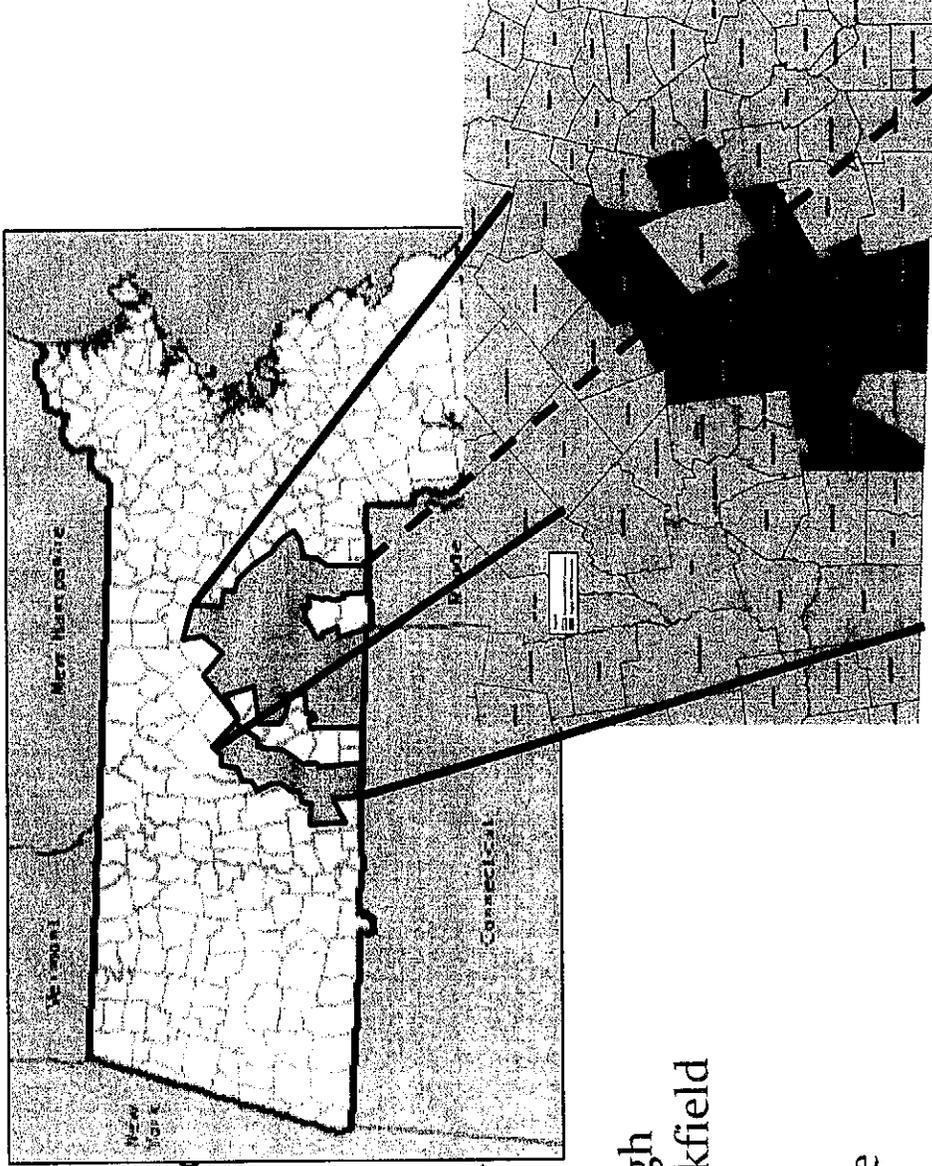
Case Studies of Effective Parent Involvement and Participation Used in
Highly Successful Schools

Tuesday, December 3, 2013

Presenters:
Richard Payne, Team Administrator (Thailand)
John Hattie, University of Melbourne (Cherry Valley, New York)
Gordon Phillips, University of Cambridge (Cambridge, UK)

CMRSWC Communities: FY2012 & 2013

Holden
West Boylston
Shrewsbury
Auburn
Millbury
Oxford
Northborough
Uxbridge
Upton
Westborough
North Brookfield
Palmer
Rutland
Southbridge
Hopkinton



Paxton
Spencer
Leicester
Charlton
Sturbridge
Dudley
Webster
Grafton
Monson
Boylston
Hardwick
Northbridge
Sterling
Ware
Wilbraham



Establishment of the Project

- USEPA Municipal Separate Storm Sewer System (MS4) Permit is an unfunded mandate.
- MS4 Permit requirements will soon increase and expand to more communities.
- All 13 FY2012 communities agreed that they presently underfunded stormwater management activities.
- FY2012 \$310,000 CIC Grant developed and implemented 19 tasks in three categories:
 1. Collaborative Education and Training
 2. Regionalized Data Management Systems
 3. Standardized Policies and Procedures



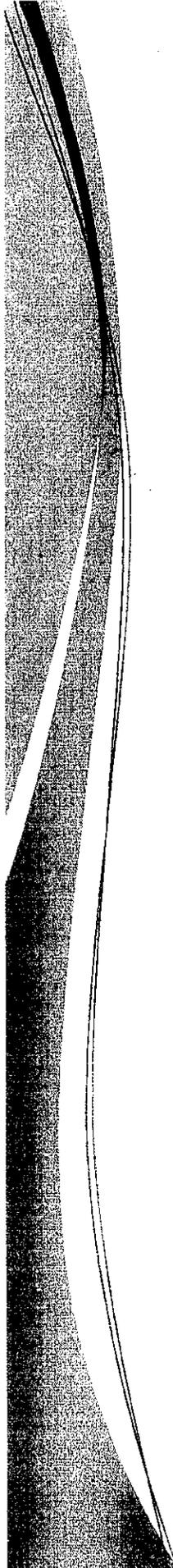
Goals and Objectives

- Select scope with regionalization as the primary driver. Work products need to be easily transferrable to more communities (FY2013).
- Identify and get buy-in from other communities needing to develop stormwater management tools.
- Get all 13 FY2012 communities to comply with the requirements of the MS4 Permit and get to a common benchmark.
- Develop tools that will prepare communities for future permit requirements (“grow with the needs”).



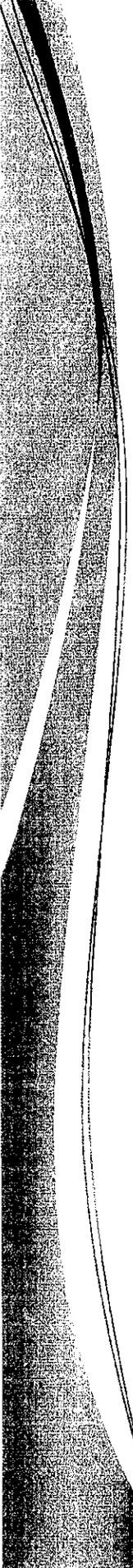
Grant Awards and Work Plans

- FY2012: 13 Towns- Grant Application 1: submitted
November 2011: \$310,000- Received
- FY2013: 17 new Towns added = 30 total- applied for
\$200,000 but received \$115,000; Difference made up
by Towns (\$2,833 each)
- FY2014: 30 Towns- Grant Application: submitted
November 2013: \$200,000- In process- waiting for
award



Grant Award and Work Plan- FY2012 & 2013

- Three lead communities: Charlton, Leicester, and Spencer
- Spencer = contracts, budget, reporting
- First Grant announced March 17; first group meeting on May 24, 2012.
- Project success has depended on using a Steering Committee approach, consistent core leadership, good communication, and getting a professional involved early to advise the group.



Regionalized Data Management Systems

1. Online Database for Data Management

- PeopleGIS (Arlington, MA)
- Integrates forms developed under “Common Benchmark task”
- Municipalities can share data

2. Integrated Stormwater Mapping System

- Existing mapping varied: several consulting firms, MassDCR, Town staff, CMRPC- provided each town with
- T&H defined a project standard
- Integrates stormwater mapping done by all 30 communities

**Thread: stormwater doesn't stop
at municipal boundary!**



Standardized Policies and Procedures

1. Sump Pump Discharge Policy

- Reasonable, consistent approach for allowing connection to storm drain system

2. Stormwater Pollution Prevention Plan (SWPPP)

Template

- Appropriate for any municipal facility
- InteractiveWord document total customization

3. Salt/Sand Application Benchmarking

- Aimed at reducing chloride loadings to surface waters
- Benchmarks current loadings, suggests reduction, defines calibration procedure



Standardized Policies and Procedures

- 1. Request for Proposals (RFP) for field work**
 - Select consultant for future field work, depending on needs of new MS4 permit. Funded with future grant
- 2. 15 Standard Operating Procedures**
 - Outfall & BMP inspections, oil/water separator maintenance, vehicle washing, IDDE, many more
- 3. Stormwater BMP Toolbox**
 - Encourages stormwater BMPs for single-family homes and small development/re-development.
 - Defines maintenance, documentation, communication with contractor/designer/developer



Additional Purchases

- Leica CS25 GIS devices (2)
 - Connected to RTK satellite network for high accuracy
 - Integrated WiFi = connects directly to PeopleGIS platform for real time mapping & inspection
- ASUS Transformer tablet computers (13)
 - Connect directly to PeopleGIS platform
 - Portable WiFi devices
- Water quality meters
- Enviroscope table

Cost-Saving Example 1

Stormwater Pollution Prevention Plan Template

	Individual Approach	Regional Approach
Consultant Fee	\$8,000	\$16,000
#of Towns Benefitting	1	30
Cost per Town=	\$8,000	\$533

Both Approaches require 16 hours of staff time

Cost-Saving Example 2

Online Mapping and Inspection Platform

Consultant Fee	\$5,000	\$16,000
Vendor	\$9,500	\$52,875
Vendor Service, Years 2&3	\$11,000	\$0
GIS Conversion		\$1,850
Total Cost	\$25,500	\$70,725
# of Town Benefitting	1	30
Cost per Town=	\$25,500	\$2,358

Regional Approach = decreased cost per Town



Project Challenges

- How to coordinate administrative and technical staff for so many communities.
- How to channel feedback in an effective manner.
- How to have “something for everyone”.

How were these accomplished?

1. Consistent core leadership: spearhead grant; reach out to communities; finalize scope; and implement work.
2. Get a professional involved early to identify common successes and common challenges.
3. Define a Steering Committee to represent the best interest of all 13 communities.
4. Focus on personal communication and networking.



Core Project Partners

- Since 2012, CMRSWC has attracted the attention of many communities and organizations because of its effective working relationship. Core project partners now include :
 1. Massachusetts Department of Environmental Protection (MassDEP);
 2. Worcester Polytechnic Institute (WPI);
 3. Massachusetts Department of Conservation and Recreation (MassDCR);
 4. Central Massachusetts Regional Planning Commission (CPRPC);
 5. Metropolitan Area Planning Council, representing a new partnership with the Neponset River Watershed Association;
 6. United States Environmental Protection Agency's Region 1 Technical Assistance group, and
 7. The Regional Highway Equipment Cooperative (RHE COOP).



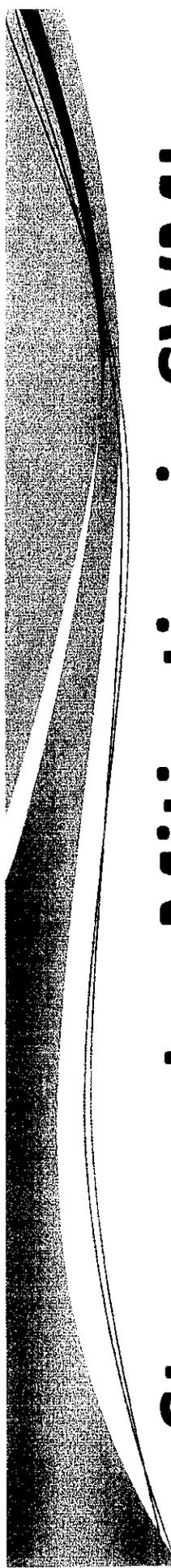
Stormwater BMP Toolbox

- Encourage small property owners and developers to use on-site treatment and management of stormwater.
- Format existing materials to be understood by the general public.
- Create “Mini-Spec” sheets for property owner to hand to developer or contractor.
- Encourage good construction and pollution prevention practices.
- Be consistent with SWMI objectives.



SWMI Objectives

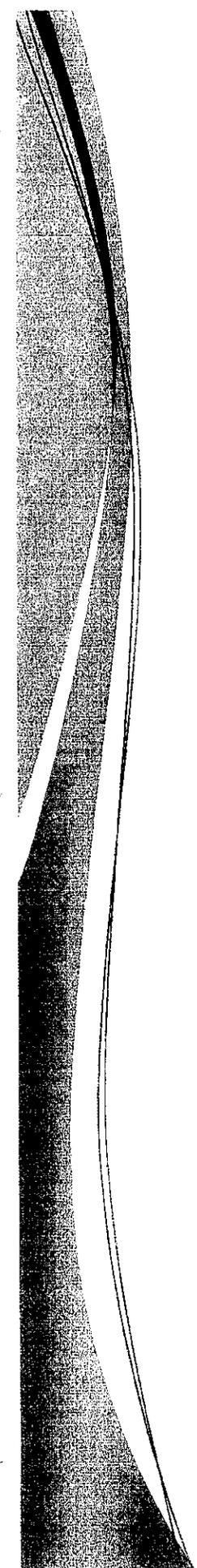
- Develop and implement water policy that supports ecological needs while meeting the needs of economic growth
- Create predictable, science-based permitting to ensure prudent and sustainable use of water, maintain healthy watersheds and gradually improve degraded ones.
- Consider incentives for integrated water management programs at the regional and municipal level.
- Encourage stormwater infiltration to mitigate/offset water withdrawal, gallon-for-gallon.



Stormwater Mitigation in SWMI

Stormwater / Impervious Cover Improvements

- Recharge stormwater (through approaches such as LID, urban tree planting, etc.)
- Adopt a stormwater utility
- Adopt MS4 requirements for municipality not subject to MS4
- Implement MS4 requirements for municipality subject to MS4
- Remove impervious cover or disconnect effective impervious area



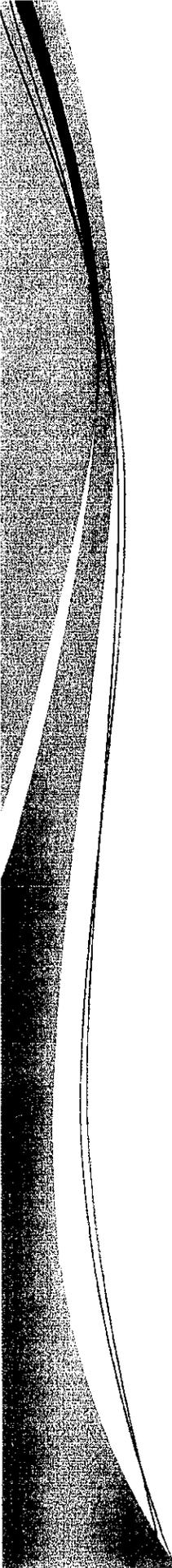
Small-Site Stormwater Management

Improve Water Quality

- a. Increase groundwater/aquifer recharge
- b. Improve surface water quality
- c. Reuse stormwater for watering
- d. Protect private property
- e. Reduce adverse impacts to stream channels
- f. Stress importance of BMP maintenance
- g. Reduce erosion and sedimentation during construction.



Hiwassee River Watershed Coalition, Inc.



Minimize BMP Space Requirements

1. Minimize stormwater runoff by maximizing onsite treatment, storage, and infiltration.
2. Minimize impervious surface (pavement, sidewalks, roof).
3. Retain stormwater at small sites with the following design principles:
 - a. Reduce building footprints;
 - b. Cluster buildings;
 - c. Slope impervious surfaces toward stormwater BMP's;
 - d. Install vegetated filter strips or rain gardens at the end of driveways and parking lots;
 - e. Utilize rain barrels or cisterns.

Mini-Spec Examples

RETENTION AREAS AND RAIN GARDENS

DESCRIPTION: Retention areas are used to store runoff and provide a secondary treatment stage. They are typically used to store runoff from impervious surfaces and provide a secondary treatment stage. They are typically used to store runoff from impervious surfaces and provide a secondary treatment stage.

- CRITERIA:**
- Retention area must be located in a suitable location.
 - Retention area must be designed to store runoff for a minimum of 24 hours.
 - Retention area must be designed to provide secondary treatment.
 - Retention area must be designed to provide a secondary treatment stage.

CONSTRUCTION:

- Retention area must be constructed with a minimum depth of 18 inches.
- Retention area must be constructed with a minimum width of 10 feet.
- Retention area must be constructed with a minimum length of 10 feet.

OPERATION:

- Retention area must be maintained free of debris.
- Retention area must be maintained free of weeds.
- Retention area must be maintained free of silt.

MAINTENANCE:

- Retention area must be inspected annually.
- Retention area must be inspected for debris.
- Retention area must be inspected for weeds.

REFERENCES:

- Volume 2, Chapter 2: Stormwater Management
- Volume 2, Chapter 3: Stormwater Treatment
- Volume 2, Chapter 4: Stormwater Control

NOTES:

The cost to construct retention areas is dependent on the local soil conditions and the local market. The cost to construct retention areas is dependent on the local soil conditions and the local market.

KEEP SOME CATCH BASINS

DESCRIPTION: Keep some catch basins, also known as silt traps, to catch sediment and debris. They are typically used to catch sediment and debris from impervious surfaces and provide a secondary treatment stage.

- CRITERIA:**
- Catch basin must be located in a suitable location.
 - Catch basin must be designed to catch sediment and debris.
 - Catch basin must be designed to provide secondary treatment.

CONSTRUCTION:

- Catch basin must be constructed with a minimum depth of 18 inches.
- Catch basin must be constructed with a minimum width of 10 feet.
- Catch basin must be constructed with a minimum length of 10 feet.

OPERATION:

- Catch basin must be maintained free of debris.
- Catch basin must be maintained free of weeds.
- Catch basin must be maintained free of silt.

MAINTENANCE:

- Catch basin must be inspected annually.
- Catch basin must be inspected for debris.
- Catch basin must be inspected for weeds.

REFERENCES:

- Volume 2, Chapter 2: Stormwater Management
- Volume 2, Chapter 3: Stormwater Treatment
- Volume 2, Chapter 4: Stormwater Control

NOTES:

The cost to construct catch basins is dependent on the local soil conditions and the local market. The cost to construct catch basins is dependent on the local soil conditions and the local market.

GOODS KEEPING MULCHING

DESCRIPTION: Goods keeping mulching is a technique used to reduce erosion and improve soil health. It involves covering the soil with a layer of mulch, which can be made from organic or synthetic materials.

- CRITERIA:**
- Mulch must be applied to all bare soil.
 - Mulch must be applied to all areas where erosion is likely to occur.
 - Mulch must be applied to all areas where soil health is a concern.

CONSTRUCTION:

- Mulch must be applied to a depth of 2-4 inches.
- Mulch must be applied to a width of 10 feet.
- Mulch must be applied to a length of 10 feet.

OPERATION:

- Mulch must be maintained free of debris.
- Mulch must be maintained free of weeds.
- Mulch must be maintained free of silt.

MAINTENANCE:

- Mulch must be inspected annually.
- Mulch must be inspected for debris.
- Mulch must be inspected for weeds.

REFERENCES:

- Volume 2, Chapter 2: Stormwater Management
- Volume 2, Chapter 3: Stormwater Treatment
- Volume 2, Chapter 4: Stormwater Control

NOTES:

The cost to construct goods keeping mulching is dependent on the local soil conditions and the local market. The cost to construct goods keeping mulching is dependent on the local soil conditions and the local market.

For Each BMP

- Description
- Benefits
- Applicability
- Limitations
- Level of Treatment Provided
- Costs
- Common Applications
- Maintenance Schedule
- Resources

PERVIOUS PAVEMENT

Description: Pervious (permeable or pervious) pavement is a local bedding surface consisting of stone bed that allows stormwater and allows for gradual infiltration into the underlying soil. Pervious pavement options are highly effective at reducing stormwater runoff. Options include: pervious asphalt, pervious concrete, block pavers and manufactured concrete on stone grids (used with stone or grass).

Benefits:

- Provides stormwater recharge and reduces stormwater runoff volume
- Provides ability to infiltrate 70-80% of annual runoff, depending on design and type, including curbside and residential.
- Feasible for new development and retrofits, dependent on site and soil conditions.

Applicability:

- Pervious Asphalt or Concrete Pavement (PermePave)
- Stone in traditional asphalt and concrete elements (at most with a low content of the sand to create 10% - 25% void space)
- Block Pavers
- Impermeable blocks of brick, stone, or concrete set on a prepared stone bed, with joints of sand or stone
- Grasspave and Similar Grid Systems
- Open cell joints of concrete or high strength plastic
- Most sites not and placed with full or gravel.

Costs:

- Previous asphalt is approximately 50% more expensive than typical asphalt paving
- Process budget for maintenance activities which are critical to prevent clogging
- Grid systems and pavers vary in cost depending on materials and applications.

Common Applications:

- Commercial areas
- Chalkways
- Parks

Limitations:

- Permeability is required.
- Existing soils with low infiltration capacity
- May contribute failure due to clogging.
- Cold Climate: potential frost heaves and snow storage
- Areas with slopes greater than 5%, high traffic volumes, high speeds or heavy loads.

Maintenance Schedule:

Activity	Frequency
Visual Sweep Surfaces	Quarterly
Maintenance Sand and Salt Use	Each Winter Storm
Remove Vegetation, Gravel	As fast as to blowing or Sand
Mowing and We-Weeding	As Required

Resources:

- National Asphalt Pavement Association
- Pervious Asphalt Pavements for Stormwater Management: Design, Construction, and Maintenance Guide, November 2005
- Massachusetts Low Impact Development Toolkit, Permeable Paving
- DESIGN: [www.mass.gov/transportation/infrastructure/infrastructure.htm](http://www.mass.gov/transportation/infrastructure/infrastructure/infrastructure.htm)
- Permeable Pavement

NOTE: PERVIOUS PAVEMENT PROVIDES REMOVAL OF SEDIMENT, BUT DOES NOT REMOVE ALL RESOURCES FROM STORMWATER FROM STORMWATER RUNOFF. THE FOLLOWING SCREENS ARE NOT APPROPRIATE FOR PERVIOUS PAVEMENT INSTALLATION.

- FUEL OIL LOCATIONS
- CHEMICAL STORAGE LOCATIONS
- INDUSTRIAL WASTEWATER TREATMENT

February 2012 Stormwater BMP Toolkit - Dry Weir CHRISMC



Project Summary

- The value of the project was obvious to neighboring Towns, thus expanding it was a “no brainer”
- Partnerships developed have additional financial benefit
- that’s hard to quantify
- Not all tasks lead to regionalization – get professional assistance to evaluate what will work

Questions?

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Michael Knox: mf_knox@msn.com



PRESENTS

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SILENT SPRING INSTITUTE
RESEARCHING THE ENVIRONMENT AND WOMEN'S HEALTH

Thursday, Dec 5, 2013, 11:30 - 1:00

Cancer Center at Harrington, 1st Floor Conference Room
55 Sayles Street, Southbridge

Free admission includes a light lunch and a
free admission ticket to the Festival of (Giving) Trees.

All attendees must be pre-registered no later than
Tuesday, December 3rd. To register, call or text Janet Garon
at 774-230-7382 or email her at jgaron98@aol.com.

Visit our website at www.sparklingtrees.com

TA

LEGAL NOTICE

TOWNS OF LEICESTER & CHARLTON

Public Hearing – Tuesday, January 21, 2014

**7:00 PM at Leicester Town Hall
3 Washburn Square, Leicester**

Proposed FY 2014 Joint CDBG Application

The Leicester Board of Selectmen will conduct a Public Hearing on **January 21, 2014 at 7:00 PM at the Selectmen's meeting room, Leicester Town Hall, 3 Washburn Square** regarding a proposed joint FY2014 application by the towns of Leicester and Charlton to the Massachusetts Department of Housing and Community Development for up to \$900,000 in Community Development Block Grant funds. If awarded, the Town of Leicester (as lead community) will be responsible for administration of the grant program, with assistance from the Pioneer Valley Planning Commission.

The application will seek funds for a housing rehabilitation assistance program in both towns, improvements to Housing Authority facilities in both towns, architectural design of handicapped accessibility improvements at the Leicester Town Hall, and construction of handicapped accessibility improvements at the Charlton Town Hall. These projects were identified as priorities that are consistent with each town's Community Development Strategy and the state's sustainable development principles. The grant program requires that activities be targeted in areas that are thought to have the highest need. Leicester's proposed target area includes Leicester Center, Cherry Valley, Rochdale and nearby areas. Charlton's proposed target area includes Charlton City, Charlton Center, nearby areas, and the area impacted by the 2011 tornado.

All persons with questions or comments regarding the grant application will have an opportunity to be heard. The Board of Selectmen's meeting room at the Leicester Town Hall is handicapped accessible. Persons who require special accommodations to attend the hearing should contact the Town at (508) 892-7000 several days prior to the hearing. For further information, contact Andrew Loew at PVPC at (413) 781-6045 or aloew@pvpc.org.

Leicester Board of Selectmen