

# Stormwater Authority - Inaugural Meeting

Date: June 28, 2022

At: 9 AM – 10 AM

City Hall

45 School Street, Brockton, MA

at GAR Room, 2<sup>nd</sup> Floor

## Minutes

1. Call to order by the Chairperson and welcoming statement.

The meeting was called to order by Chair Chike Odunukwe.

2. Introduction by each member starting with the Chairperson

Members present were Chike Odunukwe, City Engineer; Erik Peterson, DPW Highway Foreman; Megan Shave, Conservation Agent in Planning Department; Evan Lacasse, Financial Analyst in DPW/Finance; and Geoffrey Keenan, GIS Specialist in DPW.

3. General discussion on what members understand the role of the committee is in administering the Stormwater ordinance.

The Authority discussed the current status of the stormwater utility fee. Evan Lacasse explained that a separate enterprise account has been established for fiscal year 2023. The upcoming quarter will also incorporate the fee calculations for commercial and industrial properties.

The Authority discussed the need for the City to hire an Administrative Assistant to handle the administrative tasks of the Stormwater Authority and Ordinance, including Administrative Review, application management and record keeping, and taking minutes at meetings. The Authority also discussed the need for the City to hire a Stormwater Engineer to assist with application review and enforcement.

The Authority discussed the relationship between permits issued under this board and other City boards. The Chair explained that the Stormwater Ordinance will take precedence when its regulations and requirements are more stringent in terms of drainage, erosion control, or pollution prevention.

4. A Secretary has to be agreed to by consensus or elected to serve the Authority for a specified term.

The Authority agreed by consensus for Megan Shave to serve as Secretary until an Administrative Assistant is hired. The Secretary shall take meeting minutes and assist in the posting of agendas during this term.

5. Discuss and agree on schedule of meetings whether monthly, twice a month or bi-monthly.

The Authority agreed to meet on the third Tuesday of the month at 9 AM.

6. Discuss and agree on quorum for starting a meeting and vote to approve a project permit.

The Authority agreed that a quorum shall be four members.

7. Authorization of Site visits by delegated Engineering staff and Engineering staff reports.

The Authority agreed that the Stormwater Engineer should provide staff reports to the Authority ahead of meetings to facilitate application review.

8. Site visit by members of the Board, when needed and to what effect.

The Chair asked how the Authority should weight site visits. Megan Shave explained that the Conservation Commission generally relies on the submitted plans and staff reports; if needed, they will visit a site to get a better sense of the existing conditions, but they do not generate any reports or separate discussion from these visits. The Authority noted that a quorum of members can be considered a public meeting, so the Authority shall not have discussions of applications or stormwater ordinance matters outside of scheduled meetings.

Meeting adjourned.