

# Stormwater Authority

Date: August 16, 2022

At: 9 AM – 10 AM

City Hall

45 School Street, Brockton, MA

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

## Minutes

Members present: Chike Odunukwe, Chair; Evan Lacasse; Geoffrey Keenan; Megan Shave

### 1. Approval of June 28th Inaugural Meeting minutes

Motion by Geoffrey Keenan to approve minutes, seconded by Megan Shave; vote passed unanimously.

### 2. Updates from Chair

The Chair said the second billing went out for the stormwater utility fee, and there were issues with the process that will need to be addressed. The Authority still needs an administrative assistant to attend meetings and process records, including Administrative Review. The Authority considered the hiring process for an admin within the City.

### 3. Preparation of Permit forms and Instructions

The Chair and Geoffrey Keenan gave an update on the form. They are using the Boston form as a guide; they are still working on formatting. The Chair wants one form for Land Disturbance and Stormwater Management that can be filled out as applicable. Megan Shave asked about the fee schedule; the Chair said the fee schedule will be added to the instructions. Megan Shave asked if there is a timeframe for the application; the Chair said the Authority cannot accept and review applications adequately without staff.

### 4. Update on Stormwater fee billing problems

Evan Lacasse gave an update that there will be a meeting with the CFO to address the billing process going forward. The Chair explained the need to resolve how to keep track of properties with multiple parcels. Geoffrey said that the NearMap software can be helpful to distinguish between pervious and impervious surfaces.

### 5. Staffing problems issues continue

The Chair says they are looking to hire three stormwater engineers to review applications. Evan Lacasse reviewed the transfer of needed funds. The Authority reviewed the logistics of the hiring process for engineers and admin in the City.

Meeting adjourned.