

MINUTES

CITY OF BROCKTON

STORMWATER AUTHORITY

Board or Committee	Stormwater Authority	
Day & Date	Tuesday, September 20, 2022	
Time of Meeting	9 AM	
Meeting Location	GAR Room, 2nd Floor, City Hall, 45 School St	
Chairperson	Chike Odunukwe	Date Posted: 11-07-22

Members in attendance were Chair Chike Odunukwe, Geoffrey Keenan, Evan Lacasse, and Megan Shave. Also in attendance were Assessor John O'Donnell and CFO Troy Clarkson.

1. Approval of August 16, 2022 Meeting Minutes

Motion by the Chair to accept the minutes from the August 16th meeting; seconded by Geoffrey Keenan; unanimously approved.

2. Updates from Chair

The Chair said the next stormwater utility bill was planned for October, which provides enough time to rectify previous issues with the billing process. There is discussion to make the billing once per year for next fiscal year. Evan Lacasse added that the City is considering pushing the October bill to January. Troy Clarkson said the City will convene a working group ahead of January to ensure that the City Council and public are notified. John O'Donnell added that the City should also consider the timing relative to the issuance of City excise and tax bills. Geoffrey Keenan asked if there will be an informational packet about requirements under the Ordinance for contactors and property owners. The Chair said he is working on a write-up that can accompany the permit application form.

The Chair brought up significant excavation and site work at 120 N Main St for an apparent addition that is not permitted. Megan Shave asked what the Authority needs to do to enforce the Stormwater Ordinance. The Chair said he has given the contractor a verbal cease and desist; if the work continues, then a formal cease and desist letter should be sent, likely with assistance from the Law Department.

3. Permit Application Forms Review

The Chair said that work is still needed to finalize the formatting; the goal is to make the form fillable, though it will still need to be printed out and brought in or mailed with the filing fee. Geoffrey Keenan asked if we should contact the Building Superintendent because the Building Department has been using their new permitting software from Citizenserve. The Chair asked what the Planning Department/Conservation Commission is currently doing; Megan Shave said that the Planning Department/Conservation Commission reviews building permits through the new software, but they are not accepting their own applications through that system.

The Authority discussed the building permit approval process through Citizenserve and who would potentially sign off on building permits for the Stormwater Authority. The Authority discussed the requirements and job descriptions for Administrative Assistants II and III as they relate to these stormwater review duties. Troy Clarkson said the City is working towards a method for upgrade between Admin II and III to help address discrepancies between contract language and job duties.

Megan Shave pointed out a reference to abutter notification under the Wetlands Protection Act in section D of the draft permit application forms; the Chair acknowledged the need to remove that language.

Megan Shave asked about section A.10 and the reference to proprietary BMPs approved by the state of New Jersey; the Chair explained that New Jersey tests new proprietary systems whereas Massachusetts does not, so new proprietary BMPs approved by New Jersey are acceptable in Brockton.

Geoffrey Keenan made a motion to accept the permit application forms subject to corrections discussed; seconded by Megan Shave; approved unanimously.

Meeting adjourned.