

**Minutes of the BOXFORD CONSERVATION COMMISSION
REMOTE PARTICIPATION ONLY
February 18, 2021 7:00 PM**

Present: Peter Delaney, Kerri Lummus, Natasha Grigg, David Smallman, Alan Fowler, Mark Mitsch, Frank Di Luna (8:45 PM)

Absent: None

Others Present: Conservation Director Ross Povenmire, Minutes Secretary Judi Stickney, Dave Harwood, David Conway, Devin Batchelder, Tim Murphy, David Benson, Denise Cugini, Jamie Fair, John L.L. Meyer, Linda Malbon, James Pearson, Peggy Adams, Steve Clifford, Lance Cluster BCATv, Lois Bell, Colleen Kennedy, Susan Inman, Chris Olbrot, Christina Eckert, Margaret Chow-Menzer, Dina Soliman, George O'Neill, Liz Murphy, and others

7:00 PM With a quorum present, Chair Peter Delaney called the meeting to order.

7:02 PM SCHEDULED HEARINGS AND DISCUSSIONS:

DNI 2021-1: Four Mile Village Temporary Test Wells: Dave Harwood, hydrogeologist with Geolnsight, representing the applicant, met with the Conservation Commission with a Determination of Negligible Impact to drill 3 exploratory wells at Four Mile Village in order to determine which site would be suitable as a water source for Four Mile Village. Harwood provided plans and drawings for the Commission to view as he made his presentation. After a brief discussion, the Commission took the following action:

On a **MOTION** made by **Mitsch**, second by **Smallman**, the Conservation Commission **VOTED** unanimously by roll call vote to issue a Negative Determination for DNI 2021-1 for the three exploratory wells at Four Mile Village, under the Bylaw.

Roll Call (Called by Chair Delaney):

<i>David Smallman:</i>	<i>Yes</i>
<i>Mark Mitsch:</i>	<i>Yes</i>
<i>Natasha Grigg:</i>	<i>Yes</i>
<i>Kerri Lummus:</i>	<i>Yes</i>
<i>Alan Fowler:</i>	<i>Yes</i>
<i>Peter Delaney:</i>	<i>Yes</i>

NOI 114- : Spofford Pond School at 31 Spofford Road, 15-1-4, Stephen Clifford for the Town of Boxford

Supporting Docs

- **Notice of Public Hearing:** *Notice of Intent by Applicant Stephen Clifford for the Town of Boxford for the property located at: Spofford Pond School, 31 Spofford Road, Map 15, Block 1, Lot 4 to replace and redesign the existing parking area, adjacent sidewalks and landscaped areas, and to upgrade the stormwater management infrastructure, portions of which are located within 100-feet of wetland resource area.*
- **Notice of Intent Package:** *Prepared by Weston & Sampson for Town of Boxford, dated 2/4/21:*

- Letter from Weston & Sampson to Conservation Commission, Re: NOI Filing Spofford Pond School, 2/4/21
- WPA Form 3 – Notice of Intent
- NOI Wetland Fee Transmittal Form
- Appendix A: Project Description
- Appendix B: Stormwater Report
- Appendix C: Project Maps
- Appendix D: Applicable Technical Specifications
- Appendix E: Abutters Information
- Appendix F: Wetlands Memorandum
- Appendix G: Photos
- Appendix H: SWPPP
- Appendix I: Plans
- **Plans Submitted:** Prepared by Weston & Sampson for Steve Clifford, Director of Facilities, Boxford Public Schools, stamped by James I. Pearson, dated February 3, 2021:
 - C001 LEGEND, GENERAL NOTES & SYMBOLS
 - C100 OVERALL EXISTING CONDITIONS PLAN
 - C101 EXISTING CONDITIONS ENLARGEMENT PLAN I
 - C102 EXISTING CONDITIONS ENLARGEMENT PLAN II
 - C110 SITE PREPARATION & EROSION & SEDIMENT CONTROL PLAN
 - C120 OVERALL MATERIALS & LAYOUT PLAN
 - C121 MATERIALS & LAYOUT ENLARGEMENT PLAN I
 - C122 MATERIALS & LAYOUT ENLARGEMENT PLAN II
 - C130 OVERALL GRADING & DRAINAGE PLAN
 - C131 GRADING & DRAINAGE ENLARGEMENT PLAN I
 - C132 GRADING & DRAINAGE ENLARGEMENT PLAN II
 - L100 OVERALL PLANTING PLAN
 - L101 PLANTING ENLARGEMENT PLAN I
 - L102 PLANTING ENLARGEMENT PLAN II
 - C500-504 SITE CONSTRUCTION DETAILS
- **Certificate of Mailing**
- **Affidavit of Service**
- **Letter from Mass. Wildlife to Steve Clifford and Conservation Commission, RE:** Applicant: Stephen Clifford, Town of Boxford, Project Location: 31 Spofford Road, Project Description: Replace existing parking area, sidewalks, and landscaping; Update stormwater; DEP Wetlands File No.: Unavailable; NHESP Tracking No.: 21-39949, 2/10/21
- **Email from DPW Superintendent/Town Engineer to Superintendent, RE: Spofford School Parking Lot Improvements, 2/11/21**

The Director read aloud the Notice of Public Hearing to open the hearing. James Pearson, project manager with Weston & Sampson, representing the applicant, met with the Conservation Commission with Notice of Intent to replace and redesign the existing parking area, adjacent sidewalks and landscaped areas, and to upgrade the stormwater management infrastructure, portions of which are located within 100-feet of wetland resource area. He introduced Devin Batchelder, also of Weston & Sampson, who provided more information on the wetland areas. Pearson provided plans and drawings for the Commissioners to view as he and Batchelder made their presentation. The Chair advised they are unable to verify the wetland markings until April 1st. Pearson requested that they schedule a site walk as early in April as possible. The Chair

suggested April 13th, early afternoon, for a site walk. Discussion turned to a possible peer review. The Director expressed his concern that the discharge will be running toward the vernal pool area and some Commissioners again suggested a peer review for this large project. The Commission entertained questions/concerns from meeting participants. There were comments about the drainage and impervious surfaces. DPW Superintendent/Town Engineer Chris Olbrot addressed some of the concerns. After a lengthy discussion, the Commission scheduled a site walk on the property for April 13th, at 5:30PM. A peer review was also discussed, and it was suggested that the peer review might cover both school projects. The Chair suggested that they come back for the March 4th hearing to discuss the selection of the peer review.

On a **MOTION** made by **Mitsch**, second by **Lummus**, the Conservation Commission **VOTED** unanimously by roll call vote to continue the hearing for NOI 114- Spofford Pond School to March 4th, with a site walk to occur on the 13th of April, under the Act and the Bylaw.

Roll Call (Called by Chair Delaney):

Kerry Lummus:	Yes
David Smallman:	Yes
Natasha Grigg:	Yes
Mark Mitsch:	Yes
Alan Fowler:	Yes
Peter Delaney:	Yes

SWMP 2021-2: Harry Lee Cole School at 28 Middleton Road, 32-1-21, Stephen Clifford for the Town of Boxford

Supporting Docs

- **Notice of Public Hearing:** *Stormwater Management Bylaw Application by applicant: Stephen Clifford for the Town of Boxford, for the property located at Harry Lee Cole School, 28 Middleton Road, Map 32, Block 1 Lot 21, to modify stormwater management infrastructure and associated operation and management protocols to accommodate a proposed replacement and redesign of the existing school parking area, sidewalks and perimeter landscaping.*
- **Stormwater Management Permit Application Package:** *Prepared by Weston & Sampson for Town of Boxford, dated February 4, 2021:*
 - *Letter from Weston & Sampson to Conservation Commission, Re: Stormwater Management Permit Harry Lee Cole School, 2/4/21*
 - *Stormwater Report Summary*
 - *Attachment A - Locus Map*
 - *Attachment B - NRCS Soils Map, Soils Report, and HSG Classifications*
 - *Attachment C - Test Pit Logs*
 - *Attachment D - HydroCAD Reports*
 - *Attachment E - Calculations*
 1. *TSS Removal Calcs*
 2. *Isolator Row Sizing*
 3. *Recharge Volume Calcs*
 4. *Water Quality Volume Calcs*
 - *Attachment F - Long Term Pollution Prevention Plan*

- Attachment G - Construction Period Pollution and Erosion and Sedimentation Control Plan
- Attachment H - Operations & Maintenance Plan
- Attachment I - Illicit Discharge Statement
- **Copy of Email and related attachments from Weston & Sampson to DPW Superintendent/Town Engineer, RE: Stormwater Management Submission Harry Lee Cole School, 2/4/21**
- **Copy of Email from DPW Superintendent/Town Engineer to Superintendent, et al, RE: Cole School Parking Lot Improvements, 2/15/21**
- **Plans Submitted: Prepared by Weston & Sampson for Steve Clifford, Director of Facilities, Boxford Public Schools, stamped by James I. Pearson, dated February 3, 2021:**
 - C001 LEGEND, GENERAL NOTES & SYMBOLS
 - C100 EXISTING CONDITIONS PLAN
 - C110 SITE PREPARATION & EROSION & SEDIMENT CONTROL PLAN
 - C120 OVERALL MATERIALS & LAYOUT PLAN
 - C121 MATERIALS & LAYOUT ENLARGEMENT PLAN
 - C122 MATERIALS & LAYOUT ENLARGEMENT PLAN
 - C130 OVERALL GRADING & DRAINAGE PLAN
 - C131 GRADING & DRAINAGE ENLARGEMENT PLAN
 - C132 GRADING & DRAINAGE ENLARGEMENT PLAN
 - L100 OVERALL PLANTING PLAN
 - L101 PLANTING ENLARGEMENT PLAN
 - L102 PLANTING ENLARGEMENT PLAN
 - C500-506 SITE CONSTRUCTION DETAIL
 - FEBRUARY 3, 2021
 - PLANTING ENLARGEMENT PLAN
- **Certificate of Mailing**
- **Affidavit of Service**

The Director read aloud the Notice of Public Hearing to open the hearing. James Pearson, project manager with Weston & Sampson, representing the applicant, met with the Conservation Commission with a Stormwater Management Permit application to modify the stormwater management infrastructure and associated operation and management protocols to accommodate a proposed replacement and redesign of the existing school parking area, sidewalks and perimeter landscaping. Pearson provided plans and drawings for the Commissioners to view as he made his presentation. After a brief discussion, the Chair suggested that a peer review was needed on this project as well. Abutters Peggy Adams and David Benson provided their comments/concerns. Steve Clifford, Director of Facilities for the Tri-Town School Union, addressed their concerns as well as questions about why this project was necessary. The Chair advised they will continue this hearing to March 4th, and will have some costs for peer reviews with alternative analyses for the project. James Pearson requested to continue this hearing to March 4th and the Commission took the following action:

On a **MOTION** made by **Smallman**, second by **Grigg**, the Conservation Commission **VOTED** unanimously by roll call vote to continue the hearing for SWMP 2021-2: Harry Lee Cole School to March 4th, under the Act and the Bylaw.

Roll Call (Called by Chair Delaney):

Kerry Lummus: Yes
David Smallman: Yes
Natasha Grigg: Yes
Mark Mitsch: Yes
Alan Fowler: Yes
Peter Delaney: Yes

Zoom Chat Transcript:

From Peggy to Everyone: 07:30 PM

what is the benefit of hard top versus permeable aggregate surface?

From John L.L. Meyer to Everyone: 07:31 PM

I have a question at the appropriate time for public comment.

From Chris Olbrot(Town Engineer) to Everyone: 07:32 PM

permeable pavement does not function well in the NE region due to high load of salt and sand and freeze thaw cycles. Additionally, high loads of buses do not bode well for permeable pavement

From Peggy to Everyone: 07:34 PM

how much heat is reflected from hard top versus aggregate? how many trees will be cut down? shrubbery?

salt runoff too?

From Peggy to Everyone: 07:36 PM

do busses park/ride on the proposed additional parking space?

From Peggy to Everyone: 07:53 PM

we have permeable surfaces on our property that do not require vacuuming

permeable pavement for parking vs. roadway? there is a difference

what constitutes "clean runoff" vs. parking lot?

From Chris Olbrot(Town Engineer) to Everyone: 07:58 PM

roof top runoff is considered clean runoff because it does not have contamination from vehicular traffic.

From Peggy to Everyone: 08:05 PM

does this change the runoff into the Ipswich river?

river tributaries?

where are the puddles?

more pavement more puddles?

From Chris Olbrot(Town Engineer) to Everyone: 08:05 PM

it should not. They are required to match existing runoff volumes and rates. Pollution control and ground water recharge will be improved.

From Peggy to Everyone: 08:14 PM

if it is not a lot of water why are we doing this?

with declining school age population why is this necessary?

what mature trees are we losing?

From ross povenmire to Everyone: 08:14 PM

Please make any comments orally when provided an opportunity. The chat function is not the proper place to make comments. Thank you.

From Peggy to Everyone: 08:17 PM

i do not believe digital communication with verbal weigh-in is inappropriate.

if you would like to include the chat in the record i would be happy to show you how

From z Lance Cluster - BCATv to Everyone: 08:22 PM

Unfortunately Peggy it is a violation of the public meeting laws in Mass. Please direct your thoughts to the State Attorney General if you would like.

From Peggy to Everyone: 08:27 PM

is the demographic study cited available to the public?

re: special events, the ball field parking could accommodate with shuttle bus service.

yes, lance. I appreciate your direction and will follow up.

SWMP 2021-1: 10 Elm Street, 29-2-1, Boxford COA/Community Center Supporting Docs

- **Notice of Public Hearing:** *Stormwater Management Bylaw Application by applicant: Town of Boxford Permanent Building Committee for the property located at: 10 Elm Street, Map 29, Block 2, Lot 1, Boxford Council on Aging/Community Center, to modify stormwater management infrastructure and associated operation and management protocols to accommodate a proposed redevelopment of the former East Boxford Library site to accommodate a new Council on Aging/Community Center building with modified parking and other site improvements.*
- **Stormwater Report:** *Prepared by Nitsch Engineering for Town of Boxford, 1/21/21*
- **Plans Submitted:** *The Center at 10 Elm Schematic Design, prepared by Gorman Richardson Lewis Architects, 2/2/21*
 - C-100 Civil Notes & Abbreviations
 - C-200 Civil Erosion Control Plan
 - C-300 Civil Layout Plan
 - C-400 Civil Grading Plan
 - C-500 Civil Utility Plan
 - C-600 Civil Details I
 - C-601 Civil Details II
 - C-602 Civil Details III
 - C-603 Civil Details IV
 - C-604 Civil Details V
 - C-605 Civil Details VI
 - C-606 Civil Details VII
 - L1.0 PLANTING PLAN
 - AD1.1 FIRST AND SECOND FLOOR DEMOLITION PLANS
 - A1.1 FIRST FLOOR PLAN
 - A1.2 SECOND FLOOR/ ATTIC PLAN
 - A1.3 ROOF PLAN
 - A2.1 FIRST AND SECOND FLOOR REFLECTED CEILING PLAN
 - A3.1 SOUTH AND EAST ELEVATIONS
 - A3.2 NORTH AND WEST ELEVATIONS
 - A5.1 ENLARGED KITCHEN PLANS AND ELEVATIONS
 - A5.2 ENLARGED TOILET ROOMS PLANS AND ELEVATIONS
 - A6.1 BUILDING SECTIONS
 - A11.1 FIRST FLOOR FURNITURE PLAN
 - S1.1 FOUNDATION PLAN
 - S1.3 ROOF FRAMING PLAN
 - S2.0 PROGRAM OF SPECIAL INSPECTIONS
 - S2.1 GENERAL NOTES
 - S2.2 TYPICAL CONCRETE SECTIONS AND DETAILS

- S2.3 TYPICAL FRAMING SECTIONS AND DETAILS
- S4.1 FOUNDATION SECTIONS AND DETAILS
- FP0.1 FIRE PROTECTION LEGEND, SCHEDULES, & DETAILS
- FP0.2 FIRE PROTECTION DETAILS
- FP1.1 REFLECTIVE CEILING PLANS - FIRE PROTECTION
- P0.1 PLUMBING LEGEND SCHEDULES & DETAILS
- P1.0 UNDERGROUND PLAN - PLUMBING
- P1.1 FIRST FLOOR PLAN - PLUMBING
- P1.2 ROOF PLAN PLUMBING
- M1.1 FIRST FLOOR PLAN - HVAC
- M1.2 ATTIC FLOOR PLAN - HVAC
- M1.3 ROOF PLAN - HVAC
- M2.1 EQUIPMENT SCHEDULES- HVAC
- M2.2 EQUIPMENT DETAILS I- HVAC
- M2.3 EQUIPMENT CONTROLS I- HVAC
- VS1.1 VIBRATION 7 SEISMIC DETAILS I
- E0.1 ELECTRICAL SYMBOL LIST
- E0.2 LIGHTING FIXTURE SCHEDULE
- E0.3 ELECTRICAL SITE PLAN
- E0.4 ELECTRICAL SITE DETAILS I
- E0.5 ELECTRICAL SITE DETAILS II
- E1.1 FIRST FLOOR PLAN - LIGHTING
- E1.2 SECOND FLOOR PLAN - LIGHTING
- E2.1 FIRST FLOOR PLAN - POWER
- E2.2 SECOND FLOOR PLAN - POWER
- E2.3 ELECTRICAL ROOF PLAN - POWER
- E2.4 LIGHTNING PROTECTION DETAILS
- E3.0 ONE LINE POWER RISER
- E3.1 ELECTRICAL DETAILS
- E3.2 MECHANICAL & PLUMBING SCHEDULES
- E4.0 FIRE ALARM RISER
- E4.1 FIRST FLOOR PLAN - FIRE ALARM
- E4.2 SECOND FLOOR PLAN - FIRE ALARM
- E5.0 SECURITY DETAILS & RISER
- E5.1 FIRST FLOOR PLAN - SECURITY
- T0.1 TECHNOLOGY SYMBOL LIST & DETAILS
- T1.1 FIRST FLOOR PLAN - TECHNOLOGY
- T2.0 TECHNOLOGY RISER DIAGRAM
- T2.1 TECHNOLOGY DETAILS
- **Project Manual:** *The Center at 10 Elm Community / Senior Center, Design Development Submission, Owner/Awarding Authority: Town of Boxford; Owner's Project Manager: P Three Inc.; Architect: Gorman Richardson Lewis Architects, Inc., dated December 22, 2020*
- **Copy of Email from DPW Superintendent/Town Engineer to Nitsch Engineering, RE:** *COA at 10 Elm Review Comments, 2/11/21*

The Director read aloud the Notice of Public Hearing to open the hearing. David Conway, Senior Project Manager with Nitsch Engineering, representing the applicant, met with the Conservation Commission with a Stormwater Management Permit application for 10 Elm Street, 29-2-1, Boxford

COA/Community Center. Conway provided plans and drawings for the Commissioners to view as he made his presentation. Conway advised the Commission that the plans may change as others add their input. He anticipates the plans will be finalized next week when they get the final drainage report. A discussion ensued on requiring a peer review for the project and there was a question as to whether a peer review could be requested at this time, given that the plans may not yet be finalized. Peer review firms suggested included the Morin-Cameron Group and Hancock. The Director will contact them for a quote on a peer review. Margaret Chow-Menzer of the Permanent Building Committee requested to continue the hearing to March 4th.

On a **MOTION** made by **Smallman**, second by **Grigg**, the Conservation Commission **VOTED** unanimously by roll call vote to continue the hearing for SWMP 2021-1: 10 Elm Street, 29-2-1, Boxford COA/Community Center to the 4th of March, under the Bylaw.

Roll Call (Called by Chair Delaney):

Kerry Lummus:	Yes
David Smallman:	Yes
Natasha Grigg:	Yes
Mark Mitsch:	Yes
Alan Fowler:	Yes
Peter Delaney:	Yes

**Public Hearing on Amendment to the Stormwater Management Regulations:
Supporting Docs**

- **Notice of Public Hearing:** *Amendment to the Boxford Stormwater Management Regulations, Town Code Ch. 295-2(C)(2)(g), to update rainfall data used in stormwater related calculations by inserting numbers derived from the NOAA Atlas 14 Point Precipitation Frequency Estimates in place of current numbers derived from older studies.*
- **Rainfall Data Amendment Information:** § 295-5(C)(2)(g)

The Director read aloud the Notice of Public Hearing to open the hearing. The Chair explained that the wrong rainfall data is included in the Boxford Stormwater Management Regulations and the Commission needs to vote to update the rainfall data. The Commission took the following action:

On a **MOTION** made by **Mitsch**, second by **Smallman**, the Conservation Commission **VOTED** unanimously by roll call vote to amend Boxford's Stormwater Management Regulations as proposed by the Director.

Roll Call (Called by Chair Delaney):

Kerry Lummus:	Yes
Frank Di Luna:	Yes
David Smallman:	Yes
Natasha Grigg:	Yes
Mark Mitsch:	Yes
Alan Fowler:	Yes
Peter Delaney:	Yes

9:10 PM OTHER BUSINESS

- **Discussion on the Conservation Restriction Proposed for Price Property:** The Chair suggested that they form a small committee to review the Conservation Restriction proposed for the elderly housing project on Willow Road. He suggested that Commissioners Natasha Grigg, Kerri Lummus, and himself, Peter Delaney be on the committee to get the Conservation Restriction put together. The Commissioners agreed.
- **Retiring Town Administrator:** The Chair asked the Commission for their input on what the Town needs from a new Town Administrator. He suggested that Commissioners send their comments to him and he will forward to Joe Callahan of the Town Administrator Screening Committee.
- **Minutes Review/Approval:** After a brief review of the Minutes of February 4th, the Commission took the following action:
On a **MOTION** made by **Smallman**, second by **Mitsch**, the Conservation Commission **VOTED** unanimously by roll call vote to approve the minutes of February 4th, 2021, as submitted.

Roll Call (Called by Chair Delaney):

Kerry Lummus: Yes
Frank Di Luna: Yes
David Smallman: Yes
Natasha Grigg: Yes
Mark Mitsch: Yes
Alan Fowler: Yes
Peter Delaney: Yes

9:21 PM ADJOURN

With no further business, on **MOTION** made by **Mitsch**, second by **Grigg**, the Conservation Commission **VOTED** unanimously by roll call vote to adjourn at 9:21 PM.

Roll Call (Called by Chair Delaney):

Kerry Lummus: Yes
Frank Di Luna: Yes
David Smallman: Yes
Natasha Grigg: Yes
Mark Mitsch: Yes
Alan Fowler: Yes
Peter Delaney: Yes

Respectfully submitted,



Judith A. Stickney
Minutes Secretary