

**Minor Project Review Committee
Meeting Minutes
April 3, 2012**

Present: Peter Kulbacki, Vicki Smith, Ryan Borkowski, Jeryl Frankenfield, Jonathan Edwards, Mike Evans, William Desch, Erin Darrow, Mary Abbott, Jane Grobel, Charles Franks, Ray Stanford, Ann Richardson

Minutes of February 7, 2012

The minutes of February 7, 2012 were reviewed. On a motion by Peter Kulbacki and a second by Jonathan Edwards, the minutes were unanimously approved.

12-14 Submission of Application for Minor Project Review by Erin Darrow, Agent to the College Hill Condominium Association, property owner of record, to perform drainage maintenance around College Hill “South” residential unit building, located on College Hill, Tax Map 25, Lot 54, in the GR-1 zoning district.

This project is a minor project because changes or additions to storm water controls are proposed.

Erin Darrow described the goal of the project is to intercept water that is now flooding basements in the South Building. In addition to the improvements shown on the plans, she would like to increase the amount of pavement to surround a catch basin on the main driveway, replace the single shut off with curb stops for each unit and repair the existing foundation drain which is apparently damaged on the west side of the South Building. Erin is preparing a map of the utilities at College Hill. The construction work would start in April or May.

Charles Franks was concerned about trees on the common boundary of his property and the College Hill property. The Committee concluded that the proposed improvements should not impact trees in that area. If there are hazard trees, the Committee recommended that the neighbors work collaboratively to reduce the risk.

Ann Richardson was concerned about the stormwater runoff accumulating in her yard. There is a catch basin on her property where water ponds and creates a wet spot that is sometimes impossible to mow due to the wetness. There is a drainage line that runs from College Hill to that catch basin on her property.

Jerry Frankenfield asked that when the utilities are mapped at College Hill that the communication lines be added. He pointed out where he thought the lines ran and noted that repeated severing of one portion has made the line inoperable. The line is about 18 inches deep. With the maps future digging should be undertaken without damage to these important fire alarm lines.

Ryan Borkowski notes that his jurisdiction extends only 5 feet from the foundation. He wanted to be sure that the new water line hook ups were satisfactory to DPW. He also asked about waterproofing the foundations. That work would require removal of the deck and is not planned.

William Desch wants to see a plant list for the rain garden. Hostas and day lilies are possibilities. Because deer like to eat hostas, another plant may be selected. Erin will also specify and provide information about the seed mix for restoration. No hay will be used, only straw for mulch and in bales associated with erosion control.

Vicki wondered how the rain garden was sized. Erin has designed the rain garden to be over 50% greater capacity than would otherwise be required. Vicki requested that a maintenance protocol be developed for all parts of the stormwater system. Vicki pointed out the constrained site and wondered where materials and equipment would be stored, where earth would be stockpiled, and where workers would park. Peter Kulbacki suggested that the work begin close to Gibson Road and progress up the site. Erin will prepare a phasing plan. A scrubbing area to prevent tracking to the town roads should be installed. Workers might be able to parking in the east or north lots. At most 8 trucks hauling material per day will enter and leave the site. Excavated soil will need to be taken off site.

Mike Evans had no comments from the police perspective. He wondered if the ditch on the west side of the road was sufficient for added stormwater. Erin pointed out a stone apron that has been added to direct water. The condition of the closed drainage pipe on the east side of the road is unknown. Erin plans on investigating the first segment. If that is compromised, the remainder will be investigated.

Jonathan asked about the other buildings and whether they have moisture problems. Evidently, they do not.

Abutters will be contacted regarding the project schedule and will be provided with a project contact person.

On a motion by Jonathan Edwards and a second by Mike Evans, the Committee unanimously found that the applicant had provided adequate information and that the application was complete.

There being no further public comment, the Committee, on a motion by Jonathan Edwards and a second by Peter Kulbacki, found that the Standards in Article 9 have been met.

There was a motion by Jeryl Frankenfield that was seconded by Ryan Borkowski to approve the project with the following conditions:

- 1) Prior to the start of construction, the applicant shall arrange a pre-construction meeting with representatives of Hanover's departments of Planning and Zoning and Public Works.
- 2) A scrubber area to prevent tracking, the paved apron, area of potential foundation drain work, location of curb stops and phasing plan shall be added to the plans.
- 3) The pipe connecting CB4 with the concrete basin will be investigated. If it is compromised, it and the pipe between the concrete basin and invert shall be replaced and located on the utility plan which shall also show the boundary with lots 3 and 4 on Tax Map 25.
- 4) Work audible at the property line shall only take place Mondays- Fridays from 7 AM to 5 PM and Saturdays from 8 AM to 1 PM. Work that is not audible at the property line may take place anytime although work will not take place on Sunday.
- 5) Only straw, no hay products shall be used on the site.
- 6) A plant list and seed mix shall be submitted to the Planning and Zoning Office for review and approved before any plants are installed in the rain garden or any disturbed area is seeded.
- 7) A map of the utilities, including communication lines, in hard copy and digital format will be provided to the departments of Planning and Zoning and Public Works.
- 8) Prior to issuance of the certificate of completion, a maintenance protocol for all stormwater management components including the rain garden shall be developed and provided to the Department of Planning and Zoning and the College Hill Condominium Association.
- 9) A single digital file and three (3) hard copies of site work and utility as-built plans shall be submitted to DPW in AutoCAD 2000 format or later with documentation of all utilities accurate to within 6 inches of actual location. There shall be separate layers for each type of utility, grading, buildings, landscaping and unique site features. All layers deemed unnecessary by DPW shall be removed from the digital file. In addition, engineering field notes of utility depths, crossings and measurements shall be submitted to DPW.

The motion was unanimously approved.

Meeting adjourned at 3 PM.

Respectfully submitted,
Vicki Smith, Scribe