

STAFF REPORT

AGENDA ITEM I.1
JANUARY 25, 2024 MEETING

To: Conservation Commission/**Inland Wetlands and Watercourses Agency**

Date: January 19, 2024

Re: **Town of Glastonbury, Department of Physical Services;
Application for General Permit**

**Review Document:
Town of East Hartford general permit**

Proposal

The Department of Physical Services is seeking a permit to conduct maintenance and emergency repair to town infrastructure located within wetlands, watercourses and upland review areas. This general permit will serve to authorize activities to remedy conditions such as sedimentation and erosion in various locations throughout town.

At the January 11, 2024 meeting the Agency discussed the proposal and requested further information on several points.

1.) Definition of ‘emergency’

The scope of work covered in this proposed general permit includes maintenance and emergency repair and replacement.

For clarification the following definitions are offered:

Repair: To restore to original design, including correcting erosion and sedimentation, with spot based measures.

Replace: To remove and install an in-kind structure to connect to an existing system, allowing expansion for small measures to adopt current best management practices to prevent erosion or sedimentation, which may include excavating for forebays, regrading to meet surrounding area.

Significant expansion or change in function is not included as a replacement and will require additional Agency review.

Emergency: Serious, unexpected and often dangerous situation requiring immediate action to maintain public health/safety and/or to prevent significant environmental harm.

Examples include washout of public roads due to storm impact and partial pipe collapse.

- 2.) Clarification of scope of activities covered under the general permit that may proceed without prior review by the Agency and those that require submission to the Agency prior to scheduling maintenance work.

The repair and replacement to drainage system inlets and outlets are limited to those that do not carry continual flow from a watercourse. Additionally, the repair and replacement of culverts over 36", carrying a watercourse, will require submittal of design proposal to the Agency who may determine the project is permitted under the general permit or requires an individual permit.

	Repair	Replace
Erosion Mitigation	•	•
Sediment and Vegetation Removal	•	•
Cleanout of Waterways	•	•
Drain inlet and outlet - Not carrying a watercourse	•	•
Culvert less than or equal to 36" dia. - Carrying a watercourse	•	•
Culvert > 36" dia. Carrying a watercourse	X	X
Detention pond maintenance	•	•
Emergency Repair/Replacement	•	•

- Regulated Activity covered under General Permit
- X Regulated Activity to be submitted to IWWA for review and may/may not be determined to be allowed under the General Permit

3.) Description of record keeping and reporting:

The Engineering Department will maintain a database (spreadsheet) of work completed under the general permit. Larger scale projects that require design specifications, such as those that will require Agency review before being conducted, will also be issued a file number and the designs will be cataloged under that project number.

Additionally, maintenance issues that are submitted by citizens will be cataloged in the QAlert system, in addition to the database.

A summary of work will be submitted to the Agency quarterly, containing the following information:

Date	Address	Area Description (wetland, upland)	Maintenance Issue	Solution	Approximate area of disturbance	Watershed

- 4.) Review of how other towns manage their IWWA general permit for maintenance and repair work.

The town of East Hartford IWWA issued permits to their public works department to authorize maintenance and repair of public infrastructure within wetlands, watercourses and upland review areas. Staff states the IWWA receives notice of completed work (date, location and type of repair work), at no designated time interval.

**DRAFT MOTION
INLAND WETLANDS AND WATERCOURSES AGENCY PERMIT**

MOVED, that the Inland Wetlands and Watercourses Agency grants an inland wetlands and watercourses permit to the Town of Glastonbury for a general permit to conduct regulated activities associated with repair and replacement of infrastructure within wetlands, watercourses and upland review areas, and in compliance with the following stipulations:

1. Maintenance Activities With Suggested Best Management Practices (Attachment A of the permit application) shall be adhered to and expanded upon as necessary.
2. Engineering Department and Conservation Commission staff shall coordinate and communicate regarding activities to be conducted under this permit.
3. The Engineering Department shall maintain records and report to the Agency all activities completed under this permit, a reporting schedule to be determined by the Agency.
4. The permit is valid for 5 years from date of issuance, and shall expire on January 25, 2024.