

**Town of Charlton
Planning Board Minutes
758 Charlton Road
Charlton, New York 12019**

Minutes of the Planning Board Meeting – September 19, 2011

Chairman Jay Wilkinson called the meeting to order at 7:00 p.m. at the Charlton Town Hall.

Present: Jay Wilkinson, Chairman, John Kadlecek, Mark Hodgkins, Mike Armer, Marilyn Phillips, Tracey Bullet, Acting Planning Board Attorney, Susan York, Planning Board Clerk and Kim Caron, Recording Secretary. Chris Mitchell joined the meeting at 7:15 p.m. and Connie Wood joined the meeting at 7:45 p.m.

AGENDA MEETING

Mr. Wilkinson stated that there is a quorum.

Mr. Wilkinson reminded the Board of the new sound system.

Mr. Wilkinson stated that Mrs. Verola contacted him that she would not be present at the meeting but wanted the Board to know that she received approval from the Town Board for five Planning Board members to attend the training opportunity on October 10th and 11th.

Minutes

Mr. Wilkinson stated that the draft of the August 15, 2011 meeting minutes needed to be approved. Mr. Wilkinson stated that Mrs. York provided comments. No other comments were provided. Mr. Wilkinson stated that the Board could vote on the minutes during the Business Meeting.

Public Hearings

Rossdeutscher (246.-3-46.111)

Mr. Wilkinson stated that there would be a Public Hearing on this application tonight. Mr. Wilkinson stated that there has been an issue raised by Bill Fyvie that a portion of his lands are misrepresented in Mrs. Rossdquetscher's deed as being owned by her.

Mr. Armer stated that the drawings appear to show the property owners correctly.

The Board reviewed the drawings with Mrs. Bullet.

Mrs. Bullet reviewed the existing deeds.

Davis (246.-3-1.1)

Mr. Wilkinson stated that there will be a Public Hearing on this application tonight.

Subdivision Applications

Rossdeutscher (246.-3-46.111)

Mr. Wilkinson stated that it appears that there is a deed issue and Mr. Fyvie has concerns that this be taken care of before the subdivision approval. Mr. Wilkinson stated that the Board took lead agency last month. Mr. Wilkinson stated that the Board has received County reply of no impact.

Mrs. Bullet stated that the deed does not reflect that Mr. Fyvie owns that piece of property and that a deed change must be recorded before approval could be granted. Mrs. Bullet stated that she does not suggest conditional approval at this time.

Davis (246.-3-1.1)

Mr. Wilkinson stated that the Board has received County reply and that their comment pertained to site distance. Mr. Wilkinson stated that he does not want to move forward with approval until this issue is resolved.

Lot Line Change

Ellms (237.-1-24.2)

Mr. Wilkinson stated that this is a lot line change to create a 3.5 acre building lot and retain the remainder to adjoin to their farm. Mr. Wilkinson stated that there is some concern with meeting the zoning requirements. Mr. Wilkinson stated that the property borders the Town of Ballston and Mr. Keniry will notify them of the subdivision.

Mr. Wilkinson stated that the application has been sent to Mr. McNamara and he has spoken to the applicant regarding the significant issues with the mean lot width. Mr. Wilkinson stated that a crossing permit would be required from DEC as the property is significantly encumbered with wetlands. Mr. Wilkinson stated that perk should be done now to prove a good lot. Mr. Wilkinson stated that the park fee issue comes into question. Mr. Wilkinson stated that there is a letter in Mr. Smith's file in the zoning office advising them to charge a park fee when a building permit is issued.

Site Plan Review

Charlton School for Girls (256.-1-38)

Mr. Wilkinson stated that discussions are continuing on this application. Mr. Wilkinson stated that the Board has received additional information and a presentation would be made on the new information received. Mr. Wilkinson stated that the Board received County approval.

ZBA Referral

None

Correspondence

Mr. Wilkinson stated that anyone interested in attending the October 10th and 11th conference would need to sign up tonight.

Mr. Wilkinson stated that the new Town website is up and running.

Mr. Wilkinson stated that the ZBA application has been revised and Mrs. York has provided a copy of the revision.

Zoning Report

Mr. Wilkinson stated that the Board has received the current report for review.

Town Board Liaison

Mrs. Verola was not present.

Mr. Wilkinson made a motion to close the Agenda meeting, seconded by Mr. Hodgkins. All were in favor. Agenda meeting closed at 7:30 p.m.

BUSINESS MEETING

Opened at 7:31 p.m. with the Pledge of Allegiance.

Minutes

Mr. Wilkinson made the motion to approve the draft of the August 15, 2011 minutes with changes incorporated. Mr. Kadlecek seconded the motion. All were in favor. Mr. Armer abstained from the vote.

PUBLIC HEARINGS

Mr. Wilkinson reviewed the Public Hearing process.

Rossdeutscher (246.-3-46.111) 7:30 p.m.

Mr. Wilkinson stated that the Public Hearing notice was published on September 12, 2011 in the Daily Gazette and the cards were mailed.

Mr. Rabideau appeared on behalf of the applicant and provided the following plan:

Duane Rabideau: I am Duane Rabideau from Van Guildler & Associates here tonight representing Ruth Rossdeutscher in her request before the Board for a minor two lot subdivision of the old Miner farm. The overall parcel is approximately 29 acres. Ms. Rossdeutscher wants to subdivide it in to two parcels. Lot number 1, which would consist of approximately 18 acres, would take this configuration right here, for a proposed house down here with a private onsite septic and a private well. Lot 2 would be this configuration right here, and would consist of approximately 11.5 acres which would encompass all the improvements, the driveway, all the barns and the house. That is our request.

Mr. Wilkinson opened the hearing to the public.

John Morris, 2 Crawford Drive: So the only new building is the lot on the right?

Duane Rabideau: That is correct, right here; it will have a new driveway that goes along lands of Miner and that is all that is being proposed.

Scott Weaver, Vines Road: Just one question, currently, and it has always been this way, we share a driveway. I have the last section that goes out to Vines and then Ruth's meets right there. There is no change to that driveway at all?

Duane Rabideau: Correct.

Margaret Turner, 105 Hickory Ridge: Which way on the map is Vines Road?

Duane Rabideau: Right here. This is Vines, this is Crawford and this is Meadowbrook Lane.

Margaret Turner: Where are the houses going?

Duane Rabideau: The only proposed house is down in back of where Mr. Miner lives right now. This is fields right here, this is a field. This is in the woods. The proposed house is approximately 800-900 feet off the road. It is in back of these two houses right here, Miner and Stauffer.

Scott Weaver: The driveway is going to be running parallel to mine?

Duane Rabideau: Yes, the intent of this is to minimize the impact to the fields and to push it over to the property line as much as possible to keep this as an active AG field.

Marv Schorr, Chairman ECC: The ECC did not send a letter because all of the ECC's comments have been answered at previous meetings.

Mr. Wilkinson made a motion to close the Public Hearing, seconded by John Kadlecek. All were in favor.

Public Hearing closed at 7:40 p.m.

Mr. Turner inquired what would happen if the public disapproves of the configuration.

Mr. Wilkinson explained that the Board is gathering information in case there is information that the Board is unaware of and to receive public comment.

Mr. Turner stated that the original owner wanted that land forever wild.

Mr. Wilkinson stated that Mr. Miner has lifted that restriction and the document has been recorded with the County Clerk. Mr. Wilkinson reviewed the process from Public Hearing to approval or disapproval.

Davis (246.-3-1.1) 7:45 p.m.

Mr. Wilkinson stated that this is an application by M. Dawn Davis who is being represented by Donald Davis. Mr. Wilkinson stated that the applicant is proposing subdividing 93 acres that they own on Charlton Road to create a building lot for their granddaughter. Mr. Wilkinson stated that the Public Hearing Notice was published in the Daily Gazette on September 12, 2011 and the neighbors were sent cards notifying them.

Donald Davis: Our property is on Charlton Road and the entire property is this here, approximately 90 acres. Our house is right here at 921 Charlton Road and we are planning to split off approximately two acres for our granddaughter over here at the corner of the lot which will be facing on Charlton Road. It is a single lot.

There was no public comment.

Mr. Wilkinson made the motion to close the Public Hearing, seconded by Mr. Kadlecek. All were in favor.

Public Hearing closed at 7:50 p.m.

SUBDIVISION APPLICATIONS

Rossdeutscher (246.-3-46.111)

Duane Rabideau appeared before the Board.

Mr. Rabideau presented new maps for the Board. Mr. Rabideau stated that he has spoken to Mr. Fyvie today and he is on board.

Mr. Kadlecek inquired as to the plan for the deed to be revised.

Mr. Rabideau stated that when the subdivision is finalized then a new deed will be done.

Mr. Wilkinson asked for legal counsel comment.

Mrs. Bullet stated that the deed needs to be changed to reflect the change in the map.

Mr. Rabideau stated that the deed is very vague. Mr. Rabideau stated that the conveyance of Lot 2 to the new owners will clarify the boundary line matches where Mr. Fyvie's is.

Mrs. Bullet stated that the deed needs to conform to the drawing.

Mr. Rabideau stated that it will be done when the parcel is conveyed to the new owners.

Mrs. Bullet stated that until the deed reflects the map then the application needs to be placed on hold.

Mr. Rabideau stated that the issue is not overlap of title, it is where one surveyor put the line. Mr. Rabideau stated that the applicant is not claiming any lands of Fyvie. Mr. Rabideau stated that the line has always been in common, it is a matter of position, not a title issue.

Mrs. Bullet suggested a revised deed from Ms. Rossdeutscher to Ms. Rossdeutscher clarifying the property lines. Mrs. Bullet also requested something in writing from Mr. Fyvie's attorney so that the Board can see that there are no issues. Mrs. Bullet stated that since it is a deed clarification and not a title issue, conditional approval could be granted.

Mr. Wilkinson stated that as the last meeting the Board reviewed Mr. McNamara's comments, the driveway note has been added and County comments have been received. Mr. Wilkinson stated that the application is complete.

Mr. Wilkinson made the motion to approve the Rossdeutscher subdivision on Vines Road as Resolution 2011-06 on the condition of the Board receiving a revised deed from Ms. Rossdeutscher to Ms. Rossdeutscher clarifying the property lines and the property owned by

Mr. Fyvie and authorize the chairman to sign the mylars. Mrs. Wood seconded the motion. All were in favor.

Resolution 2011-06 was made.

Mr. Wilkinson stated that once the new deed and letter from Mr. Fyvie's attorney has been received that he would sign the mylars.

The Board completed the EAF.

Davis (246.-3-1.1)

Donald Davis appeared before the Board.

Mr. Wilkinson stated that there were two issues remaining to discuss. Mr. Wilkinson stated that Mr. McNamara has provided a letter to the Board resolving some of the issues. Mr. Wilkinson stated that there has been discussions pertaining to site distance for this subdivision. Mr. Wilkinson stated that since the last meeting there have been two different maps drawn up by John Gay with the latest map being hand-delivered on Saturday. Mr. Wilkinson stated that at this time he is the only Board member to see this latest map. Mr. Wilkinson stated that the site distance issue with the driveway next to the farm road has been resolved. Mr. Wilkinson stated that Mr. McNamara's August 24th letter addressed the issues at that time with that map, in particular site distance. Mr. Wilkinson stated that map was dependent upon the curb cut and the Saratoga County Highway Department issuing a driveway road cut. Mr. Wilkinson stated that measurements were taken and site distances were listed on that map and were adequate. Mr. Wilkinson stated that the concern came from conversations with Ted Serbalik. Mr. Wilkinson stated that since it met the minimum requirements a permit would be issued. Mr. Wilkinson stated that his concern was that it only met the minimum requirements. Mr. Wilkinson stated that he spoke to Mr. Gay about the concerns and he felt that since it met the requirements that he was going to let the Board deliberate that at the next meeting. Mr. Wilkinson stated that further conversations took place between Mr. Gay, Mr. McNamara and the applicants and it was decided that the driveway would be moved down to increase sight distance.

Mr. Davis stated that he had not seen the new maps yet.

Mr. Wilkinson stated that the site distance is now over 824 feet.

Mr. Wilkinson read the letter from the Saratoga County Planning Board.

Mr. Kadlec questioned the contour lines since they are not consistent between the drawing and the inset.

Mr. Wilkinson stated that one is aerial and the other is field surveys.

Mr. Kadlecek inquired if a note could be placed on the drawing explaining the discrepancies.

Mrs. Wood inquired if Mr. Davis was aware of the tax issues involved with changing the use of agricultural land.

Mr. Davis stated that he has spoken to the Assessor.

Mr. Wilkinson made the motion to approve the Davis subdivision on Charlton Road as Resolution number 2011-07 contingent upon the Saratoga County Highway Department issuing a curb cut permit, revision to the drawing to include the distance of the driveway from the east property line and a note be added to the drawing to clarify the difference in contour lines from the site map and overall survey and authorize the chairman to sign the mylars. Mr. Hodgkins seconded the motion. All were in favor.

Resolution 2011-07 was made.

Mrs. York will sent a letter to the applicants with the three requirements of the Board.

The Board completed the EAF.

Lot Line Change

Ellms (237.-1-24.2)

Chip Ellms appeared before the Board.

Mr. Wilkinson stated that in past practice the Board has waived perk tests with a lot line change. Mr. Wilkinson stated that this application is unique in that the objective of the lot line change is to create a building lot. Mr. Wilkinson stated that there is also the issue of meeting the requirement of the minimum lot width with the newly created parcel.

The Board reviewed the drawings to determine the mean lot width of 163 feet.

Mr. Wilkinson stated that approval from the ZBA would be required before the Board could move forward with the lot line change. Mr. Wilkinson stated that the only other option would be to move the line on the drawing.

Mrs. Wood inquired if Mr. Ellms owned land in the Town of Ballston.

Mr. Ellms showed his land on the drawing.

Mr. Wilkinson stated that Mr. McNamara has reviewed the drawings and suggests obtaining the permits to cross the wetlands now. Mr. Wilkinson stated that the Board could not approve the application as is without an area variance obtained from the ZBA or relocation

of the lot line to achieve the mean lot width. Mr. Wilkinson stated that Mr. McNamara's comments also would need to be addressed together with the disturbance permit, perk test information, proposed well location and the standard notes on the drawing.

Charlton School for Girls (256.-1-38)

Mr. Gilmore and Mr. Keating appeared before the Board.

Mr. Wilkinson stated that the Board has received the requested information.

Mr. Keating gave a brief summary of the proposed plan.

The Board reviewed the letter from Mr. McNamara dated August 29, 2011. A copy of the letter is annexed hereto as **Attachment 1**.

Mr. Keating reviewed his letter in response to Mr. McNamara's letter dated September 19, 2011. A copy of the letter is annexed hereto as **Attachment 2**.

Ms. Phillips inquired as to the number of geothermal wells that would be installed.

Mr. Gilmore stated that there would be 37.

Ms. Phillips inquired if they would all be at the same depth.

Mr. Gilmore stated yes and that they would be closed systems that would go to a heat exchanger.

Mr. Wilkinson stated that the Board could move forward with the application and forward copies to the highway department and the fire department. Mr. Wilkinson stated that the Board has a complete application.

Mr. Wilkinson made a motion to schedule the Public Hearing for October 17, 2011 at 7:30 p.m. Mr. Mitchell seconded the motion. All were in favor.

Zoning Report

The Board reviewed the Zoning Report.

Mr. Hodgkins raised the issue of the Charlton Fire Department sign being in violation of the zoning ordinance, more specifically page 27.

Mr. Wilkinson stated that he would contact the zoning officer and make an inquiry.

Town Board Liaison

Mrs. Verola was not present.

Correspondence

Mr. Wilkinson stated that anyone interested in attending the NYS Planning Federation of Albany training opportunity on October 10th and 11th would have to sign up tonight.

Mrs. York stated that the new Town website is up and running with a whole new look.

Mrs. York stated that page 1 of the ZBA application has been revised. Copies were provided to everyone.

Mr. Wilkinson made a motion to adjourn the meeting. Mr. Mitchell seconded the motion. All were in favor.

The meeting was adjourned at 9:35 p.m.

Respectfully Submitted,

Kimberly A. Caron
Recording Secretary



August 29, 2011

Mr. Jay Wilkinson
Planning Board Chairman
Town of Charlton Town Hall
758 Charlton Road
Charlton, N.Y. 12019

Attachment 1

Re: Site Plan Review – The Charlton School
Tax Map Parcel No. 256.00-1-38

Dear Chairman Wilkinson:

We have completed a review of the plans for the proposed expansion and renovation of the Charlton School on Lake Hill Road. Materials reviewed include an August 9, 2011 SEQR Full Environmental Assessment Form, a July 15, 2011 Memorandum between Roger Keating, P.E. and Frank Gilmore, an April 27, 2011 letter to Donald Marshall from the State Education Department, a Stormwater Pollution Prevention Plan dated July 2011 as prepared by The Chazen Companies, an undated applicant narrative entitled “Ketchum-Grande Narrative”, site plan drawings “SP1” through “SP4” and “SD1” through “SD4” all dated July 14, 2011.

These plans illustrate the partial renovation of the existing Ketchum-Grande Memorial School building and the addition of a new building at the rear of the existing school. Approximately 4,000 square feet of new impervious building surfaces will be added and a little more than 12,000 square feet of the existing school building will be renovated. There is no new parking or access drives proposed.

This project was informally submitted to the Planning Board in early 2009 as the applicant was seeking funding sources. The size of the new school building has been scaled back significantly but a number of other site improvements are still proposed. The project includes a new septic system for the school, an array of piping and wells for a geothermal heating and cooling system, an onsite, below ground stormwater disposal system and a new water main from Lake Hill Road to the rear of the school. A comment letter dated February 13, 2009 was issued by our office on the prior plans. The current application addresses many of those items in the July 15, 2011 memorandum. Comments from that original letter that remain applicable are repeated here.

We would offer the following comments for the Planning Board's consideration:

1. We have reviewed mapping of DEC wetland inventory and of the New York State Historic Preservation Office resources. Although there are no wetland encumbrances, the property is within a designated "Archeo Sensitive Area." A Phase I Archeological assessment must be completed for the project.
2. Lake Hill Road is a county road (CR#53) and the project must be referred to the Saratoga County Planning Board.
3. The plans should be forwarded to the Charlton Fire Department for their comment. They may have suggestions regarding access and provisions for fire protection as well as on the location of the proposed fire hydrant.
4. Some additional information on the geothermal well field should be disclosed. Any above ground features such as storage tanks or a pump house may prompt landscaping comments from the Planning Board.
5. The plans call for temporary construction fence to be placed around the existing and proposed septic areas to prevent unwanted compaction by construction vehicles. The proposed underground storm system should also be protected from surface traffic.
6. The plans call for the abandonment of the existing septic field for the school building in favor of a new system. If the school is to remain operational during construction, some notes on septic construction sequence should be added to the plan in order to ensure that the new field comes on line before the existing field is removed. Item #11 in Section B of the SEQR full EAF indicates that the new building area will be constructed before the renovation of the existing spaces. The new building appears to encroach on the existing system.
7. A 1,500 square foot alternate building is indicated on sheet SP3. The applicant should inform the Board as to whether this is intended to be constructed or if it is a possible future addition.
8. The text positioned within the proposed building and renovation area is difficult or impossible to read on many of the sheets due to the darkness of the shading used. The shading should be lightened or the text moved to another location so that the information is available to the contractor.
9. The current submittal includes a proposed 6" water main to serve the school building extended from an existing water main on the east side of Lake Hill Road. The size of the existing pipe is not indicated on the plans. It is also unclear if this existing pipe is part of Charlton's municipal system or if it is the school's private service.

The plans should be forwarded to Water Superintendent John Morgan for his comments on the proposed tap, ownership and backflow prevention.

10. The population basis for the septic design should be confirmed by the applicant. Sheet SD1 indicates that the system is sized for 43 students and staff while the narrative lists 41 students, 9 teachers and 7 support staff for the school building. The last sentence in the traffic section of the narrative also mentions that “*there will be additional staff hired at The Charlton School as a result of the proposed construction ...*” The remaining context of the narrative suggests that no additional hiring will take place and, presumably the last sentence is an error. The confusion caused by these inconsistencies should be cleared up in order to ensure that the new septic system has been properly sized.
11. The total project disturbance will be approximately 3.4 acres. The application includes a Storm Water Pollution Prevention Plan and a completed Notice of Intent form to obtain coverage under the SPDES general construction permit. Although the applicant’s narrative correctly points out that the school is located outside Charlton’s MS4 zone, the Town applies much of its MS4 program town wide. A SWPPP acceptance form executed by the Town of Charlton will be necessary for the applicant to obtain their permit. We have reviewed the SWPPP and believe that it merits completion of the acceptance form. The applicant should prepare the form and submit it to the town for signature.
12. There is some uncertainty on the plans as to how the building’s roof drains are to be connected to the underground storm system. A note on sheet SP4 call for direct connection to the header pipe that drains to the hydrodynamic separator while detail #10 on sheet SD2 shows roof leaders emptying to a surface splash pad followed by a grated drain. The latter option is more desirable as it will permit storm water to overflow onto the lawn if the underground system becomes full. The note on sheet SP4 should be clarified.
13. A four inch foundation drain is shown day lighting behind the school. The elevation of the discharge point does not appear to be low enough to allow the perimeter of the building to be drained by gravity. The applicant should review the grades of the proposed foundation drain.

Very truly yours,

Michael S. McNamara, P.E.
The Environmental Design Partnership

Cc: Mr. Donald Marshall, Bill Keniry, Esq. by email, Susan York by email,
John Morgan by email, Robert Gizzi by email

Date: 09/09/11

Mr. Jay Wilkinson
Planning Board Chairman
Town of Charlton Town Hall
758 Charlton Road
Charlton, NY 12019

Attachment 2

*Re: The Charlton School, Response to Comments
Letter Dated 8/29/11 from EDP
Job # 30820.00*

Dear Chairman Wilkinson:

Attached, please find 12 copies of the revised Site Plans for the proposed expansion and renovation of the Charlton School, located along Lake Hill Road. Our office is in receipt of a letter from the Town's Consulting Engineers, dated August 29, 2011. In response to the comments contained within that letter, we offer the following:

Comment 1: We have reviewed mapping of DEC wetland inventory and of the New York State Historic Preservation Office resources. Although there are no wetland encumbrances, the property is within a designated "Archeo Sensitive Area", a Phase 1 Archeological assessment must be completed for the project.

Response 1: It is our understanding the School is in the process of conducting the Phase 1 Archeological assessment for the project.

Comment 2: Lake Hill Road is a county road (CR#53) and the project must be referred to the Saratoga County Planning Board.

Response 2: We concur.

Comment 3: The plans should be forwarded to the Charlton Fire Department for their comment. They may have suggestions regarding access and provisions for fire protection as well as on the location of the proposed fire hydrant.

Response 3: Additional plans have been provided to be forwarded to the Charlton Fire Department.

Comment 4: Some additional information on the geothermal well field should be disclosed. Any above ground features such as storage tanks or a pump house may prompt landscaping comments from the Planning Board.

Response 4: The location and pipe network associated with the geothermal well field is depicted on the site plans. The system is located under the ground and no above ground tanks or pump houses are proposed as part of this system. Manhole covers at grade will be installed for access to the underground tanks. No landscaping should be required to screen this system. Included are the associated detail sheets for the geothermal well field for reference.

Comment 5: The plans call for temporary construction fence to be placed around the existing and proposed septic areas to prevent unwanted compaction by construction vehicles. The proposed underground storm system should also be protected from surface traffic.

Response 5: Temporary construction fence has been added to the plans around the location of the proposed underground storm system.

Comment 6: The plans call for the abandonment of the existing septic field for the school building in favor of a new system. If the school is to remain operational during construction, some notes on septic construction sequence should be added to the plan in order to ensure that the new field comes on line before the existing field is removed. Item # 1 in Section B of the SEQR full EAF indicates that the new building area will be constructed before the renovation of the existing spaces. The new building appears to encroach on the existing system.

Response 6: Additional notes have been added to the plans discussing sequence and operation of the building. There are two bathrooms that are on a separate system on the opposite side of the building that will be used during the phasing of the work. Construction schedules will be coordinated with the students and staff instructing them what facilities can be used within the building.

Comment 7: A 1,500 square foot alternate building is indicated on Sheet SP3. The applicant should inform the Board as to whether this is intended to be constructed or if it is a possible future addition.

Response 7: This is a possible future addition.

Comment 8: The text positioned within the proposed building and renovation area is difficult or impossible to read on many of the sheets due to the darkness of the shading used. The shading should be lighted or the text moved to another location so that the information is available to the contractor.

Response 8: The shading within the proposed building has been lightened.

Comment 9: The current submittal includes a proposed 6" water main to serve the school building extended from an existing water main on the east side of Lake Hill Road. The size of the existing pipe is not indicated on the plans. It is also unclear if this existing pipe is part of the Charlton's municipal system or if it is the school's private service. The plans should be forwarded to Water Superintendent John Morgan for his comments on the proposed tap, ownership and backflow prevention.

Response 9: The existing water line is 6 inches in size and a label has been added on the utility plan stating such. In addition the proposed water tap has been labeled a 6"x6"x6" tapping sleeve and valve. Copies of the plans have been provided to be forwarded to the Water Department.

Comment 10: The population basis for the septic design should be confirmed by the applicant. Sheet SD1 indicates that the system is sized for 43 students and staff while the narrative lists 41

students, 9 teachers and 7 support staff for the school building. The last sentence in the traffic section of the narrative also mentions that “there will be additional staff hired at The Charlton School as a result of the proposed construction” The remaining context of the narrative suggests that no additional hiring will take place and, presumably the last sentence is an error. The confusion caused by these inconsistencies should be cleared up in order to ensure that the new septic system has been properly sized.

Response 10: The septic design is based on the population serviced for this specific building which is 43 persons. The narrative discusses the overall population for the campus.

Comment 11: The project disturbance will be approximately 3.4 acres. The application includes a Storm Water Pollution Prevention Plan and a completed Notice of Intent form to obtain coverage under the SPDES general construction permit. Although the applicant’s narrative correctly points out that the school is located outside Charlton’s MS4 zone, the Town applies much of its MS4 program town wide. A SWPPP Acceptance form executed by the Town of Charlton will be necessary for the applicant to obtain their permit. We have reviewed the SWPPP and believe that it merits completion of the acceptance form. The applicant should prepare the form and submit it to the town for signature.

Response 11: Attached is the completed SWPP Acceptance form to be signed by the Town’s MS4 officer.

Comment 12: There is some uncertainty on the plans as to how the building’s roof drains are to be connected to the underground storm system. A note on sheet SP4 call for direct connection to the header pipe that drains to the hydrodynamic separator while detail #10 on sheet SD2 shows roof leaders emptying to a surface splash pad followed by a graded drain. The latter option is more desirable as it will permit storm water to overflow onto the lawn if the underground system becomes full. The note on Sheet SP4 should be clarified.

Response 12: The flat roof portions of the building will be piped and connected to the header pipe which ultimately drains to the subsurface stormwater management system. Portions of the pitched roof on the addition drain down to the flat roof and is collected in the drainage system described above. The portions of the pitched roof will sheet flow off the roof line and into a French drain which will ultimately connect to the header pipe system. We have added one garden drain to the header line to act as an additional cleanout location and to provide the additional overflow the Town’s Engineer recommended.

Comment 13: A four inch foundation drain is shown day lighting behind the school. The elevation of the discharge point does not appear to be low enough to allow the perimeter of the building to be drained by gravity. The application should review the grades of the proposed foundation drain.

Response 13: The soils in this area are well drained and it is our understanding that the building has not experienced water issues in the past. As a conservative measure a foundation drain is proposed to be set just below the floor slab elevation. The invert of the proposed foundation drain will be approximately 403.5. The foundation drain at this elevation should drain positively to daylight.

Your attention to this matter is greatly appreciated and If you have any comments or questions, please contact our office at (518) 273-0055.

Sincerely,

Roger E. Keating, P.E.
Director, Civil Engineering

cc: SRG
Charlton School
File