

**MINUTES -  
NH Lower Merrimack Valley Stormwater Coalition Meeting  
Zoom**

**Thursday, August 12, 2021, 1:00 to 3:00 p.m.**

**Present:**

<i>Dawn Tuomala, Chair</i>	<i>Merrimack</i>	<i>Doug Starr</i>	<i>Nashua</i>
<i>Jeanne Walker, Chair</i>	<i>Bedford</i>	<i>Sara Siskavich</i>	<i>NashuaRPC</i>
<i>Brian Arsenault</i>	<i>Allenstown</i>	<i>Andrew Smeltz</i>	<i>NashuaRPC</i>
<i>Nic Strong</i>	<i>Amherst</i>	<i>Mason Twombly</i>	<i>NashuaRPC</i>
<i>Brandon Boisvert</i>	<i>Bedford</i>	<i>Deb Loiselle</i>	<i>NHDES</i>
<i>Craig Durrett</i>	<i>Derry</i>	<i>Tom Swenson</i>	<i>NHDES</i>
<i>Christine Binger</i>	<i>GeoInsight</i>	<i>Katie Zink</i>	<i>NHDES</i>
<i>Jonathan Meunier</i>	<i>GeoInsight</i>	<i>Dena Hoffman</i>	<i>Pelham</i>
<i>Patricia Kelliher</i>	<i>Hazen and Sawyer</i>	<i>Rhonda Martin</i>	<i>Pelham</i>
<i>Joan Cudworth</i>	<i>Hollis</i>	<i>Christine Addington</i>	<i>Pembroke</i>
<i>Thomas Bartula</i>	<i>Hooksett</i>	<i>Adam Mendoza</i>	<i>Pembroke</i>
<i>Earl Labonte</i>	<i>Hooksett</i>	<i>Victor (VJ) Ranfos</i>	<i>Pembroke</i>
<i>Heidi Marshall</i>	<i>Hoyle-Tanner</i>	<i>Lyndsay Butler</i>	<i>Salem</i>
<i>Krista Larsen</i>	<i>Laconia</i>	<i>Mike Leach</i>	<i>Stantec</i>
<i>Troy Brown</i>	<i>Litchfield</i>	<i>Michele Decoteau</i>	<i>Wilton</i>
<i>John Trottier</i>	<i>Londonderry</i>	<i>Samantha Beck</i>	<i>Wilton</i>
<i>Ben Lundsted</i>	<i>Manchester</i>	<i>Peter Howd</i>	<i>Wilton</i>
<i>Kevin Anderson</i>	<i>Merrimack</i>	<i>Beverly Mesa-Zendt</i>	<i>Windham</i>
<i>4 Interns</i>	<i>Merrimack</i>		
<i>Scott McPhie</i>	<i>Nashua</i>		

1. **Introductions:** Those in attendance are listed above.
2. **Meeting Minutes:**
  - June 10, 2021 meeting minutes were approved.
3. **Year 3 Annual Report Template:**
  - Jeanne Walker presented the NH Stormwater Coalition Year 3 Annual Report Template.
  - The Year 3 Annual Report is due September 28, 2021.
  - We incorporated additions from the EPA template.
  - Red text is informational and can be removed before submitting.
  - This Annual Report covers the self-assessment requirement.
  - This is for Year 3 only, be sure to only report on that time period.
  - Look at your NOI for your permit number. It should just be the last two numbers that you need to update.
  - The certification needs to be signed by appropriate person.
  - Yellow highlights on the Annual Report are areas that you need to fill in.
  - If your efforts were impacted by Covid-19 make sure to explain that.
  - If you missed a requirement, indicate why you missed it and how you are addressing the requirement going forward.

- Take credit for what you did.
- MCM #1 (Education and Outreach) is auto populated with what is available on the MS4 Blog.
- MCM #2 (Public Participation) - fill in what you did and how you made it available to the public.
- MCM #3 (IDDE)- You have to decide your community's particular response.
- Map of storm sewer system was due in year 2 so that section is for catch up if you haven't met the goal be sure to explain why.
- Dry weather sampling should have been done this year. Include your data. This should be attached to the email when you submit to EPA but make sure you attach it as a separate file. This is a requirement of the permit.
- When you see ##Number be sure to fill that in, even if it is a zero. EPA will think you skipped the question instead of maybe you don't have any CSO's, etc.
- Training- IDDE videos are on the MS4 Blog. Take credit if you watched those or shared them.
- Training logs should include names, dates and topics of training. It should be in your IDDE plan.
- MCM #4 (Construction Site Stormwater Runoff Control)- this is similar to last year. Be sure to add what was done in your community.
- MCM #5 (Post Construction Stormwater Management in New Development and Redevelopment)-let EPA know where you are with this ordinance.
- As built drawings- the first paragraph is what the Seacoast Stormwater Coalition prepared to meet this requirement, and the second section is what the NHLMV prepared.
- Reporting the number of as-built drawings received is optional, however this metric is in the EPA template.
- BMP Long-term Operation and Maintenance Procedures. This is being prepared by VHB for the Seacoast Stormwater Coalition and is not yet complete. This will be shared with NHLMV when it is done.
- Anything that says (due in year 4) is optional.
- Catch basin cleaning hasn't really changed, update with what was done this year. Make sure to include units.
- Chloride- use the UNH T2 database or NHDES form. The link to the database housed by UNH T2 and the NHDES Word document and be found on the MS4 Blog.
- Reminder - attachments should be in the same email but do not combine into one document as part of your Year 3 Annual Report.
- Q- Did anyone notice reporting chloride is missing in the EPA template?
  - A- We will follow up on that. It is a requirement.
- If anyone notices anything that is missing from this template, please let us know.
- The template was sent out and is on the MS4 Blog.
- You will notice the font of the NH Stormwater Coalition Year 3 Annual Report template is different than in years 1 & 2, it was changed from Times New Roman to Calibri. We did this because it is seen as easier to read and meets the ADA requirements.

#### **4. Year 3 Annual Report Template EPA Webinar:**

- Deb presented-Helpful tips based on the webinar.
- Year 3 Annual Report due Tuesday, September 28<sup>th</sup>, 2021.
- NH municipalities must send report to EPA. You can copy Deb at NHDES but this is optional (send it to her, she loves to see them).
- The report is your self-assessment.
- Reporting period for Year 3 is July 1, 2020 to June 30, 2021. Report what was done during this timeframe.

- The EPA Year 3 Annual Report template is available but that format is not required.
- Options for Year 3 Annual Reports are on the MS4 Blog.
- If metrics are noted as optional they are not required.
- Fill out all check boxes and metrics. If it is left blank it will be marked incomplete by EPA.
- Make sure your SWMP is updated.
- Make sure attachments and report are separate, they should not be combined into one document.
- Make sure to explain any work impacted by Covid-19.
- The Year 3 Annual Report be signed and certified by elected official or authorized representative.
- Be truthful and accurate when reporting.
- A recording of the August 3, 2021 webinar is on the MS4 Blog. The slides are available as well.
- Next EPA webinar September 14<sup>th</sup> , 10-11am. The registration link is in the calendar on the MS4 Blog.
- Be sure to reach out if you need assistance.

#### **5. MCM #1 Updates and Progress Reports:**

- Tom Swenson presented.
- Now is the time to start thinking about your yard waste outreach. Look at the MS4 Blog for ideas.
- Septic Smart Week is September 20-24, 2021.
- This is a great week to do septic outreach. Reach out to Deb, Tom or Jeanne for printed materials.
- There are social media posts and a video you can share- all on the MS4 Blog.
- If there is anything you would like to share or requests for more brochures, let us know.
- The IDDE video is on the MS4 Blog. It's about 11 minutes long. It has IDDE 101 type of content. We would love some feedback on this.
- Thanks to VJ Ranfos for allowing use of the Pembroke DPW yard for filming.
- Year 3 online pet waste pledges are on the MS4 Blog.
- Portsmouth made a pet waste video which is hilarious and well done. If you have a minute you should watch it.
- Wilton has been doing a lot of work on pet waste as well.
- There is a new calendar on the MS4 Blog. All the important dates are on it.

#### **6. Year 4 Requirements:**

- Dawn presented.
- We are already 6 weeks into year 4.
- We need to continue messaging for MCM #1.
- Merrimack gets information on who pumps their septic system, they will look into people pumping multiple times per year.
- There is a 2<sup>nd</sup> message for developers/construction.
- There will be a subcommittee meeting for year 4.
- Start your wet weather sampling, but not due until year 7.
- When you find an illicit discharge you have to do research. It could be a broken sewer pipe.
- Will have to look into system vulnerability factors (2.3.4.8.c.i) this year.
- SSOs should be reported under their specific permit.
- Reports for Construction Site Runoff are on the MS4 Blog that you can utilize.
- MCM #5 (Post Construction Management) are same as past years. This is on the MS4 Blog.
- Looking to start a subcommittee for 2.3.6 c which requires developing a report assessing current street design and parking lot guidelines. Gretchen will spearhead this and we will ask for volunteers from both coalitions.

- 2.3.6 d- Develop a report assessing existing local regulations. There will be a subcommittee for this as well.
- 2.3.6 e- Inventory and priority rank municipally owned properties for BMP retrofit potential- Done thanks to NHDES and UNHSC. There will be a fall workshop on this.
- Continue with pollution prevention and good housekeeping, and chloride reduction.
- Nitrogen- mostly in the seacoast- need to complete a nitrogen source identification report. Hot spot mapping can be used for this.

Poll Question on Hybrid Meetings.

1. After seeing how a hybrid meeting would work, do you think you would feel comfortable attending an NHLMV meeting in person at some point?
  - a. Yes, I would feel comfortable attending in person - 16%
  - b. No, I would not feel comfortable attending in person - 4%
  - c. Maybe, It will depend on the current status of the COVID transmission rate and protocols- *most people prefer this* – 80%
  - d. No, I do not want to attend in person because I don't like the hybrid meeting format – 0%
2. What are your thoughts on the hybrid meeting format? How could we improve it? (Please choose all that apply)
  - a. The volume was too loud – 0%
  - b. The volume was not loud enough – 20%
  - c. It was hard to see who was talking. *Most votes were for this option* – 80%
  - d. I felt that it was hard to ask a question because I wasn't there in person – 10%
3. What is your preferred format for meetings going forward?
  - a. In person-8%
  - b. On-line-20%
  - c. Hybrid- 60%
  - d. No preference-12%

**7. Updates and Upcoming Events:**

- **Save the Date – EPA Webinar for Year 3 Annual Report**  
 EPA Region 1 will be offering a second webinar on the Year 3 Annual Report. They will provide an overview of the annual report and Year 3 requirements, and an opportunity to ask questions. The final webinar will be held on September 14th.  
 Tuesday September 14th  
 10:00-11:00 EST  
[Register](#)
- **Save the Date – 2021 Annual Asset Management Workshop for Water Infrastructure**  
 Data in the Water Industry  
 December 16, 2021 All Day Event  
 Edward Cross Training Complex  
 722 Riverwood Drive  
 Pembroke, NH

- David Grey from EPA has retired. He covered the Multisector general permit and construction general permit
- Chris Avery, NHDES Salt Reduction Program Coordinator has received a new position in NHDES. The position is vacant at this point. The Municipal Green SowPro Program has passed into law. More on this in the next few months.
- Has anyone created a guide for homeowners on how to take care of storm drains on their property?
  - No, if anyone has something send it to the chairs.
  - Wilton has a first draft but is looking for examples.

**8. Upcoming meeting dates for 2021 – Mark your calendars!**

Please email potential agenda items and/or presentations to Deb Loiselle at [deborah.loiselle@des.nh.gov](mailto:deborah.loiselle@des.nh.gov). These will be considered for upcoming meetings and very helpful in the development of the monthly agendas.

**September 9<sup>th</sup>:**

**October 14<sup>th</sup>:**

**November 18<sup>th</sup>:** Note this date is not during the regular monthly scheduled time

**December 9<sup>th</sup>:** 🎄 Holiday meeting – Hollis Barn!

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