

# Seacoast Stormwater Coalition Meeting Minutes

Zoom meeting

Wednesday, August 18, 2021, 1:00 – 3:00 p.m.

## Present:

*Dave White, Dover*

*Jen Mates, Exeter*

*Cameron Twombly, FB Environmental/ N. Hampton*

*Jonathan Meunier, Geolnsight*

*Jim Hafey, Hampton*

*Heidi Marshall, Hoyle-Tanner*

*Michael Trinqué, Hoyle-Tanner/ SWA*

*Deb Loiselle, NHDES*

*Tom Swenson, NHDES*

*Katie Zink, NHDES*

*Phoebe Rafferty, Portsmouth*

*Caroline Kendall, Rollinsford*

*Dennis McCarthy, Rye*

*Amber Ferland, Somersworth*

*Jackson Rand, SRPC*

*Autumn Scott, SRPC*

*Nate Mears, Stratham*

*Matt Perry, TEC/Seabrook*

*Stefen Nguyen, TEC/Seabrook*

*Jamie Houle, UNH SC*

*David Bowley, UNH*

*Bill Arcieri, VHB*

*Britt Eckstrom, Wright-Pierce*

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1. **Introductions:** All in attendance are listed above.
  2. **Meeting minutes:** Meeting minutes will be approved when we meet in person, they will remain on the MS4 Blog in draft form until then.
  3. **Year 3 Annual Report Template:**
    - Jamie Houle presented.
    - NH and EPA templates are on the MS4 Blog.
    - We have worked with EPA and reviewed all the templates to make sure the NH Stormwater Coalition template covers everything that needs to be reported.
    - The EPA template was initially confusing with check boxes and no explanation areas. The templates are more similar and we may roll into one eventually.
    - Areas that you need to fill out are highlighted in yellow.
    - Instructions are in red and can be removed once you have updated the section.
    - Hopefully you will be impressed with how easy this is to use. Thanks to Deb, Tom, Gretchen and Katie on putting this together.
    - The first few pages are standard.
    - The signatory could be someone with authorization, it doesn't have to be the person that signed the NOI.
    - Page 3 has an area to add your SWMP and IDDE plan.
    - Be sure to make note of any negative impact due to Covid.
    - MCM #1 is filled out using information from the MS4 Blog.
      - The industrial activity requirement was supposed to be done twice and not in consecutive years so hopefully you got that done this year.
      - Grass and Fertilizer is an annual message if you have a Nitrogen impairment.
      - EPA would like to see more evaluation/ metrics on outreach.
      - If you haven't met your goals let EPA know where you are and what troubles you may be having.
    - MCM #2 is for Public Participation. Update on what you've done.
      - Tell Jamie if you have received feedback from the public.
    - MCM #3 is IDDE

- In year 3 you should have done dry weather screening. Add your results as separate attachment. **Do not** combine with your report.
- This annual report serves as your self-assessment.
- Read the options for SSOs and fill out the section that fits your municipality.
- Q- Hampton doesn't have any known SSO's should we just say we don't have known SSO's?
  - A- Yes, you can make adjustments to the template for clarity.
- Be sure to enter in a number or N/A if a section doesn't apply to you. If you leave it blank EPA will assume you didn't do it. Make sure to add in numbers and units.
- Often we would include previous years' activity. Be sure to only use the Year 3 permit term July 1, 2020- June 30, 2021.
- Q- If a section does not apply to our permit can it be deleted or should all fields be filled?
  - A- Add that it is not applicable.
- If you found an illicit connection take credit for that. Dover had two areas where the levels were elevated but not enough for action so they are being monitored.
- There are several videos for employee training. There is a new video that Tom will talk about later.
- MCM #4 Construction Site Runoff Control.
  - Add the numbers for reviews, inspections and enforcement actions.
  - Be honest and upfront with how you are running your program.
- MCM #5 Post Construction Stormwater Management in New Development and Redevelopment.
  - Ordinances should be in place. Note if it was completed during a previous year.
  - A section for as built drawings was added because EPA asked for it. The first bit reflects the SWA. Pick the choice that best fits you and modify as needed.
  - There is an optional section for adding number of as-built drawings.
    1. If someone finds this requirement in the permit let Deb know, but she couldn't find that requirement.
- If we've missed anything or you feel something was interpreted incorrectly let us know. We can talk the issues through and come up with a standard approach.
- Make sure to add your progress if you haven't met an objective.
- Long-term Operation and Maintenance Procedures are being worked on by VHB. This was due in Year 3. Everyone has a program but we are working to make it consistent across the board.
  - Templates and guidance will be available.
  - These are anticipated to be completed by fall of 2021.
  - You can continue with your own program if you have one.
  - There will be a presentation at September's SSC meeting.
- There are optional categories for items due in Year 4. They are in the EPA template and EPA is looking for information. If you have successes that you want to report, feel free to do so.
- For the catch basin cleaning section, make sure to include units where is it needed.
- Winter road maintenance- which option you choose will depend on your impairment.
- SWPPPs were developed last year, add what you've changed or modified. The template is on the MS4 Blog under MCM #6.
- Appendix H/F requirements. Only include these sections if they apply to you, if you have a TMDL. What was due year three was the funding source requirement.
- For Nitrogen there is no requirement to implement anything until year 6 but you should be doing tracking and accounting.
- Pollutants of concern are in appendix F/H. They are pollutants commonly associated with stormwater.
- You are required to use the UNH T2 online tool or NH reporting form for chloride tracking. We are hopeful to have a better tool that works for everyone in Year 4.

- Q- Is that a link in the template?
  - A- Yes, if it's not working contact Deb or Tom.
- If additional monitoring or studies were done you need to add that.
- If your goals change, there is a section where you can add those changes.

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

- Deb Loiselle presented helpful tips from the August 3<sup>rd</sup> EPA webinar.
- Year 3 reports are due September 28, 2021.
- You need to submit to EPA, it is optional if you want to copy Deb. It is helpful for her to know who has submitted.
- Annual reports count as your self-assessment.
- Year 3= July 1, 2020-June 30, 2021 report on what was done during this timeframe.
- There is no required template. The available templates can be found on the MS4 Blog.
- Permittees are not required to include metrics labeled as optional.
- Do not leave sections blank, use zero or NA.
- Do not combine documents into one report, send items as separate attachments.
- Explain any work that was negatively impacted by Covid.
- Annual report must be signed by your principal executive officer or a ranking elected official unless you fill out the paperwork to have an authorized representative sign.
- Be truthful!
- Take credit for all of the work that you've done.
- A recording of the August 3<sup>rd</sup> webinar is on the MS4 blog and EPA website.
- Next opportunity is September 14<sup>th</sup> (10:00-11:00 EST) EPA webinar. This will be the same slideshow, but the Q&A session will be different.
- The registration link is on the agenda and in the minutes, below. It is also on the MS4 blog calendar.
- Phone a friend if you have questions or need assistance.

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

- Tom Swenson presented.
- It is time to start thinking about yard waste outreach. Materials are on the MS4 Blog.
- There are a variety of resources.
- Septic Smart week is September 20-24<sup>th</sup> it's a great time to do outreach. There are more Septic Smart brochures available, let Tom know if you would like some of those. Jen Mates still has some in Exeter as well.
- Exeter sent the brochures and a cover letter to 1,000 homeowners with a septic system. She will share the cover letter and Tom will put it on the Blog. They used volunteers to stuff the envelopes.
- There are social media posts on the MS4 Blog.
- There is a video that can be shared on your local TV station.
- These can be used outside of septic smart week as well.
- The IDDE 101 video is done and on the MS4 Blog.
- It is aimed for a general audience.
- Let us know if you use it or have ideas for additional videos.
- PREP has provided year 3 pet pledges. They are on the MS4 Blog.
- Portsmouth has a pet waste video on the Blog that is worth watching. It is laugh out loud funny.
- There is a new calendar on the MS4 Blog. Meetings, events, and key dates are on this. Let us know if anything should be added.
- Q- Does the annual report have anything on measuring the success of messaging?

- A- EPA still wants that information. We are hitting road blocks on how best to do that. This is still on our radar.
- We directly asked EPA for resources on evaluation.
- Continue reporting like you have been. There have been no comments on how to improve reporting.

## 6. Updates and Other Business:

- **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

New Date December 16, 2021 All Day Event

Edward Cross Training Complex

722 Riverwood Drive, Pembroke, NH

- David Gray EPA's MSGP contact has retired.

- ***Save the Date* – PTAP Training** on Total Nitrogen inputs training Oct 27<sup>th</sup> from 9-10:30 for people participating in PTAP- town and database administrators.

## 7. Upcoming Meeting Dates and Agenda Focus for 2021 – ***Mark your calendars!***

Meetings will occur on the 3<sup>rd</sup> Wednesday of each month.

**September 15<sup>th</sup>:** Year 3 Annual Report, MCM #5 (Section 2.3.6.b) Long-term Operation and Maintenance materials developed by VHB

**October 20<sup>th</sup>:** 2018 Municipal Water Quality Report

**November 17<sup>th</sup>:**

**December 15<sup>th</sup>:**

Please email potential agenda items and/or presentations to Gretchen Young at [G.Young@dover.nh.gov](mailto:G.Young@dover.nh.gov) or 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.