

# Seacoast Stormwater Coalition Meeting Minutes

Zoom meeting

Wednesday, September 15, 2021, 1:00 – 3:00 p.m.

## Present:

*Gretchen Young, Dover- Chair*

*Annie Tucker, Environmental Partners Inc./  
Durham*

*Cameron Twombly, FB Environmental/ N.  
Hampton*

*Megan Dalton, Geoinsight/Kingston*

*Matt Scruton, Greenland*

*Joe Lynch, Hampton*

*Deb Loiselle, NHDES*

*Tom Swenson, NHDES*

*Katie Zink, NHDES*

*Jamie McCarty, Portsmouth*

*Phoebe Rafferty, Portsmouth*

*Dennis McCarthy, Rye*

*Amber Ferland, Somersworth*

*Autumn Scott, SRPC*

*Nate Mears, Stratham*

*Matt Perry, TEC/Seabrook*

*Stefen Nguyen, TEC/Seabrook*

*Will Powers, UNH*

*Jamie Houle, UNH SC*

*David Bowley, UNH*

*Bill Arcieri, VHB*

*Annie Bastoni, VHB*

*Sarah Nalven, VHB*

*Britt Eckstrom, Wright-Pierce*

*Christine Rinehart, 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. **MCM #5 (Section 2.3.6.b) Long-Term Operation and Maintenance:**
    - Gretchen presented.
    - Using SSC funds and piggybacking with Portsmouth/ VHB a BMP Inspection and Maintenance Guidance Manual is being created.
    - Annie Bastoni from VHB presented to provide a review of the work being completed.
    - Working with a steering committee to develop guidelines.
    - They are looking for feedback from the group.
    - The VHB team is Bill Arcieri, Annie Bastoni and Sarah Nalven.
    - This requirement is part of MCM #5 (Post Construction).
    - The permit gives three options for maintenance.
      - Escrow accounts to have town perform maintenance.
      - Maintenance contract between owner and permittee.
      - Annual certification documenting work that has been done over the last 12 months to properly operate and maintain BMPs. This is what the guidance will be based on.
    - Inspection and maintenance reporting ensures that BMPs are still in place, inspected regularly, and functioning as designed.
    - Requirements for long term I&M programs include:
      - Ordinance
      - I&M Plan submission requirements
      - Consistent review
      - Reporting
      - Education and outreach
      - Enforcement
    - The guidance document will cover these topics.

- Tracking and accounting will include three levels of tracking. This will make it usable for all users.
  - Database
  - Spreadsheet
  - Binder (paper)
- Review Process Guidance should include inter-departmental involvement, components of a submission, and data recording and tracking.
- There will be tools that include: template letter, request form, fact sheet, scheduled reminders, methods of contact, and data and response tracking.
- There will be enforcement examples and recommendations.
- Gretchen- being consistent with fees etc. will help.
- Bill A-The enforcement section might need an attorney review.
  - Jamie McCarty will talk to someone about that.
- A draft should be available to the steering committee in October and finalized in November.
- Reach out to Gretchen, Jamie McCarty or Nate Mears with questions or comments.

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

- Gretchen presented.
- Due September 28, 2021.
- We reviewed the NH template at the last meeting.
- The EPA template is available and there are webinars available.

#### **5. PTAP Update:**

- Jamie Houle Presented.
- This is big for the general nitrogen communities. There is also benefit for any community.
- This makes accounting consistent across the board.
- You have to recreate assumptions. PTAP narrows it down and uses the performance curves.
- Training will be Wednesday Oct 27<sup>th</sup> from 9-10:30. It will be virtual with some in-person attendance.
- Please identify a municipal administrator. This person accepts projects into the database. The developer will do this as part of the permit conditions. It is then available for you to review.
- UNH Research Computing is the Super Administrator- approves all users.
- Municipal Admin- one person per town- reviews, edits, approves submittals.
- Authenticated Users- developers, town staff, etc.- submit tracking data, only able to view their own activities.
- Next steps are to make sure that PTAP requirement exists.
- At the end of the first permit year you will be able to generate a report that accounts for additions and reductions in TN as well as other pollutants.
- This accounts for structural and nonstructural BMPs.
- Jamie did a live demo of the PTAP database.
- The drop down uses the same terms as the permit.
- This is defensible data and has been approved by EPA.
- UNH is hoping to track some of this through GIS.
- It seems like reporting to EPA is not part of the Nitrogen permit.
  - No annual reporting requirement currently.
- Municipal reports can be created based on tables that you select.
- You can export the report as excel or pdf.
- You can count existing BMPs- ensure they are functional.
- You can get a CSV file with everything in the right order to upload it into BATT.

- Q-How do you handle a common BMP that is not recognized by EPA but it's in the NH Stormwater Manual.
  - You can use the design storage capacity and find the performance curve that best suits.
  - Go to MS4 tools and BMP graphs for a crosswalk.
  - Don't currently have flow rate data. That has to be estimated.
- Reach out to your planning department or consultants ahead of the Oct 27<sup>th</sup> meeting and request that they attend the training.
- If you are running across BMPs that are not in PTAP let Jamie know.
- Some of us are not able to review all of the reports, this is a quick check to make sure SW reductions are happening.
- Jamie M- It would be good to have this as a design phase calculation, that would be useful.
  - Jamie H- We have talked about adding a second check box for design and one for install. That way you can accept it into the database at the design phase. This feature will be available soon.
- Q- Is there a link for the workshop?
  - A- It will be out soon.
- Q- Is this something that can be extended to NHLMV coalition?
  - A-Yes, this could be a regional resource as well. It's available to anybody.

## 6. Nitrogen Source Identification Report:

- Gretchen presented.
- Gretchen took a first pass at creating a template. There are 5 requirements that must be reported in your year 4 report.
  - Calculation of total MS4 area draining to water quality limited water segments or their tributaries.
  - All screening and monitoring results (IDDE).
  - Impervious area and DCIA for target catchment (hot spot maps).
  - Identify, delineate and prioritization of potential catchments with high nitrogen loading.
  - Identification of potential retrofit opportunities for the install of structural BMPs during redevelopment.
- Q- For #4 are they looking for catchment level or outfall?
  - Gretchen was thinking of it of property level. We've already done outfall prioritization. It's a good question. There is room for discussion.
- Q- Has anyone looked at this as a partnership with a private property or can we only work on municipal land?
  - That's something like DOT is doing. Long term operation and maintenance can be the issue.
- Jamie H presented on Hot Spot Maps.
- You can develop your own prioritization scheme, but this will get you going.
- If you are a Great Bay permittee you are probably done with this.
- You can use these to prioritize areas for retrofit.
- These are on the MS4 Blog under "NH Resources".
- There will be a training on how to use these tools upcoming.
- There are maps and excel files for each community.
- The excel files show town owned parcels. Can sort by impervious cover.
- The files give the loading rate and estimated pollutant reductions from each parcel.
- You can sort/ filter these.
- These need to be ground-truthed because it's only as good as the data GRANIT gets.
- Subcommittee- David Bowley, Jamie and Gretchen.

## 7. Winter Maintenance:

- Deb presented.
- Legislation approved and next steps for NHDES.
- Ted Diers will likely attend a meeting in October or November to hear feedback on how you would like to see this formulated.
- Annual Salt Usage Reports are due for permittees that fall under Appendix F & Appendix H for Chloride. Recommended but optional for all others. Due September 15<sup>th</sup>.
- There are two options for reporting. Please only use one.
- They are both on the MS4 Blog.
- One is a form and the other is the UNH T2 database.
- The form will need to be emailed to [salt@des.nh.gov](mailto:salt@des.nh.gov).
- This is due today!
- If you need help with the UNH T2 database reach out to Tom or Deb as the help button doesn't work and we don't currently have a Salt Reduction Program Coordinator at NHDES.
- Hopefully you all received an email from Deb today. It was a gentle reminder to complete this today.
- The EPA report template doesn't mention the salt reporting requirement. That was left out in error. Use the optional box to do your reporting.

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

- Tom presented.
- Septic Smart week is coming up, September 20-24. There are a lot of new resources on the Blog that you can use.
- *Get Pumped* brochures are available from Jen Mates and Gretchen. There is a version without a babies butt from Merrimack. It has the same information but different graphics.
- Exeter and Dover have cover letters available. This allows you to personalize your outreach.
- There are videos from EPA.
- You don't have to do outreach during septic smart week but it's a good time.
- This is also a good time for yard waste outreach.
- There is a brochure and link to messaging on the MS4 Blog.
- Merrimack and Portsmouth shared videos that they created that you can share on social media.
- Hazardous waste days are a good time to share information. Bedford handed out information, Exeter had signage up.
- Check out the calendar for trainings.

## 9. Updates and Other Business:

- **2022 NHDES Local Source Water Protection (LSWP) Grant Application**  
Applications due November 1, 2021  
For more information, visit <https://www.des.nh.gov/business-and-community/loans-and-grants/drinking-water>  
Reach out to Deb if you need a map for your area.
- **2021 Building Resilient Infrastructure Communities (BRIC) Grants AND 2021 Flood Mitigation Assistance (FMA) Program**
  - [Letters of Intent](#) due October 1, 2021
  - To watch a FEMA recording explaining the NOFO, please click here: [BRIC/FMA FFY 2021 NOFO webinar recording](#)

- You can find a schedule of upcoming webinars and watch prior webinars here: [upcoming/recorded FEMA BRIC/FMA webinars](#)
- NH HSEM Field Representative: 603-223-3663 or Hazard Mitigation Team [HazardMitigationPlanning@dos.nh.gov](mailto:HazardMitigationPlanning@dos.nh.gov)
  
- **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

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

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

**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@doher.nh.gov](mailto:G.Young@doher.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.