

Seacoast Stormwater Coalition Meeting Minutes

Zoom meeting

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

Present:

Gretchen Young, Dover- Chair

April Talon, Durham

Nils Larson, Exeter

Paul Vlasich, Exeter

Megan Dalton, Geoinsight/Kingston

Jonathan Meunier, Geolnsight

Matt Scruton, Greenland

Kara Campbell, Hampton

Joe Lynch, Hampton

Heidi Marshall, Hoyle-Tanner

Michael Trinque, Hoyle-Tanner/ SWA

Lisa Perreault, Kingston

Sean Greig, Newmarket

Deb Loiselle, NHDES

Tom Swenson, NHDES

Katie Zink, NHDES

Amy Chastain, Portsmouth

Brian Goetz, Portsmouth

Jamie McCarty, Portsmouth

Daniel Okuniewicz, Portsmouth

Stephanie Seacord, Portsmouth

Ryan O’Conner, Rochester

Dennis McCarthy, Rye

Jason Richer, Rye

Mike Bobinsky, Somersworth

Amber Hall, Somersworth

Jackson Rand, SRPC

Autumn Scott, SRPC

Nate Mears, Stratham

Chris Raymond, TEC/ Seabrook

Daniel Macadam, UNH

Bill Arcieri, VHB

Annie Bastoni, VHB

Sarah Nalven, 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 Blog in draft form until then.
 - 3. Portsmouth’s Think Blue Campaign:**
 - Brian Goetz (Portsmouth) presented.
 - Went over current/ past staff.
 - Talked about outreach which included a lawn care postcard and a Rake It or Leave It postcard.
 - These materials were customized to Portsmouth.
 - They also had an aggressive campaign for pet waste. Postcards were tailored to dog owners. There are also signs for picking up pet waste- it’s the law.
 - There was a direct mailer for pet waste that was also customized for Portsmouth.
 - Other outreach efforts included BMPs for septic.
 - Blue the fish was created with help from Jane Almeida and serves as the mascot for Portsmouth’s outreach efforts .
 - Strawberry Banke has an exhibit “Water has a Memory” which is about sea-level rise and response. At the end there is a “Think Blue! What can you do?” poster.
 - Credit goes to Phoebe and Dan for public education and outreach videos. Covid made them rethink this, but when Dan came on board they were able to produce the video themselves.
 - The first two videos are about pet waste and a third is about picking up leaves.
 - These videos are short and sweet. They are on YouTube and the City’s website. You can view or share the videos.
 - Portsmouth is also on Instagram at ***thinkblueportsmouthnh***.
 - The outreach videos are on the Blog under NH Resources as well.

- The videos were shown during the coalition meeting.
- The actors for the videos have been Portsmouth employees.

4. MCM #5 (2.3.6.b) Long-Term Operation and Maintenance:

- Bill Arcieri (VHB) and Annie Bastoni (VHB) presented.
- This presentation was recorded and will be placed on the Blog on the NH Resources page under MCM #5.
- This is not the final version of the O&M guidance document but it should be finalized in the next week. This is a chance to share edits.
- This manual was paid for with the coalitions shared funds.
- The coalition wanted to come up with an easy way to start a program for private development. This includes guidance for follow-up letters and enforcement.
- The coalition was able to piggyback on something that Portsmouth had already started with VHB.
- The permit requirement is section 2.3.6.b under MCM #5 post construction.
- The manual focuses on the annual certification document that shows work has been done over the last 12 months to properly operate and maintain the stormwater control measures at a given site.
- BMP inspection and reporting is important to ensure: the BMP is still in place, has been inspected, regular maintenance has been performed, etc.
- This manual is broken into six sections. It goes through all the elements needed to ensure that your program is in place and covers all necessities.
- Regulatory authority language is included. This may already be in place for most municipalities.
- Some towns require filing at the Registry of Deeds, require annual reporting, provide the authority to access the property to inspect or audit, provide the authority to impose fines or other enforcement actions for non-compliance.
- What level of enforcement is needed? AOT requires the same annual reporting. Communities have leverage until after they release the bond. Send suggestions to Bill Arcieri.
- Long term I&M plan content: This section includes plan approval.
- Make sure your applicant knows the annual reporting requirements.
- Annual I&M reporting and follow-up: Templates are provided for consistency. This includes a cover letter, request form, and fact sheet.
- Q- Did you say AOT does not require annual reports?
 - A- You have to do them for AOT but they don't have to be submitted, they just have to be available upon request.
- A specific timeframe is something they are seeing inconsistencies between each town. Some are due in June while others are due in December.
- Tracking approved projects for I&M activities. There are four letter templates. These are for no further action, form returned- inadequate, form not returned and a second notice.
- Q- Are you looking for feedback on the letters?
 - A- You will be able to make changes to these. April recommends a softer opening. The letters are softer for reminders and firmer for the second notice.
- Q- Does the person doing inspections need to be qualified, do they need back up?
 - A- That is up to each community. It's in some ordinances, but it's not required by the MS4 permit.
 - In Hampton it is the responsibility of the owner and they need to hire a competent person. This becomes harder with properties that change hands. Hampton copies the engineer on the report and that can be a marketing measure for them to get the inspection done.

- Examples of enforcement recommendations include letter templates, fines, conduct I&M inspections and require reimbursement from property owner, and place a lien on the property.
- Portsmouth is looking into strengthening their ordinance or implementing this through a stormwater utility.
- Tracking and Accounting approaches are in Section 5.
- Minimum data should include: location, BMP, owner and contact, responsible party, I&M Plan, annual reporting records, and history of enforcement actions.
- PTAP is a great tool but it doesn't include an I&M piece.
- Future considerations: This could include legal guidance/ shared legal counsel to assist with enforcement, database templates or shared I&M reporting data management tools, outreach to property owners, and/ or periodic auditing.
- The guidance manual, templates and recording of the presentation will be available on the Blog.
- Send Bill an email if you would like to see any changes/ additions.
- Subdivisions are one of the hardest groups to tackle. If the town accepts the road, consider if the BMPs go with it.
- Huge thanks to Portsmouth for taking the lead on this.

5. MCM #1 Updates and Progress Reports:

- Tom Swenson (NHDES) presented.
- NHDES and Manchester worked on a winter maintenance outreach letter. If you have a chloride impairment, facilities with 10 or more parking spaces needs to use a Green Snow Pro certified vendor.
- Q- If they do their own maintenance do they have to be certified or is it only if they contract that work out?
 - A-It is for commercial salt applicator, so if you are maintaining your own lot it wouldn't be required.
- The outreach materials can be used by anyone, even if you don't have chloride impairments.
- Q- If there is no discharge to the MS4, do they still need to be Green SnowPro certified?
 - A-They should be, but it is not required.
- If you see anything that needs to be reworked let Tom know.
- The cover letter introduces the MS4 permit. The second paragraph has two options which will be based on if the community has a chloride impairment. There are call outs that identify which communities should use which paragraph.
- There is also a brochure for the owner/ maintenance personnel.
- This can be customized for your community.
- There is another document for chloride impairments/ TMDLs that you can use to find the number of impairments within your community.
- These resources are on the blog on the NH Resources page under MCM#1- Other.
- Q- When is the 10 parking spaces requirement due?
 - A- It needs to be implemented by Year 5.
 - Dover will add that drinking water aquifers are groundwater and getting salt out of groundwater is nearly impossible.
- Q- Requirement for use of Green SnowPro certified contractors- is that for any parking lot with 10 or more parking spaces that discharges to an MS4 impaired vs. non-impaired waterbody?
 - No. It is for all parking lots with 10 or more parking spaces within the communities MS4 boundaries

- The education and outreach subcommittee will be meeting soon. We lost some members so we are looking for more people who are willing to join. This is a joint effort with both the SSC and NHLMV. Meetings are only a couple of times a year and are fully virtual.
 - Joe Lynch from UNH will join. Let Tom know if you want to join as well.

6. Updates and Other Business:

- **2021 Annual Asset Management Workshop for Water Infrastructure**
 Data in the Water Industry
 December 16th, 2021 7:45am-3:30pm
 Edward Cross Training Complex
 722 Riverwood Drive, Pembroke, NH
 \$45.00/person – includes coffee, snacks and lunch
[Registration](#)
**Registration is closed. If you are interested in attending, and you have not registered yet, please contact Luis Adorno at Luis.Adorno@des.nh.gov*

7. Upcoming Meeting Dates and Agenda Focus for 2022 – *Mark your calendars!*

Meetings will occur on the 3rd Wednesday of each month.

January 19th: Hot Spot Mapping November 19, 2021 workshop feedback), Year 4 requirements (MCM #3 wet weather SVFs spreadsheet, MCM #5 2.3.6.c and 2.3.6.d regulation assessment report template, Appendix H Nitrogen and Phosphorus Identification Reports)

February 16th:

March 16th:

April 20th:

May 18th:

June 15th:

July 20th: Prepare for Year 4 Annual Report

August 17th: Prepare for Year 4 Annual Report

September 21st:

October 19th:

November 16th:

December 21st:

Please email potential agenda items and/or presentations to Gretchen Young at G.Young@dover.nh.gov or Deb Loiselle at deborah.loiselle@des.nh.gov. These will be considered for upcoming meetings and very helpful in the development of the monthly agendas.