

**MINUTES -  
NH Lower Merrimack Valley Stormwater Coalition Meeting  
Zoom/In-person at NRPC**

**Thursday, May 12, 2022, 1:00 to 3:00 p.m.**

<b>Present:</b>		<i>Emma Rearick</i>	<i>Nashua RPC</i>
<i>Jeanne Walker, Chair</i>	<i>Bedford</i>	<i>Deb Loiselle</i>	<i>NHDES</i>
<i>Brian Arsenault</i>	<i>Allenstown</i>	<i>Sally Soule</i>	<i>NHDES</i>
<i>Brandon Boisvert</i>	<i>Bedford</i>	<i>Tom Swenson</i>	<i>NHDES</i>
<i>Rebecca Balke</i>	<i>CEI</i>	<i>Katie Zink</i>	<i>NHDES</i>
<i>Craig Durrett</i>	<i>Derry</i>	<i>Christine Addington</i>	<i>Pembroke</i>
<i>Scott Ozana</i>	<i>Goffstown</i>	<i>Victor (VJ) Ranfos</i>	<i>Pembroke</i>
<i>Joan Cudworth</i>	<i>Hollis</i>	<i>Zach Swick</i>	<i>SNHRPC</i>
<i>Thomas Bartula</i>	<i>Hooksett</i>	<i>Jamie Houle</i>	<i>UNHSC</i>
<i>Heidi Marshall</i>	<i>Hoyle-Tanner</i>	<i>Amanda Furtado</i>	<i>VA Medical Center</i>
<i>Paul Elsholz</i>	<i>Laconia</i>	<i>Megan Daltan</i>	<i>Verdantas</i>
<i>Ben Lundsted</i>	<i>Manchester</i>	<i>Michele Decoteau</i>	<i>Wilton</i>
<i>Lincoln Daley</i>	<i>Milford</i>	<i>Nick Germain</i>	<i>Wilton</i>
<i>Amy Gill</i>	<i>Nashua</i>		
<i>Sara Siskavich</i>	<i>Nashua RPC</i>		

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**1. Introductions:** Those in attendance are listed above.

**2. Meeting Minutes:**

- The April 14, 2022 meeting minutes were approved.

**3. Year 4 Requirements:**

- Tom Swenson presented.
- We have gone through MCMs #1-6, we will now go over Appendices F and H.
- An annual requirement column was added to the Year 4 Requirements Table document.
- The requirements in Appendices F and H only affect certain communities with the corresponding impairments.
- The Lake Phosphorus Control Plans only apply to the following communities with Phosphorus TMDLs:
  - AMHERST
  - BEDFORD
  - DERRY
  - HOLLIS
  - HUDSON
  - MANCHESTER
  - MERRIMACK
- For the Lake Phosphorus Control Plans, you have two options. You can either implement the plan within the whole area of your municipal boundaries that drain to the impaired waterbody, or you can focus on just the MS4 area within your municipal boundaries that drain to the impaired waterbody. Sally Soule, from NHDES, will come to discuss this a little later.

- The following two nitrogen requirements only apply to the following communities with nitrogen impairments:
  - Derry
- Communities with nitrogen impairments will have to consider BMPs that reduce nitrogen when doing their inventory and priority ranking from Section 2.3.6.e.
  - This is taken care of in the Inventory and Priority Ranking Spreadsheet that NHDES created.
- Communities with nitrogen impairments will have to create a Nitrogen Source Identification Report.
  - We will be supplying the coalitions with a template for this requirement during the June meeting.
- Craig Durrett shared that Derry does not think they have a nitrogen impairment.
  - NHDES will contact Derry to talk about this.
- The following two phosphorus requirements only apply to the following communities with phosphorus impairments:
  - ATKINSON
  - DERRY
  - GOFFSTOWN
  - HAMPSTEAD
  - LITCHFIELD
  - MANCHESTER
  - PELHAM
  - SALEM
  - WINDHAM
- Communities with phosphorus impairments will have to consider BMPs that reduce phosphorus when doing their inventory and priority ranking from Section 2.3.6.e.
  - This is taken care of in the Inventory and Priority Ranking Spreadsheet that NHDES created.
- Communities with phosphorus impairments will have to create a Phosphorus Source Identification Report.
  - We will be supplying the coalitions with a template for this requirement during the June meeting.
- The following requirement only applies to communities with solids, oil and grease, or metal impairments.
- Communities with solids, oil and grease, or metal impairments will have to create a street sweeping schedule for potential high pollutant loading areas where the impairment might be stemming from.

**4. MCM #1 Construction/Developers Outreach:**

- Tom presented.
- The education and outreach subcommittee met.
- They plan to create a construction/developers audience outreach letter that will be geared towards contractors and other municipal departments.
- This letter will focus on letting them know that a new Construction General Permit (CGP) has been released and give them information about the new version of the permit.
- They will also create a brochure highlighting some of the major changes to the CGP, including that inspectors will now need to be certified, and also some common issues found on construction sites.
- These outreach resources will be ready for the June coalition meeting since this is a Year 4 requirement.
- The resources should not be a big lift to send it out, but it will need to be done right away since Year 4 ends on June 30<sup>th</sup>.

## 5. Annual Salt Usage Reports:

- Tom presented.
- Annual Salt Usage Reports need to be submitted by the following communities with chloride impairments or TMDLs:
  - Bedford
  - Derry
  - Goffstown
  - Hooksett
  - Londonderry
  - Manchester
  - Nashua
  - Salem
  - Windham
- Communities without chloride impairments or TMDLs are welcome to submit reports as well but it is not required.
- You can use the UNH T2 Salt Management Database or the Annual Salt Usage Reporting Form that is on the MS4 blog to submit your information.
- There are currently some problems with the UNH T2 Salt Management Database and though you are still able to use it, we are suggesting that communities submit their reports using the Annual Salt Usage Reporting Form.
- The Annual Salt Usage Reporting Form is a word document that can be filled in.
- Please email your completed forms to NHDES at [salt@des.nh.gov](mailto:salt@des.nh.gov) and copy Deb and Tom if possible.
- Tom went over the Annual Salt Usage Reporting Form.
- Communities have to report their Annual Salt Usage Reports by June 30.

## 6. Hot Spot Updates:

- Hot Spot GIS Subcommittee Update
  - Tom presented.
  - The Hot Spot GIS Tool Subcommittee met a few weeks ago and contained members from both the NHLMV and SSC.
  - The subcommittee had a fantastic discussion about the potential utility of a new hot spot GIS tool and what they would use it for.
  - Tom does not have any details at the moment, but he wanted to let everyone know that NHDES and UNH are actively working on creating this new tool.
  - NHDES and UNH are pulling together to create something based on the input from the subcommittee meeting.
  - This won't be available for a couple of months but will report back here when it is ready.
- Section 2.3.6.e Hot Spot Inventory and Priority Ranking Spreadsheet
  - The Section 2.3.6.e Hot Spot Inventory and Priority Ranking Spreadsheet is on the MS4 Blog under MCM #5.
  - The spreadsheet meets the requirements of the second paragraph in Section 2.3.6.e.
  - The spreadsheet uses the information that Sally Soule and Jamie Houle created for each community in their Priority Ranked Parcel Summary Reports located on the Hot Spots page on the MS4 Blog.
  - Communities will take their top municipal parcels from the reports and ranked them based on several different factors to see if the parcel is actually a good fit for a BMP installation.

- The spreadsheet has multiple different factors across the top that each have corresponding scores for if a parcel meets or does not meet the requirements of the factor.
- Communities will have to look at all of the different factors for each of their top municipal parcels.
- This will then give a final score for each of the parcels. The higher the scores for each parcel, the better fit it might be for a stormwater BMP.
- The scoring points for each factor within this spreadsheet might need to be tweaked to fit each community's view or values. Communities can easily reweight factors as needed.
- This spreadsheet is still considered a rough draft.
- If everyone could please look at the spreadsheet and send Tom feedback by the end of May.
- The final spreadsheet will be available to communities at the June coalition meeting.

#### **7. Check In on Year 4 Requirements:**

- Jeanne presented.
- There are a lot of requirements for Year 4.
- The idea is to have everything done by June 30 so we can report it to EPA.
- Let us know what you are having issues with. You can speak up at the meeting or send an email or call Tom, Deb, Dawn, or Jeanne. We want to make sure everyone has the information that they need to complete all of the Year 4 requirements.

#### **8. Year 3 Annual Reports Meeting with EPA:**

- Jeanne presented.
- Dawn, Jeanne, Tom, Deb, Andrea, Jamie Houle, Gretchen Young (Dover) met with Martine Wong, Michele Vuto, and Newt Tedder from EPA to talk about their general comments about the Year 3 annual reports.
- The annual report is the only way EPA knows what's going on throughout the year.
- 40 out of 42 annual reports were on time. EPA has since received all of the reports.
- The biggest complaint was that communities altered the template language which was phrased a certain way to meet the requirement.
- Some communities removed entire sections from the annual report, for example the IDDE section.
- Last year we talked about not leaving sections blank but to make sure to put in a zero or NA. Do not remove sections from the annual report template
- If you don't report on a requirement, then EPA will assume you didn't do it and are not compliant.
- It makes it appear that you are trying to hide something from EPA
- EPA noted that it is important to list the changes to receiving waters and catchments.
- The NH stormwater coalitions did not make an annual report template for new permittees like EPA did.
- This means that if you are a new permittee and used the NH coalition template, you might not have been reporting correctly because new permittees are on a separate schedule.
- Let us know if you need this template to be created or use the EPA template for new permittees.
- Only 60% of permittees had compliance on the post construction by-law.
- EPA wanted to know what we thought the barriers were for this requirement.
- We thought that it was affected by COVID.
- Only 70% of permittees reported in the IDDE section.
- There were some issues with MCM #6. Only 60% of permittees had conducted municipal stormwater BMP inspections and only 40% have maintenance plans for their municipality. This is stuff DPWs generally do so it might be an issue with reporting or record keeping.
- EPA said they were happy with our outreach and education. They said we were doing a great job.
- EPA is planning on releasing the EPA annual report template by the end of June.

- Discussions on the next version of the MS4 permit are coming up. They are looking to release a draft permit in 2023. Everyone will continue to use the current version of the permit until a new version is released. The new permit would come out in 2024.
- You will receive a letter from EPA with guidance towards the end of Year 5 on how to continue using the current version of the permit.
- The latest census did not include urbanized areas. There are now discussions on how MS4 permittees will be defined in the new version of the permit.
- Permittees that are currently covered under the permit will still be in the new version of the permit as well.
- This was a good and beneficial meeting. It was a general overview of NH as a whole, not individual permittees.
- The construction program in Year 3 was looking better than Year 2, there were still some concerns but an overall improvement.
- Tom and Deb have meeting dates to start working on the NH Year 4 reporting template as soon as the EPA template comes out.

#### **9. Lake Phosphorus Control Spreadsheets (New item added to the agenda)**

- Sally Soule presented.
- The Lake Phosphorus Control Plans (LPCP) only apply to the following communities with Phosphorus TMDLs:
  - AMHERST
  - BEDFORD
  - DERRY
  - HOLLIS
  - HUDSON
  - MANCHESTER
  - MERRIMACK
- Jamie Houle and Sally did a practice run with these spreadsheets on Country Pond.
- Sally shared the LPCP Scope and Calculations spreadsheet.
- The instructions are in the spreadsheet on the first tab labeled “instructions”.
- The second tab covers the two different LPCP scenarios.
- The first scenario is if the permittee decides that the LPCP area is going to be for all of the municipal properties that discharges to the impaired waterbody.
- The second scenario is if the permittee decided that the LPCP area is going to be just for the MS4 that discharges to the impaired waterbody.
- The permittee will have to decide which scenario they would like to use.
- Each scenario gives the following calculations that the permittee will need to report to EPA.
- The baseline total phosphorus load, or Pbase, which was found using the spreadsheet below the calculations.
- The phosphorus reduction requirement, or Prr, which is found by multiplying the Pbase by the percent reduction in total phosphorus load which comes directly from the impaired waterbodies TMDL.
- Lastly is the allowable phosphorus load, or Pallow, which is found by subtracting the Pallow from the Pbase.
- The spreadsheet contains all the addresses for the parcels within your municipal boundaries so you can tell if its privately or publicly owned or conservation areas.
- In the coming years you will need to figure out what BMPs you need to implement to get to your Prr.
- The spreadsheet has information about BMP reductions and costs for each parcel.

- Q- Does the impervious cover consider impervious roads or is it just impervious parcels?
  - A- Just on parcels. The roads are sorted out because they are all one polygon, we also can't differentiate between owner of the road.
- The spreadsheet has definitions in the upper right corner.
- Let Sally know if you need assistance.
- There are spreadsheets for each waterbody with a phosphorus TMDL
- These spreadsheets are on the blog under Resources- Hot Spot Maps.
- These can be used for other planning projects as well.

#### 10. Pictures for new MS4 Blog

- Tom presented.
- We are looking for any MS4 related pictures to use on the new MS4 blog.
- Please send all pictures to [Thomas.D.Swenson@des.nh.gov](mailto:Thomas.D.Swenson@des.nh.gov)

#### 11. Funding Opportunities

- Deb presented.
- Applications for the 2022 Clean Water State Revolving Fund (CWSRF) Loan Program are now available.
- This is probably going to be a big year for stormwater.
- We don't know how many projects will be authorized or how much funding will be available.
- Reference the ranking criteria to get the most points available.
- Deb walked through filling out a CWSRF on the NHDES nform website.
- You will need to register if you have not used the NHDES nform website previously.
- A consultant can fill out the application and pass it to the municipality.
- Be sure to save you progress by clicking the button in the top right of the page.
- Contact Amy Rousseau with PFAS projects.
- NHDES is working on a Clean Watersheds Need Survey. These applications will help with filling out that survey.
- Make sure your write up encompasses your project. We need to be able to discern what type of project you have in mind.
- There is a table to enter funding costs and dates. You can add a row if the prepopulated funding types do not fit your project.
- There is a survey at the end of the pre-application.
- You can also share the application with others. You can have multiple people write the pre-application or send it to someone else to review.
  - [Pre-applications](#) are now available and due June 1, 2022
  - [Stormwater Ranking Criteria](#)
    - Make sure to identify all pertinent categories.
    - There are maximum points for each category but fill out whatever is pertinent.
    - Pages 2-5 give more information on each category.
  - Stormwater Categories
    - Asset Management, Planning, Infrastructure, and Infrastructure with Planning Component.
    - Asset Management will have up to \$30,000 in principal forgiveness, Planning projects will have up to \$100,000 in principal forgiveness. Infrastructure will likely have 10-15% principal forgiveness.
    - Consultants must be hired through QBS.

- A Basis of Design report is required for infrastructure projects.
- For more information go to the [MS4 Blog funding page](#).
- Anticipated Dates & Critical Deadlines.
  - June 1<sup>st</sup>: Pre-applications due.
  - July: Project ranking based on criteria.
  - August: NHDES publishes Intended Use Plan (IUP) & Project Priority List (PPL).
  - August: IUP and PPL out for public review and comment.
  - September/October: Entities notified of authorized projects.
- Culvert Flood Risk Assistance.
  - \$1.2 Million in grants (no match required) up to \$400,000 per project.
  - Statewide.
  - Goal: Support the replacement of outdated, undersized, perched and/or degraded culverts highly susceptible to flooding.
  - NHDES Website: [https://www4.des.state.nh.us/infrastructure-funding/?page\\_id=144](https://www4.des.state.nh.us/infrastructure-funding/?page_id=144) .
  - Applications are due July 1, 2022.
  - Contact Ben Sweeney with questions.

## 12. Updates and Upcoming Events

- **[UNH T2 Trainings Calendar](#)**
  - September 8<sup>th</sup> & September 15<sup>th</sup> & September 21<sup>st</sup> & September 29<sup>th</sup>  
October 13<sup>th</sup> & November 16<sup>th</sup> & November 17<sup>th</sup>  
8:00 AM-3:00 PM  
Snowfighters Seminar  
[Registration](#)  
\$60.00 for municipal staff
  - September 20<sup>th</sup> & October 4<sup>th</sup>, 7:30-9:30 AM  
Data-Driven Winter Maintenance  
[Registration](#)
- **Concord Stormwater Utility Presentation**
  - May 16<sup>th</sup> at 7 PM
  - Concord City Wide Community Center  
14 Canterbury Road, Concord
  - Email [mlt@naturesource.net](mailto:mlt@naturesource.net) to RSVP to attend
- **Intermediate Asset Management: Beyond the Basics**
  - June 23, 2022  
All Day (Exact hours TBD)  
NHDES  
29 Hazen Drive  
Concord, NH  
NHDES Conference Rooms 110-114  
Note: Sign in at the lobby and obtain visitor pass  
Lunch will be available

- For more information contact Eliza (Morrison) Styczynski at 603-271-1989 or [Eliza.Morrison@des.nh.gov](mailto:Eliza.Morrison@des.nh.gov)
- **2022 Annual Asset Management Conference for Water Infrastructure**
  - November 3, 2022  
All day event (in-person)  
Pembroke Army National Guard Readiness Center  
Pembroke, NH  
*Details and Registration Coming Soon*
- **NHDES Infrastructure Funding Webpage**  
NHDES weblink: <https://www4.des.state.nh.us/infrastructure-funding/>  
Information on any available funding will be posted on this website  
Sign up for email alerts from NHDES pertaining to CWSRF/ARPA/Infrastructure funding opportunities at: [https://www4.des.state.nh.us/infrastructure-funding/?page\\_id=26](https://www4.des.state.nh.us/infrastructure-funding/?page_id=26)  
Upcoming events and funding deadlines (currently known):  
[https://www4.des.state.nh.us/infrastructure-funding/?page\\_id=73](https://www4.des.state.nh.us/infrastructure-funding/?page_id=73)

**13. Upcoming meeting dates for 2022 – Mark your calendars!** Meetings occur on the 2nd Thursday of each month, unless otherwise noted. We will continue working on the elements necessary for Year 4 requirements of the permit and update the SWMP template as needed. Following are the topics that are planned for the monthly meetings. Please note that topics may change dependent on priorities identified during the year.

**2022 Meeting Dates**

**June 9<sup>th</sup>:** Phosphorus Source Identification Report, Nitrogen Source Identification Report, Construction/Developer Outreach Materials.

**July 14<sup>th</sup>:** Prepare for Year 4 Annual Report

**August 11<sup>th</sup>:** Prepare for Year 4 Annual Report

**September 8<sup>th</sup>:**

**October 13<sup>th</sup>:**

**November 17<sup>th</sup>:** Note this date is not during the regular monthly scheduled time

**December 8<sup>th</sup>** 🌸 Holiday meeting – location TBD

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