

MEETING MINUTES

NH Lower Merrimack Valley Stormwater Coalition Meeting

Zoom

Thursday, August 11, 2022, 1:00 – 3:00 p.m.

Present:

<i>Dawn Tuomala, Chair</i>	<i>Merrimack</i>	<i>Ashley Litwinenko</i>	<i>Merrimack</i>
<i>Jeanne Walker, Chair</i>	<i>Bedford</i>	<i>Amy Gill</i>	<i>Nashua</i>
<i>Eric Slosek</i>	<i>Amherst</i>	<i>Doug Starr</i>	<i>Nashua</i>
<i>Nic Strong</i>	<i>Amherst</i>	<i>Sara Siskavich</i>	<i>NashuaRPC</i>
<i>Brandon Boisvert</i>	<i>Bedford</i>	<i>Emma Rearick</i>	<i>NashuaRPC</i>
<i>Matt Monahan CHNRPC, Pelham, Atkinson</i>		<i>Andrea Bejtlich</i>	<i>NHDES</i>
<i>Rebecca Balke</i>	<i>CEI</i>	<i>Deb Loiselle</i>	<i>NHDES</i>
<i>Emily DiFranco</i>	<i>CEI</i>	<i>Lisa Loosigian</i>	<i>NHDES</i>
<i>Scott Ozana</i>	<i>Goffstown</i>	<i>Dena Hoffman</i>	<i>Pelham</i>
<i>Patricia Kelliher</i>	<i>Hazen and Sawyer</i>	<i>Christine Addington</i>	<i>Pembroke</i>
<i>Kevin Anderson</i>	<i>Hollis</i>	<i>Lyndsay Butler</i>	<i>Salem</i>
<i>Thomas Bartula</i>	<i>Hooksett</i>	<i>Zach Swick</i>	<i>SNHRPC</i>
<i>Ben Berthiaume</i>	<i>Hooksett</i>	<i>Jamie Houle</i>	<i>UNHSC</i>
<i>Heidi Marshall</i>	<i>Hoyle-Tanner</i>	<i>Megan Dalton</i>	<i>Verdantis</i>
<i>Paul Elsholz</i>	<i>Laconia</i>	<i>Nick Germain</i>	<i>Wilton</i>
<i>Tim Belanger</i>	<i>Merrimack</i>	<i>Alex Mello</i>	<i>Windham</i>

1. Introductions

- Roll call will be done alphabetically by municipality or affiliation

2. Approve meeting minutes

- The meeting minutes from July 14, 2022 were approved.

3. Clean Watershed Needs Survey (CWNS) – Lisa Loosigian (NHDES) & CEI Personnel


- Lisa Loosigian presented
- CWNS is an initiative from EPA. The goal is to gauge the funding needed by States to meet the water quality goals of the Clean Water Act. The information gathered is used to allocate funds back to the States through loan and grant programs such as the Clean Water State Revolving Fund. CWNS is supposed to be completed every 4 years, however it has not been done since 2012. The stormwater funding needs were underrepresented in 2012, only accounting for 7% of the State's needs.
- The States and EPA collect information about:
 - Publicly owned wastewater collection and treatment facilities
 - Combined sewer overflow control facilities
 - Stormwater
 - Nonpoint source pollution control projects
- New Hampshire has a state specific approach for stormwater
 - Data collected from municipalities is used to extrapolate the funding needs for communities that have not reported their needs through CWNS.
 - All NH municipalities are separated into five types based on population and MS4 status. The information received from the participating municipalities will be used to extrapolate the funding needs for the communities that do not participate.
- What projects are eligible for CWNS?

- If the project is eligible for CWSRF, it is eligible for CWNS. The project must be a solution to a water quality problem or water quality related public health problem. These are capital costs only but includes planning or designs.
- The project may not already have funds allocated as of January 1, 2022 and must be completed within the survey period of January 1, 2022 to December 31, 2041.
- The project must have documented costs and justifications.
- CWNS categories
 - Stormwater Management Control including gray infrastructure, green infrastructure, and general stormwater management. Some examples include: planning, design, construction and treatment, and the implementation or development of stormwater programs.
 - Nonpoint Source Control with a focus on hydromodification. This includes dam repair, channel stabilization and riparian/ wetland restoration work.
- There are two separate CWNS efforts
 - Stormwater and Hydromodification- Collected by the NHDES Watershed Assistance section via contractor, Comprehensive Environmental Inc. (CEI)
 - Wastewater- Collected by the NHDES Wastewater Bureau.
 - You may be contacted by both CEI and the Wastewater Bureau.
- Since CWNS does not cover all stormwater projects, NHDES created the New Hampshire State Stormwater Needs Survey by collecting the data for all other projects that are not covered under CWNS (capital and noncapital, flooding, hydromodification, etc.). This separate survey helps NHDES know the overall funding needs of New Hampshire. This information will not be shared with EPA.
- What kind of documentation is needed?
 - Capital improvement Plans, other planning documents, project sheets, watershed-based plans, and grant and loan applications that have been rejected.
 - Large Municipalities pop has more than 10,000 people. Must have documentation listed above.
 - Small municipalities pop has less than 10,000 people. Small municipalities must use documentation if available. If not, they can use the small community form.
- What do communities have to do?
 - Send CEI your documentation and they will sort out whether the information falls into either CWNS or NH State Stormwater Needs.
- Emily DiFranco spoke about CEI's plan. An email will be sent out in a few weeks which will contain the link to the CWNS CEI webpage. There will be a CWNS survey online that will allow you to submit your documents. You can enter specific projects or areas of your CIP. NHDES would like communities to upload or supply links to documents. You may receive a phone call follow up with any questions.
- Jeanne added that there may be hidden costs within projects that are eligible for this. We can spend a little time looking at this for ourselves and might find CWNS or NH State Stormwater Needs funding that we did not know about before.
- Q- I thought drainage work not addressing a water quality issue would not qualify. The Dover example seems to be drainage related and qualifies.
 - A- There were times where the description of a project was unclear so they sent it to EPA to ask about whether or not the project would fall under CWNS. If it is a drainage projects that also helps improve water quality, it may count.
- Website:
 - NHDES will have a website under the Stormwater page.
 - CEI will have a website as well which will include the link to the survey.
 - Hopefully the websites will be up by September 1st.
- Must collect the data for both projects by the end of the year.
- The more participation, the more funding we may get. Please participate!

2. Year 4 Annual Report Template

- Jeanne presented
- **Due September 28, 2022.**
- [NH Stormwater Coalition Year 4 Annual Report Template](#)
 - Located on the MS4 Blog
 - Overview of the template and the requirements due for Year 4 was given.
 - New permittees cannot use this template. Please see the “EPA Year 4 Annual Report Template for New Permittees”.
 - Based on conversations with EPA in the past, it was determined that they look at the report in black and white. So, to reduce any confusion, we used the exact language from the EPA template when we were able to.
 - We have added checkboxes this year to be more consistent with EPA’s template. **Please make sure you check the boxes.**
 - Both the NHSC and EPA templates contain the same requirements and mainly the same wording. The largest differences between the NH Stormwater Coalition’s and EPA’s templates are that the NHSC’s template is in a different order that made more sense to us, there are pre-written responses to some of the questions, and you can check a box if you have either fully or partially completed a requirement (however, you must explain any partial progress in the optional text boxes at the end of each section).
 - The red boxes are instructions for municipalities and should be deleted before submittal. Everything else should be kept. Deleting sections looks bad to EPA so if something is not applicable, write NOT APPLICABLE. There are text boxes at the end of every section to elaborate on partially complete requirements or share any relevant information.
 - Attachments:
 - There is a section that looks for documentation. Provide the documents by either attaching it to the email submission or supply the link to where it is on your webpage.
 - Please update your SWMP and add the website link or location the updated SWMP has been made available for the public to view.
 - If there’s documentation required but not applicable to your community (i.e. a Phosphorus Source Identification Report), write NOT APPLICABLE. **Do not delete any sections.**
 - MCM 1:
 - After each section, there is a “describe any progress made on any incomplete requirements.....”. Please take advantage of this!
 - The biggest advice we can give is to explain yourself. For example: how did you come to your answer if it asks how many total outreach efforts you had for the year? Are you counting each specific event or how many different types of outreach materials you used?
 - MCM 2:
 - Take credit for everything you do. We added the “public participation is ancillary to everyday operations” to get credit for daily conversations and stormwater assistance to the public.
 - MCM 3:
 - Make sure you are paying attention to “during this reporting period” or “total (the permit period - July 1, 2018)”.
 - EPA said that there was a lot of dry weather sampling data missing from Year 3. If you have completed dry weather sampling or resamples, submit the data with your report.

- If you have completed wet weather sampling, include that data too. It is not required until Year 7 but it does not say that on EPA's template.
 - Do not leave anything blank. If you have done zero of something, write that or you may get a demerit. Fill out anything with a **##Number**.
 - MCM 4:
 - Some sections have generic text you can use to explain the work done by your community. For instance, if the number of enforcement actions taken during this reporting period are 0, we explained that the "**##Municipality** works closely with contractors to address environmental concerns for the least environment impact". That way it does not look bad when we say that there were not any enforcement actions.
 - MCM 5:
 - Retrofit Properties Inventory- use the Priority Ranked Parcel Summary Report on the MS4 Blog [Pollutant Load Maps "Hot Spot Maps"](#) page.
 - The EPA Year 4 Annual Report Template requires a minimum of 5 municipally owned properties. However, this is not in the permit. Every community has at least 5 municipally owned properties on their reports so you can use those.
 - Rebecca Balke added that the 5 municipally owned properties requirement comes from the Massachusetts permit.
 - MCM6:
 - Please include the units in this section. EPA has mentioned this in previous meetings.
 - Appendix F & H:
 - If you do not have a specific impairment, check the box that says you do not have an impairment. Please do not leave it blank.
 - The impairment/TMDL specific education and outreach requirements are listed under each impairment/TMDL even if you put it under MCM 1.
 - Potential Structural BMPs- Jamie added the verbiage on the template explaining that if BMPs are being implemented, you must keep track of the load reduction. There are two tools you can use for this. You can use the BATT or [PTAP](#). If anyone is interested in getting their community into the PTAP database, please let Jamie Houle know.
 - For any impairment/ TMDL specific reports, there are templates linked in each section. There is no Chloride Reduction Plan template so please use the Salt Reduction Plan template.
 - Additional Required Info:
 - Any additional monitoring or study results that you would like to give to EPA can be attached to the report with submittal.
 - If anything was delayed due to covid, put that down under the COVID-19 Impacts.
 - Activities planned for the next reporting period- EPA's Year 4 Annual Report Template included a list of activities. However, not all of activities EPA listed are required for Year 5. Since, not all of the activities are required, we kept this section vague as to not be obligated to complete the specific tasks outlined by EPA for Year 5.
- [EPA Year 4 Annual Report Templates](#) are online

Note: You will need to use Internet Explorer **or** look for the  (download) button in the upper right-hand corner to download the template document.

- The EPA template has pretty much the same thing that the NH template has but we reordered some of the requirements.

- New Permittees
 - New Permittees should use the [EPA New Permittee Year 4 Annual Report Template](#)
 - New permittees include the following communities:
 - Allentown
 - Pembroke
 - VA Medical Center
 - Wilton
 - NHDES and the coalition chairs will be hosting a meeting on August 25 from 10 AM to 12 PM to assist new permittees with any annual report related questions or concerns.
 - This is the [Zoom link](#) to join.
 - Deb will send out a meeting invite to all four municipalities. Any consultants for these communities are welcome to join as well.
 - Q- Is there a way to record the new permittee meeting?
 - A- Yes, we should be able to.

2. Year 4 Annual Report Template EPA Webinars

- Deb presented.
- Overview and helpful hints for filling out your Year 4 annual report
- August 16th (10:00-11:00 EST) EPA webinar
[Registration](#)
- September 12th (10:00-11:00 EST) EPA webinar
[Registration](#)
- Martine Wong will be sending out email reminders about submitting annual reports

3. Construction General Permit (CGP)

- Deb presented.
- EPA will be offering a free course with an exam for inspectors.
- We will hear about this at the end of August.

4. Updates and Upcoming Events

- Deb presented.
- [UNH T2 Trainings Calendar](#)
 - September 8th & September 15th & September 21st & September 29th
October 13th & November 16th & November 17th
8:00 AM-3:00 PM
Snowfighters Seminar
[Registration](#)
\$60.00 for municipal staff
 - September 20th & October 4th, 7:30-9:30 AM
Data-Driven Winter Maintenance
[Registration](#)
- **2022 Salt Symposium**
 - September 13th, 9:00 am -4:00 pm
 - NH Motor Speedway
1122 NH-106
Loudon, NH
 - There will be a municipal track.
 - [Registration](#)

- **2022 Asset Management Award Nomination Form**
 - Nominations due by September 16, 2022
 - You can nominate yourself or have your consultant nominate you.
 - [Nomination form](#)

- **New Permittee Annual Report Assistance**
 - NHLMV New Permittees:
Allenstown, Pembroke, VA Medical Center, and Wilton
 - August 25 from 10 am – 12 pm
 - NHDES staff and coalition chairs will be available to answer any questions new permittees have about completing their annual reports
 - [Zoom meeting link](#)

- **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

Upcoming events and funding deadlines (currently known):
https://www4.des.state.nh.us/infrastructure-funding/?page_id=73

- **2022 Clean Water State Revolving Fund (CWSRF) Loan Program - Update**
 - [2022 Priority Project List \(PPL\)](#)
 - [2022 Intended Use Plan \(IUP\)](#)
 - PPL is out for public comment and anticipated to be finalized in late August or early September

5. **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

September 8th: Prepare to submit Year 4 Annual Report

October 13th:

November 17th: Note this date is not during the regular monthly scheduled time

December 8th 🌸 Holiday meeting – location TBD

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

6. **Sign-in Sheet** – Your names will be documented during introductions.