

MEETING MINUTES

NH Lower Merrimack Valley Stormwater Coalition Meeting

Zoom

Thursday, August 10, 2023, 1:00 – 3:00 p.m.

Present:

<i>Dawn Tuomala, Chair</i>	<i>Merrimack</i>	<i>Sara Siskavich</i>	<i>NashuaRPC</i>
<i>Jeanne Walker, Chair</i>	<i>Bedford</i>	<i>Emma Rearick</i>	<i>NashuaRPC</i>
<i>Brandon Boisvert</i>	<i>Bedford</i>	<i>Andrea Bejtlich</i>	<i>NHDES</i>
<i>Brian Desfosses</i>	<i>Bedford</i>	<i>Deb Loiselle</i>	<i>NHDES</i>
<i>Craig Durrett</i>	<i>Derry</i>	<i>Tom Swenson</i>	<i>NHDES</i>
<i>David Gleason</i>	<i>Hazen and Sawyer</i>	<i>Dena Hoffman</i>	<i>Pelham</i>
<i>Thomas Bartula</i>	<i>Hooksett</i>	<i>Christine Addington</i>	<i>Pembroke</i>
<i>Ben Berthiaume</i>	<i>Hooksett</i>	<i>Victor (VJ) Ranfos</i>	<i>Pembroke</i>
<i>Samantha Lewis</i>	<i>Hoyle-Tanner/Merrimack</i>	<i>Zach Swick</i>	<i>SNHRPC</i>
<i>Paul Elsholz</i>	<i>Laconia</i>	<i>Mike Leach</i>	<i>Stantec</i>
<i>Kim Kleiner</i>	<i>Litchfield</i>	<i>Jamie Houle</i>	<i>UNHSC</i>
<i>Leo Laviolette</i>	<i>Merrimack</i>	<i>Kaitlyn Allen</i>	<i>Verdantas</i>
<i>Jerid Pretze</i>	<i>Merrimack</i>	<i>Jaurice Schwartz</i>	<i>Weston and Sampson</i>
<i>Nicole Crawford</i>	<i>Milford</i>	<i>Nick Germain</i>	<i>Wilton</i>
<i>Nikki Walsh</i>	<i>Milford</i>	<i>Anna Crane</i>	<i>Wilton</i>
<i>Amy Gill</i>	<i>Nashua</i>	<i>Alex Mello</i>	<i>Windham</i>
<i>Scott McPhie</i>	<i>Nashua</i>	<i>Megan O'Dwyer</i>	<i>Windham</i>
<i>Doug Starr</i>	<i>Nashua</i>		

1. Introductions

- Deb conducted roll call alphabetically by municipality or affiliation.

2. November NHLMV meeting

- A poll was conducted to see if the November NHLMV meeting would be held on November 9th or 16th since Veteran's Day is the 10th. The poll decided that the meeting will be held on November 16th.

3. Approve meeting minutes

- July 13, 2023 meeting minutes were approved.

4. Pet Waste Outreach Resources

- Tom presented.
- PREP reached out to see if updated pet waste outreach materials would be helpful.
- There are many potential outreach methods:
 - Social Media
 - Description: Monthly posts on a variety of social media platforms.
 - Cost: Staff time
 - Labor: 1 hour per month
 - Materials provided by PREP: 12 social media posts with captions.
 - Metrics: Number of posts, engagement, etc.
 - Website Messaging
 - Description: Update the municipality's website messaging annually.
 - Cost: Staff time
 - Labor: Once per year
 - Materials provided by PREP: A template for the webpage or wording to include on the webpage.
 - Metrics: Number of clicks on the webpage.

- Email Blast
 - Description: Emailed messaging or graphics. For example, include pet waste outreach when emailing about dog registration.
 - Cost: Staff time
 - Labor: Once per year
 - Materials provided by PREP: Will provide wording for the email.
 - Metrics: How many emails are sent.
- Post cards
 - Description: Mailing post cards to registered dog owners.
 - Cost: Staff time and materials (\$100/500 cards through Staples)
 - Labor: Printing, addressing, and sending cards.
 - Materials provided by PREP: Print ready JPEG/PDF with instructions for printing.
 - Metrics: How many post cards are sent.
- Posters/rack cards
 - Description: Printing and distributing posters/rack cards at town owned locations (libraries, schools, town hall, meeting spaces, etc.).
 - Cost: Staff time and materials (\$12.50 per poster, \$100/250 rack cards)
 - Labor: Printing and distributing the materials once per year and replenish stock as needed.
 - Materials provided by PREP: Print ready JPEG/PDF with instructions for printing.
 - Metrics: Number of posters and rack cards distributed.
- Puppy packets
 - Description: A packet including a treat, waste bag, and informational flyer where foot traffic occurs.
 - Cost: Staff time and materials (~\$0.15/packet)
 - Labor: Printing cards, assembling packets, and distributing once a year and replenish stock as needed.
 - Materials provided by PREP: Print ready JPEG/PDF with instructions for printing and suggestions on where to buy bulk treats and bags.
 - Metrics: How many packets distributed.
- Partnerships
 - Description: Contacting local businesses, vets, and shelters. Asking them to display posters/rack cards and/or providing puppy packets to customers.
 - Cost: Staff time and materials (~\$0.15/packet, \$12.50/poster, \$100/250 rack cards)
 - Labor: Contacting and communicating with local businesses. Printing cards, assembling packets, distributing, and replenishing stock as needed
 - Materials provided by PREP: A draft letter to send to businesses. Print ready JPEG/PDF with instructions for printing and suggestions on where to buy bulk treats and bags.
- Pet waste stations
 - Description: Install pet waste stations at local hot spots.
 - Cost: Staff time and materials (\$126-280)
 1. Sign from Petwastedepot.com sign and post. (\$126)
 2. Sign and bag dispenser \$170
 3. Sign, bag dispenser, and trash can (\$280 initial)
 - Labor: Variable depending on the option chosen.
 1. Installing a sign.
 2. Installing a sign and restocking bags as needed.

3. Installing a sign, restocking bags as needed, and maintaining a trash can/bag service.

- Deb will forward a survey from PREP to gauge the interest of materials.
- Q: Do we feel that we need new materials?
- A: Yes, I think people are glossing over the materials we have because they haven't changed in so long.
- The consensus was that the lower cost and simple options would be ideal.
- Q: Can you check with Every Drop to see what the scoop the poop pledge numbers for each town are for Year 5?
- A: Yes, we recently uploaded the [Every Drop Pledge results](#) on the MCM #1 webpage.

5. Year 5 Annual Report Templates for Existing Permittees

- Tom, Deb, Jeanne, and Dawn presented.
- There are two Year 5 Annual Report template options for **Existing Permittees**:
 - [NH Stormwater Coalition Existing Permittee Template](#)
 - [EPA Existing Permittee Template](#)
- We will go over the NH Stormwater Coalition Year 5 Annual Report Template for Existing Permittees:
 - Please do not delete anything from the annual report templates or leave sections blank. If something doesn't apply to you, write "Not Applicable". However, we added instructions and notes in red text which may be removed. Anything highlighted in yellow requires the permittee to add information.
 - On the cover page, you must add your permit number. This can be found in your NOI on the [EPA website](#).
 - The [Duly Authorized Representative](#) is whomever is responsible for signing the report. If it has changed since Year 4, please submit the letter with your Annual Report.
 - Updating the Primary MS4 Program Manager Contact Information is very important. The person signing the reports often will be the one to be contacted.
 - Attachments:
 - The attachments should be sent along with the email submission but **not** in the same document as the Annual Report. Attachments can be combined into one document but should be separate from the Annual Report.
 - All results from any testing completed during Year 5 must be sent in as well.
 - We have added a list of what communities have impairments or TMDLs.
 - For permittees with phosphorus TMDLs: The LPCP template has not been completed for Year 5. We added text in the template to explain that the NH Stormwater Coalitions are working on a LPCP template and hosting a workshop in August. There is a spot to include the work that was completed in Years 3 and 4 so EPA can see that we have been working towards completing the requirement.
 - Self-Assessment and Receiving Waters/Impaired Waters/TMDL sections:
 - Please use the [2020/2022 303\(d\) Water Quality Impairments list](#).
 - Include the changes made to your list of receiving waters, outfalls, or impairments from what is in your NOI compared to the 2020/2022 303(d) Water Quality Impairments list.
 1. Make any notes required. For instance, Jeanne had an impaired waterbody that was on Bedford's impairment list but was not actually in Bedford, so she made a note to explain that in this section.
 - MCM #1:

- The outreach materials referred to in the template are on the [MCM #1 webpage](#).
 - The total number of all MS4 related educational efforts refers to the number of different outreach efforts conducted. For instance, if you send out a brochure twice during Year 5, that counts as two separate outreach efforts. If you send out 4,500 brochures, it would be one effort, not 4,500. You would report the 4,500 brochures in the metrics sections.
 - Are the messages reported in the Year 5 Annual Report different than what is in your NOI?
 1. If you used the NH Stormwater Coalitions NOI template, you should be able to say “No”. The NH Stormwater Coalitions intentionally kept the language in the NOI template vague.
 2. You would say “Yes” if for instance, your NOI stated that you would do three workshops on grass and fertilizer, then covid happened and you pivoted to mailers. That change would need to be included in the explanation.
 - In each outreach section, there is the option to include information on any materials you created. Be sure to include that information so you can get credit for everything you did.
 - Each outreach section has a “target audience”. Please refer to the [MCM #1 Matrix](#) to figure out who your audience is, based on your impairments/TMDLs.
 - We added a spot in the “BMP: Disposal of Leaf and Grass Clippings” to include any outreach completed on composting. Dawn shared Merrimack’s outreach efforts made for composting and how they incorporated the MS4 information in their Transfer Station flyer.
 - Industrial Audience outreach is required twice in the permit. Year 5 should have been the second time this outreach was conducted.
- MCM #2
 - There is a spot to add any additional opportunities for public involvement or participation during Year 5. While it is optional, it is good to show EPA what your community is doing to engage the public. Examples of this are: adopt a road programs, Eversource Freon event, rain barrels and compost bins for sale, clean up days, storm drain murals, lake association efforts, and stormwater stakeholder groups.
- MCM #3
 - Sanitary Sewer Overflows (SSOs): When a section is asking for a metric but it is not applicable to you, still write “0”. For instance, if you checked off that there have been no SSOs, put 0, do not leave it blank.
 - If you sampled, you must include any associated data with your annual report.
 - Catchment Investigations: There were many conversations during the development of these templates about what catchments need to be investigated. We determined that the total number of investigations that must be reported on should be the total number of Problem, High Priority, and Low Priority Outfalls/Interconnections.
- MCM #4
 - An inspection is an inspection, you can count more than just the stormwater inspections towards the “Number of inspections completed” metric.
 - There is an optional statement in this section to show that municipalities work closely with their contractors to avoid requiring enforcement actions.

- MCM #5
 - In this section, we included some requirements that were due in Year 3 and 4. The reasoning behind this is to provide communities with the opportunity to say you've completed these requirements. This will give EPA updated information and confirmation on the status of these requirements since some communities were missing them in Years 3 and 4.
 - Retrofit Properties Inventory: EPA is requiring five permittee-owned properties within their Year 5 Annual Report templates. The NH Year 5 Annual Report templates do not include a minimum of five properties. However, each community can make the decision on how many to provide to EPA. It should not be a problem for most communities since most of the Hot Spot Maps identified more than five permittee-owned properties.
 - Jaime stated that the SSC is working on a checklist for meeting the minimum requirements for MCM #5: Post-Construction Ordinances. This was one of the few requirements EPA indicated several permittees were missing in the Year 4 review.
- MCM #6
 - Comment: I believe the permit also says that SWPPPs are also required "where pollutants are exposed to stormwater".
Response: The SWPPPS are for specific town owned and waste handling facilities.
- Appendix H (Impairments)
 - The Appendix F and H requirements for bacteria impairments and TMDLs are the same. Previously we have agreed that every permittee in NH has a bacteria impairment or TMDL.
 - If you do not have a specific impairment, check off the box that states that the permittee does not have the specific impairment and continue to the next section.
 - Chloride Impairment: We included information on the Municipal Green SnowPro rules to show EPA what is coming up.
 1. The Annual Salt Usage Report is required for communities with a chloride impairment and must be submitted with your Annual Report. Deb and Tom will be reaching out to those that have not completed their Annual Salt Usage Reports.
 - Nitrogen/ Phosphorus Impairments
 1. Both nitrogen and phosphorus impairments have the same annual requirements.
 2. Fall Leaf Litter pick up can be swapped for the increased street sweeping frequency. It does not say this on EPA's template, so if you use their template, you would have to write that in the report.
 3. The updated NSIR/PSIR should be included in the Annual Report attachments as well.
 4. It was not a requirement to install a BMP in Year 5, so if you did not do that, you can choose the language in the template to say 0 lbs/yr.
 - Soils, Metals, and Oil and Grease
 1. You need to submit your street sweeping schedule. This is something that is due annually but we had not been reporting on it in the past.
- Appendix F (TMDLs)
 - Chloride TMDLs

1. Your Chloride Reduction Plan should have been fully implemented in Year 5.
 - Lake and Pond Phosphorus TMDLs
 1. If you have a phosphorus TMDL and have completed your written LCPC, state where it is located.
 2. If you're planning to use the NH Stormwater Coalitions LPCP template, we added language to say we are working on it and are having a training in August.
 3. We want you to get credit for the work you have done so we are giving the opportunity to share what you have completed thus far.
 - Additional Required Information
 - Supplying the results for any studies or sampling completed during Year 5 is required.
 - The EPA template has a list of things they want you to say you will complete in Year 6 but some of requirements may not be due in Year 6. The NH template does not include specific Year 6 requirements for that reason.
 - The Year 5 Annual Reports are due on **Sept. 28, 2023**. EPA prefers that they are submitted via email but will accept mailed physical copies as well. You do not have to share it with NHDES but it is appreciated if you do. You will receive a response back from Deb or EPA that confirms the receipt of the Annual Report.
 - We are annotating the EPA New and Existing Permittee Year 5 Annual Reports and will post them on the Annual Report/NOI webpage. These annotated versions of the EPA templates provide additional information on many of the requirements.

6. Year 5 Annual Report Templates for New Permittees

- Tom presented.
- There are two Year 5 Annual Report template options for **New Permittees**:
 - [NH Stormwater Coalition New Permittee Template](#)
 - [EPA New Permittee Template](#)
- We will go over the NH Stormwater Coalition Year 5 Annual Report Template for New Permittees:
 - A majority of the New Permittee Year 5 Annual Report Template is the same as the Existing Permittees template outlined above. If you have questions, feel free to contact the chairs, Tom, or Deb.
 - New Permittee Specific Requirements:
 - MCM #3:
 1. Phase I of the MS4 System Mapping was due in Year 5.
 2. Dry weather screening, wet weather screening, and catchment investigations were not due in Year 5 **BUT** if you did any sort of sampling, you must include the results in your Year 5 Annual Report submittal.
 3. Written catchment investigation procedures were due in Year 5.
 - MCM #4
 1. The requirements in the *Written Procedures for Site Plan Reviews, Site Inspections and the Enforcement of Sediment and Erosion Control Measures and Requirements for Construction Operators to Implement a Sediment and Erosion Control Program* were due in Year 3. However, they were accidentally included on the New Permittee Year 5 Annual Requirements table. So, please check the boxes if those requirements have been met.
 - MCM #5:

1. *Street Design and Parking Lots Report, Green Infrastructure Report, and Retrofit Properties Inventory* sections are optional as they are due in Year 6 for new permittees. However, EPA has these sections in their Year 5 Annual Report template, so we included them in the NH template as well.

- Appendix H:

1. Permittees with chloride impairments were required to implement their Salt Reduction Plan. However, it doesn't need to be fully implemented.
- **Tom and Deb have set aside time during the week of September 25th for NH MS4 permittee assistance. Please let them know if you would like to meet to talk about anything Year 5 related.**

7. Management of Municipal Roadway Soils (SW-38)

- Jeanne presented.
- The NHDES Solid Waste Section has released the 2023 Fact Sheet on municipal roadway soils.
- There is work being done to create guidance and SOP materials on the subject.

8. Clean Water State Revolving Fund (CWSRF) Update

- Deb presented.
- CWSRF had \$47M available for this funding cycle.
 - There was \$8M designated for stormwater projects. The rest was designated for wastewater projects.
- If you did not receive funding, please reach out to Deb and we will work together to get your application in for 2024.

9. Lake Phosphorus Control Plan Workshop

- Tom presented.
- The workshop for the LCPC will be held via Zoom on August 21st from 10:00 – 11:30 AM.
- If you have not received an invite and would like to attend, please ask Tom to forward you the invite. Feel free to forward the invite to anyone you think would benefit from this Workshop.

10. Updates and Upcoming Events

- **UNH T2 Winter Operations Strategy for Supervisors and Directors**
August 15th, August 16th, and September 19th
7:30-2:00 PM
[Registration and Details](#)
- **UNH T2 The Winter Road More Traveled**
August 22nd and 23rd
8:30-11:00 AM
[Registration and Details](#)
- **UNH T2 Calibrating Winter Operations**
September 7th
12:00-1:00 PM
[Registration and Details](#)
- **2023 NH Salt Symposium**
September 13th
NH Motor Speedway

1122 NH-106
Loudon, NH
Municipal Track! Municipal only raffle to get a ride around the racetrack.
[Registration and Details](#)

- **2023 Asset Management Conference for Water Infrastructure - POSTPONED to 2024**
- [NHDES Infrastructure Funding Webpage](#)
Information on any available funding will be posted on this website.

Use the [email alerts page](#) to receive updates from NHDES pertaining to CWSRF/ARPA/Infrastructure funding opportunities.

All upcoming events and funding deadlines, that are currently known, can be found on the [important dates page](#).

- 11. Upcoming meeting dates for 2023 – 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 5 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.

2023 Meeting Dates

September 14th: Prepare for Year 5 Annual Report

October 12th:

November 16th:

December 14th: 🎄 Holiday Meeting

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.

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