

Meeting Minutes

Seacoast Stormwater Coalition Meeting

Zoom

Wednesday, August 16, 2023, 1:00 – 3:00 p.m.

Present:

<i>Karen Chan</i>	<i>Environmental Partners Inc./ Durham</i>	<i>Daniel Okuniewicz</i>	<i>Portsmouth</i>
<i>Sara Large</i>	<i>FB Environmental/ N. Hampton</i>	<i>Cary Boyle</i>	<i>Rollinsford</i>
<i>Paul Sanderson</i>	<i>Greenland</i>	<i>Jason Rucker</i>	<i>Rye</i>
<i>Eric Sunderlin</i>	<i>Hampton</i>	<i>Mike Bobinsky</i>	<i>Somersworth</i>
<i>Joe Lynch</i>	<i>Hampton</i>	<i>Amber Hall</i>	<i>Somersworth</i>
<i>Jim Lavacchia</i>	<i>Hampstead</i>	<i>Autumn Scott</i>	<i>SRPC</i>
<i>Heidi Marshall</i>	<i>Hoyle-Tanner</i>	<i>Nate Mears</i>	<i>Stratham</i>
<i>Lisa Perreault</i>	<i>Kingston</i>	<i>Matt Perry</i>	<i>TEC/Seabrook</i>
<i>Chris Jacobs</i>	<i>Milton</i>	<i>Megan Cramton</i>	<i>TEC/Seabrook</i>
<i>Chris Robillard</i>	<i>New Castle</i>	<i>Jamie Houle</i>	<i>UNH SC</i>
<i>Andrea Bejtlich</i>	<i>NHDES</i>	<i>David Bowley</i>	<i>UNH</i>
<i>Deb Loiselle</i>	<i>NHDES</i>	<i>Will Powers</i>	<i>UNH</i>
<i>Tom Swenson</i>	<i>NHDES</i>	<i>Bill Arcieri</i>	<i>VHB</i>
<i>Jamie McCarty</i>	<i>Portsmouth</i>	<i>Christene Binger</i>	<i>Verdantas</i>

1. Introductions

- Deb conducted roll call alphabetically by municipality or affiliation.

2. Approve meeting minutes

- There were no comments on the July 19, 2023 meeting minutes.

3. Year 5 Annual Report Templates for Existing Permittees

- Tom, Deb, and Jamie presented.
 - There is a list on the front page of each NH Stormwater Coalition Template saying which permittee should use which template. During the Year 4 Annual Report Review meeting, EPA mentioned that some existing permittees used the new permittees template.
- There are two Year 5 Annual Report template options for **Existing Permittees**:
 - [NH Stormwater Coalition Existing Permittee Template](#)
 - [EPA Existing Permittee Template](#)
- The NH Stormwater Coalition Year 5 Annual Report Template for Existing Permittees was reviewed:
 - 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, there are instructions and notes in red text which may be removed. Anything highlighted in yellow requires the permittee to add information.
 - Q: Question on check boxes. When there are two check boxes and we are only meant to select one, should we still fill out the yellow inputs for the check box we did not select? Do we leave the yellow highlighted inputs or delete them?
A: Our recommendation would be to check the option that applies and leave the other option unhighlighted and unchecked.
 - 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.
 - There were some questions on who should be signing the Annual Report. For any additional clarifications, see [Appendix B](#) which notes the requirements and eligibilities for a Duly Authorized Representative
 - Updating the Primary MS4 Program Manager Contact Information is very important. The person signing the reports often will be the one to be contacted by EPA.
- 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 itself.
 - All results from any testing completed during Year 5 must be sent in as well.
 - A list of what communities have impairments or TMDLs was added to this year's template. If you had a TMDL when the permit was issued, the TMDL requirements will remain in effect for the life of the permit.
 - For permittees with phosphorus TMDLs: The LPCP template has not been completed for Year 5. Text was added to 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.
 - Q: If the community has a tributary that is not impaired but the tributary flows into an impaired waterbody, do we have to add that?
A: You don't have to add it to your list, however you do have to complete the requirements for that impairment/TMDL.
 - Q: If an area that runs into Great Bay is not in our MS4 regulated area, do we add that?
A: It should be fine not to add it to this list, however, speak to EPA about this.
 - For instance, Derry had a nitrogen impairment on the permit but talked to EPA about it and got a waiver.
- 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.
 - A spot in the “BMP: Disposal of Leaf and Grass Clippings” was added this year to include any outreach completed on composting.
 - 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: touch a truck, 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. The NH Stormwater Coalition chairs, Tom, Deb, and Jamie 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.
 - Q: If we submit data for another NPDES permit, do we have to submit it in the MS4 Annual Report too?
A: Don’t add the data but make a note that you sampled these outfalls under the other NPDES permit.
 - Q: Do we need to attach the SVF table as a separate document?
A: That should be included in the IDDE Plan but we will double check and let you know.
 - MCM #4:
 - This is similar to what we have done in the past. If you see a place where it says **##Number**, please fill that out, even if it’s 0.
 - Optional: Last year, language was added to say that we work with contractors to address environmental impacts so it doesn’t get to the enforcement stage. So, if it’s 0, it’s because we are working closely with them.

- 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
 - The beginning includes annual requirements and should look familiar.
 - For catch basin and street sweeping, choose either volume or mass but please ensure you include the units.
 - Your SWPPPs was due in Year 2, you'll have to acknowledge that you've implemented them.
 1. SWPPPs are specific to waste handling facilities that are not covered under another NPDES permit and are not needed for things like parks.
- Appendix H (Impairments)
 - The Appendix F and H requirements for bacteria impairments and TMDLs are the same. Previously the NH Stormwater Coalition has agreed that every permittee in New Hampshire 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 on to the next section.
 - Chloride Impairment: There is information included 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 notes section of the report.
 3. Depending on the impairment(s) the permittee has, the updated Nitrogen Source Identification Report (NSIR) and/or

Phosphorus Source Identification Report (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)
 1. Chloride TMDLs
 - Your Chloride Reduction Plan should have been fully implemented in Year 5.
 - You also need to include your Salt Usage Report in submission.
 - 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 (Deb, Tom, Gretchen, and Jamie) 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 however, some of requirements may not be due in Year 6. The NH Stormwater Coalition 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.

4. 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 Permittee template outlined above. If you have questions, feel free to contact Gretchen, Jamie, Tom, or Deb.
 - New Permittee Specific Requirements:
 - MCM #3:
 1. Phase I of the MS4 System Mapping was due in Year 5. There is a place to explain what you have completed for Phase I.

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. There are two options to give an update of what you have completed.
 - 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.

5. Annotated EPA Annual Reports

- Tom presented.
- 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, resources, and suggested language for many of the requirements.

6. Notes About the Annual Reports Templates

- Tom created a guidance document on how to use the NH Stormwater Coalition's Year 5 Annual Report Templates and will post that on the NH MS4 website soon.
- If you have anything that you'd like to see in next year's report, please let Tom, Deb, Gretchen, or Jamie know. If you need help or have questions, please contact Deb or Tom; they are happy to help.

7. 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.

8. 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.
- There will be a Q&A session.

9. 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
[Registration and Details](#)
Separate track for municipalities and a separate raffle for a lap around the track.
- **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](#).

- 10. Upcoming meeting dates for 2023 – Mark your calendars!** Meetings will occur on the 3rd Wednesday of each month. 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 20th: Prepare for Year 5 Annual Report

October 18th:

November 15th:

December 20th:

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.

11. **Sign-in Sheet** – Your names will be documented during roll call.