

MINUTES

NH Lower Merrimack Valley Stormwater Coalition Meeting

Zoom

Thursday, September 14, 2023, 1:00 to 3:00 p.m.

Present:

| | | | |
|-----------------------------|---------------------------------|---------------------------|------------------|
| <i>Jeanne Walker, Chair</i> | <i>Bedford</i> | <i>Nicole Crawford</i> | <i>Milford</i> |
| <i>Joe Jordan</i> | <i>Amherst</i> | <i>Amy Gill</i> | <i>Nashua</i> |
| <i>Eric Slosek</i> | <i>Amherst</i> | <i>Scott McPhie</i> | <i>Nashua</i> |
| <i>Brandon Boisvert</i> | <i>Bedford</i> | <i>Doug Starr</i> | <i>Nashua</i> |
| <i>Matt Monahan</i> | <i>CHNRPC, Pelham, Atkinson</i> | <i>Emma Rearick</i> | <i>NashuaRPC</i> |
| <i>Nick Cristofori</i> | <i>CEI</i> | <i>Andrea Bejtlich</i> | <i>NHDES</i> |
| <i>Craig Durrett</i> | <i>Derry</i> | <i>Deb Loiselle</i> | <i>NHDES</i> |
| <i>Scott Ozana</i> | <i>Goffstown</i> | <i>Tom Swenson</i> | <i>NHDES</i> |
| <i>Dave Gleason</i> | <i>Hazen and Sawyer</i> | <i>Victor (VJ) Ranfos</i> | <i>Pembroke</i> |
| <i>Jackie Hill</i> | <i>Hollis</i> | <i>Todd Welch</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>Mike Leach</i> | <i>Stantec</i> |
| <i>Kim Kleiner</i> | <i>Litchfield</i> | <i>Kaitlyn Allen</i> | <i>Verdantas</i> |
| <i>Rebecca Balke</i> | <i>Manchester</i> | <i>Nick Germain</i> | <i>Wilton</i> |
| <i>Leo Laviolette</i> | <i>Merrimack</i> | <i>Meaghan O'Dwyer</i> | <i>Windham</i> |

1. Introductions

- Deb conducted roll call alphabetically by municipality or affiliation.

2. Approve meeting minutes

- Dave Gleason made a motion to approve the [August 10, 2023 Meeting Minutes](#). Nick Cristofori seconded the motion.

3. Pet Waste Outreach Survey

- Tom presented.
- Deb sent out a [survey](#) to take from PREP, so they know what pet waste outreach resources they should work on creating. If you haven't completed it, please do so ASAP.

4. Septic Smart Week

- Tom presented.
- Septic Smart week is Monday, September 18th through Friday, September 22nd.
- Deb sent out an email with the link to some [outreach material](#). This would count as a MCM #1 septic system outreach effort for Year 6.
- If anyone needs Get Pumped brochures, please let Tom know and he can get some to you.

5. Year 5 Annual Report Check In

- Jeanne presented.
- The deadline to submit your Year 5 Annual Report is **September 28, 2023**.
- Please email the submission with the Annual Report and attachments in two **separate** documents. Copy Deb on the email if you would like and she will respond to confirm she received your submission.
- We are staying on after the meeting today to answer questions anyone might have.

- From September 25th to 28th, Tom and Deb have time allotted to help any municipalities that may need it. Tom, Deb, and the chairs want to help you, so please let them know if you have any questions or need anything.

6. Updated Versions of EPA Existing and New Permittee Templates

- Tom presented.
- When the NH Stormwater Coalitions create their Annual Report Templates, they review the EPA templates to make the two versions as consistent as possible. Any discrepancies between the EPA templates and the requirements in the permit are noted and sent to EPA for review. EPA has updated their templates since they originally posted them using the discrepancies that we noted.
- If you are using either of the EPA templates, it is strongly recommend you redownload them from the EPA website or NH MS4 Website, so you have the most up-to-date template. There are annotated versions of the EPA templates on the NH MS4 Annual Reports and NOI webpage.

7. EPA Year 5 Annual Report Templates Informational Sessions

- Tom presented.
- EPA held the first informational session on August 31st. Tom attended the session and found it to be helpful. The last session is on September 19th from 1:00 – 2:00 PM.
- Some important information provided in the sessions were:
 - If your Annual Report and attachments exceed the email size limit, send multiple emails with the same subject with the number of emails to be sent (example: Bedford, NH Year 5 Annual Report Submittal (1 of 3)).
 - Please remember to report your units.
 - Do **not** leave anything blank. If something does not apply to your municipality, write “Not Applicable”. If you’re reporting on a metric that is 0, write “0”.
 - Only report activities completed during Year 5. If you completed a requirement in August 2023, it doesn’t count for Year 5. In that case, you would state that the requirement was not completed in Year 5 and then down in the Optional Comments Section, write that you did complete that requirement but not in Year 5 and provide the completion date.
 - Please ensure you double check your work.
- Please make sure you are keeping your SWMP up to date.
- Q: Can documents still be linked in the report to a website?
A: Yes, except for any testing results or studies. Those should be submitted as attachments.

8. Lake Phosphorus Control Plan Workshop Follow-Up

- Tom presented.
- Thank you to everyone who attended the LPCP Workshop. If you have any feedback, please let Deb, Tom, Jeanne, or Dawn know. They understand it is a large document and somewhat overwhelming. They want to make sure the LPCP template is as useful as possible, so please reach out to them if you have any questions/feedback.

9. Updates and Upcoming Events

- **EPA Year 5 Annual Report Templates Informational Session**
September 19th
1:00-2:00 PM
[Registration and Details](#)

- **UNH T2 Winter Operations Strategy for Supervisors and Directors**

September 19th

7:30-2:00 PM

[Registration and Details](#)

Note: There are more T2 trainings coming soon. They will be added to the NH MS4 website and the October NHLMV Meeting Agenda.

- **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](#).

- The CWSRF Project Priority List has been finalized. If you received notification that your project was selected, it has officially been approved.

10. 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

October 12th:

November 16th:

December 14th: 🎄 Holiday Meeting- In-person in Merrimack! Mark your calendars now!

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. Nick Cristofori made a motion to adjourn at 1:30 PM. Dave Gleason seconded the motion.