

# Meeting Minutes

## Seacoast Stormwater Coalition Meeting

Zoom

September 20, 2023, 1:00 – 3:00 p.m.

### Present:

<i>Gretchen Young</i>	<i>Dover- Chair</i>	<i>Daniel Okuniewicz</i>	<i>Portsmouth</i>
<i>April Talon</i>	<i>Durham</i>	<i>Cary Boyle</i>	<i>Rollinsford</i>
<i>Sierra Mahoney</i>	<i>FB Environmental/ N.</i>	<i>Jason Rucker</i>	<i>Rye</i>
	<i>Hampton</i>	<i>Susan Connors</i>	<i>Stratham</i>
<i>Joe Lynch</i>	<i>Hampton</i>	<i>Mark Connors</i>	<i>Stratham</i>
<i>Heidi Marshall</i>	<i>Hoyle-Tanner</i>	<i>Matt Perry</i>	<i>TEC/Seabrook</i>
<i>Lisa Perreault</i>	<i>Kingston</i>	<i>Amber Hall</i>	<i>Somersworth</i>
<i>Chris Robillard</i>	<i>New Castle</i>	<i>Jamie Houle</i>	<i>UNH SC</i>
<i>Lindsay Butler</i>	<i>Newmarket</i>	<i>Elizabeth Buschert</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>Sally Soule</i>	<i>NHDES</i>	<i>Bill Arcieri</i>	<i>VHB</i>
<i>Tom Swenson</i>	<i>NHDES</i>	<i>Christene Binger</i>	<i>Verdantas</i>
<i>Brian Goetz</i>	<i>Portsmouth</i>	<i>Christine Rinehart</i>	<i>Wright-Pierce</i>
<i>Jamie McCarty</i>	<i>Portsmouth</i>		

### 1. Introductions

- Deb conducted roll call alphabetically by municipality or affiliation.

### 2. Approve meeting minutes

- There were no questions about the August 16, 2023 meeting minutes.

### 3. Pet Waste Outreach Survey

- Tom presented.
- PREP would like to know which resources are most helpful for communities, so they can spend the time on the most important and useful resources. Tom or Deb will send out the survey within the next few days. It would be very helpful if everyone could take a few moments to fill it out.

### 4. Septic Smart Week

- Tom presented.
- This week (Monday September 18<sup>th</sup> through September 22<sup>nd</sup>) is EPA's Septic Smart Week.
- Outreach conducted as a part of Septic Smart Week can be used to meet MCM #1 outreach requirements.
- Deb sent out an email with the link to some [outreach materials](#).
- There are [templated social media posts](#) that municipalities can send out and other outreach resources available on the [MCM #1 webpage](#).

### 5. Year 5 Annual Report Check In

- Gretchen presented.
- Does anyone have questions or concerns regarding the Year 5 Annual Report? It is due on September 28<sup>th</sup>. There will be time at the end of the meeting to ask questions if you do not want to ask in the larger group sitting.

### 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 hosted two informational sessions for the Year 5 Annual Report templates. Tom was able to attend both.
- 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.
- Q: Should we be including the Street Design and Parking Lot Report and Green Infrastructure report as attachments in this submission?  
A: You do not have to attach it with your Annual Report, but you do have to give an update in MCM #5.

## 8. MCM #5 Post Construction Ordinance Review

- Gretchen presented.
- In the annual meeting with EPA and the NH Stormwater Coalition chairs, it was mentioned that the Post Construction Ordinance requirement was incomplete in some permittee’s Year 4 Annual Reports.
- This is a good time to review your Post Construction Ordinances and know where your community stands with meeting this requirement. Newt Tedder from EPA mentioned during the Year 4 meeting that the EPA Enforcement Section may be looking into this requirement soon.
- Q: Do you have an opportunity to correct anything EPA found as incomplete in your Annual Report?  
A: Usually they do not go directly to enforcement actions. In the past they have emailed communities that are noncompliant, and ask them about the status of the requirement.
- Comment: There has been some difficulty with passing these ordinances but the Planning Board has ordinances that cover these requirements.  
Response: These are things that can be explained in the Annual Report or to the enforcement folks if you are contacted.
- Jamie and Gretchen created a spreadsheet to help evaluate permittee’s Post Construction Ordinances to see if their ordinances meet the permit requirements. This checklist will be posted on the [MCM #5 webpage](#) on the NH MS4 Website.
- The goal is to have the checklist finalized for October or November.

- The Post Construction Ordinances need to be no less stringent than the [Southeast Watershed Alliance Standards](#).
- Q: What is classified as a disturbance?  
A: Disturbance is defined as any permanent alteration of the land surface or removal of vegetation or trees association with a development activity (excluding routine landscaping and yard maintenance, gardening, commercial excavation operations, or removal of trees, stumps and invasive vegetation).

#### 9. 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, Gretchen, or Jamie 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.

#### 10. Updates and Upcoming Events

- **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 now officially been approved.

**11. Upcoming meeting dates for 2023 – Mark your calendars!** Meetings will occur on the 3<sup>rd</sup> 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

**October 18<sup>th</sup>:**

**November 15<sup>th</sup>:**

**December 20<sup>th</sup>:**

**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.**