

# Meeting Minutes

## NH Lower Merrimack Valley Stormwater Coalition Meeting

Zoom

Thursday, November 16, 2023, 1:00 – 3:00 p.m.

### Present:

<i>Dawn Tuomala, Chair</i>	<i>Merrimack</i>	<i>Doug Starr</i>	<i>Nashua</i>
<i>Jeanne Walker, Chair</i>	<i>Bedford</i>	<i>Emma Rearick</i>	<i>NashuaRPC</i>
<i>Joe Jordan</i>	<i>Amherst</i>	<i>Andrea Bejtlich</i>	<i>NHDES</i>
<i>Brandon Boisvert</i>	<i>Bedford</i>	<i>Tom Swenson</i>	<i>NHDES</i>
<i>Matt Monahan</i>	<i>CHNRPC</i>	<i>Dena Hoffman</i>	<i>Pelham</i>
<i>Nick Cristofori</i>	<i>CEI</i>	<i>Christine Addington</i>	<i>Pembroke</i>
<i>Maggie Kosalek</i>	<i>FB Environmental</i>	<i>Victor (VJ) Ranfos</i>	<i>Pembroke</i>
<i>Scott Ozana</i>	<i>Goffstown</i>	<i>Todd Welch</i>	<i>Salem</i>
<i>Kevin Anderson</i>	<i>Hollis</i>	<i>Zach Swick</i>	<i>SNHRPC</i>
<i>Rebecca Balke</i>	<i>Manchester</i>	<i>Mike Leach</i>	<i>Stantec</i>
<i>Leo Laviolette</i>	<i>Merrimack</i>	<i>Kaitlyn Allen</i>	<i>Verdantas</i>
<i>Nicole Crawford</i>	<i>Milford</i>	<i>Meaghan O'Dwyer</i>	<i>Windham</i>
<i>Amy Gill</i>	<i>Nashua</i>		

### 1. Introductions

- Tom conducted roll call alphabetically by municipality or affiliation.

### 2. Approve meeting minutes

- Nick Cristofori made a motion to approve the October 12, 2023 meeting minutes. Joe Jordan seconded the motion. The meeting minutes were approved.

### 3. Post-Construction Ordinance Resources

- Tom presented.
- Jeanne said that anyone struggling with the post-construction ordinance requirements, should utilize these resources as an audit. Especially with turnover and changes in many communities, these resources will help you get organized. This is a good tool to ensure everything that you need to have complete is correct.
- The [Post-Construction Ordinance Checklist](#) is on the MCM #5 webpage.
  - The checklist is based on the Southeast Watershed Alliance [Post Construction Stormwater Management Standards for Site Plan Review Regulations draft 2019](#) document on the NH MS4 website. This document is the most up to date version created to clarify the 2017 version of the document, based on lessons learned.
  - There's an instructions tab to help you fill out the checklists. The tab titled 2.3.6 Part A Overview has all of the regulatory standards listed out. Then, these regulatory standards are broken down by sections in separate tabs.
    1. Use tabs 2.3.6 Part Aa, 2.3.6 Part Ab, and 2.3.6 Part Ac to complete this exercise. On each tab, there are columns for the subject, regulatory standard, status, location of the municipal regulations, action items, and notes. There are three options for the status of the regulation: not addressed, partially addressed, and fully meets requirements. Going through the checklist will help you know what is required and what work still needs to be done to ensure compliance.

#### 4. Year 6 Requirements for Existing Permittees

- Tom presented.
- The Year 6 Requirements for New Permittees document is not complete yet. It will be posted on the website when it is complete, and we will discuss it in detail at the January meeting.
- This document includes the Year 6 NH MS4 Requirements for Existing Permittees and any previously due requirements regarding ordinances that we want to ensure you have completed. Since EPA is focusing on the ordinances, we wanted to create a comprehensive list of everything that should have been done by Year 6. We differentiated the requirements based on whether or not the requirement is a Year 6 requirement (highlighted in green) or if it is a regulation/ordinance that should have been completed in previous years (highlighted in orange).
- The table goes through each requirement by MCM or Appendix. Tom went through the table and highlighted some of the Year 6 requirements.
- MCM #1
  - Please see the [MCM #1 Outreach Matrix](#) for the required outreach efforts, depending upon which impairment(s) your community has. It's assumed that every NH MS4 community has a bacteria impairment.
  - Additionally, communities should conduct outreach to the developers/construction audience during Year 6.
- MCM #3
  - There are a lot of requirements for Year 6.
  - You must update your Stormwater System Map. By Year 10, you must complete Phase 2 of your System Mapping.
  - Q: Should we map locations of illicit discharges?  
A: You can. However, if you have an illicit discharge, you're addressing the problem immediately, so it would be marked as a corrective action.
  - Jamie realized that there are different due dates for wet weather sampling and catchment investigations depending on the type of outfall.
    1. Wet weather sampling and catchment investigations for **problem outfalls** are due in Year 7.
    2. Wet weather sampling and catchment investigations for **outfalls/interconnection that identified sewer input** are due in Year 7.
    3. Wet weather sampling and catchment investigations for **high and low priority outfalls** are due in Year 10.
  - Jamie will be discussing this at the February or March meeting to help with sampling.
  - Documenting System Vulnerability Factors (SVF) for every catchment investigated is due in Year 7. However, you should continually update your SVF spreadsheet as you complete catchment investigations to be proactive.
  - Retest any removed or fixed illicit discharge within one year to confirm that the illicit discharge has been removed.
- MCM 6
  - We will be reaching out to see how you're training your employees during Year 6.
- Appendix F
  - Chloride TMDLs and Impairments-
    1. Annual Salt Usage Reports should be submitted to NHDES in June.
    2. While the following ordinances should have been fully adopted in Year 5, we want to confirm that communities have met these requirements:
      - Any commercial salt applicator that private parking lot and street owners and operators use for winter maintenance activities must be Green SnowPro certified. Salt usage must be reported to the NHDES Green SnowPro Program.

- New development and redevelopment projects must minimize salt usage and report salt usage to the NHDES Green SnowPro Program.
  - Q: Is this just in the watershed that's impaired?  
A: Yes, just within the impaired watershed.
- Appendix H
  - For both nitrogen and phosphorus impairments, communities must install one structural BMP within the impaired waterbody's watershed. During an upcoming meeting, Lisa Loosigian from the NH Soak Up the Rain program will go over small BMPs you can implement. In February, Jamie will talk about some larger scale BMPs you can install to meet the requirements.
- If you have any resources that work well to meet any of the requirements, please let Tom, Deb or the chairs know. Rather than reinventing the wheel, we can help each other and share resources.

## **5. Year 6 Lake Phosphorus Control Plan Requirements**

- Tom presented.
- The complete written Lake Phosphorus Control Plan (LPCP) was due in Year 5. However, the template was not completed until Year 6. So, we supplied language to include in the Year 5 Annual Report to state that the complete written LCPC would be submitted with the Year 6 Annual Report.
- Due in Year 6:
  - All recommended regulatory changes identified in the legal analysis should have been fully adopted by Year 5.
  - The public must have the opportunity to comment on the LPCP.
  - Full implementation of all non-structural controls identified in the LPCP should be fully implemented by the end of Year 6.
  - Performance evaluations must be completed by evaluating the effectiveness of the LPCP by tracking the phosphorus reductions achieved through implementation of structural and non-structural BMPs and tracking increases in phosphorus loading from the LPCP Area.
  - Updates to the LPCP should be completed as needed for new or additional BMPs.
- We are looking into the Pollutant Tracking and Accounting Project (PTAP), to track pollutant load reductions. We will reach out to MAAM, who now funds PTAP, and see if it's something we can do. More information will be provided as it becomes available.
- We think this will be helpful for the new NH MS4 Permit. Even if you don't have a nitrogen or phosphorus impairment, we suspect that this will be something that will be required for all communities.

## **6. Year 6 Meeting Dates**

- Tom presented.
- The meeting dates for 2024 are at the bottom of the agenda. We looked into the dates to see if there are any major conflicts but if anyone knows of any conflicts, please let us know.

## **7. Pet Waste Survey**

- Tom presented.
- Please complete the survey if you have not done so yet. It takes under 5 minutes to complete and helps PREP determine what outreach materials to create for the MS4 communities.

## **8. Municipal Green SnowPro Rules Update**

- Tom presented.

- The rules were presented to the Water Council earlier this month. There was a positive reaction to the rules and NHDES received some great feedback. We would like your opinions on two pieces of feedback received about the rules.
- While the public comment period will be coming soon, we wanted some feedback based upon the Water Council's questions.
  - Should there be one Snow Boss or multiple per municipality? It was a question asked by the Water Council but we were unsure of whether this could get confusing or not. The Snow Boss is in charge of keeping track of training, submitting salt usage reports, and is the main point of contact for the program.
  - Comments from the coalition:
    1. It would be something we need to check with the other people that have boots on the ground. However, it is good to have redundancy for vacations, turnover, etc.
    2. It could be confusing, so having a single Snow Boss and then having a second in command is a good alternative.
- Currently, in the rules, a new hire has 30 days from their hire date to receive the required Green SnowPro training (from the snow boss, T2, NHDES, etc.). The new hire can still conduct snow removal during their first 30 days as long as they're supervised by the Snow Boss. Based upon your experience, what are your opinions on this?
  - Q: Will they be able to work independently during this time, or will they need to be with the Snow Boss?  
A: Jeanne sees it as they have 30 days to do snow removal work while under the supervision of the Snow Boss.
  - Q: Are trainings offered more frequently in winter than in summer?  
A: The goal is to increase trainings. With a Snow Boss, they can train the new hires. T2 has trainings and we want to make sure they're affordable.
  - Comment: I think the self-led online option is a great idea for plow truck drivers who frequently need to reschedule meetings and trainings due to winter storms.

## 9. National Stormwater Day

- Tom presented.
- November 16, 1990, the Federal Register included notice of the promulgation of the NPDES Phase I Municipal Separate Storm Sewer System (MS4) program making this a major day in the stormwater sector.
- We have a [social media post](#) that you can send out. NHDES will posting it on Facebook and Twitter, so you can share that too. It could count towards the annual requirements for MCM #2.

## 10. Holiday Meeting

- Jeanne presented.
- December 14<sup>th</sup> from 12 – 2 PM
- Wasserman Park Function Hall  
116 Naticook Rd  
Merrimack, NH 03054
- [Eventbrite invitation](#) Please RSVP! We would love to see you!
- Please bring something to share! We will be ordering pizza.
- Wear your ugly sweaters!
- Lisa Loosigian will be giving a brief presentation on BMPs.

## 11. Updates and Upcoming Events

- **2024 Asset Management Conference for Water Infrastructure**
- [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](#).

- 12. Upcoming meeting dates for 2023 and 2024 – 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 6 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**

**December 14<sup>th</sup>:** 🎄 Holiday Meeting

**2024 Meeting Dates:**

**January 11<sup>th</sup>:** Year 6 Requirements for New Permittees, Developers/Construction Outreach, BMP Tracking Using PTAP Discussion, New Hampshire Soak Up the Rain BMP Presentation, Year 6 MCM #1 and MCM #2 Requirements Review

**February 8<sup>th</sup>:** Wet Weather/SVF/Catchment Investigations Questions and Feedback, LPCP Non-Structural BMPs, Large-Scale BMPs Presentation, Year 6 MCM #3 and MCM #4 Requirements Review, New Hampshire CWNS Summary

**March 14<sup>th</sup>:** Wet Weather/SVF/Catchment Investigations Answers and Refresher, MCM #6 Training Materials, Year 6 MCM #5 and MCM #6 Requirements Review

**April 11<sup>th</sup>:** System Mapping, Year 6 Appendix F and Appendix H Requirements Review

**May 9<sup>th</sup>:**

**June 13<sup>th</sup>:**

**July 11<sup>th</sup>:**

**August 8<sup>th</sup>:**

**September 12<sup>th</sup>:**

**October 10<sup>th</sup>:**

**November 14<sup>th</sup>:**

**December 12<sup>th</sup>:** 🎄 Holiday Meeting

Please email potential agenda items and/or presentations to Deb Loiseau at [deborah.s.loiseau@des.nh.gov](mailto:deborah.s.loiseau@des.nh.gov). These will be considered for upcoming meetings and very helpful in the development of the monthly agendas.

- 13.** Amy Gill made a motion to adjourn the meeting. Nick Cristofori seconded the motion.