

Meeting Minutes

NH Lower Merrimack Valley Stormwater Coalition Meeting

Zoom

Thursday, January 11, 2024, 1:00 – 3:00 p.m.

Present:

<i>Dawn Tuomala, Chair</i>	<i>Merrimack</i>	<i>Amy Gill</i>	<i>Nashua</i>
<i>Jeanne Walker, Chair</i>	<i>Bedford</i>	<i>Scott McPhie</i>	<i>Nashua</i>
<i>Brian Arsenault</i>	<i>Allenstown</i>	<i>Doug Starr</i>	<i>Nashua</i>
<i>Joe Jordan</i>	<i>Amherst</i>	<i>Sara Siskavich</i>	<i>NashuaRPC</i>
<i>Eric Slosek</i>	<i>Amherst</i>	<i>Emma Rearick</i>	<i>NashuaRPC</i>
<i>Brandon Boisvert</i>	<i>Bedford</i>	<i>Andrea Bejtlich</i>	<i>NHDES</i>
<i>Craig Durrett</i>	<i>Derry</i>	<i>Steve Landry</i>	<i>NHDES</i>
<i>Scott Ozana</i>	<i>Goffstown</i>	<i>Tom Swenson</i>	<i>NHDES</i>
<i>Nora Sinno</i>	<i>Hazen and Sawyer</i>	<i>Aubrey Voelker</i>	<i>NHDES</i>
<i>Kevin Anderson</i>	<i>Hollis</i>	<i>Lisa Loosigian</i>	<i>NHDES</i>
<i>Heidi Marshall</i>	<i>Hoyle-Tanner</i>	<i>Christine Addington</i>	<i>Pembroke</i>
<i>Kim Kleiner</i>	<i>Litchfield</i>	<i>Victor (VJ) Ranfos</i>	<i>Pembroke</i>
<i>Rebecca Balke</i>	<i>Manchester</i>	<i>Todd Welch</i>	<i>Salem</i>
<i>Leo Laviolette</i>	<i>Merrimack</i>	<i>Mike Leach</i>	<i>Stantec</i>
<i>William Feltus</i>	<i>Merrimack</i>	<i>Kaitlyn Allen</i>	<i>Verdantas</i>
<i>Jerid Pretzer</i>	<i>Merrimack</i>	<i>Nick Germain</i>	<i>Wilton</i>
<i>Nicole Crawford</i>	<i>Milford</i>	<i>Alex Mello</i>	<i>Windham</i>

1. Introductions

- Tom conducted roll call alphabetically by municipality or affiliation.

2. Approve meeting minutes

- The November 16, 2023 meeting minutes were approved. Kevin Anderson made the motion, Eric Slosek seconded the motion.

3. Soak Up the Rain New Hampshire Presentation – Lisa Loosigian (NHDES)

- Lisa Loosigian presented.
- Permittees with nitrogen and phosphorus impairments must implement a BMP in the impaired watershed by the end of Year 6. Since not all communities have the funding to implement large scale BMPs, Lisa Loosigian from the New Hampshire Soak Up the Rain program explained some small-scale options. The Soak Up the Rain program typically works on residential properties to implement best management practices to reduce erosion and mitigate stormwater runoff.
- The [Homeowners Guide to Stormwater Management](#) explains how to look at a property and see how the stormwater is moving. The guide contains instructions on how to implement and maintain the following BMPs:
 - Infiltration practices
 1. Dripline infiltration trench
 2. Driveway infiltration trench
 3. Dry well
 4. Infiltration steps which are especially effective on waterfront properties but work everywhere.
 5. Pervious walkways and patios are pavers with pea stone or pervious grout material between them.
 6. Rain garden. An inlet and outlet are two key elements of the rain garden. The water flowing into the rain garden can be from a paved area or a down spout.

1. You can see an example of a rain garden at the Woodman Museum in Dover.
- Storage or conveyance
 1. Rain barrels. They can have small storage capacity so you can split your gutter and have two barrels, create daisy chains, or use a cistern.
 2. Water bars slow down the flow of water. Some can have a trench in front of them to divert water into a vegetated area.
 1. A rubber razor is conveyor belt material sandwiched between lumber. When this is buried about four inches below the ground, it can divert the water away from the slope.
 3. Vegetated swales help slow down water and allow the runoff to infiltrate. You can add check dams with stones and logs to slow it down more and allow larger pieces of sediment to filter out.
 4. Vegetated buffers are vegetation between a landscaped area and waterbody. It is important to keep the Shoreline Protection Act regulations in mind when choosing the project.
 - The biggest take away is to maintain or reestablish natural areas. The guide contains a [list of plantings for rain gardens](#). Keeping the site natural and planting native vegetation is beneficial for more than just stormwater infiltration.
 - Q: On the shorefront infiltration pads you've installed, do permitting channels come into play?
A: No projects completed under the Soak Up the Rain Program have required a permit. However, it is good practice to check while planning your projects.

4. Municipal Green SnowPro Rules Update – Aubrey Voelker (NHDES)

- Aubrey Voelker presented.
- The Municipal Green SnowPro Rules are still in the works. There is no date for the Public Hearing as of yet. Tom and Deb will send out an email with the information on the Public Hearing. At that time, you will be able to review the rules.
- The program is voluntary for municipalities to participate in. There are three levels for municipalities to choose from, the Standard (similar to the Commercial Green SnowPro), Advanced, and Expert. The entire municipality will be certified, rather than individuals like the commercial Green SnowPro Program. Employees must take a full course and pass an exam, and then after that, every two years, they will be required to complete a refresher course.
- The Snow Boss will be a designated employee from the municipality that is the point of contact for NHDES and record keeper. We previously asked the NHLMV for feedback regarding the amount of Snow Bosses that each municipality should have. The Water Council thought that municipalities should have multiple Snow Bosses. It was decided that there will only be one Snow Boss per municipality. However, if you want to split up duties within your own program, that's fine too.
- We also sought feedback on the training requirements for employees. We have decided on the following:
 - Employees hired in the Summer season (April 1- October 17) must complete the initial full course by December 1.
 - Employees hired in the Winter season (October 17- March 31) will have 45 days to complete the training. During the 45 days, employees can still perform winter maintenance but must be supervised.
- We are working on creating a variety of trainings for the Full Course and Refresher Courses. There are online options available so employees can take the course as it fits their schedules.
 - Alternatively, each municipality may designate approved trainer(s) at no additional cost. The approved trainer(s) must receive their full course from an outside entity such as Smart About Salt. An approved trainer for a municipality

cannot train another approved trainer. NHDES will provide the materials needed for the approved trainer(s) to train other employees and administer the exam. The perk of getting an approved trainer is that you will only have to pay for the one employee to take the full course from an outside agency. After that, the approved trainer can train the rest of the employees, rather than spending the money to have them all take an outside training.

- From feedback received, it seems that the [Smart about Salt](#) training is the most time efficient option. It can be taken in small sessions as long as the course time is at least four hours in the end. However, the Smart About Salt Council training does cost more than some of the other training options.
- The fiscal impact statement has been submitted. The financial impacts to stakeholders include the \$450 annual certification fee and fees for any training. After the fiscal impact statement is approved, the public hearing will be scheduled. We understand that the extra cost may put a strain on some communities. We have a goal to someday add a fee for every ton of road salt sold in New Hampshire. With these funds, we could create a grant program that assists the communities with fees and equipment.
- Your input and opinions are so important to us. Even if you can't attend the public hearing once it is scheduled, we want to hear from you. Please email [Aubrey](#) with any feedback.
- NHDES seeks to launch the Municipal Green SnowPro Program for the Winter of 2024/2025.
- Q: Will this apply to NHDOT?
A: As of right now, NHDOT would not be eligible. They can complete the course work but cannot be certified. We would have to add and define them as "non-traditional MS4s". We will investigate the legalities of this with our legal unit.
- Q: Does NHDOT report their salt usage to NHDES like MS4 municipalities do?
A: No one in the Watershed Management Bureau has physically seen any data from NHDOT. There's a UNH database that can be used to submit Annual Salt Usage Reports. We are unable to access the database, so we do not have that information.
- The Merrimack Village Water District received a grant last year to develop a chloride specific watershed management plan. Through this, they are working with NHDES and NHDOT to reduce chloride in the MVWD area.
- Q: Will the training requirements apply to all workers for a municipality, including part-time and seasonal help? Will it include contractors hired by the municipality?
A: Any employee performing snow and ice management duties will need to be trained. Any contractor hired would have to be Commercial Green SnowPro Certified.
- Q: How many hours of training per person?
A: It's the same class as the Snow Fighter Seminar.
 - The full course with exam must be at least four hours.
 - The refresher course (required every two years after the initial full course) must be at least two hours.
- Q: Does the approved trainer need extra training?
A: They are not required to take extra training. However, they must receive training from an outside entity. We hope to have an online option for the exam in the future.
- Q: If we took the full course tomorrow, even though the rules aren't approved yet, will it still count towards the requirements?
A: Yes! As long as you have taken the full course within six years and taken the applicable refresher courses (every two years after the full course). If you already took the Snow Fighter Seminar, for it to count, you will have needed to take the exam (it was optional).
- Q: Is EPA watching the legislation go through? Will it be mandated for the next NH MS4 permit?

A: We do not know for sure but if we had to guess, it would be mandated for the permittees with chloride impairments. Again, we don't know this for sure. Just an assumption based upon our experiences. We will keep you posted if we learn anything.

- Q: Does Massachusetts have something like this in place?

A: No, we are first in the nation!

- Please email [Aubrey](#) with any questions or comments.

5. **Holiday Meeting Overview**

- Tom presented.
- We had a great turn out. Lisa Loosigian presented an extended version of the Soak Up the Rain presentation over Zoom.
- The NH MS4 contact list is being finalized as well and a sneak peak was shown during the holiday meeting.

6. **BMP Tracking Using PTAP Discussion**

- Tom and Jeanne presented.
- UNH and NHDES worked together to create the Pollutant Tracking and Accounting Project (PTAP). The Seacoast Stormwater Coalition currently uses PTAP to track their BMP load reductions. This is helpful for MS4 Annual Reports.
- The co-chairs and NHDES think this would be very helpful for all NH MS4 permittees since it's a requirement that nitrogen and phosphorus impaired communities track load reductions from implemented BMPs and all permittees have to report on what BMPs they have implemented.
- Currently, the Municipal Alliance for Adaptive Management (MAAM) funds PTAP. MAAM says that they would love for all MS4 permittees to use PTAP too.
- We would be able to add all of the NHLMV and SSC permittees into the PTAP database so that everyone can use it.
- Would the NHLMV be willing to fund this? The funds would allow each NH MS4 permittee to be added to the database as well as outreach/education and training on how to utilize PTAP.
- In the infancy of the NHLMV, there were 10 communities that contributed funds towards a pooled funds account (Amherst, Bedford, Hollis, Litchfield, Manchester, Merrimack, Milford, Pelham, Nashua, and Wilton). NRPC is the fiscal agent for these funds. The funds have previously been used for the Hot Spot Maps.
- We would like the 10 communities to vote on the possibility of funding this. We will have an exact number at the next NHLMV meeting. We do know it is less than \$2,000. All NH MS4 permittees would benefit from this and not just the 10 communities that contributed funds.
- We will be voting in March on whether or not to fund this project.
- Q: Is this a one-time payment?
A: Yes, it is just for UNH to get everyone into the database and for general training.

7. **Year 6 Requirements for New Permittees**

- Tom presented.
- The new permittees in the NHLMV are Allenstown, Pembroke, VA Medical Center, and Wilton.
- Most annual requirements are the same as the Existing Permittees but the different requirements are listed below.
- MCM #3
 - Finish dry weather sampling by the end of Year 6. If you have any questions please reach out to Tom.
 - While wet weather sampling is not due until years 10-13, it may be helpful to start this now.
- MCM #5
 - Develop a report assessing:

1. current street design and parking lot guidelines and other local requirements that affect the creation of impervious cover.
 2. existing local regulations including, but not limited to, zoning and construction codes to determine the feasibility of making green infrastructure practices allowable.
- Create an inventory and priority ranking of permittee-owned properties that could be retrofitted for BMPs.
 1. Each permittee has a customized list of permittee-owned properties on their [Permittee-Specific Resources webpage](#) under the Hot Spot Mapping Data section on the NH MS4 Website.
- Appendix H
 - Nitrogen or phosphorus impairments
 1. The retrofit inventory and priority ranking should consider BMPS to reduce nitrogen or phosphorus discharges. This is already included in the Inventory and Ranking Spreadsheet.
 2. The Phosphorus Source Identification Report (PSIR) and/or Nitrogen Source Identification Report (NSIR) must be complete. If you are using the [PSIR](#) or [NSIR](#) template on the NH MS4 website, you **only need to complete section one**. Section two is not due until the end of Year 8 for New Permittees.
 3. Any structural BMPs installed in the impaired watershed by the permittee, or its agents, must be tracked and load reductions reported.
 - Chloride impairments
 1. The [Salt Reduction Plan](#) must be fully implemented by the end of Year 7, but it would be good to start this now.
 - If you need help, please contact Tom, Deb, or the co-chairs and they would be happy to help you out.
 - Q: Would installation of BMPs include those that the Town inherited when they took over a new road?
A: Yes, that would count since the town is responsible for the maintenance.

8. Rough Draft of Developers/Construction Audience Outreach Materials

- Tom presented.
- A Year 6 requirement for MCM #1 is to conduct outreach to the Developers/Construction audience. To meet this requirement, we utilized the [Construction General Permit \(CGP\) Factsheet](#) created in 2022 as a template.
- We received some good feedback on topics that should be included on this one-pager. Since Tom doesn't interact with the developers and construction audience, the feedback was very helpful and we would like to hear more from you!
- The factsheet covers different subjects:
 - The Construction General Permit- These topics are things that people consistently need reminding of. This factsheet can be provided to the developers at pre-construction meetings.
 1. The inspector must be a Certified Inspector who takes the EPA training or an approved alternative. The training is free through EPA.
 2. The requirements for the Notice of Intent (NOI) including the minimum of two weeks turn around time.
- A second one-page factsheet was created to cover common BMP related issues.
 - Construction Sites and BMPS
 1. Erosion and sediment controls on construction sites and how to select, install, inspect, and maintain BMPs.
 2. Since the NH Stormwater Manual is not complete yet, we could use the EPA fact sheets on BMPs. There are some great resources on the [EPA's website](#).

- Suggestions:
 1. Construction site entrances can be a significant issue too.
 2. A trifold format might work too but may get lost in the paperwork shuffle.

9. The MCM #1 Pet Waste Outreach Resources update will be discussed next month.

10. New Version of the New Hampshire MS4 Permit Update

- Tom presented.
- There is no update. Since the Massachusetts MS4 permit expired before the New Hampshire permit, EPA is focusing on the MA permit now. Tom and Deb will be meeting with Michelle Vuto from EPA in January and will have an update in February.

11. MS4 Overview “Lunch and Learn” Webinar

- A webinar with a focus on the Massachusetts MS4 Permit is being hosted by the Environmental Business Council on January 25 from 12 to 1:30 p.m. There will be no new information provided by EPA.
- [Additional Information and Registration](#)

12. Updates and Upcoming Events

- **NHDES Water Infrastructure Funding Workshop**
 - April 8-12, 2024
 - Agenda and registration coming soon.
- **2024 Salt Symposium**
 - September 10, 2024
 - Agenda and registration coming soon.
- **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](#).

13. Upcoming meeting dates for 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.

2024 Meeting Dates:

February 8th: Wet Weather/SVF/Catchment Investigations Questions and Feedback, LPCP Non-Structural BMPs, Large-Scale BMPs Presentation, New Hampshire CWNS Summary, Year 6 MCM #1 and MCM #2 Requirements Review

March 14th: Wet Weather/SVF/Catchment Investigations Answers and Refresher, MCM #6 Training Materials, Year 6 MCM #3 and MCM #4 Requirements Review

April 11th: System Mapping, Stormwater and Wastewater Asset Management, Year 6 MCM #5 and MCM #6 Requirements Review

May 9th: Year 6 Appendix F and Appendix H Requirements Review

June 13th:

July 11th:

August 8th:

September 12th:

October 10th:

November 14th:

December 12th:  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.

14. Dawn made a motion to adjourn, Amy Gill seconded the motion.