

# Meeting Minutes

## Seacoast Stormwater Coalition Meeting

Zoom

Wednesday, July 17, 2024, 1:00 – 3:00 p.m.

### Present:

<i>Lyndsay Butler</i>	<i>Newmarket-Cochair</i>	<i>Jamie McCarty</i>	<i>Portsmouth</i>
<i>James Seaver</i>	<i>Danville</i>	<i>Chris Vakili</i>	<i>Portsmouth</i>
<i>John Storer</i>	<i>Dover</i>	<i>Jarrod Norris</i>	<i>Rochester</i>
<i>Nikhila Lampman</i>	<i>Durham</i>	<i>Cary Boyle</i>	<i>Rollinsford</i>
<i>Paul Vlasich</i>	<i>Exeter</i>	<i>Jason Rucker</i>	<i>Rye</i>
<i>Maggie Kosalek</i>	<i>FB Environmental</i>	<i>Mike Bobinsky</i>	<i>Somersworth</i>
<i>Justin Gamester</i>	<i>Greenland</i>	<i>Amber Hall</i>	<i>Somersworth</i>
<i>Eric Sunderlin</i>	<i>Hampton</i>	<i>Susan Connors</i>	<i>Stratham</i>
<i>Heidi Marshall</i>	<i>Hoyle-Tanner</i>	<i>Megan Cramton</i>	<i>TEC/Seabrook</i>
<i>Jim Lavacchia</i>	<i>Hampstead</i>	<i>Jamie Houle</i>	<i>UNH SC</i>
<i>Lisa Perreault</i>	<i>Kingston</i>	<i>Jim Connolly</i>	<i>UNH</i>
<i>Phil Coombs</i>	<i>Kingston</i>	<i>Will Powers</i>	<i>UNH</i>
<i>Andrea Bejtlich</i>	<i>NHDES</i>	<i>Garrison Beck</i>	<i>VHB</i>
<i>Deb Loiselle</i>	<i>NHDES</i>	<i>Kaitlyn Allen</i>	<i>Verdantas</i>
<i>Tom Swenson</i>	<i>NHDES</i>	<i>Christene Binger</i>	<i>Verdantas</i>
<i>Aubrey Voelker</i>	<i>NHDES</i>	<i>Christine Rinehart</i>	<i>Wright-Pierce</i>

### 1. Introductions

- Roll call will be done alphabetically by municipality or affiliation.

### 2. Approve meeting minutes

- The June 26, 2024 meeting minutes will be approved during the August 21<sup>st</sup> SSC meeting.

### 3. Municipal Green SnowPro Program Overview – Aubrey Voelker (NHDES)

- Aubrey Voelker presented.
- Tom sent an email with some draft Municipal Green SnowPro documents for everyone to review. Please provide any feedback you have.
- The Voluntary Municipal Winter Maintenance Certification (Green SnowPro) rules were approved in May.
- The requirements include:
  - Any commercial applicators hired by the municipality must be Commercial Green SnowPro certified.
- The requirements vary depending on which of the three levels of certification (Standard, Advanced and Expert) is chosen.
- All three levels of certification (Standard, Advanced and Expert) require the following:
  - Annual application.
  - Annual fee.
    - A \$450 annual fee for the municipality as a whole (not per employee).
  - Designation of the Green SnowPro Coordinator(s).
    - Each municipality may designate up to two Green SnowPro Coordinators to oversee the Municipal Green SnowPro program. The coordinator(s) must be current on their coursework to apply for initial and renewal certification. Green SnowPro Coordinators would be responsible for the following:
      1. Confirm all employees conducting winter maintenance activities be up-to-date on the required coursework.

2. Maintain the documents required by the level of certification.
  3. Act as the main point of contact for the municipality and the NHDES Salt Reduction Coordinator.
- Coursework and training requirements.
    - Anyone that is conducting winter maintenance duties must be certified and complete the required trainings.
    - What:
      1. **Full Course** - Complete the Full Course and pass the exam for the first year and every six years following.
      2. **Refresher Course** - Complete an approved Refresher Course every two years following the completion of the Full Course.
    - When:
      1. Employees hired between April 1 and October 17 must complete the required training by December 1.
      2. Employees hired between October 17 and April 1 must completed the required training within 45 days of being hired. Employees may conduct winter maintenance duties prior to completing the required training if their supervisor is current on their required coursework and provides guidance to the employee.
    - How:
      1. **Partner Trainings** - There are in-person and virtual Full Courses and Refresher Courses available through UNH T2 and SASC. Additionally, the New Hampshire Salt Symposium is considered a refresher course.
      2. **Green SnowPro Approved Trainer**- A member of the municipality can apply to become an Approved Trainer.
        1. Once approved, the Approved Trainer can administer the courses and exams. There is no cost to become an approved trainer and all coursework is provided by NHDES. The approved trainer must be current on their required coursework through trainings through NHDES partners.
  - Salt Reduction Plan.
    - Must be submitted for the initial certification and in five-year intervals preceding initial certification.
    - The Salt Reduction plan must provide a description of the current salt reduction practices, methods to track salt use, current snow storage management practices and a five-year goal on their plan to implement practices and equipment that reduce salt application over the next five years.
  - Report their annual salt usage.
    - Submit the total salt usage during the preceding winter annually to renew certification.
    - The Salt Usage Report must include the name of each municipal employee applying de-icing and anti-icing material, total amount of salt used, total area of paved surface maintained, total number of lane miles treated and type and total amount of each salt alternative used (if any).
  - Material storage requirements.
    - Maintain documentation, including photographs that storage piles of de-icing product are located on impervious surfaces and under cover or in enclosed areas, stored in areas that will not impact any surface water resources, groundwater resources, recharge areas or wells and have adequate drainage controls to prevent runoff from entering any stormwater sewer systems. Additionally, liquid de-icing chemicals have secondary storage containment.

- Equipment calibration documentation.
  - Maintain documentation of all equipment calibration, including dates, name and title of individual calibrating the equipment and discharge rate pre and post calibration.
- In addition to the requirements one through eight above, Advanced and Expert certifications require:
  - Submit the Annual Self-Audit Report when renewing the certification. The Self-Audit Report must include the frequency of equipment calibration, a description of the solid and liquid material storage utilized, a list of best management practices (BMPs) implemented and the effectiveness of each practice, any impediment or areas to address for further improvement, lessons learned relative to BMPs and winter operations, and documentation of efficiencies realized in operations, costs, safety, time and other factors as identified by the program as a direct result of BMP implementation.
  - Implement and document additional best management practices (BMPs).
    - Advanced Certification must implement and document 2 BMPs from each list.
    - Expert Certification must implement and document 4 BMPs from each list.
    - **List 1**
      1. Pre-wetting
      2. Anti-icing/Pre-treatment
      3. Active Edge Plows (AEPs)
      4. Automatic Vehicle Location (AVL)
      5. Electronic Spreaders
      6. Surface Temperature Measurements
      7. Increased frequency of equipment calibration
      8. Advanced documentation of application rates
      9. Alternative BMP (requires NHDES preapproval)
    - **List 2**
      1. Advanced documentation of weather and storm conditions
      2. Winter road maintenance plan
      3. Pre-season Hazard Assessment
      4. Pre-season and post-season meetings
      5. Designation of low salt or no salt zone(s)
      6. Level of service summary
      7. Additional training for the designated Green SnowPro coordinator(s)
      8. Alternative BMP (requires NHDES preapproval)
- To apply the municipality must submit one application, the annual fee, Salt Reduction Plan and confirmation of course completion for the Green SnowPro Coordinator(s).
- If you've taken a course in the past, but are unsure if you took the exam, please contact Marilee Enus at [Marilee.Enus@unh.edu](mailto:Marilee.Enus@unh.edu).
- **Q:** If you only contract out winter maintenance activities and those contractors are Commercial Green SnowPro Certified. Do we still need to become certified as a municipality?  
**A:** No, that is up to you. If you want to, you're more than welcome to.
- **Q:** Since the program was discontinued by NHDES, are those of us who were certified at the time of discontinuation required to take the full course or just a recertification?  
**A:** It turns out that when NHDES was certifying municipalities under the Commercial Green SnowPro program, legally they were not allowed to do that. Anyone who was considered certified beforehand was not actually certified.
- Feel free to contact Aubrey at [aubrey.r.voelker@des.nh.gov](mailto:aubrey.r.voelker@des.nh.gov) with any questions.

#### 4. PTAP Workshop Reminder and Questions

- Tom presented.

- There is now a [PTAP webpage](#) on the NH MS4 website.
- The recordings of the two PTAP workshops are now up on the website. Additional resources will be coming soon.
- This page has all the information you will need to get into and learn how to use PTAP.
- The link to the PTAP Database is located on the page as well.
- Please make sure all BMP metrics are entered into PTAP by August 12 so UNH can run the calculations and supply you with nutrient reductions for your Year 6 Annual Reports.
- **Q:** For non-structural controls, can we change the status from Approved and Constructed to Approved and Implemented, since non-structural controls aren't constructed.  
**A:** Jamie Houle liked that idea and will look into it.
- **PTAP Advanced Workshop**
  - October 10 from 9 AM to 10 AM
  - [Zoom Meeting Link](#)

#### **5. October Coalition Meeting**

- Lyndsay presented.
- The October SSC meeting will be in-person in Rochester. There will be no virtual option.
- Tom will send a meeting invite with information including where the meeting is being held.

#### **6. NH MS4 Regulated Area Maps Based off the 2020 Census Data Resources**

- Tom presented.
- The information on the NH MS4 regulated areas from the 2020 Census Data is on the [New Hampshire Small MS4 General Permit webpage](#).
- The explanation of why the regulated area is changing with the new NH MS4 permit, [GIS files](#) and other resources can be found on that webpage.

#### **7. NH MS4 Contact List Reminder**

- Tom presented.
- If you are willing, please fill out the [Contact form](#) if you haven't yet.

#### **8. US Department of Transportation Federal Highway Administration: National Culvert Removal, Replacement, and Restoration Grants**

- Deb presented.
- Deb wanted to let everyone know about the National Culvert Removal, Replacement and Restoration Grants which is a grants program that awards grants to eligible entities for projects for the replacement, removal, and repair of culverts or weirs that meaningfully improve or restore fish passage for anadromous fish
- Last year Dover applied for the grant and received funding.
- Deb will send an email with additional information about the grants.

#### **9. EPA Update**

- Tom presented.
- There is no new news on the draft NH MS4 permit.
- The EPA Year 6 Annual Report Templates for both existing/current and new permittees have been released. The links to the templates are located on the Annual Reports and NOIs webpage. There will be annotated versions of both templates posted to the webpage soon.
- The coalition chairs from both the NHLMV and SSC, Jamie Houle and NHDES are working on the NH Year 6 MS4 Annual Report Templates for both existing/current and new permittees.

#### **10. Open Hours for Year 6 Requirements Assistance and Questions**

## 11. Updates and Upcoming Events

- **2024 Salt Symposium**
  - September 10, 2024
  - Cisco Brewers  
Portsmouth, NH
  - Agenda and registration coming soon.
- **UNH T2 Snowfighter's Seminar**
  - September 12 and 19
  - October 9, 15 and 16
  - 8 AM to 2:30 PM
  - [Registration and Details](#)
- **PTAP Advanced Workshop**
  - October 10 from 9 AM to 10 AM
  - [Zoom Meeting Link](#)
- **2024 Asset Management Conference for Water Infrastructure**
  - October 30, 2024
  - Edward Cross Training Facility  
Pembroke, NH
  - Agenda and registration coming soon.

- **[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](#).

- **Additional Trainings, Workshops, and Events**

- Please see the [calendar page](#) on the NH MS4 Website for additional events including installation and maintenance of culverts, the 101 on drainage, and a variety of winter maintenance related courses.

**12. Upcoming meeting dates for 2024 – 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 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

**August 21:** Prepare for Year 6 Annual Report

**September 18:** Prepare for Year 6 Annual Report

**October 16:**

**November 20:**

**December 18:**

Please email potential agenda items and/or presentations to Tom Swenson at [thomas.d.swenson@des.nh.gov](mailto:thomas.d.swenson@des.nh.gov). These will be considered for upcoming meetings and very helpful in the development of the monthly agendas.

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