

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

Sandown Planning Board
Minutes
June 7, 2011

Date: June 7, 2011

Place: Sandown Town Hall

Members Present: Chairman Mark Traeger, Vice Chairman Donna Green, Hans Nicolaisen, Ex-Officio, Marilyn Cormier, Fred Daley, Steven Meisner, Ed Mencis

Also Present: Recording Secretary Andrea Cairns

Absent: Alternate Ernie Brown, Alternate Matt Russell and Town Engineer Steve Keach

Opening: Chairman Traeger opened the meeting at 7:04 p.m.

MOTION: Mr. Daley made a motion to approve the minutes of May 17, 2011. Mr. Nicolaisen seconded the motion.

There was a discussion on the grammatical and factual quality of the minutes. After some discussion Ms. Cormier volunteered to work on improving the grammar of the minutes from May 17, 2011.

As a result of the discussion:

Mr. Daley withdrew his motion to approve the May 17th minutes so the board could take steps to bring them up to an acceptable level. Mr. Nicolaisen withdrew his Second.

Ms. Cormier will undertake reviewing the May 17th minutes. The Board will defer approval until the June 21st meeting.

There was a discussion on the level of detail the Board will include in future minutes.

The Board agreed, for each meeting they would archive both the MP3 version as well as a CD from cable, for three months. A copy of the MP3 file, as has been done in the past, will be sent to the town clerk after every meeting.

Mr. Traeger made a suggestion to condense and summarize meeting minutes.

7:40 – Julie LaBranche from the Rockingham Planning Commission to discuss the New MS4 Mapping and upcoming regulation changes

Paula Gulla, Administrative Assistant for the Board of Selectman, was also present because she currently does the storm water record keeping for the town.

Ms. LaBranche explained to the Board what an MS4 is. She provided a slide presentation outlining the definition of MS4 as well as the new guidelines for the Phase II general permit (Attachment A). Ms. LaBranche went through the presentation in detail.

Ms. LaBranche also provided a map of regulated MS4 areas (Attachment B). She explained that each square on the map represents a census block. The hatched pattern

47 represents those areas that are required to have an MS4 permit. Sandown lies within this
48 hatched area.

49

50 With the new census data, there are new MS4 permit requirements. Ms. LaBranche
51 provided a table outlining the major changes between 2003 and 2008 (Attachment C).

52

53 There was a discussion about who will pay for the monitoring and compliance of the
54 MS4 permit process. It has not yet been determined who will pay for this.

55

56 The Board discussed next steps for Ms. LaBranche and what they would like for her to
57 address for the next meeting. Ms. LaBranche suggested she could review road maps of
58 Sandown to see where roads could potentially be connected. This would help flag areas
59 where the town would like access for public safety reasons. The board agreed this would
60 be a good exercise for Ms. LaBranche to go through.

61

62 **Master Plan Report:**

63 Mr. Daley stated the Master Plan Committee would have a survey for the Master Plan in
64 place by August 13 to begin implementing and distributing at Old Home Days. They also
65 have the skeleton plan in place for the focus group effort.

66

67 **Variable road width zoning:**

68 The Board discussed the benefits and potential issues to adjusting the variable road width.

69

70 **Discussion regarding Recording Secretary position and Administrative Assistant**
71 **office hours:**

72 The board discussed a potential job share for the Administrative Assistant position
73 between Ms. Patterson and Ms. Cairns. There was also discussion around a summer
74 schedule for Ms. Patterson.

75

76 As a result of the discussion:

77 Ms. Patterson will continue to handle the office responsibilities and Ms. Cairns will
78 attend the meetings and do the minutes. Ms. Patterson will reduce her schedule to two
79 days a week for the summer.

80

81 **Other business:**

82 The Board agreed there would be no work sessions in July and August.

83

84 Mr. Traeger handed out the Personnel Policies and Procedures Manual to the board and
85 asked them to sign it and return to him.

86

87 **MOTION:** Mr. Traeger made a motion to adjourn. Mr. Daley seconded. Voted
88 unanimously in the affirmative. Meeting adjourned at 9:33 p.m.

89

90 Respectfully submitted,

91 Andrea Cairns, Recording Secretary



Attachment A


Sandown Planning Board

6/7/2011

MS4 – Small Municipal Separate Storm Sewer Systems

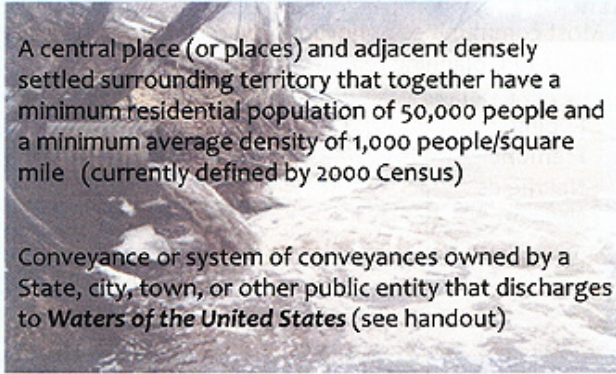


Town of Sandown Staff and Planning Board
June 7, 2011



Julie LaBranche
Senior Planner

What is an MS4 community?



A central place (or places) and adjacent densely settled surrounding territory that together have a minimum residential population of 50,000 people and a minimum average density of 1,000 people/square mile (currently defined by 2000 Census)

Conveyance or system of conveyances owned by a State, city, town, or other public entity that discharges to *Waters of the United States* (see handout)

What MS4 communities should know to meet water quality requirements of the EPA Phase II Program under the federal Clean Water Act

MS4 – Small Municipal Separate Storm Sewer System General Permit

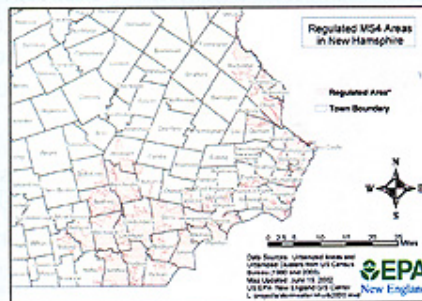
Requires that operators of small MS4s develop a Storm Water Management Program that uses appropriate Best Management Practices (BMPs) for each of the six minimum control measures

Enables municipalities to develop sensible and cost-effective programs for controlling stormwater runoff, tailored to the needs of the community

Who are MS4 communities?

Most communities or portions of some communities in the RPC planning region with the exception of

- Epping
- Fremont
- Newfields
- Newton



Section 305(b) and 303(d) Consolidated Assessment and Listing Methodology (CALM)

Required by the Clean Water Act

Primary purpose - to describe the process used to make surface water quality attainment decisions for 305(b) reporting (water quality and assessment) and 303(d) Listing purposes (impaired waters)

CALM defines Designated Uses for NH Surface Waters

- Aquatic Life
- Fish Consumption
- Shellfish Consumption
- Drinking Water Supply After Adequate Treatment
- Primary and Secondary Contact Recreation
- Wildlife

**Clean Water Act
Water Quality Criteria**

Section 304(a)(1) Clean Water Act

Aquatic Life – chemical concentration goals to protect surface water for aquatic life use

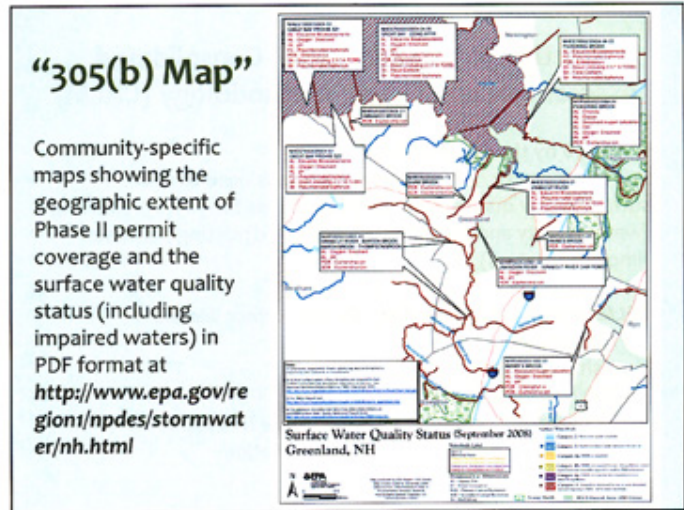
Biological – numbers/kinds of organisms present and biological condition of aquatic communities

Nutrients – substances used by living things to promote growth

Human Health – drinking water and microbial contamination

Pathogens – protect public from exposure to harmful levels

Recreation – protect persons from exposure in recreational waters



303(d) List of Impaired Waters

The 303(d) List includes surface waters that are:

- Impaired or threatened by a pollutant or pollutant(s)
- Not expected to meet water quality standards within a reasonable time even after application of best available technology standards for point sources or best management practices for nonpoint sources
- Require development and implementation of a comprehensive water quality study (a Total Maximum Daily Load (TMDL) study) which is designed to meet water quality standards

What is required of an MS4 community under the General Permit in Phase II?

General Permit requires:

- ✓ Submission of a Notice of Intent (NOI) including general information about ownership/operation of MS4, where the MS4 is located and the surface waters the MS4 discharges to
- ✓ Design and implementation of a detailed stormwater management program
- ✓ Demonstrate that BMPs and Measureable Goals in place to ensure the "Six Minimum Controls" are met to the "maximum extent practicable"



MS4 General Permit Six Minimum Control Measures

When implemented will result in significant reduction in pollutants discharged to receiving waters:

- ✓ Public Education and Outreach
- ✓ Public Participation and Involvement
- ✓ Illicit Discharge Detection and Elimination
- ✓ Construction Site Runoff Control
- ✓ Post-Construction Runoff Control
- ✓ Pollution Prevent and Good Housekeeping

MS4 General Permit Six Minimum Control Measures

#1 Public Education and Outreach
Inform citizens about the impact of polluted stormwater on water quality through educational materials and other outreach programs



#2 Public Participation and Involvement
Provide opportunities for citizens to be involved in developing and implementing MS4 stormwater management program

MS4 General Permit Six Minimum Control Measures

#3 Illicit Discharge Detection and Elimination
Develop and put into action plans to detect and eliminate illegal discharges to storm sewer systems. Develop a system map and inform citizens of hazards associated with illegal discharges and improper wastewater disposal



MS4 General Permit Six Minimum Control Measures

#4 Construction Site Runoff Control

Develop and enforce erosion and sediment control programs for construction sites (building permits, subdivision/site plan regulations)

#5 Post-Construction Runoff Control

Develop and implement programs to address discharge of post-construction stormwater runoff from developed areas to surface waters and wetlands (zoning ordinance, subdivision/site plan regulations)



MS4 General Permit Six Minimum Control Measures

#6 Pollution Prevention and Good Housekeeping

Develop programs to prevent or reduce runoff from municipal operations



Phase II - MS4 General Permit

- ✓ Summary of Major Changes between 2003 and 2008
(see handout)

- ✓ Final revised MS4 permit to be issued by EPA in fall 2011
http://www.epa.gov/region1/npdes/stormwater/MS4_2008_NH.html

Phase II - MS4 General Permit

Major changes to updated permit include:

- Enhanced water quality monitoring for outfalls and open drainage systems
- Sources of Illicit Discharges – enhanced detection, mapping, WQ analysis, monitoring (under wet and dry conditions), enforcement, tracking progress for removal
- Must treat first 1" of runoff contributed to municipal systems
- Broader outreach and education campaigns targeting nutrient reduction strategies
- Best Management Practices – plan review, as-built drawings, operations/maintenance plans
- Endangered Species/Species of Concern review (federal and state)
- Document method(s) for annual evaluation of compliance
- Federal regulation allows collaborative approaches among MS4s for implementation of the 6 minimum measures(40 CFR 122.35)

Stormwater Strategies/Tools

✓ **Stormwater Utility (see City of Manchester)**

http://www.maysville-online.com/news/local/article_59dd643c-7379-11df-aa6d-001cc4c03286.html

✓ **Low Impact Development (LID)**

Low Impact Development Center <http://www.lowimpactdevelopment.org/>

UNH Stormwater Center <http://www.unh.edu/erg/cstev/>

Center for Watershed Protection <http://cwp.org>

✓ **Sustainable Communities (DOT, HUD, EPA partnership)**

http://fta.dot.gov/documents/Sustainable_Communities_Programs_4-26-10.pdf

Stormwater Partners

✓ **Southeast Watershed Alliance**

<http://southeastwatershedalliance.org/>

✓ **Seacoast Stormwater Coalition**

http://des.nh.gov/organization/divisions/water/stormwater/video_about.htm

✓ **UNH Stormwater Center**

<http://www.unh.edu/erg/cstev/>

✓ **NH DES Water Division / Watershed Assistance Section**

<http://des.nh.gov/organization/divisions/water/stormwater/index.htm>

Attachment C

Summary of Major Changes between 2003 and 2008 Draft Small MS4 Permit¹

	2003 Final Permit	2008 Draft Permit
Permit Condition Public Education and Outreach	<ul style="list-style-type: none"> Develop education program to distribute material to the community Provide information to the community and steps the community can take to reduce the pollutants in runoff 	<ul style="list-style-type: none"> Describes the objective for the measure: change in behavior and knowledge Requires two targeted messages during the permit cycle for specific audiences: residential, business/commercial, developer/construction and industrial Requires evaluation of the effectiveness of the education messages
Public Involvement and Participation	<ul style="list-style-type: none"> Comply with state public notice requirements Provide opportunities for the public to participate in program development 	<ul style="list-style-type: none"> Describes the objective for the measure: encourage and provide opportunities for public to participate in program development Comply with state public notice requirements Provide the public opportunities to participate in the review and implementation of the program
Illicit Discharge Detection and Elimination (IDDE) Program	<ul style="list-style-type: none"> Develop implement and enforce a program to detect and eliminate illicit connections Develop a map: receiving waters and outfalls Develop an ordinance to prohibit non-storm water discharges Develop and implement a plan to detect and address non-storm water discharges — 	<ul style="list-style-type: none"> Describes the objective of the program: systematically find and eliminate sources of non-stormwater Develop a map. Map must include: receiving waters, outfalls; catch basins, manholes, pipes and any treatment facilities associated with the separate storm sewer system. Must be completed by end of year 2.

¹ Disclaimer: This summary of permit requirements is provided as guidance only. This guidance has no regulatory significance and does not represent a comprehensive description of all permit requirements. Readers should refer to the draft permit for a complete description of all permit requirements.

	<p>including illegal dumping</p> <ul style="list-style-type: none"> Identify priority areas; locate the discharge; local the source; remove and document Inform the public Address any allowable non-storm water discharges if they are a problem source to the MS4 	<p>Detailed elements of the IDDE program</p> <ul style="list-style-type: none"> Conduct an assessment of the system and rank the illicit discharge potential of each catchment in the MS4 this must be completed by the end of year 1 Develop systematic procedure for locating and removing illicit discharges – this must be completed by year 2. Procedure must include walking all stream miles; dry weather screening; and identification of the source Locating source can be either top down or bottom up. Locating the source must begin no later than 27 months from the effective date of the permit and continue until complete By year 1-must establish written procedures detailing responsibilities with regard to fixing illicit discharges and tracking the progress including a requirement to define indicators to be used to evaluate effectiveness. Develop and implement mechanisms to prevent illicit discharges
<p>Construction Site Stormwater Runoff Control</p>	<ul style="list-style-type: none"> Develop, implement and enforce a program to reduce pollutant from construction projects disturbing one or more acres Develop an ordinance to require sediment and erosion control Sanctions to ensure compliance with the 	<ul style="list-style-type: none"> Describes object of the measure: maintain sediment on site and minimize or eliminate erosion. Requires construction ordinance to effective on the effective date of the permit Requires defining the municipality's authority to

	<p>program</p> <ul style="list-style-type: none"> Requirements for site operators to implement a sediment and erosion control program Requirements for control of wastes Procedures for site plan review including preconstruction review Procedures for receipt and consideration of information submitted by the public Procedures for inspections and enforcement of control measures at construction sites 	<p>impose sanctions</p> <ul style="list-style-type: none"> Require for site operators to implement sediment and erosion control program including BMPs and encourages the use of design standards Written procedures for site plan review; for consideration of water quality impacts; and for receipt and consideration of public inputs Clear procedures for inspections and enforcement. Reference to qualifying local program regulations
<p>Stormwater Management in New Development and Redevelopment (Post Construction Stormwater Management)</p>	<ul style="list-style-type: none"> Develop, implement and enforce a program to address run off from new development and redevelopment projects which disturb one or more acres Develop an ordinance to address post construction runoff in new development and redevelopment Develop procedures to ensure long term operation and maintenance of best management practices Procedures to ensure controls will prevent or minimize impacts to water quality 	<ul style="list-style-type: none"> Describes the objective for the measure: attempt to maintain natural site hydrology Requires the post construction ordinance to be effective on the effective day of the permit Procedures to ensure new development and redevelopment minimize impacts to water quality Submission of as-built plans and procedures to ensure long term operation and maintenance of stormwater BMPs. Assess street and parking lot designs. Determine if changes can be made to support low impact design options Assess the feasibility of making green infrastructure practices allowable when feasible Estimate directly connected impervious cover and report on the number of acres added or removed.
<p>Good House</p>	<ul style="list-style-type: none"> Develop program with goal of preventing 	<ul style="list-style-type: none"> Describes the objective of this measure: prevent

<p>Keeping and Pollution Prevention</p>	<p>and/or reducing pollutant runoff from municipal operations</p> <ul style="list-style-type: none"> • Must train employees about storm water program; parks and open space; fleets; buildings; and infrastructure • Develop maintenance schedules and inspection procedures 	<p>or reduce pollutant runoff from municipal operations</p> <ul style="list-style-type: none"> • Requires development by the end of year 1 written operations and maintenance procedures for the following municipal activities: parks (includes fertilizers, pesticides); building and facilities (storage and use of materials; waste management); vehicles and equipment (storage, repairs and fueling); road way and sewer systems (inspections and cleaning) Street sweeping 2 times per year • Winter activities (salt storage and usage and snow disposal) • Development of SWPPP for maintenance garages; public works facilities; transfer stations and other waste handling facilities by the end of year 1 • Develop inspection procedures for stormwater controls
<p>Program evaluation/ Reporting and record keeping</p>	<ul style="list-style-type: none"> • Annual evaluation of program compliance with the permit including evaluation of BMP appropriateness towards achieving defined measurable goals • All records must be kept for five years and be available to the public • Annual reports (effective date of permit) • Report contains: self assessment; BMP appropriateness assessment; progress towards goals; summary of data; activities for next reporting cycle; and discussion of 	<ul style="list-style-type: none"> • Annual evaluation of program compliance with the permit including evaluation of BMP appropriateness towards achieving defined measurable goals • All records must be kept for five years and be available to the public • Annual reports (due August 1) • Report contains: self assessment; BMP appropriateness assessment; progress towards goals; summary of data; activities for next reporting cycle; and discussion of planned

	<p>planned changes</p> <ul style="list-style-type: none"> Annual report format allows for optional metrics 	<p>changes</p> <ul style="list-style-type: none"> Additional reporting requirements to be added to better able the agency to assess permit compliance
Outfall Monitoring	<ul style="list-style-type: none"> None required 	<ul style="list-style-type: none"> Monitoring program a part of the IDDE program Implementation begins in year 2 Program includes dry weather screening and analytical monitoring. The small MS4 must screen 25 percent of outfalls each year. The program also includes wet weather analytical monitoring. The small MS4 must monitor 25 percent of outfalls each year. If the water is impaired, the municipality must monitor for the pollutant identified as the cause of the impairment
TMDLs and Impaired waters	<ul style="list-style-type: none"> The SWMP must describe how the program will control the pollutant of concern for an impaired water Comply with any WLA for an approved TMDL Describe in the SWMP measures which will be implemented to meet the TMDL 	<ul style="list-style-type: none"> Comply with specific terms of approved TMDL. Appendix F of the general permit details specific requirements Discharges to impaired waters must comply with the water quality based effluent limits of the permit New or increased discharges must comply with anti-degradation requirements