

# HAMPSTEAD STORMWATER MANAGEMENT COMMITTEE

## Town Office Building

11 Main Street, Hampstead, New Hampshire 03841

### MEETING MINUTES 11/18/21

A meeting of the Hampstead Stormwater Management Committee was held on Thursday, November 18, 2021 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH. The meeting was also available via Zoom.

**PRESENT:** Paul Carideo, (Interim Chairman) and Stephen Wentworth in person and Michael Bundy and Jennifer Rowden (Rockingham Planning Commission-RPC) VIA Zoom.

Chairman Carideo introduced S. Wentworth and M. Bundy to J. Rowden as the other current members of the Hampstead Stormwater Management Committee (HSMC) and provided an overview of why this meeting was taking place. Chairman Carideo also explained to J. Rowden that the Town has posted a Request For Proposal (RFP) on the Town's website as well as New Hampshire Municipal Association for work that she had provided an outline for that needed to be completed for the year 3 submittal later in 2022. J Rowden offer to pass this information along to a company that she is currently working with for another Town that is in a similar state as Hampstead is. The 3 members agreed that this would be a good idea as so we have multiple Firms that may bid on our work

J. Rowden, who is the RPC representative assisting the Town of Hampstead with their EPA Municipal Separate Storm Sewer System (MS4) permit proceeded by reviewing goals of the Town with specifics to the HSMC's involvement. She explained that the HSMC will have a role in implementing the 6 minimum controls measures which are Public Education and Outreach on Stormwater Impacts, Public Involvement/Participation, Illicit Discharge Detection and Elimination, Construction Site Stormwater Runoff Control, Post-Construction Stormwater Management in New Development & Redevelopment and Pollution Prevention/Good Housekeeping.

This first measure discussed was Public Education and Outreach on Stormwater Impacts. She understands that M Bundy is a member of the Sunset Lake Association and had a brief discussion on how they could help with this measure though the HSMC. Over the next 6 months goals are to get information out regarding Septic Systems, Pet Waste, Leaf Litter and Lawn Cleanup. It was discussed that options to get flyers out by using the Lake Associations, Town Clerk, Solid Waste and Conservation Commission.

The second measure, Public Involvement/Participation is somewhat being currently done. A lot of information is already on the Town of Hampstead Website under "Stormwater". This topic was briefly discussed and J Rowden suggested that a comment section be added to the website to allow residents to provide comments. It was also discussed that the Town does have an "Adopt a Road" program and may try to create another public participation event such as Adopt a Storm Drain or Storm Drain Stenciling.

Illicit Discharge Detection and Elimination (IDDE) is the third measure that was discussed. The Town has the proper zoning and administrative documents in order however there are a number of additional items that need to be completed. J. Rowden explained that part of this information

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was included in the outline and she assumed is part of the RFP that is current out to bid. The most notable item that the Town is lacking is the "Inspection" requirement. The Town needs to review their Ordinance and Administrative Procedure, provide additional training to those Town Employees who are to implement the IDDE and perform sampling requirements. Chairman Carideo explained that he believes that the sampling requirement is part of the RFP current out to bid.

J. Rowden explained that she is currently discussing the Construction Site Stormwater Runoff Control as well as Post-Construction Stormwater Management in New Development & Redevelopment with the Planning Board for regulation updates. She is strongly suggesting that the Planning Board not give any waivers to these regulations as this would be non-compliant with the EPA permit which could result in a fine to the Town. She indicated that the HSMC be vocal on this once the regulation has been adopted. She specifically listed the as-built as one of her concerns. Chairman Carideo asked if language be added to indicate that there could be no waivers to this specific section. J. Rowden will look into it.

The final control measure is Pollution Prevention/Good Housekeeping. J. Rowden reviewed this requirement and referred back to the EPA Audit that was done this past summer as an example. The Town Garage was reviewed by EPA staff and multiple items were identified as needed to be addressed. Information is currently lacking and RPC will be working with Town Staff to improve on this measure. She explained that these are Operation and Maintenance Programs for the Town's Facilities with the ultimate goal of preventing or reducing pollutant runoff from these Town Facilities into the storm sewer (drainage) system. This is best described as Best Management Practices or BMP's. She explained that she would be working with Sally to obtain an inventory of all Town owned property to identify which properties would fall into this. This may require the HSMC help assist in identifying these as well as possibly some on-site visits. This will be determined after the list has been provided. It was also discussed that currently, the Town has mapped all of their catch basins and provided inspections. As part of this BMP they are also required to be cleaned. It is not known how many of these have been done. Chairman Carideo did indicate that during the EPA Audit, it was discussed that a number of them have been cleaned but could not recall how many. It was also discussed about where and how is the catch basin material disposed of at that same Audit.

J. Rowden asked if we had any questions, which no one did. She indicated that she will be working on multiple items and we should plan on meeting again in a few months to be sure we stay on track.

Both J. Rowden and M. Bundy closed their Zoom connections.

Chairman Carideo made a motion to adjourn; Second by S. Wentworth

Vote: 2-0 (Note: M. Bundy closed his Zoom connection and was not present to vote)

Minutes prepared by Paul Carideo