

HAMPSTEAD STORMWATER MANAGEMENT COMMITTEE

Town Office Building

11 Main Street, Hampstead, New Hampshire 03841

MEETING MINUTES 01/27/22

A special meeting of the Hampstead Stormwater Management Committee was held on Thursday, January 27, 2020 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH.

PRESENT: Paul Carideo, (Interim Chairman), Tim Lovell, Michael Buggy and Stephen Wentworth, Sally Theriault, Town Administrative Assistant/MS4 Coordinator, Jon Worthen, Highway Agent, Kris Emerson, Chief Building Official/Health Officer, Jennifer Rowden, Rockingham Planning Commission (RPC), and Nick Cristofori, P.E., Comprehensive Environmental Inc, (CEI)

Chairman Carideo called the meeting to order at 7:00 PM

Introductions, Project Staff and Roles:

P. Carideo started the meeting by asking everyone to introduce themselves and provide their role. All parties present identified themselves and gave a brief explanation of their current position and role.

Discussion of What's Been Done to Date:

P. Carideo asked Jenn Rowden of RPC to give a brief presentation what services RPC has and is providing to the Town of Hampstead. J. Rowden presented that RPC has assisted the Town of Hampstead with the Municipal Separate Storm Sewer System (MS4) permit paperwork and filings as well as working with the Highway Department in mapping of the catch basins. Currently RPC is working with the Planning Board in updating the Subdivision and Site Plan Regulations that target 2 of the minimum controls, which are Construction Site Stormwater Runoff Control and Post-Construction Stormwater Management in New Development & Redevelopment. They are also working on information for the 2021-2022 Annual Report regarding Public Education and Outreach and Public Involvement/Participation. J. Rowden explained that she is in the process of preparing Operating and Maintenance documents for Town Facilities which ties to one of the documents that was sent via email. RPC is preparing Illicit Discharge, Detection, and Elimination (IDDE) paperwork and is assisting the Town with training.

The group had a brief conversation regarding all of these items discussed above in more detail to provide more detail to CEI. This included what information that has been previously collected by J. Worthen, S. Theriault and P. Carideo.

Environmental Consultant Introduction and Current Needs:

P. Carideo asked N. Cristofori to give a brief background of himself and CEI. He presented the group with a handout that provided a Summary of Permit Requirements. He further identified what he saw as missing items of previous years Annual Reports as well as discussed, the necessary information required for this year's report which is through June 30, 2022 and needs to be filed in September. The following items were discussed by all parties; The IDDE Plan, Town Watershed Map to Outfalls, Mapping of Outfalls, Screening of Dry Weather Outfalls, Stormwater Pollution and Prevention Plans (SWPPP) for the Highway Garage

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and Transfer Station and additional mapping of Town Drainage Facilities such as drainage basins and swales.

J. Worthen explained that he has mapped the catch basins on his iPad. J. Rowden explained that it is an App that was created by RPC and collects the location within 20 feet as well as allows for attribute input. This then is inserted into a map prepared by RPC. P. Carideo expressed the need for this information be connected to the Town of Hampstead's Geographic Information System (GIS) so it is controlled by the Town and their host CAI Technologies.

N. Cristofori discussed Year 4 Permit Requirements with the group. More training is needed with regards to the IDDE Plan and SWPPP's when they are created. The Town needs to look at the possible retrofitting or installation of LID and Green Infrastructure. He explained that CEI can assist the Town in the Year 4 Annual Report filing so that each line can have something said, even if it is we are just looking into it. N. Cristofori summarized his presentation and asked the group if they would be in favor of CEI preparing a Contract that streamlines the requests of the RFP and provides additional support to the Town. P. Carideo specified that the contract cannot exceed the \$22,500 amount with some miscellaneous expenses that CEI provided in the RFP. The Committee members all agreed that would be acceptable.

P. Carideo requested that CEI coordinate through S. Theriault as the contact, since she has the ability to contact everyone that is involved. The Committee agreed.

P. Carideo thanked N. Cristofori, J. Rowden, S. Theriault, K. Emerson and J. Worthen for attending the meeting to help facilitate the MS4 process in Town.

Adjourn:

S. Wentworth made a motion to adjourn; Second by T. Lovell

Vote: 4-0

Minutes prepared by Paul Carideo