

DRAFT BASWG Meeting Minutes

February 12, 2015

9:00 am – 11:30 am

Rangeley Hall, Eastern Maine Community College, Bangor, Maine

Meeting Attendees

Kyle Severance, Phil Ruck, Kathy Hoppe, Wynne Guglielmo, Mike Gladu, Philip Winchester, Tracy Drew, John Rouleau, David Russell, Mark Faulkner, Andrea Dickinson, Patrick Decker, George Hanson, Belle Ryder, Rob Yerxa, David Ladd, Tyler Collins, and Bob Osborne. Facilitator: Brenda Zollitsch.

Welcome and Introductions

Bob O. welcomed everyone and asked each attendee to introduce themselves. He opened the meeting sharing that the February BASWG monthly meeting, as required in the bylaws, is the Annual Meeting of the BASWG. The first portion of the meetings will provide attendees with an update on the budget, accomplishments of the last year, review of upcoming 2015-2016 BASWG tasks and election of officers.

Annual Meeting: Financial Report

Patrick D. shared that the BASWG has \$43k in the bank at this time and have expended 80% of the annual budget without the additional approved E&O allocation. This puts the organization well-on track to remain on budget for the remainder of the year. Patrick also noted that the 2015-2016 budget was approved with flat funding as the current year (Total: \$38,400), which will be allocated using the BASWG tiered funding formula.

Annual Meeting: Accomplishments of the Past Year

Education and Outreach (MCM 1 and 2)

- Statewide Outreach Campaign (Ads, etc.)
 - Coordinated for all clusters by ISWG (Funded by all clusters)
- Stream Clean-ups
 - Strong participation
 - Exceeded number of anytime clean-ups
 - Clarity about consultant support roles
 - Proactive sponsorship solicitation plan
- Stormdrain Stenciling
 - Challenges with the weather
 - All either stenciled or scheduled
- Redevelopment of BASWG.org Website
 - Fully redeveloped
 - Allowing approved sources to post information
 - Source of quality content for social media posts

- Implementation of the new social media plan
 - Growth in followers, likes and re-posts
- Garden Show
- Municipal Permit Awareness Plans
 - Stormwater 101 presentations to leadership in each municipality
- Chloride Outreach Plans
 - Development and Approval
 - EMDC grant support/partnership
 - Templates and PPoint
 - Implementation

Illicit Discharge Detection and Elimination (MCM 3)

- Scenario-based exercises
- Hydrant flushing planning, engagement of utilities and SOP development
- Regional IDDE Sharing Session (June)
- Review of various compliance guidance materials
- Ongoing discussion with DEP staff

Construction and Post-Construction (MCM 4 and 5)

- Joint meeting with regional code enforcement officers
- Regional inspections training
- Plan to cover construction and post-construction scenarios in audit scenario exercises in the future
- Continue to promote Low Impact Development learning and implementation

Pollution Prevention and Good Housekeeping (MCM 6)

- Audit Preparation
- Provided staff with data base options
- Provided staff with HHWD options (Bangor no longer coordinating regional event)

Organizational

Governance

- Bylaws Review and Update
- Persevered through multiple MS4/partner staffing changes
- Engaged executive committee

Meeting Planning

- Restructured meetings
- Once regional permit and regional plans were developed and approved, focused PY1 on on-the-ground activities, including audit preparation
- Shift from BASWG doing the work to serving as a forum to presenting options to individual MS4s
- Rotating monthly meeting locations and support (refreshments, photocopying, etc.)

Financial Management

- Transfer of treasurer position from Jeff Allen (Bangor) to Patrick Decker (UMAB)
- Review of books and budget reconciliation
- New financial management by Town of Orono
- Formal budget line item codes and tracking
- Financial audit preparation and tax filing

Grant Writing

- Secured funding for administrative support from EMDC through new partnership re grant
- Submitted but did not receive coastal communities grant for social media toolbox

Collaboration and Sharing

- Planning to be have representation on the newly forming MeWEA Stormwater Management Committee
- BASWG did not chose to participate (at this time) in the development of a statewide IDDE Standard Operating Procedures (SOP) Manual to replace segments of the Maine Stormwater BMP Manual that are now seen as outdated (selected to do scenario-based exercises and focus on developing customized MS4 plans instead due to time crunch).
- BASWG presenters will be well represented at the Maine Water Conference, with presentations on the chloride outreach plans and the scenario-based audit preparation exercises.

Brenda Z. specifically thanked Patrick Decker for his work as new Treasurer, the Town of Orono for taking on the financial management work for the BASWG, and Mike Gladu for stepping in as interim Secretary when John Cronin left.

Annual Meeting: Overview of BASWG's Work in 2015

(End of PY1 and Beginning of PY2)

Education and Outreach (MCM 1 and 2)

- Statewide outreach plan
- Municipal awareness plan
- Regional Behavior change plan and supplemental electronic media plan (Stormdrain Stenciling and Door Hangers)
- 4th Audience – Chloride Outreach Plans
- Public notice and access
- Public Involvement – Bangor Garden Show and Stream Clean-ups
- Develop new contract for E&O support

Illicit Discharge Detection and Elimination (MCM 3)

- EPA and DEP Audit Preparation – Scenario-based Exercises
- Review of available guidance documents
- Regional voice in discussions with DEP and EPA
- Provide input into planning for next 5-year permit

The group decided that these issues were dealt with this past year and are removed from the list of 2015 tasks unless something changes:

- *Hydrant Flushing*
- *Host any requested discussion about household hazardous waste events*

Construction and Post-Construction (MCM 4 and 5)

- Group discussion on issues requested by BASWG members
- Potential audit preparation scenario-based activities
- Conduct inspections trainings as needed
- Promote LID efforts as appropriate

Pollution Prevention and Good Housekeeping (MCM 6)

- Identification and Delivery of Need-based Municipal trainings
- Coordinate regional technical assistance for MS4s from DEP (e.g. SWPP Training from DEP)

Overarching Regional Work

- Host ongoing regional discussion with DEP Staff about emerging policy and administrative developments and requirements
- Present Options to Individual MS4s (e.g. database options, use of sniffing dogs, HHHW events)
- Coordinate and collaborate with other clusters and partners
- Share as appropriate at statewide conferences (State Stormwater Conference, MWC)
- Provide representative(s) to MeWEA
- Monitor compliance with regional plan requirements
- Develop and submit annual reports

Annual Meeting: Election of BASWG Officers

A quorum was present at the meeting (10 MS4s were directly represented and 2 had consultant representatives). Ballots were distributed to voting member MS4 representatives. The ballot included one nominee for each of four positions, with an option for write-in candidates to be noted and selected on the ballot. Voting was unanimous for all positions except Second Vice Chair (which had one vote for write in nominee Belle Ryder).

The following officers were elected by the full membership:

<i>Chair:</i>	<i>Robert Osborne</i>
<i>Vice Chair:</i>	<i>Rob Yexa</i>
<i>Second Vice Chair:</i>	<i>Scott Wilkerson</i>
<i>Secretary:</i>	<i>Mike Galdu</i>
<i>Treasurer:</i>	<i>Patrick Decker</i>

Updating of Organizational Documents

The BASWG Executive Committee will meet (timing TBD) to address the following items:

- Development of new contract for E&O to circulate in late May 2015.
- Revision/update of existing BASWG Snapshot, Press Kit and Tax Payer Savings documents
- Review of BASWG organizational goals document

Education and Outreach Update

Website

Jacob (intern) has been working with the E&O Committee to develop the BASWG.org website. He has developed the initial structure and will be working to populate it with images and content. Phil shared the online version of the website, which is clean and simple. The site is broken down by types of users, who can each visit pages that focus on their needs. A more comprehensive website will be shared at the March BASWG meeting. The E&O Committee will meet the first week of March to address this and other E&O efforts.

Social Media

The BASWG has been actively implementing its social media plan, including regular postings to the BASWG Facebook page. The number of followers, likes and shares has been increasing steadily over the last several months. LaMarr will have a review of stats at the next meeting.

Stream Clean-ups

- Phil R. reviewed the voluntary commitments made by BASWG members to solicit donations for stream clean-ups. Each ask should be made prior to the next meeting.
- Phil R. has taken a tally of stream clean-up t-shirts. Currently, BASWG has 59 small, 35 medium, X large, 5 XL and 4 2XL shirts.

Garden Show: The Bangor Garden Show will be April 11-12 this year. BASWG has a booth. LaMarr will begin circulating sign-up sheets for the Garden Show.

E&O Committee Meeting: The E&O Committee will meet the first week of March. Agenda will include review of the website, stream clean-up planning, development of a better posters, discussion about cable access, and development of a poster competition.

Training Session

Phil R. is working on coordinating a regional training session. The session will be held in April at the Air National Guard. The group wants to avoid April 2nd (MAPWA conference). Phil will work with Philip W. to confirm date and time. Proposed date is Tuesday, April 7th. Phil will follow-up.

Ms4 Chloride Outreach Plans

The revised draft of the MP manual should be circulated next week. Brenda Z., Tyler C. and Wynn G. are working with the City of Bangor to gather staff to develop the first model chloride outreach plan. This work has been delayed due to scheduling availability with Bangor staff. Brenda Z. and Tyler C. will move to making plans with two additional MS4s: City of Brewer (Start with Ken Locke) and Town of Hampden (Greg Nash, Sue Lessard, Bob Osborne). Wynn will also work with Brenda and Tyler to make progress with Bangor. Reminder: All individual MS4 chloride outreach plans are due mid-May.

Organizational Business

Brenda Z. asked the group if they wanted to have comments and questions attributed to the person posing them during the Audit Prep Scenarios Exercises in the BASWG monthly meeting minutes. There were a range of opinions on this, ranging from the public meeting stance (everything is on record) to anything in minutes could be audited. The decision was made to note when David L. spoke but to not attribute other comments to specific members in order to encourage active engagement.

DEP and EPA Audit Discussion

- Audit reports from DEP Audits will no longer be sent directly from DEP to MS4s. Instead, they will be sent to EPA prior to being sent to the MS4.
- DEP is offering to provide audit prep technical assistance – looking at SOPs and making suggestions for improvements, etc. David L. encourages MS4s to take DEP up on this offer
- David has been tasked with conducting X DEP MS4 audits this year. Two must take place before June. David encouraged MS4s to volunteer for DEP audits. At least one municipality was considering this suggestion.
- Alex Rosenberg has enforcement capacity (not DEP) for audits.

Audit Preparation Exercise: IDDE Scenarios Part 3

Scenario: Construction Site with Potential for Runoff to MS4

Volunteer MS4: City of Old Town

John Rouleau - City engineer, PW director, Stormwater Manager, Tree warden

Dave Russell – Code Enforcement Officer, also municipal planner (multiple hats)

Start with pre-planning, create plan and execute plan

Planning phase

(Code enforcement - David Russell, Code Enforcement Officer)

- Looked for BMPs defined by DEP (e.g. construction site details)
- Also provide an extra set of eyes in the field (Inspection by both)
- People know to look for silt, lack of protection or unmaintained

Anything 1 acre or greater requires approval (Typical one acre (anything city is going to take over))

Initial approval

- Goes to planning board listing all BMPs
- Support for Dave
- John R. and his staff and resources at Dave's disposal
- If compliance, deal with John's office
- Anything over 100,000 requires a bond
- Can waive based on past history

After project started goes to code enforcement

- Dave on site as much as possible (can be several times a week)
- Yet to have a situation that has called for enforcement action
- The City takes it seriously, very interested in avoiding a fine
- Helps that staff have relationships with many of the people who do the work in the community; Know the contractors
- If they need assistance, the City will often informally give them a few bales of hay and some spikes
- The City provides a lot of face to face time with permittees - review details with them

DL: How do you track inspections?

- Daily notes; Use tablets, use Fulcrum
- Document how, where
- Conduct every inspection for every construction site
- The City has an iterative program
- Should be noted that this can still be an issue even if the site is less than one acre (if Illicit discharge) – e.g. tracking soil

Identify what types of construction will be approved

- E.g. Min. 2-3" coarse aggregate but want bigger and other specs
- Problem is often improper apron design (back a few feet)
- Keep it at six" course aggregate

DL: You are not going to keep every bit of sediment on site

- Have both structural and ? BMPs

Erosion and Sediment Control

- Sequencing, what BMPs, inspect, document – need a form or pages of notes listing the site plan item

- Note: Silt fence often doesn't stop sediment; ¼ acre with no silt fence – problem; Get channelization if done this way
- Need to ensure both temporary erosion control and permanent erosion control
- Go through state standards and understand the requirements
- Important to use mulch for winter stabilization
- If early spring – vegetation
- Some question about whether DEP regulations protect vegetation in winter
- Might have to use twice as much, netting, etc.

Question: If still non-compliant, should turn to DEP; however, DEP might not provide the follow-up. What is the City required to do?

DL: Send letter to the commissioner. If DEP not enforcing its regulatory program. IDDE ordinance is fallback. Erosion and Sediment Control Law. If have a DEP permit.

Question: Are they covered if they picked up phone (memo with a file) and date. Nothing happened from DEP. Does this make it compliant if Alex came by?

- DL: If town fixes it that helps. Need documentation.
- Comment: In reality MS4s have to do the enforcement themselves
- MS4 may need to issue the NOV – Notice of Violation
- ESC Law – In violation of CWA-based permit
- Comment: If DEP doesn't do enforcement, should not be the problem of the MS4.
- Requires an Education piece
- Comment: Seem like we have to document and write NOV instead of moving to DEP.
- Comment: ISWG also has this same issue.
- DL: Complaints about DEP needs to go up to the Commissioner.
- Comment: Works better with bigger municipality.
- DL: Looking at permit, planning, dealing with public works and good communication – what DEP is looking for to prevent discharges into MS4 – conveyance via MS4 into a water body. Outfalls is where the issue is, then it is MS4's problem. Make the problem stop.

DL: When doing an audit, will check to see - Is it written down how it works? (e.g. SOPs for mowing lawns, etc.) Expect MS4s to notify, regulate and inspect.

Upcoming BASWG Meetings:

March Meeting (Orono Town Hall) – Agenda topics include: E&O Planning Session (Clean-ups, Garden Show, New Website, Social Media update, etc.); Discussion about responding to DEP annual report letters; IDDE Scenario – Construction site with potential to discharge into MS4; MS4 chloride outreach plan.

April Meeting: Waste Water Treatment Plant - City of Bangor. Audit Preparation P-C Scenarios. Review of draft contract for E&O. Arrange sniffing dogs demo if possible. Chloride outreach plans – update.