

**DRAFT BASWG Meeting Minutes**  
July 11, 2015  
9:00 am – 11:30 am  
Milford Town Office, Milford, Maine

**Welcome and Introduction**

Rob Y. opened the meeting and welcomed all participants. Brenda Z. reviewed the agenda and meeting ground rules.

**PY2 Compliance**

Brenda Z. reviewed the regional compliance requirements listed in the BASWG Regional Stormwater Plan. This was supplemented by a report from both Phil Ruck and LaMarr Clannon on the work that has been completed for Minimum Control Measures 1 and 2. The BASWG is in compliance with all requirements in the plan, with a few of the final education and outreach activities scheduled for completion prior to July 1, 2015.

**Hydrant Flushing**

BASWG members checked in on hydrant flushing.

- Orono shared that their work was simpler than expected. They developed a one-page standard operating procedure (SOP). Have a hydrant map overlay now. Jointly with Veazie, through the Orono-Veazie Water District.
- Brewer has an SOP, followed flushers around, took samples wherever entered waterways. A total of 40 hydrants need dechlorination. "Run the water across grass; pipes are your enemy."
- Hampden has a flushing SOP and flushing plan, including annual report on residuals.
- Old Town flushes annually, have mapped all their hydrants and where every hydrants drains to. Test if spot flushing.

David L. reminded that limits are 0.1 PPM/TRC into a drainage ditch or brook and 1.0 into the Penobscot River,

**Septic Systems**

In PY3 MS4s will be working on developing lists of septic systems in their highest priority watershed that are 20 years old or greater and which may discharge into the MS4 if the system fails. David L. reminded everyone that this task should not be delayed. Kristie Rabasca from the Southern Maine MS4 Cluster has identified a potential process for doing this work that David Ladd is reviewing.

**DEP Reporting Requirements**

DEP has circulated a new set of reporting requirements to all MS4s and regional clusters. Key take-aways include:

- All reports must be submitted no later than September 15<sup>th</sup>. No extensions will be allowed.
- All reports must be submitted electronically. No paper documents will be accepted.
- BASWG MS4s and the BASWG cluster will submit their reports for MCM 1 and 2 to Kathy Hoppe and to Angie Dijanic for MCM 3-6.
- Reports must provide specific information, not vague or general statements. The guidance document outlines some of these expectations and examples of appropriate report content.
- For regional activities, reports must include data on which MS4s participated in each reported activity.

### **BASWG PY2 Report Development**

The PY2 BASWG Annual report will be developed by a report committee consisting of the BASWG Executive Committee, E&O Consultants Phil Ruck and LaMarr Clannon and Brenda Zollitsch, who will compile the final report, submit it to the Executive Committee for review. The report draft will be approved at the September BASWG meeting and submitted by the September 15<sup>th</sup> deadline.

### **Review of BASWG Goal Statements**

Brenda Z. presented the old goals that were created by the original BASWG members. A number of these goals are out of date and the goals apply to more than BASWG, including goals for individual MS4s. Additionally, goals are both short and long-term. The group worked through key changes and edits to the goals and a proposed mission statement. Brenda Z. will make edits to the document based on this discussion. The new document will be circulated to the Exec Comm for comment prior to the July meeting. Members will review the new document at the July BASWG meeting.

### **Salt Roundtable Event Contract**

Brenda Z. presented a contract from the Maple Hill Farm Inn and Conference Center for the proposed September 10<sup>th</sup> Salt Roundtable Event. The planning group does not have a formal agenda yet, but plan to present the new manual, seek input on content and revisions for a revised version that can be used by contractors, and other planning. The planning group meets next of June 30<sup>th</sup> at the CCSWCD Office in Windham. The contract is for a total of \$3,823.75. This amount is estimated based on a count of 100 participants. **DECISION:** The BASWG does not want to assume the risk for all four clusters, but will sign the contract based on assurances of shared responsibility for any costs. **ACTIONS:** Brenda Z. will contact each cluster coordinator to ask if they are willing to make this commitment. If this commitment is secured, Rob Y. is approved to sign the contract. If not, the event date will be let go.

### **Chloride Outreach Plans**

Brenda Z. has met with representatives from all MS4s that are submitting chloride outreach plans by the June 30<sup>th</sup> deadline. Plans are being submitted by individual MS4s. MS4 snow and ice control decision makers have participated in training and discussion about chloride reduction and worked through the BMP manual, identifying which BMPs they are currently doing, which they plan to do in PY3-5 and which they do not plan to do in the foreseeable future. All plans should be submitted to Kathy Hoppe.

## **Regional IDDE Sharing**

The BASWG has been having regional discussions on IDD for many months through the IDDE Scenario exercises, which represent “above and beyond” compliance with this portion of the plan requirements. The BASWG made the decision to divide this sharing session between June and July 2015.

The Town of Orono was first to share their work. They shared that they have a new IDDE hotline that funnels all reporting through one number. Rob Y. is notified of any call on his cell phone. The system automatically generates a report for potential illicit discharges. Information includes when, where (exact location), if something is found in the follow-up inspection. The new system provides a comprehensive way to manage information and rapid response. It has also raised the awareness of public safety and public works staff.

The City of Brewer inspected 1600 catch basins this spring. Using a Vulcrum system to manage information, they conducted cleaning and repairs. Allowed the city to target the 200 catch basins that needed to be cleaned; which saved on sending trucks out to basins that did not need to be cleaned. During this process, the City located two illicit discharges.

## **BASWG E&O Consulting Services Contract (PY3-5)**

The BASWG E&O Contract Committee is in the process of receiving and reviewing input from member MS4s about their needs for contractor services. Any MS4 that has not completed the SurveyMonkey survey should do so in the next week. The committee will meet and revise the contract based on these needs prior to the July BASWG meeting. The contract will be brought to the group for discussion and potential approval. The BASWG is extending the contract for the current consultants by 3 months in order to accommodate the additional time needed to develop a mutually-beneficial Request for Proposals (RFP). Belle R. is coordinating the committee’s work.

## **Upcoming Meetings:**

- August (Old Town)
  - E&O Contract Follow-up
  - Grease Hood discussions
  - Low Impact Development Info Collection updates
- September
  - PY2 Report approval
  - Input into next cycle permit development
  - Sniffing Dogs Demonstration?