

1 **DRAFT**

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3 **TOWN OF PELHAM**  
4 **STORMWATER STAKEHOLDER GROUP**  
5 **MEETING MINUTES**  
6 **MAY 24, 2023**  
7

8 Chair Dena Hoffman called the meeting to order at approximately 7:03 PM.  
9

10 **PRESENT ROLL CALL:**

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12 Dena Hoffman, Environmental Regulation Compliance Specialist  
13 Jim Hoffman, Highway Department Road Agent  
14 Rhonda Whittier, Highway Department Administrative Assistant  
15 Sam Ashbrook, Verdantas Consultant  
16 Julia Steed Mawson, Little Island Pond Association  
17 Christine Kamal, Little Island Pond Association  
18 John Walter, Gumpas Pond Association  
19 Eddie Briffett, Gumpas Pond Association  
20 Wendy Smigelski, Gumpas Pond Association  
21 Paul Dadak, Pelham Resident & Former Resident of Little Island Pond  
22 Cassidy Pollard, Recording Secretary  
23

24 **MEETING MINUTES**  
25

26 Ms. Hoffman asked if anyone had any edits to the June 1, 2022, meeting minutes. No one came  
27 forward who had any edits.  
28  
29

30 **MOTION:** (Ms. Whitter/Mr. Dadak) To approve the minutes from the June 1, 2022, meeting  
31 as written.  
32

33 **VOTE:** (9-0-0) The motion carried.  
34

35 **OLD BUSINESS**

36 Ms. Hoffman stated that there were cleanups held at Veterans Park and Muldoon Park in 2022.  
37 She expressed that these were both successful events. She explained that they planted flower beds  
38 near the opening gates at Veterans Park and that they cleaned up the vegetation around the walking  
39 path at Muldoon Park. She stated that the groups also cleaned up trash and performed various small  
40 tasks that the Parks and Recreation Director Brian Johnson had asked for the two locations. She  
41 explained that the turnout was less than it was in 2021, and that they had smaller groups at each  
42 location. She stated that they will be aiming for one Fall event on a Saturday this year as it seems  
43 to work better for the townsfolks and for Parks and Recreation. She explained that this will

44 hopefully get more people ready to volunteer and help. She stated that they haven't talked about  
45 where the next fall clean-up will be, but it would most likely be Veterans Park or Muldoon Park.  
46 She explained that with advertising on social media as well as in the Pelham Evergreen that they'll  
47 be able to reach more people and get more volunteers. Ms. Hoffman asked if there was anything  
48 to add regarding the clean up day events at Veterans Park or Muldoon Park. Mr. Walters stated  
49 that he was at one of the clean up events at Veterans Park. He explained that it was nice having  
50 multiple groups doing different assigned chores and getting their hands dirty. Mr. Dadak asked  
51 about putting up signs to announce the cleanup. Ms. Hoffman explained that she's used the Fire  
52 Department sign and would reach out to them again to utilize it next time. Mrs. Whittier added  
53 that the Highway Department has message boards that she could use as well.

54  
55 Ms. Hoffman announced that the Town of Pelham was the first to submit the Annual Report for  
56 MS4. She stated that she sends this report to the EPA for their review and to NHDES for their own  
57 records as well. She explained that it discussed everything from July 1<sup>st</sup>, 2021, through June 30<sup>th</sup>  
58 of 2022 and that the annual reports are due every year on September 28<sup>th</sup>. She stated that if anyone  
59 would like to read a copy of the year four report, they can find it on the Towns website,  
60 Pelhamweb.com under Stormwater Management/MS-4. Mr. Sam Ashbrook from Verdantas added  
61 that Pelham did a great job last year with their annual report for MS-4 and that it looked like year  
62 five is going to be great too. He stated that they started wet weather sampling and would be  
63 discussing that further in new business. Ms. Hoffman added that all the MS4 documents can be  
64 found on the website both old and new as she is in the process of updating them now to meet her  
65 requirements.

66  
67 Ms. Hoffman explained that she's been doing catch basin inspections with the Highway  
68 Department for the last two summers. She stated that they go out in the summer and fall and have  
69 been looking at the structural integrity of the catch basins, what the flow of water is like and if that  
70 water is a funky color or smells weird. She explained that these inspections are to help determine  
71 if there are any illicit discharges and to see if the Highway Department needs to do any repairs.  
72 She stated that 1,485 catch basins were inspected last year prior to them being cleaned and only  
73 one illicit discharge was found that was a resident pumping pool water directly into a catch basin  
74 which was handled and reported to NHDES. She explained that they also look for illicit  
75 connections while they're out inspecting and stated that an example of that would be if a house  
76 were connecting their washing machine's grey water right to a catch basin. She stated that they  
77 looked for suspicious pipes or anything out of place and that there were 11 that were found. She  
78 investigated these with Code Enforcement Officer John Lozowski this winter and found that none  
79 of them were of true concern. She explained that these will be reported in the Illicit Discharge  
80 Detection and Elimination Program for this year's update. She stated that the Highway Department  
81 purchased a catch basin clamshell cleaning truck that should be in by the Fall which will allow  
82 them the to do the catch basin cleaning on their own schedule and time rather than contract it out  
83 like they have been doing.

84  
85 Ms. Hoffman mentioned that last year there was an issue with the stormwater drainage structures  
86 around Moose Pond and Spring Street with OHRV's decimating them and making them unusable,

which she wasn't aware of those structures being there. She stated that part of the work that she does for the EPA is mapping and with the issue around Moose Pond and time she had over the winter she was able to push forward with cataloging where stormwater structures may be. She explained that she began by going through the flat files in the Planning Department checking Developments and Subdivisions and seeing where they were visually on the plans. She then went out with the Highway Department in the fall/winter to find those locations and see if the structure was built or not and what kind of structure it is. She stated that about 98% of all the structures have been found and are in the process of being mapped with Verdantas. She explained that she would go to the location of the structure, take the coordinates and note what she believed the structure to be. She stated that she also provided other information that might be relevant for a better reference point for those making the maps. She explained that the institutional knowledge from the Highway Department helped a lot as they know where other structures are that may have not been in the files or are from older developments. She stated that she is working with the Highway Department to make inspection sheets so that they can go check the locations and structures to see if any maintenance needs to be done on a more regular basis and that they began doing these inspections last week with the list she's provided them. Mr. Ashbrook added that it is still under review to be able to layer each individual structure but that they are actively working on getting up and running for the Town.

#### **NEW BUSINESS**

Ms. Hoffman informed the group that there were no comments made regarding the Stormwater Management Plan. She explained that there is a tab on the MS4 page that is open year-round and if anyone would like to submit a comment after reading through the SWMP they are welcome to do so at anytime with their name and email in case there are any questions that they need answered. She opened up comments to the public and no one stepped forward.

Ms. Hoffman explained that the second Storm Drain Mural Contest was held. She stated that the previous murals could be seen at Common Street and over at the High School. She explained that the one on Common Street was done by a college student and a previous high schooler and the one at the High School was done by the Pelham High Art Honor Society. She notified the group that this year's winner was a resident Rebecca Dorr. She explained that you can see the mural if you are facing the Fire Department and looking at the left-hand corner on the parking lot. She stated that this artwork will be featured in the Pelham Evergreen and that she has reached out to Kathy Carr in the Parks and Rec Department to send to another newspaper. She explained that the goal of the murals is to not only promote local art, but environmental education through art as the murals depict the environments where trash and litter can end up if thrown into one. She urged those who had not seen it to go and look as it is an amazing mural.

Ms. Hoffman stated that they would be talking about sampling outfalls and their water quality. Mr. Dadak asked who was doing the analysis of the samples. Ms. Hoffman replied that she's been sending them up to Eastern Analytical in Concord but that she does have meters that Verdantas

130 supplied her with. She explained that there are some samples they can analyze right in the field  
131 like total phosphorus, but that it gets sent off to the lab as well to confirm that the numbers are  
132 correct. Mr. Dadak informed Ms. Hoffman of sampling of Little Island Pond that occurred in the  
133 mid to late 80s which was sent to the State. Ms. Steed-Mawson added that a volunteer from the  
134 Little Island Pond Association has been doing E. coli sampling for several years. Ms. Hoffman  
135 explained that when sampling around Beaver Brook, Long Pond, and Little Island Pond are E. coli  
136 but that they do sample for various parameters. She explained that it can be difficult to coordinate  
137 sampling with the timing of the rain and in the workday so that there's opportune time to get the  
138 samples up to the lab, but she has managed to have two successful field days so far. She stated that  
139 they sample the outfalls that flow into the pond so that they can see where the issue is coming from  
140 since they are aware there is one. She explained that the sampling information would be on the  
141 MS4 page if anyone is interested in looking at the data. She stated that all the outfalls need to be  
142 sampled by year ten of the permit. She explained that excess E. coli has been seen on locations of  
143 Tony's Brook and that phosphorus has been an issue in the Long Pond area and as they sample  
144 more sites that they'll be able to see where more of the issues may be occurring. Mr. Ashbrook  
145 stated that Pelham isn't the only Town in New Hampshire having a tough time with sampling, but  
146 that once there is a strong set of data points you can start working them to see where the pollutants  
147 are coming from. Ms. Christine Kamal suggested sampling the dam near Camp Runnels as it would  
148 probably capture everything entering and exiting the pond. Ms. Hoffman responded that she wasn't  
149 sure if there was an outfall over there. Ms. Steed-Mawson stated that last year the LIPA engaged  
150 with the UNH Cooperative Extension with their lakeside monitoring program which helped them  
151 identify six incoming streams that go into Little Island Pond. She asked if it would be possible to  
152 coordinate wet weather sampling and to get volunteers in order to ramp up sampling along LIP  
153 and other ponds. Ms. Hoffman informed Ms. Steed-Mawson that she only has one set of meters  
154 and can only be in one place at one time, but that it would be a great conversation to have within  
155 the next couple of days.

156  
157 Ms. Hoffman stated that the Clean Water State Revolving Fund comes around every year and it is  
158 a way for towns to put either loan money or grant money towards infrastructure projects regarding  
159 clean water, storm water, and wastewater. She explained that she's applied for the Asset  
160 Management Grant this year which goes up to \$30,000 because the Planning Department was able  
161 to purchase a new software where most of the Town Departments will be able to utilize to have  
162 everything in one location to review. She stated that they will need to build an asset management  
163 program and can do that within this software to be able to keep track of stormwater assets. She  
164 explained that the grant money would be used to set up the program, which would be a written  
165 document and to buy the necessary tools and consulting to set up a solid program. She informed  
166 the group that asset management programs are for the purpose of being proactive rather than  
167 reactive and it would be beneficial to be proactive and keep on top of their assets. She explained  
168 that the LIPA is looking to potentially created a watershed management plan and that they could  
169 apply to the State Revolving Fund Stormwater Planning Loan to help them get on the right path of  
170 creating that plan. Ms. Steed-Mawson explained that there is a team of five people working  
171 towards learning how to apply for such grants, and that they are looking to apply for the 604(b)  
172 Grant which is a water planning grant that is due in September and have decided to hold off on the

173 watershed management program proposal until next year. Ms. Hoffman stated that this could  
174 potentially help serve as a jump off for other ponds in the future depending on how the loan process  
175 goes for the LIPA.

176  
177 Ms. Hoffman stated that she is approaching the end of MS4 year five. She explained that the EPA  
178 does the permit on a five-year basis and that it should technically be expiring, but the EPA  
179 administratively continued the permit. She stated that with the end of the permit year coming up  
180 there are a lot of documents that need to be edited and updated as well as reports that need to be  
181 written with some of them being new and other continuations of previous reports. She explained  
182 that with year five ending, year six begins on July 1<sup>st</sup>. Ms. Hoffman added that next year the EPA  
183 is requiring a phosphorous treatment best management practice structure be installed and the plan  
184 is to have it installed by June 2024 at Long Pond and that Keach Nordstrom was contracted for  
185 that work. She informed the group that the EPA has a new permit in the drafting stages and that  
186 they are looking to release it this fall. Ms. Kamal asked if bodies of water that aren't currently  
187 impaired get added to the 303(d) list would they be then included in the new MS4 permit? Ms.  
188 Hoffman replied that if they were added to that list in that time, then they would be included in the  
189 new edition of the permit if the impairment is targeted in the MS4.

190  
191 Mr. Dadak asked if there was anyway to do any education on material overuse such as fertilizers,  
192 how that could contaminate ground and surface water. Ms. Hoffman announced that Household  
193 Hazardous Waste Day would be on August 26, which would be a great event to do something like  
194 that at. She explained that a poster with information to inform residents is very doable. Mr.  
195 Ashbrook added that one of the annual requirements for MS4 is public outreach, so brochures in  
196 the correct locations, and hosting household hazardous waste days are extremely important. Ms.  
197 Hoffman stated that a lot of environmental work gets done through education and public  
198 understanding and that she utilizes brochures in various spots around Town and that she also uses  
199 PTV and social media to help with outreach. She explained that when she has public events, she  
200 also likes to incorporate education so it would be a good idea to have a poster of some sort relating  
201 to that at the Household Hazardous Waste Day on August 26 at the Highway Department from  
202 8am until noon. Ms. Whitter stated that she is a part of the Household Hazardous Waste Committee  
203 with NRPC and that she is going to see if Pelham can host two events in Town every year as  
204 opposed to every other year. Ms. Kamal asked if the Evergreen could be used to advertise where  
205 things can be disposed because most people don't know where paint or batteries can be disposed.  
206 Ms. Whittier explained that the transfer station takes batteries, car batteries and cell phone  
207 batteries, but not electric car batteries. She added that the accept latex paint but not oil based paint  
208 and that there is a flyer from the Transfer Station that explained what can be taken to the Hazardous  
209 Waste Event. Ms. Hoffman added that it would be a good idea to include the flyer in the Evergreen  
210 for the event. Ms. Whittier stated that she would be advertising the new rules and regulations for  
211 the transfer station in the Evergreen as well as various locations and departments in the Town.

212  
213 Ms. Hoffman opened the floor to the group and the public for discussion.  
214

Mr. Dadak explained that it might be a good idea to bring in a speaker such as Steve Keach who is the Town's Engineer to talk about stormwater treatment systems. He explained how he learned about the different structures and it's important to understand that not only can these structures hold water, but they can also treat water as well.

Mr. Eddie Briffett asked how to volunteer for water sampling. Ms. Hoffman stated that it's more so keeping an eye out on the weather for rain so that there's adequate flow taking place and that notice would probably only be given a day or two in advance through email, but that sampling would typically occur during the work week between 9am and noon.

Ms. Kamal thanked the group for their coordinated efforts in trying to protect the water and keeping it clean.

Ms. Steed-Mawson explained that Ms. Kamal and others on the LIPA are taking on the New Hampshire Lakes Education program called Watershed Warriors and may be a good conversation regarding education.

Mr. John Walter of the Gumpas Pond Association explained that the association is working to accumulate funds for the rehabilitation of their dam as a recent study showed that if the dam was breached there would be 70 structures including homes that could be impacted by it. Ms. Wendy Smigelski of the Gumpas Pond Association added that the State believes the dam is in great shape for being 150 years old, as it's been maintained well for a stone dam, but the State doesn't believe the spillway is large enough to handle the 100-year flood zone.

Ms. Smigelski asked if there were any regulations as to where and when salt is added to road or when it should be sand. She stated she knows it's a balance because people don't want to be skidding all over the road, but the water is right there. Mr. Jim Hoffman explained that he had tried to put a low salt area sign at the beginning of Hinds Lane, and he immediately received complaints about it as homeowners and taxpayers don't want to be slipping on their roads. He stated that he does use mostly a sand and salt mixture around the ponds and not straight salt. He explained that it's a balancing act with trying to keep the roads safe and salt out of the ponds. Ms. Kamal added that the Shoreland Protection Act does address it and discourages salt around surface bodies of water and that there is a salt alternative. Mr. Hoffman explained that it would be brine, and that the Highway Department isn't equipped with that and would have to redo the whole fleet and it would be extremely costly as you would need to buy the equipment from the State. Mr. Dadak added that on State roads straight salt is used when they are being treated. Mr. Hoffman added sand is considered contaminated soil and that towns like Dracut use straight salt as well. He explained that salt is used at the beginning of storms so that the snow doesn't pack and then a sand/salt mixture is used once the plowing starts and at the end it's just sand. He stated that every time the State plows you can see from the back of the trucks that they're dropping straight salt and he only uses it at the beginning of the storms.

**MOTION:** (Ms. Whittier/Mr. Walter) To adjourn the meeting.

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259 **VOTE:** (9-0-0) The motion carried.

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261 The meeting was adjourned at 8:33PM

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Respectfully submitted,

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Cassidy Pollard

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Recording Secretary