

**APPROVED**

**TOWN OF PELHAM  
STORMWATER STAKEHOLDER GROUP  
MEETING MINUTES**  
**February 23, 2022**

Chairwoman Dena Hoffman called the meeting to order at approximately 7:04PM. She then called the roll.

## **PRESENT ROLL CALL:**

Al Steward – present  
Deb Waters - present  
Dena Hoffman – present  
Julia Steed Mawson - present  
Jim Hoffman – present  
Rhonda Martin - present  
Jennifer Castles - present

## MEETING MINUTES

Ms. Hoffman asked if anyone had any edits to the August 18, 2021, meeting minutes. No one had any edits.

**MOTION:** (Ms. Martin/Ms. Mawson) To approve the minutes from the August 18, 2021, meeting.

## **OLD BUSINESS**

Ms. Hoffman talked about the household hazardous waste day that was held back in August and she felt that this event went very well. They put out 5 educational posters which were yard waste, do-it-yourself compost bin, septic maintenance, do-it-yourself weed killer, and a dog waste poster. She said she worked the event, along with Ms. Martin, who did a great job coordinating. She noticed many people taking photos of these posters, especially the DIY posters. There were 91 Pelham residents that came through that day. She has more statistics on that day as well if anyone was interested in seeing them. The NRPC (Nashua Regional Planning Commission) complimented the posters as well. These posters have been laminated, so they will be able to be used at future events. Ms. Martin said Jay from the NRPC commented on the posters as well at her last committee meeting. The next time an event such as this will be held in 2023.

The next event that was held was Beautify Muldoon Park Day last September and Ms. Hoffman said this event went very well, too. She teamed up with the Parks and Recreation department. There were 30 volunteers, and they also had the 11U Razorbacks team help. They cleared out a huge bush that was crowding an electrical box and did a great job. The group also raked, cut back vegetation, planted bushes, picked up trash, and installed a dog waste bag dispenser. Ms. Hoffman and Parks and Recreation are looking to team up again for another cleanup day this year.

Ms. Hoffman mentioned that one of her job requirements is to file an annual report with the EPA for the MS4 permit (municipal separate storm sewer system permit). That was due September 28, 2021, and she said she turned it in on time and fully completed. She sent it to the EPA as well as NHDES. DES doesn't require it, but they like to have it on record. This is posted on the Stormwater website, on the left, blue

52 column, under MS4 Annual Reports for 2021. That report helps to keep track of what's been accomplished  
53 and what needs to be worked on. It gives guidance year to year. This is mostly steppingstones to keep  
54 things on track for what needs to be done. She used this to help in writing the town annual report that  
55 comes out soon. Ms. Beauregard had asked her to explain what she does in the Planning Department on a  
56 day-to-day basis, as well as what she accomplished in 2021. That will all be in the 2021 annual town report.  
57

58 It is called the Year 3 Annual Report because that is the third year of the MS4 Permit. The permit year runs  
59 from July 1 to June 30 of the following year. For year three, that would've been the reporting time from  
60 July 1, 2020, to June 30, 2021.

## 61 **NEW BUSINESS**

### 62 **Item#1**

63 Ms. Hoffman handed out a table listing the town owned structures. She said a few months ago, Ms. Waters  
64 approached her about some issues with the Moose Pond and Spring Street swales. She provided photos  
65 and said there were problems going on with ATV's using the swales as ramps. She noticed in the MS4  
66 permit there needed to be an inventory of the town's structures, such as swales, detention ponds and so on.  
67 That is found in the MS4 Section 2.3.7.1.d.vi. It says that there needs to be regular inspections of those  
68 structures. The table shows an Outfall ID# and that comes from the GIS program, assigned from data taken  
69 from a consultant. Some structures don't have an outfall number yet and that may be because the street has  
70 not been accepted yet. Some of these were found by looking through flat files in the Planning Department,  
71 which contain these details. She has been going through them and it is likely the Planning Department will  
72 obtain an intern this summer to help with this project. This project doesn't need to be done immediately.  
73 It will help to start working on this and start creating an inspection schedule for these to keep up with all of  
74 them. She asked the group if anyone knows of any of these structures in town that are not listed, to please  
75 send her an approximate address, description, and photos if possible. This will most likely be a long-term  
76 project. Ms. Waters said that when she encountered this problem, she learned a lot about swales. She said  
77 that at this particular one on Spring St, the town engineer had to get involved. She had learned that these  
78 swales are vegetated, and this wasn't occurring at this swale. It was damaged by the vehicle use and the  
79 vegetation was completely obliterated. These swales need to be vegetated for the filtration of the water.  
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81 Mr. Steward asked if there are specific definitions for the difference between swales, detention, and  
82 bioretention ponds. Ms. Hoffman said swales can be seen in a few different ways, but a common way is  
83 they look like a giant S or like a snake. It is similar to a waterslide with plants that curve through and  
84 eventually soak into the ground. Detention ponds and basins are pretty much the same thing. Detention  
85 ponds take water in and soak through the soil. Retention and bioretention ponds are more vegetated to  
86 allow the water to stay there for longer periods of time. Detention ponds are supposed to drain and if they're  
87 not, then there is something wrong with it. Mr. Steward asked if the idea was to allow sediment to  
88 precipitate or slow down the flow. Ms. Hoffman said yes, usually that is correct and you will see a catch  
89 basin that flows into it and then it gets held there. It needs to go through the soil to get filtered by the plants  
90 and so it doesn't just run off somewhere else. The filtering helps to get rid of pollutants from stormwater  
91 runoff. These ponds give that runoff a place to go. Mr. Steward asked if these are found in developments  
92 and Ms. Hoffman said yes. She said most of these are found in bigger development plans. Mr. Steward  
93 asked if these were pointed out on the survey that was done by the NRPC. Ms. Hoffman said they have  
94 record of the outflows, but they didn't specify what they go to. Some of them, she can tell by the map  
95 where the outflows are. Mr. Steward said he was familiar with the one done on Spring Street. Ms. Hoffman  
96 mentioned the one over there was very decimated. When vehicles run over these it can compress the soil  
97 making the water harder to flow through. She is glad that that one was resolved. Ms. Mawson asked if  
98 they were doing identification of storm water issues on private properties or private roads. Ms. Hoffman  
99 said right now they aren't looking at the private ones. That may be more of a topic for the town engineer  
100 or the Planning Department. Right now, they are only looking at the public ones. Ms. Waters asked how  
101 often these will be inspected and would it be yearly. Ms. Hoffman said they must see first how many there  
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103 are and then decide whether it's annually or bi-annually and will depend on time and manpower. She said  
104 ideally it would be annually. Mr. Hoffman asked if they could use UNH students to help out with this. He  
105 said they had mapped catch basins one year. Ms. Hoffman didn't see why they couldn't. She said she  
106 could teach them how to do it and will be working with the Planning Department intern on how to inventory  
107 these this summer.

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109 **Item #2, Catch Basin Mural Contest**

110 Ms. Hoffman said she will be presenting the catch basin mural project to the Board of Selectmen on  
111 Tuesday, March 1, 2022. She mentioned most people don't really know what storm drains do or their  
112 purpose. The goal of this contest would be to design murals that discourage people from littering or  
113 dumping waste into the catch basins. It would be to promote local art of Pelham residents, high school  
114 aged and older. It would promote environmental education for the younger populations. The murals are a  
115 good way to catch people's eyes and draw their attention to what a storm drain is and what to not put into  
116 them. She showed the group some photos of storms drains in town. They were on town owned properties  
117 that are seen by many, such as Common Street, the Elementary School, Pelham High School on the  
118 sidewalks and two in the Village Green. If she gets approval, she will advertise immediately and has been  
119 talking to the school already. She is awaiting an answer from the school and pending that, a deadline for  
120 submissions would be April 21, 2022. That would give them time to create the mural, then the winners  
121 would be notified the next day. The murals would be painted on May 5 with a rain date of May 6. The  
122 artists would submit the murals to her, either by email or hard copies by the end of the day. She thought it  
123 would be interesting to include a small list of aquatic wildlife or other things in town. She said the town  
124 of Wilton, NH is doing this project now and they had a lot of students use local wildlife in their murals.  
125 She said this is a very popular project down South. She is hoping to get ideas and feedback from this group.  
126 They will provide the appropriate paint for this project and that all still needs to be determined. Ms.  
127 Mawson said storm drain stenciling has been used as an educational tool in many parts of the country and  
128 it can be as simple as a stenciling project or it can be more involved. She said it is a great idea and to make  
129 sure the paints are lasting and also won't contaminate the water itself. Ms. Hoffman is hoping residents do  
130 research on this project as well. Ms. Mawson said they should be encouraged to use local wildlife rather  
131 than sharks and alligators. Ms. Mawson asked if they would have any information on watershed and where  
132 water in the town flows to. Ms. Hoffman said she would give participants the handout that she gave to the  
133 group and on page 2, she noted that both schools drain to Beaver Brook. She had seen some murals that  
134 put the name of the water body they flow into onto their mural. Ms. Mawson said NRPC has some  
135 wonderful maps, especially the aquifer map. She thought that it would be a good thing for the artists to  
136 understand where the water flows in town. Ms. Hoffman agreed with her. Ms. Martin asked what size they  
137 can be. Ms. Hoffman said she thought some could be very large because of the area, but for some that are  
138 smaller areas, they would have to be smaller. She said she is teaming up with the Parks and Recreation  
139 department for this project because she likes working with them and they are very helpful. She has been  
140 working with Kathy regarding the school information and she has been a great idea maker for these things.  
141 She asked the group if they have any feedback before Tuesday, to please send it to her.

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145 **Item #3 Ideas for Public Events next Winter**

146 Ms. Hoffman said planning public events in the winter can be tricky, especially with COVID. She would  
147 like to try and plan a public event for the end of this year or the beginning of 2023. She asked the group if  
148 anyone had any ideas for this. She mentioned bringing a speaker in, possibly from NH Lakes to talk about  
149 water sheds. Ms. Mawson said they have a lot of good speakers and programs. Ms. Hoffman said she used  
150 to work with the Squam Lake Association and did work with NH Lakes. She said they used to have a giant  
151 box of a water shed that the kids could interactively use to see how they worked. Mr. Steward asked if she  
152 was preferring an indoor event. Ms. Hoffman said yes because she may not have outdoor equipment. She  
153 thought of a guided hike during the summertime. Mr. Steward asked if she wanted more of a lecture event.

154 Ms. Hoffman said ideally it would be on the educational side and involve participation to teach people of  
155 stormwater importance and water run off and taking care of our environment. She is open to any ideas.  
156 Mr. Hoffman said a winter hike off Sherburne Road would be a good idea. Ms. Hoffman said she will have  
157 to check with the Parks and Recreation to see if they have spikes for shoes to wear to avoid slipping. Mr.  
158 Steward asked for her reason for it to be a winter event. Ms. Hoffman said she has mostly hosted events in  
159 the summer and fall and she would like to host and offer something in the winter. Mr. Steward said  
160 December is reasonable and he has heard of New Year's Day trail walks that have taken place. Ms.  
161 Hoffman said she is open to any age groups right now and most of her events are mixed ages. Ms. Mawson  
162 mentioned a climate scientist to come and talk about climate changes here in the Northeast. Ms. Hoffman  
163 liked that idea and would investigate that. Ms. Mawson said a report was done in the town years ago relative  
164 to issues with development in relation to the weather situation. Ms. Mawson said Cameron Wake is one of  
165 the chief scientists at UNH, so she could reach out to her. She also mentioned UNH Cooperative Extension  
166 has a lot of good information as well as a model relative to ground water. Ms. Hoffman said she has worked  
167 with them.

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#### **Item #4, Upcoming Events**

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170 Ms. Hoffman said there are three notable events besides if the storm drain mural gets passed. One item is  
171 the illicit discharge detection and elimination and storm water pollution prevention plan training. This is a  
172 training that she has to give once a year to town employees who are from the transfer station, highway  
173 department, cemetery and the schools (facilities of the schools specifically). They usually send at least one  
174 person to the training and the training is designed to help someone identify when they are seeing an illicit  
175 discharge or when someone or something is putting a pollutant into our waters. If someone from highway  
176 comes to this and then they see something that is going wrong, they will be able to identify that from their  
177 training. This training will be on April 7, 2022, at 9:00AM. If anyone is interested in coming, they are  
178 welcome to. It will be at the Sherburne Hall, and she will send out more information as the date gets closer.  
179 The next event is the lawn care presentation on April 18, 2022. This is with UNH Cooperative Extension,  
180 and we will be doing this in conjunction with the town of Merrimack via Zoom. The time isn't determined  
181 yet, but she will send that out once it is finalized. There will be another clean up day on June 4, 2022, and  
182 this will be with the Parks and Recreation department. The park for cleanup hasn't been determined yet,  
183 but they may go back to either Muldoon or Veterans Memorial Park or pick a new location. There is plenty  
184 more work to do at Muldoon Park. Ms. Martin asked how long the training would be on April 7, 2022.  
185 Ms. Hoffman said it would be less than one hour. Ms. Martin asked if she talked to Tara at DES about  
186 that. Ms. Hoffman said no, it is a required EPA training. She might use some of the DES materials for the  
187 training. Ms. Martin said she may send more than one person if Tara says that's okay to get them their  
188 certification for their 2.5 hours they need. Ms. Hoffman said yes, just to let her know.  
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191 Mr. Steward said he would like to recognize Ms. Hoffman for all her efforts on the NRI. He said the  
192 conservation commission has a report every 10 years, called the Natural Resource Inventory. This will be  
193 completed shortly and one of the major things necessary is to go through and edit and review the report and  
194 that's been done with Conservation and the help of Dena. There is a meeting to finalize that tomorrow  
195 night. That is used for a guideline for how they use land and property in Pelham as well as for the Master  
196 Plan. They contracted with NRPC last fall and that has been reviewed and once finalized, will be published.  
197 They will use that as a guideline to review the open space plan and put that into the Master Plan once that  
198 gets approved after the March 8, 2022, vote. He thanked Ms. Hoffman for all her hard work reviewing  
199 that.

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201 Ms. Hoffman said she really enjoyed working on that document and it gives a good view and compilation  
202 of what we do in Pelham.

203

204 Ms. Mawson said she volunteers with the Little Island Pond Association, and she is the liaison with the  
Lake Smart Program with the NH Lakes. She handed out a publication to the group from NH Lakes. Ms.

205 Hoffman said she worked with them when she worked with the Squam Lake Association. She said she  
206 used to be at the boat ramps making sure no invasive species went into or came out of the lake at that time.  
207 Ms. Mawson said they have a really good program, called Lake Smart. It is also online, and a homeowner  
208 can take a survey teaching best practices when living on a lake. She said a person can come out to their  
209 property and walk it and give you a report or recommendations. She said they also offer webinars and  
210 materials as well.

211  
212 Mr. Steward asked when she will start testing some of the outflows. Ms. Hoffman said they are going to  
213 start this spring. She has purchased equipment over this past winter and will be having a field day with  
214 their environmental consultant to make sure she is confident in what she is doing. The testing will be done  
215 this spring, summer, and fall. Mr. Steward encouraged her to look at what Pelham has for prime wetlands  
216 and any of the outflows that may go in or out of those prime wetlands as designated by the State of NH.  
217 He said to make sure we are keeping up with the idea of a prime wetland is to have clean water. Ms.  
218 Hoffman said yes, no problem. She said she has a list of high priority outflows that they will tackle first,  
219 Beaver Brook and Long Pond. Those two are the most impaired waterbodies, but after that she will take  
220 those into account. Ms. Mawson asked how many testing or sampling sites there would be. Ms. Hoffman  
221 said about 130 to 300. Ms. Mawson asked what parameters they would be testing for. Ms. Hoffman said  
222 they will look at dissolved oxygen, phosphorus, bacteria (specifically e-coli) pH, conductivity, and salinity.  
223 They will use indicators for testing and probably test for temperature, too. The two main problems in  
224 Pelham now are bacteria and phosphorus, so they will be looking for those. Ms. Waters asked what the  
225 results would tell them once they've been tested. Ms. Hoffman said they have high priority ones and once  
226 she gets the range to what they are looking for, they will work upstream. For Beaver Brook specifically,  
227 they will start at the bottom and work their way up. If they see something problematic, then they know  
228 they must keep going upstream. Ms. Mawson asked if they will be looking for any macro inverts or wildlife  
229 species in terms of the stream's system overall health. Ms. Hoffman said she wasn't going to do any macro  
230 invertebrate studies, as she doesn't have the equipment for that. She said they are looking right now for the  
231 nutrients mostly. She said they might do those every now and then to check.

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233 Ms. Hoffman said the next meeting will be held June 1, 2022, at 7:00PM at Sherburne Hall.  
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235 **MOTION:** (Mr. Steward/Ms. Martin) To adjourn meeting.  
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237 The meeting was adjourned at approximately 8:02PM.  
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241 Respectfully submitted,  
242 Jennifer Castles  
243 Recording Secretary