

**MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT  
MEETING OF THE EXECUTIVE BOARD  
MINUTES**

Meeting Type: **Executive Committee**  
 Meeting Location: **Portsmouth DPW, 680 Peverly Hill Rd, Portsmouth, NH**  
 Remote Location: [https://us06web.zoom.us/meeting/register/tZcocOitrD8iHtBF4FpIZ7WUFAGI6by14sLJ](https://us06web.zoom.us/join/https://us06web.zoom.us/meeting/register/tZcocOitrD8iHtBF4FpIZ7WUFAGI6by14sLJ)  
 Meeting Date: **Thursday, November 2, 2023**  
 Meeting Time: **1:00 p.m.**

**1. CALL TO ORDER**

The Meeting was called to Order at 1:05 p.m.

**Members:**

Town/City	Representative	Present
Dover	John Storer (JS) Community Service Director	Yes
Portsmouth	Suzanne Woodland (SW) Deputy City Manager	Yes
Rochester	Katie Ambrose (KA) Deputy City Manager	Yes
Exeter	Paul Vlasich (PV) Interim Public Works Director	Yes
Newington		Absent

**Non-Members:**

Jamie McCarty (JM), City of Portsmouth  
 Jill Semprini. (JS), City of Dover  
 Sally Soule (SS), NH DES  
 Brian Goetz (BG), City of Portsmouth  
 Peter Rice (PR), City of Portsmouth  
 Amber Hall (AH), City of Somersworth  
 Mike Bobinsky (MB), City of Somersworth  
 Renee Bourdeau (RB), Geosyntec Consultants  
 Lindsey Butler (LB), Town of Newmarket  
 Mel Cote (MC), EPA Region I  
 Jamie Houle, UNH SWC  
 Jim Steinkrauss, Esq., Rath, Young and Pignatelli  
 Kalle Matso, PREP  
 Melissa Paly (MP), CLF  
 Clifton Bell, (CB), Brown and Caldwell

**2. APPROVAL OF MEETING MINUTES NOVEMBER 9, 2022**

**a.** This item will be added to the next Member Meeting agenda.

**MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT  
MEETING OF THE EXECUTIVE BOARD  
MINUTES**

Meeting Type:	Executive Committee
Meeting Location:	Portsmouth DPW, 680 Peverly Hill Rd, Portsmouth, NH
Remote Location:	<a href="https://us06web.zoom.us/join/https://us06web.zoom.us/meeting/register/tZcocOitrD8iHtBF4FpIZ7WUFAGI6by14sLJ">https://us06web.zoom.us/meeting/register/tZcocOitrD8iHtBF4FpIZ7WUFAGI6by14sLJ</a>
Meeting Date:	Thursday, November 2, 2023
Meeting Time:	1:00 p.m.

**3. ANNUAL CONTRIBUTION DISCUSSION**

**a. PTAPP**

**Introduced:** SW asked JH to give a quick summary of PTAPP’s request. JH stated that PTAPP is our pollutant tracking tool. PTAPP tracking and accounting links up with the EPA’s BMP accounting tracking tool that uses 14 current accepted credits for structural and non-structural BMPs. When PTAPP was set up the baseline funding was \$50,000 that covers continued review of the database and maintenance. JH stated that PTAPP is always looking to add more communities to the program. PTAPP’s request for funding this year is \$50,000.

**Discussion:** No questions were asked.

**b. BROWN AND CALDWELL (B&C)**

**Introduced:** SW asked CB to give a summary of the scope of work B&C will provide for MAAM for calendar year 24-25. B&C will continue to provide technical support to MAAM as they coordinate efforts with PREP and other organizations. The extent of the scope of work will be project management, attending meetings, communications, and technical analysis. CB stated that they expect to finish approximately \$17,000 under budget this year. CB expects three in-person meetings, which contributes to the higher contract price. KA confirmed that there will be approximately \$17,000 in unspent funds in the 2023 budget. B&C request for funding this year is \$87,180.

**Discussion:** No questions were asked.

**c. PREP REPRESENTATIVES**

**Introduction:** KM gave a summary of the work PREP will provide to MAAM. KM stated that PREP requested approximately \$425,000 last year and this year PREP will be requesting approximately \$396,186 including a 5% contingency. PREP is requesting continued funding for the following projects:

- \$79,920 to monitor for turbidity (light dynamics)
- \$55,500 in Tier II seagrass and seaweed sediments monitoring at twenty-five different sites in the estuary.
- \$66,000 in estuarine water quality monitoring
- \$43,400 in light array work
- \$ 25,000 for external advisers
- \$77,500 in Tier I seagrass monitoring to see how much acreage of seagrass is in the estuary.

# MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT

## MEETING OF THE EXECUTIVE BOARD

### MINUTES

Meeting Type:	Executive Committee
Meeting Location:	Portsmouth DPW, 680 Peverly Hill Rd, Portsmouth, NH
Remote Location:	<a href="https://us06web.zoom.us/join/https://us06web.zoom.us/meeting/register/tZcocOitrD8iHtBF4FpIZ7WUFAGI6by14sLJ">https://us06web.zoom.us/meeting/register/tZcocOitrD8iHtBF4FpIZ7WUFAGI6by14sLJ</a>
Meeting Date:	Thursday, November 2, 2023
Meeting Time:	1:00 p.m.

- \$ 30,000 for a literature review to develop a credit for certain non-structural BMPs focused on fertilizer reduction programs and cleaning catch-basin.
- 5% contingency of \$18,866

**Discussion:** KA went over the proposed budget numbers:

COSTS:	
Brown & Caldwell	\$87,180
PTAP	\$50,000
PREP Core monitoring/oversight	\$267,400
PREP Cont. of previous special study	\$79,920
PREP New Proposal	\$30,000
PREP 5% Contingency	\$18,866
Total	\$533,366

PV asked KM to explain in detail the cost allocation for the non-structural BMP/expert panel, why the original cost was reduced to \$30,000, and how the reduction in funding impacts the scope of work. KM asked JH to advise on this topic since he will be conducting the literature review. JH stated the credits allowed for structural and non-structural BMPs are changing. There is a body of science currently being developed to update BMP performance numbers. Existing credits are a good starting point, but they must be updated with the science and the current methods associated with those activities. For example, a literature review of credits available for fertilizer reduction programs may be sufficient to develop a credit within PTAPP. Catch-basin cleaning is another area for a literature review.

KA asked SW if MAAM will need to add an additional \$5,000 for the MAAM website. SW stated that she is working with the developer and has not expended the current \$5,000 that has already been allocated in 2023.

KA stated that \$92,615.00 is the unexpended fund balance from the 2023 MAAM budget which includes: \$10,000 PTAP funds, B&C \$17,000 funds, and PREP allocation of \$65,615.

**Motion:** KA moved to recommend to the Members the approval of the 2024 budget of \$533,366 and to apply (\$96,615) of available funding to bring the amount to \$440,751  
 Seconded by JS. **Unanimously approved.**

# MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT

## MEETING OF THE EXECUTIVE BOARD

### MINUTES

Meeting Type: **Executive Committee**  
 Meeting Location: **Portsmouth DPW, 680 Peverly Hill Rd, Portsmouth, NH**  
 Remote Location: [https://us06web.zoom.us/meeting/register/tZcocOitrD8iHtBF4FpIZ7WUFAGI6by14sLJ](https://us06web.zoom.us/join/https://us06web.zoom.us/meeting/register/tZcocOitrD8iHtBF4FpIZ7WUFAGI6by14sLJ)  
 Meeting Date: **Thursday, November 2, 2023**  
 Meeting Time: **1:00 p.m.**

#### ROLL CALL VOTE:

#### Members:

Town/City	Representative	Vote
Dover	John Storer (JS) Community Service Director	Yes
Portsmouth	Suzanne Woodland (SW) Deputy City Manager	Yes
Rochester	Katie Ambrose (KA) Deputy City Manager	Yes
Exeter	Paul Vlasich (PV) Interim Public Works Director	Yes
Newington		Absent

#### 4. STAKEHOLDERS COMMENT

MP thanked MAAM for an ambitious and important budget recommendation. These activities are so important in our growing understanding of the science and management of the estuary. MP stated that as an outcome of the settlement agreement, there was a commitment by Rochester, Dover, and Portsmouth of \$15,000 for a stakeholder committee pilot project. It was discussed using the funds to explore advanced treatment septic systems and their relevance to nitrogen reducing strategies. This project was put on hold pending a report from an expert panel convened by PREP to look at advanced treatment septic systems used by other states and certification of systems. PREP’s expert panel has produced a report that has recommendations for NHDES administrative rule changes, the NH legislature, financing, mapping, and outreach. MP stated she has met with SS and JH to keep the momentum going on how to use the recommendations from the report. MP stated that she can send MAAM the final report for review. SW asked if MP would be able to put together specific project recommendations and how the funds would be used by MAAM’s December member’s meeting. MP stated she would be able to work with KM and SS to put something together.

#### 5. PUBLIC COMMENT

MC continued the discussion about innovative and alternative advanced septic system by stating the most recent implementation of such systems has been done on Cape Cod and Long Island. There was an effort underway until about seven years ago called a regional data sharing agreement. States would share data on these new septic systems that are being designed to remove nitrogen. MC stated that he hopes to meet with Cayce Dalton, FB Environmental, to discuss further options to move this work forward.

