

MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT
MEETING OF THE EXECUTIVE BOARD
AGENDA

Meeting Type: **Executive Committee**
Meeting Location: **Rochester DPW, 209 Chestnut Hill Road**
Remote Location: <https://us06web.zoom.us/meeting/register/tZYqf-qhrTwiEt3hgWabBkm5hpC0yVy3oceX>
Meeting Date: **December 6, 2023**
Meeting Time: **Directly after Members Meeting**

- 1. Call to order**
- 2. Approval of minutes:**
 - a. November 7, 2022**
 - b. November 2, 2023**
- 3. Adjourn**

**MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT
EXECUTIVE BOARD MEETING
DRAFT 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: **Monday, November 7, 2022**
 Meeting Time: **10:00 a.m.**

1. CALL TO ORDER

The Meeting was called to Order at 10:04 am.

Members:

Town/City	Representative	Present
Dover	Gretchen Young (GY) Environmental Projects Manager	Yes
Portsmouth	Suzanne Woodland (SW) Deputy City Attorney	Yes
Rochester	Katie Ambrose (KA) Deputy City Manager	Yes
Exeter	Jennifer Perry (JP) Public Works Director	Yes
Newington	Denis Messier (DM) Plant Operator	Yes
Rollinsford	Paul Toussaint (PT) Town Administrator	Absent

Non-Members:

Jamie McCarty (JM), City of Portsmouth
 Mel Cote (MC), EPA Region I
 Jamie Houle, UNH SWC
 Steve Couture, NHDES
 Jim Steinkrauss, Esq., Rath, Young and Pignatelli
 Kalle Matso, PREP
 Melissa Paly (MP), CLF
 Clifton Bell, (CB), Brown and Caldwell

2. ANNUAL CONTRIBUTION DISCUSSION

- a. PREP Monitoring Work**
- b. B&C Professional Services**
- c. PTAP Continued Support**
- d. Website**

Introduced: GY introduced the topic.

- a.** GY sent out material prior to this meeting: MAAM 2022 budget for Tier 1,2, and 3 PREP priority work and highlighted the following:
 - Last year’s MAAM budget was \$422,805.

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- Exeter was a member of MAAM but worked separately and did not contribute financially. This year they will be contributing financially.
- Potential priority work for 2023 and how member contributions would be divided up across all regulated communities.

Discussion: GY asked JH to go over PTAP continued support. JH stated that PTAP is asking for \$50,000 for on-going critical continued support for two key regional efforts to manage and track municipal efforts to reduce nutrient pollution from nonpoint sources.

Motion: DM moved to add \$50,000 as a placeholder to the budget. Seconded by SW.
Unanimously approved.

b. Website

Discussion: GY asked SW and JM if they had an update on the website costs. SW stated that it was her understanding that it a little over \$100 a month for hosting on the original estimate. If we put \$5,000 it would certainly be more than enough to get the website up and running. The website workgroup has been meeting to develop a standalone MAAM website.

Motion: DM moved to add \$5,000 for development of a standalone MAAM website. Seconded by SW. **Unanimously approved.**

c. Brown and Caldwell Professional Services

Discussion: GY asked CB to provide an overview of the work B&C provides to MAAM and the new contract for consideration. CB stated there is an increase in scope from last year's contract with three major tasks: Project management/Administration, meeting participation, and as needed technical support. JP asked if B&C provides any reporting on tasks assigned. CB stated the they provide monitoring recommendations for the forthcoming year, other than that it's been more of an as needed basis. CB stated B&C does not currently provide an annual report of work completed.

Motion: SW moved to add \$77,000 to renew B&C's professional Services Contract. Seconded by KA. **Unanimously approved.**

d. PREP Monitoring Work

Discussion: GY stated the CB and KM have put together Tier I, II, and III deliverable for the next years:

- Group 1 priority request is \$296,100.

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- Group 2 priority request is \$101,850.
- Group 3 priority request is \$ 81,900.

Motion: SW moved to approve tier I, tier II, and tier three project that included estuary and water quality monitoring equipment and shoreline hardening survey plus the 5% contingency for a total of \$568,450. Seconded by KA. **Unanimously approved.**

3. STAKEHOLDERS COMMENT

MP stated that she is impressed how much MAAM has stepped up and appreciation all the work and support MAAM provides.

4. PUBLIC COMMENT

MC provided an update on the status on the MS4 permit. MC stated that he is working on parallel tracks with Massachusetts and New Hampshire's separate storm system rate sheets. EPA is on track to issue draft in spring 2023. Stormwater staff wanted me to point out the fact that SRF funds have stormwater components that could potential be used for stormwater compliance.

5. ANNUAL CONTRIBUTION RECOMMENDATION

- a. This topic was covered under item 2.

6. OTHER BUSINESS, if any

- a. Credit for going green should be considered in future MAAM projects.
- b. Load reducing technologies: List of alternatives in tank treatment technologies for septic systems.
- c. Dave Burgen sent in the first request for funding for UNH's CDS funding project. KA wanted to make sure MAAM reviewed the project so that she could go ahead and process and approved the disbursement. SW asked if MAAM released a press release on the project. GY and KA will work offline to draft a press release.

7. ADJOURN

Motion: SW moved to adjourn. Seconded by DM. Unanimously approved.

Meeting adjourned at 11:28 AM

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Prepared by: Ronnieann Rakoski, Business Administrator, City of Portsmouth

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 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 Attorney	Yes
Rochester	Katie Ambrose (KA) Deputy City Manager	Yes
Exeter	Paul Vlasich (PV) Interim Public Works Director	Yes
Newington	Denis Messier (DM) Plant Operator	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.

3. ANNUAL CONTRIBUTION DISCUSSION

a. PTAPP

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Introduced: SW asked JH to give a quick summary of PTAPP’s request. JM stated that PTAPP is our pollutant tracking tool and is our interim accountability as we wait for the environmental data in the bay to be exposed which could take decades. PTAPP tracking and accounting links up with the EPA’s BMP accounting tracking tool that uses current accepted credits for structural and non-structural BMPs. When the program 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 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. CS 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 cost. 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 in external adviser
- \$77,500 in Tier I seagrass monitoring to see how much acreage of seagrass is in the estuary.
- \$ 30,000 for a literature review and foundation work to put together an expert panel for non-structural BMP focused fertilizers and catch-basins.

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- 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 that is continuing to update BMP numbers as we more information. Existing credits are a good starting point, but they must be updated with the science and the current method associated with those activities. For example, a potential literature review of fertilizer to see what the universal of credits are throughout the country and looking into if there is an easy fix for catch-basin cleaning is a good place to start.

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 expanded 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 approve 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.**

ROLL CALL VOTE:

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Portsmouth	Suzanne Woodland (SW) Deputy City Attorney	Yes
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Exeter	Paul Vlasich (PV) Interim Public Works Director	Yes
Newington	Denis Messier (DM) Plant Operator	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 systems. PREPs expert panel has produced a report that has recommendations for NHDES administrative rule changes, NH legislature, financing, mapping, and outreach. MP stated she has meet 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 allocated 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 activity 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.

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MC stated that he hopes to meet with Cayce Dalton, FB Environmental, to discuss further options to move this work forward.

6. OTHER BUSINESS, if any

SW asked if there was a date set for the Members Meeting. December 6, 2023, at 1:00 PM.
KA suggested the meeting be held in Rochester.

7. ADJOURN

Motion: JS moved to adjourn. Seconded by KA. Unanimously approved.

Meeting adjourned at 02:00 PM

Prepared by: Ronnieann Rakoski, Business Administrator, City of Portsmouth

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