MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT
MEETING OF THE MEMBERS
DRAFT MINUTES

Meeting Type:	**Members Meeting**
Meeting Location:	**City of Dover – Public Works Building**
Remote Location:	https://us06web.zoom.us/meeting/register/tZAlf-itqTsiG9Ao_uVG4hPWgRrYrzF3tSg3
Meeting Date:	**January 25, 2023**
Meeting Time:	**1:00 p.m.**

1. CALL TO ORDER

The Meeting was called to Order at 1:06pm with a quorum of the Members present. Present:

Members:

Town/City	Representative	In person
Dover	Gretchen Young (GY) Environmental Projects Manager	Yes
Portsmouth	Suzanne Woodland (SW) Deputy City Manager / Deputy City Attorney	Yes
Rochester	Katie Ambrose (KA) Deputy City Manager/Finance Director	Yes
Newington	Aerial Write (AW), Plant Operator	No
Exeter	Paul Vlasich (PV), Town Engineer	Yes
Milton		
Rollinsford		

Non-Members Participating Remotely via Zoom included but not limited to:
Kalle Matso (KM), PREP
Jamie McCarty, City of Portsmouth
Brian Goetz, City of Portsmouth
Jim Steinkrauss, Rath, Young & Pignatelli
Tom Swenson, NH DES
Bill Meserve, Town of Newfields
Lyndsay Butler, Town of Newmarket
Amber Hall, City of Somersworth
Bill Baber, MAAM Subcommittee
Renee Bourdeau
Bill Arcieri
Erik Beck, EPA Region 1
Danielle Gaito, EPA Region 1

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Non-Members In Person:
Mel Cote (MC), EPA Region 1
Jamie Houle (JH), UNHSWC
Sally Soule, NH DES
Melissa Paly (MP), MAAM Stakeholder Committee & CLF

2. APPROVAL OF MEETING MINUTES OF DECEMBER 7, 2022.

Motion: SW moved to approve the meeting minutes of December 7, 2022 seconded by KA.

GY noted that the minutes show an Executive Meeting and it was a Members Meeting.

Roll call Vote passed as amended 5-0

3. REVIEW EPA and CLF review comments of 2022 AMP

GY provided a list of EPA and Stakeholder Committee comments; she went through each comment to allow responses and feedback among the attendees.

GY noted that, as agreed upon by EPA and MAAM, the AMP updates will align with the project updates which occur in September.

In response to some confusion about references to a 5-year plan, SW stated that the revised AMP would have some definitions and more consistent references.

There was discussion around focusing on standardizing the reporting of the BMP's that have been implemented, while allowing communities to continue to plan in different ways. The planning tool is only to demonstrate a commitment to the future of nitrogen removal.

JH noted that UNH will be revising or continuing to improve on PTAP tracking. JH emphasized the importance of leaf sweeping as the City of Dover was able to reduce a substantial amount of nitrogen as compared to last year. All agreed that septic system removal and improvement needs to be tracked in PTAP.

GY discussed the partnership with PREP and the draft Research and Monitoring Plan (RAMP). GY states RAMP is just the start to this research. MC recommended that the AMP be up to date. KM notified participants that there is currently no change to the proposal, any future changes will be included in the AMP.

GY went over the appendix, and noted that some of the information may be dated and needs to be removed or revised. Appendix D is intended to demonstrate a commitment to nitrogen

reduction projects. GY cautioned that Appendix D should not get too prescriptive because the planning process for each community is different, but believes that focusing on implementation will give a clear picture of the progress being made.

GY noted that operations and maintenance continue to be a weak spot that MAAM and others are working on. JH stated that PTAP may have a long-term tracking in the future.

KA noted that Rochester put in over 75 BMPS.

BG notes that Portsmouth may be using PTAP as part of the stormwater utility development plan.

4. 6-month review and progress report

GY stated that most of the progress to be reported was discussed in the response to comments discussion. The AMP this year will be revised to be more specific rather than referencing the full RAMP or other major programs.

5. Review of Draft Reduction Reporting Template

GY and JH discussed the output from the PTAP and BATT programs. These programs can be used as a template and appear to include all information requested from EPA. Note that the programs will focus on the actual implementations and not on any planned projects. This will allow for apples-to-apples comparisons across communities. The BATT and PTAP do not show the reductions gained from plant optimization, however, communities will show that on the new webpage.

6. PTAP Discussion

JH and SS have scheduled a PTAP meeting on the 17th of March with all communities. This will be a workshop to go over how to use the tool, some common issues, and review of some proposed improvements.

JH noted that the septic area is something we will have to work on.

7. Update on outreach efforts towards non-MAAM regulated communities

GY explained that an email was sent out to many of the community leaders in the various regulated non-MAAM communities**.** There is some interest to join or at least participate from many of the communities. Some communities have responded that they are not interested and one community has not followed up.

BM shared that Newfields questions why they are not getting credit for the work they are doing. GY stated that by joining MAAM, the group would help a smaller community like Newfields to be able to document/report the work that they have already done. GY also noted, that this work should be entered into PTAP and they will get credit for it. JH and SS will follow up about the PTAP tool.

SW noted that when the MAAM webpage is setup, residents will be able to look at it and see recourses.

BA asked if EPA could provide assistance with PTAP?

GY- some of the MAAM dollars are going towards that training.

8. Stakeholder comment

None

9. Public comment

None

10. Other business

GY shared that Dover has received CFRING funding to begin work on the development of the stormwater and flood resiliency utility.

11. Schedule next meeting and agenda items

HELD OFF FOR JUNE, no official date scheduled

12. Adjourned

Adjourned by GY at 2:41 pm