

**BASWG Meeting Minutes**  
March 20, 2014  
Veazie Town Office, Veazie, Maine  
9:00 am – 11:30 am

**BASWG PY1 Compliance Check-in**

- Brenda Z. reviewed the permit remaining permit requirements that the group needs to complete before the end of the PY1.
- Specifically, the BASWG needs to follow-up with the CCSWCD to understand their efforts on the media buy and ThinkBlue.org website, as well as whether or not they purchased online advertising. The BASWG has completed stormdrain stenciling and signs on the BAT busses. Need to determine whether or not MS4s will be receiving posters to hang from the outreach project.
- Veazie and Milford still need to complete their stenciling activities.
- The E&O Committee is working with UMaine faculty and students to develop the electronic media plan.
- BASWG.org is being revised and relocated. Need to determine from Kathy what the one free media outlet needs to be and comply with that.
- BASWG has been helping with the development of the SW101 presentation for municipal outreach plan compliance and members of BASWG are available to support any presentations requested by member MS4s.
- The BASWG needs to determine the focus of its 4<sup>th</sup> E&O plan, which is leaning toward outreach on chlorides with messaging that includes targeting for impaired streams.
- A session to plan regional trainings will be held at the April BASWG meeting. Bangor Garden Show will take place shortly.
- The BASWG will continue its regional support of work on audit preparation and hydrant flushing at the request of its members.

**BASWG Meeting Planning Calendar**

Brenda Z. presented a new draft calendar to schedule meeting content through June 2015. The group reviewed the calendar, which identified on-the-ground focused content, regional E&O work (the focus of the BASWG), permit check-in requirements and administrative requirements (e.g. tax documents, plan submission, budget development, voting). Members added a number of items for the April and May meetings, including a focus on CEO work, training planning, and potential for STEM-related partnership with UMaine.

**Review of Top 10 Stormwater Audit Violations**

Angie Dijanic-Rogers from Maine DEP made a presentation on Maine's MS4 Program Audit/Questions, including presentation of the top ten most common audit violations. The presentation (see attached) covered DEP's goals for the MS4 program and then launched into "Ladd's List".

### ***Key themes from the presentation:***

- Lack of Communication – primarily that the boots-on-the-ground staff don't say anything or make issues known to their superiors. Communication issues can include between municipal departments, between departments heads, between the stormwater coordinator and staff, and between BMP managers.
- Lack of Documentation – Violations are often found related to documentation of construction site inspections, content of the O&M plan, location of documentation (often offsite in an office, when needs to be onsite in each location), and Chapter 500. All documents need to be where they are required. They need to be complete. Smallest information missing or inaccurate can mean that the MS4 is found "not in compliance" Helpful to determine what drains into urbanized area/MS4 ahead of time to make sure everything is documented.
- Lack of knowledge/Awareness – Share information about the stormwater program and requirements efficiently. Understand each kind of permit and what is required for each (municipal, construction, Ch. 500)
- Need to be Site Specific – Make sure that everyone is following the basic standards (Appendices A, B, and C, Chapter 500). O&M plans need to be specific to the site and cannot be generic.
- Lack of Compliance – Know whether you need each type of plan (SPCC, SWPP, BMPS –structural and non-structural), and what non-allowable discharges are (e.g. vehicle washing discharges). Know what needs to be in one. Every change or modification has to be reflected (including personnel changes) and updated in both the plan and with DEP (email notification listing the change and exact location(s) in which plan). Make sure to document why data was not collected if there is an extenuating circumstance (e.g. hazardous conditions). If a violation is found, a letter of warning will be sent (which can include identification of multiple issues). Second phase is a Notice of Violation. Fines are \$36,000/day.

### **Education and Outreach**

#### ***Bangor Garden Show***

The Garden Show preparations are on track. All slots have at least two BASWG reps. LaMarr C. is coordinating the volunteers and booth preparation. Tracy D. and Mike G. will assist her with getting the booth displays to the site and set-up. **Decision:** Tracy D. made the motion to spend up to \$500 to purchase duckies (multiple small types). Gretchen seconded the motion. The motion was passed unanimously. Amy Polyot of PCSWCD will send copies of the PDF documents to be used at the Garden Show for printing to Scott W. and Gretchen H., who have agreed to help with printing the copies for distribution at the event.

#### ***Stream Clean-ups***

All municipalities are on track for their stream clean-up events. Phil R. talked about the t-shirts. All municipalities must send their requests for shirts to Phil by the end of the week. Gretchen H. made the motion to approve funding up to \$1,500 to purchase new shirts. Bill M. seconded the motion. The motion was passed unanimously. Phil will circulate two shirt designs for electronic vote (original duck

shirt and Brewer design shirt). Phil R. will also seek sponsors for shirts. Asks are usually for \$500 per entity. Their logo is placed on the shirt.

### **Salt Management Task Force**

Brenda shared an update on the MSMTF's work. The group met on March 18th via video conference (DEP Offices in Portland, Augusta and Bangor). The Maine Salt Management Task Force has changed its name. It is now the Maine Snow and Ice Control Environmental Best Practices Working Group. The Group is in the final stages of developing and editing its draft manual on voluntary BMPs for snow and ice control. The revised draft manual will be circulated to all Maine MS4s in May for review. A roundtable to discuss and receive input on the manual is potentially planned for June 2014.

### **Organizational Business**

#### ***Approval of Meeting Minutes***

**Decision:** Gretchen H. made the motion to approve the BASWG's February meeting minutes as amended at the meeting. Jeff A. seconded the motion. The motion was passed unanimously.

#### ***Approval of BASWG FY2014-2014 Budget Formula***

**Decision:** Rob Y. made the motion to approve the BASWG's funding formula (which is based on GIS data on urbanized area). No additional discussion was requested. Scott W. seconded the motion. The motion was passed by the quorum of representatives in attendance, except Mike Gladu who abstained from the vote (as he has not had the chance to receive formal approval from his town manager. He does believe that approval is forthcoming, however).

#### ***Approval of BASWG Bylaws Revision***

Gretchen H. reviewed the additional changes to the bylaws (see attached). **Decision:** Scott W. made the motion to approve the bylaws as printed with the change Gretchen presented. Tracy D. seconded the motion. The motion was passed unanimously.

### **DIMS Report**

The BASWG's contractor, Sewall, must complete the DIMS study report for DEP before the end of March. This report will be a stepping stone for BASWG municipalities to use in conversations with municipal staff. The DEP grant is managed by the PCSWCD and Amy Polyot will work with LaMarr and Kathy to work out the contract payment details. The DIMS Planning Committee will meet following this BASWG meeting.

### **Hydrant Flushing Updates**

The BASWG members briefly discussed their work with their water utilities to address hydrant flushing. The Town of Hampden will share its draft SOP. Members wanted to know if DEP had made any progress on statewide hydrant flushing guidance. Angie R. said that she would communicate this question to David Ladd at DEP.