

BASWG Meeting Minutes

June 12, 2014

9:00 am – 11:30 am

Orono Town Office, Orono, Maine

Attendees: Bob Osborne, Phil Ruck, Mike Morris, Ruth Chavez, Tracy Drew, Patrick Decker, Fred Peavy, Ken Locke, Andy Fish, Mark Faulkner, Rob Yerxa, Sean Gambrel, Gretchen Heldmann, Wynne Guglielmo, Kathy Hoppe, Andrea Dickenson, Rhonda Poirer, LaMarr Clannon, Mike Choiniere, Scott Wilkerson, Jeff Allen, Angie Rogers, Doug Hill. Guests: Levi Ladd (CES), Ray Corson and Andy Sturgeon (Corson GIS Solutions), Bruce Jacobs (Electronics End, LLC), John Curtis and Seth Dawber (Clean Harbors). Facilitator: Brenda Zollitsch.

Welcome: Bob O. called the meeting to order. Meeting attendees introduced themselves.

PY1 Compliance Update: Brenda Z. provided a review of the regional compliance activities. The PY1 requirements must be met by June 30, 2014.

- Outreach plan has been implemented statewide. If any MS4 has not hung the “Follow the Flow” poster in their municipal/other office, please do so before June 30th.
- BASWG’s behavior change plan was implemented and a new supplemental electronic media plan was approved by the BASWG for submission to DEP before July 1, 2014.
- Each MS4 should have submitted their municipal awareness plan (individual MS4 responsibility).
- Decision: BASWG members voted to share with Maine DEP that Chlorides will be the focus of their final outreach campaign. Over the coming year, BASWG will develop a plan to implement this, sharing BMP information with municipal staff (decision-makers) about ways to reduce chloride use through improvements in winter maintenance practices. This work will be based on the new Winter Maintenance Environmental BMP Manual. Phil R. made the motion to formally approve this decision; seconded by Rob Y. and passed unanimously. Kathy H. from Maine DEP was present.
- For IDDE, Household Hazardous Waste Day was done in fall 2014, so that is not an issue yet.
- Phil R. is coordinating the upcoming training on June 26th on stormwater compliance for inspections.

BASWG Electronic Media Plan (Supplemental to the BASWG’s Behavior Change Plan): Brenda Z. provided an overview of the plan, which has been vetted by both Karen Hutchins at the UMaine Dept. of Communications and Journalism and the BASWG’s E&O Committee. Gretchen H. made the motion to approve and submit the EM Plan, which addresses new requirements by DEP to include a social media and other electronic media support for behavior change activities required in the permit. Phil R. seconded the motion. The motion was approved unanimously.

Stormwater Database Options

1) PeopleGIS

Jim from PeopleGIS in Woburn, Massachusetts presented to the group about the PeopleGIS database option for managing stormwater data.

- They currently serve more than 130 communities and have 450 web mapping sites. They have 4,000 individual applications, built on PeopleForms (including stormwater, building, board of health, harbors, dog licenses).
- They use Simplicity (MapsOnline and PeopleForms).
- Used the example of the Central Massachusetts Stormwater Coalition (30 communities; adding 15 more).
- Functions:
 - Map information on each data site.
 - If in the field, upload a photo using camera on the device.
 - Can add or remove data collection fields.
 - Can also create a network among data fields.
 - Map the structure once, can add additional inspections, cleaning, etc.
 - Can trigger automated email to supervisor for follow-up.
 - All datasheets are customizable
 - System does not interface with IT Pipes (but none do)
- Set-up
 - Front-end loading the database - If data is ready, takes 1-3 days.
 - Immediate cost of set-up – establish software, background, set-up accounts
 - Meetings with PeopleGIS support staff
 - Can create train-the-trainer session(s)
- Cost: Estimate for a community:
 - First year \$17,000
 - \$6k/year after that (may be a little less)
 - Offer discounts for non-profits (can be per datapoint by communities)

2) CES – Partner with ARC GIS Online Specialty Partner

Presentation by Levi Ladd (CES) and Ray Corson (Corson GIS)

- Have done 50 implementations
- They have a sharing model; do not host the data (host own data); rent a piece of a server in the cloud
- Currently working with the Bangor Water District
- Train people how to use the software
- Can share content between users as desired, using secure “groups”
- Can add attachment, link plans, reports, etc.
- If you have a map in ARC GIS, have to turn on the system (should have this option now)
- Cost:
 - Nonprofits may be able to get access for free

- Cost to get the database set-up
- Smaller towns – Annual fee for user account: \$1,500; Can also have large packages - 5 seat account: \$2,500; 50 user account: \$10,000; No other hosting cost.
- Consultant will work to train staff
- Can do more than stormwater if a municipality is interested.
- Can use phone/tablet
- It is important to know how to effectively use your “credits” – small things to avoid
- Need to figure out where your data is now and where you want to go with it in the long-run

BASWG Database-related Decisions:

BASWG members are not interested in having the BASWG manage the database purchase or management. Individual MS4s have very diverse needs. It was stated that group discussion and presentations were very valuable for the MS4s, but that MS4s plan to contract individually with database companies. They will take this information back to decision-makers and determine internal needs and purchase decisions.

Annual IDDE Sharing Session:

BASWG members shared a summary of their IDDE work over the last year. Brenda Z. kept notes, the highlights of which are:

- City of Bangor – Deep concerns about direction DEP is going. This is especially true for CSO communities. DEP indicating that the 2004 ThinkBlue Manual is no longer sufficient. More onerous wet weather inspection requirements and needs to adhere with much more rigorous IDDE manual. CSO communities include Bangor, Brewer and Hampden in the BUA. Wynne is going to make a presentation about this issue at the BASWG’s September meeting.
- City of Brewer – 53 miles of sewer; originally 75% of this was CSO. IN 1994 started putting in new PVC pipes and doing the disconnection process. In 2004 conducted a large CSO project on hardy street (\$10 m project). Have been working proactively on this issue for many years. Still find occasional issues, but track them down and fix them.
- Wynne mentioned that you can test for human bacterioides @ \$65/test with 3-day turnaround. Pinpoint if human waste is an issue or other animals are causing the problem.
- Town of Hampden – Have had an issue with a private driveway in a priority watershed, where they with DEP had been able to provide back-up. Also had a swimming pool issue. Hampden requesting DEP guidance on private swimming pools. Angie R. said that she will follow-up with David L. and get back to Gretchen/the BASWG.
- Town of Milford – Mostly groundwater infiltration issues. Nothing major, but have done some extra sampling.
- City of Old Town – Mostly routine maintenance – outfalls.
- Town of Orono – Had petroleum spills and oil tank failure at gas station. Also had a failing box culvert. Just finished phase 1 of a major \$1.2m project working on improvements.
- Town of Veazie – Working on opportunistic improvements. Did have a situation where they found sheen with a smell. They notified DEP, but were unable to identify it. Labeled a mystery

spill. Noted that when they used up their supplies, DEP made additional supplies available to the town.

- EMCC – Have been dealing with catch basin erosion issues.
- UMACB – Have not found any IDDE issues, but have repaired three catch basins.
- Dorothea Dix – Follow-up work to eliminate mystery connections. Should be complete next year.
- University of Maine – Have inspected 70% of catch basins. List is provided to maintenance. They work on these issues for 2 weeks in July. Found a crust of material in a catch basin and when removed, water coming up. Evaluation found a broken water line. Dealing with some deteriorating catch basins and blockage. Creating an internal priority list. Still have permitted discharges from Wallace pool, but renovation is rerouting the pool discharge into sewer system.
- **DECISION:** BASWG will host session at a future BASWG meeting on what causes a WQ violation for nested MS4s. What are the illicit connections and what is DEP guidance on this.

Organizational Business

- Meetings minutes were prepared for the meeting, but need additional time for review and will be approved at the next meeting by the membership.
- Jeff A. (BASWG Treasurer) reported that the BASWG has a balance of \$20,639.70 in the account. BASWG still owes payment on E&O to SEE/NEMO and to CCSWCD for the media buy, as well as invoicing from Brenda Zollitsch. A final accounting will be provided at the next BASWG meeting.
- Jeff A. announced that his position at the City of Bangor has been eliminated and he will not be working for the City after June 30th. This means that he will also not be able to represent the City of Bangor or serve in the Treasurer position. The City of Bangor will also no longer be able to serve as the BASWG's fiscal manager (holding BASWG's funds, and providing BASWG's accounting and check cutting services)
- Bob O. asked the group if anyone was willing to take on the position of treasurer and manage the BASWG's funds.
- Patrick D. from UMABC volunteered to become treasurer of the BASWG.
- **DECISION:** The BASWG decided that UMACB will become the fiscal agent for the BASWG, with Patrick Decker as treasurer. They authorize Patrick to set up an account to receive the funds from the City of Bangor. Patrick will work with Jeff A. and Wynne G. to coordinate the transfer.
- Jeff A. is getting Brenda Z. the final budget information for completion of the 2013 Coastal Communities Grant that was awarded to BASWG. The final report and vendor payment requisition form need to be submitted no later than July 9th.
- Brenda Z. has written a draft grant application for the Maine Coastal Communities 2014 Grant program. The grant application is for +/- \$10,000 to develop and assess social media options and create a transferable electronic media toolbox for BASWG and BASWG MS4s. Brenda has approval from the BASWG's E&O Committee to submit the draft grant to the Maine Coastal Communities with a few small changes. **DECISION:** Phil R. made the motion to approve submission of the application, which was seconded by Jeff A. The motion passed unanimously.

- The BASWG E&O Committee has been working on website revisions. They have developed a set of priorities for building the new BASWG website. Due to time constraints at the meeting, they will share more about this effort at the July meeting.

Hazardous Household Waste Day

- The City of Bangor will no longer host a regional HHHWD, due to budget constraints
- This event is listed as part of the BASWG regional plan and in many MS4 individual plans
- The City is planning to list options for residents, including ongoing disposal options (some of which require pay) that are provided by other entities. They will do press releases and provide information on their site, including price sheets.
- The BASWG hosted two presentations by HHH product disposal entities: Clean Harbors and Electronics End
- Clean Harbors – Contacts: John Curtis and Seth
 - Host for universal waste
 - Can work with single towns or conduct regional events; for regional events, each community uses the same pricing structure, opens up events to residents, schedule throughout the year
 - Charge per drum, per car, etc.
 - Shared that clean-ups are successful if the disposers do not have to pay; if they do, it limits what they bring – needs to be free
- Pesticides can be disposed of for free through Maine Pesticide Board event at DEP annually
- Electronics End
 - 2nd largest electronics processor in Maine; deprocessors of electronics
 - Cost of recycling changing; going to decrease in coming years due to phasing out of CRT glass (have been a primary factor in recycling of electronics – hard to get the glass processed).
- Recently held a regional clean-up in the UMaine Steamplant Parking Lot (Old Town, Orono, Milford and UMaine). 3 trailers, everyone pitched in. UMaine donated the signage, well-publicized; ½ day event
- City of Brewer will hold a City-only event on October 4th; capping At \$6k including universal waster.
- Can cap events at a certain cost to make event costs predictable. Set-up is <\$2k and even less for some smaller events.
- DECISION: Individual MS4s will work independently or in smaller clusters to hold HHHW disposal events in the region, but will not hold one event (BASWG will not coordinate the event).
- Examples of initial thoughts:
 - Orono will work with other communities
 - Brewer holding its own event (October 4)
 - Milford thinking about holding one with Orono and Bradley
 - Hampden thinking about holding one with Winterport

Upcoming BASWG Meetings: The July meeting of the BASWG will be held at the Old Town City Hall. Topics will include PY2 review, PY1 reporting, E&O work. Follow-up on this meeting's discussion topics. Also consider when to schedule a Non-traditional MS4 discussion about IDDE (July/August?). August meeting will be held at the Orono Town Office and will include review of the new Winter Snow and Ice Control BMP manual.

DRAFT