

BASWG Meeting Minutes
November 13, 2014
9:00 am – 11:30 am
Milford Town Hall, Milford, Maine

Meeting Attendees

Rob Yerxa, Belle Ryder, Mike Gladu, Andrea Dickinson, Patrick Decker, Rhonda Poirer, David Ladd, Andy Fish, Philip Winchester, Gretchen Heldmann, LaMarr Clannon, Kathy Hoppe, Mike Choiriere, Phil Ruck, Wynne Guglielmo, Robyn Saunders, Ruth Chavez, Kyle Serieuve, Bob Osborne, and Tyler Collins.

Facilitator: Brenda Zollitsch.

Welcome and Introductions

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

Regulatory and Other Updates

- Members agreed through consensus vote to approve and submit the WOUS letter as proposed, with two additional clarifications, including issues with interpretation of the definition of ordinary high water mark term. Bob O. will submit BASWG's comments on the electronic website by the end of the day today.
- Although the BASWG comments were not submitted by the deadline, members agreed there is value to submitting them after the fact as confirmation that we agree with changes proposed by ISWG. Brenda Z. will submit the comments in mailed form.
- There is no update from Dan K. about the Penobscot Nation water quality standards effort.
- The BASWG considered a proposal shared by Zachary Henderson (Woodard and Curran) to start a state-level collaboration that compliments the New England WEF stormwater collaborative. Although the New England collaboration is effective, there may be benefits to having a more powerful statewide voice. Wynne G. will speak with Brad Moore, who is chair of the New England chapter and ask his opinion. Members expressed interest, but also concerns about too many meetings and taking away from regional work of the BASWG. More information will be shared at the next meeting.

IDDE Discussion

- Brenda Z. reviewed the options for how to proceed with the IDDE work. These options included, but were not limited to, holding a statewide meeting to discuss needs, formal review of the existing SOP manual, documentation of comparative analysis of the current Maine SOP Manual with other EPA manuals, and holding workshops on key topics.

- BASWG members had extensive discussion about how to proceed, with the following decisions emerging from the meeting:
 - The BASWG is not ready to move forward with the development of an SOP manual at this time. This does not mean that they would not like to be part of developing one in the future (near or distant).
 - The BASWG wants to focus their efforts on the impending DEP/EPA audits that are increasingly frequent. BASWG's MS4s feel that they need more guidance about what will stand the test of an audit.
 - The group prioritized this effort over any proposals for manual, workshops, a statewide meeting or other plans; though they are still interested in these things.
 - From this discussion a proposal emerged (thanks to the seed from Belle R.) to have DEP develop practice scenarios, a volunteer MS4 would be provided these scenarios in advance to prepare, and DEP would informally discuss what that MS4 had prepared during a practice exercise during the meeting. This would be accompanied by discussion with the full group (which would not be provided the scenarios in advance).
 - Once there was agreement on this plan, the following additional details were decided and confirmed with participating parties:
 - The Town of Milford agreed to serve as the first volunteer MS4 for the exercise.
 - David L. will send a list of scenarios o Milford in the next two weeks in order to provide them time to prepare.
 - The exercise should be at least 1 hour long; 1.5 hours if the agenda timing allows.

Education and Outreach Update

- The BASWG E&O Committee has hired a new intern. He will be starting this coming week. He has been hired on a project basis, rather than an hourly basis and has a formal job description which includes several E&O tasks, but focuses on development of the BASWG.org website over the next several months.
- SEE and NEMO have submitted a new proposal for the second half of PY2. Their current contract will end on December 31, 2014. The BASWG Executive Committee recommends continuation of the contract through the end of the permit year. A new contract will be developed for PY3. There has been discussion of making the next contract a three year contract (contingent on performance) for PY3-5. The membership agreed to allow the ExComm to work on this extension if the budget could accommodate the \$13,000 proposal budget.

Chloride Outreach Plan and New Partnership with EMDC

- The BASWG has received word that its proposal to work with EMDC has been approved by the Coastal Communities Grant Program.
- This arrangement provides coastal communities within the BASWG (Bangor, Brewer, Hampden and Veazie) with administrative support for taking meeting information and drafting plans.
- EMDC's Tyler Collins will provide this support and will be contacting these municipalities to set up meeting dates. The City of Bangor volunteered to be the first. This means they will meet with Tyler (and Brenda or LaMarr) to learn about chloride issues, potential BMPs, identify BMPs they have in place, BMPs they would like to adopt, a timeline for adoption, planned outcomes, and evaluation measures and activities.
- Wynne will provide Tyler with the emails of people who need to be part of that meeting from the City of Bangor. A meeting will be scheduled using a doodle.
- All MS4s identified in the regional plan will have access to the PowerPoint developed to train municipal leadership, a list of planning activities that led to the development of the plan, and a draft copy of the plan.

Looking Ahead to FY2015-2016: BASWG Budget Planning

- Patrick D. reviewed the current budget. There are some remaining updates that need to be made to the paperwork, as Jeff A. did not use budget codes and some line items need to be clarified. However, the budget is in the black and there is a significant buffer. Final budget numbers will be provided in the coming meeting(s).
- The BASWG Exec Committee will work with the contract extension proposal from SEE-NEMO for the Education and Outreach work. The group agreed that the contract extension is prudent in order to get the contracts in-cycle with the permit year. A new contract will be developed for PY3.
- The BASWG needs to further discuss whether any of the municipalities are interested in continuing to pursue feasibility analysis/planning for stormwater utilities. Time did not allow further discussion at this meeting.
- Consultants recused themselves from the meeting and the remaining participants discussed the budget. Some draft numbers were developed and submitted to the BASWG Exec Committee for their development of a draft budget proposal for the December BASWG meeting. Reductions were discussed for website hosting/domain name, financial audit/tax preparation, and legal form fees – based on expenses incurred in FY2013-2014 and YTD 2014. There needs to be collection of additional information on E&O expenses as well.

Upcoming BASWG Meetings

The December BASWG meeting will cover the audit preparation exercise scenarios, review and discussion of the 2015-2016 BASWG budget draft, discussion about the proposed statewide collaborative as opposed to New England.