**Bangor Area Stormwater Group**

February 13, 2020 Meeting Minutes

Location: Orono Town Office, Orono, Maine

9:00 am – 11:00 am

**Attendees:** Rich May, Kyle Drexler, Cara Belanger, Mark Leonard, Jodi Munster, Lou Colburn, Andrea Dickinson, Paula Scott, Belle Ryder, John Rouleau, Chris Green, Kes Lavoie, Taylor Labreque. Special Guests: John McClain, Maine NPS Training Center (in-person), Kristie Rabasca, SMSWG (by phone) and Ali Clift, ISWG (by phone). Facilitator: Brenda Zollitsch.

**Welcome and Introductions**

Rich M. welcomed everyone and had attendees make round-robin introductions.

**BASWG Year in Review**

Brenda Z. presented a PowerPoint covering the 2019-2020 year in review. The PPT is attached to these minutes. The presentation covered the work of the BASWG, specific initiatives, budget and identified all the compliance work funded, as well as performance on the education and outreach activities of the group, which have been successful over the last several years, including growth in outreach, connections and interaction via social media and seasonal online campaigns.

**Bylaws Discussion and Vote**

Rich M. reviewed the proposed changes to the bylaws submitted by the BASWG Executive Committee. Revisions focused on a corrected membership list, documenting consultant roles that had been voted on by the membership, to allow electronic voting, communications about meeting dates, place of business address (to reflect financial manager of the BASWG’s accounts), and executive committee members as Chair, Vic Chair, Secretary and Treasurer (removing second vice chair position). **Decision**: Belle R. made the motion to pass the amendments to the bylaws as presented. John R. seconded the motion. The BASWG members passed the motion unanimously.

**Executive Committee Vote**

Brenda Z. presented the BASWG Executive Committee Election Ballot. Members voted for the Vice Chair and Secretary positions. The Vice Chair position was confirming a second year of the interim term and the Secretary was voting in a two-year term. **Decision:** The membership voted unanimously via ballots to elect John Rouleau to the position of Vice Chair for a second year and Karen Cullen for the position of Secretary for a two-year term. In the event that Karen C. cannot attend a meeting, Sean Currier will attend to the duties of the Secretary temporarily.

**Spending for Remainder of PY7 Education and Outreach Line Item**

Rich M. presented the Education and Outreach Committee’s proposal for spending the remaining $8k in the E&O budget. Allocations include funding for weather-based targeting for seasonal online display campaign, the purchase of posters, postcards and stickers (giveaways), and the purchase of sidewalk butlers with custom BASWG stickers (1 per MS4). Decision: Belle R. made the motion to approve the $8k budget allocations. The motion was seconded by Kyle D. The motion was passed unanimously.

**Approval of PULSE Work for Contract**

Pulse Marketing presented their proposal to the BASWG for work in the remainder of PY7. **Decision:** The BASWG approved entering into a contact with pulse for under $5,000 covering weather-based targeting, fall landing page on the website, poster, postcard and sticker design, sticker (500 count) and postcard (250 count) printing. Posters will be printed by City of Bangor). Decision: Belle R. made the motion to sign the proposed contract with Pulse. The motion was seconded by John R. The motion was passed unanimously. **Action:** Chris G. of Pulse will submit a contract for Rich to sign for under $5,000 as per the modified proposal reviewed by the group.

**Approval of Flat Funded BASWG Budget for PY8**

Rich M. presented the Executive Committee’s proposed budget for PY8 (July 1, 2020-June 30, 2021). The budget proposal is for flat funding at $38,400.

*Funding for PY8 will be allocated as follows:*

* Education and Outreach (which will have an itemized line item budget; past separate line items for website hosing and statewide salt activities are now included in this line item): $23,450
* Regional Coordination including meeting coordination, communications, facilitation, minutes, regional stormwater management plan reporting, plan development and inter-regional coordination. $13,750
* Professional Services (accounting fees, legal forms etc.): $200
* Grantwriting: $1,000

Decision: Mark L. made the motion to accept the proposed PY8 BASWG budget as proposed. Belle R. seconded the motion. The motion was passed unanimously.

**Presentation by the Maine Nonpoint Source Training Center**

Special guest John McClain presented about both the current work and plans of the NPS Center. The NPS Training Center is expanding its training offerings. They work to train contractors, inspectors, municipal officials, planning boards and other municipal staff. They run both 8-hour erosion and sediment control certification trainings and shorter 4-hour recertification sessions. They have doubled both the number of trainings and the number people trained in the last year. They do offer recertification credits. The NPS Center has taken a broader view of NPS than in the past. It is now a requirement to have certification tow work in the shoreline zone. John M. also runs the stormwater BMP certification program and manages the Municipal Stream Crossing Award Program. There have been some issues with the testing system for the SW certification program, so he is waiting to promote those trainings until those issues are resolved. In 2020 there is $5 m in stream crossing funding available and there will be $4 m in 20201. The funding requires reauthorization with transportation bonds.

Decision: Many in the BASWG MS4s will need training and recertification over time. However, some of these will be needed before John M. can arrange a training. The BASWG is interested in hosting a regional training and will revisit in the Fall to determine who needs recertification and perhaps arrange a 4-hour recert course in the area in spring 2021.

**Science Festival Planning**

The BASWG has been approved to have a booth at the Science Festival in Bangor. The festival will run March 18-22, 2020. Actions:

* Rich M. will send out a volunteer doodle for all MS4s to sign-up for shifts at the festival
* Rich M. will modify the directions for delivering the demonstration for all volunteers
* Belle R. will transport the model to the site and pick it up at the end of the festival
* Belle R. will be brining special paint needed and the drain needs to be sealed before the event
* Rich R. will get the supplies and bring the pencils with “poop toppers” (very popular handouts)
* Pulse will have postcards and stickers available before the event for distribution there

**Street and Stream Clean-up Planning**

Cara B. will be coordinating the purchase of t-shirts for the clean-ups. **Decision:** The group decided that the BASWG will order 200 shirts (100 adult and 100 youth).

**Actions:**

* Cara will contact several potential vendors to get quotes, including Emerson’s, Milligan’s Landing, Work Store and others. The shirts will be digitally printed in full color.
* Cara will also be looking to see if there is any need for more bags or gloves.
* Sponsors will be approached by BASWG members as follows:
  + Maine DOT – Taylor L.
  + SEE and Casella – Phil R.
  + CES – Andrea D.
  + Innovative Surface Facilities – John R.
  + Costal Resources of Maine (?)

**Catch Basin Marking Planning**

The BASWG has a total of 29 stencils left. There are two possible sizes for stencils. The bigger ones have more white space and are much preferred by MS4s. They work better and are easier to clean. Cara B. said the large stencils are estimated at $65 per stencil. The group is interested in purchasing 10 large stencils (estimate of $650**). Actions:** Cara is going to get quotes from several vendors to see if the price can be decreased (e.g. Caron Signs, Graphics in Old Town). Cara will bring a quote to the April meeting.

**BASWG.org Domain Name Transfer**

Currently, the Town of Hampden has the BASWG.org domain name. Kyle S. had taken over payment of for the domain name. **Action:** Chris G. will work with Hampden staff to take over ownership and payment of the domain name on behalf of the BASWG.

**Budget Update**

Kyle D. presented the profit and loss sheet for the BASWG to date. Current spending is on track and within budget, with many expenditures planned for BASWG’s normal spring activities, when most of the organization’s expenses are incurred.

**Approval of BASWG Minutes**

The BASWG members reviewed minutes for August, October and December meetings and made suggested edits to the December minutes. **Decision:** Belle made the motion to accept the minutes with proposed changes. John R. seconded the motion. The motion passed unanimously.

**Intercluster Coordination for Education and Outreach Activities in Next Permit Cycle**

Special guests Kristie Rabasca of the Southern Maine Stormwater Group (SMSWG) and Ali Clift of the Interlocal Stormwater Working Group (ISWG) from the Portland Area joined the discussion by telephone. They shared that there has been a major overhaul of the Think Blue Maine website. They are also interested in what BASWG is interested in doing for a second audience for the next permit cycle. They are planning parallel activities, with the same target audiences. They are specifically considering construction and development businesses as one audience, focusing on erosion and sediment control. They plan to focus on onsite BMPs (which are not always known). For behavior change, they are thinking of focusing on nutrients (lawn fertilizing, bacteria from septic systems and/or pet waste). The target audience for these would be homeowners for lawncare and septic and pet owners for pet waste. For SMSWG they are interested in connecting to the Great Bay Nitrogen Permit (reissued on the NH side), which would bring them back to nutrients (they had been considering a campaign to reduce litter). They are thinking ahead to the possibility that Nitrogen and Phosphorus permits coming in Mane.

BASWG E&O Committee members shared that, at this time, BASWG is looking to possibly consider the DIY lawncare work, consider children through the parent connection, and look for the additional audience to some low-hanging fruit such as carpet cleaners, fire protection companies related to IDDE. Another audience for consideration would be planners for alternative traffic planning to avoid IDDE from traffic incidents (time was not available for additional discussion. **Decisions:** The BASWG will delve into planning at the April 2nd BASWG meeting. The group invites Kristie and Ali to attend this meeting to participate in the planning session.

**Next Meeting**

The BASWG’s next meeting has been moved to April 2nd (the first, instead of the second Thursday of the month). The meeting will be held at Old Town City Hall. Agenda items include permit updates, planning for Spring E&O activities, inter-cluster coordination decisions and planning for E&O next permit activities.

Annual Budget for PY8