

MUNICIPAL ALLIANCE FOR ADAPTIVE MANAGEMENT

MEETING OF THE MEMBERS

DRAFT MINUTES

Meeting Type: **Organizational Meeting**
Meeting Location: **Dover City Hall, City Council Conference Room**
Remote Location: https://zoom.us/webinar/register/WN_BXLpHeUOSLKN14bMkDhzbA
Meeting Date: **Thursday, April 29, 2021**
Meeting Time: **1:30 p.m.**

1. CALL TO ORDER

The Meeting was called to Order at 1:32PM

Present:

Members:

Town/City	Representative	Remote/ In person
Dover	Gretchen Young (GY) Environmental Projects Manager	In Person
Portsmouth	Suzanne Woodland (SW) Deputy City Attorney	In Person
Rochester	Katie Ambrose (AK) Deputy City Manager	In Person
Milton	Chris Jacobs (CJ) Town Administrator	Remote – Milton Town Hall, Milton, NH
Newington	Denis Messier (DM) Plant Operator	In Person

Non-Members:

Jennifer Perez, Dover, Deputy City Attorney
John Storer (JS), Dover, Director of Community Services
Terrence O'Rourke, Rochester, City Attorney
Jennifer Perry (JP), Exeter, Director of Public Works
Melissa Pally (MP), CLF – participating remotely
Kalle Masto (KM), PREP – participating remotely
Jamie Houle (JH), DES – participating remotely
Sally Soule (SS), DES – participating remotely
Ted Diers (TD), DES – participating remotely

Additional members of the public participated remotely.

Motion: SW moved to elect GY as chair pro-tem, seconded by KA. Unanimously approved.

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Roll Call Vote:

Town/City	Representative	Vote
Dover	Gretchen Young (GY)	Yes
Portsmouth	Suzanne Woodland (SW)	Yes
Rochester	Katie Ambrose (AK)	Yes
Milton	Chris Jacobs (CJ)	Yes
Newington	Denis Messier (DM)	Yes

2. EXETER'S ADMINISTRATIVE ADDENDUM FOR IMA MEMBERSHIP

Introduced: SW spoke to the background of the Addendum and its drafting, particularly in relation to Exeter's Administrative Order on Consent (AOC) and maximizing participation in the Intermunicipal Agreement (IMA).

Jennifer Perry spoke on behalf of Exeter, expressing its desire to participate.

Motion: SW moved to accept Exeter's Administrative Addendum for IMA Membership. Seconded by DM. Unanimously approved. Jennifer Perry is acting as current Exeter Representative.

Roll Call Vote:

Town/City	Representative	Vote
Dover	Gretchen Young (GY)	Yes
Portsmouth	Suzanne Woodland (SW)	Yes
Rochester	Katie Ambrose (AK)	Yes
Milton	Chris Jacobs (CJ)	Yes
Newington	Denis Messier (DM)	Yes

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3. ADOPTION OF OPERATING RULES

Introduced: SW discussed the background on drafting the rules and highlighted key points including notice to and participation by the Stakeholder Committee.

Motion: SW moved to adopt the draft operating rules. Seconded by KA. Unanimously approved.

Roll Call Vote:

Town/City	Representative	Vote
Dover	Gretchen Young (GY)	Yes
Portsmouth	Suzanne Woodland (SW)	Yes
Rochester	Katie Ambrose (AK)	Yes
Milton	Chris Jacobs (CJ)	Yes
Newington	Denis Messier (DM)	Yes
Exeter	Jennifer Perry (JP)	Yes

4. ELECTION OF EXECUTIVE BOARD

a. Dover, Portsmouth, and Rochester as standing members

SW provided background on the role of the Executive Board. Discussion of Milton's interest in serving on the Executive Board in the future.

b. Election of two At-Large Members

Nominations: JP(Exeter); DM(Newington)

Motion: SW moved to elect Exeter and Newington to the Executive Board. Seconded by KA. Unanimously approved.

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Newington	Denis Messier (DM)	Yes
Exeter	Jennifer Perry (JP)	Yes

5. ELECTION OF OFFICERS

- a. **Chair → Nominee:** GY (Nominated by KA, SW second)
- b. **Vice-Chair → Nominee:** KA (Nominated by GY, SW second)
- c. **Clerk → Nominee:** SW (Nominated by JP, DM second)

Motion: SW moved to elect the slate of nominees described above. Seconded by DM.
Unanimously approved.

Roll Call Vote:

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Dover	Gretchen Young (GY)	Yes
Portsmouth	Suzanne Woodland (SW)	Yes
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Milton	Chris Jacobs (CJ)	Yes
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6. APPOINTMENT OF FISCAL AGENT

- a. **Formalize by vote to appoint Rochester as Fiscal Agent for MAAM as stated in the IMA**

KA spoke on Rochester's willingness and preparedness for this appointment.

Motion: SW moved to appoint the City of Rochester as Fiscal Agent for the Municipal Alliance of Adaptive Management. Seconded by DM. Unanimously approved.

Roll Call Vote:

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Dover	Gretchen Young (GY)	Yes
Portsmouth	Suzanne Woodland (SW)	Yes
Rochester	Katie Ambrose (AK)	Yes
Milton	Chris Jacobs (CJ)	Yes
Newington	Denis Messier (DM)	Yes
Exeter	Jennifer Perry (JP)	Yes

7. GENERAL PERMIT WORK AND SCOPE ITEMS:

- a. **Acceptance of funds for 2021 funding of adaptive management and monitoring**

Introduced: GY – IMA does not contemplate 2021 funding for ambient water quality monitoring but as a result of conversations with PREP and other stakeholders and the recommendations of Brown and Caldwell there were identified needs for 2021 growing season for sampling and monitoring. Dover, Portsmouth, and Rochester agreed that if each could contribute \$75,000 for the 2021 season important work could be accomplished. Portsmouth already had funds appropriated for the 2021 season and could commit \$75,000. Dover had recently committed \$75,000. As of the meeting, Rochester had pending before its City Council approval of \$75,000. The total amount to be accepted by MAAM is \$225,000.

Motion to accept: SW moved to accept funds as described by GY for the adaptive management sampling and monitoring effort. Seconded by DM.

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DM – asked about Newington’s portion.

SW – explained the \$75,000 contribution was outside the IMA budget but if Newington is prepared to commit funds Attachment 4 to the IMA suggests a contribution of \$1,075.39 would be appropriate.

DM – Indicated Newington’s ability and willingness to contribute.

Motion: SW moved to amend the original motion to include acceptance of funds from Newington pending an invoice from the Fiscal Agent, and acceptance of any other funds from any other community that may want to contribute. Seconded by DM.

Final Motion: The Fiscal Agent is authorized to accept funds from Dover, Portsmouth, and Rochester in the amount of \$75,000 each (pending Rochester City Council Approval) totaling \$225,000, to accept funds from Newington pending an invoice for \$1,075.39, and to accept further funds from communities that wish to contribute, for the Adaptive Management and Monitoring Effort.

Unanimously approved.

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b. Authorize disbursement of funds to support four identified projects

Introduced: SW provided background on the engagement of Brown and Caldwell by Dover, Portsmouth, and Rochester. Specifically, Brown and Caldwell identified the need to get certain projects started this fiscal year (referenced page 7 of the provided Brown and Caldwell memorandum). Introduced Kalle Masto of PREP to discuss.

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KM – spoke to the Memorandum and the project list, specifically project work 1-4 on the list. Described the benefit of getting sampling and monitoring work underway in 2021. Described positive working relationships with Brown and Caldwell and looking forward to the continued collaborative effort.

GY – discussed the General Permit requirements and how the monitoring and sampling work in items 1-4 and the collaborative work help meet Part 3 of the permit requirements.

Motion: SW moved to authorize the disbursement of funds to support the four identified projects (1-4) on page 7 of the Brown and Caldwell memorandum. Seconded by KA. Unanimously approved.

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c. Permit Compliance Status – July 31, 2021 deadline for EPA submittal of comprehensive plan for Adaptive Management, Part 3 of General Permit

GY – discussed the Adaptive Management plan and the working group consisting of the surrounding communities. The funding portion will be working towards outlining source reduction of total nitrogen. Deadline for submission is July 31 and the working group is on track for a draft by early June.

d. PTAPP coordination update

GY – Introduced Jamie Houle (JH) and Sally Soule (SS) from NH DES.

Motion: SW moved to bring forward JH and SS as participants to speak to the topic. Seconded by KA. Unanimously approved.

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JH – discussed working with SS on items B and C in the General Permit Part 3 for PTAPP tracking, monitoring coordination, and permit compliance.

8. COORDINATION WITH STAKEHOLDERS

SW – opened with a background on the Stakeholder Committee and Agreement with CLF, introduced Melissa Paly (MP).

MP – Welcomed the collaboration and the transparency. Will be working to establish a Stakeholder Committee with a diversity of partners and viewpoints.

9. PUBLIC COMMENT

a. Limited to 5 minutes per speaker

John Storer – Dover Director of Community Services – presented two items for future consideration by Members: (1) funding eelgrass seeding effort; (2) septic retrofits pilot study.

MP – responded to John Storer with an update on eelgrass restoration – pilot restoration project is underway with new innovative ways to address eelgrass growth.

Ted Diers – expressed a commitment to coordination and collaboration and will include this work progress in his report to the Governor.

10. BUILD NEXT MEETING AGENDA

GY – Suggested a meeting for early June.

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KM – explained the PRMC was meeting in early June and perhaps municipalities should meet after that meeting.

Next meeting set for June 24, 2021 at 11AM with a remote option to be available.

GY – stated the plan was to have the proposed Adaptive Management plan ready for review by the Members in early June.

11. ADJOURN

Motion: DM moved to adjourn. Seconded by SW. Unanimously approved.

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Milton	Chris Jacobs (CJ)	Yes
Newington	Denis Messier (DM)	Yes
Exeter	Jennifer Perry (JP)	Yes

Meeting adjourned at 2:43PM

Prepared by: Jennifer Perez, Dover Deputy City Attorney and Suzanne Woodland, Portsmouth Deputy City Attorney