

MESSER POND PROTECTIVE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
August 16, 2018

Present:

John Doyle, President  
Dick Showalter, Treasurer  
Sue Shock, Director  
Tom McCauley, Director  
Donna Doyle

Absent:

Scott Ellison, Director  
Nancy Stetson, Director

Via Conference Call:

Ethan Simon, Director

The meeting began at 7:00 p.m. with a quorum present. Bullet style minutes are presented below. Donna Doyle filled in to help take meeting notes.

An ad-hoc meeting of the board was held to review:

- The proposed changes to the watershed grant agreement
- The status of the BMP development effort by CLD – Fuss & O’Neill
- The latest work, budget and schedule proposal from Stone Environmental

After discussion, the board members present unanimously approved:

1. The submission of the attached grant budget sheet (Sheet B) to initiate the amendment process with DES.
2. The expenditure of \$7,309 by the MPPA as the cash match in support of the proposed grant changes. This amount reflects an increase of \$4,384 from the original grant submission
3. Entering into a contract with Stone Environmental to develop a list of 5 – 10 additional sites to address nutrient loading in the Upper County Road portion of the watershed and the design of one of those sites (preferably the farm on Columbus Road).

Action items from the meeting that were addressed over the next week:

1. Gabe Bolin was contacted and apprised of our decision, concerns about the survey and likelihood of only committing to one BMP. Gabe agreed and will have paperwork to sign in a week.
2. A material list was received from CLD and reviewed with NL DPW to determine if the current material estimate in the grant is correct (prior to submitting the updated grant paperwork).

Respectfully submitted,

Donna Doyle

**B. Objectives, Deliverables, and Tasks (Section 9C of the Application)**

<b>Objective 1:</b> Site 1 BMP - Upper County Road Brook Stream Buffers and Site 5 - Shorefront Buffers							
<b>Measures of Success:</b> Mitigate the NPS pollution from directly entering streams and resources							
<b>Deliverable 1:</b> Obtain commitment from 1 - 2 watershed residents to install buffers along banks of streams where appropriate							
Task No.	Task Name	EPA Mandated Element (a - i)	Proposed Dates	Federal EPA 319 Grant Funds	Cash Match	In-kind Match	Source of Matching Funds
1	<b>Outreach Programs - Site 5</b>		Q1 CY18 - Q3 CY18			\$297	MPPA
Task Detail: Communicate with residents and stakeholders to teach and promote an understanding of the project and how residents can improve and maintain the condition of natural resources linked to the pond. Present the issue of residential storm water management at the Annual Meeting.							
2	<b>Outreach Programs - Site 1</b>		Q2 CY18 - Q3 CY18		\$450	\$297	MPPA
Task Detail: Leveraging on this initial educational outreach, develop a targeted mailing to encourage participation in an effort to improve tributary buffers on residential property on Upper County Road Brook.							
3	<b>Coordinate Site Selection, Implementation Design, Develop O&amp;M Plan</b>		Q1 CY18 - Q3 CY18			\$238	MPPA
Task Detail: Work with interested residents on the development, implementation and on-going maintenance required of the required practices to mitigate storm water runoff into the pond..							
4	<b>Install Buffers</b>		Q3 CY18 - Q3 CY19	\$500			
Task Detail: Install practices where appropriate, using native vegetation at 1 - 2 separate properties, assuming 100 square feet at each property.							
Subtotal				\$500	\$450	\$535	
<b>Objective 2:</b> Site 6 BMP - Residential Property on Burpee Hill Road							
<b>Measures of Success:</b> Homeowner takes steps to prevent equine waste and/or NPS runoff from entering the stream							
<b>Deliverable 2:</b> Obtain commitment from homeowner to install buffers along banks of streams							
Task No.	Task Name	EPA Mandated Element (a - i)	Proposed Dates	Federal EPA 319 Grant Funds	Cash Match	In-kind Match	Source of Matching Funds
1	<b>Support of Outreach Program</b>		Q2 CY18 - Q3 CY18		\$807	\$297	MPPA
Task Detail: Communicate with residents and stakeholders to teach and promote an understanding of the project and how residents can improve and maintain the condition of natural resources linked to the pond. Leveraging on this initial educational outreach, develop a targeted mailing to encourage participation in an effort to improve shoreline buffers on farmland property on Upper County Road Brook.							
2	<b>Coordinate Site Selection, Implementation Design, Develop O&amp;M Plan</b>		Q2 CY18 - Q3 CY18	\$1,500	\$1,271	\$238	MPPA
Task Detail: Work with interested residents on the development, implementation and on-going maintenance required of buffers on farmland property on Upper County Road Brook.							
3	<b>Install Buffers</b>		Q3 CY18 - Q3 CY19	\$1,000			
Task Detail: Work with the homeowner to take steps to prevent NPS runoff from entering the stream, either by installation of buffers along either side of the stream or by keeping the horse on one side of the stream and provide buffer plantings along the appropriate stream bank. The project team will check sources regarding the required buffer between animals and streams; including town regulations, the NH Department of Agriculture, the UNH Cooperative Extension, and others.							
Subtotal				\$2,500	\$2,078	\$535	
<b>Objective 3:</b> Site 8 BMP - County Road Brook and County Road BMPs							
<b>Measures of Success:</b> Mitigate the storm water runoff at the point where County Road Brook crosses County Road							
<b>Deliverable 3:</b> Work with the Town of New London to install buffers within the right-of-way along							
Task No.	Task Name	EPA Mandated Element (a - i)	Proposed Dates	Federal EPA 319 Grant Funds	Cash Match	In-kind Match	Source of Matching Funds
1	<b>Develop RFQ</b>		Q3 - Q4 CY17			\$119	MPPA
Task Detail: Develop and release RFQ. Review proposals, vet and select a firm to design buffers along County Road.							
2	<b>Site Survey</b>		Q4 CY17 - Q1 CY18	\$2,000	\$945		MPPA
Task Detail: Perform ROW and site features survey to locate existing edge of pavement, centerline, adjacent shoulders and sideslopes, wetland flags, driveways, visible monumentation, culverts and swales within the limits of work.							
3	<b>Design of Road-side Buffers</b>		Q4 CY17 - Q3 CY18	\$3,000	\$1,630	\$119	MPPA
<b>Revise/Amend SSPP - Objective 6</b>							
Task Detail: Since buffer width will be limited, plant selection and density should receive adequate attention for this BMP to be effective. Consideration of vegetation height and maintenance should also be considered with respect to maintenance and safety concerns.							
4	<b>Install Buffers</b>		Q1 CY18 - Q3 CY18	\$1,000	\$870	\$3,000	Town of New London
Task Detail: Install buffers within the right-of-way along each side of the road, using native vegetation.							
Subtotal				\$6,000	\$3,445	\$3,238	

<b>Objective 4:</b> Investigate pollutant load reduction options to limit the phosphorus and sediment in the Upper County Brook Watershed.							
<b>Measures of Success:</b> Perform watershed survey to identify options that could be implemented to mitigate nutrient loading							
<b>Deliverable 4:</b> Final list of potential BMP projects in spreadsheet format							
Task No.	Task Name	EPA Mandated Element (a - i)	Proposed Dates	Federal EPA 319 Grant Funds	Cash Match	In-kind Match	Source of Matching Funds
1	Develop RFQ		Q3 CY17 - Q4 CY17			\$119	MPPA
Task Detail: Develop and release RFQ. Review proposals, vet and select a firm to investigate pollutant load reduction options.							
2	Develop possible storm water management alternatives for Upper County Road Brook Watershed		Q2 CY18 - Q3 CY18	\$500	\$1,336		MPPA
Task Detail: Upper County Road Brook Sub-Watershed is the largest area-wise, and thus has the largest Phosphorus contribution. It flows directly into the Lower County Road Brook Sub-Watershed through a culvert. Firm will perform a focused watershed survey within the Upper County Road Brook sub-watershed, attempting to identify 5-10 opportunities for stormwater BMP implementation, designed to reduce phosphorous loadings conveyed to adjacent water resources that are hydrologically connected to Messer Pond.							
Subtotal				\$500	\$1,336	\$119	
<b>Objective 5:</b> Future Investigation - Complete septic system research							
<b>Measures of Success:</b> increase percentage of residences participating							
Further septic system research, by including systems located adjacent to streams and second layer							
<b>Deliverable 5:</b> of homes back from the shoreline							
Task No.	Task Name	EPA Mandated Element (a - i)	Proposed Dates	Federal EPA 319 Grant Funds	Cash Match	In-kind Match	Source of Matching Funds
1	Complete Septic Survey		Q3 CY17 - Q1 CY19			\$476	MPPA
Task Detail: The septic system survey performed under this study, although thorough, only focuses on properties and systems that border the pond. In order to completely understand impacts from septic systems watershed-wide, it is recommended that additional survey work is needed (i.e. gather information on septic systems in lots along tributaries, in the 'second layer' of homes back from the shoreline, and to obtain further information from the waterfront lots where no information was collected under this initial effort.							
Subtotal				\$0	\$0	\$476	
<b>Objective 6:</b> Complete Required Reports and Paperwork							
<b>Measures of Success:</b> Paperwork and reports submitted on time and accepted by DES.							
<b>Deliverable 6:</b> Submission of Semi-Annual, Final Report and other required paperwork to NHDES							
Task No.	Task Name	EPA Mandated Element (a - i)	Proposed Dates	Federal EPA 319 Grant Funds	Cash Match	In-kind Match	Source of Matching Funds
1	Revise/Amend SSPP		Q1 CY18- Q3 CY18	500			MPPA
Task Detail: Update the SSPP on file with the NH DES based on the actual implementation of the BMPs							
2	Develop Semi-Annual and Final Reports		Q2 CY18 - Q3 CY19			\$476	MPPA
Task Detail: Submit all invoicing paperwork along with a semi-annual and final reports summarizing project results, challenges and successes							
Subtotal				\$500	\$0	\$476	
<b>Sum of Objective Subtotals</b>				\$10,000	\$7,309	\$5,379	Note: that these totals should equal the total cost for categories shown on Sheet A