



## Highland Lake Management Plan TAC Meeting #1

Falmouth Town Hall, 271 Falmouth Road, Falmouth

December 13, 2018

11 am – 12:30 pm

### NOTES

#### *In attendance:*

*Rosie Hartzler, HLA*

*Kim White, HLA*

*Kimberly Darling, Town of Falmouth*

*Gretchen Anderson, Town of Windham*

*Jeff Dennis, MDEP*

*Wendy Garland, MDEP (Phone)*

*Heather Hunt, CCSWCD*

*\*Notes in RED italicized*

### Handouts

#1	#20180008 Highland Lake Watershed-Based Management Plan Project work plan
#2	#2017PT16 Highland Lake Watershed Assessment Project work plan
#3	Proposed Timeline
#4	Example Match Tracking Sheet
#5	Example Secondary Data Quality Assurance Table

#### 1. Project Overview

##### a. Two work plans, one Plan (**Handout #1 and #2**)

- *Heather is the Project Coordinator – will worry about appropriately reporting to MDEP on the two work plans while TAC can focus on all the tasks as one project.*
- *Wendy to take over for John MacLaine as MDEP Agreement Administrator.*
- *TAC agreed that final ownership of the HL Management could be decided as we go through the process / dependent on action items (Ownership is not currently set in stone despite work plan suggesting HLLT as the final owner).*
  - o *Jeff says the ownership needs to be many as this is a more complex plan than other lakes*

##### b. Timeline(s) (**Handout #3**)

- *Updated timeline provided as HO #3 to allow work to be completed in 1-year rather than typical 2-years*
- *Overall goal is to completed Management Plan by December 2019 to be approved by MDEP/EPA. Could then apply for 319 implementation funds in 2020 which if awarded, would come online in January 2021.*

##### c. TAC – Roles and Responsibilities

- *TAC responsible for ensuring information from Management Plan meetings is shared with all and that appropriate members are brought into the decision-making process when appropriate.*
- *The Management Plan is to be developed by the community with support from MDEP and CCSWCD.*
- *Heather asked if all appropriate members were invited/in attendance for the TAC. Rosie reached out to Dennis Brown of HLA and he stated he would not be a TAC meeting but could meet with the group infrequently (Email 12/13/18 to Rosie). Rosie and Kim will keep Dennis and other HLA members up-to-date on the Management Plan process.*

d. Match Tracking (**Handout #4**)

- *Heather can provide an Excel spreadsheet to keep track of match if preferred over a written paper copy*

**2. Data Gathering (Task 2 of #2017PT16)**

- Data needed: WQ data, 2018 Watershed Survey data, etc.
- Secondary Data Quality Assurance Table (**Handout #5**)
- Timeline

- *Types of data to collect were discussed: Looking for all that is pertinent to the Management Plan – Identifying sources of pollutants/WQ impacts*
- *TAC to bring data to next 2<sup>nd</sup> TAC Meeting: Assignments listed on last page of these Notes*
- *Data gathering is to see what information we have and what we might want to explore as an Action Item in the Management Plan (for example, action item could be acquiring shoreline photos, tributary water quality sampling, etc.)*
- *Keith has some data on HL's tributaries; Jeff says we will want to have an action item for assessing how tributaries are impacting HL; Data itself is not worth much unless there is context; Jeff may be able to pursue density of stream, houses, and impervious data this spring (otherwise it should be an action time in the Plan)*

**3. Septic Survey (Task 3 of #20180008)**

- Windham and Falmouth to lead
- Look at systems older than 20 years
- ~~HLA~~ to assist with community outreach
- Timeline

- *Reviewed septic system survey report provided by Gretchen of the Ogunquit Watershed*
- *TAC liked the concepts but didn't think HL's survey needed to be as in-depth.*
- *Next steps: Gretchen and Kimberly to:*



- *To identify parcels with septic systems older than 1975*
- *To review these parcels to vulnerable soils maps Jeff Dennis created and to proximity to water resources (within 250-ft of the lake and then within 250-ft of streams)*
- *Potential cess pools and parcels with unknown septic conditions to be visited in the Spring/Summer*
- *Goal is to determine 1) if septic systems could be an issue to Highland Lake and 2) if there are a few septic systems that should be replaced/retrofitted (currently 319 in Maine cannot be used to cost share replacement of septic systems yet this may change)*
- *Towns (not HLA) to notify public of process in general and notify residents should septic survey site visits occur*

#### **4. Notifying Public (Task 6 of #20180008)**

- a. Website and newsletter/email notifications (Windham, Falmouth, HLA, and CCSWCD)
- b. Action items presented to public (towns and HLA) – target of July
- c. Press releases (December, June, November?)
  - *Rosie to start article for press release notifying public of start of project (will share with TAC)*
  - *Gretchen and Kimberly to provide information to Towns' Councils to update them on the start of the Management Plan Process*

#### **5. Review To-Dos and Schedule Next Two Meetings (January and February)**

- *Next meetings:*
  - *Wednesday, January 16<sup>th</sup> from 1-3 pm in Falmouth*
  - *Wednesday, February 20<sup>th</sup> from 1-3 pm in Falmouth*
- **Other Topics:**
  - *Jeff Dennis explained his role in the pollutant loading task – that it is not an exact science yet is a requirement of EPA*
  - *Heather will have Chris Brewer from CCSWCD attend February's meeting as he will be assisting with the project while Heather is on maternity leave starting in April*



## To-Dos

Task Category	Action Item To-Do	Person(s) Conducting Task	Deadline
TAC	Send out January and February TAC meeting dates	Heather	DONE
	Schedule Falmouth Conference Room for January and February TAC meetings	Kimberly	DONE
	Check with Dennis Brown about joining TAC	Rosie	DONE
	Send out meeting minutes	Heather	DONE
	Provide Excel spreadsheet for documenting match	Heather	1/16/19
Data Gathering	Create online shared drive to share data and other information relevant to Management Plan development process	Heather	1/16/19
	Provide 2018 HL NPS Survey Data	Kim	1/16/19
	Look into and provide update on how use of point system is working for Windham (new ordinance)	Gretchen	1/16/19
	Review files to try to find original septic survey data	Wendy	1/16/19
	Bring to January TAC meeting and upload to share online drive any old survey files found at CCSWCD (water quality and buildout analysis)	Heather	1/16/19
	Provide list of all Highland Lake Watershed private roads and which ones have established road associations	Kim	1/16/19
	Provide maps/data layers of current zoning and protection areas Damon had pulled together for HLLT Ordinance Committee	Heather	1/16/19
	Provide BMP inspection information and photos from 2008 survey for BMP survey	Wendy	1/16/19
	Ask assessing if information can be pulled on year-round versus seasonal (info can be used for Septic Survey); Also, how many houses within 250-feet of the lake	Gretchen	1/16/19
	Map of tributary subwatersheds	Completed by Jeff, Heather to add to shared online storage	1/16/19



Data gathering (cont.)	Using tributary subwatersheds, Jeff interested in finding density of stream and houses to figure out which tributaries might have the most impact to the lake; Jeff would also like to look at impervious data	Jeff	Time Permitting
	2018 water quality summary	Jeff (needed for Science Roundtable)	3/15/19
	Water quality pdfs and shapefiles	Jeff	3/15/19
Septic Survey	Add Ogunquit Septic Survey to online shared drive	Gretchen	Once Heather has provided shared storage
	Send watershed survey notes to Gretchen and Kimberly to identify possible illicit discharges observed during 2018 watershed survey	Kim	1/16/19
	Ask Donna Pennoyer through Dennis about cess pool she is concerned with	Kim	1/16/19
Outreach	Create draft press release article on the start of the HL Management Plan; Share with Gretchen and Heather	Rosie	1/16/19
	Create statement/update Councils on the start of the Management Plan process	Gretchen and Kimberly	February 2019

