

Year 3 Annual Report
New Hampshire Small MS4 General Permit
New Permittees
Reporting Period: July 1, 2020-June 30, 2021

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name:

Title:

Street Address Line 1:

Street Address Line 2:

City:

State:

Zip Code:

Email:

Phone Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

Impairment(s)			
<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Chloride	<input type="checkbox"/> Lake and Pond Phosphorus	
Clear Impairments and TMDLs			

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 3 Requirements

- IDDE ordinance or other regulatory mechanism complete and adopted
- Construction/ Erosion and Sediment Control (ESC) ordinance or other regulatory mechanism complete and adopted
- Post-construction bylaw, ordinance, or other regulatory mechanism complete and adopted
- Developed written procedures for site inspections and enforcement of sediment and erosion control measures
- Developed written procedures for site plan review
- Kept a log of catch basins cleaned and inspected

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Catch basins cleaned on an annual basis; site plan review process has been in place for several decades

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- All curbed roadways were swept at least once within the reporting period

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

SWMP process has been consistent with public notice laws in NH, document available on the Think Blue Suncook website. Streets are swept on an annual basis.

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Optional: If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Following distribution, all outreach and educational materials are kept on the Think Blue Suncook website.

Optional: Use the box below to provide any additional information you would like to share as part of your self-assessment:

NA

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- Yes
- No

If yes, describe below, including any relevant impairments or TMDLs:

NA

Part IV: Minimum Control Measures

Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, please report on MCM1 and MCM2 and any other metrics below that have an asterisk (), along with any other metrics that you have started within this reporting period. Other than the metrics with an asterisk, the rest of the metrics are optional for new permittees. Then, proceed to Part V.*

*MCM1: Public Education

Number of educational messages completed during this reporting period:

Below, report on the educational messages completed during this reporting period. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP:How does your septic system affect local waterbodies?

Message Description and Distribution Method:

Posted on ThinkBlueSuncook.org website

URL: <https://thinkbluesuncook.org/wp-content/uploads/2021/04/Septic-flyer.pdf>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP:Managing Stormwater with Low Impact Development

Message Description and Distribution Method:

Posted on ThinkBlueSuncook.org website

URL: <https://thinkbluesuncook.org/wp-content/uploads/2021/04/LID-Flyer.pdf>

This flyer also applied to other audiences as well.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

1) Increased education on what LID and provided examples. 2) Increased awareness of the benefits of LID development. 3) Provided additional resources for more information.

Message Date(s): Posted Spring 2021 and still available; will go out in second tax bill of 2021.

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

Decision was made to send them in the second tax bill of the year as people are more likely to read that one, which would make the effort more effective.

BMP:The Benefits of Rain Gardens

Message Description and Distribution Method:

Posted on ThinkBlueSuncook.org website.

URL: <https://thinkbluesuncook.org/wp-content/uploads/2021/06/rain-garden-flyer.pdf>

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

1) Increased awareness of rain gardens and the benefits they provide. 2) Increased education on optimizing rain gardens, including tips on location, maintaining practices, and planets. 3) Provided additional resources for more information.

Message Date(s): Posted Summer 2021 and still available

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

Additional outreach taken.

BMP:How does your septic system affect local waterbodies?

Message Description and Distribution Method:

ThinkBlueSuncook.org website

URL: <https://thinkbluesuncook.org/wp-content/uploads/2021/04/Septic-flyer.pdf>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: External Contractor

Measurable Goal(s):

1) Increased awareness of how septic systems affect local waterbodies. 2) Increased education of what is safe to flush and what is not- specific mention of public toilets or in businesses. 3) Increased education of the benefits of maintaining septic systems including financial and environmental benefits. 4) Provided additional resources for more information.

Message Date(s): Posted Summer 2020 and still available; will go out in second tax bill of 2021.

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

Targeted this outreach flyer to both residents and businesses. Information is included for both. Also, decision was made to send them in the second tax bill of the year as people are more likely to read that one, which would make the effort more effective.

BMP:Get Pumped! New Hampshire

Message Description and Distribution Method:

Get Pumped! New Hampshire flyer relating to septic systems. Printed copies of this flyer were available at the Transfer Station and the Town Hall.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):

- 1) Increased education on the impact of unmaintained septic systems.
- 2) Increased education on if a septic system is present, how to find it, and best maintenance practices.

Message Date(s): Available in 2021

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

Additional outreach taken.

BMP:Pet Waste Management

Message Description and Distribution Method:

Pet waste flyer handed out with dog registration at Town Hall.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor

Measurable Goal(s):
Increased awareness of pet waste impacts to water quality.

Message Date(s): 7/1/20-6/30/21

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

Pet waste flyer handed out annually though original message was done in Year 1.

Add an Educational Message

***MCM2: Public Participation**

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

No changes to SWMP document; current version available online. Have not been able to identify volunteers for stencils, will have town staff has begun doing it. Process is about 50% complete and should be finished by DPW in the fall.

Was this opportunity different than what was proposed in your NOI? Yes No

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

NA

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

- This SSO section is NOT applicable because we DO NOT have sanitary sewer

Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.**

Number of SSOs identified: 0

Number of SSOs removed: 0

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified **since the effective date of the permit (July 1, 2018).**

Total number of SSOs identified: 0

Total number of SSOs removed: 0

MS4 System Mapping

Below, check all that apply.

The following elements of the Phase I map have been completed:

- Outfalls and receiving waters
- Open channel conveyances
- Interconnections
- Municipally-owned stormwater treatment structures
- Waterbodies identified by name and indication of all use impairments
- Initial catchment delineations

Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

NA

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.

- No outfalls were inspected
- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

Below, report on the number of outfalls/interconnections screened **during this reporting period.**

Number of outfalls screened: 0

Below, report on the percent of total outfalls/ interconnections screened **to date.**

Percent of outfalls screened: 0

Optional: Provide additional information regarding your outfall/interconnection screening:

Screening of outfalls was not completed during Year 3 since all existing outfalls are currently ranked as Low Priority based on prior field inspections and screening tests. Outfalls will be checked during Year 4 for any changed conditions and, if applicable, screening will be completed as necessary.

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period: 0

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated: 0

Optional: Provide any additional information for clarity regarding the catchment investigations below:

NA

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 gallons/day

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit (July 1, 2018).

Total number of illicit discharges identified:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

NA

Employee Training

Describe the frequency and type of employee training conducted **during this reporting period:**

Six personnel in the Highway Department completed the following trainings: 1) What is MS4? Penn State; 2) Stormwater Management: the basics Clark County WA NHPDES refresher Florida; 3) Soak up the Rain Webinar; 4) How to spot and report stormwater pollution; 5) Parks Maintenance and Stormwater Protection Employee Training, Minnesota; 6) Green Snow Pro training; 7) Stormwater to Drinking Water by the North Central Texas Council of Governments.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

NA

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

No as-built drawings were conducted for this reporting period.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment including any planned or completed changes to local regulations and guidelines:

New MS4 post construction stormwater ordinance adopted; new stormwater and erosion control measures adopted in site plan and subdivision regulations.

Green Infrastructure Report

Describe the status of the green infrastructure report including the findings and progress towards making the practice allowable:

Completed

Retrofit Properties Inventory

Describe the status of the inventory of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

Not completed

MCM6: Good Housekeeping

***Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

Plan requires they are cleaned and inspected every spring. To date, all MS4 catch basins have been cleaned. Lo

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

<https://thinkbluesuncook.org/>

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.

Number of catch basins inspected: 112

Number of catch basins cleaned: 112

Total volume or mass of material removed from all catch basins: 21.51 cubic yards

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins: 112

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Yes; there were only 4 catch basins that were over 50% full. They were cleaned and the material removed.

***Street Sweeping**

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

All Town-maintained streets and municipal lots swept.

Report on the number of miles swept **during this reporting period** below.

Number of miles cleaned: 7

Report either the volume or weight of street sweeping materials collected **during this reporting period** below.

Volume of material removed: 22 cubic yards

Weight of material removed: [Select Units]

O&M Procedures and Inventory of Permittee-Owned Properties

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Town currently minimizes salt usage as perscribed by manufacture's recommendations during the winter. Additionally, the Town is looking to transition to the NHDES Green Snow Pro program. To date, the Road Agent has attended training on this program and in the next year Highway Department staff will be trained as well. Salt is stored in the salt shed as depicted on the map in the Highway Garage SWPPP.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

SWPPPs completed for Town Garage site and for Waste Water Treatment Plant.

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period.***

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

2 insepctions at the Highway Garage, 1 at Waste Water Treatment Plant (WWTP). WWTP inspeciton part of the EPA Multi-Sector General Permit. All catch basins were inspected and storm drains were blocked. Attached map depicts these results can also be found at <https://thinkbluesuncook.org/>.

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

O&M procedure plan has been developed for Town-owned facilities not covered by the SWPPP.

Part V: Additional Information

***Monitoring or Study Results**

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

NA

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

NA

COVID-19 Impacts

Optional: If any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

COVID has had a limiting impact on public meeting attendance, including volunteer solicitation for various community efforts (i.e. stencils).

***Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- Develop written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and add these procedures to the SWMP
- Develop written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- Complete a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Develop written SWPPPs, included in the SWMP, for all of the following permittee owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Continue public education and outreach program
- Sweep all curbed roadways at least once within the reporting period
- Provide training within the reporting period to employees involved in IDDE program
- Clean catch basins in accordance with catch basin cleaning procedures to ensure that no catch basin is greater than 50% full

Provide any additional details on activities planned for permit year 4 below:

SWMP will be updated per the elements described above.

***Part VI: Certification of Small MS4 Annual Report 2021**

40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Title:

Signature: Date:

[Signatory may be a duly authorized representative]

