

Year 6 Annual Report
New Hampshire Small MS4 General Permit
New Permittees
Reporting Period: July 1, 2023-June 30, 2024

****Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites****

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, 2023 and June 30, 2024 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 (publicly available 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 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 6 Requirements

Developed a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:

- No updates were recommended
- Updates were recommended. The anticipated date or date of completion for updates is/was:

Funding secured for report, being developed year 7

Developed a report assessing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:

- No updates were recommended
- Updates were recommended. The anticipated date or date of completion for updates is/was:

Funding secured for report, being developed year 7

Identified permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover. The properties are (*list properties below*):

<https://thinkbluesuncook.org/wp-content/uploads/2023/06/TOWN-PARCEL-RETROFIT.pdf>

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

The SSO inventory has been updated, including the status of mitigation and corrective measures implemented

- This is not applicable because we do not have sanitary sewer
- This is not applicable because we did not find any new SSOs
- The updated SSO inventory is attached to the email submission
- The updated SSO inventory can be found at the following publicly available website:

Updated the outfall and interconnection inventory and priority ranking as necessary

- The priority ranking of outfalls/interconnections is attached to the email submission
- The priority ranking of outfalls/interconnections can be found at the following website:

Still in the process of updating, will be on website in year 7: current mapping here: <https://thinkbluesuncook.org/pembroke/>

Updated system map due in year 5 as necessary

Provided training to employees involved in IDDE program within the reporting period

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

Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities

Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt

Updated inventory of all permittee owned facilities as necessary

O&M programs for all permittee owned facilities have been completed and updated as necessary

Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs

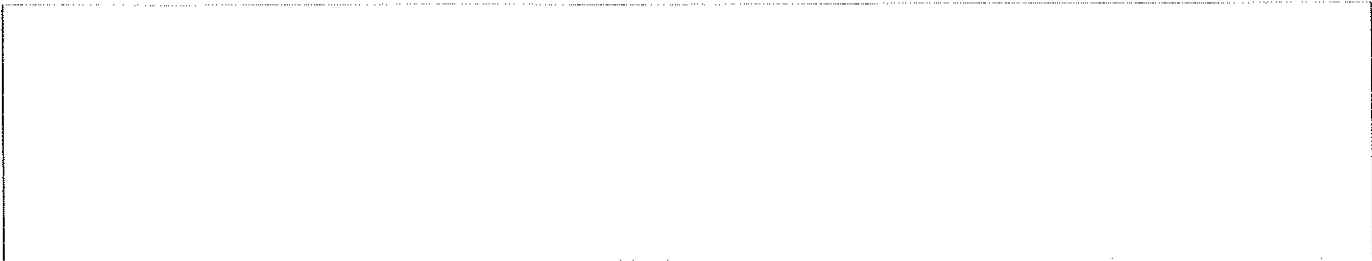
Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants

Inspected all permittee owned treatment structures (excluding catch basins)

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:

Funding needed to be secured for the various studies. It was secured during Town Meeting (March 16, 2024) and will be completed for next year (year 7). Studies include: Street design/parking lots and retrofitting. Town Engineer is in the process of completing these.

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



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

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

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: Erosion Control

Message Description and Distribution Method:

BMPs for the reduction and control of erosion. Distributed as a paper flyer (Stormwater Times Quarterly Newsletter) at the Town Hall and put on the <https://thinkbluesuncook.org/wp-content/uploads/2024/05/Sediment-Erosion-Pembroke-Stormwater-Times-Spring-2023.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: Septic maintenance and pumping

Message Description and Distribution Method:

Message explaining the importance of septic maintenance an pumping. Distributed as a paper flyer (Stormwater Times Quarterly Newsletter) at the Town Hall and put on the <https://thinkbluesuncook.org/wp-content/uploads/2024/05/Spring-Septic-Pembroke-Stormwater-Times.pdf> website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

[Empty text box]

Message Date(s): May 2024

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:

Chose to use both flyer distribution and website to expand distribution.

BMP: Pet Waste

Message Description and Distribution Method:

Describes the importance of proper disposal of pet waste away from water. Distributed as a paper flyer (Stormwater Times Quarterly Newsletter) at the Town Hall and put on the <https://thinkbluesuncook.org/wp-content/uploads/2024/05/Spring-Pembroke-Stormwater-Flyer-Pet-Waste.pdf> website.

Targeted Audience: Residents

Responsible Department/Parties: Town Manager/Mayor's Office

Measurable Goal(s):

Understanding of why it is important to properly dispose of pet waste.

Message Date(s): May 2024

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:

Chose to use both flyer distribution and website to expand distribution.

BMP: Yard Waste Disposal

Message Description and Distribution Method:

Importance of proper disposal of yard waste, including grass clippings. Distributed as a paper flyer (Stormwater Times Quarterly Newsletter) at the Town Hall and put on the <https://thinkbluesuncook.org/wp-content/uploads/2024/07/Summer-Grass-Clippings-Pembroke-Stormwater-Times-Copy.pdf> website.

Targeted Audience: Residents

Responsible Department/Parties: Town Manager/Mayor's Office

Measurable Goal(s):

Better understanding of why it is important to properly dispose of yard waste.

Message Date(s): June 2024

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:

Chose to use both flyer distribution and website to expand distribution.

BMP: Road Salt Usage

Message Description and Distribution Method:

BMPs for use of road salt. Distributed as a paper flyer at the Town Hall and put on <https://thinkbluesuncook.org/wp-content/uploads/2024/01/Pembroke-Stormwater-Times-Winter-2024.pdf>.

Targeted Audience: Residents

Responsible Department/Parties: Town Manager/Mayor's Office

Measurable Goal(s):

Better understanding of road salt BMPs and impacts of usage. Distributed as a paper flyer (Stormwater Times Quarterly Newsletter) at the Town Hall and put on the <https://thinkbluesuncook.org/wp-content/uploads/2024/01/Pembroke-Stormwater-Times-Winter-2024.pdf> website.

Message Date(s): December 2023

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:

Chose to use both flyer distribution and website to expand distribution.

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:

SWMP and all elements complied with RSA 91:A, Right to Know.

[Empty box]

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:

Planning Board discussed the updated plan at a regular meeting of the Board.

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:

Number of SSOs removed:

MS4 System Mapping

Percent of Phase II map complete:

Optional: Provide additional status information regarding your map:

Completed pipe video inspections of 12,377 linear feet of drain pipe to evaluate condition, look for illicit connections and complete the mapping where system components are unknown. An additional pipe video inspection program will be completed this permit year.

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 publicly available website:

[Empty box for website URL]

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

Number of outfalls screened:

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

Percent of outfalls screened:

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

No problem outfalls were identified in the first round of screening.

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 publicly available website:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

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 publicly available 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:

Number of illicit discharges removed:

Estimated volume of sewage removed: 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: 0

Total number of illicit discharges removed: 0

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

Employee Training

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

FL DES Illicit discharges. Other, non-IDDE training is listed at the end of this report.

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: 5

Number of inspections completed: 0

Number of enforcement actions taken: 0

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

Five site plans were reviewed, none triggered inspections or enforcement actions.

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

Ordinance or Regulatory Mechanism

Date update was completed:

March 2021

Website of ordinance or regulatory mechanism:

https://www.pembroke-nh.com/sites/g/files/vyhlf4861/f/uploads/2021_zoning_ordinance_with_cover_1.pdf**As-built Drawings***Below, report on the number of as-built drawings received during this reporting period.*

Number of as-built drawings received: 0

Optional: Enter any additional information relevant to the submission of as-built drawings:

None during this period.

MCM6: Good Housekeeping**Catch Basin Cleaning***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: 613

Number of catch basins cleaned: 613

Total volume or mass of material removed from all catch basins: 102 cubic yards

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

Total number of catch basins: 486

If applicable:

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

Material removed, checked more frequently. Six basins identified last year as more than 50%, this year none were during periodic inspections (in advance of heavy rain events). All catch basins cleaned May/June.

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

Number of miles cleaned: 25.5

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

- Volume of material removed: cubic yards
- Weight of material removed: [Select Units]

Stormwater Pollution Prevention Plan (SWPPP)

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:

DPW garage and transfer station self-inspects per the SWPPP associated with this permit annually. Transfer station is inspected weekly. NHDES periodically inspects and Highway/transfer station takes corrective actions as identified. Transfer station has no outstanding deficiencies. DPW has a berm at the back of the lot that will be replaced per inspection findings.

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 as none were conducted

Additional Information

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.

Additional training done, beyond IDDE, including:
Numerous, including: What are Storm Water Pollutants, SW Basics; Penn State, Why does my community flood more than it used to; P.S. How can I control SW on my property; P.S. Why should I care about Storm Water; P.S. What is SW; Private water wells & water system management; PA Extension Septage mgmt; Stream Bank Erosion; Roadside Springs, safe?; What are Storm Water Pollutants, SW Basics; NH Lower

Merr. Valley Stormwater Coal. Meeting; NH Lower Merr. Valley Stormwater Coal. Meeting; NH Lower Merr. Valley Stormwater Coal. Meeting; NH Lower Merr. Valley Stormwater Coal. Meeting; Soak up the rain water.Q3 New Eng Stormwater Retrofit Manual; Building Equity into Nature-Based Solutions; Phytotechnology, Nature based approach to containing Contaminates; 2023 Salt Symposium

Any outstanding items from this year will be completed once funding is identified. Some minor stenciling identified due to staffing shortages. Will be completed by next year.

Year 7

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 7 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

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
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction

- bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 7 below:

As funding for various studies was secured this past March, these items will be completed and included in the Year 7 report.

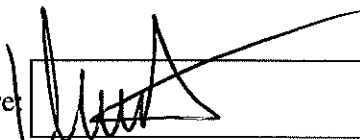
Part V: Certification of Small MS4 Annual Report 2024

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]