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**Municipality/Organization:** Town of Plaistow, NH  
**EPA NPDES Permit Number:** NHR-041026  
**Annual Report Number & Reporting Period:** Year 9  
April 1, 2011 – March 31, 2012

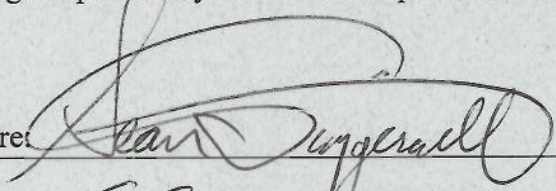
## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2012)

### Part I. General Information

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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, 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.

Signature:   
Printed Name: SEAN FITZGERALD  
Title: TOWN MANAGER  
Date: May 1, 2012

### **Annual Report Contents:**

1. Self assessment review of compliance with the permit conditions. See Part II.
2. An assessment of the appropriateness of the selected BMPs. Several modifications to BMPs were made; see Part III.
3. An assessment of the progress towards achieving the measurable goals. See Part III.
4. A summary of results of any information that has been collected and analyzed. See Part IV.
5. A discussion of activities for the next reporting cycle. See Part III.
6. A discussion of any changes in identified BMPs or measurable goals. See Part III.
7. Reference any reliance on another entity for achieving any measurable goals. See Part III.

### **Part II. Self-Assessment**

The Town of Plaistow has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except the following provisions:

Part I.B.2(e). Coordination with the US Fish and Wildlife Service to determine permit eligibility with regard to the Endangered Species Act is pending.

Part I.B.2(f). Coordination with the US Fish and Wildlife Service to determine permit eligibility with regard to Essential Fish Habitat is pending.

Part I.B.2(g). Coordination with the State Historic Preservation Officer to determine permit eligibility with regard to properties listed or eligible to be listed on the National Register of Historic Places is pending.

Part I.C. Determining whether storm water discharges contribute to a 303(d) listed waterbody (Kelly Brook/Seaver River) and specifically identified control measures and BMPs to control the discharge of the pollutants of concern (bacteria, pH, DO). This effort is ongoing. Wet weather samples from outfalls contributing to this waterbody have been collected. See Part IV below.

Part III.A and B. See below for provisions of the Stormwater Management Program that remain in-progress.

During Permit Year 9, the Town completed a number of significant stormwater related activities this year, including:

- The Town continued a contractual relationship with Normandeau Associates, Inc., a highly respected environmental consulting firm, to further its stormwater program efforts. Normandeau's team is lead by Richard Masters, P.E., an environmental engineer with over 29

years of experience with stormwater issues, and includes Mr. Robert Varney, former EPA-New England Administrator. They have provided assistance, oversight, review and specific task activity work for the Town of Plaistow. Through their guidance and leadership, the Town has been able to most effectively utilize its employees and volunteers.

- Continued annual monitoring of stream water quality at established stations by the Town's Conservation Commission.
- Cleaned all of the Town-owned catch basins.
- Swept all Town streets.
- Held two Household Hazardous Waste Collection Days.
- Held a Prescription Drug Collection Day.
- Held numerous meetings with the Selectmen, Planning Board and staff regarding stormwater stewardship and regulatory responsibilities.
- Distributed public information on stormwater protection.
- Town staff have actively been involved with organizations that provide education on stormwater and low impact development issues.
- Town officials have collaborated to better define the ongoing decisionmaking processes that affect the town's infrastructure and water quality.
- Reviewed numerous site plans for commercial and residential developments to ensure stormwater management compliance with regulations. As projects were constructed, SWWPP reports were required to be submitted to the Town and were monitored by Town staff.
- Adopted an amendment to the Storm Water - Post Construction Ordinance by requiring annual inspections by developers to certify that proper maintenance of on-site drainage infrastructure and storm water systems have been performed and are functioning properly. This amendment included a new checklist to be utilized for these inspections.
- Filed numerous complaints with the NH Department of Environmental Services (NHDES) regarding site specific concerns including potential ground and surface water contamination, illegal filling of wetlands and the construction of structures without proper permits. Staff of the NHDES provided in-depth inspections of the various complaints and several resulted in Administrative Orders requiring restoration and restitution.
- Began working with NHDES staff on coordination of the deployment of data loggers to be deployed in Kelley Brook during the summer of 2012. These data loggers may allow Town and State officials to determine the sources of the impairments of this water body. At a minimum, it may allow for the exclusion of a major portion of the Kelley Brook in Plaistow as being a source of impairment.
- Continued annual monitoring of stream water quality at established stations by the Town's Conservation Commission.
- Met with representatives of the Regional High School on an education program and the possibility of student involvement in the analysis of water sampling results.
- Inspected 53 outfalls tributary to an impaired stream under wet-weather conditions.
- Sampled and tested 37 flowing outfalls.
- Held numerous meetings and training sessions with the Selectmen, Planning Board and staff regarding stormwater stewardship and regulatory responsibilities. This included frequent meetings of the "Stormwater Task Force" to monitor the progress of the work associated with the Town's MS4 Permit.

- Distributed public information on stormwater protection through numerous public outreach strategies including:
- Local Origination PSA;
- Prepared an extensive report on critical need for Stormwater Management for inclusion in the Town's Annual Report;
- Provided outreach to the Timberlane Regional School District on various stormwater events.;
- Sponsorship of a booth at Old Home Day highlighting the importance of proper stormwater management. Numerous handouts were available for the public.
- Town staff has been actively involved with numerous local, regional and state organizations to that provide education on stormwater and low impact development issues, including the Manchester Regional Stormwater Coalition meetings.
- Town officials have collaborated to better define the ongoing decision-making processes that affect the Town's infrastructure and water quality.
- Produced a plastic sleeve for holding vehicle registration slips that contain numerous stormwater management tips. Distributed the sleeves to residents as part of their vehicle registration in the Town of Plaistow.

• Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 10
1.1 Revised	Informational Brochures for yard work activities.	Town Manager/Sean Fitzgerald	Develop and print 2,000 brochures and make available for distribution.	“Stormwater Solutions” brochure includes lawn care activities. This was distributed in June 2011 at the Town’s Old Home Day event and was posted on the Town’s cable and website.	The brochure will be updated, published and distributed as in Year 9.
1.2 Revised	Informational Brochures for Trash Management and Disposal of Hazardous Waste.	Town Manager/Sean Fitzgerald	Develop and print 2,000 brochures and make available for distribution.	A flyer describing proper hazardous waste disposal and announcing the date and location of hazardous waste collections by the Town was published in the local newspaper and on the Town’s website.	1. This flyer will again be published as in Year 9. 2. A flyer on alternative disposal methods will be distributed at hazardous waste collections and posted on the Town’s website.
1.3 Revised	Town Stormwater Management Program in Annual Town Report	Town Manager/Sean Fitzgerald	Annually report on stormwater program activities.	A dedicated report on the purpose and need for Stormwater Management Practices was included in the 2011 Town Report. In addition, statements were also included in the Highway, Planning Department, Conservation Commission, and Rockingham Planning Commission sections of the Annual Town Report describing Town and regional stormwater activities and status.	Continued inclusion of a dedicated section of the Annual Town Report, including more information about the work of the Town’s Stormwater Task Force.

1.4 Revised	Classroom education including teacher education.	Town Manager/Sean Fitzgerald	Develop and implement program in elementary school by Summer 2009 and taught to students by Spring 2010. Develop an education program with Timberlane High School.	The Town again met with science teachers at Timberlane Regional High School to discuss program alternatives and utilization of students for Stormwater Management activities the Town is working on. The possibility of students conducting water quality data analysis of locally collected data was discussed as they are seeking more local information for classroom studies. [Reliance on the school is required.]	Continue to work with the High School Science Department on various MS4 Permit activities. Conduct at least 1 classroom session at the High School based upon the curriculum of the NH Fish and Game Watershed Education Program or appropriate water resources sections of the Wonders of Wildlife or Environmental Stewards program.
1.5 Revised	Promote BMPs on local cable TV.	Cable Committee/	Information on Cable and semiannually thereafter.	Cable TV has broadcasted various stormwater meetings at Town Hall. A Cable TV public service announcement was broadcasted over 700 times in the reporting year.	Stormwater public service announcements will be displayed on Cable TV at least twice. This will include broadcasting "When it Rains, it Drains" PSA.
1.6 Revised	Hazardous Household Waste Collection Proper disposal of prescription medications.	Highway Department/Dan Garlington Police and Health Departments	Semi-annual notice in paper, cable, website. Notices in paper, cable, website and other forms of distribution.	Two household hazardous waste collections were conducted (May and October). Notices of the collections were provided in the local paper, cable TV, and Town website.  Plaistow's Police and Health Departments held a prescription medication collection day. This event was promoted through brochures distributed at various events, cable and website notices.	Hold bi-annual Hazardous Waste Collections with provision of notices in local paper, cable TV and on the Town's website.  Hold biannual Prescription Drug Collection Days with provision of notices in local paper, cable TV and on the Town's website. These are held in conjunction with the National "Drug Take Back Days." In addition, an updated brochure on proper disposal of prescription medications will again be distributed at hazardous waste collections, other events and will be posted on the Town's website and cable channel.

### 1a. Additions

1.7	Middle School stormwater education.	Town Manager/Sean Fitzgerald	Develop an education program with Regional Middle School.	Initiated discussions with educators at the Regional Middle School to explore opportunities for stormwater education.	Conduct at least 1 classroom session at the Middle School of NH Fish and Game Watershed Education Program or appropriate water resources sections of the Wonders of Wildlife or Environmental Stewards program.
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### 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 10
2.1 Revised	Storm Drain Stenciling	Highway Department/Dan Garlington	Develop stencil program and stencil catch basins	A stencil was applied to 80% of the Town's catch basins.	The Town plans to obtain a new stencil and mark all remaining catch basins that are able to be stenciled.
2.2 Revised	Conservation Commission promotion of water quality.	Conservation Commission/Tim Moore	Solicit public participation by news releases and cable and annually thereafter.	The Conservation Commission worked with local newspapers and Cable TV to have a number of stormwater community programs announced. Additionally, the Commission provided numerous reports to the Selectmen on water quality issues that were broadcasted to town citizens via Cable TV.	Conservation Commission to continue to promote stormwater issues via news release and cable TV announcements.

2.3 Revised	Link on website for reporting problems and deficiencies.	Town Manager/Sean Fitzgerald	Link on website and updated annually.	A link was created on the Town website in April 2010 for the public to email the Code Enforcement Officer of stormwater issues/violations. The link was not used and no investigations were initiated this year as a result of the link, however, two phone calls were received for IDDE concerns and were investigated.	Continue posting information on the website and continue the link to report problems and deficiencies.
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### 2a. Additions

2.4	Place roadside signs identifying subwatersheds in Town.	Conservation Commission/Tim Moore	Annually place five signs.	No progress in reporting year.	Conservation Commission will prepare roadside signs identifying five of the Town's subwatersheds and place them at appropriate and visible sites in Town.
2.5	Encourage public participation in planting vegetation that would improve stormwater quality.	Conservation Commission/Tim Moore	Plant at least 100 trees or shrubs/year.	Planted numerous trees for Town sponsored Arbor Day Event.	Distribute 200 tree saplings to residents on Arbor Day.

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 10
3.1 Revised	Preparation of Master Drainage Plan.	Town Manager/Sean Fitzgerald	Delineation of outfalls to receiving waters.	All catch basins were added to the drainage plan GIS file.	Verify and ground-truth all drainage facilities.



3.2 Revised	Storm Sewer Ordinance	Planning Board/Town Planner Leigh Komornick	Ordinance previously adopted by Town and reviewed as needed.	No changes to the ordinance were made in the reporting year.	Review ordinance for potential modification as needed. Consider consolidating this ordinance with other stormwater related ordinances.
3.3 Revised	Qualitative observation of discharge at outfalls.	Conservation Commission/Tim Moore	Observations of delineated outfalls.	Wet-weather observations of 16 outfalls tributary to Kelley Brook were conducted.	Complete wet weather observations of the remaining outfalls tributary to Kelley Brook.
3.4 Revised	Dry weather screening of outfalls.	Conservation Commission/Tim Moore	Observations of delineated outfalls.	Dry weather screening of all Town outfalls was accomplished in prior years.	None planned. All known outfalls have been screened.
3.5 Revised	Develop program for elimination of illicit discharges, if any.	Conservation Commission/Tim Moore	Plan developed.	Criteria for listing outfalls for further investigation were established in prior year. Water quality benchmarks were developed.	Program has been established.
3.6 Revised	Implement program for elimination of illicit discharges, if any.	Conservation Commission/Tim Moore	Enforcement Actions taken.	Initiated investigation of 37 outfalls that exceeded benchmark levels for bacteria in the fall 2010 monitoring will be conducted. This will include resampling the outfalls in wet weather conditions with higher flows.	Additional investigations will be conducted as outfalls are verified that meet the stated criteria.

### 3a. Additions

3.7	Collaborate with NHDES on Kelley Brook monitoring.	Town Planner/Leigh Komornick	Annual review of data logger reports.	New Work with NHDES.	Collaborate with NHDES staff on the location of various data loggers in Kelley Brook to isolate potential impairment and/or eliminate stretches of the Brook.
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3.8	Reporting potential violations of water quality and wetlands to NHDES as needed.	Code Enforcement/Town Planner/Highway Department	Filing reports to the NHDES on their website.	Filed 5 separate complaints of water quality and/or wetlands violations to NHDES and assisted with the follow-up on each site. As a result, an Administrative Order resulted due to one of the complaints.	Continue to file complaints as water quality related violations are detected.
3.9	Staff support to the "Plaistow First Committee."	Code Enforcement/Town Planner/Town Manager	Identification of Town owned properties to be preserved for water supply, water conservation, Town Forest, Open Space and Passive Recreation.	Created a list of recommended Town owned properties to preserve for either future water supply or water conservation.	Continue to support the work of the Plaistow First Committee and the Board of Selectmen in carrying out the various recommendations.
3.9.1	Efforts to purchase a local farmhouse and 29 acres of land with an easement located along the Little River for conservation and protection of the watershed.	Town Manager/Town Planner	Preservation of the Little River watershed.	Sponsored a 2011 Town Warrant to seek approval of funding to purchase the building and land.	Continue to pursue/negotiate the purchase of the building and land.

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 10
4.1 Revised	Preparation of Town Ordinance to address BMPs for new construction, SWPPPs, setbacks and disposal of discarded building materials.	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments.	Discussions were held in previous years on appropriate BMPs.	Continue to evaluate regulations and modify as needed.
4.2 Revised	Develop procedures for Site Plan review of Construction Site Runoff Control.	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments.	Discussions were held in previous years on appropriate procedures.	Continue to evaluate regulations and modify as needed.
4.3 Revised	Develop procedures for site inspection, enforcement, and penalties for non-compliance.	Code Enforcement/Mike Dorman	Adopt procedures.	Informal procedures are in-place.	Code Enforcement Officer to obtain certification as Certified Erosion, Sediment and Storm Water Inspector or other equivalent or to receive in-house training from qualified personnel.

#### 4a. Additions

	None				
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**5. Post-Construction Stormwater Management in New Development and Redevelopment**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities Permit Year 10</b>
5.1 Revised	Preparation of Town ordinance to address structural BMPs for land disturbance	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments	Post-Construction Stormwater Ordinance was prepared and adopted by vote, March 2011.	Continue to evaluate regulations and modify as needed.
5.2 Revised	Develop procedures for Site Plan review and review of SWPPPs	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments	The Planning Board and staff have evaluated procedures. No related activities this year.	Continue to evaluate procedures and modify as needed.
5.3 Revised	Promote open drainage systems and groundwater recharge through infiltration systems	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments	Regulation was adopted in 2004-05. No related activities this year	Continue to evaluate regulations and modify as needed.

5.4	Revised	Develop procedures for site inspections, enforcement, fees	Code Enforcement/Mike Dorman	Develop procedures	Procedures are in-place through occupancy permit. Also adopted new checklist and associated requirements for annual site inspections for stormwater.	Continue to evaluate procedures and checklist and modify as needed.
		Adopted an amendment to the Stormwater - Post Construction Ordinance requiring annual inspections by developments to certify that proper maintenance of on-site drainage infrastructure and storm water systems have been performed and are functioning properly. This amendment included a new checklist to be utilized for these inspections.	Development Contractors working with Code Enforcement/Mike Dorman	Adopted a checklist.		

**5a. Additions**

None			
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## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 10
6.1 Revised	Prepare Operations & Maintenance Plan to reduce pollutants from municipal activities	Highway Department/Dan Garlington	Develop plan	Staff have evaluated elements of a plan. Preparation of a formal written plan is in-process.	Prepare written plan and implement.
6.2 Revised	Implement Employee Training Program	Highway Department/Dan Garlington	Train staff and review annually.	Staff continue to participate in stormwater coalition meetings and other training sessions and meetings with various associations. Training sessions have been held for the Town Selectmen, Planning Board, and staff.	Conduct additional training sessions for highway department and other staff. Schedule annual training sessions and document participation and topics covered.
6.3 Revised	Catch basin and storm system maintenance	Highway Department/Dan Garlington	Clean and inspect catch basins at least once every two years. Clean and inspect catch basins once per year in fall.	All of the Town catch basins were cleaned once.	Clean all of the Town catch basins once in permit year.
6.4 Revised	Annual sweeping of streets in Town	Highway Department/Dan Garlington	Sweep 100% of streets annually by August 1 <sup>st</sup> .	All Town streets were swept once in June 2010.	Sweep all Town streets by August 1.

### 6a. Additions

	None				
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**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) [This section is not applicable]**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 10
Revised					
Revised					
Revised					
Revised					
Revised					

**7a. Additions**

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**7b. WLA Assessment**

#### **Part IV. Summary of Information Collected and Analyzed**

Outfalls tributary to Kelley Brook, a 303(d) listed impaired waterbody, were identified for wet weather sampling. Samples were collected from 37 outfalls in fall 2010; 16 outfalls were attempted to be sampled but were repeatedly dry in wet-weather conditions. Of the 37 outfalls sampled, 28 exceeded benchmark levels for bacteria. There were no exceedences of other criteria. Although the sampling activities were conducted during wet-weather conditions, the flows at the outfalls were generally low or nonexistent, which may be a factor in the bacterial exceedences. A plan was prepared to resample those outfalls that had exceedences and those that were dry and investigate why the 16 outfalls had no flow during wet weather conditions.

In Plan Year 9, no-flow conditions at the 16 dry outfalls were again documented and investigations on their configuration that are resulting in no observed wet weather flow are ongoing. Bacteria sampling activities are also ongoing. Pending the results of the resampling, further investigations will be conducted for those outfalls that have recurrent bacteria exceedences.



# PLAISTOW FIRST COMMITTEE

## Phase II Recommendations - April 2012

