

5/3/13

P

Municipality/Organization: Town of Plaistow, NH

EPA NPDES Permit Number: NHR-041026

Annual Report Number & Reporting Period: Year 10 April 1, 2012 – March 31, 2013

# NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2013)

## Part I. General Information

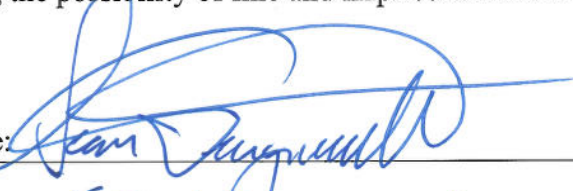
Contact Person: Sean Fitzgerald Title: Town Manager

Telephone #: (603) 382-7371 Email: sfitzgerald@plaistow.com

Mailing Address: 145 Main Street, Plaistow, NH 03865

### 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<sup>st</sup> 2013

### **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 10, the Town completed a number of significant stormwater related activities this year, including:

- 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 collections
- Discussed stormwater education programs with representatives of the local school district
- 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

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<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 10</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities Permit Year 11</b>
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 2012 at the Town’s Old Home Days event	The brochure will again be published as in Year 10.
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	1. 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. 2. A flyer on alternative disposal methods was distributed at hazardous waste collections and posted on the Town’s website. 3. A brochure on proper disposal of prescription medications was distributed at hazardous waste collections and posted on the Town’s website.	The flyers and brochure will again be published and distributed as in Year 10 as well as shown on the Town’s cable television channel.
1.3 Revised	Town Stormwater program in Annual Town Report	Town Manager/Sean Fitzgerald	Annually report on stormwater program activities	A dedicated section for the Town’s Stormwater Committee describing the town and regional stormwater activities and status was included in the Annual Report Also included was a map of the watersheds and drainage outlets.	Again include a dedicated section of the Annual Report for the Town’s Stormwater Committee.

1.4	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 worked with science teachers at Timberlane Regional High School to discuss program alternatives. Implementation of a program is anticipated in Year 11. [Reliance on the school is required.]	Conduct at least 1 classroom session at the High School of NH Fish and Game Watershed Education Program or appropriate water resources sections of the Wonders of Wildlife or Environmental Stewards program.
Revised					
1.5	Promote BMPs on local cable TV	Cable Committee/	Information on Cable and semiannually thereafter	Cable TV broadcasted various stormwater meetings at Town Hall. A Cable TV public service announcement was broadcasted multiple times in the reporting year.	Additional stormwater public service announcements will be displayed on Cable TV at least twice.
Revised					
1.6	Hazardous Household Waste Collection	Highway Department/Dan Garlington	Semi-annual notice in paper, cable, website	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	Hold bi-annual collections; provide notices in local paper, cable TV and on the Town's website.
Revised					

**1a. Additions**

1.7	Middle School stormwater education	Town Manager/Sean Fitzgerald	Develop an education program with Regional Middle School	The Town continued discussions with educators at the Regional Middle School to explore opportunities for stormwater education. Implementation of a program is anticipated in Year 11. [Reliance on the school is required.]	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.
-----	------------------------------------	------------------------------	--	--	---

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 11
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 in Year 9, however, the stenciled paint was found to smear and wear quickly. Stenciling the remainder of the catch basins was discontinued.	The Town plans to evaluate the best means to mark catch basins throughout town, including using a new stencil, different paint or a small plaque.
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, 6 emails were received for IDDE concerns and were investigated.	Continue posting and link on website.

## 2a. Additions

2.4	Place roadside signs identifying subwatersheds in Town	Conservation Commission/Tim Moore	Annually place five signs.	A committee finalized the design of the signs. Purchase and installation of the first round of signs is anticipated in Year 11.	Conservation Commission will prepare roadside signs identifying at least 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	The Town sponsored a poster contest for children on the benefits from forests and planted trees at the town library and recreation field. The town is placing the Town Forest in a conservation easement and acquired 43 acres of additional land to add to the protected forest.	Conduct additional related public activity such as distributing 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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 11
3.1 Revised	Preparation of Master Drainage Plan	Town Manager/Sean Fitzgerald	Delineation of outfalls to receiving waters	The required maps were prepared in previous years; no activities were conducted in Year 10.	Verify and ground-truth all drainage facilities.
3.2 Revised	Storm sewer ordinance	Planning Board/Town Planner	Ordinance adopted by town and reviewed annually	Adopted an amendment to the ordinance requiring large developments in Town to provide written review of their stormwater systems and any maintenance work performed. Also updated to reference the State of New Hampshire's "Stormwater Manual."	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	Several wet-weather observations of outfalls tributary to Kelly Brook were conducted; no flow was observed	Complete wet weather observations of the remaining outfalls tributary to Kelly Brook or evaluate the fate of collected stormwater if no flow at the outfall is observed.

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 a 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	No investigations were conducted since no wet weather flows at the remaining designated outfalls were observed.	Additional investigations will be conducted as outfalls are verified that meet the stated criteria.

### 3a. Additions

	None				
--	------	--	--	--	--

### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 11
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 on appropriate BMPs.	Evaluate regulations and modify as needed.
4.2	Develop procedures for Site Plan review of Construction Site Runoff Control	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments	Discussions were held on appropriate procedures.	Evaluate regulations and modify as needed.



Revised				Adopt procedures		
4.3	Develop procedures for site inspection, enforcement, and penalties for non-compliance	Code Enforcement/Mike Dorman			Informal procedures are in-place.	None planned in Year 11.
Revised						
4.4	Provide link on website for reporting violations	Town Manager/Sean Fitzgerald		Information on website with mailing, phone, and email address to contact	See BMP 2.3	See BMP 2.3
Revised	BMP 2.3 incorporates reporting violations for construction runoff, therefore, BMP 4.4 will be deleted.					

**4a. Additions**

	None					
--	------	--	--	--	--	--

### 5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 11
5.1 Revised	Preparation of Town ordinance to address structural BMPs for land disturbance	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments	Ordinances were prepared in prior years. Updated a reference the State of New Hampshire’s “Stormwater Manual.”	Evaluate regulations and modify as needed. Consider consolidating this ordinance with other stormwater related ordinances
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	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	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. No related activities this year.	Evaluate procedures and modify as needed.

### 5a. Additions

None					
------	--	--	--	--	--

### 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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 11
6.1 Revised	Prepare Operations & Maintenance Plan to reduce pollutants from municipal activities	Highway Department/Dan Garlington	Develop plan	No activity in this year.	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.	Half of the Town catch basins were cleaned once.	Clean the remainder of the Town catch basins
6.4 Revised	Annual sweeping of streets in Town	Highway Department/Dan Garlington	Sweep 100% of streets annually by August 1	All Town streets were swept once in June 2012.	Sweep all Town streets by August 1.

### 6a. Additions

	None				
--	------	--	--	--	--

**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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 11
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

**7a. Additions**

--	--	--	--	--	--

**7b. WLA Assessment**

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

Outfalls tributary to Kelly 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 again in Year 10 but were repeatedly dry in wet-weather conditions. Of the 37 outfalls sampled in 2010, 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, and therefore are believed to not be representative of the watershed conditions. A plan was prepared to resample those outfalls that had exceedences and those that were dry, however, on planned sampling days no measurable flow was observed. In Year 11, the Town intends to prepare an investigation of the fate of stormwater collected in the subject drainage systems. Flows in the system outfalls and upstream manholes will be observed and documented to determine if the flows are infiltrating or if structural conditions need to be addressed.