



Town of Plaistow, New Hampshire
OFFICE OF THE TOWN MANAGER
Sean R. Fitzgerald

Plaistow Town Hall
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May 1, 2016

Ms. Glenda Velez
US Environmental Protection Agency – Region 1
5 Post Office Square – OEP06-01
Boston, MA 02109-3912

Mr. Jeff Andrews
New Hampshire Department of Environmental Services
Water Division
Wastewater Engineering Bureau
P.O Box 95
Concord, NH 03302

RE: *Submittal of the Town of Plaistow MS4 General Permit Year 13 Annual Report*

Dear Ms. Velez and Mr. Andrews:

Attached please find The Town of Plaistow's Annual Report for Year 13 of the MS4 Stormwater Permit. As a community, we have worked hard to minimize the impact of stormwater runoff on the environment and are pleased to report on our continuing efforts to enhance water quality. We are committed to our environmental stewardship and have many completed, ongoing, and planned stormwater related activities to report.

Over the last several years, the Town has made many changes to water ordinances and regulations in order to maintain stormwater systems as part of our obligation to eliminate or greatly minimize illicit discharges to the Town's watersheds. The Town is strongly committed to continuing its development and implementation of programs aimed at reducing the discharge of pollutants from the Town's regulated Small MS4s to the maximum extent practicable; with the goals of protecting water quality and satisfying the water quality requirements of the Clean Water Act and New Hampshire water quality standards.

As a community, the Town of Plaistow is acutely aware of the connection between stormwater and groundwater, which is the source of 100% of the Town's drinking water. We have worked hard over the last year to ensure that the Town of Plaistow's *Annual Report for Year 13* of our MS4 Stormwater Permit conveys the full measure of our commitment to preserving and protecting the environment under the MS4 program. This year the Town used the funds it was previously awarded through a source water protection grant to update the Source Water Protection Plan, review/update the Aquifer Protection

Continued

Ordinance (Approved at the annual Town meeting in March 2015), review existing groundwater protection rules, and develop a BMP inspection/survey program for Potential Contamination Sources

(PCSs) identified in the Town. Additionally, the Town completed a Potable Water Supply Feasibility Study with funding it had previously received from the NHDES. The purpose of this project was to evaluate the feasibility of converting the existing fire suppression system to a combined fire suppression system/potable drinking water distribution system for residential and commercial areas in the vicinity of a former leaking underground storage tank site. These projects highlight the effort the Town is undertaking relative to its on-going commitment to water quality.

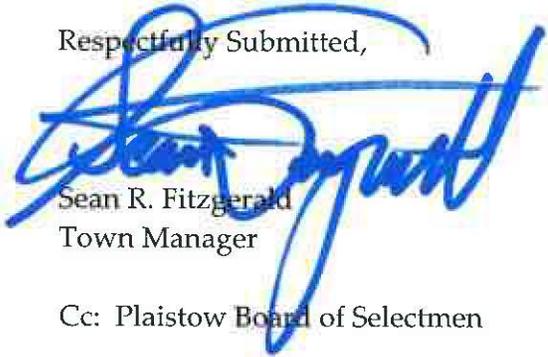
The Town completed a number of stormwater-related activities this year including:

- Held numerous meetings with the Selectmen, Planning Board and staff regarding stormwater stewardship and regulatory responsibilities;
- Conducted quarterly Stormwater Task Force meetings consisting of members of the Planning Department, Compliance Department, the Town Manager, the Highway Department, and an outside stormwater consultant, Normandeau Associates, Inc.;
- Continued monitoring of stream water quality at twenty-one (21) surface water quality stations by the Town's Conservation Commission;
- Town was awarded a \$19,990 grant in 2013 to update the Town's Source Water Protection Plan, review/update the Aquifer Protection Ordinance, review existing groundwater protection rules, and develop a BMP inspection/survey program for Potential Contamination Sources (PCSs); these efforts continued through 2015;
- Continued work from 2014 when awarded \$120,000 in funding for Potable Water Supply Feasibility Study project to evaluate the feasibility of converting existing fire suppression system to a combined fire suppression system/potable drinking water distribution system for residential and commercial area in vicinity of former leaking underground storage tank site. The Town was awarded an additional \$35,000 to evaluate fire protection engineering issues related to the conversion of the system to a combined system;
- Town staff have been actively involved with organizations that provide education on stormwater and low-impact development issues;
- Cleaned 511 Town-owned catch basins and removed approximately 30 cubic yards of material during 2015;
- Removed approximately 80 cubic yards of material swept from Town streets during the spring of 2015;
- Town held Household Hazardous Waste collection day in May 2015 and participated in Household Hazardous Waste collection day in Hampstead in October 2015;
- Informational brochures were handed out at these Hazardous Waste Days;
- Coordinated a stormwater education program conducted by New Hampshire Department of Transportation at the Pollard Elementary School in June 2015;
- Initiated dialogue with representatives of Timberlane Regional School District regarding conducting stormwater education programs at Pollard Elementary School in 2016;
- Pollard Elementary School grew 100 red maple seedlings as part of 2015 Arbor Day event and distributed seedlings for planting in June 2015;
- Distributed public information on stormwater protection in hard copy, electronically (via the Town's website), and using the Town's cable TV service;

- Town created a "Facebook" page in 2015 that posts general town information; residents can check for any postings regarding MS4 activities;
- Town officials have collaborated to better define the ongoing decision-making processes that affect the Town's infrastructure and water quality;
- Town Official attended a Regional Planning Commission meeting in Sept. 2015 to discuss MS4 topic;
- Roadside signs identifying Subwatersheds were installed in 2015;
- Town Highway Department conducted quarterly staff meetings - discussed salt usage, storage/handling of salt, any other spills and how to handle. Also attended winter maintenance workshop in October 2015 located in Plymouth, NH. Stormwater consultant, Normandeau Associates attended a Manchester, NH Area Stormwater Coalition meeting in October 2015; and,
- Town added dog waste collection stations with bags in 2015 and placed them at the cemetery, the Town Hall, the Town Forest, and on Old County Road.

Should you have any questions regarding this submittal, please call me or Greg Jones, Town Planner, at (603) 382-5200.

Respectfully Submitted,



Sean R. Fitzgerald
Town Manager

Cc: Plaistow Board of Selectmen

Municipality/Organization: TOWN OF PLAISTOW, NH

EPA NPDES Permit Number: NHR-041026

Annual Report Number & Reporting Period: Year 13
April 1, 2015 – March 31, 2016

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2016)

Part I. General Information

Contact Person: Sean Fitzgerald

Title: Town Manager

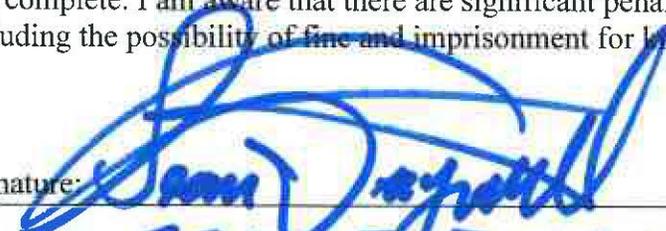
Telephone #: (603) 382-5200 ext. 261

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: 5/2/2016

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). The US Fish and Wildlife Service determination of permit eligibility with regard to the Endangered Species Act is pending.

Part I.B.2(f). The US Fish and Wildlife Service determination of permit eligibility with regard to Essential Fish Habitat is pending.

Part I.B.2(g). The State Historic Preservation Officer determination of 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 stormwater discharges contribute to a 303(d) listed water body (Kelly Brook/Little River/Seaver Brook) and specifically identified control measures and BMPs to control the discharge of the pollutants of concern (bacteria, pH, dissolved oxygen). This effort is ongoing.

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

During Permit Year 13, the Town conducted a number of stormwater-related activities including:

- Numerous meetings with the Selectmen, Planning Board and staff regarding stormwater stewardship and regulatory responsibilities;
- Conducted quarterly Stormwater Task Force meetings consisting of members of the Planning Department, Department of Building Safety, the Town Manager, the Highway Department, and an outside stormwater consultant, Normandeu Associates, Inc.;
- Continued long term monitoring of stream water quality at twenty-one (21) surface water quality stations by the Town's Conservation Commission;
- Town was awarded a \$19,995.70 grant in 2013 to update the Town's Source Water Protection Plan, to review/update the Aquifer Protection

Ordinance, to review existing groundwater protection rules, and to develop a BMP inspection/survey program for Potential Contamination Sources (PCSs); these efforts continued through 2015, with the updated Source Water Protection Plan being approved by the NHDES Drinking and Groundwater Bureau in January of 2016;

- Continued work from 2014 when awarded \$120,000 in funding for Potable Water Supply Feasibility Study project to evaluate the feasibility of converting existing fire suppression system to a combined fire suppression system/potable drinking water distribution system for residential and commercial area in vicinity of former leaking underground storage tank site. Awarded an additional \$35,000 to evaluate fire protection engineering issues related to the conversion of the system to a combined system.
- Town staff have actively been involved with organizations that provide education on stormwater and low-impact development issues;
- Cleaned 511 Town-owned catch basins and removed approximately 30 cubic yards of debris during 2015;
- Removed approximately 80 cubic yards of material swept from Town streets during the spring of 2015;
- Town held Household Hazardous Waste collection day in May 2015 and participated in Household Hazardous Waste Day collection day in Hampstead in October 2015;
- Informational brochures were handed out at these Hazardous Waste Days;
- Coordinated stormwater education program conducted by New Hampshire Department of Transportation at the Pollard Elementary School in June 2015.
- Initiated dialogue with representatives of Timberlane Regional School District regarding conducting stormwater education programs at the Pollard Elementary School in 2016;
- Pollard Elementary School grew 100 red maple seedlings as part of 2015 Arbor Day event and distributed seedlings for planting in June 2015;
- Distributed public information on stormwater protection in hard copy, electronically (via the Town's website), and using the Town's cable TV service;
- Town created a "Facebook" page that posts general town information; residents can check for any postings regarding MS4 activities. The Facebook page was added in 2015.
- Town officials have collaborated to better define the ongoing decision-making processes that affect the Town's infrastructure and water quality.
- Town Official attended Regional Planning Commission meeting in Sept. 2015 to discuss MS4 topic.
- Roadside signs identifying subwatersheds were installed in 2015.
- Town Highway Department conducted quarterly staff meetings; discussed salt usage, storage/handling of salt, any other spills and how to handle. Also attended winter maintenance workshop in October 2015 located in Plymouth, NH. Stormwater consultant, Normandeau Associates attended a Manchester, NH Area Stormwater Coalition meeting in October 2015.
- Town added dog waste collection stations with bags in 2015 and placed them at the cemetery, the Town Hall, the Town Forest, and on Old County Road.

Review of 2015-2016 MS4 Stormwater Scope of Work – Status to Date

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) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Goals for Permit Year 14
1.1	Informational Brochures for yard work activities	Town Manager/Sean Fitzgerald	Develop and print 2,000 brochures and make available for distribution	<ul style="list-style-type: none"> • The brochure on yard waste was published in Year 12 and distributed at events by Conservation Commission (i.e., Old Home Days) and available at Town Hall. 	<ul style="list-style-type: none"> • Continue to distribute brochure on yard waste at the Town Hall, the Transfer Station, and during public events (i.e., Old Home Days). • Publish an article in the local paper on green yard maintenance techniques. • Create and distribute brochure addressing issues related to dog waste (in context of bacterial listing of waterways). This brochure will be provided to all dog license holders at time of issuance and will be made available on the Town website and on the Cable TV channel. • Publish an article in the local paper regarding proper techniques for dog waste management. • Create dog license holder GIS layer to initiate efforts to target literature. • Add informational brochures on yard waste and fertilizers to the Town website.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Goals for Permit Year 14
1.2	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	<ul style="list-style-type: none"> • Flyers and brochure were published and distributed in Year 12 at events by Conservation Commission (i.e., Old Home Days), available at Town Hall, and shown on the Town’s Cable TV channel and Town Website. • Two Public Service Announcement regarding Plaistow Recycling and JRM (solid waste contractor for Town) Information and Recycling listed on Town’s web site. • Included sections in the Town Annual Report for the Recycle Go-Green Committee as well as a listing of the recycling calendar. 	<ul style="list-style-type: none"> • Review other resources for informational brochures including neighboring communities, NHDES, and national outlets. • Update existing brochure for distribution and display on the Cable TV channel. • Include section in Annual Report for Recycle Go-Green Committee. • Brochures for trash management and disposal of hazardous waste to be handed out at the schools.
1.3	Town Stormwater program in Annual Town Report	Town Manager/Sean Fitzgerald	Annually report on stormwater program activities	<ul style="list-style-type: none"> • The Town of Plaistow’s 2015 Annual Report included a dedicated section for the Town’s Stormwater Management Task Force as well as a section from the Water Department that focused on drinking water well testing. 	<ul style="list-style-type: none"> • The Town of Plaistow’s 2016 Annual Report will include a dedicated section for the Town’s Stormwater Management Task Force, and a section from the Water Department that focuses on drinking water well testing.
1.4	High School Classroom education including teacher education	Town Manager/Sean Fitzgerald	Develop and implement program at Timberlane High School to teach both educators and students about stormwater	<ul style="list-style-type: none"> • Established communication with NH Fish & Game, NH Dept. of Environmental Services Project WET, NH Dept. of Transportation, and Mark Pedersen, Academic Dean of STEM at Timberlane Regional Middle and High School. • Developed list of Stormwater Education Programs offered by various agencies with list of points of contact. 	<ul style="list-style-type: none"> • Conduct classroom sessions at Timberlane High School using the NH Fish and Game Watershed Education Program or other appropriate water resources sections of the Wonders of Wildlife or Environmental Stewards program.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Goals for Permit Year 14
1.5	Promote BMPs on local cable TV	Cable Committee	Information on Cable and semiannually thereafter	<ul style="list-style-type: none"> • Two stormwater PSAs are available on Town cable TV (Vimeo). • Presented on the Source Water Protection Grant at the NH DES watershed conference in June in Concord). This information has been posted on the Town’s webpage. 	<ul style="list-style-type: none"> • Develop three cable access programs on the following topics: <ul style="list-style-type: none"> a) New MS4 changes. b) Discussion of BMPs. c) Roundtable stormwater discussion, which may include task force members and members of the Rockingham Planning Commission and NHDES. • Continue to post information provided by NHDES Source Water Protection Grant Program on slides to be run on Cable TV. • Expand promotion of BMPs on local cable TV and Town Facebook page.
1.6	Hazardous Household Waste Collection	Highway Department/Dan Garlington	Semi-annual notice in paper, cable, website, Facebook page	<ul style="list-style-type: none"> • Participated in bi-annual multi-town household hazardous waste collections in April and October 2015; provided notices in local paper, cable TV and on the Town’s website. • Hosted May 2015 event. • Participated in October 2015 event. 	<ul style="list-style-type: none"> • The Town will again hold a Household Hazardous Waste Collection Day scheduled once annually in Plaistow (April 30, 2016) and will gather data on the quantity and type of waste being dropped off at these events. Surveys will be given to residents and will be summarized in a table. • Town to continue participating in multi-town hazardous waste days. • Promotional materials to be handed out at the schools to promote spring event.

1a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Goals for Permit Year 14
1.7	Middle School stormwater education	Town Manager/Sean Fitzgerald	Develop an education program with Regional Middle School	<ul style="list-style-type: none"> • Contacted Timberlane Regional School District representative to determine interest and schedules regarding stormwater education. • Contacted NHDOT Stormwater Outreach Program regarding their Spring 2015 schedule and NH F&G for their Spring and Fall 2015 schedule regarding appropriate water resources sections of the Wonders of Wildlife Program (ponds, wetlands). 	<ul style="list-style-type: none"> • Teach NH Fish and Game watershed class.
1.8	Elementary School stormwater education	Town Manager/Sean Fitzgerald	Develop an education program with Elementary School	<ul style="list-style-type: none"> • Coordinated with Pollard Elementary School to have NHDOT conduct outreach to students on the impacts of stormwater on water quality using their “stormwater table” to provide a visual representation of the movement of stormwater across the landscape picking up pollutants (motor oil, fertilizers, pet waste, dirt, road salt, trash, soap) and ultimately ending up in aquatic ecosystems. This occurred on June 9, 2015. 	<ul style="list-style-type: none"> • Schedule to have NHDOT teach their stormwater outreach program. Date is scheduled for Thursday – June 9, 2016. • Reach out to Pollard School to see if they would be interested in having NH F&G Wonders of Wildlife (ponds & wetlands) program for fall 2016.
1.9	Dog Waste Signs with Collection Bags	Highway Department/Dan Garlington	Place signs in dog walking areas to promote cleanup of dog waste	<ul style="list-style-type: none"> • In 2015 signs were created and placed in 5 areas to promote removal of dog waste. Signs included plastic bag dispensers. 	<ul style="list-style-type: none"> • Continue to maintain signs, stock waste collection bags.
1.10	Promote BMPs on Town website and Facebook Page	Town Manager/Sean Fitzgerald	Expand promotion of BMPs to Town website and Facebook	<ul style="list-style-type: none"> • Town created a “Facebook” page that posts general town information; residents can check for any postings regarding MS4 activities. The Facebook page was added in 2015. 	<ul style="list-style-type: none"> • Promote BMPs on Town website. • Continue to post MS4 activities to Facebook. • Add a BMP of the month to the Facebook page.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
2.1	Storm Drain Stenciling	Highway Department/Dan Garlington	Develop stencil program and stencil catch basins	<ul style="list-style-type: none"> • Attempts were previously made to mark a limited number of catch basins with a stencil system purchased by the Town. The paint and stenciling system did not work well. • The Town is evaluating other stenciling options including circular disks that can be attached to the pavement adjacent to the catch basin. 	<ul style="list-style-type: none"> • Find stenciling system that works. • Stenciling 50% of catch basins in Town, as funding allows. • Stenciling to be a school project towards the end of the 2016 school year. Students will be making the stencils using a CNC machine.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
2.2	Conservation Commission promotion of water quality	Conservation Commission/Tim Moore	Solicit public participation by news releases and cable and annually thereafter	<ul style="list-style-type: none"> • Conservation Commission continued promotion of stormwater issues via news release and cable TV announcements. • Conservation Commission coordinated with consultant to continue collection of surface water quality samples at 21 surface water sampling stations. • Conservation Commission and Normandeau developing database for surface water quality sampling results. 	<ul style="list-style-type: none"> • Finish development of comprehensive water quality database which includes water quality data from the Conservation Commission as well as the Stormwater Task Force. • Collect annual surface water quality samples at 21 surface water sampling stations. • Drinking water testing program to occur in September 2016. Test kits will be provided to residents and samples will be submitted to the NHDES analytical laboratory in Concord. • Coordinate with Hampstead (abutting town) to test surface waters along impaired reaches. • Determine where the greatest impact to Kelly Brook is occurring.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
2.3	Link on website for reporting problems and deficiencies	Town Manager/Sean Fitzgerald	Link on website and update annually	<ul style="list-style-type: none"> Reviewed the process for reporting problems and deficiencies. Link on web site to complaint form. Complaints typically submitted by letter or phone call. It was agreed that the location of the form on the website and the reporting method warranted revision. Online form is not an option at this point. Residents can call Town Code Enforcement Officer or Health Officer. 	<ul style="list-style-type: none"> Review and revise process for submitting requests. The Town's website to be updated / upgraded to have the capability of online form submission. At minimum update printable form with submittal address, fax #, and email address. New website to be launched that will have an MS4 section. Electronic complaint form will be part of the new town website.

2a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
2.4	Place roadside signs identifying sub-watersheds in Town	Conservation Commission/Tim Moore	Place signs to note entering watersheds.	<ul style="list-style-type: none"> A GIS map for Kelly Brook, Little River, and Snows Brook was prepared for selecting signage locations. The majority of road signs identifying entrance into these watersheds were installed by Highway Department staff and Conservation Commission personnel. 	<ul style="list-style-type: none"> The Highway Department will install additional watershed signs in the rights-of-way as funding allows.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
2.5	Encourage public participation in planting vegetation that would improve stormwater quality	Conservation Commission/Tim Moore	Plant at least 100 (native to NH) trees or shrubs/year	<ul style="list-style-type: none"> Coordinated an Arbor Day event that involved students at the Pollard Elementary School planting 100 red maple seedlings in their green house for the students to take home in June 2015 for planting. 	<ul style="list-style-type: none"> Continue coordination with schools to plant trees with students on Arbor Day. Event has been scheduled for 2016. Three (3) six foot tall trees will be planted – two at the Library and one at the Town Hall. Seek donations from hardware stores in Town as well as landscaping companies for trees, soil and tools to plant.
2.6	Town cleanup event	Conservation Commission	Host town cleanup event once annually	<ul style="list-style-type: none"> In 2015 town hosted a cleanup weekend to remove litter/waste from roadsides throughout town 	<ul style="list-style-type: none"> Cleanup event is planned for May 2016.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
3.1	Preparation of Master Drainage Plan	Town Manager/Sean Fitzgerald	Delineation of outfalls to receiving waters	<ul style="list-style-type: none"> Verified and ground-truthed location and condition of 14 stormwater infrastructure facilities; all were sampled during dry weather screening in June 2014 and wet weather screening/sampling in October 2014. 	<ul style="list-style-type: none"> Continue GPS of stormwater structures including state, town, and private structures and update map as necessary. Develop a plan that identifies catch basins, drainage system features, pipes, etc. Evaluating option of hiring intern to help with this task during summer of 2016.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
3.2	Storm sewer ordinance	Planning Board/Town Planner/Greg Jones	Ordinance adopted by Town and reviewed annually	<ul style="list-style-type: none"> Reviewed stormwater related ordinances including Article XVI Stormwater – Illicit Discharge and Connection, Article XVIIA Stormwater – Post Construction, and Article XIXA Stormwater – Operation and Maintenance. 	<ul style="list-style-type: none"> Review ordinance for potential modification, as needed. Review existing NH Town storm sewer ordinances and make recommendations for any changes to Town of Plaistow ordinances, as necessary.
3.3	Qualitative observation of discharge at outfalls	Conservation Commission/Tim Moore	Observations of delineated outfalls	<ul style="list-style-type: none"> Identified a new list of outfalls for dry weather inspection and mapped these locations. Reviewed list of outfalls and determined if any locations need to be reviewed or updated for qualitative observation. 	<ul style="list-style-type: none"> Conduct wet weather monitoring during the spring/early summer of 2016 following wet weather precipitation criteria.
3.4	Dry weather screening of outfalls	Conservation Commission/Tim Moore	Observations of delineated outfalls	<ul style="list-style-type: none"> All known outfalls have been inspected at least once. Developed summary table with schedule for conducting next round of inspections; goal of conducting 25% per year for next four years. 	<ul style="list-style-type: none"> Conduct dry weather observations at outfall locations listed on inspection summary table for 2016 (~25% of all locations or 18 locations). To occur during the spring/early summer of 2016 following consecutive days of dry weather.
3.5	Develop program for elimination of illicit discharges, if any.	Conservation Commission/Tim Moore	Development of Plan	<ul style="list-style-type: none"> Program has been developed. 	<ul style="list-style-type: none"> Review plan and make recommendations to improve program, if needed.
3.6	Implement program for elimination of illicit discharges, if any	Conservation Commission/Tim Moore	Enforcement Actions taken	<ul style="list-style-type: none"> Program has been implemented. 	<ul style="list-style-type: none"> Implement revised program, if needed. Additional screening will be subsequent to stormwater infrastructure investigation. Develop schedule for remaining investigations based on results of stormwater sampling conducted to date.

3a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
	None				

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
4.1	Preparation of Town Ordinance to address BMPs for new construction, SWPPPs, setbacks and disposal of discarded building materials.	Planning Department/Town Planner/Greg Jones	Adopt Subdivision and Site Review Amendments	<ul style="list-style-type: none"> • Ordinances already established. 	<ul style="list-style-type: none"> • Continue to evaluate ordinance. • Review other NH Town ordinances and make recommendations for modifications, as needed. • Create stormwater infrastructure map. • Develop a form for existing structures for Town ordinances.
4.2	Develop procedures for Site Plan review of Construction Site Runoff Control	Planning Department/Town Planner/Greg Jones	Adopt Subdivision and Site Review Amendments	<ul style="list-style-type: none"> • Ordinances already established. 	<ul style="list-style-type: none"> • Continue to evaluate procedures. • Review other NH Town procedures and make recommendations for modifications, as needed.
4.3	Develop procedures for site inspection, enforcement, and penalties for non-compliance	Code Enforcement/Mike Dorman	Adopt procedures	<ul style="list-style-type: none"> • Ordinances already established. 	<ul style="list-style-type: none"> • Continue to evaluate procedures. • Review other NH Town procedures and make recommendations for modifications, as needed.

4a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
	None				

4b. Deletions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
4.4	Provide link on website for reporting violations BMP 2.3 incorporates reporting violations for construction runoff; therefore, BMP 4,4 will be deleted.	Town Manager/Sean Fitzgerald	Information on website with mailing, phone, and email address to contact	Combined with BMP 2.3	<ul style="list-style-type: none"> Check to see what system is available to report violations to Town.

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) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
5.1	Preparation of Town ordinance to address structural BMPs for land disturbance	Planning Department/Town Planner/Greg Jones	Adopt Subdivision and Site Review Amendments	<ul style="list-style-type: none"> Ordinances were prepared in prior years. 	<ul style="list-style-type: none"> Evaluate ordinances and modify as needed. Review other NH Town ordinances and compare with Plaistow.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
5.2	Develop procedures for Site Plan review and review of SWPPPs	Planning Department/Town Planner/Greg Jones	Adopt Subdivision and Site Review Amendments	<ul style="list-style-type: none"> • The Planning Board and staff have evaluated procedures in prior years. • Town awarded a \$19,995.70 grant in 2013 to update the Town's Source Water Protection Plan, to review/update the Aquifer Protection Ordinance, review existing groundwater protection rules, and develop a BMP inspection/survey program for Potential Contamination Sources (PCSs) identified in the Town. • PCS inspections were conducted in 2015. 	<ul style="list-style-type: none"> • Evaluate procedures and modify as needed. • Review other NH Town procedures and compare with Plaistow. • Continued PCS inspections will be conducted as part of the grant during 2016.
5.3	Promote open drainage systems and groundwater recharge through infiltration systems	Planning Department/Town Planner/Greg Jones	Adopt Subdivision and Site Review Amendments	<ul style="list-style-type: none"> • Ordinance was developed in 2004-2005. • Town awarded a \$19,995.70 grant to update the Town's Source Water Protection Plan in 2013 and continued work in 2015. 	<ul style="list-style-type: none"> • Create an LID development/stormwater ordinance to be part of the Town's zoning regulations.
5.4	Develop procedures for site inspections, enforcement, fees	Code Enforcement/Mike Dorman	Develop procedures	<ul style="list-style-type: none"> • Procedures are established through occupancy permit. • Evaluated procedures and determined current form that is sent out to businesses regarding post-construction stormwater compliance should be revised (shortened and simplified). 	<ul style="list-style-type: none"> • Modify post-construction stormwater compliance form. • Develop a database of businesses to send out the post-construction stormwater compliance form to be more user-friendly. • Develop an on-line form and submittal process for the Town website.

5a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
5.5	Assessment of Impervious Cover	Planning Department/Town Planner/Greg Jones	Determine % imperviousness throughout Town	<ul style="list-style-type: none"> Reviewed procedures/methods for calculating impervious cover (IC). Reviewed funding possibilities for performing IC evaluation. 	<ul style="list-style-type: none"> Use GIS and GPS ground-truthing to establish impervious area of the individual watersheds within the Town. Evaluating option of hiring intern to help with this task during summer of 2016. Possibly work with Planning Commission on this. Develop an impervious cover GIS layer.

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
6.1	Prepare Operations & Maintenance Plan to reduce pollutants from municipal activities	Highway Department/Dan Garlington	Develop plan	<ul style="list-style-type: none"> Discussed components required for O&M plan at quarterly meetings. Reviewed Highway Department garage with NHDES personnel as part of BMPs inspection prom for facilities that use/store chemicals or petroleum products. 	<ul style="list-style-type: none"> Research and review other O&M Plans for other Towns. Prepare written plan and implement.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
6.2	Implement Employee Training Program	Highway Department/Dan Garlington	Train staff and review annually	<ul style="list-style-type: none"> • Staff continued to participate in stormwater coalition meetings and other training sessions and meetings with various associations, as time allows. • Highway department staff participates in quarterly staff meetings, which include discussion on salt usage, storage/handling of salt, and how to address any spills of other materials. • Training sessions have been held for the Town Selectmen, Planning Board, and Conservation Commission personnel. • Town Highway Department attended winter maintenance workshop in October 2015 located in Plymouth, NH (Planning and Predicting for Winter Maintenance). 	<ul style="list-style-type: none"> • Develop list of additional training opportunities for highway department personnel and other staff. Participate in training opportunities when possible. • Continue participation in stormwater coalition meetings. Next meeting scheduled for July 20, 2016. Town to reach out to representatives from neighboring towns to see if they want to participate. • Develop annual training program for Highway Department staff. • Highway Department to attend a winter road maintenance seminar in Rhode Island in May 2016.
6.3	Catch basin and storm system maintenance	Highway Department/Dan Garlington	Clean and inspect catch basins at least once every two years	<ul style="list-style-type: none"> • Cleaned 511 Town catch basins in October 2015. Conducted by the Highway Supervisor and independent contractor. • Removed approximately 30 yards of material, which is stockpiled at the highway depot for future use consistent with NH regulations and guidance. 	<ul style="list-style-type: none"> • Continue with annual fall catch basin cleanings. • Guidelines on Management of Street Wastes to evaluate reuse/disposal options and requirements are currently being revised.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
6.4	Annual sweeping of streets in Town	Highway Department/Dan Garlington	Sweep 100% of streets annually by August 1	<ul style="list-style-type: none"> Street sweeping is done annually in the spring by an independent contractor hired by the Town. Street sweeping was conducted in June 2015 and is scheduled to be conducted in May 2016 by Immaculate Power Sweeping. Approximately 80 yards of material were removed in June 2015, and were stockpiled at the highway depot for future use consistent with NH regulations and guidance. 	<ul style="list-style-type: none"> Scheduled to have street sweeping conducted in May/June 2016. Working on having samples of street sweeping and catch basin material analyzed. Guidelines on Management of Street Wastes to evaluate reuse/disposal options and requirements are currently being revised.

6a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
	None				

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 13
	None				

7a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
	None				

7b. WLA Assessment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
	None				

Part IV. Summary of Information Collected and Analyzed

The Town of Plaistow has contracted with Normandeau Associates, Inc. to conduct surface water sampling at twenty one (21) locations on the TMDL listed reach of Kelly Brook/ Little River and tributaries. Each of the sampling locations has been previously sampled and determined to contain bacterial concentrations in excess of State standards for surface water. Each of the surface water sampling locations will continue to be sampled annually. Sampling will be conducted to assess the efficacy of best management practices being implemented within the stream watersheds.