

**New Hampshire Small MS4 General Permit
Annual Report
City of Dover, NH
Permit Year 1**

EPA NPDES Permit Number NHR041000

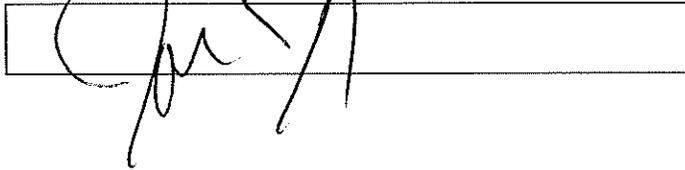
Certification

"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 gathered and evaluated 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."

Printed Name

J. Michael Joyal, Jr., City Manager

Signature



Date

9/30/2019

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Small MS4 Authorization

The following annual report is intended to document on the activities undertaken over the reporting period from May 1, 2018 – June 30, 2019 in accordance with the Notice of Intent. NOI can be found at the following (document name or web address):

<https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities>

Compliance activities have been identified and described in the Dover's Stormwater Management Plan (SWMP) and Illicit Discharge Detection and Elimination Plan (IDDE). Those documents can be found at the following website and will be referred to throughout this report:

SWMP: <https://www.dover.nh.gov/government/city-operations/planning/stormwater/index.html>

IDDE: <https://www.dover.nh.gov/government/city-operations/planning/stormwater/index.html>

MCM1 - Public Education and Outreach

BMP: Grass and Fertilizer

Description: Launch an outreach campaign based on Dover's use of steam as a chemical free means of performing municipal weed control. <https://www.seacoastonline.com/news/20190601/dover-creates-steam-machine-to-kill-curb-side-weeds>

Targeted Audience: Residential &/or Business

Responsible Department/Parties: Community Services

Measurable Goal(s): To have article printed in one local newspaper and shared over social media by at least three other organizations. **Goal was achieved.**

Message Date: June 1, 2019

BMP: Petwaste Disposal

Description: Pass out brochures and information promoting proper pet waste management, impacts of improper management, and disposal requirements at the City of Dover Apple Harvest Day event. Have residence pledge to properly dispose of pet waste and enter to win high-quality pet waste collector (poop-scoop) and gift certificate for pet grooming at local pet store.

Targeted Audience: Pet Owners

Responsible Department/Parties: Community Services Department

Measurable Goal(s): Approximately 20,000 people attend Apple Harvest Day. A total of 76 people signed a pledge to follow proper pet waste protocol. **Goal was achieved.**

Message Date: October 6, 2018

BMP: Disposal of Leaf and Grass Clippings

Description: Pass out leaf and debris brochures and information promoting the use of curbside yard waste collection program at the City of Dover Apple Harvest Day event. Have residents pledge to properly dispose of leaf and grass clippings and enter to win a high-quality rake and yard waste bags.

Targeted Audience: Residential &/or Business

Responsible Department/Parties: Community Services Department

Measurable Goal(s): Approximately 20,000 people attend Apple Harvest Day. A total of 50 people signed a pledge to follow proper yard waste removal protocol. **Goal was achieved.**

Message Date: October 6, 2018

BMP: Septic System Maintenance

Description: Distribute and promote brochure, directing to website to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems at the City of Dover Apple Harvest Day event. Get Pumped NH is a collaborated effort between the New Hampshire Association of Septage Haulers (NHASH) and the New Hampshire Department of Environmental Services (NHDES).

Targeted Audience: Septic System Owners

Responsible Department/Parties: Community Services Department

Measurable Goal(s): Count the number of reconstructed or eliminated septic systems. 19 new/reconstructed septic systems were reviewed during this reporting period and 9 septic systems were discontinued due to the extension of new sewer main. **Goal was achieved.**

Message Date: October 6, 2018 and throughout the year

MCM2 - Public Participation

BMP: Public Participation in Stormwater Management Program Development

Description: The Stormwater Management Program was publicly reviewed at the July 15, 2018, publicly noticed Dover Utilities Commission meeting.

Responsible Department/Parties: Community Services Department.

Measurable Goal(s): Input was received. **Goal was achieved.**

MCM3 – Illicit Discharge Detection and Elimination

BMP: IDDE Legal Authority

The City of Dover has established legal authority as outlined in the IDDE plan.

BMP: Sanitary Sewer Overflow (SSO) Inventory

Number of SSO's identified this year: **Zero**

Number of SSO's removed this year: **Zero**

BMP: Map of Storm Sewer System

Map of storm sewer system and associated outfalls is in progress in accordance with the accepted NOI. Progress map can be found in the IDDE plan.

BMP: IDDE Program

A Written IDDE plan has been developed and is available on our website.

Initial outfall identification, characterization and prioritization has been completed and included in the IDDE plan. Written investigation deliverables will progress in accordance with the accepted NOI and is scheduled to be complete by April 1, 2020.

The following tasks are in progress in accordance with the accepted NOI.

Number and percent of total outfall catchments served by the MS4 evaluated using the catchment investigation procedure: **Zero**

Number of dry weather outfall investigations/screenings: **Zero**

Number of wet weather outfall inspections/sampling events: **Zero**

Number of illicit discharges removed: **Zero this reporting period.**

Estimated gallons of flow removed: **Zero.**

BMP: Employee Training

June 27, 2018; Steve Landry and Rob Livingston of NHDES provided Illicit Discharge training at the Seacoast Stormwater Coalition meeting.

As a routine IDDE, materials and training, including information on how to identify illicit discharges and SSOs are made available to applicable employees in accordance with IDDE plan.

MCM4 – Construction Site Stormwater Runoff Control

BMP: Sediment and Erosion Control Ordinance

Section 149-19 (d) of the City of Dover Site Review Regulations and the City of Dover, New Hampshire, Community Services - Construction Guidelines, Permits, Rules and Regulations (<https://www.dover.nh.gov/government/city-operations/community-services/index.html>)

BMP: Site Plan Review Procedures

Section 149-4 of the City of Dover Site Review Regulations outlines applicability and review process.

BMP: Site Inspections and Enforcement of Sediment and Erosion Control Measures Procedures:

Section 149-19 (d) of the City of Dover Site Review Regulations and the City of Dover, New Hampshire, Community Services - Construction Guidelines, Permits, Rules and Regulations (<https://www.dover.nh.gov/government/city-operations/community-services/index.html>)

The following tasks are in progress in accordance with the accepted NOI.

Number of site plan reviews completed: **100% of sites requiring review under this MS4 permit, have been inspected. 10 projects input information into the NHDES lead PTAP tracking program. We will continue to input city projects and require that private developments input data as part of planning board approvals.** The City of Dover requires all new development and redevelopment projects with impervious expansions over 1,000 sf or disturbance over 20,000 sf, as well as all subdivisions and lot line adjustments, at a minimum be reviewed by the Technical Review Committee. As part of the Technical Review process, projects are required to meet the stormwater erosion control and post development standards. Additionally, the community services department reviews all driveway and road cutting applications, stormwater is considered as part of those reviews.

Number of inspections: **100% of sites requiring inspection under this MS4 permit, have been inspected.** The City of Dover has an Engineering Technician position who is responsible for inspections of all private development that has gone through the Planning Board approval process within the City. A kick-off meeting is held at the start of every project with city staff, the developer, and the sitework contractor. At this meeting, clear stormwater runoff control expectations are discussed. Throughout the construction the sites are regularly inspected and maintenance is mandated if necessary.

Number of enforcement actions: While no formal fines have been collected, the Engineering Technician and other staff have regularly asked contractors to make improvements and modifications to the erosion control practices being implemented.

MCM5 – Post Construction Stormwater Management in New Development and Redevelopment

BMP: Post-Construction Ordinance (due in year 2)

Section 149-19 A of the City of Dover Site Review Regulations.

BMP: Street Design and Parking Lot Guidance Report (due in year 4)

Section 149-4 of the City of Dover Site Review Regulations requires minimum parking standards apply. City of Dover Complete Streets and Traffic Calming Standards require the use of green infrastructure be incorporated into the design or redesign of City streets.

BMP: Green Infrastructure Report (due in year 4)

Deliverables will progress in accordance with the accepted NOI and is scheduled for year 4.

BMP: List of Municipal Retrofit Opportunities (due in year 4)

Deliverables will progress in accordance with the accepted NOI and is scheduled for year 4.

MCM6 – Good Housekeeping and Pollution Prevention for Permittee Owned Operations

BMP: Parks and Open Spaces Operations and Maintenance Procedures (due year 2)

Deliverables will progress in accordance with the accepted NOI and is scheduled for year 2.

BMP: Buildings and Facilities Operations and Maintenance Procedures (due year 2)

Deliverables will progress in accordance with the accepted NOI and is scheduled for year 2.

BMP: Vehicles and Equipment Operations and Maintenance Procedures (due year 2)

Deliverables will progress in accordance with the accepted NOI and is scheduled for year 2.

BMP: Catch Basin Cleaning Program

A schedule for catch basin cleaning has been established with the goal of ensuring that a catch basin should not be more than 50% full. This is detailed in the SWMP.

The following tasks are in progress in accordance with the accepted NOI.

Number of catchbasins within MS4 regulated area: **3,075**

Number catchbasins inspected in accordance with the SWMP: **1,493**

Number of catchbasins cleaned: **1,493**

Volume or mass of material removed: **approx. 800 cy**

BMP: Street sweeping program

A street sweeping program has been established such that all streets with curbing and/or catchbasins and permittee-owned parking lots are swept in accordance with permit conditions.

The following tasks are in progress in accordance with the accepted NOI.

Number of (lane) miles swept: **The City of Dover has approximately 154 miles of roadway. All paved roads, regardless of curbs or drainage structures are swept at least once a year. Targeted street sweeping in downtown or high-load areas is ongoing, and occurs once or twice a week. All publicly owned parking lots, including schools, are swept at a minimum once a year. Additionally, Dover has a sidewalk sweeper that sweeps in downtown areas throughout the warmer months.**

Volume or mass of swept material: **The volume of material is not tracked.**

BMP: Winter Road Maintenance Program

A winter road maintenance program has been established with a goal of reducing salt usage. Salt reduction strategies implemented this year include calibrating the salt trucks, brining roadways ahead of storms, pre-wetting salt, ensuring salt is always covered, training personnel, sending plow operators through the Green SnowPro program, and as part of planning board approvals, mandating that private operators of new or redevelopments that have been approved during the reporting period by Green SnoPro certified.

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

The City of Dover continues to collect information with a goal of inventorying and formally inspecting all municipally owned BMPs. Any BMPs that are safety or flooding hazards are dealt with as needed.

BMP: SWPPP(due year 2)

Deliverables will progress in accordance with the accepted NOI and is scheduled for year 2.

TMDL's and Water Quality Limited Waters

Bacteria/Pathogens

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP's have been implemented in accordance with the SWMP.

Nitrogen

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP's have been implemented in accordance with the SWMP.

The City of Dover, through it's participation in the Seacoast Stormwater Coalition and continued involvement with the NHDES led Pollutant Tracking and Accounting Program (PTAP), are working to satisfy the tracking and accounting requirement of the municipally owned structural BMP's listed in Attachment 1 to Appendix H.

Solids, Oil and Grease (Hydrocarbons), or Metals

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP's have been implemented in accordance with the SWMP.

Chloride

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking.

The City of Dover, through it's participation in the Seacoast Stormwater Coalition and continued involvement with the NHDES led Green Snow Pro Program are working to develop a public education regarding impacts of salt use, methods to reduce salt use on private property, modifications to driving behavior in winter weather as listed in Attachment 1 to Appendix H. Salt use, and winter maintenance is also addressed as part of the planning board approval process.

Description of any changes in identified BMPs or measurable goals

This is the first reporting period under the new permit requirements. Many format changes and strategies have been revised from the previous report. The City of Dover will continue to monitor the BMP's and measurable goals and make revisions as appropriate in upcoming years to ensure success of the program.

Activities for the Next Reporting Cycle

City of Dover will continue to implement activities in accordance with the approved Notice of Intent.