

Year 1 Annual Report

New Hampshire Small MS4 General Permit

Reporting Period: May 1, 2018 – June 30, 2019

Please do not attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Number:

Primary MS4 Program Manager Contact Information:

Name **Title**

Department

Phone Number **Email**

Address

City **State**

Zip **Fax Number**

Stormwater Management Program (SWMP) Information:

SWMP Location (web address):	https://arcg.is/1nmPa1
Date of Last Update:	June 30, 2019

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)	<input type="checkbox"/> Bacteria/Pathogens	<input checked="" type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
	<input checked="" type="checkbox"/> Solids / Oil / Grease (hydrocarbons) / Meals			
TMDL(s)	<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Lake and Pond Phosphorus	

Next, check off all requirements below that have been completed. **By checking each box, you are certifying that you have completed that permit requirement fully.** If you have not completed the requirement, leave the box unchecked. Additional information will be requested in later sections.

Year 1 Requirements:

- Develop and begin public education outreach program.
- Identify and develop inventory of all known locations where SSO's have discharged into the MS4 in the last 5 years.
 - The SSO inventory is attached to the email submission.
 - The SSO can be found on the following website:

<https://arcg.is/1nmPa1>

- Develop written IDDE plan including a procedure for screening and sampling outfalls.
- IDDE Ordinance complete.
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation.
 - The priority ranking of outfalls/interconnections is attached to the email submission.
 - The priority ranking of outfalls/interconnections can be found at the following website:

<https://arcg.is/1nmPa1>

- Construction / Erosion and Sediment Control (ESC) ordinance complete.
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures.
- Develop written procedures for site plan review.
- Keep a log of catch basins cleaned or inspected.
- Complete inspection of all stormwater treatment structures.

Annual Requirements:

- Annual opportunity for public participation in review and implementation of SWMP.
- Comply with State Public Notice Requirements.
- Keep records relating to the permit available for 5 years and make available to the public.
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to

receiving waters.

- Annual training to employees involved in IDDE program.
- All curbed roadways have been swept a minimum of one time per year.

Bacteria / Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements:

*Public Education and Outreach**

- Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate.
- Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time.
- Provide information to owner's septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria.

**Public education messages can be combined with other public education requirements as applicable (see appendix H and F for more information)*

Chloride Impairment

Annual Requirements:

Public Education and Outreach

- Include an annual message in November/December to private road salt applicators and commercial industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies.

Nitrogen Impairment

Annual Requirements:

*Public Education and Outreach**

- Distribute an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow release fertilizers.
- Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances when appropriate.
- Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter.

**Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.1.d.iii to a minimum of two times per year (spring and fall).

Potential Structural BMP's

- Any structural BMP's listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the phosphorus removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP in each annual report.

Solids, Oil and Grease (Hydrocarbons), or Metal Impairments

Annual Requirements:

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increase street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads.
- Prioritize inspection and maintenance for each catch basin to ensure that no sump shall be more than 50 percent full. Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings.

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self-assessment:

IDDE Ordinance - On March 11th, 2008 the Town of Goffstown voted in a number of changes to the Town's Zoning ordinance which should provide the necessary authority to manage storm water concerns as required under the MS4 permit. Primarily, a new section (Section 12) related to stormwater was added to the ordinance. The language gives the Town's Code Enforcement officer authority to regulate stormwater related activities in response to NHDES and EPA requirements. Additionally, specific details for dealing with storm water shall be adopted by the Goffstown Planning Board as part of the Development Regulations. A specific IDDE Ordinance has not been completed at this time.

Construction / Erosion and Sediment Control (ESC) ordinance – The Town's Development Regulations (Appendix C) outline the Town's Construction and Erosion and Sediment Control requirements. A separate ordinance has not been completed at this time.

Develop written procedures for site inspections and enforcement of sediment and erosion control measures – DPW is working with the Planning Department to draft a new section for the Town's Development Regulations that includes procedures and enforcement of sediment and erosion control measures.

Structural BMPs – Not applicable - the Town does not have any relevant structural BMPs.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your list of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes No

If yes, describe below, including any relevant impairments or TMDL's:

Part IV: Minimum Control Measures

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

MCM1: Public Education

Number of educational messages completed during the reporting period:

10

Below, report on the educational messages completed during the first year. For measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

<u>BMP:</u>	Stormwater Page on Website
Message Description and Distribution Method:	Stormwater Information, Available on the Town's Website
Targeted Audience:	General Public, residents, businesses, engineers, contractors
Responsible Department/Parties:	Department of Public Works/IT
Measureable Goal(s):	Working with IT to establish a view tracker – once IT has established that, we will track the number of website hits
Message Date(s):	June 1, 2018-present
Message Completed for:	<input type="checkbox"/> Appendix F Requirements <input type="checkbox"/> Appendix H Requirements
Was this message different than what was proposed in your NOI?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<u>BMP:</u>	Stormwater Brochures
Message Description and Distribution Method:	Brochures for each audience, Available on the Town's Website, at Town Hall, local hardware store, Town Library, and DPW.
Targeted Audience:	Residents, Businesses, Developers, Industrial
Responsible Department/Parties:	Department of Public Works
Measureable Goal(s):	Number of brochures handed out
Message Date(s):	September 10, 2018-present
Message Completed for:	<input checked="" type="checkbox"/> Appendix F Requirements <input checked="" type="checkbox"/> Appendix H Requirements
Was this message different than what was proposed in your NOI?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<u>BMP:</u>	Storm Drain Stenciling
Message Description and Distribution Method:	Storm drains are marked to remind residents that they drain to local water bodies
Targeted Audience:	General Public, residents, businesses
Responsible	Department of Public Works

Department/Parties:	
Measureable Goal(s):	Number of drains marked
Message Date(s):	July 2018 – annually each summer
Message Completed for:	<input type="checkbox"/> Appendix F Requirements <input type="checkbox"/> Appendix H Requirements
Was this message different than what was proposed in your NOI?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<u>BMP:</u>	GTV Stormwater Video
Message Description and Distribution Method:	DPW Interns developed a stormwater educational video for GTV
Targeted Audience:	General Public, residents, businesses, engineers, contractors
Responsible Department/Parties:	Department of Public Works
Measureable Goal(s):	Number of views
Message Date(s):	March 7, 2019-present
Message Completed for:	<input checked="" type="checkbox"/> Appendix F Requirements <input checked="" type="checkbox"/> Appendix H Requirements
Was this message different than what was proposed in your NOI?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<u>BMP:</u>	Stormwater Information Webpages
Message Description and Distribution Method:	DPW Interns developed a stormwater information webpages for each of our targeted audiences
Targeted Audience:	Residents, businesses, engineers, contractors
Responsible Department/Parties:	Department of Public Works
Measureable Goal(s):	Number of views
Message Date(s):	May 2019-present
Message Completed for:	<input checked="" type="checkbox"/> Appendix F Requirements <input checked="" type="checkbox"/> Appendix H Requirements
Was this message different than what was proposed in your NOI?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of Stormwater Management Program (SWMP) during the reporting period:

The SWMP was posted to our Stormwater Webpage. We created a specific email address for accepting feedback on the document and encouraged people to email us with suggestions.

Was this opportunity different than what was proposed in your NOI?

Yes No

Describe any other public involvement or participation opportunities conducted during the reporting period:

We have an adopt-a-spot program to focus on cleaning up litter around town. We have very active participation from the public in this program this year.

A representative from DPW attends regular stormwater coalition meetings for the Manchester & Nashua Stormwater Coalition. We find that interacting with other communities helps give us ideas for new initiatives we can implement in town.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified:

Number of SSOs removed:

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Number of SSOs identified:

Number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

We have mapped 100% of outfalls and receiving waters and initial catchment delineations. We have mapped a majority of the Town's pipes, manholes, catch basins, municipal sanitary sewer system.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.

- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

<https://arcg.is/1nmPa1>

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

Number of outfalls screened:

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

Percent of total outfalls screened:

During our outfall inspections, all of the outfalls were dry. There was no water to sample. If/when we have flow to screen, our screening results will be posted on the website.

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- The catchment investigation data is attached to the email submission.
- The catchment investigation data can be found at the following website:

<https://arcg.is/1nmPa1>

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

Number of catchment investigations completed during this reporting period:

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

Percent of total catchments investigated:

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

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- The illicit discharge removal report is attached to the email submission.
- The illicit discharge removal report can be found at the following website:

<https://arcg.is/1nmPa1>

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.

Total number of illicit discharges identified:

Total number of illicit discharges removed:

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

If/when we have illicit discharges to report, our illicit discharge removal reports will be posted on the website.

Employee Training

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

Each summer, the DPW interns are trained on illicit discharge detection. The engineering staff takes the engineering interns out to different outfalls to show them how to perform inspections. The engineering staff will take interns along to investigate any reported illicit discharges.

We are hopeful that the T2 center will develop programs that we can use for further training.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the constructions site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

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

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

Post-Construction requirements are included in the Town's development regulations. We are working to fine-tune them but do not anticipate drafting a separate ordinance. We feel that inclusion in the Town's development regulations meets the intent of the permit objectives.

As-Built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

The Town has historically required as-built drawings for new subdivisions that include a new road. We also requested as-built drawings for a new water main project including a Town facility. We are working on updates to the town's development regulations.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The street design and parking lots assessment due in year 4 of the permit term has not been started.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The green infrastructure report due in year 4 of the permit term has not been started.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMP's to mitigate impervious areas and report any properties that have been modified or retrofitted:

The retrofit properties inventory due in year 4 of the permit term has not been started.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

A procedure for catch basin cleaning has been established. The Town used a vaccon truck to complete the catch basin cleaning during the inspections. Over the past few years we have had multiple mechanical issues with the vaccon truck and it has been out of service for periods of time. In the spring we created a form for the crew to fill out as they complete the cleanings. Once we have more data, we hope to be able to identify trends of problem areas that require multiple cleanings and implement other BMPs to help reduce the accumulation of debris within the catch basin.

At this stage, we are trying to keep our vaccon running as much as possible and are working on data collection.

If complete, attach the catch basin cleaning optimization plan, or the schedule to gather information to develop the optimization plan:

- The catch basin cleaning optimization plan is attached to the email submission.
- The catch basin cleaning procedure can be found at the following website:

<https://arcg.is/1nmPa1>

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected:

Number of catch basins cleaned:

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

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

Total number of catch basins:

If applicable:

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

If sump is more than 50% full during two consecutive routine inspections/cleaning events, a note will be made and when it is time to rebuild or work on the road, adjustments will be made like re-digging the roadside ditches.

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal owned lots:

The Town currently hires Mike Rabbitt Enterprise to sweep the town's curbed streets with drainage and municipal owned lots. Sweeping is done biannually.

Report on the street sweeping completed during the reporting period using one of the three metrics below.

Number of miles cleaned:

Volume of material removed:

Weight of material removed:

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

The Town has established a winter road maintenance policy to reduce the amount of salt used. The policy is available on our website (<https://arcg.is/14f5vb>). Salt and sand are stored at the DPW facility at 404 Elm St. Goffstown, NH. The salt is in a standalone building with a dome roof.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

We have started requesting inventories from different Town departments. This item will be completed in year 2.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (such as parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

We have started requesting information from different Town departments. This item will be completed in year 2.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The DPW facility has a SWPPP in place presently, however, we plan up update the SWPPP for year 2 of the permit term.

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

None.

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

The Town has established a written procedure for stormwater treatment structure inspection and maintenance. The policy is available on our website (<https://arcg.is/14f5vb>).

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission.
- The results from additional reports or studies can be found at the following website(s):

If such monitoring studies were conducted on your behalf or if monitoring studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

N/A

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned · Develop, if not already developed, written procedures for winter road maintenance including storage salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (18 months)

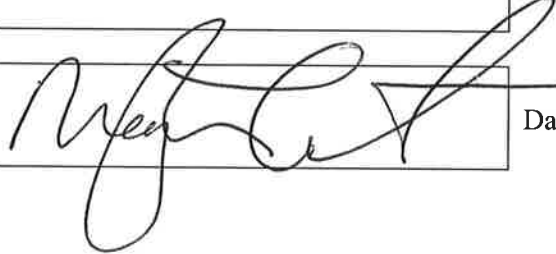
Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Implement procedures for sweeping streets and municipal-owned lots
- Implement procedures for winter road maintenance
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control · Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name:	Meghan Theriault	Title:	Director of Public Works
Signature:		Date:	9/23/2019

Annual Report Submission

Please submit the form electronically via email to EPA by clicking on the link below or using the email address listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA: stormwater.reports@epa.gov