

**New Hampshire Small MS4 General Permit  
Annual Report**

**Town of Litchfield, New Hampshire**

**Permit Year 1**

EPA NPDES Permit Number NHR041000

# Certification

**Instructions:** All reports, including SWPPPs, inspection reports, annual reports, monitoring reports, reports on training and other information required by this permit must be signed by a person described in Appendix B, Subsection 11.A or by a duly authorized representative of that person in accordance with Appendix B, Subsection 11.B. If there is an authorized representative to sign MS4 reports, there must be a signed and dated written authorization. Use the following language if your municipality wishes to file using an authorized representative.

## Authorized Representative:

The authorization letter is:

- Attached to this document (document name listed below):

See attached 9/30/19 memo from Chairman Steven Webber

- Publicly available at the website:

Litchfieldnh.gov/stormwater-management/

“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

Troy Brown

Signature



Date

9-30-19

## Primary MS4 Program Manager Contact Information:

Position/Title: Town Administrator

Name: Troy Brown

Department: Administration

Phone Number: 603-424-4206

Email: tbrown@litchfieldnh.gov

## 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-ms-new-hampshire-communities>

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

SWMP: <https://litchfieldnh.gov/stormwater-management/>

IDDE: <https://litchfieldnh.gov/stormwater-management/>

## **MCM1 - Public Education and Outreach**

### **Year 1 Activities**

#### **BMP: Grass and Fertilizer**

**Document Name and/or Web Address:**

Green Grass & Clear Water Brochure: <https://litchfieldnh.gov/wp-content/uploads/2019/09/green-grass-clear-water-flyer.pdf>

**Description:**

Distribution and promotion of flyer produced by UNH Cooperative Extension and NH Sea Grant outlining simple recommendations to keep lawns healthy while reducing water quality impacts - including proper fertilizer techniques and disposal of grass clippings.

**Targeted Audience:**

Residential &/or Business and Institutions

**Measurable Goal(s):**

Lawn care enthusiasts' residents understand the potential water quality impacts from fertilizer and improper disposal of grass clippings and are aware of the proper lawn care management techniques for reducing those impacts. Measurement includes materials distribution methods and numbers and change in visits to UNH Cooperative Extension or Town of Litchfield's stormwater webpages.

Assessment of goals will be discussed in greater detail in year 2, see [https://www4.des.state.nh.us/nh-ms4/?page\\_id=54](https://www4.des.state.nh.us/nh-ms4/?page_id=54) "Minimum Control Measure 1: Public Outreach and Education" for additional information

**Message Date:**

Brochure was developed during the reporting period and was posted on the Town website during the reporting period. Handouts were made available to the public at the Town office.

#### **BMP: Petwaste Disposal**

**Document Name and/or Web Address:**

"Every Drop" post cards or flyer: <https://litchfieldnh.gov/wp-content/uploads/2019/09/Every-Drop-Dog-Waste-Flyer.pdf>

**Description:**

Distribution and promotion of "Every Drop" brochure with proper pet waste management, impacts of improper management, pet waste ordinance, and disposal requirements messaging. The brochure includes a pledge to pick up pet waste to be made available during dog registration and other events or venues (veterinarians, dog training, groomers, etc.). Every Drop is a collaborative education effort with PREP, NHDES and other partners.

**Targeted Audience:**

Residents - Pet Owners

**Measurable Goal(s):**

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet waste,

local pet waste ordinances, and how to dispose of pet waste properly. If pledges are signed, there will be an increase of dog owners committed to picking up pet waste.

Assessment of goals will be discussed in greater detail in year 2, see [https://www4.des.state.nh.us/nh-ms4/?page\\_id=54](https://www4.des.state.nh.us/nh-ms4/?page_id=54) “Minimum Control Measure 1: Public Outreach and Education” for additional information

**Message Date:** Brochure was developed during the reporting period and was posted on the Town website during the reporting period. Handouts were made available to the public at the Town office.

### **BMP: Septic System Maintenance**

**Document Name and/or Web Address:**

<https://litchfieldnh.gov/wp-content/uploads/2019/09/Septic-Cleaning-Flyer.pdf>

<https://litchfieldnh.gov/wp-content/uploads/2019/09/Septic-Smart-Flyer.pdf>

**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. 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

**Measurable Goal(s):**

Residents are aware of water quality impacts from septic systems, the importance of maintaining septic systems and how to maintain them.

Assessment of goals will be discussed in greater detail in year 2, see [https://www4.des.state.nh.us/nh-ms4/?page\\_id=54](https://www4.des.state.nh.us/nh-ms4/?page_id=54) “Minimum Control Measure 1: Public Outreach and Education” for additional information

**Message Date:**

Brochure was developed during the reporting period and was posted on the Town website during the reporting period. Handouts were made available to the public at the Town office.

### **MCM2 - Public Participation**

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

### **MCM3 – Illicit Discharge Detection and Elimination**

#### **BMP: IDDE Legal Authority**

The Town of Litchfield has established legal authority as outlined in the IDDE plan.

#### **BMP: Sanitary Sewer Overflow (SSO) Inventory**

The Town of Litchfield has no municipally-owned sewers and therefore no Sanitary Sewer Overflows.

**BMP: Map of Storm Sewer System**

Map of storm sewer system and associated outfalls is in progress in accordance with the accepted NOI.

**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.

**BMP: Employee Training**

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**

A Written site inspection and enforcement program for erosion and sediment control measures was created and is included in our SWMP.

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

Number of site plan reviews completed: 3

Number of inspections: 45

Number of enforcement actions: none.

**MCM5 – Post Construction Stormwater Management in New Development and Redevelopment**

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

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

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

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

**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.

Total number of catch basins: 478

Number of catch basins within MS4 regulated area: 294

Number of catch basins inspected in accordance with the SWMP: 288

Number of catch basins cleaned: 288

### **BMP: Street sweeping program**

A street sweeping program has been established such that all streets with curbing and/or catch basins 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: 126

Volume or mass of swept material: 55 cubic yards

### **BMP: Winter Road Maintenance Program**

A winter road maintenance program has been established with a goal of reducing salt usage. A salt reduction strategy implemented this year includes adding two calibrated computer systems to monitor and increase salt use efficiency.

### **BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures**

The Town of Litchfield continues to collect information with a goal of inventorying and formally inspecting all municipally owned stormwater treatment structures. Any stormwater treatment structures 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.

### **Phosphorus**

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 Town of Litchfield, through its participation in the Lower Merrimack Valley Stormwater Coalition will satisfy the tracking and accounting requirement of the municipally owned structural BMP's listed in Attachment 1 to Appendix H.

## **Activities for the Next Reporting Cycle**

The Town of Litchfield will continue to implement activities in accordance with the approved Notice of Intent.



# TOWN OF LITCHFIELD

2 Liberty Way, Suite 1, Litchfield, NH 03052  
Tel: 603-424-4046 Fax: 603-424-3014 [www.litchfieldnh.gov](http://www.litchfieldnh.gov)

ORIGINAL

**DT: September 30, 2019**  
**TO: EPA Region 1**  
**FM: Steven J. Webber, Chairman of the Board of Selectmen**  
**RE: MS-4 Stormwater Permit Signature Authorization**  
**CC: Troy R. Brown, Town Administrator**

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Please be advised the Litchfield Board of Selectmen authorize Troy Brown, Town Administrator to sign any and all permit applications, annual reports and other documents in regards to the Towns MS-4 Permit.

If you require additional information regarding this matter please feel free to contact me anytime.

Steven J. Webber, Chairman

Date