

Year 1 Annual Report
New Permittees
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 Permit Number:

Primary MS4 Program Manager Contact Information

Name: Title:

Street Address Line 1:

Street Address Line 2:

City: State: Zip Code:

Email: Phone Number:

Fax Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

Part II: Self Assessment

Check off all requirements below that have been completed. By checking each box you are certifying that you have completed that permit requirement fully.

Year 1 Requirements

- Develop and begin public education and outreach program

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

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:

The Town has set up a webpage on its website at www.newmarketnh.gov to make reports and materials including the Stormwater Management Plan (SWMP) available on-line. M2-01

The Town held a duly noticed public information meeting on June 26, 2019 on the MS4 Program and Stormwater Management Plan (SWMP) to present the program to the public and solicit citizen input on the SWMP. M2-02

The Town has completed its SWMP and continues to update it.

The Town has set up the methodology and schedule for the delivery of public education and outreach, as set forth in MCM 1 to commence in Spring 2020.

The Town's Public Works Department currently is engaged in a regular street sweeping and catch basins cleaning program using Town equipment and labor. During the month of April the crews work five days a week until all of the roads are swept at least once. For the rest of season, from May to December, a curtailed program is implemented whereby the crews sweep for one eight hour day during the week, thereby sweeping all the roads in town 1 1/2 times over the course of the year. The Public Works Department uses a software computer sweeper application to keep track of progress and to record data using ArcGIS. In between sweeping, the crews clean catch-basins on an as-needed basis. The Public Works Department landfills any trash at the Town's landfill and properly reclaims sand and other materials at an appropriate location so they do not discharge into receiving waters.

The Town has set up an in-house coordination working group made up of representatives from the Planning Department, Building Department, Public Works Department, Facilities Department and Town's Engineering Consultant to meet monthly to coordinate MS4 program activities and set timeframes and priorities for implementation.

The Planning Department has completed a draft of updated regulations for Construction Site Stormwater Runoff Control MCM 4 and MCM 5 Post Construction Stormwater Management in New Development and Redevelopment.

The Town has started the process of collecting data and geo-referencing information for the stormwater sewer system map. A draft map showing outfalls will be available during the fall of 2019.

This Year 1 Annual Report has been put on the Town's website at www.Newmarketnh.gov.

Part III: Receiving Waters/Impaired Waters/TMDL

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

Yes No

If yes, describe below, including any relevant impairments or TMDLs:

Part IV: Minimum Control Measures

Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, these metrics are optional for new permittees; please fill out any of the metrics below that you have started. Then, proceed to Part V.

MCM1: Public Education

Number of educational messages completed during the reporting period:

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

BMP: General Education and Outreach for four groups: residents, businesses, industries, and developers.

Message Description and Distribution Method:

The Town has developed a program for distributing public education/outreach information for implementation in Year Two on the following subjects: fertilizer reduction, pet waste, yard waste, and septic system maintenance, construction site stormwater management, and industrial facility stormwater management. In addition, we held a public information meeting on June 26, 2019 introducing the public to the MS4 program and explaining what this means for future planning in the community. This meeting was aired and recorded for viewing on the Town's Public Education Government (PEG) station Cable Channel 13 and information was also made available on the Town's website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

A measurable goal has been included in the Stormwater Management Plan and will be reported on during the next reporting period.

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

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

The Town organized a public information meeting, which was held on June 26, 2019. It was recorded and aired on Channel 13, the Town's public education channel. The material will be aired periodically to reach a broader segment of the population. We directed viewers to the Town's MS4 website to where information about the program is available and requested that they provide any comments and recommendations to the Town's Planning Department.

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:

For several years, there has been a grassroots effort here in Newmarket where volunteers have organized and conducted a clean-up day once a year which has been an effective program for beautifying our roadways and removing unsightly trash and materials at the source before they could find their way into our waterways, thereby polluting our water resources. In addition, there are shoreline and water body clean-ups events that are held once a year by various environmental groups and watershed associations. In the coming year, The Town will be contracting these groups to see if a system can be set up to help quantify the amount of trash that is collected, so that data can be used to help define and measure goals in the future.

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.

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

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

The Town is working with Underwood Engineers who is assisting the Town with MS4 system mapping. They are developing a GIS-based property line map upon which NH DES watershed boundaries and the MS4 urbanized area are being delineated. Also, known stormwater outfall locations will be identified on this map as point data using GPS data. A draft map will be provided to the Town by September 30, 2019 for review and finalized by the end of 2019.

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:

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:

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:

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

Number of catchment investigations completed 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:

ILDF 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 the 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:

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:

Employee Training

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

MCMA: Construction Site Stormwater Runoff Control

Below, report on the construction 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:

CM5: 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:

The Town of Newmarket staff is in the process of updating its Subdivision and Site Plan Review Regulations in order to bring them into compliance with the requirements of both Section 2.3.5 and Section 2.3.4 of the 2017 NH Small MS4 General Permit. The first will address land disturbances greater than or equal to one acre for construction site stormwater runoff control and the second will address stormwater management in new development and redevelopment. The Planning Board has set up a subcommittee to address the later and has a draft ordinance that is being refined before going through the adoption process. These draft regulations include procedures for site inspections and enforcement measures. They include sediment and erosion control measures, control wastes, the use of Low Impact Development (LID) site planning and design strategies, practices for the treatment and infiltration, requiring operation and maintenance plans, and fines and court actions for assuring compliance.

As-built Drawings

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

The Town currently has regulations and procedures in place requiring that developers of projects that come under the existing site review and subdivision review regulations must submit "as-built" drawing and operation and maintenance plans to ensure compliance with existing stormwater 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:

No progress to date.

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:

No progress to date.

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 BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

No progress to date.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

Newmarket does catch basin cleaning annually and has acquired software for collecting data and evaluating the

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

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: 0

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:

Street Sweeping

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

Report on 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:

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:

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 (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

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:

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

Number of site inspections completed:

O&M Procedures for Stormwater Treatment Structures

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

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

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:

The Town prepared its Stormwater Management Plan for the permit term: July 1, 2019 to June 30, 2020. It is on file in the Town Hall and on the Town's website at www.newmarketnh.gov.

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)

Annual Requirements implementation

Provide any additional details on activities planned for permit year 2 below:

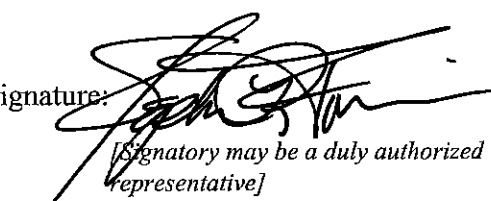
The Town of Newmarket will update the SWMP to comply with all applicable permit requirements.

Part VI: 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.

Name: Title:

Signature:  Date:
[Signatory may be a duly authorized representative]

Note: When prompted during signing, save the document under a new file name.

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

Paper Signature:
If you did not sign electronically above, you can print the signature page by clicking the button below.

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.