

9/26/19

**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: Town of Pelham, NH

EPA NPDES Permit Number: NHR041025

**Primary MS4 Program Manager Contact Information**

Name: Jeff Gowan

Title: Planning Director

Street Address Line 1: 6 Village Green

Street Address Line 2: N/A

City: Pelham

State: MA

Zip Code: 03076

Email: jgowan@pelhamweb.com

Phone Number: (603) 508-3084

Fax Number: (603) 635-6954

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address): <https://www.pelhamweb.com/pelham-stormwater-management>

Date SWMP was Last Updated: Jun 30, 2019

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:

N/A

## Part II: Self Assessment

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

<b>Impairment(s)</b>			
<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<input checked="" type="checkbox"/> Bacteria/ Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Lake and Pond Phosphorus	
<input type="button" value="Clear Impairments and TMDLs"/>			

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 a requirement leave the box unchecked. Additional information will be requested in later sections.

### Year 1 Requirements

- Develop and begin public education and outreach program
- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
  - The SSO inventory is attached to the email submission
  - The SSO inventory can be found at the following website:  
The Town of Pelham does not have SSOs.
- 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://www.pelhamweb.com/pelham-stormwater-management>
- 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 owners of 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)*

### **Phosphorus 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 and phosphorus-free fertilizers
- Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where 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 BMPs*

- Any structural BMPs listed in Attachment 3 to Appendix F 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 each annual report

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:

- ESC and site plan regulations will continue to be improved in Year 2.

- Inspections of stormwater treatment structures were completed in June/July 2018. Drainage structures in the construction phase were closely monitored during construction by the Town of Pelham's Plan Compliance Inspector.
  
- The SWMP was publicly posted and available for public review by the end of June 2019 which was advertised via social media; however, was not advertised per state notice requirements. The Town plans to advertise the SWMP availability in the newspaper in Year 2.
  
- The Town of Pelham will begin to offer staff IDDEP training annually in Year 2.
  
- Annual messaging occurred in the form of video messages aired on the Town of Pelham local television stations and brochure handouts. Additional annual messaging will occur in Year 2.
  
- Street sweeping will be increased in Year 2 for areas discharging to applicable impaired waters.
  
- Potential structural BMPs will be discussed in the following years and completed in Year 5.

### **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:

The NOI included water bodies that did not have Category 4 or 5 impairments or TMDLs. The SWMP has been updated to reflect water bodies with Category 4 or 5 impairments per the EPA approved 2016 Section 3030(d) Surface Water Quality List and/or TMDLs. The updated water body list is included in the SWMP located at the following website: <https://www.pelhamweb.com/pelham-stormwater-management>.

### 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: 2

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:[Message name here]**

Message Description and Distribution Method:

"After the Storm" and Land Conservation videos began in 2019 and continue to be shown on Pelham Community Television. The following is a schedule of the programs:

PTV – 21 (Government)

- Sunday- After the Storm 5am – Land Conservation 5:30am
- Monday - After the Storm 1am – Land Conservation 1:30am
- Tuesday - After the Storm 4am – Land Conservation 4:30am
- Wednesday - After the Storm 9am – Land Conservation 9:30am
- Thursday - After the Storm 4am – Land Conservation 4:30am
- Friday - After the Storm 7am – Land Conservation 7:30am
- Saturday - After the Storm 1pm – Land Conservation 1:30pm

PTV-22 (Public)

- Sunday - After the Storm 6am – Land Conservation 2:30pm
- Monday – After the Storm 12am – Land Conservation 1am
- Tuesday - After the Storm 6:30 – Land Conservation 2:30pm
- Wednesday - After the Storm 6pm – Land Conservation 6:30pm
- Thursday - After the Storm 4am – Land Conservation 4:30am
- Friday - After the Storm 5am – Land Conservation 5:30am
- Saturday - After the Storm 1am – Land Conservation 1:30am

Targeted Audience: Residents, Businesses, Institutions, and Commercial

Responsible Department/Parties: Planning Department

Measurable Goal(s):

"After the Storm" discussed impacts of fertilizer and pet waste carried into stormwater to receiving waters.

Message Date(s): 2019

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:

"After the Storm" was produced in 2006 by the USEPA. Public education messages will continue in Year 2.

**BMP:[Message name here]**

Message Description and Distribution Method:

The "Septic Smart" brochure from the NH Stormwater Coalition has been located on the counter of the Planning Department in 2019. The brochure is also available at the Town of Pelham's stormwater page at <https://www.pelhamweb.com/pelham-stormwater-management>.

Targeted Audience: Residents, Businesses, Institutions, and Commercial

Responsible Department/Parties: Planning Department

Measurable Goal(s):

The brochure was available to residents and employees of businesses, institutions, and commercial facilities that visited the Planning Department.

Message Date(s): 2019

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:

- Public Review: To be implemented starting in Year 2.

- Public Participation: The Year 1 SWMP was delivered (via email) to the selectmen June 24, 2019.

Comments were not received from the Selectmen. Minor edits were received from Town of Pelham and the edits were completed before June 30, 2019.

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:

- SWMP Stakeholder Group: The SWMP stakeholder group was initiated in May 2019 to assist in the SWMP development. Two meetings were held in Year 1 with a total of 12 volunteers that signed on to the group

email list. The Town of Pelham intends to continue the stormwater stakeholder group meetings quarterly.

### **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: 0

Number of SSOs removed: 0

*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: 0

Total number of SSOs removed: 0

#### **MS4 System Mapping**

Describe the status of your MS4 map, including any progress made during the reporting period:  
MS4 mapping was prepared for Year 1 requirements and will be updated as required in Year 2.

#### **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:

Outfall screening will occur in Years 2 and 3.

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

Number of outfalls screened: 0

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

Percent of total outfalls screened: 0%

#### **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:

Problem outfalls were not identified in the initial ranking. Catchment investigations will begin in Year 2.

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 0%

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

Catchment investigations will begin in Year 2.

**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 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:

Illicit discharges were not identified or investigated in Year 1.

*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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: N/A                      Not Applicable

*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: 0

Total number of illicit discharges removed: 0

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

Illicit discharges were not reported or observed in Year 1.

**Employee Training**

Describe the frequency and type of employee training conducted during the reporting period:  
The Town of Pelham will begin to offer staff IDDEP training annually in Year 2.

**MCM4: 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: 6

Number of inspections completed: 50-75

Number of enforcement actions taken: 50-75

**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:

- Town of Pelham existing regulations will be updated in Year 2 to strengthen requirements for new and redevelopment projects to meet treatment requirements for TSS and P as defined in the Permit.
- Town of Pelham existing regulations will be updated in Year 2 to strengthen requirements for new and redevelopment projects to provide groundwater recharge the the maximum extent practical.
- Town of Pelham existing regulations will be updated in Year 2 to strengthen requirements to protect drinking water supplies.

**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 of Pelham requires new and redevelopment projects to submit as-built plans. The Town of Pelham regulations will be updated in Year 2 to require long-term O&M plans of stormwater systems/devices/measures within 2-years of project completion and/or device installation.

**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 Town of Pelham has not begun the street design and parking lots assessment. The assessment will be completed in Year 4.

**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 Town of Pelham has not begun the green infrastructure report. The report will be completed in Year 4.

**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:

Town of Pelham will review possible retrofit opportunities for Year 4.

**MCM6: Good Housekeeping****Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

Catch basins are cleaned annually in accordance with the Permit requirements provided in SOP-HW-1.

*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:

<https://www.pelhamweb.com/pelham-stormwater-management>

*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: 1,579

Number of catch basins cleaned: 1,579

Total volume or mass of material removed from all catch basins: 103 tons

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

Total number of catch basins: 1763

*If applicable:*

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

The catch basins located within the Town of Pelham are cleaned annually regardless of the MS4 area. The values above are representative of the catch basins throughout the Town of Pelham and do not differentiate between catch basins within the MS4 area. Catch basins more than 50% full were not observed.

### **Street Sweeping**

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

The Town of Pelham sweeps streets annually in the spring/summer using a contracted service provider.

SOP HW-2 Street Sweeping Procedures was developed in Year 1.

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

Number of miles cleaned:

Volume of material removed: 304 yards

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:

SOP-HW-1 provides winter maintenance procedures for the Town of Pelham. In Year 1: 1,891 tons of sand; 2,214 tons of salt; and 6 tons of calcium were used for winter road maintenance. The Town of Pelham maintains salt storage in covered areas and will begin the development a salt reduction plan in Year 2.

### **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:

The Town of Pelham will develop an inventory of town-owned property in Year 2 to include: parks and open space, buildings and facilities, and vehicles and equipment.

### **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:

The Town of Pelham will develop O&M procedures for municipal activities in Year 2 for parks and open space, buildings and facilities, vehicles and equipment, and Town infrastructure.

### **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 Town of Pelham will develop SWPPPs in Year 2 for town-owned garages, public works yards, transfer station, and other properties where wastes may be 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: 0

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

Corrective actions were not observed in Year 1.

### **O&M Procedures for Stormwater Treatment Structures**

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

The Town of Pelham will review and add additional SOPs for stormwater infrastructure inspections and maintenance as needed in Year 2.

## **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:

Not Applicable.

### **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:

None noted.

### **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 runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than 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 and open space, 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 so that 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 lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of 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 to 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 program
- 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

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

The Town of Pelham plans to meet the Year 2 requirements.

## 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:  Title:

Signature:  Date:

*[Signatory may be a duly authorized representative]*