

**Year 2 Annual Report**  
**New Hampshire Small MS4 General Permit**  
**Reporting Period: July 1, 2019-June 30, 2020**

*\*\*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. Please ONLY report on activities between July 1, 2019 and June 30, 2020 unless otherwise requested.*

**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:

**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:

## Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

<b><u>Impairment(s)</u></b>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b><u>TMDL(s)</u></b>			
<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Chloride	<input checked="" type="checkbox"/> Lake and Pond Phosphorus	
			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 2 Requirements

- Completed Phase I of system mapping
- Developed a written catchment investigation procedure and added the procedure to the SWMP
- Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
  - Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or
  - operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

In April of 2019, Gordon Leedy, Community Development Director, left the Town of Amherst. His replacement, Nic Strong, was not hired until July of 2019. Three months later, Simon Corson, Town Planner, the primary representative for the MS4 permit preparation, tendered his resignation. A replacement Town Planner was not hired until March of 2020. Almost immediately upon hire, the Covid-19 emergency occurred and work practices in Town Hall changed to require some employees to work from home, temporarily suspend land use board meetings, and focus attention on public health and safety from the virus. Due to the staff turnover during the reporting period, some items were not able to be completed.

The Town of Amherst is dedicated to the management of stormwater runoff in the community. While some of the Year 2 requirements for writing procedures and updating the Stormwater Management Program (SWMP) are still in progress, the boots on the ground work of the Department of Public Works (DPW) has continued and the documentation provided with this annual report will demonstrate compliance with the published Stormwater Management Program.

With regard to the incomplete items in this section of the report, please see the following (the Year 2 requirement is listed before the status of that requirement in Amherst is explained):

**Year 2 Requirement:** Developed a written catchment investigation procedure and added the procedure to the SWMP.

**Status of Requirement:** The DPW is conducting catchment investigations and cleanings. The written procedures are being drafted and will be added to the SWMP as soon as they are completed. The updated SWMP will be posted on the town website shortly after the update.

**Year 2 Requirement:** Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP.

**Status of Requirement:** The Office of Community Development, DPW and the Amherst Conservation Commission (ACC) are working together to update the Town of Amherst's existing Stormwater Regulations to meet the requirements of the MS4 permit. The as-built plan submission requirement is included in the draft regulation which is going to be presented to the Amherst Planning Board and the Amherst Board of Health in October 2020, for discussion prior to adoption. Once adopted, the SWMP will be updated.

**Year 2 Requirement:** Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP.

**Status of Requirement:** The operations and maintenance procedures have been written for buildings and facilities, vehicles and equipment. DPW is working on the procedures for parks and open space. When that is completed they will all be added to the SWMP.

**Year 2 Requirement:** Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP.

**Status of Requirement:** The inventory is completed. When the SWMP is updated with the other procedures as noted above, this inventory will be added as well.

**Year 2 Requirement:** Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater.

**Status of Requirement:** A SWPPP is in effect for the transfer station. SWPPPs are being developed for the public works yard and maintenance garages and the Recreation Department maintenance garage. All will be added to the SWMP when that document is updated.

The SWPPPs are well into development but the public participation in review of their content was hindered by

the impacts of Covid-19 on public meetings.

### Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - This is not applicable because we do not have sanitary sewer
  - This is not applicable because we did not find any new SSOs
  - The updated SSO inventory is attached to the email submission
  - The updated SSO inventory can be found at the following website:
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated outfall and interconnection inventory and priority ranking as needed

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Annual Requirement: Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements.

Status of Annual Requirement: When the SWMP is updated with the above-noted required procedures and documents, public participation will be sought and encouraged and all State requirements for public notice will be adhered to. Since 2019, the Town of Amherst has had a Stormwater Management Program website and the public can contact us with any concerns at any time. The Town-wide cleanup day was publicized via the website and Facebook. The Amherst Conservation Commission regularly has discussions at their public meetings regarding wetlands, stormwater and runoff concerns.

Updated outfall and interconnection inventory and priority ranking as needed.

A 2019 update of outfall locations was performed by Hoyle Tanner & Associates, Inc., and the updated map showing current locations is on the Town website. The priority ranking will be reviewed and those details added to the SWMP and on the website as well.

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

#### Annual Requirements

*Public Education and Outreach\**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided 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)*

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Annual Requirement: Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate.

Status of Requirement. Due to lack of personnel and the Covid-19 pandemic, an annual message was not distributed, however, the pet waste stations around town are being used successfully and are maintained by the DPW. Educational materials are available on the town website.

Annual Requirement: Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time.

Status of Requirement: These materials were available in the Town Hall as brochures and posters. At the time of dog licensing, the Town Hall was closed to the public due to Covid-19. The Town will determine how to disseminate this information for the next dog licensing cycle. Educational materials are available on the town website.

## **Phosphorus Impairment**

### Annual Requirements

#### *Public Education and Outreach\**

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed 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*

- Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

#### *Potential structural BMPs*

- Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. 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 were documented.
- The BMP information is attached to the email submission
- The BMP information can be found at the following website:

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Annual Requirement: Distributed 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.

Status of Requirement: Due to lack of personnel and the Covid-19 pandemic, an annual message was not distributed, however, educational materials are available on the town website.

Annual Requirement: Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate.

Status of Requirement: Due to lack of personnel and the Covid-19 pandemic, an annual message was not distributed, however, the pet waste stations around town are being used successfully and are maintained by the DPW. Educational materials are available on the town website.

Annual Requirement: Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter.

Status of Requirement: Due to the Covid-19 pandemic, this message was not distributed, however, a permanent sign prohibiting such dumping was installed in a problem area where illegal dumping of leaf litter and other materials was taking place and has significantly decreased the dumping.

#### Potential structural BMPs

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.

Status of Requirement: Potential structural BMPs are being identified. We are working with the NHLMV, the UNH Stormwater Center and NHDES on developing tracking tools. This is a priority for Year 3 for both New Hampshire stormwater coalitions.

A leaching catch basin on Main Street across from the Town Hall was installed on the road/grass interface of the commons to facilitate infiltration of rain water and reduce flooding. No storage volume or nitrogen removal calculations were performed at the time, however, the basin is working as intended, no post installation flooding observed. This catch basin has been added to the list of catch basins for Town inspections and maintenance.

**Solids, Oil and Grease (Hydrocarbons), or Metals Impairment(s)**Annual Requirements*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

**Lake and Pond Phosphorus TMDL**

- Completed Legal Analysis

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

An audit of existing regulations will be undertaken to identify existing regulatory mechanisms available to effectively implement a Lake Phosphorous Control Plan as necessary. Due to lack of personnel until recently and the Covid-19 pandemic we were not able to do this in Year 2 and will be undertaking this review in Year 3.

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

The Town of Amherst Office of Community Development, DPW and Conservation Commission are committed to the management of stormwater runoff. The joint work on rewriting the Stormwater Regulations to be up to date with MS4 requirements is one example. The joint testing of water at the Ponemah Bog for road salts between DPW and the Conservation Commission is another. Additionally, when subdivision and site plan applications are submitted to the Planning Board they are sent to Department Heads and Commissions for comment, so the Board hears back on a regular basis about water quality concerns, stormwater management issues, construction concerns and so on.

Now that the Office of Community Development is fully staffed, and within the limitations of Covid-19 workplace requirements, we will be focusing on the MS4 requirements for Year 3 and also finalizing the Year 2 requirements that were not completed.

### 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:

See the following link for the August 2019 outfall location update map on the Town website: [https://www.amherstnh.gov/sites/g/files/vyhlif4116/f/pages/ms4\\_outfall\\_map.pdf](https://www.amherstnh.gov/sites/g/files/vyhlif4116/f/pages/ms4_outfall_map.pdf)



## 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 this reporting period:

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

#### **BMP: Amherst Town-wide Clean-Up Day**

Message Description and Distribution Method:

Invitation to residents to participate in cleaning up town roads, parking lots or public areas. Town website and Facebook. The event was scheduled in April of 2020, however, had to be postponed until August due to Covid-19. 280 bags were taken to be used by town residents.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Residents are aware that water quality can be maintained and improved by removing waste from the path of stormwater runoff

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:

#### **BMP: Baboosic Lake Community Septic System User Informational Meeting**

Message Description and Distribution Method:

A public information meeting was scheduled for the users of the Baboosic Lake Community Septic System and each of the 44 users was sent an invitation by mail, along with a copy of the Homeowner's Manual for Onsite Wastewater Collection & Treatment Systems. Approximately 30 people were in attendance.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Residents are aware of how their actions can affect the water quality of Baboosic Lake

Message Date(s): 9/24/19; 10/8/19

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:

**BMP: Informational Meetings regarding road improvements**

Message Description and Distribution Method:

Residents on roads scheduled for Town improvements are invited to public informational meetings to hear about the project. Notices/invitations to the meetings are sent to all residents on the roads in question.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Raising awareness of the residents about how their actions next to town roads and rights-of-way impact stormwater and water quality

Message Date(s): 5/7/20; 4/29/20

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:

**BMP: Green SnoPro**

Message Description and Distribution Method:

Public notice and information regarding a change to the town's winter road treatment from a 50/50 sand/salt mix to all salt. Town website and Facebook updates. These posts have been retained on file and will be included in the update to the SWMP.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Raising awareness of the residents regarding water quality and stormwater runoff.  
Decreasing the amount of salt and sand used on the roads.

Message Date(s): 11/21/19; 5/8/20; 5/5/20; 4/13/20

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 this reporting period:**

The SWMP is posted on the town website. A draft update to the Stormwater Regulations is underway and will be posted for public input and meetings and hearings will be held prior to adoption. The SWMP will then be updated with the new regulations, again allowing opportunity for public participation.

Due to lack of personnel and the Covid-19 pandemic, the physical dissemination of some educational messages in terms of mailings or flyers could not take place. However, the Town's Stormwater Management webpage has been active since 2019 and offers contact information for anyone who has any concerns to be able to get in touch with the Town. The Amherst Conservation Commission are active in the community and provide an additional public venue for discussion of stormwater management at their meetings.

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

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

### MCM3: Illicit Discharge Detection and Elimination (IDDE)

#### Sanitary Sewer Overflows (SSOs)

*Check off the box below if the statement is true.*

This SSO section is NOT applicable because we DO NOT have sanitary sewer

*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:

### **MS4 System Mapping**

*Below, check all that apply.*

The following elements of the Phase I map have been completed:

- Outfalls and receiving waters
- Open channel conveyances
- Interconnections
- Municipally-owned stormwater treatment structures
- Waterbodies identified by name and indication of all use impairments
- Initial catchment delineations

Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

The updated 2019 outfall map is available on the Town's website: [https://www.amherstnh.gov/sites/g/files/vyhlif4116/f/pages/ms4\\_outfall\\_map.pdf](https://www.amherstnh.gov/sites/g/files/vyhlif4116/f/pages/ms4_outfall_map.pdf)

### **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:*

The outfall screening data provided is specific to chloride in one location: the DPW worked with the Conservation Commission to develop the test protocols and conduct the testing jointly for road salt at the Ponemah Bog.

### **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:

*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:  gallons/day

*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 (July 1, 2018)**.*

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:*

The Town of Amherst does not have sanitary sewer, therefore, illicit discharges are not relative to sewage. The Town deals with residential lots' discharge of stormwater to the municipal road drainage system.

### **Employee Training**

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

Annual training, including, culvert maintenance, culvert installation, Green SnoPro, gravel road maintenance, IDDE.

Training has been conducted in 2020 and will be updated and incorporated into the SWMP and posted to the

website.

### **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:

Number of inspections completed:

Number of enforcement actions taken:

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

One of the 14 noted inspections was for a private commercial site that connected to the municipal drainage system without a permit. As part of their compliance hearing process with the Planning Board, DPW required that the applicant prove the connection and get an after-the-fact permit. This was resolved satisfactorily and the site compliance confirmed.

The Town's consulting engineer inspects road construction projects, including drainage infrastructure installation, and erosion control. There were 13 such inspections in the reporting period.

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

#### **Ordinance or Regulatory Mechanism**

*Below, select the option that describes your ordinance or regulatory mechanism progress.*

- Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- Bylaw, ordinance, or regulations have not been updated or adopted

#### **As-built Drawings**

Describe 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:

The submission of as-built drawings and operations and maintenance reports has been added to the draft update of the Stormwater Regulations and will be adopted by the Planning Board and Board of Health following public input and notice requirements in October 2020.

#### **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 action has been taken on this item in the Year 2 reporting period, but will be addressed within the required permit timelines.

### **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 action has been taken on this item in the Year 2 reporting period, but will be addressed within the required permit timelines.

### **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 action has been taken on this item in the Year 2 reporting period, but will be addressed within the required permit timelines.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

*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.*

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:

Sump is vacuumed clean. Area is assessed to determine cause. If a point source is determined, actions are taken to remedy the source. In addition, we have implemented a salt/sand winter operations reduction

program and reduced sand application throughout town by 70%. This was previously a significant factor in catch basin sump loading.

### **Street Sweeping**

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

- Number of miles cleaned:
- Volume of material removed:  [Select Units]
- Weight of material removed:  [Select Units]

### **O&M Procedures and Inventory of Permittee-Owned Properties**

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

### **Stormwater Pollution Prevention Plan (SWPPP)**

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:

At the Transfer Station, a sand filter pre-treatment was added to prevent sediment runoff into a swale. The site was regraded and internal catch basins added to culverts for increased runoff control into catchments. DPW conducts weekly inspections at this facility.

## **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:

### **COVID-19 Impacts**

*Optional:* If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

As noted above, Covid-19 affected the provision of educational materials regarding dog waste to residents as they could not access the Town Hall to license their dogs; public participation in meetings was suspended or limited at the start of the pandemic in accordance with the state of emergency; DPW employees were temporarily redirected or re-prioritized from some regular stormwater management activities in order to make changes to town buildings or public areas due to the pandemic; Office of Community Development employees were temporarily redirected from stormwater management documentation or procedural work to deal with land use board application backlogs, strategizing for online meetings and so on; the townwide clean up day was delayed from April to August to allow for planning and messaging around social distancing and mask wearing during the event. The things that were not completed in Year 2 will be added to the Year 3 requirements.

### **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 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

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
- 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
- Continue investigations of catchments associated with Problem Outfalls
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary

Provide any additional details on activities planned for permit year 3 below:

The Town of Amherst will continue to implement activities in accordance with the approved NOI.

## Part V: Certification of Small MS4 Annual Report 2020

### 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]*

*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 one of the links 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](mailto: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.*