

**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>Impairment(s)</b>			
Bacteria/Pathogens	Chloride	× Nitrogen	Phosphorus
Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
Bacteria and Pathogen	Chloride	Lake and Pond Phosphorus	
<span style="background-color: #cccccc; padding: 2px 10px;">Clear Impairments and TMDLs</span>			

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:

Phase I Mapping - mapping of open channel conveyances and any newly located outfalls is ongoing. Mapping interconnections with other MS4s (e.g. DOT) is ongoing, and it is expected that this will continue as part of DOT's own mapping efforts to be completed under a future TS4 permit.

As-Built and Long-Term O&M - the Town is working on incorporating procedures for submittal of as-builts and require long term operation and maintenance as part of its stormwater regulatory updates to be completed as part of the Year 3 requirements under EPA's pending updated permit schedule. As a result of the

COVID-19 outbreak, regulations were not updated as planned during Permit Year 2.

SWPPPs - The Town has no standalone maintenance garage, transfer station or other waste handling facility. The Town's Highway Garage is located within the urbanized area, however, has no closed drainage system with runoff sheet flowing into wooded areas. Based on the Highway Garage's location, surrounding land uses and slopes, it has been determined that this facility will not discharge to the Town's MS4 or a Waterbody of the United States under any conditions. Should future evaluation determine that any facilities drain to the MS4, the Town will prepare a SWPPP as required by the 2017 MS4 Permit.

### 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:

IDDE Training - training was not performed during this permit year due to COVID-19 social distancing requirements and limited staff availability.

Outfall Inventory and Ranking - the outfall and interconnection inventory is updated on an ongoing basis as dry weather screening is performed. The priority ranking will be updated after dry weather inspections are completed and before catchment investigations commence.

## **Nitrogen Impairment**

### Annual Requirements

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

- × 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

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 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.

- 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:

Public Education - the Town sent flyers on fertilizer application to local landscapers and distributed a flyer on leaf litter cleanup at the fall 2019 household hazardous waste event. Additional flyers were made available at the town hall, however, these flyers have been unavailable for approximately 6 months due to COVID-19 requiring many public buildings to be closed to the public.

Structural BMPs - BMPs within the Urbanized Area have been identified, however, pollutant removal has not yet been computed. It is expected that this will be completed as part of a future Source Identification Report to be completed by Year 4.

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

Salt is currently stored under a covered lean-to structure, however, the Town anticipates construction of a salt storage shed during Year 3 to reduce potential pollutant sources.

### 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 following changes were made that do not affect TMDL and Impaired Waters requirements:

- Little Cub Pond (NHLAK700061403-05), pH impairment added to 303(d) list
- Bartlett Brook (NHRIV700061403-05), pH impairment added to 303(d) list

## 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: Pet Waste Flyer with Dog Registrations**

Message Description and Distribution Method:

Distribute fact sheets on the importance of picking up dog waste at the Town Clerk's office, as well as make the flyer available at the recreation rabies clinic and the Earth Day Cleanup event.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Provide information with all applications and renewals.

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: Stormwater Webpage**

Message Description and Distribution Method:

Provide information on website related to fertilizer use, grass clippings and leaf litter disposal.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Keep website updated with information at various times throughout the year.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements Appendix H Requirements X

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

If yes, describe why the change was made:

**BMP: Distribute Flyers at Public Events**

Message Description and Distribution Method:

Distribute informational materials on Household Hazardous Waste (HHW), pet waste, fertilizer usage, lawn maintenance, and leaf litter disposal at the semi-annual HHW Event and annual Earth Day Cleanup event.

Targeted Audience: Residents and Businesses, institutions and commercial facilities

Responsible Department/Parties: Highway Dept.

Measurable Goal(s):

Distribute materials during at least two events per year.

Message Date(s): Spring and fall

Message Completed for: Appendix F Requirements Appendix H Requirements X

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

If yes, describe why the change was made:

**BMP: School Education Program**

Message Description and Distribution Method:

Provide a class on stormwater education and water conservation to gradeschool children.

Targeted Audience: Residents

Responsible Department/Parties: Highway Dept. / Danville Elementary School

Measurable Goal(s):

Provide a class to at least 1 grade of schoolchildren in grades 1-5 at the Elementary School.

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 this reporting period:**

SWMP Plan for Download - The Town has posted the SWMP Plan on the Town website along with contact information to allow for public comment.

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:**

Household Hazardous Waste collections - these are typically held twice a year in the spring and fall, however due to COVID-19, only the fall 2019 event was held during this permit year. At this event, a flyer was distributed on proper leaf litter cleanup and other stormwater pollutant mitigation topics.

Earth Day Cleanup program - due to COVID-19, the formal Earth Day Cleanup program was not held during this permit year. However, an informal roadside cleanup was held by resident volunteers during which 56 bags have been collected through the end of June.

## 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:

Phase I Mapping - all known outfalls, stormwater BMPs, and receiving waterbodies with impairments have been mapped to date. Initial catchment delineations have also been completed based on topographic mapping and available stormwater system information. Mapping of open channel conveyances and any newly located outfalls is ongoing. Mapping interconnections with other MS4s (e.g. DOT) is ongoing, and it is expected that this will continue as part of DOT's own mapping efforts to be completed under a future TS4 permit.

### **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:*

### **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:*

### **Employee Training**

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

### 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:

### 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 Town is working on incorporating procedures for submittal of as-builts and require long term operation and maintenance as part of its stormwater regulatory updates to be completed as part of the Year 3 requirements under EPA's pending updated permit schedule. As a result of the COVID-19 outbreak, regulations were not updated as planned during Permit Year 2.

#### 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:

N/A, to be completed during future permit years.

### **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:

N/A, to be completed during future permit years.

### **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:

The Town completed an inventory of its permittee-owned properties during this permit year. Facilities will be evaluated for potential BMP retrofit opportunities during future permit years.

## **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:

Not yet applicable.

## **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:

Not Applicable. The Town has no standalone maintenance garage, transfer station or other waste handling facility. The Town's Highway Garage is located within the urbanized area, however, has no closed drainage system with runoff sheet flowing into wooded areas. Based on the Highway Garage's location, surrounding land uses and slopes, it has been determined that this facility will not discharge to the Town's MS4 or a Waterbody of the United States under any conditions. Should future evaluation determine that any facilities drain to the MS4, the Town will prepare a SWPPP as required by the 2017 MS4 Permit.

## **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:

N/A, not started yet.

### **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:

Structural BMP Inspections - all known structural BMPs were inspected in May 2020 Any required maintenance will be performed during Year 3.

### **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:

Public Education and Participation - Flyers were made available at the town hall, however, these flyers have been unavailable for approximately 6 months due to COVID-19 requiring many public buildings to be closed to the public. Only one HHW event was held this year; the Spring 2020 event was canceled due to COVID-19 social distancing requirements. The annual spring Earth Day Cleanup event was also canceled for the same reason. Lastly, the school educational program was not held this year as schools were closed due to COVID-19 and distance learning was focused on state-mandated educational topics.

IDDE Training - training was not performed during this permit year due to COVID-19 social distancing requirements and limited staff availability.

As-Builts and Long-Term O&M - the Town is working on incorporating procedures for submittal of as-builts and require long term operation and maintenance as part of its stormwater regulatory updates to be completed as part of the Year 3 requirements under EPA's pending updated permit schedule. As a result of the COVID-19 outbreak, regulations were not updated as planned during Permit Year 2.

### **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 SWMP Plan and IDDE Plan will be updated during FY-21 to address all work performed through Year 3. This will include incorporating the above items into the SWMP Plan and/or IDDE Plan as necessary, incorporate results from outfall dry weather screening, as well as documenting results of other annual activities below such as BMP inspections.

## 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]*