

New Hampshire Small MS4 General Permit
Annual Report
City of Dover, NH
Permit Year 2

EPA NPDES Permit Number NHR041000

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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Printed Name

Signature

Date

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Small MS4 Authorization

The following annual report is intended to document the activities undertaken over the reporting period from July 1, 2019 through June 30, 2020 in accordance with the Notice of Intent (NOI). The NOI can be found at the following (document name or web address):

<https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities>

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

SWMP: <https://www.dover.nh.gov/government/city-operations/planning/stormwater/index.html>

IDDE: <https://www.dover.nh.gov/government/city-operations/planning/stormwater/index.html>

MCM1 - Public Education and Outreach

Year 2 Activities

BMP: Grass and Fertilizer

Document Name and/or Web Address:

Green Grass & Clear Water Webinar on Environmentally Friendly Lawn Care for Property Owners

Description:

Webinar hosted by SHEA and the UNH Cooperative Extension outlining simple recommendations to keep lawns healthy while reducing water quality impacts - including proper fertilizer techniques and disposal of grass clippings. Lawn care enthusiast residents understand the potential water quality impacts from fertilizer and improper disposal of grass clippings and are aware of the proper lawn care management techniques for reducing those impacts.

Targeted Audience:

Residential &/or Business and Institutions

Measurable Goal(s):

To have residents receive messages and pass on invitations. Once City Councilor (Lindsay Williams) passed on to several constituents and colleagues, and attended webinar. **Goal was achieved.**

Message Date:

June 16, 2020

AND

Document Name and/or Web Address:

Water Quality Friendly Lawn Care While Sheltering At Home - A series of blog entries for Spring 2020 that were included in the weekly Dover-Download

Description:

Water Quality Friendly Lawn Care While Sheltering At Home – tips on landscaping for folks who were sheltering at home during the Covid-19 pandemic and associated safer-at-home recommendations.

Targeted Audience:

Residential &/or Business and Institutions

Measurable Goal(s):

Message was sent to 11,700 subscribers. On average the open rate is about 65%. **Goal was achieved.**

Message Date:

Spring 2020

NOTE – The city promoted and intended to attend the NHDES Soak Up the Rain Program, UNH Cooperative Extension, NH Municipalities, and other experts "in the field," team up to provide Landscaping For Water Quality Two Day Training Workshop. This was canceled due to COVID-19, however, MCM was met by other means.

BMP: Pet Waste Disposal

Document Name and/or Web Address:

<https://www.dover.nh.gov/services/online-services/news-events/news-2014/picking-up-after-pets.html>

<https://stateofourestuaries.org/everydrop/petpledge/>

https://www4.des.state.nh.us/nh-ms4/?page_id=54

<https://www.dovernh.org/apple-harvest-day>

Description: Distribution and promotion of "Every Drop" flyer with proper pet waste management, impacts of improper management, pet waste ordinance, and disposal requirements messaging at the City of Dover Apple Harvest Day event. Have residence pledge to properly dispose of pet waste and enter to a gift certificate for pet grooming at local pet store. Every Drop is a collaborative education effort with PREP, NHDES and other partners.

Targeted Audience:

Residents - Pet Owners

Measurable Goal(s):

Approximately 20,000 people attend Apple Harvest Day. A total of 31 people signed a pledge to follow proper pet waste protocol and participated in the raffle, seven of those also pledged on the "Every Drop" website. **Goal was achieved.**

Message Date:

October 2019

NOTE – The city also intended to provide flyers to each resident who registered their dog in person at the Dover City Clerk's office, which is a primary way residents register dogs. Due to Covid-19 the Clerk's office was closed during the months of registration, and due to general upheaval flyers were not consistently distributed this year.

BMP: Disposal of Leaf and Grass Clippings

Document Name and/or Web Address:

https://www4.des.state.nh.us/nh-ms4/?page_id=54

<https://www.dover.nh.gov/government/city-operations/community-services/waste-recycling/brush-and-yard-waste/>

<https://www.dovernh.org/apple-harvest-day>

Description:

Pass out leaf and debris brochures and information promoting the use of curbside yard waste collection program at the City of Dover Apple Harvest Day event. Have residents pledge to properly dispose of leaf and grass clippings and enter to win a gift certificate to a local hardware store.

Targeted Audience:

Residential &/or Business and Institutions

Measurable Goal(s):

Approximately 20,000 people attend Apple Harvest Day. A total of 70 people signed a pledge to follow proper yard waste removal protocol. **Goal was achieved.**

Message Date:

October 2019

BMP: Septic System Maintenance

Document Name and/or Web Address:

https://www4.des.state.nh.us/nh-ms4/?page_id=54

Description:

Distribute and promote brochure, directing to website to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems at the City of Dover Apple Harvest Day event. Get Pumped NH is a collaborated effort between the New Hampshire Association of Septage Haulers (NHASH) and the New Hampshire Department of Environmental Services (NHDES)

Targeted Audience:

Septic System Owners

Measurable Goal(s):

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

Count the number of reconstructed or eliminated septic systems. 11new/reconstructed septic systems were reviewed during this reporting period. **Goal was achieved.**

Message Date: October 2019 and throughout the year

BMP: Developer/Construction Outreach

Description:

Review checklist with developers and construction contractors prior to beginning of construction project (pre-construction) to identify responsible parties, erosions control practices, other best management practices, and requirements for EPA Construction General Permit as appropriate.

Targeted Audience:

Developer/Construction

Measurable Goal(s):

Contractors and Developers are aware of the need for proper erosion control practices during construction work.

The Community Services Department held seven pre-construction meetings, representing 100% of projects that received planning board approval and began construction during this reporting period. **Goal was achieved.**

Message Date:

Ongoing.

MCM2 - Public Participation

BMP: Public Participation in Stormwater Management Program Development

Description: The Stormwater Management Program was posted to the City of Dover Stormwater Management webpage for public review.

Measurable Goal(s):

Input was received. **Goal was achieved.**

NOTE – The city also intended to review the SWMP program and the IDDE plan, among other stormwater related topics, at a Dover Utilities Commission (DUC) meeting held in the spring or early summer, however, due to Covid-19 the DUC meetings have been put on hold.

MCM3 – Illicit Discharge Detection and Elimination

BMP: IDDE Legal Authority

The municipality has established legal authority as outlined in the IDDE plan.

BMP: Sanitary Sewer Overflow (SSO) Inventory

Number of SSO's identified this year: **Zero**

Number of SSO's removed this year: **Zero**

BMP: Map of Storm Sewer System

Map of storm sewer system and associated outfalls is in progress in accordance with the accepted NOI. Progress map can be found in the IDDE plan.

BMP: IDDE Program

A Written IDDE plan has been developed and is available on our website.

Initial outfall identification, characterization and prioritization has been completed and included in the IDDE plan.

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

Number and percent of total outfall catchments served by the MS4 evaluated using the catchment investigation procedure:

Number of dry weather outfall investigations/screenings: **Zero**

Number of wet weather outfall inspections/sampling events: **Zero**

Number of illicit discharges removed: **Zero this reporting period.**

Estimated gallons of flow removed: **Zero.**

BMP: Employee Training

June 17, 2020; City of Dover and UNH provided Illicit Discharge videos prepared by senior civil and environmental engineering students at the Seacoast Stormwater Coalition meeting. Training logs are included in Appendix F of the IDDE report.

In addition, as a routine, IDDE materials and training, including information on how to identify illicit discharges and SSOs are made available to applicable employees in accordance with IDDE plan.

MCM4 – Construction Site Stormwater Runoff Control

BMP: Sediment and Erosion Control Ordinance

Section 149-19 (d) of the City of Dover Site Review Regulations and the City of Dover, New Hampshire, Community Services - Construction Guidelines, Permits, Rules and Regulations (<https://www.dover.nh.gov/government/city-operations/community-services/index.html>)

BMP: Site Plan Review Procedures

Section 149-4 of the City of Dover Site Review Regulations outlines applicability and review process.

BMP: Site Inspections and Enforcement of Sediment and Erosion Control Measures Procedures:

Section 149-19 (d) of the City of Dover Site Review Regulations and the City of Dover, New Hampshire, Community Services - Construction Guidelines, Permits, Rules and Regulations (<https://www.dover.nh.gov/government/city-operations/community-services/index.html>)

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

Number of site plan reviews completed: **100% of sites requiring review under this MS4 permit, have been inspected. 10 projects input information into the NHDES lead PTAP tracking program during this reporting period. We will continue to input city projects and require that private developments input data as part of planning board approvals.** The City of Dover requires all new development and redevelopment projects with impervious expansions over 1,000 sf or disturbance over 20,000 sf, as well as all subdivisions and lot line adjustments, at a minimum be reviewed by the Technical Review Committee. As part of the Technical Review process, projects are required to meet the stormwater erosion control and post development standards. Additionally, the Community Services Department reviews all driveway and road cutting applications, stormwater is considered as part of those reviews.

Number of inspections: **100% of sites requiring inspection under this MS4 permit, have been inspected.** The City of Dover has an Engineering Technician position who is responsible for inspections of all private development that has gone through the Planning Board approval process within the City. A kick-off meeting is held at the start of every project with city staff, the developer, and the sitework contractor. At this meeting, clear stormwater runoff control expectations are discussed. Throughout the construction the sites are regularly inspected and maintenance is mandated if necessary.

Number of enforcement actions: While no formal fines have been collected, the Engineering Technician and other staff have regularly asked contractors to make improvements and modifications to the erosion control practices being implemented.

MCM5 – Post Construction Stormwater Management in New Development and Redevelopment

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

A Post-Construction Ordinance has been created, links and references are included in our SWMP.

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

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

BMP: Green Infrastructure Report (due in year 4)

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

BMP: List of Municipal Retrofit Opportunities (due in year 4)

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

MCM6 – Good Housekeeping and Pollution Prevention for Permittee Owned Operations

BMP: Parks and Open Spaces Operations and Maintenance Procedures (due year 2)

Deliverables have been created and are included in our SWMP.

BMP: Buildings and Facilities Operations and Maintenance Procedures (due year 2)

Deliverables have been created and are included in our SWMP.

BMP: Vehicles and Equipment Operations and Maintenance Procedures (due year 2)

Deliverables have been created and are included in our SWMP.

BMP: Catch Basin Cleaning Program

A schedule for catch basin cleaning has been established with the goal of ensuring that a catch basin should not be more than 50% full. Catch basin cleanings were properly stored and disposed so that they did not discharge to receiving waters. This is detailed in the SWMP.

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

Number of catch basins within MS4 regulated area: **3,075**

Number catch basins inspected in accordance with the SWMP: **1,402**

Number of catch basins cleaned: **1,402**

Volume or mass of material removed: **650**

BMP: Street sweeping program

A street sweeping program has been established such that all streets with curbing and/or catch basins and permittee-owned parking lots are swept in accordance with permit conditions. Street sweepings were properly stored and disposed so that they did not discharge to receiving waters.

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

Number of (lane) miles swept: **The City of Dover has approximately 154 miles of roadway. All paved roads, regardless of curbs or drainage structures are swept at least once a year. Targeted street sweeping in downtown or high-load areas is ongoing, and occurs once or twice a week. All publicly owned parking lots, including schools, are swept at a minimum once a year. Additionally, Dover has a sidewalk sweeper that sweeps in downtown areas throughout the warmer months.**

Volume or mass of swept material: **The volume of material is not tracked.**

BMP: Winter Road Maintenance Program

A winter road maintenance program has been established with a goal of reducing salt usage. Salt reduction strategies have been implemented as outlined in our SWMP.

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

The City of Dover continues to collect information with a goal of inventorying and formally inspecting all municipally owned BMPs. 32 of the City's BMP's were inspected this year. Any BMPs that are safety or flooding hazards are dealt with as needed.

BMP: SWPPP (due year 2)

SWPPPs were developed in year 2, consistent with the NOI and permit requirements, for the following facilities: Mast Road Public Works Facility including maintenance garage/public works yards and recycling center, and the Facilities and Grounds site which is under construction.

Inspections as outlined in completed SWPPPs will begin in year 3.

TMDL's and Water Quality Limited Waters

Bacteria/Pathogens

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP's have been implemented in accordance with the SWMP.

Nitrogen

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP's have been implemented in accordance with the SWMP.

The City of Dover, through its participation in the Seacoast Stormwater Coalition and continued involvement with the NHDES led Pollutant Tracking and Accounting Program (PTAP), are working to satisfy the tracking and accounting requirement of the municipally owned structural BMP's listed in Attachment 1 to Appendix H.

Solids, Oil and Grease (Hydrocarbons), or Metals

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP's have been implemented in accordance with the SWMP.

Chloride

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking.

The City of Dover, through its participation in the Seacoast Stormwater Coalition and continued involvement with the NHDES led Green Snow Pro Program are working to develop a public education regarding impacts of salt use, methods to reduce salt use on private property, modifications to driving behavior in winter weather as listed in Attachment 1 to Appendix H. Salt use, and winter maintenance is also addressed as part of the planning board approval process.

Description of any changes in identified BMPs or measurable goals

This is the first reporting period under the new permit requirements. Many format changes and strategies have been revised from the previous report. The City of Dover will continue to monitor the BMP's and measurable goals and make revisions as appropriate in upcoming years to ensure success of the program.

Activities for the Next Reporting Cycle

City of Dover will continue to implement activities in accordance with the approved Notice of Intent.