

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>

Impairment(s)

- ☒ Bacteria/Pathogens
 ☐ Chloride
 ☐ Nitrogen
 ☒ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- ☒ Bacteria and Pathogen
 ☐ Chloride
 ☐ 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:

Due to Covid-19 the Town couldn't develop written plans or procedures.

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:

Training for employees will take place in the Fall of 2020. Priority ranking could not be completed due to Covid-19.

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:

Information is available to all residents on the Town's website. The Town Clerk/Tax Collector was provided with educational material so that it could be distributed at the time of licensing a dog. Signage about dog waste is posted at the trail heads of conservation land. Lake Associations also provide educational material to waterfront and water access residents. This information is also shared with the surrounding towns Atkinson,

Derry and Sandown, which also share the water bodies of Angle Pond and Big Island Pond. Wash Pond is located solely within the Town of Hampstead.

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:

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

Information is available on the Town's website as well flyers are available at the Town Offices. The Town has specific days set aside every spring and fall for proper disposal of leaf and brush debris at the Town transfer station. Those days are provided on the Town's website under Recycling and Waste Disposal.

--

Part III: Receiving Waters/Impaired Waters/TMDL

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

☐ Yes

☒ No

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

Part IV: Minimum Control Measures

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:MCM1-1

Message Description and Distribution Method:

BASELINE: Increased awareness of proper fertilizer and pesticide use, pet waste, yard waste and septic system maintenance and how they may impact water quality. The Town Office building as well as the Town's website has information that is continuously available.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Continuous messaging available to residents, businesses, commercial and developers via Hampstead's website. www.hampsteadnh.us/stormwatermanagement. The Town's stormwater management page on the Town's website had 133 hits during this reporting period.

Message Date(s):

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

BMP:MCM1-2

Message Description and Distribution Method:

BACTERIA: Messaging to increase awareness about pet waste and septic systems may impact water quality.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

messages are continuously posted on the trailheads, on the Town's website and at the Town Offices and Lake

Associations. The Town's stormwater management page on the Town's website had 133 hits during this reporting period. During the rabies clinic held by the Town approximately 100 flyers were distributed to residents.

Message Date(s): Continuously

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:MCM1-3

Message Description and Distribution Method:

PHOSPHORUS: Messaging about water body impairments to residents and users of Angle Pond, and Island Pond

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: Lake Associations and Selectmen's Office

Measurable Goal(s):

Targeted messages about fertilizer, pet waste, yard waste and construction waste. The Town's stormwater management page on the Town's website had 133 hits during this reporting period.

Message Date(s): Spring, Summer and Fall

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 to the Town's website at www.hampsteadnh.us/stormwater, It is available for review and comment by the public.

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:

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:

www.hampsteadnh.us

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

Number of outfalls screened: 5

*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:

www.hampsteadnh.us/stormwatermanagement

*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:

Due to Covid-19, this task couldn't be completed.

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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 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: 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:

Employee Training

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

Annual review and training of staff and enforcement of IDDE ordinance and procedures was delayed until permit year 3.

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: 9

Number of enforcement actions taken: 0

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 of Hampstead, via services provided by the Town Engineer, routinely monitors and inspects construction of all future public and private roadway, utility, drainage and site improvements for substantial compliance with approved project plans and specifications. In situations where all work is completed in substantial conformance with approved project plans and specifications the Town does not currently require preparation of detailed as-built plans and instead relies on the approved construction plans to serve as record drawings of completed improvements. However, in instances where field changes or other directives authorizing specific deviations in the work have been properly approved by municipal officials the Town Engineer and Planning Board typically require preparation and submission of detailed as-built drawings of that work.

At the time of project approval the Town Engineer and Planning Board typically require preparation and submission of a detailed, site-specific Stormwater Management System Operation & Maintenance Manual for the purposes of defining what, when and by whom routine and periodic maintenance functions are to be performed."

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:

Completion of an inventory and priority ranking of municipally owned property and infrastructure has yet to occur.

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:

Although a formal report assessing existing local land-use regulation to determine feasibility of promoting implementation of green infrastructure practices has yet to be prepared, the Planning Board and Town

Engineer continue to encourage proponents of land development to incorporate such practices into the design of future projects

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:

Completion of this task has yet to occur.

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: 20

Number of catch basins cleaned: 11

Total volume or mass of material removed from all catch basins: 5 cubic yards

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

Total number of catch basins: 133

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 Highway Agent would check for area erosion.

Street Sweeping

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

☐ Number of miles cleaned: 0.25

☒ Volume of material removed: 3 cubic yards

☐ 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:

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:

There were a number of tasks that could not be completed due to COVID-19. As restrictions lessen, the Town will be able to address these.

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:

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:

Comply with those requirements that could not be met in year 2 of the permit.

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.

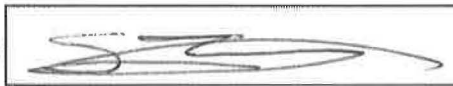
Name:

Sean P. Murphy

Title:

Chairman, Board of Selectmen

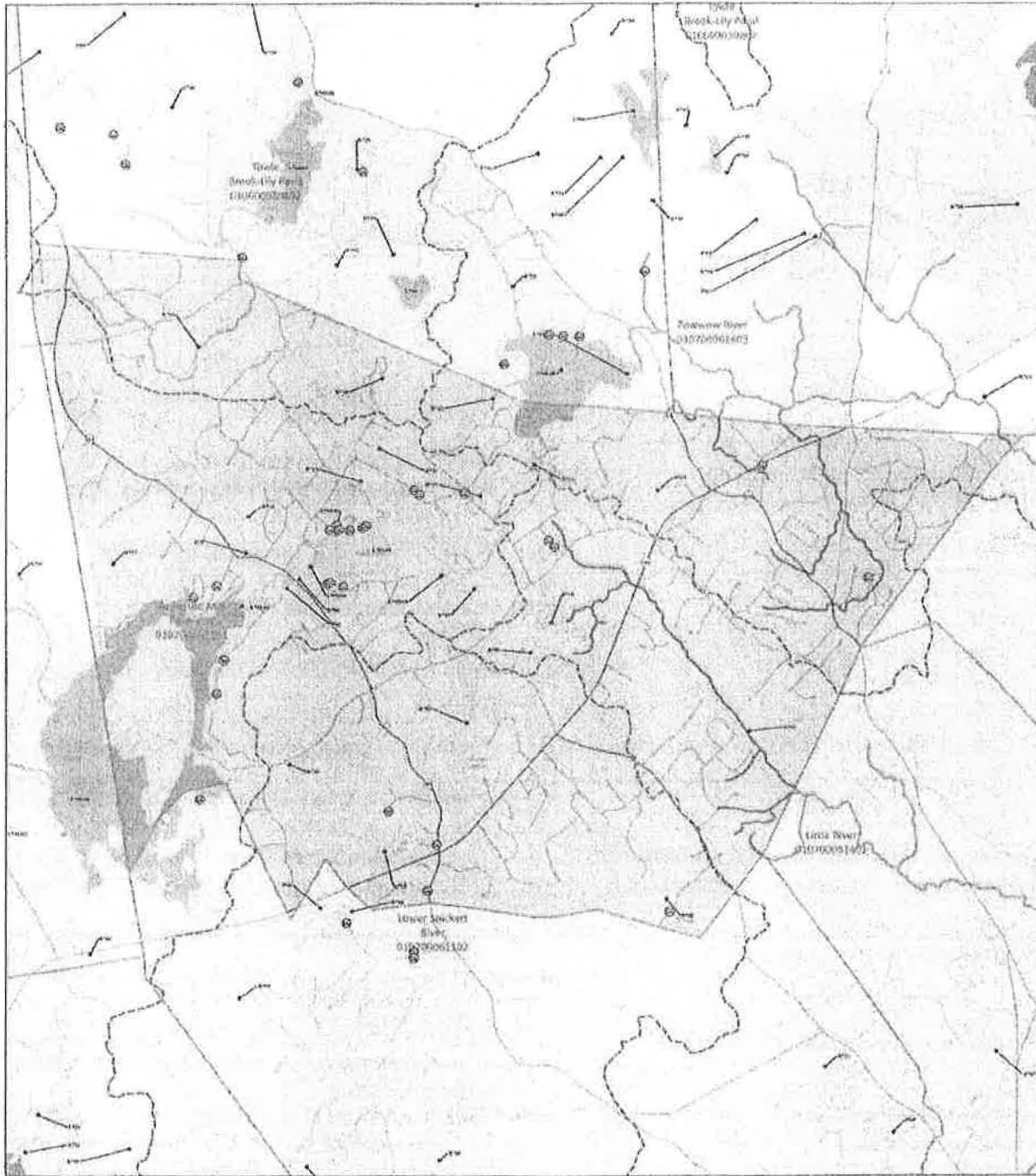
Signature:



Date:

9/25/20

[Signatory may be a duly authorized representative]



HAMPSTEAD NEW HAMPSHIRE

New Hampshire DEP
303(d) Impaired Water
2016 Data Adopted

Symbol	Stream	Water	Feature	303(d) Category Description
①	Stream	Water	Feature	303(d) Category Description
②	Stream	Water	Feature	303(d) Category Description
③	Stream	Water	Feature	303(d) Category Description
④	Stream	Water	Feature	303(d) Category Description
⑤	Stream	Water	Feature	303(d) Category Description
⑥	Stream	Water	Feature	303(d) Category Description
⑦	Stream	Water	Feature	303(d) Category Description
⑧	Stream	Water	Feature	303(d) Category Description
⑨	Stream	Water	Feature	303(d) Category Description
⑩	Stream	Water	Feature	303(d) Category Description
⑪	Stream	Water	Feature	303(d) Category Description
⑫	Stream	Water	Feature	303(d) Category Description
⑬	Stream	Water	Feature	303(d) Category Description
⑭	Stream	Water	Feature	303(d) Category Description
⑮	Stream	Water	Feature	303(d) Category Description
⑯	Stream	Water	Feature	303(d) Category Description
⑰	Stream	Water	Feature	303(d) Category Description
⑱	Stream	Water	Feature	303(d) Category Description
⑲	Stream	Water	Feature	303(d) Category Description
⑳	Stream	Water	Feature	303(d) Category Description
㉑	Stream	Water	Feature	303(d) Category Description
㉒	Stream	Water	Feature	303(d) Category Description
㉓	Stream	Water	Feature	303(d) Category Description
㉔	Stream	Water	Feature	303(d) Category Description
㉕	Stream	Water	Feature	303(d) Category Description
㉖	Stream	Water	Feature	303(d) Category Description
㉗	Stream	Water	Feature	303(d) Category Description
㉘	Stream	Water	Feature	303(d) Category Description
㉙	Stream	Water	Feature	303(d) Category Description
㉚	Stream	Water	Feature	303(d) Category Description
㉛	Stream	Water	Feature	303(d) Category Description
㉜	Stream	Water	Feature	303(d) Category Description
㉝	Stream	Water	Feature	303(d) Category Description
㉞	Stream	Water	Feature	303(d) Category Description
㉟	Stream	Water	Feature	303(d) Category Description
㊱	Stream	Water	Feature	303(d) Category Description
㊲	Stream	Water	Feature	303(d) Category Description
㊳	Stream	Water	Feature	303(d) Category Description
㊴	Stream	Water	Feature	303(d) Category Description
㊵	Stream	Water	Feature	303(d) Category Description
㊶	Stream	Water	Feature	303(d) Category Description
㊷	Stream	Water	Feature	303(d) Category Description
㊸	Stream	Water	Feature	303(d) Category Description
㊹	Stream	Water	Feature	303(d) Category Description
㊺	Stream	Water	Feature	303(d) Category Description
㊻	Stream	Water	Feature	303(d) Category Description
㊼	Stream	Water	Feature	303(d) Category Description
㊽	Stream	Water	Feature	303(d) Category Description
㊾	Stream	Water	Feature	303(d) Category Description
㊿	Stream	Water	Feature	303(d) Category Description

HUC 12 Watershed Boundary

⑥ Outfall
㊸ Catch Basin

Base Features

- Municipal Boundary
- Water Features
- Surface Waterbody
- Stream, River
- Roads by Legislative Class
- Class I & II Roads
- Class V Local Road
- Private
- MS4 Regulated Area (Urban Area)

Map of New Hampshire

Legend for the map of New Hampshire showing the location of Hampstead within the state.

Scale

Scale bar showing distances in miles and kilometers.

North Arrow

North arrow pointing towards the top of the page.

Metadata

Map created by: [Name]
Date: [Date]
Version: [Version]
Project: [Project Name]

