

**New Hampshire Small MS4 General Permit
Annual Report**

LITCHFIELD, NEW HAMPSHIRE

Permit Year 2

September 28, 2020

ORIGINAL

EPA NPDES Permit Number NHR041000

Certification

Authorized Representative:

The authorization letter is:

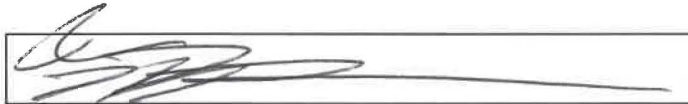
- ☐ Attached to this document (document name listed below):

- ☒ Publicly available at the website: <https://litchfieldnh.gov/stormwater-management>

"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 Troy R. Brown, Town Administrator

Signature



Date September 28, 2020

Primary MS4 Program Manager Contact Information:

Position/Title: Town Administrator

Name: Troy R. Brown

Department: Administration

Phone Number: 603-424-4046 ext 1250

Email Address: Tbrown@Litchfieldnh.gov

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 Town of Litchfield'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://litchfieldnh.gov/stormwater-management/>

IDDE

<https://litchfieldnh.gov/stormwater-management/>

MCM 1 - Public Education and Outreach

ORIGINAL

Year 2 Activities

BMP: Grass and Fertilizer

Document Name and/or Web Address:

Green Grass & Clear Water Brochure: https://www4.des.state.nh.us/nh-ms4/?page_id=54.
and town website: <https://litchfieldnh.gov/stormwater-management/>

Description:

Distribution and promotion of four-fold flyer produced by UNH Cooperative Extension and NH Sea Grant outlining simple recommendations to keep lawns healthy while reducing water quality impacts - including proper fertilizer techniques and disposal of grass clippings.

Targeted Audience:

Residential and/or Business and Institutions

Measurable Goal(s):

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. Measurement includes materials distribution methods and numbers and change in visits to UNH Cooperative Extension or municipal stormwater webpages.

Goal was achieved:

Flyers were available on the town website, town report and town hall information board.

Message Date:

Throughout the year the message is posted on the town website, message is printed in the annual town report and posted at the town office information station. The town transfer station collects at no charge leaves and grass clippings from residents throughout the year for composting. Plans to hold a spring MS4 Informational booth at the annual strawberry festival were cancelled due to COVID-19 and plans for local postings in the Hudson/Litchfield News were cancelled because paper stopped publishing on January 1, 2020.

BMP: Pet Waste Disposal

Document Name and/or Web Address:

"Every Drop" post cards or flyer https://www4.des.state.nh.us/nh-ms4/?page_id=54
and town website <https://litchfieldnh.gov/stormwater-management/>

Description:

Distribution and promotion of "Every Drop" postcards or flyer with proper pet waste management, impacts of improper management, pet waste ordinance, and disposal requirements messaging. May include pledge to pick up pet waste to be made available during dog registration and other events or venues (veterinarians, dog training, groomers, etc.). Every Drop is a collaborative education effort with PREP, NHDES and other partners.

Targeted Audience:

Residents - Pet Owners

Measurable Goal(s):

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet waste, local pet waste ordinances and how to dispose of pet waste properly. If pledges are signed, there will be an increase of dog owners committed to picking up pet waste. The town maintains 7 dog waste poop bag stations along the 6 mile Albuquerque bike/walking path. This multipurpose path is heavily used by dog walkers every day of the year. Waste is collected by the Highway Department weekly on Mondays throughout the year. The town used 4 cases of poop bags (2,000) during year 2. The Conservation Commission also installed 1 new pet waste bag disposal station at Moores Falls Park which is another very popular dog walking area.

Goal was achieved:

Flyers were available on the town website, town report and town hall information board. Eight (8) Dog Waste Poop Bag Stations maintained (7 with trash barrels). 2000 poop bags used.

Message Date: Throughout the year on the town website, annual message posted in town report, town office information board, Town message posted on dog waste poop bag stations and Moores Falls Information Kiosk. The town no longer mails the annual dog license registration due to budget cuts so the pledge pamphlet was not mailed as planned. Plans to hold a spring MS4 Informational booth at the annual strawberry festival were cancelled due to COVID-19 and plans for local postings in the Hudson/Litchfield News were cancelled because paper stopped publishing on January 1, 2020.

BMP: Disposal of Leaf and Grass Clippings**Document Name and/or Web Address:**

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

and town website <https://litchfieldnh.gov/stormwater-management/>

Description:

Distribute and promote informational flyer, pledge cards, or door hangers, with messaging about impacts from yard waste to waterbodies, alternatives to dumping yard waste and laws against dumping yard waste near or in waterbodies.

Targeted Audience:

Residential &/or Business and Institutions.

Measurable Goal(s):

Residents are aware of the water quality impacts of yard waste dumping near or in water bodies and safe alternatives for yard waste disposal. The town transfer station collects at no charge leaves and grass clippings from residents throughout the year for composting.

Goal was achieved:

Flyers were available on the town website, town report and town hall information board.

Message Date:

Throughout the year the message is posted on the town website, message is printed in the annual town report and posted at the town office information station. The town transfer station collects at no charge leaves and grass clippings from residents throughout the year for composting. Plans to hold a spring MS4 Informational booth at the annual strawberry festival were cancelled due to COVID-19 and plans for local postings in the Hudson/Litchfield News were cancelled because paper stopped publishing on January 1, 2020.

BMP: Septic System Maintenance**Document Name and/or Web Address:**

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

and town website <https://litchfieldnh.gov/stormwater-management/>

Description:

Distribute and promote brochure or door hangers, directing to website to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems. 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.

Goal was achieved.

In Year two 39 flyers were distributed.

Message Date:

During year 2 the town displayed "Get Pumped" brochures at the building department counter. Out of 50 that were made available to the public 18 were taken. In addition, 21 septic system permits were issued and all permits received a copy of the brochure. The brochure was also available throughout the year on the town website, annual message posted in town report and town office information board.

BMP: Developer/Construction Outreach**Description:**

Review checklist with developers and construction contractors prior to beginning of construction project (pre-construction) to identify responsible parties, erosion 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 Planning Board reviewed and approved six (6) site plans and three (3) subdivision plans. All said plans are subject to the storm drainage and erosion and sediment control regulations. The town contracts engineering services. The contracted Town Engineer reported 21 site visits to discuss, review, and inspect drainage, sediment and erosion control plans in accordance with the approved Planning Board Site Conditions.

Goal was achieved:

Planning Board and contracted Town Engineer

Message Date:

All land use regulations are posted on the town website and made available to all developers and contractors during site plan review. Also discussed and reviewed with the developers public Planning Board meetings.

MCM 2 - Public Participation**BMP: Public Participation in Stormwater Management Program Development**

Description: The Stormwater Management Program is posted on the Town's website.

Measurable Goal(s):

No direct public input was received.

MCM 3 – Illicit Discharge Detection and Elimination**BMP: IDDE Legal Authority**

The Town has developed a draft IDDE Ordinance. The draft IDDE Ordinance is currently being reviewed by Town boards and is in the early stages of the adoption process.

BMP: Sanitary Sewer Overflow (SSO) Inventory

The Town of Litchfield does not have public sanitary sewers so the SSO inventory is not applicable.

BMP: Map of Storm Sewer System

Phase 1 mapping of the storm sewer system and associated outfalls was completed previously. Ongoing updates to the mapping are in progress.

BMP: IDDE Program

A written IDDE plan has been developed and is available on the Town's 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: **19**

Investigation Data can be found on our website: <https://litchfieldnh.gov/stormwater-management/>

Number of wet weather outfall inspections/sampling events: **None**

Number of illicit discharges removed: **0**

Estimated gallons of flow removed: **0**

BMP: Employee Training

The Town Administrator participated in and was a panelist on the September 24, 2019 EPA training webinar “Soak up the Rain Stormwater Mapping” The Road Agent and Town Administrator reviewed BMP and SOP with the town's environmental engineer before conducting 19 dry weather outfall investigations/screenings in August 2019. Due to COVID-19, training was not scheduled before spring and summer 2020 work. This will be a priority in year 3 as the town plans to take advantage of online training videos.

MCM 4 – Construction Site Stormwater Runoff Control

A written site inspection and enforcement program for erosion and sediment control measures is included in our Stormwater Management and Erosion Control Land Use regulations adopted and approved in May 2003. These regulations will be updated as needed pursuant to the current MS4 permit requirements.

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

Number of site plan reviews completed: **6**

Number of inspections: **21**

Number of enforcement actions: **0**

MCM 5 – Post Construction Stormwater Management in New Development and Redevelopment**BMP: Post-Construction Ordinance (due in year 2)**

A written site inspection and enforcement program for erosion and sediment control measures is included in our Stormwater Management and Erosion Control Land Use regulations adopted and approved in May 2003. These regulations include the requirement to submit as-built drawings to the Town and require post-construction inspections. These regulations will be updated as needed pursuant to the current MS4 permit requirements.

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.

MCM 6 – 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/O&E Plan.

<https://litchfieldnh.gov/stormwater-management/>

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

Deliverables have been created and are included in our SWMP/O&E Plan

<https://litchfieldnh.gov/stormwater-management/>

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

Deliverables have been created and are included in our SWMP/O&E Plan

<https://litchfieldnh.gov/stormwater-management/>

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 Road Agent repaired two (2) catch basins in the amount of \$6,000 and identified 25 other catch basins that need work with an estimated cost of \$31,250. Extra funding is requested in the 2021 budget for these types of repairs.

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

Number of catch basins within MS4 regulated area: **566**

Number catch basins inspected in accordance with the SWMP: **331**

Number of catch basins cleaned: **331**

Volume or mass of material removed: **28 cubic yards**

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: **126**

Volume or mass of swept material: **52 cubic yards**

BMP: Winter Road Maintenance Program

A winter road maintenance program has been established with a goal of reducing salt usage. Annual salt usage is tracked annually and, depending on the type of storm, more sand is added to the sand salt mix. The Town has no salt zones and the Highway department has been updating its sand salt spreaders with brand new equipment that allows better control and application of

sand/salt mix.

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

The Town of Litchfield continues to collect information with a goal of inventorying and formally inspecting all municipally owned BMPs. 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: Highway Department and Transfer Station where pollutants are exposed to stormwater. Copies are kept, and 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.

Phosphorus

The Town of Litchfield does not have any lake or pond phosphorus TMDL's. 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

The Town of Litchfield does not have any chloride TMDL's or non-TMDL waters impaired for chloride.

Tracking of the amount of salt applied to all Town owned and maintained surfaces is collected and tracked annually, and the Town of Litchfield, through its participation in the Lower Merrimack Valley Stormwater Coalition(s) and continued involvement with the NHDES-led Green Snow Pro Program is working to develop a public education regarding impacts of salt use, methods to reduce salt use on private property, and modifications to driving behavior in winter weather.

The municipal Green Snow Pro legislation was delayed due to COVID-19, and will be revisited during the 2021 legislative session.

Description of any changes in identified BMPs or measurable goals

The Town of Litchfield has implemented activities in accordance with the approved Notice of Intent. All BMPs and measurable goals as outlined in the approved NOI are appropriate.

Activities for the Next Reporting Cycle

The Litchfield Community Television and Video Department started a weekly digital newsletter called the Litchfield Mirror in September 2020. The Town plans to utilize this media as a primary public outreach tool to keep residents engaged for stormwater management practices.

Reporting of salt use will be completed using the UNH T2 online tool in year 3.

The Town currently uses a hydraulic clamshell bucket to clean catch basins. The Town plans to seek proposals to utilize a high pressure cleaning and vacuuming equipment (Vactor truck) depending on budget limitations. Current cost is approximately \$10k per year; Vactor truck may cost \$20k per year.

The Town of Litchfield will continue to implement activities in accordance with the approved Notice of Intent, SWMP and IDDE plan.