

**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: City of Rochester, NH

EPA NPDES Permit Number: NHR041028

**Primary MS4 Program Manager Contact Information**

Name: Blaine Cox

Title: City Manager

Street Address Line 1: 31 Wakefield Street

Street Address Line 2:

City: Rochester

State: NH

Zip Code: 03867

Email: blaine.cox@rochesternh.net

Phone Number: (603) 335-7500

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address): <https://www.rochesternh.net/stormwater-center>

Date SWMP was Last Updated: 6/30/2020

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 the impacts of COVID-19, the draft post-construction ordinance includes language requiring the submission of as-built drawings and a long-term operation and maintenance agreement. The draft ordinance is currently undergoing review and is expected to be adopted by City Council by in Permit Year 3. However, the City does require as-builts to be submitted with any projects completed.

The written SWPPPs were completed after June 30th and are not included in the SWMP.

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:

For FY2020, due to the COVID-19 public health crisis, the employee in-person training was not held during the reporting period. The current plan is to conduct a 2-hour online training in Fall 2020 and conduct the field portion of the training when it is deemed safe to do so.

**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:

Due to the COVID-19 public health crisis, all dog licenses were issued online, and hard copy post cards and flyers were not created. The City Clerk's office emailed a PDF of the flyer with dog license confirmations.

## 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:

Due to the COVID-19 public health crisis and City offices being closed, the City posted the grass clipping fact sheet on the home page of the Rochester City website. The City also sent out two emails to distribute the message. The first email went to City residents through the EAlert and the second email went out to businesses. Due to the COVID-19 public health crisis, all dog licenses were issued online, and hard copy post cards and flyers were not created. The City Clerk's office emailed a PDF of the flyer with dog license confirmations.

## Solids, Oil and Grease (Hydrocarbons), or Metals Impairment(s)

### Annual Requirements

#### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

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

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

### 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 NOI was originally submitted by the City of Rochester as only having an impairment for Solids/Oils/Grease/Metals and Bacteria/Pathogens TMDL. The Authorization to Discharge was returned as also needing to comply with the requirements for Nitrogen impairment because of discharge to a tributary of an impaired waterbody. While the lists of receiving waters and outfalls did not change, the SWMP was updated in Year 1 to incorporate language addressing all three of these impairments/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: 4

*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 Educational Flyer**

##### Message Description and Distribution Method:

Due to the COVID-19 public health crisis, all dog licenses were issued online, and hard copy flyers were not created. The City Clerk's office emailed a PDF of the flyer with dog license confirmations.

Targeted Audience: Residents (dog owners)

Responsible Department/Parties: Rochester Department of Public Works / Parks and Recreation

##### Measurable Goal(s):

Reduce the presence of dog waste on the ground in popular dog walking locations such as along the Columbus Avenue trail, Woodman Park, Parson Park and the Riverwalk.

Message Date(s): flyers were emailed with dog license confirmations (dog licenses are generally renewed in March--April.

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:

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#### **BMP: Grass Clipping / Slow-Release Fertilizer Factsheet**

##### Message Description and Distribution Method:

Distribute brochures prepared by UNH Coop Extension detailing proper lawn maintenance topics including fertilizer usage, cutting heights, clipping disposal, natural pest controls, leaf litter/yard waste disposal and composting. due to the COVID-19 public health crisis and City offices being closed, the City posted the fact sheet on the home page of the Rochester City website. The City also sent out two emails to distribute the message. The first email went to City residents through the EAlert and the second email went out to businesses.

Targeted Audience: Residents and applicable businesses



Responsible Department/Parties: Rochester Department of Public Works

Measurable Goal(s):

Increase the amount of yard waste/leaf litter collected each year. Waste Management provides curb side pickup of yard waste twice in the Spring and twice in the Fall; there is also a Waste Management location for residential yard waste drop off. The Stormwater Team will inquire with Waste Management to see if the City can obtain annual data on volumes of yard waste collected and keep a record to see if collected yard waste has increased.

Message Date(s): 5/19/2020

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:

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**BMP: "Get Pumped" Septic System Brochure / Webpage**

Message Description and Distribution Method:

The City will distribute educational brochures to homes and businesses not serviced by sanitary sewer to encourage residents and businesses to pump out their septic systems. The "Get Pumped" program provides a list of septic haulers participating in a rebate program to encourage pump outs.

Targeted Audience: Residents and applicable businesses

Responsible Department/Parties: Rochester Department of Public Works / Rochester Planning Department

Measurable Goal(s):

Increase septic system awareness and pump-out frequency. Send an annual survey to the same homes and businesses inquiring whether they have pumped their septic systems and how much was pumped. Keep a record of the survey results for each Permit Year to evaluate if pump-out frequency and volume has increased.

Message Date(s): Fall 2019

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:

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**BMP: Leaf Litter Disposal Factsheet**

Message Description and Distribution Method:

The City will disseminate NHDES' lawn maintenance brochure to encourage residents and businesses to dispose grass clippings, leaf litter and other yard waste at the nearby Turnkey landfill facility.



Targeted Audience: Residents and applicable businesses

Responsible Department/Parties: Rochester Department of Public Works / School Department

Measurable Goal(s):

Collaborate with Waste Management at Turnkey facility to promote yard waste collection and composting for residents. Observe less grass clipping and yard waste blown into City Streets or disposed of in drainage areas based on anecdotal observations.

Message Date(s): Fall 2019

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:

Based on public input from 2019 (i.e., to use Facebook or other social media to better reach city residents), three stormwater messages were posted (two on the City of Rochester's Facebook page and one on the City of Rochester's "News and Events Portal"); the messages included a link to the SWMP for residents to review and 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:

A presentation to the Public Works and Buildings Committee on June 18, 2020 included an overview of the MS4 Permit and highlight the MS4 Permit requirements. The City posted three stormwater related social media posts in April, May and June with a link to the SWMP.

## 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: 0

Number of SSOs removed: 0

**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:

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

Number of outfalls screened: 160

*Below, report on the percent of total outfalls/ interconnections screened to date.*

Percent of total outfalls screened: 100

**Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed during this reporting period.*

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated to date.*

Percent of total catchments investigated:

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

The written catchment investigation procedure has been developed but no catchment investigations have been completed during the reporting period. The City is working on identifying SVFs for each outfall.

### **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:*

No illicit discharges were identified during the reporting period.

### **Employee Training**

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

For FY2020, due to the COVID-19 public health crisis, the employee in-person training was not held during the reporting period. The current plan is to conduct a 2-hour online training in Fall 2020 and conduct the field

portion of the training when it is deemed safe to do so.

#### **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: 35

Number of inspections completed: 94

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 draft post-construction ordinance includes language requiring the submission of as-built drawings and a long-term operation and maintenance agreement. The draft ordinance is currently undergoing review and is expected to be adopted by City Council in Permit Year 3.

##### **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:

The street design and parking lot assessment is planned to be completed by Year 4 of the permit term. The assessment of current street design and parking lot guidelines is expected to begin during subsequent reporting 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:

The green infrastructure report is planned to be completed by Year 4 of the permit term. The assessment of whether local regulations permit the use of green infrastructure practices is expected to begin during subsequent reporting 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 retrofit properties inventory is planned to be completed by Year 4 of the permit term. The inventory and priority ranking of retrofit opportunities to reduce impervious area is expected to begin during subsequent reporting 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: 617

Number of catch basins cleaned: 617

Total volume or mass of material removed from all catch basins: 1,015.12 cubic yards

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

Total number of catch basins: 577

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

Approximately 40 catch basins were repaired or replaced

### 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:
- ☐ Weight of material removed:

### 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:

### **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:

Due to impacts of COVID-19, the following requirements could not be completed:

- Updates to the SWMP were made before June 30, 2020; however, was not signed by the City Manager until September 2, 2020 or posted to the City's website until September 2020.
- Written SWPPPs were completed after June 30th and are not included in the SWMP.
- IDDE employee in-person training was not held during the reporting period. The current plan is to conduct a 2-hour online training in Fall 2020 and conduct the field portion of the training when it is deemed safe to do so.
- All dog licenses were issued online, and public outreach hard copy post cards and flyers were not created. The City Clerk's office emailed a PDF of the flyer with dog license confirmations.

### **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:

## 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:

Blaine Cox

Title:

City Manager

Signature:



Date:

9-24-20

*[Signatory may be a duly authorized representative]*