

**New Hampshire Small MS4 General Permit  
Annual Report  
Town of Rollinsford  
Permit Year 2**

EPA NPDES Permit Number NHR041029

# Certification

**Instructions:** All reports, including SWPPPs, inspection reports, annual reports, monitoring reports, reports on training and other information required by this permit must be signed by a person described in Appendix B, Subsection 11.A or by a duly authorized representative of that person in accordance with Appendix B, Subsection 11.B. If there is an authorized representative to sign MS4 reports, there must be a signed and dated written authorization. Use the following language if your municipality wishes to file using an authorized representative.

## Authorized Representative:

The authorization letter is:

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

Written authorization letter

- Publicly available at the website:

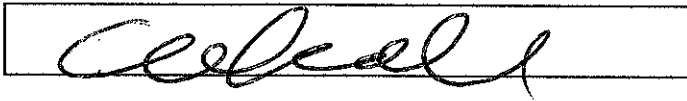
**Instructions:** Use the following language if signed by a person described in Appendix B.

"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

Caroline Kendall

Signature



Date

9/28/2020

## Primary MS4 Program Manager Contact Information:

Position/Title:

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Town Administrator

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Name Caroline Kendall  
Department Administration  
Phone Number 603-742-2510

# Small MS4 Authorization

The following annual report is intended to document on the activities undertaken over the reporting period from May 1, 2018 – June 30, 2019 in accordance with the Notice of Intent. 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 ##MUNICIPALITY'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://drive.google.com/drive/u/0/folders/1D9RZ3qfeGyacvUeM1WFZwW6uo8PafyJu>

IDDE: <https://drive.google.com/drive/u/0/folders/1D9RZ3qfeGyacvUeM1WFZwW6uo8PafyJu>

*Any work or progress negatively impacted by the COVID-19 pandemic should be noted. For example if outreach and education efforts were impacted, note how.*

## **MCM1 - Public Education and Outreach**

***Instructions: Use the following language if your municipality has Nitrogen or Phosphorous. Every municipality is assumed to be following MCM criteria for Bacteria Impairments.***

***The following describes Seacoast stormwater coalition O&E decisions made collectively and available on the NHDES blog. This language should also be included in your SWMP and is redundant for year 2***

### **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](https://www4.des.state.nh.us/nh-ms4/?page_id=54).

**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 &/or Business and Institutions

**Measurable Goal(s):**

Lawn care enthusiasts' 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.

In Year 1, approximately 1100 flyers were distributed. In Year 2. Approximately 1100 flyers were distributed. All taxpayers in Rollinsford received a flyer in 2019 and 2020, **Goal was achieved.**

The web address for the Green grass and Clear water brochure was also included in the Salmon Falls newsletter that is received by all Rollinsford taxpayers. **Goal was achieved.**

**Message Dates:**

June 2019, July 2020

#### **BMP: Pet Waste Disposal**

**Document Name and/or Web Address:**

Rollinsford Dog waste and Surface Water Quality:

<https://drive.google.com/drive/u/0/folders/1D9RZ3qfeGyacvUeM1WFZwW6uo8PafyJu>

"Every Drop" post cards or flyer [https://www4.des.state.nh.us/nh-ms4/?page\\_id=54](https://www4.des.state.nh.us/nh-ms4/?page_id=54)

**Description:**

The Rollinsford Dog waste and surface water quality brochure is a communication that was written by a resident that is also a volunteer on the Rollinsford stormwater committee. The brochure describes the impairments that are in the Rollinsford waterbodies, the amount of waste generated by the number of dogs in Rollinsford, and the detrimental effects of uncontrolled dog waste to the Rollinsford residents. A picture of a new dog waste sign was included to emphasize the importance of the signs and why 6 signs were installed in problematic areas in 2019. The slogan Bring It (plastic bag), Bag it, Dispose of It was included in the brochure. The resident who wrote the brochure used the best ideas from several communications to personalize the message to Rollinsford residents.

Distribution and promotion of "Every Drop" post cards 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):**

In 2019, a resident volunteered to monitor dog waste and alert dog walkers about the new dog waste signs along the Salmon Falls boat launch area which has been a problematic area. In June 11, 2019, 11 findings were recorded. In August 1, 2019, only 1 finding was reported. **Goal was achieved.** In 2020, the effort to alert dog walkers about the new pet waste signs was continued, however foot traffic has been drastically increased due to COVID 19 with a significant number of people coming from outside the community. As a result, the amount of 2020 dog waste has increased and the **goal was not achieved.**

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 web address for the PREP every drop pledge was included in the Salmon Falls newsletter that is received by all Rollinsford taxpayers. **Goal was achieved.**

In Year 1, 0 residents pledged through the PREP "Every Drop" website. In Year 2, 0 residents pledged through the PREP "Every Drop website. **In 2020, the Prep Every Drop pledge has been supplemented by the installation of dog waste signs, a volunteer program to alert pet walkers about the dog waste signs, and the mailing of Rollinsford dog waste and water quality flyer that is written by volunteers to provide a local message.**

**Message Date:** License renewal beginning 2020, Salmon Falls newsletter beginning 2019

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

**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.

In Year 2 no flyers were distributed. The flyers were not available in the Fall of 2019. Flyers are available for the Fall of 2020.

**Message Date:**

**BMP: Septic System Maintenance**

**Document Name and/or Web Address:**

[https://www4.des.state.nh.us/nh-ms4/?page\\_id=54](https://www4.des.state.nh.us/nh-ms4/?page_id=54)

**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.

In Year 1, 560 flyers were distributed. In Year 2, 560 flyers were distributed. **Goal was achieved.**

**Message Date:**

July 2019, July 2020

**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 Planning Board held 1 pre-construction meeting (Cantwell), representing 100% of projects that required planning board approval for projects that disturb one acre or more and began construction during this reporting period. **Goal was achieved.** Rollinsford has a volunteer

planning board. All site reviews requests are reviewed at the Rollinsford Planning Board meeting. If a site review request requires a written site review performed by a N.H. professional engineer and a technical review (P.E., Town staff, and Applicant) of the written P.E. site review, the Applicant's site review request is suspended, pending the reviews. After the technical review has been successfully completed, the Applicant's request is reviewed at the Planning Board meeting.

**Message Date:**  
Ongoing.

## **MCM2 - Public Participation**

### **BMP: Public Participation in Stormwater Management Program Development**

**Description:** The Stormwater Management Program was publicly reviewed at 5 Rollinsford Stormwater meetings that were held in 2020. The stormwater committee consists of 5 residents, 2 Town employees and 1 elected official. The meetings are open to the public. The residents on the Stormwater committee have made significant contributions to the SWMP.

**Measurable Goal(s):** Public input and participation in 5 Rollinsford stormwater meetings in 2020

**Goal was achieved. .**

## **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**

The SSO is managed by the Rollinsford Sewer District and is a separate governmental entity. Only Portsmouth and Exeter need to meet this requirement.

### **BMP: Map of Storm Sewer System**

A consultant was hired to produce a paper map of the stormwater system. The map is available on the Town web site. The Town has received a NHDES clean water state revolving fund for stormwater asset management. Work is underway by Hoyle Tanner to generate an inventory of horizontal assets of the stormwater infrastructure in a GIS database.

### **BMP: IDDE Program**

A Written IDDE plan has been developed and is available on the Town of Rollinsford 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: 0, dry weather investigations. Dry weather investigations are scheduled to be completed the 3<sup>rd</sup> quarter of 2020. Preliminary work was started July 2020

Number of wet weather outfall inspections/sampling events: 0, **not due until year 7.**

Number of illicit discharges removed:0

Estimated gallons of flow removed:0

A continuous flow was observed in one of the outfalls during preliminary dry weather screening. The flow has been traced to a natural spring. Work is being performed by the engineering consultant, Hoyle Tanner, to map the outfalls and horizontal assets.

### **BMP: Employee Training**

#### **Use the catch basin inspection & Cleaning Inspection Training Log.**

Rollinsford uses SOP 3, Catch Basin inspection and cleaning to train the Town employees. SOP 3 details the sources of pollution (illicit discharges) and how to identify the sources of pollution not only in catch basins but in general.

### **MCM4 – Construction Site Stormwater Runoff Control**

A Written site inspection and enforcement program for erosion and sediment control measures was created and is included in our SWMP.

Rollinsford has a volunteer planning board. All site review requests are reviewed at the Rollinsford Planning Board meeting. If a site review request requires a written site review performed by a N.H. professional engineer and a technical review (P.E., Town staff, and Applicant) of the written P.E. site review, the Applicant's site review request is suspended, pending the reviews. After the technical review has been successfully completed, the Applicant's request is reviewed at the Planning Board meeting.

A Town inspector is a hired P.E. being used for the site inspection. The site report that is generated is used for compliance enforcement and for annual stormwater treatment structures inspections performed by the Road Agent

The following tasks are in progress in accordance with the accepted NOI. The Planning Board Site review process needs to be reviewed. A N.H. professional engineer is hired to generate each inspection checklist and perform the construction site runoff control inspections.

Number of site plan reviews completed: 1 (Cantwell, July 2020)

Number of inspections: not yet due

Number of enforcement actions: NA

### **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 by the Seacoast Stormwater Alliance in August 2020 but is pending approvals., Links and references will be included in our SWMP when available. The delay may have been caused by the Covid-19 pandemic.

### **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: 118

Number catch basins inspected (10/8/2019) in accordance with the SWMP: 118

Number of catch basins cleaned (10/8/2019): 118

Volume or mass of material removed: 4 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 on 11/7/2019: 30 lane miles

Volume or mass of swept material on 11/7/2019: 2 yards

Number of (lane) miles swept on 4/16/2020: 30 lane miles

Volume or mass of swept material on 4/16/2020: 4 yards

**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 Town of Rollinsford 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.

Wentworth St

**BMP: SWPPP (due year 2)**

SWPPPs were developed in year 2, consistent with the NOI and permit requirements, for the Transfer Station and Highway Department that are co-located on Jesse Doe Rd. The SWPPP is stored on the following Town of Rollinsford web site:

<https://drive.google.com/drive/u/0/folders/1D9RZ3qfeGyacvUeM1WFZwW6uo8PafyJu>

Copies are kept, and inspections as outlined in completed SWPPPs will begin in year 3.

***Instructions: Only Include relevant portions for your municipality.***

## **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**

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

### **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 Town of Rollinsford through its participation in the Stormwater Coalition and continued involvement with the NHDES led Pollutant Tracking and Accounting Program (PTAP), will 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**

The Town of Rollinsford does not have a Chloride impairment but are using the following methods to prevent a chloride impairment:

Tracking of the amount of salt applied to all municipally owned and maintained surfaces, and reporting of salt use has been completed using the UNH T2 online tool, or other.

The Town of Rollinsford 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, and modifications to driving behavior in winter weather as listed in Attachment 1 to Appendix H.

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

**Description of any changes in identified BMPs or measurable goals**

The Town of Rollinsford 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 Town of Rollinsford will continue to implement activities in accordance with the approved Notice of Intent.