

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:

Mapping was incomplete due to budget constraints and the stay-home order from the Governor, however, the baseline mapping will be completed this fall.

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:

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:

We did provide messages about septic system maintenance on line, but were not able to distribute the fliers as planned at a local fair. The fair was cancelled this spring.

Chloride ImpairmentAnnual Requirements

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:

Phosphorus ImpairmentAnnual 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:

BMPs - We have a few structural BMPs installed at the Fire Station and the newly hired Fire Chief is working to update the SWMP for the Fire Station. This is not quite complete but should be completed this fall.

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

Wilton increased the number of roads that were swept from one mile to one and half miles.



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:** 3

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: Get the Scoop the Poop!

Message Description and Distribution Method:

Message: Dispose of dog waste properly

This message is distributed on our website and social media. In December 2019, the Girl Scouts in Wilton donated two poop bag stations to the Stormwater Team. One was installed in the park downtown that is adjacent to the Souhegan River. The Girl Scouts attended a snowy ribbon-cutting ceremony that preceded the annual holiday program downtown in early December 2019. This was showcased on social media.

Targeted Audience: Dog Owners

Responsible Department/Parties: DPW and Stormwater Manager

Measurable Goal(s):

The number of social media interactions.

The number of poop bags used

Message Date(s): December 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:

BMP: [Get Pumped!]

Message Description and Distribution Method:

Message: Proper septic system maintenance prevents future problems

Get Pumped! is a message to septic system owners to maintain their septic systems in working order. This is provided on the Town website, social media posts, and brochures. There is information about companies that will install, repair, and maintain septic systems. In August 2020 we added a link to a rebate and promoted the rebate on social media.

In addition to the information on our website, we also provided brochures to residents but that was limited

after March 2020.

Targeted Audience: Septic System owners

Responsible Department/Parties: Stormwater manager

Measurable Goal(s):

The number of brochures distributed

The number of social media interactions and visits to the webpage

Message Date(s): This is an on-going message. Updates were made in August 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:

Our NOI highlighted lawn care first, but this seems like a more urgent message.

BMP:[Green Grass, Clear Water]

Message Description and Distribution Method:

Message: Tools to keep lawns healthy and prevent pollution

This was a set of messages outlining simple recommendations to keep lawns healthy while reducing water quality impacts - including proper fertilizer techniques and disposal of grass clippings. This was started in June 2020 and has been added to as COVID-19 restrictions ease.

Targeted Audience: Homeowners

Responsible Department/Parties: Stormwater Manager and Recycling Center Director

Measurable Goal(s):

The number of visits to the website that was promoted on social media and the Town website. In August 2020, a video was added to show where lawn clipping can be composted at the Recycling Center and the number of views will be tracked.

Message Date(s): Ongoing

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:**

1. The Stormwater Permit was described at the Annual Town Meeting to approximately 120 residents and the power point presentation was posted on the Stormwater page. The public had an opportunity to ask questions.
2. The Stormwater manager was interviewed prior to the Annual Town Meeting on a local podcast (Before the Checks are Signed). This was the first time the hosts had a guest and it was one of the most popular downloads of the show. There were comments about the show both on the podcast page and their social media page.

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:**

The NOI didn't specify what the method of public participation would be, but was more general in allowing the public to participate annually.

In addition, there is public interest in assisting with some BPM creations which will be scheduled for spring 2021 since this spring wasn't conducive to working with volunteers.

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:

We have 13 outfalls that have been mapped previously and those locations will be confirmed fall 2020 with a smaller number of volunteers than was originally anticipated. We have a map of the catch basins and are working on mapping the interconnections.

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:

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

Percent of total outfalls screened:

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:

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:

Wilton is in the process of preparing our IDDE.

Employee Training

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

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:

Number of inspections completed:

Number of enforcement actions taken:

Optional: Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

Wilton received our first stormwater permit for construction adjacent to Stoney Brook. The review began in

May 2020 but the final approval didn't happen until August 2020. Inspections on this project will begin this fall.

Enforcement actions - Wilton town officials received information this spring about clear cutting along a brook that is a tributary to Stoney Brook and a homeowner who was building adjacent to a stream. After many visits and discussions, there is a written plan for restoration. There will be inspections coming up in the spring of 2021.

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:

In the fall of 2020, Wilton recieved our first stormwater permit and, according to our own regulations, an "as built" drawing of the stormwater infrastructure will be required.

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 local stormwater regulations will be updated fall of 2020.

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:

Green infrastructure is allowed currently in our stormwater regulations. The Fire Station has had green infrastructure in place since 2016.

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:

Each of the Town-owned buildings within the urbanized area will be reassessed first and the SWMP for that property will be updated. Currently the Fire Station is in progress and will be completed by October 2020. The plan is to develop a stronger O&M plan and integrate the maintenance of the stormwater infrastructure into the training for the firefighters. The other facilities in the urbanized area are Town Hall, the library, and the Police Station. The Town Hall will be assessed in the next few months and there is a plan to redesign the roof drainage system to incorporate a rain garden pretreatment system.

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:

Number of catch basins cleaned:

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

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

Total number of catch basins:

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 number of catch basins inspected was approximately 30 and none of them had very much material in them. Once the catch basins are about half full, the plan is to clean them.

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: cubic yards

☐ 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:

The only inspections that have taken place have been after the last reporting year ended.

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:

SORLAC provides water quality data on the Souhegan River including a number of data collection sites in Wilton. Data collection in 2020 was suspended due to COVID-19 and hopefully will resume in the spring. Currently the water levels in the Souhegan are extremely low and some tests couldn't be performed.

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:

Outreach

Many of our educational messages were pivoted to being solely electronic and interactions with potential volunteers were completely halted.

Water Testing

SORLAC halted their water testing program due to COVID-19. The Town halted spending for the majority of the year with cash flow concerns.

Mapping

The Town halted spending for the majority of the year with cash flow concerns. Working with volunteers was halted.

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:

Outreach

Volunteer groups and the childrens' librarian will be starting a storm-drain stenciling program and a stormwater-STEM program that will be available in the spring of 2021.

SWPP updates

Each of SMP plans for the Town-owned properties in the urbanized area will be updated and plans for green infrastructure will be included. Once the buildings are complete, the parking lots and open-spaces will be reviewed.

Mapping

A full map of the outfalls and catch-basins will be undertaken. The public will be invited to participate in the decision making process for assessing the outfalls.

Developers

The first three stormwater permits from the town are in process or recently issued. There will be a steep learning curve for inspection and implementation. One of the three permits is for the Town on a trail next to Stoney Brook which will provide opportunities for outreach and education. We plan to undertake a revision of our Stormwater Regulations to more fully incorporate MS4 requirements.

Training

Training for the employees of the Highway Department and Fire Station will be updated to include stormwater infrastructure maintenance.

Water Quality Testing

Wilton needs to undertake our own water quality testing program. The planning for this is taking place fall of 2020 with a plan for implementation in Spring 2021.

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:

PAUL BRANSCOMBE

Title:

TOWN ADMINISTRATOR

Signature:

Paul Branscombe

Date:

9/24/2020

*[Signatory may be a duly authorized
representative]*