

Year 3 Annual Report
New Hampshire Small MS4 General Permit
New Permittees
Reporting Period: July 1, 2020-June 30, 2021

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, 2020 and June 30, 2021 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization: Town of Plaistow, NH

EPA NPDES Permit Number: NHR041000

Primary MS4 Program Manager Contact Information

Name: Greg Colby Title: Interim Town Manager

Street Address Line 1: 145 Main Street

Street Address Line 2:

City: Plaistow State: NH Zip Code: 03865

Email: gcolby@plaistow.com Phone Number: 603-382-5200 ext. 261

Stormwater Management Program (SWMP) Information

SWMP Location (web address): https://www.plaistow.com/sites/g/files/vyhlf1071/f/uploads/plaistow_stormwater_management_program_09142021.pdf

Date SWMP was Last Updated: Sep 14, 2021

If the SWMP is not available on the web please provide the physical address:

Plaistow Town Offices, 145 Main Street, Plaistow, NH 03865

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)			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Chloride	<input type="checkbox"/> 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 3 Requirements

☐ IDDE ordinance or other regulatory mechanism complete and adopted

☐ Construction/ Erosion and Sediment Control (ESC) ordinance or other regulatory mechanism complete and adopted

☐ Post-construction bylaw, ordinance, or other regulatory mechanism complete and adopted

☒ Developed written procedures for site inspections and enforcement of sediment and erosion control measures

☒ Developed written procedures for site plan review

☒ Kept a log of catch basins cleaned and inspected

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 3 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:

- The Town adopted a stormwater IDDE ordinance (Article XVI Stormwater - Illicit Discharge and Connection) as a requirement of the 2003 NH MS4 permit. An updated IDDE ordinance is being developed to address additional requirements in Part 2.3.4.2 of the 2017 NH MS4 permit. The draft ordinance will be presented for planning board review in October 2021, then presented at a public hearing, and placed on the ballot for Town Meeting in March 2022.
- The Town adopted a construction/ erosion and sediment control and post-construction stormwater ordinance (Article XVIIA Stormwater - Post Construction) as a requirement of the 2003 MS4 permit. An updated ordinance is being developed to address additional requirements in Parts 2.3.5.3 and 2.3.6 of the 2017 NH MS4 permit. The draft ordinance will be presented for planning board review in October 2021, then presented at a public hearing, and placed on the ballot for Town Meeting in March 2022.
- An updated storm sewer system map was completed in June 2021 as required in Part 2.3.4.5 of the 2017 NH

MS4 permit and is included in the updated stormwater management plan. An updated outfall and interconnection inventory and priority ranking to assess illicit discharge potential was also completed, consistent with Part 2.3.4.7 of the 2017 NH MS4 permit.

- Written SWPPPs were completed for the Town Public Safety Complex (in 2016) and the Town Public Works Garage (in 2018) as required in Part 2.3.7.2 of the 2017 NH MS4 permit.

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
- × Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- × All curbed roadways were swept at least once within the reporting period

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:

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

The Town of Plaistow has completed the required self-assessment (Part 4.4.2.1) and has determined that the

municipality is either in compliance with all permit conditions or is actively working toward completing all requirements as described in this report. Plaistow's Stormwater Management Program remains in-progress and includes continuing as well as new stormwater activities during the reporting period. A summary of stormwater related activities during the reporting period follows and includes many proactive stormwater activities not required under the permit:

- Submitted a Year 2 MS4 Annual Report;
- The Town of Plaistow proposed a 2020 Warrant Article to construct a new "Salt Shed" at the new Public Works Garage located at 144 Main Street. This was the third phase of building a new Public Works Facility - including a new Salt Shed and relocating the entire Highway Department from the Old County Road (Landfill site) to a new site and building new infrastructure that is consistent with BMP requirements for storing winter salt. Construction of the salt shed was completed in the winter of 2021 and all new deliveries of road salt are to the new Public Works Facility Salt Shed at 144 Main Street. The new Salt Shed is larger (40 x 60) than the previous salt shed, is totally enclosed - with doors on the front - and will not allow any weather or water into the building thereby eliminating any salt discharge. The previously used Salt Shed at Old County Road is no longer used for salt storage and will instead be used for non-motorized equipment storage;
- 529 Town-owned catch basins were cleaned in November 2020 and approximately 60 cubic yards of material was removed from the catch basins. Catch basin cleaning is planned again for November 2021;
- Removed approximately 40 cubic yards of debris swept from Town streets and parking lots in May 2021;
- Winter road maintenance procedures including education and staff training, and salt storage best management practices have been reviewed and updated for compliance with 2017 NH MS4 requirements;
- The New Hampshire Department of Environmental Services (NHDES) approved the Town of Plaistow for a Clean Water State Revolving Fund (CWSRF) loan of \$30,000 with 100% principal forgiveness in the Fall 2019 to develop a stormwater asset management plan. The Town received authority to apply for and spend a CWSRF loan at its 2019 Town Meeting in March 2019. The CWSRF loan and asset management plan project has been placed on hold; however, the Town routinely has discussions to pursue the project. Asset management plan implementation should assist the town with MS4 permit compliance activities and to improve the Town's stormwater infrastructure over the long term;
- Numerous meetings with the Selectmen, Planning Board and staff regarding stormwater stewardship and regulatory responsibilities;
- Town staff are members of the Lower Merrimack Valley Stormwater Management Coalition and attend periodic meetings;
- The Town continues to utilize a Plaistow Stormwater Task Force to develop and implement the Town's stormwater management program. The Task Force consists of members of the Town Planning Department, Department of Building Safety, Health Department, the Town Manager, the Highway Department, the Conservation Commission, and an outside stormwater consultant, Normandeau Associates, Inc.;
- The Plaistow Conservation Commission continues to support long-term annual monitoring of stream water quality at twenty-one (21) surface water quality stations with sampling last completed in November 2020 and planned again for November 2021;
- Town was awarded a \$19,995.70 grant in 2013 to update the Town's Source Water Protection Plan, to

review/update the Aquifer Protection Ordinance, to review existing groundwater protection rules, and to develop a BMP inspection/survey program for Potential Contamination Sources (PCSs) with the updated Source Water Protection Plan being approved by the NHDES Drinking Water and Groundwater Bureau in January of 2016. This effort has benefited the current stormwater program and is ongoing;

- The Southern New Hampshire Regional Water Project is a collaboration between the seven (7) communities and water companies - consisting of Manchester Water Works, Towns of Derry, Windham, Salem, Plaistow, Pennichuck Corporation, and the Hampstead Area Water Company, Inc. (serving Hampstead and Atkinson) to supplement stressed drinking water resources in southern New Hampshire. The water recipients are primarily in need of supplemental drinking water due to MtBE contamination of local wells and to a lesser extent the region's growing population. On April 16, 2019, the Town of Plaistow signed on to the Southern Interconnection Agreement (SIA). Construction of the project started in Spring of 2020 with the construction of a 400,000-gallon water tank on Sweet Hill Road. The next step was the construction of the water mainlines, adding to the existing fire suppression system, which will be converted to the municipal potable water system. In summer 2021 the construction of the pump station was started on the Atkinson/Plaistow town line. As the pump station is being built, the service connections to individual properties will begin. Once the connections are made, the entire system is built out, flushed, disinfected, and tested, the taps can be turned on. The current schedule has the system operational in the summer of 2022.;
- Town staff have actively been involved with organizations that provide education on stormwater and low-impact development issues;
- The Town continues to participate in and host Household Hazardous Waste collection events. The Town participated in the Household Hazardous Waste collection day event on October 24, 2020 in Hampstead and hosted the Plaistow Household Hazardous Waste collection event on April 24, 2021;
- Informational brochures on protection of groundwater and surface water resources are typically handed out at the Household Hazardous Waste collection events; however, this practice was temporarily suspended in 2020 and 2021 due to Covid 19 social distancing restrictions;
- Plaistow Pride Day was held on April 24, 2021 to remove litter from roadsides, parks, and public spaces;
- The Town continues to distribute public information on stormwater protection in hard copy and electronically (via the Town's website and Facebook page);
- Town officials have collaborated to better define the ongoing decision-making processes that affect the Town's infrastructure and water quality;
- A Board of Selectmen booth at Old Home Day was scheduled in June 2020 to provide flyers and handouts promoting stormwater and septic system maintenance; however, the event was canceled due to Covid 19 restrictions and the next event was scheduled for August 28, 2021;
- Town Highway Department conducted pre-winter staff meeting in 2020 - discussed salt usage, storage/handling of salt, any other spills and how to handle. Highway Department staff are trained periodically in the Green SnowPro training in Keene, NH;
- Town maintained dog waste collection stations in 2020-2021 – located at the cemetery, the Town Hall, Ingalls Terrace Park, the Town Forest, and at Old County Road PARC facility,
- The Town hosts an annual Arbor Day celebration that includes the Pollard School 5th graders, the

Conservation Commission, and the Board of Selectmen. The Conservation Commission picks an Arbor Day theme and then the 5th graders write poems based on the theme. The 2020 theme was “Roots For Life”. The BOS judge the poems and present awards for the top 3 poems. Typically the 5th graders meet with Conservation Commission representatives, BOS representatives, and the Town Manager to plant a tree. Due to COVID-19 the tree planting ceremony was canceled for 2020 and 2021.

- The Town conducted IDDE training during a Stormwater Task Force meeting in March 2021

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:

There were no changes to receiving waters or impairments since the previous 2020 report. However, multiple changes were made to the list of outfalls after completing dry weather investigations in May and June 2021. Changes to the list of outfalls are summarized below:

- BB-OF1 was removed as a listed outfall as it is property of Timberlane Regional School and not maintained by the Town.
- BB-OF2 was removed as a listed outfall due to its new identification as a detention pond.
- KBT1-OF2 was removed as a listed outfall due to its new identification as a culvert.
- KBT1-OF3M was removed as a listed outfall due to its new identification as a culvert.
- LR-OF22 was removed as a listed outfall due to its new identification as an interconnection.
- LR-OF23 was removed as a listed outfall due to its new identification as an interconnection.
- LRT2-OF1 was removed as a listed outfall as it has been removed during stormwater infrastructure work.
- MB-OF3 was removed as a listed outfall as it is not an outfall.
- SB-OF8 was removed as a listed outfall as it is not an outfall.
- SBT3-OF6 was removed as a listed outfall as it is not an outfall.
- SBT3-OF7 was removed as a listed outfall as it is not an outfall.

Part IV: Minimum Control Measures

Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, please report on MCM1 and MCM2 and any other metrics below that have an asterisk (), along with any other metrics that you have started within this reporting period. Other than the metrics with an asterisk, the rest of the metrics are optional for new permittees. Then, proceed to Part V.*

*MCM1: Public Education

Number of educational messages completed during this reporting period:

Below, report on the educational messages completed during this reporting period. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP:Informational brochure for dog waste

Message Description and Distribution Method:

Pet waste and water quality brochure - Distributed at Town Clerk's office, distributed to pet owners as part of dog registration, and posted on Town Website (https://www.plaistow.com/sites/g/files/vyhlf1071/f/uploads/plaistow_pet_waste.pdf)

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Distribute annual message encouraging the proper management of pet waste

Message Date(s):

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

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

If yes, describe why the change was made:

BMP:Informational brochure for owner's of septic systems

Message Description and Distribution Method:

NHDES Fact Sheet "You and your septic system A homeowner's guide to septic system maintenance" - Posted on Town website (https://www.plaistow.com/sites/g/files/vyhlf1071/f/uploads/septic_info_nh_des.pdf). Septic system information was also scheduled to be provided to homeowners as part of Old Home Day which was canceled in 2020 due to the Covid-19 pandemic and scheduled again for August 2021.

Targeted Audience:

Responsible Department/Parties: Health Department

Measurable Goal(s):

Distribute message to owner's of septic systems about proper maintenance

Message Date(s): 07/01/2019 - 06/30/2021

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: Wastewater Discharge from Vehicle Washing Brochure

Message Description and Distribution Method:

NHDES Fact Sheet Wastewater Discharges from Vehicle Washing - posted publicly on Town Website (<https://www.plaistow.com/sites/g/files/vyhlif1071/f/uploads/dwgb-22-10.pdf>)

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Building Department

Measurable Goal(s):

Distribute at least two educational messages to each targeted audience during the permit term

Message Date(s): 07/01/2019 - 06/30/2021

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: Fueling and Maintenance BMPs for Earthmoving Equipment

Message Description and Distribution Method:

NHDES Fact Sheet Best Management Practices for Fueling and Maintenance of Excavation and Earthmoving Equipment - posted publicly on Town Website (<https://www.plaistow.com/sites/g/files/vyhlif1071/f/uploads/dwgb-22-6.pdf>)

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Building Department

Measurable Goal(s):

Distribute at least two educational messages to each targeted audience during the permit term

Message Date(s): 07/01/2019 - 06/30/2021

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: Holding Tanks for Floor Drains

Message Description and Distribution Method:

NHDES Fact Sheet Best Management Practices related to Holding Tanks for Floor Drains - posted publicly on Town Website (<https://www.plaistow.com/sites/g/files/vyhlf1071/f/uploads/dwgb-22-8.pdf>)

Targeted Audience: Industrial facilities

Responsible Department/Parties: Building Department

Measurable Goal(s):

Distribute at least two educational messages to each targeted audience during the permit term

Message Date(s): 05/01/2016 - 6/30/2021

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: Wastewater Discharges from Vehicle Washing

Message Description and Distribution Method:

NHDES Fact Sheet Best Management Practices related to Wastewater Discharges from Vehicle Washing - posted publicly on Town Website (<https://www.plaistow.com/sites/g/files/vyhlf1071/f/uploads/dwgb-22-10.pdf>).

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Building Department

Measurable Goal(s):

Distribute at least two educational messages to each targeted audience during the permit term

Message Date(s): 05/01/2016 - 06/30/2021

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: Preventing Groundwater Contamination at Gas Stations- What Municipalities and Water Suppliers

Message Description and Distribution Method:

NHDES Fact Sheet Best Management Practices related to Preventing Groundwater Contamination at Gas Stations - posted publicly on Town Website (<https://www.plaistow.com/sites/g/files/vyhlf1071/f/uploads/dwgb-22-20.pdf>).

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Building Department

Measurable Goal(s):

Distribute at least two educational messages to each targeted audience during the permit term

Message Date(s): 05/01/2016 - 06/30/2021

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: The Solution to Stormwater Pollution

Message Description and Distribution Method:

USEPA Informational Brochure describing ways to prevent stormwater pollution sourced from residential homes - posted publicly on Town Website (https://www.plaistow.com/sites/g/files/vyhlf1071/f/uploads/solutions_to_stormwater_pollution.pdf).

Targeted Audience: Residents

Responsible Department/Parties: Building Department

Measurable Goal(s):

Distribute at least two educational messages to each targeted audience during the permit term

Message Date(s): 05/01/2016 - 06/30/2021

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: Stormwater Best Management Practice - Concrete Washout

Message Description and Distribution Method:

USEPA Brochure related to Stormwater Best Management Practices, specifically Concrete Washout - posted publicly on Town Website (<https://www3.epa.gov/npdes/pubs/concretewashout.pdf>).

Targeted Audience: Developers (construction)

Responsible Department/Parties: Building Department

Measurable Goal(s):

Distribute at least two educational messages to each targeted audience during the permit term

Message Date(s): 07/01/2020 - 06/30/2021

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: Stormwater Best Management Practices - Silt Fences

Message Description and Distribution Method:

USEPA Brochure related to Stormwater Best Management Practices, specifically pertaining to the use of Silt Fences - posted publicly on Town Website (<https://www3.epa.gov/npdes/pubs/siltfences.pdf>).

Targeted Audience: Developers (construction)

Responsible Department/Parties: Building Department

Measurable Goal(s):

Distribute at least two educational messages to each targeted audience during the permit term

Message Date(s): 07/01/2020 - 06/30/2021

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: Protecting Groundwater from Floor Drains and Other Typical Discharges

Message Description and Distribution Method:

NHDES Fact Sheet related to the Protection of Groundwater from Floor Drains and Other Typical Discharges - publicly displayed on Town Website (<https://www.plaistow.com/sites/g/files/vyhlif1071/f/uploads/dwgb-22-9.pdf>).

Targeted Audience: Industrial facilities

Responsible Department/Parties: Building Department

Measurable Goal(s):

Distribute at least two educational messages to each targeted audience during the permit term

Message Date(s): 05/1/2016 - 06/30/2021

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

Add an Educational Message

***MCM2: Public Participation**

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The Plaistow Stormwater Management Plan is posted publicly on the Town website (https://www.plaistow.com/sites/g/files/vyhlif1071/f/uploads/plaistow_stormwater_management_program_062819.pdf). The activities of the Plaistow Stormwater Task

Force which is responsible for developing and implementing the Town's stormwater management program are reported publicly in the Town's annual report which is available in hard copy at the Town clerk's office and posted on the Town's website (https://www.plaistow.com/sites/g/files/vyhlif1071/f/uploads/town_rep_2019_corrected.pdf). Public comment on the Town's stormwater program is encouraged.

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:**

There were public hearings held for 7 site plan and subdivision applications submitted to the Plaistow Planning board during the reporting period. Stormwater design under the Town's stormwater management program was discussed at each of the public hearings.

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:

*Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified **since the effective date of the permit (July 1, 2018)**.*

Total number of SSOs identified:

Total 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:

Initial catchment delineations are complete, mapping of open channel conveyances and stormwater treatment

structures is an ongoing effort and is planned to be completed in 2021-2022. Attempts are being made to complete an inventory of privately owned stormwater treatment structures as well.

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. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.

- ☐ No outfalls were inspected
- ☒ 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 outfalls screened:

Optional: Provide additional information regarding your outfall/interconnection screening:

Dry weather outfall screening information is included in the attached documents "Plaistow 2021 Dry Weather Outfall Inspection Summary.pdf" and "Plaistow 2021 Outfall Priority Ranking and Screening Results.pdf"

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.

- ☐ No catchment investigations were conducted
- ☒ 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:

All Town-owned/maintained outfalls and interconnections were screened in May-June 2021. Preliminary catchment investigations were completed for all outfalls/interconnections with documented dry weather flows. Catchment investigation information is included in the attached documents "Plaistow 2021 Dry Weather Outfall Inspection Summary.pdf" and "Plaistow 2021 Outfall Priority Ranking and Screening Results.pdf"

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.

- ☒ No illicit discharges were found
- ☐ 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:

Ongoing catchment investigations are being completed at outfalls/interconnections where dry weather flows have been documented and the flow source has not been identified. In some instances a piped connection has been made to the MS4 that is not Town infrastructure (i.e. residential drain pipe) and those connections are being further investigated. Field observations and sampling results have not indicated any illicit discharges in the Town's MS4. See attached documentation.

Employee Training

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

IDDE Training was completed in April 2021 as part of the Plaistow Stormwater Task Force spring meeting. The Town's consultant conducted the training which was presented to the stormwater task force that consists of representatives of the Town's Planning, Health, Highway, and Building Safety Departments, the Town Manager's Office, and the Town Conservation Commission. Annual Training will be completed again in the winter/spring meeting of the stormwater task force in 2022.

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: 7

Number of inspections completed: 5

Number of enforcement actions taken: 0

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

Stormwater controls were reviewed as part of 7 site plan and subdivision applications reviewed by the Plaistow Planning Board during the reporting period. Projects included: the Town Pumphouse, a self storage facility, a 7 lot subdivision, a warehouse/office building, a storage building, a 4 unit trade business with office and showroom, and a 14 lot subdivision.

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

As-built Drawings

Describe the status of 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:

Article XVIA (Storm Water – Post Construction) of the Plaistow Zoning Ordinance has requirements for submission of as-built drawings and measures to ensure long term operation and maintenance of completed construction sites. Part 220-117.3. Design Standards requires permanent stormwater management design criteria as part of the development proposal, requires construction drawings including the identification of permanent stormwater/sedimentation control measures, and requires the submission of a stormwater management report including identification of all permanent control measures and responsibility for continued maintenance. Also required is a narrative description of ongoing construction and operational maintenance requirements for water quality measures required by stormwater management and erosion control and sediment control plans after final Planning Board approval to be recorded on the deed.

The Town's Storm water-post construction zoning ordinance is being updated in 2021/2022 and will include the requirements in Parts 2.3.5.3 and 2.3.6 of the 2017 MS4 Permit.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment including any planned or completed changes to local regulations and guidelines:

This effort has not yet started and is expected to be completed by the end of Year 4 of the permit term.

Green Infrastructure Report

Describe the status of the green infrastructure report including the findings and progress towards making the practice allowable:

This effort has not yet started and is expected to be completed by the end of Year 4 of the permit term.

Retrofit Properties Inventory

Describe the status of the inventory 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:

This effort has not yet started and is expected to be completed by the end of Year 4 of the permit term.

MCM6: Good Housekeeping

***Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The catch basin optimization plan is currently being developed. The Town completes annual catch basin clean



If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- ☐ The catch basin cleaning optimization plan or schedule is attached to the email submission
- ☐ The catch basin cleaning optimization plan or schedule can be found at the following website:

*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, if known.

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:

Not applicble

***Street Sweeping**

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Street sweeping of Town-owned/maintained roadways and parking lots is completed annually each spring. Written procedures for street sweeping are being developed and are expected to be completed in Year 4 of the permit.

Report on the number of miles swept *during this reporting period* below.

Number of miles cleaned: Unknown

Report either the volume or weight of street sweeping materials collected *during this reporting period* below.

☒ Volume of material removed: 40 cubic yards

☐ Weight of material removed: [Select Units]

O&M Procedures and Inventory of Permittee-Owned Properties

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

The Town Highway Department conducts annual pre-winter staff meetings for Town staff and contractors to discuss salt usage, storage/handling of salt, and handling of spills. Highway Department staff are trained periodically in the Green SnowPro training and have attended other winter maintenance workshops. A new salt storage shed that is completely enclosed and larger than the previously used shed has been built at 144 Main Street. Written procedures for winter road maintenance are being developed and are expected to be completed in Year 4 of the permit.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

SWPPPs have been developed for the Town Public Safety Complex and the Public Works Garage and are included as appendices in the Town's Stormwater Management Plan.

*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:

None

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

Section 7.0 of the Town's Stormwater Management Plan addresses MS4 infrastructure maintenance. The Town-maintained components of the MS4 consist of conventional storm drains and associated stormwater infrastructure and there are no stormwater treatment structures. Privately owned/operated stormwater treatment structures for private site development projects typically have long-term maintenance requirements recorded on a deed as a condition of planning board approval and are not the responsibility of the Town.

Part V: 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:

The Town of Plaistow and their consultant completed annual surface water sampling at twenty one (21) locations on the impaired reach of Kelly Brook/ Little River and tributaries on November 10, 2020. Each of the sampling locations were previously sampled and determined to contain bacterial concentrations in excess of State standards for surface water. However, exceedances of E. coli, for which there is a TMDL in Kelly Brook, are infrequent and spatially limited based on annual sampling. Sampling results are included in the attached document "Plaistow Conservation Commission 2020 Sampling Results.pdf". The Plaistow Conservation Commission has planned the next round of annual surface water sampling for November 2021.

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 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

***Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- Develop written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and add these procedures to the SWMP
- Develop written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Develop 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
- Complete a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Develop 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
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes

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
- Continue public education and outreach program
- Sweep all curbed roadways at least once within the reporting period
- Provide training within the reporting period to employees involved in IDDE program
- Clean catch basins in accordance with catch basin cleaning procedures to ensure that no catch basin is greater than 50% full

Provide any additional details on activities planned for permit year 4 below:

Catchment investigations for priority outfalls will continue in Year 4, along with further updates to the system mapping, updates to the Town's IDDE and stormwater ordinances, and updates to the Town SWMP to include updated operations and maintenance procedures.

*Part VI: Certification of Small MS4 Annual Report 2021

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:

Greg Colby

Title:

Interim Town Manager

Signature:



[Signatory may be a duly authorized representative]

Date:

9/23/2021

Note: When prompted during signing, save the document under a new file name.

Annual Report Submission

Please submit the form electronically via email to EPA by clicking on one of the links below or using the email address listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA: stormwater.reports@epa.gov

Paper Signature:

If you did not sign electronically above, you can print the signature page by clicking the button below.

Print Signature Page

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.

Lock Form