

# Year 3 Annual Report

## New Hampshire Small MS4 General Permit

### 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: City of Rochester, NH

EPA NPDES Permit Number: NHR041028

### Primary MS4 Program Manager Contact Information

Name: Blaine Cox

Title: City Manager

Street Address Line 1: 31 Wakefield Street

Street Address Line 2:

City: Rochester

State: NH

Zip Code: 03867

Email: blaine.cox@rochesternh.net

Phone Number: (603) 335-7500

### Stormwater Management Program (SWMP) Information

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

Date SWMP was Last Updated: 6/30/2021

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

N/A

## 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 3 Requirements

- ☒ Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)  
☒ Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary  
☒ Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

*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:

### 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:

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- ☒ 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 system map due in year 2 as necessary
  - ☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
  - ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
  - ☒ Updated inventory of all permittee owned facilities as necessary
  - ☒ O&M programs for all permittee owned facilities have been completed and updated as necessary
  - ☒ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
  - ☒ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
  - ☐ Inspected all permittee owned treatment structures (excluding catch basins)

*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:

The City has an inventory of all City owned stormwater treatment structures and will be inspecting them in Year 4 and annually thereafter.

## **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:

**Nitrogen Impairment****Annual Requirements***Public Education and Outreach\**

- ☒ Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- ☒ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

*Potential structural BMPs*

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was

- ☒ estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.

- ☒ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following website:

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

The City will be updating the BMP inventory based on inspections that will be conducted in Year 4.

**Solids, Oil and Grease (Hydrocarbons), or Metals Impairment(s)****Annual Requirements***Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

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

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

### Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

☒ Yes

☐ No

If yes, describe below, including any relevant impairments or TMDLs:

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

## Part IV: Minimum Control Measures

*Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.*

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

*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: 1-1 Pet Waste Educational Flyer**

Message Description and Distribution Method:

Due to the COVID-19 health crisis and City offices being closed, the City posted the fact sheet on the home page of the Rochester City website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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

Message Date(s):

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

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

If yes, describe why the change was made:

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#### **BMP: 1-2 Grass Clippings / Slow-Release Fertilizer Factsheet**

Message Description and Distribution Method:

The City distributed brochures prepared by UNH Coop Extension detailing proper lawn maintenance topics including fertilizer usage, cutting heights, clipping disposal, natural pest controls, leaf litter/yard waste disposal and composting. Due to the COVID-19 health crisis and City offices being closed, the City posted the fact sheet on the home page of the Rochester City website.

Targeted Audience:

Responsible Department/Parties:

## Measurable Goal(s):

Increase the amount of yard waste/leaf litter collected each year. Waste Management provides curb side pickup of yard waste twice in the Spring and twice in the Fall; there is also a Waste Management location for residential yard waste drop off.

Message Date(s): The message was posted to the City's website on June 15, 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:

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**BMP: 1-3 "Get Pumped" Septic System Brochure / Webpage**

## Message Description and Distribution Method:

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

Targeted Audience: Residents and applicable businesses

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

## Measurable Goal(s):

Increased septic system awareness and pump-out frequency.

Message Date(s): The message was posted on the City's website on September 15, 2020.

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

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

If yes, describe why the change was made:

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**BMP: 1-4 Leaf Litter Disposal Factsheet**

## Message Description and Distribution Method:

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

Targeted Audience: Residents and applicable businesses

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



## Measurable Goal(s):

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

Message Date(s): The message was posted to the City's website on November 5, 2020.

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

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

If yes, describe why the change was made:

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**BMP: 1-6 Erosion Control Site Plan Review Factsheet**

## Message Description and Distribution Method:

A brief factsheet and checklist detailing a standard erosion control inspection process for new and redevelopment projects was distributed to developers through the site plan approval process. The checklist outlines standard erosion control measures that should be considered and included on site plans for new construction and redevelopment. A draft Erosion Control Site Plan Review Factsheet has been prepared based on proposed updates to the Chapter 218 (formerly Chapter 50) Stormwater ordinance.

Targeted Audience: Developers (construction)

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

## Measurable Goal(s):

Increase the use and maintenance of proper erosion control measures and reduce the number of incidences of observed tracking or flow of sediment from construction sites.

Message Date(s): The message was distributed to developers through the site plan approval process in 2020.

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

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

If yes, describe why the change was made:

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**BMP:[Message name here]**

## Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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:

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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 Year 3 SWMP was posted on the City of Rochester's Stormwater Center webpage with a brief description and an email address for the public to provide comments.

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

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

A virtual meeting was held with the School Superintendent / Grounds Maintenance to present an overview of the MS4 Permit and highlight MS4 Permit requirements pertaining to public school properties.

## 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**

*Optional: Provide additional status information regarding your map:*

The City continues to review and collect asset information to make the City's storm drain infrastructure complete.

### **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:*

### **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: 0

*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.*

- ☒ 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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 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: 0

Total number of illicit discharges removed: 0

*Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:*

### **Employee Training**

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

Employee training was conducted on October 13, 2020. The training included an overview of the IDDE program and a more detailed training on catchment investigation procedures. The training was also an opportunity for the highway staff to provide feedback for improvements to electronic data collection.

**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:

**MCM5: Post-Construction Stormwater Management in New Development and Redevelopment****As-built Drawings**

*Below, report on the number of as-built drawings received **during this reporting period**.*

Number of as-built drawings received:

*Optional:* Enter any additional information relevant to the submission of as-built drawings:

**Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Street Design and Parking Lots Report is in progress and will be completed in Year 4.

**Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Green Infrastructure Report is in progress and will be completed in Year 4.

## 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: 860

Number of catch basins cleaned: 853

Total volume or mass of material removed from all catch basins: 631 cubic yards

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

Total number of catch basins: 577

*If applicable:*

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

### Street Sweeping

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

Number of miles cleaned: 3,721

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

☒ Volume of material removed: 405 cubic yards

☐ Weight of material removed: [Select Units]

### Stormwater Pollution Prevention Plan (SWPPP)

*Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.*

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

## Additional Information

### **Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- ☒ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

### **Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

The City updated and adopted Chapter 218 of the City's Ordinance which pertains to post-construction stormwater management. The updates are consistent with the requirements under the MS4 permit and went into effect in June 2021.

### **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 ☒

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

### **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
- 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 curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- 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
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction



bylaws, regulations, or regulatory mechanism consistent with permit requirements

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

## Part V: Certification of Small MS4 Annual Report 2021

### 40 CFR 144.32(d) Certification

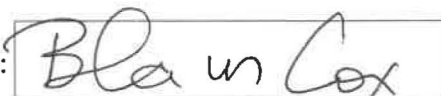
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage 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:

Blaine Cox

Title: City Manager

Signature:



Date:

9.23.2021

*[Signatory may be a duly authorized representative]*