

# Year 4 Annual Report

## New Hampshire Small MS4 General Permit

### Reporting Period: July 1, 2021-June 30, 2022

*\*\*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, 2021 and June 30, 2022 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 4 Requirements

Developed a report assessing current street design and parking lot guidelines and other local

requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:

No updates were recommended

Updates were recommended. The anticipated date or date of completion for updates is/was:

The Hampstead Planning Board will consider potential changes during year 5.

Developed a report assessing local regulations to determine the feasibility of making green

infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:

No updates were recommended

Updates were recommended. The anticipated date or date of completion for updates is/was:

The Hampstead Planning Board will consider potential changes during year 5.

Identified a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover

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

Town owned properties were reviewed for potential modifications to reduce impervious cover, however specific modifications were not selected and will be evaluated during Year 5.

### 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:

- Updated system map due in year 2 as necessary
- Provided training to employees involved in IDDE program within the reporting period
- 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
- 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 or provide any additional details, please use the box below:

- 1) Curbed roadways were not able to be swept during year 4 due to changes in Town staffing; typical annual sweeping is limited to approximately 1/4 mile of town owned roadway (Veterans Way). Road sweeping is planned to occur during Year 5.
- 2) The O&M program was developed during Year 4, with procedures in the process of all being implemented. Hampstead anticipates full implementation of procedures, including MS4 infrastructure maintenance, occurring during Year 5.

**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:

Messages are continuously posted on the Town's website, the trail heads of popular trails are posted. Flyers at the Town Offices are available. Information is also available on the lake associations websites (Sunset Lake and Big Island Pond). Flyers are handed out to pet owners during registration. There are 1700 dogs registered in Hampstead.

Continuously and from 1/1/22-4/30/22 for dog licensing.

## 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)

#### *Nitrogen Source Identification Report*

- Completed the Nitrogen Source Identification Report
  - The Nitrogen Source Identification Report is attached to the email submission
  - The Nitrogen Source Identification Report can be found at the following website:  
<https://www.hampsteadnh.us/stormwater-management-committee>

#### *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:

No BMPs were installed during Year 4 and existing BMPs have not been evaluated for nitrogen removal as of the end of Year 4.

## Phosphorus Impairment

### Annual 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)

#### *Phosphorus Source Identification Report*

Completed the Phosphorus Source Identification Report

- The Phosphorus Source Identification Report is attached to the email submission
- The Phosphorus Source Identification Report can be found at the following website:

<https://www.hampsteadnh.us/stormwater-management-committee>

#### *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:

No BMPs were installed during Year 4 and existing BMPs have not been evaluated for nitrogen removal as of the end of Year 4.

### **Lake and Pond Phosphorus TMDL**

Defined the scope of the Lake Phosphorus Control Plan (LPCP). *Please select one of the following:*

The PCP scope is the entire area within our jurisdiction discharging to the impaired waterbody

The PCP scope is the urbanized area portion of our jurisdiction discharging to the impaired waterbody

Calculated baseline phosphorus, allowable phosphorus load, and phosphorus reduction requirement

*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:

## 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:** 0

*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:[MCM 1-1]

Message Description and Distribution Method:

Increase awareness of proper fertilization and pesticide use, pet waste, yard waste and septic system maintenance,. Flyers are provided at the Town office and posted on the town website.

Targeted Audience: Businesses, institutions and commercial facilities and residents

Responsible Department/Parties: Selectman's Office

Measurable Goal(s):

The information is continuously available. During this time period there were 121 hits on the stormwater management page of the Town's website.

Message Date(s): Continuous and 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:

#### BMP:MCM 1-2

Message Description and Distribution Method:

Messaging to increase awareness about pet waste and septic system impacts on water quality. Flyers are provided at the Town office and posted on the town website. Pet waste information is also distributed to the 1700 registered dog between 1/1 and 4/1 during dog registration.

Targeted Audience: Residents, business, and commercial facilities.

Responsible Department/Parties: Selectmen's Office and the Town Clerk/Tax Collector's Office

Measurable Goal(s):

Messages are continuously posted on the Town's website, the trail heads of popular trails are posted. Flyers at

Messages are continuously posted on the Town's website, the trail heads of popular trails are posted. Flyers at the Town Offices are available. Information is also posted on the Sunset Lake and Big Island Pond association websites

Message Date(s): Continuously and from 1/1/22 until 4/1/22 during dog registration.

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:MCM1-3**

Message Description and Distribution Method:

Messaging about water body impairments to residents and business owners and users of the lakes and ponds in Hampstead

Targeted Audience: Residents and businesses

Responsible Department/Parties: Lake Associations and Selectmen's Office

Measurable Goal(s):

Information is available on the lake association websites for Sunset Lake and Big Island Pond as well as the town website. Targeted messages are about fertilizer, pet waste, and yard waste. The Town had 121 website hits on the stormwater page.

Message Date(s): Spring, Summer and Fall

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:MCM-1-5**

Message Description and Distribution Method:

The Town's Water Resources Committee and Stormwater Committee have their own established webpages that have information about stormwater, water pollution, drinking water resource protection, and general water conservation that are available and updated routinely.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Water Resource Committee and Stormwater Committee

Measurable Goal(s):

In Year 3,000 flyers were distributed to residential and commercial property owners. This goal remains an

annual goal. All flyers are continuously available at the Town Offices

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:

The two committees were formed after the NOI was submitted.

[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**:

On an annual basis, during the selectmen's meeting, there is a public hearing to allow public input. There was a public input session held on July 26, 2021.

Stormwater and MS4 Permit is periodical discussed during Select Board meetings and monthly at the Hampstead Stormwater Committee meetings. All meeting and agendas are posted and open to the public. The Town also maintains all MS4 related documentation on the town website for public review and inspection.

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 Stormwater Committee had not been established when the NOI was developed.

## MCM3: Illicit Discharge Detection and Elimination (IDDE)

### Sanitary Sewer Overflows (SSOs)

*Check off the box below if the statement is true.*

This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period**.*

Number of SSOs identified: 0

Number of SSOs removed: 0

## **MS4 System Mapping**

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

Mapping was completed in July 2022 by Hampstead consultant Comprehensive Environmental Inc. The map will be updated annually.

## **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:

<https://www.hampsteadnh.us/stormwater-management-committee>

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

Number of outfalls screened: 88

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

Percent of outfalls screened: 100

*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:

<https://www.hampsteadnh.us/stormwater-management-committee>

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

Number of catchment investigations completed this reporting period: 12

*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.*

- 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:

One outfall was identified as a potential illegal discharge, however upon secondary investigation was found not to be an illegal discharge.

### **Employee Training**

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

The Highway Department and Buildings and Grounds Department review the IDDE ordinance and plan on a yearly basis. A training video has also been disseminated to the Department Heads for viewing. This training was completed by the identified departments by June 30, 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: 6

Number of inspections completed: 6

Number of enforcement actions taken: 0

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

The town requires construction site storm water control inspections by its consulting engineer during construction for all projects requiring site plan approval. The consulting engineer and Code Enforcement Officer are charged with identifying any noncompliance and taking enforcement action when non-compliance is found.

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

### Ordinance or Regulatory Mechanism

Date update was completed (due in year 3): Post Construction Regulations adopted April 4 2022

### As-built Drawings

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

Number of as-built drawings received: 0

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

As built drawings are a requirement found within the adopted post construction regulations and will be required once project are completed.

### Retrofit Properties Inventory

Below, list the permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (at least 5):

List is identified as part of Nitrogen and Phosphorous Reports and are available on the town website at <https://www.hampsteadnh.us/stormwater-management-committee>

## 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: 0

Number of catch basins cleaned: 0

Total volume or mass of material removed from all catch basins: 0

[Select Units]

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

Total number of catch basins: 100

*If applicable:*

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

If a basin is more than 50% full during a 2 year period. The Town would investigate on where the material is coming from.

Note: Due to staffing changes Hampstead was not able to conduct inspections and cleaning during Year 4 and will resume cleaning during Year 5.

### **Street Sweeping**

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

Number of miles cleaned: 0

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

Volume of material removed: [Select Units]

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: 2

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

No corrective actions taken.

## 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:

During Year 4, Hampstead was able to complete all required outfall mapping, IDDE program development and catchment investigations/screening, adopt all post construction stormwater regulations, develop all required O&M procedures, establish SWPPPs on applicable town facilities, and update its SWMP. These actions have largely brought the Town back on schedule for meeting its MS4 Permit requirements.

### **COVID-19 Impacts**

*Optional:* If any of the above year 4 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 5 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

#### **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
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 5 below:

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