

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: Town of Rollinsford

EPA NPDES Permit Number: NHR041000

Primary MS4 Program Manager Contact Information

Name: Paul Toussaint

Title: Town Administrator

Street Address Line 1: PO Box 309

Street Address Line 2: 667 Main Street

City: Rollinsford

State: NH

Zip Code: 03869

Email: paul.toussaint@rollinsford.nh.us

Phone Number: (603) 742-2510

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://drive.google.com/drive/folders/1L8bU2gsO8DVPjpKjTYNMH7bnoBitdIdK>

Date SWMP was Last Updated: Sep 12, 2022

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

667 Main Street Rollinsford, NH 03869

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 type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input checked="" type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Chloride	<input type="checkbox"/> Lake and Pond Phosphorus	
<input type="button" value="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:

- 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:

- ☒ 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:

Retrofit BMPs to be addressed in 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 during 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:

Catch basins were not cleaned during this reporting period. They were cleaned in the previous reporting year and it was mistakenly believed that they did not have to be done every year. This oversight was quickly corrected and all catch basins were cleaned in September of 2022. Catch basin cleanings and street sweepings have been properly stored so that they do not discharge to receiving waters.

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://docs.google.com/document/d/1qvJNj7OJR5S7ymoUKw-TASA7IC5E_Qc4/edit

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:

https://docs.google.com/spreadsheets/d/1d2j11Qct9tcjrloptdj2h5L_R3pVHhKl/edit#gid=793994476

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:

Street sweeping is done once per year in the spring. No areas have been determined to require an additional sweeping in the fall.

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://docs.google.com/document/d/1Qyy98KenYP_H4g6FBnJtsy7fbfk8GzLD/edit

Potential structural BMPs

- An 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:

https://docs.google.com/spreadsheets/d/1iv_vVng_hTfNwilZVqqDTaOtE2D5s1G/edit#gid=459718899

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:

Street sweeping is done once per year in the spring. No areas have been determined to require an additional sweeping in the fall.

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

The Town of Rollinsford has experienced a great deal of turnover with regard to leadership over the past year. A long-serving Town Administrator, who was the driving force behind much of the MS4 work for the Town, retired. The Town hired an interim Town Administrator for several months and then a new Town Administrator in April with no prior storm water management experience. A steady volunteer with a great deal of storm water management experience stepped away from the Storm Water Committee to pursue other interests. We have two brand new members on our three-member select Board.

All of this turnover and loss of experience has prompted a push for the Town to hire a consulting firm to manage and provide steady guidance for the implementation of our MS4 permit. We plan to have the consulting firm in place in the spring and will be able to better keep track of yearly activities required by the MS4 permit.

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 TMDL :

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: 4

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: Grass and Fertilizer

Message Description and Distribution Method:

Distribution and promotion of flyers produced by UNH Cooperative Extension and NH Sea Grant outlining simple recommendations to keep lawns healthy while reducing water quality impacts - including proper fertilizer techniques and disposal of grass clippings.

Targeted Audience: Residential &/or Business

Responsible Department/Parties: Select Board

Measurable Goal(s):

Lawn care property owners understand the potential water quality impacts from fertilizer and improper disposal of grass clippings and are aware of the proper lawn care management techniques for reducing those impacts.

Message Date(s): May 2022

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:

N/A

BMP: Pet Waste Disposal

Message Description and Distribution Method:

Pet Waste Flyer
<https://drive.google.com/drive/search?q=pet%20waste%20brochure>
Distributed to dog owners when registering their pets

Targeted Audience: Pet Owners

Responsible Department/Parties: Select Board

Measurable Goal(s):

Dog owners are aware of the potential water quality impacts from pet waste, local pet waste ordinances, and how to dispose of pet waste properly. There will be an increase of dog owners committed to picking up pet waste. This flier was included with all dog registrations in the Town in Spring 2022.

Message Date(s): Given with dog licenses – March/April yearly

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:

N/A

BMP: Disposal of Leaf and Grass Clippings

Message Description and Distribution Method

https://www4.des.state.nh.us/nh-ms4?page_id=5

Distribute and promote informational flyer, pledge cards, or door hangers, with messaging about impacts from yard waste to waterbodies, alternatives to dumping yard waste and laws against dumping yard waste near or in waterbodies.

Targeted Audience: Residential & or Business

Responsible Department/Parties: Select Board

Measurable Goal(s):

Residents are aware of the water quality impacts of yard waste dumping near or in water bodies and safe alternatives for yard waste disposal.

Message Date(s): September 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:

N/A

BMP: Construction Outreach

Message Description and Distribution Method:

Construction General Permit Flyer

https://docs.google.com/document/d/1ArTVc7mUM4NkApzXB0XQ_Y_ZQwxYIY8c/edit

Developers Outreach Letter

https://docs.google.com/document/d/16M52ZeO9yZCVxpx5gT9f9uS_P_8lIno2KWhC3XmMDSY/edit

Flyer and outreach letter that was produced by NHDES, which outlines the changes to the National Pollutant Discharge and Elimination System (NPDES) Construction General Permit (CGP). Both documents are distributed as applicable during the permit application process for developers.

Targeted Audience

Responsible Department Parties:

Measurable Goal(s):

Contractors will have an understanding of the changes and requirements to the NPDES CGP and will be able to make the necessary changes to their practices to comply with the permit and reduce sediment runoff in local waterways.

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:

MCM2: Public Participation

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

Meetings have been held with the public to review the Rollinsford Stormwater Management plan and obtain Public inputs to the plan. In addition, a volunteer stormwater committee has been formed. Monthly meetings are posted and held.

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

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

An emphasis has been made on adding new members to the Stormwater Committee as membership has dwindled somewhat. Membership has increased and meetings are held on a regularly scheduled basis.

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

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

Number of SSO identified:

Number of SSOs removed:

MS4 System Mapping

Optional: Provide additional status information regarding your map:

Map of storm sewer system and associated outfalls was completed in Year 2 and there have been no updates since that time.

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:

We have plans to hire a consulting firm in the spring. Outfall interconnection screening will be one of the areas managed by the consultant.

Catchment Investigations

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 an additional information for clarity regarding the catchment investigations below:

No problem catchments have been identified.

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:

No illicit discharges were identified during this reporting period.

Employee Training

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

Municipal staff from the Highway Department/Transfer Station were trained using IDDE training videos and a written IDDE SOP created by UNH, the City of Dover, and NHDES. Video topics included collecting data and water samples in the field, analyzing for pertinent parameters as identified in the permit, how to identify an illicit discharge, and general IDDE sampling protocols. Training logs are included in Appendix F of the IDDE report.

In addition, as a routine, IDDE materials and training, including information on how to identify illicit discharges are made available to applicable employees in accordance with IDDE plan.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan review, 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:

The Town of Rollinsford works closely with contractors to address environmental concerns for the least environmental impact. Rollinsford has had two major residential subdivisions and one commercial project that were approved prior to this reporting period. The inspections of these approved projects were completed during this reporting period.

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

Ordinance or Regulatory Mechanism

Date update was completed (due in year 3):

11 2007

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

Silver Street (New Town Cemetery)
 Roberts Road (Fire Department)
 Front Street (Hydro Plant Building)
 Front Street (Parking Lot)
 667 Main Street (Town Hall/Police Department)
 51 Water Street (Old Redmen's Building)
 42 Silver Street (Old Highway Barn)
 51 Water Street (Wentworth House)

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: 123

If applicable:

Report on the actions taken if a catch basinump s more t an 50% full dur ng two consecutive routine inspections clean ng events:

N A

Street Sweeping

Repo t on he number of miles swept *during this reporting period* bel w.

Num er of miles cleaned: 20

Rep rt either the volume or weight of street swee ing materials collected *during this reporting period* below:

☒ Volume of material rem ved: 8 cubic yards

☐ Weight of material removed: [elect Units]

Stormwater Pollution Pre ention Plan (SW PP)

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

mber of site inspections completed: 2

Des ribe a corrective ctions taken t a facility with a SWPPP:

No i sues were discovered during site inspection .

Additional Informati n

Monitoring or Study Results

Results from any othe stormwater or receiving water quality monitoring or studies conducted during the reporting per od not otherwi e me tioned above, where the data is be ng used to inform permit compliance or permit eff cti en ss must be a t ched.

- ☒ Not applicable
- ☐ The results from additional re orts o studies are attached to the email submission
- ☐ Th results from a dditional reports or studies can be fo nd at the fol owing website(s):

If such monitoring or studies were conduc ed n your behalf or if moni ring r studies onducte by other entities were repo ted to you, a brief description of the type of info mation gathered or received shall be descr bed below:

N/A

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:

Catch basins were not cleaned during this reporting period. This was an oversight stemming from a miscommunication. The Highway Department was under the impression that the basins did not need to be cleaned on a yearly basis due to the small amount removed during the last clean out. This oversight has been corrected and all catch basins were cleaned out in September of 2022.

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:

Public participation was impacted during the pandemic. Our Storm Water Committee was essentially inactive during the past year. Efforts have been made to re-invigorate the program and now regular meetings are held with much better participation.

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 work 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:

The Town of Rollinsford has plans to hire a consulting firm to assist with the management of the ever increasing requirements of the MS4 permit.

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.

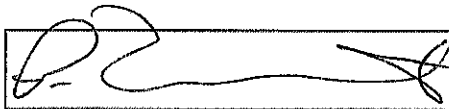
Name:

Paul Toussaint

Title:

Town Administrator

Signature:



Date:

9/26/22

[Signatory may be a duly authorized representative]

