

**Year 4 Annual Report**  
**New Hampshire Small MS4 General Permit**  
**New Permittees**  
**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>

<b>Impairment(s)</b>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input checked="" type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Chloride	<input type="checkbox"/> Lake and Pond Phosphorus	
<a href="#">Clear Impairments and TMDLs</a>			

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

- ☒ Identified and developed an inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
  - ☐ The SSO inventory is attached to the email submission
  - ☒ The SSO inventory can be found at the following website:
 

<https://seabrooknh.info/town-departments/public-works/ms4-stormwater-program/>
- ☒ Identified each outfall and interconnection discharging from MS4, classified into the relevant category, and priority ranked each catchment for investigation
  - ☐ The priority ranking of outfalls/interconnections is attached to the email submission
  - ☒ The priority ranking of outfalls/interconnections can be found at the following website:
 

<https://seabrooknh.info/town-departments/public-works/ms4-stormwater-program/>
- ☒ Developed written IDDE plan including a procedure for screening and sampling outfalls
- ☒ Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- ☒ Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- ☒ Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- ☒ Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
  - Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or
- ☒ operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- ☒ Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes

*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:

#### 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 or provide any additional details, please use the box below:

Roadways were swept as needed due to minimal sand being used during winter maintenance months resulting in little sediment build-up.

#### **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:

The Town of Seabrook does not utilize septic systems.

#### **Chloride Impairment**

*Optional:* If you would like to describe progress made on chloride impairment requirements, please use the box below:

The Salt Reduction Plan has been developed and will be implemented within the next reporting year. The

Annual Salt Usage Report was submitted on June 15, 2022 to NHDES.

**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:

## 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:Pet Waste Disposal**

Message Description and Distribution Method:

Distribution and promotion of "Every Drop" post cards with information on proper pet waste management, impacts of improper management, pet waste ordinance, and disposal requirements messaging. Included pledge to pick up pet waste to be made available during dog registration and other events or venues (veterinarians, dog training, groomers, etc.). Every Drop is a collaborative education effort with PREP, NHDES and other partners. This message was distributed online through a link on the town website: <https://seabrooknh.info/wp-content/uploads/2020/09/Every-Drop-Dog-Waste-Postcard-Seabrook.pdf>

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:

#### **BMP: Construction Outreach**

Message Description and Distribution Method:

Distribution and promotion of "Frequent Questions on EPA's Construction General Permit" document with information on activities covered under the the National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP), obtaining a CGP, requirements of the CGP, inspections and maintenance under the CGP, and termination of coverage. The intent of this message is to educate developers on changes to

the CGP and reduce stormwater pollution at construction site in Seabrook. This message was distributed online through a link on the Town's stormwater website: <https://seabrooknh.info/wp-content/uploads/2022/04/cgp-frequent-questions.pdf>. Outreach letters with the document attached will also be distributed to developers with planned construction activities in Seabrook.

Targeted Audience: Developers/Construction

Responsible Department/Parties: DPW Operations/Consultant

Measurable Goal(s):

Track the number of developers that the outreach letter with the attached "Frequent Questions on EPA's Construction General Permit" document was distributed to. During this reporting period, 3 developers with active construction projects were contacted with this letter and attached information.

Message Date(s): April 21, 2022 made available online, paper copy distribution is 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:

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### **BMP: Household Hazardous Waste Collection**

Message Description and Distribution Method:

Distribution and promotion of "Household Hazardous Waste Day 10/16" flyer with information on the date, time, cost, accepted wastes, and procedures for the waste collection. This event was a partnership between the Towns of Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook, and South Hampton organized by the Rockingham Planning Commission. This message was distributed online through a link on the Town's stormwater website: [https://seabrooknh.info/wp-content/uploads/2021/09/hhw\\_flyer\\_2021\\_final.pdf](https://seabrooknh.info/wp-content/uploads/2021/09/hhw_flyer_2021_final.pdf)

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations/Consultant

Measurable Goal(s):

Attendance is taken by the event staff which documents which communities are participating.

Message Date(s): Maintained on a year-to-year basis

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 Education Program Poster**

## Message Description and Distribution Method:

Stormwater Education Program poster containing information about stormwater runoff and the benefits of eliminating pollution is displayed in Seabrook Town Hall.

Targeted Audience: Residents/Business Owners

Responsible Department/Parties: DPW Operations/Consultant

## Measurable Goal(s):

Poster placed in a location where it can be seen by all residents who enter the Seabrook Town Hall.

Message Date(s): Maintained on a year-to-year basis

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: Stormwater Education Program Brochures**

## Message Description and Distribution Method:

Brochure containing information about stormwater runoff and the benefits of eliminating pollution, located at the Seabrook Town Hall. The brochure can also be downloaded on the Town website.

Targeted Audience: Residents/Business Owners

Responsible Department/Parties: DPW Operations/Consultant

## Measurable Goal(s):

Count the amount of Stormwater brochures that have been received by the public at the Seabrook Town Hall.

Message Date(s): Maintained on a year-to-year basis

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 Town of Seabrook annually uploads the SWMP, IDDE, and Annual Reports on their website for the public to access and review. Contact information is provided to receive feedback.

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:**

Once a year, Rockingham Planning hosts a Household Hazardous Waste Day at the Town of Exeter Public Works Department. This provides an opportunity for residents to dispose of any of the hazardous waste they have accumulated over the year. This event was held on October 16, 2021. Attendance records have not yet been received.

### 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:

Please see Seabrook's GIS geodatabase for mapped outfalls ([https://www.mapsonline.net/seabrooknh/public\\_sw.html](https://www.mapsonline.net/seabrooknh/public_sw.html)).

### **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://seabrooknh.info/town-departments/public-works/ms4-stormwater-program/>

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

Number of outfalls screened: 46

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

Percent of outfalls screened: 72

*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://seabrooknh.info/town-departments/public-works/ms4-stormwater-program/>

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

Number of catchment investigations completed this reporting period: 39

*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:*

Illicit discharge at 46 Adams Avenue has been identified and removed, however, plans for cleanup and remediation are ongoing. Estimated volume of sewage removed TBD.

### **Employee Training**

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

A handout introducing MS4 and IDDE responsibilities was developed for Town of Seabrook employees on April 22, 2022, to be distributed annually. An employee training record document was utilized by the Town to track trainings on IDDE. AECOM handles all work related to sampling, mapping, and analysis for the Town of Seabrook IDDE program.

**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**

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:

As-built drawings are submitted as required under Section 9.303 of the Town of Seabrook Subdivision Regulations, titled "Applicant's Responsibilities After Construction".

**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:

Parking lot and street design guidelines and requirements have been assessed as required. Please see the New Hampshire Small MS4 Regulation Assessment Report dated June 30, 2022 for the detailed assessment. It is estimated that it will take 1 year for the proposed changes to be adopted and implemented to the Site Plan Review Regulations, established by the Planning Board.

**Green Infrastructure Report**

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

Green infrastructure is allowed as described in the New Hampshire Small MS4 Regulation Assessment Report dated June 30, 2022.

### **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:

Permittee-owned properties were inspected and ranked based on a set of criteria of retrofit feasibility. The most feasible locations for BMP retrofit included Seabrook Town Hall (99 Lafayette Road), Governor Weare Park (53 Gove Road) and Seabrook Library (7 Liberty Lane). Please see the "Inventory and Priority Ranking: MCM #5 Section 2.3.6.e Town of Seabrook, NH" dated June 30, 2022 for further details. Any retrofits made will be reported in future annual reports.

## **MCM6: Good Housekeeping**

### **\*Catch Basin Cleaning**

- ☐ The catch basin cleaning optimization plan or schedule is not complete
- ☐ 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:

<https://seabrooknh.info/town-departments/public-works/ms4-stormwater-program/>

*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: 1,000

Number of catch basins cleaned: 1,000

Total volume or mass of material removed from all catch basins: 15 cubic yards

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

Total number of catch basins: 1,200

*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**

- ☐ The written procedures for sweeping streets and municipal-owned lots is not complete
- ☐ The written procedures for sweeping streets and municipal-owned lots is attached to the email submission
- ☒ The written procedures for sweeping streets and municipal-owned lots can be found at the following website:

<https://seabrooknh.info/town-departments/public-works/ms4-stormwater-program/>

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

Number of miles cleaned: 2

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

- ☒ Volume of material removed: 10 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**

- ☐ The written procedures for winter road maintenance including the storage of salt and sand is not complete
- ☐ The written procedures for winter road maintenance including the storage of salt and sand is attached to the email submission
- ☒ The written procedures for winter road maintenance including storage of salt and sand can be found at the following website:

<https://seabrooknh.info/town-departments/public-works/ms4-stormwater-program/>

**\*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: 1

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

## 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:

### **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 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 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Complete IDDE ordinance
- Complete Construction/ Erosion and Sediment Control (ESC) ordinance
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- Develop a written catchment investigation procedure and added the procedure to the SWMP

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 5 below:

**\*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:

William M. Manzi, III

Title:

Town Manager

Signature:



Date:

9/28/2022

*[Signatory may be a duly authorized  
representative]*