

**Year 6 Annual Report**  
**New Hampshire Small MS4 General Permit**  
**Reporting Period: July 1, 2023-June 30, 2024**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites\*\**

*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, 2023 and June 30, 2024 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 (publicly available 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.

### 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 publicly available website:

Updated system map due in year 10 with information from completed catchment investigations

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:

## **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)*

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) or swept at least once in the spring and implemented a fall leaf litter collection program

*Structural BMPs*

Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (e.g. *biofiltration*):

**Raingarden (infiltration) at the library**

Any structural BMPs listed in Attachment 3 to Appendix F 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 3 to Appendix F. 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.

No BMPs were installed

The BMP information is attached to the email submission

The BMP information can be found at the following publicly available website:

Total estimated nitrogen removed in lbs/year from the installed BMPs: **77**

*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:

**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

The street sweeping schedule is attached to the email submission

The street sweeping schedule can be found at the following publicly available 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 Town will continue implementing its enhanced sweeping program to clean all curbed impervious cover (i.e., directly connected impervious cover) and parking lots, at least two times per year (spring and fall), with targeted weekly sweeping in the downtown area and monthly sweeping of parking lots. The Town will use a high-efficiency, regenerative air-vacuum sweeper to implement the program.

*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:

It should be noted that Part 2.2.2.d.i.1 of the 2017 NH Small MS4 General Permit lists Exeter as a municipality/MS4 discharging to waterbodies impaired due to chloride. Upon further review and discussion with NHDES and EPA, it was determined that this listing was in error. Exeter MS4 does not discharge to waterbodies impaired due to chloride and is not subject to the enhanced requirements of Part IV of Appendix H.

## 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: Pet Waste Brochures/Pamphlets**

Message Description and Distribution Method:

Distribution and promotion of "Every Drop" postcards or flyers with proper pet waste management, impacts of improper management, pet waste ordinance, and disposal requirements messaging. May include a 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 Piscataqua Region Estuaries Partnership (PREP), New Hampshire Department of Environmental Services (NHDES), and other partners.

In Permit Year 5, the Town continued to use the same "Every Drop" flyer as in Permit Year 1. Flyers were made available at the Town Clerk and Public Works Department offices. Pet waste education and outreach information was posted on the Public Works Department Facebook page with a link to the Think Blue Exeter website, which includes the Every Drop flyer and pledge.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet waste, local pet waste ordinances, and how to dispose of pet waste properly. If pledges are signed, there will be an increase of dog owners committed to picking up pet waste. For additional information, refer to: [https://www4.des.state.nh.us/nh-ms4/?page\\_id=54](https://www4.des.state.nh.us/nh-ms4/?page_id=54), "Minimum Control Measure 1: Public Outreach and Education".

The total weight of dog waste collected from dog waste disposal bins was approximately 10,800 lbs during the permit year.

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: Clean Water/Healthy Lawns Brochures/Pamphlets**

Message Description and Distribution Method:

Flyers were made available at the Town Clerk and Public Works Department offices. Brochures and information sheets were also displayed and distributed during community tabling events.  
[https://www.exeternh.gov/sites/default/files/fileattachments/conservation\\_commission/page/12641/exeter\\_nh\\_healthy\\_lawn\\_flyer.pdf](https://www.exeternh.gov/sites/default/files/fileattachments/conservation_commission/page/12641/exeter_nh_healthy_lawn_flyer.pdf)

Targeted Audience: Residents, businesses, institutions, and commercial facilities

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

Measurable Goal(s):

To see an increased awareness of proper fertilizer use.

Message Date(s): Annually in spring

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: Advertise Green SnoPro Certification Website**

Message Description and Distribution Method:

<https://www.exeternh.gov/publicworks/road-treatment-and-snow-removal>  
<https://www.des.nh.gov/land/roads/road-salt-reduction>

Advertise Green SnowPro Certification webpage to increase participation in program. The Green SnowPro Certification was advertised on the Public Works Department “Road Treatment and Snow Removal” webpage under “Road Salt Reduction Program”. The webpage provided a link to the NHDES Road Salt Reduction program website, which has a link to the Green SnowPro Certification webpage.

Targeted Audience: Industrial, commercial, and institutional facilities

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

To see an increased number of facilities with Green SnoPro winter staff or contractors.

Message Date(s): Annually

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: Septic Smart Displays/Poster/Kiosk**

Message Description and Distribution Method:

Think Blue Exeter: <https://www.exeternh.gov/bcc/think-blue-septic-system-maintenance> Get Pumped Brochure: <https://www4.des.state.nh.us/nh-ms4/wp-content/uploads/2019/04/get-pumped-community-brochure-final.pdf>

Utilize Septic Smart posters to encourage residents to inspect and maintain their septic systems each year. The Septic Smart posters were displayed at the Town Office and Exeter Public Library for the week of September 22, 2022 to promote Septic Smart Week. Additionally, the Town posted information during Septic Smart week on the Public Works Department and Conservation Commission Facebook pages, and the Think Blue Exeter website includes a septic system maintenance page with similar information.

Targeted Audience: Residents with septic systems

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

Measurable Goal(s):

To see an increase in septic system testing and/or maintenance.

Message Date(s): Annually in the fall during Septic Smart Week

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: Leaf and Yard Waste Collection**

Message Description and Distribution Method:

Post notices of leaf and yard waste collection. Notices were posted on the town's website, social media, and the local paper twice per year.

Targeted Audience: Residents, businesses, institutions, and commercial facilities

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

To see an increase in the disposal of leaf and yard waste at the transfer station.

Message Date(s): Annually in the spring 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:

[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 Exeter's Stormwater Management Program (SWMP) is available to the public for review on the Town's website or at the Public Works Department office during regular business hours. Documents and records relating to the SWMP are retained and available to the public for five years at the Exeter Public Works Department.

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 Town conducted a Regional Household Hazardous Waste event in October 2023.

## **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**

Percent of Phase II map complete:

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

Town has engaged a consultant to assist with completion of the Phase II map requirements by the end of Year 10.

## **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 publicly available 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 publicly available website:

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

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated to date.*

Percent of total catchments investigated:

*Optional:* Provide any additional information for clarity regarding the catchment investigations below:

Town has engaged a consultant to assist with conducting catchment investigation work starting in Year 7.

### **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 publicly available 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:

### **Employee Training**

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

Employee training was completed by a consultant on June 18, 2024. Topics included MS4 permit overview, what is an illicit discharge, good housekeeping (operation & maintenance program, infrastructure maintenance program, and additional total nitrogen requirements) and questions/discussion.

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.*

Number of site plan reviews completed: 7

Number of inspections completed: 199

Number of enforcement actions taken: 0

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

[Large empty box for optional information]

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

### **Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3): April 2018

Website of ordinance or regulatory mechanism:

[https://www.exeternh.gov/sites/default/files/fileattachments/planning\\_board/page/14051/2021\\_site\\_subdivision\\_regs\\_amended\\_1-14-21.pdf](https://www.exeternh.gov/sites/default/files/fileattachments/planning_board/page/14051/2021_site_subdivision_regs_amended_1-14-21.pdf)

### **As-built Drawings**

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

Number of as-built drawings received: 9

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

[Large empty box for optional information]

### **Street Design and Parking Lots Report**

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

No changes made.

## **Green Infrastructure Report**

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

No changes made.

## **Retrofit Properties Inventory**

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas:

See attached list of potential retrofit properties as well as previous studies at the following links:

[lincoln street subwatershed nutrient control strategies.pdf \(exeternh.gov\)](#)

[phase 1 and phase 2 lincoln street subwater shed nutrient contract strategies.pdf \(exeternh.gov\)](#)

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.e of the permit and the type of BMP(s) implemented. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

See attached list.

## **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: 1,023

Number of catch basins cleaned: 1,023

Total volume or mass of material removed from all catch basins: 500 cubic yards

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

Total number of catch basins: 1,571

*If applicable:*

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

In Permit Year 3, the Town hired a consultant (Wright-Pierce) to develop a catch basin optimization plan to improve the effectiveness of the Town's catch basin cleaning program. The catch basin optimization plan summarized the analysis of catch basin cleaning records from 2017 to 2020 and provided recommendations for optimizing catch basin cleaning, including actions of conducting additional cleaning for catch basins with sumps identified as greater than 50 percent full for two consecutive cleanings, if the source of the excessive sediment loading cannot be identified. The inspection form was updated to improve data collection during Permit Year 3.

In Permit Year 5, the Town targeted areas where inspections were previously completed and cleaned those that were greater than 50% full. In Spring 2023, the Town filled in data gaps by locating areas where cleanings had not been recorded (at approximately 200 catch basins) to develop a baseline of data. The Town plans to do the same in Fall 2023.

### **Street Sweeping**

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

Number of miles cleaned: 360

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

Volume of material removed: 1,800 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: 4

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:

Wet weather sampling was conducted on the Town's outfalls in Fall 2023. Results are attached to this report.

### **Additional Information**

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.

## Year 7

### **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 7 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 7 below:

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## Part V: Certification of Small MS4 Annual Report 2024

### **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.

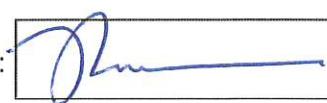
Name:

Russell Dean

Title:

Town Manager

Signature:



Date:

9-27-24

*[Signatory may be a duly authorized representative]*

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

### **Annual Report Submission**

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

EPA: [stormwater.reports@epa.gov](mailto:stormwater.reports@epa.gov)

### **Paper Signature:**

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

[Print Signature Page](#)

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

[Lock Form](#)