

**Year 7 Annual Report**  
**New Hampshire Small MS4 General Permit**  
**New Permittees**  
**Reporting Period: July 1, 2024-June 30, 2025**

*\*\*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, 2024 and June 30, 2025 unless otherwise requested.*

## Part I: Contact Information

Name of Municipality or Organization: Allenstown, NH

EPA NPDES Permit Number: NHR041039

## **Primary MS4 Program Manager Contact Information**

Name: John Harrington, Jr.

Title: Town Administrator

Street Address Line 1: 16 School Street

Street Address Line 2:

City: Allenstown State: NH Zip Code: 03275

Email: townadministrator@allenstownnh.gov Phone Number: (603) 485-4276

## Stormwater Management Program (SWMP) Information

SWMP Location (publicly available web address): <https://thinkbluesuncook.org/wp-content/uploads/2024/06/MS4-Report-March-2024.pdf>

Date SWMP was Last Updated: 3/12/2024

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

NA

## 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 type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
	<input 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	
<b>Clear Impairments and TMDLs</b>				

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 the outfall and interconnection inventory and priority ranking as necessary
  - 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://thinkbluesuncook.org/wp-content/uploads/2021/09/Allenstown-IDDE-Yr3-Plan-06-29-2021.pdf>
- Updated system map due in year 5 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:

During PY6, two outfalls were inspected and both were flowing and sampled. One of the sampled outfalls exceeded the e. coli and ammonia thresholds and is under investigation. Funding has prevented further investigation and action.

### **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:

NA

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

All messages are permanently available to the public here: <https://thinkbluesuncook.org/allenstown/>



### **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:

NA

## 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:** 5

*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:Erosion Control**

Message Description and Distribution Method:

BMPs for the reduction and control of erosion. Distributed as a paper flyer at the Town Hall and put on <https://thinkbluesuncook.org/wp-content/uploads/2024/05/ALL-Spring-Proper-Sediment-and-erosion-control-management-practices.pdf>

Targeted Audience: Developers (construction)

Responsible Department/Parties: Town Manager/Mayor's Office

Measurable Goal(s):

Reduction in erosion control by better understanding of BMPs.

Message Date(s): April, 2025

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:

Chose to redo the whole process - providing flyers and post on website - to increase exposure. Managing Stormwater in Allenstown Newsletter: <https://thinkbluesuncook.org/wp-content/uploads/2024/05/ALL-Spring-Proper-Sediment-and-erosion-control-management-practices.pdf>

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#### **BMP:Septic maintenance and pumping**

Message Description and Distribution Method:

Message explaining the importance of septic maintenance and pumping. Distributed as a paper flyer at the Town Hall and put on <https://thinkbluesuncook.org/wp-content/uploads/2024/05/ALL-Spring-Septic-flyer.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Town Manager/Mayor's Office

**Measurable Goal(s):**

Increased exposure of the importance of maintaining and pumping septic systems.

Message Date(s): May 2025

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:

Chose to redo whole process - providing flyers and post the website - to increasing exposure. Managing Stormwater Allenstown Newsletter: <https://thinkbluesuncook.org/wp-content/uploads/2024/05/ALL-Spring-Septic-flyer.pdf>

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**BMP:Pet Waste**

Message Description and Distribution Method:

Describes the importance of proper disposal of pet waste away from water. Distributed as a paper flyer at the Town Hall and put on <https://thinkbluesuncook.org/wp-content/uploads/2024/05/ALL-spring-pet-waste-flyer.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Town Manager/Mayor's Office

**Measurable Goal(s):**

Understanding of why it is important to properly dispose of pet waste.

Message Date(s): May 2025

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: Yard Waste Disposal**

Message Description and Distribution Method:

Importance of proper disposal of yard waste, including grass clippings. Distributed as a paper flyer at the Town Hall and put on <https://thinkbluesuncook.org/wp-content/uploads/2024/09/ALL-Grass-Clippings.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Town Manager/Mayor's Office

**Measurable Goal(s):**

Better understanding of why it is important to properly dispose of yard waste.

Message Date(s): June, 2025

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:

Chose to redo whole process - providing flyers and post the website - to increasing exposure. Managing Stormwater Allenstown Newsletter: <https://thinkbluesuncook.org/wp-content/uploads/2024/09/ALL-Grass-Clippings.pdf>

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**BMP: Road Salt Usage**

Message Description and Distribution Method:

BMPs for use of road salt. Distributed as a paper flyer at the Town Hall and put on the <https://thinkbluesuncook.org/> website.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Town Manager/Mayor's Office

**Measurable Goal(s):**

Better understanding of road salt BMPs and impacts of usage. Distributed as a paper flyer at the Town Hall and put on <https://thinkbluesuncook.org/wp-content/uploads/2024/01/2024-deicing-materials-flyer-NEW.pdf>

Message Date(s): December, 2025

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:

Chose to redo whole process - providing flyers and post the website - to increasing exposure. Managing Stormwater Allenstown Newsletter: <https://thinkbluesuncook.org/wp-content/uploads/2024/01/2024-deicing-materials-flyer-NEW.pdf>

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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**:

SWMP and all elements complied with RSA 91:A, Right to Know.

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**:

Planning Board discussed the updated plan at a regular meeting of the Board on March 6, 2024. No revisions have taken place since.

### **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**

Percent of Phase II map complete: 100

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

Updated per 2020 Census to show anticipated changes to the MS4 area. Map is located here: [https://thinkbluesuncook.org/wp-content/uploads/2023/09/Urbanized2020\\_outfalls.pdf](https://thinkbluesuncook.org/wp-content/uploads/2023/09/Urbanized2020_outfalls.pdf)

#### **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:

During PY6, two outfalls were inspected and both were flowing and sampled. One of the sampled outfalls exceeded the e. coli and ammonia thresholds and is under investigation. Funding has prevented further investigation. Follow-up was not completed due to Town's 2025 vote to not fund the MS4 program. Once complete, information will be posted on: <https://thinkbluesuncook.org/wp-content/uploads/2024/03/Source-Tracing-and-Outfall-Summary-Report.pdf>

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

Number of outfalls screened: 2

*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:

During PY6, two outfalls were inspected and both were flowing and sampled. One of the sampled outfalls exceeded the e. coli and ammonia thresholds and is under investigation. Funding has prevented further investigation. Once complete, information will be posted on: <https://thinkbluesuncook.org/wp-content/uploads/2024/03/Source-Tracing-and-Outfall-Summary-Report.pdf>

### **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:

<https://thinkbluesuncook.org/wp-content/uploads/2024/03/Source-Tracing-and-Outfall-Summary-Report.pdf>

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

Number of catchment investigations completed this reporting period: 1

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

Percent of total catchments investigated: 3

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

3% of all catchments have been investigated to date. 50% of catchments associated with outfall screening exceedances have been investigated. Follow-up was not completed due to Town's 2025 vote to not fund the MS4 program.

### **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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit (July 1, 2018).*

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

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

NA

## Employee Training

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

Complete trainings one through for on the trainings listed on <https://thinkbluesuncook.org/wp-content/uploads/2022/09/Allenstown-DPW-Training-Schedule.pdf>

Also completed

## 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: 2

Number of inspections completed: 0

Number of enforcement actions taken: 0

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

Two site plans were reviewed. No inspections conducted as site plan did not qualify for an inspection.

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

### **As-built Drawings**

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

Number of as-built drawings received: 0

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

Site Plan reviews did not cross the threshold of warranting as-built drawings.

### **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 6:

GZA has completed a Street Design, Parking Lot Guidelines, and Impervious Cover Requirement Assessment. As funding is authorized, Allentown will implement recommendations.

### **Green Infrastructure Report**

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 6:

A Green Infrastructure Analysis was completed in a previous permit year. The findings indicated that no changes are needed for the Site Plan and Subdivision Regulations. Document can be found here: [https://thinkbluesuncook.org/wp-content/uploads/2022/05/LID-and-Green-Report\\_May-2022.pdf](https://thinkbluesuncook.org/wp-content/uploads/2022/05/LID-and-Green-Report_May-2022.pdf)

### **Retrofit Properties Inventory**

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

GZA has completed a Street Design, Parking Lot Guidelines, and Impervious Cover Requirement Assessment. As funding is authorized, Allentown will implement recommendations.

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.

GZA has completed a Street Design, Parking Lot Guidelines, and Impervious Cover Requirement Assessment. As funding is authorized, Allentown will implement recommendations.

## **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: 178

Number of catch basins cleaned: 178

Total volume or mass of material removed from all catch basins: 15.8 cubic yards

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

Total number of catch basins: 178

*If applicable:*

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

A schedule for catch basin cleaning has been established with the goal of ensuring that a catch basin should not be more than 50% full. 3 catch basins were found to be more than 50% full and were monitored throughout the year. All catch basins are inspected and cleaned in the spring, but monitored throughout the

year. Department will respond to specific issues in addition to regularly scheduled inspections/cleanings.

### **Street Sweeping**

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

Number of miles cleaned: 66

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

- Volume of material removed: 13.5 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: 1

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

Highway garage and transfer station self-inspects annually per the SWPPP associated with this permit. NHDES periodically inspects and Highway/transfer station takes corrective actions as identified. Highway and transfer station are aware of no outstanding deficiencies. Waste Water Treatment Plant self-inspects; NHDES does not inspect the Waste Water Treatment Plant on a regular basis.

SWPPS and O&M Plans here:

[https://thinkbluesuncook.org/wp-content/uploads/2020/09/DPW.SWPPP\\_Signed\\_09-01-2020.pdf](https://thinkbluesuncook.org/wp-content/uploads/2020/09/DPW.SWPPP_Signed_09-01-2020.pdf)  
<https://thinkbluesuncook.org/wp-content/uploads/2020/07/Wastwater.SWPPP-draft-06-26-2020-signed.pdf>  
[https://thinkbluesuncook.org/wp-content/uploads/2022/06/Allenstown-O-and-M-Plan-Draft\\_6-30-22\\_FINAL.pdf](https://thinkbluesuncook.org/wp-content/uploads/2022/06/Allenstown-O-and-M-Plan-Draft_6-30-22_FINAL.pdf)

### **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:

NA

### **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.

Highway Department participated in additional training.

Trainings included:

1. What is an MS4? Penn State
2. NHPDES Refresher, State of Florida
3. Soak up the Rain Webinar, EPA
4. Storm Water Academy, City of Reno, NV

All staff (existing and new hire) also participated in UNH salt symposium, T2 at UNH for salt, and the DES Salt symposium.

## **Year 8**

### **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 8 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

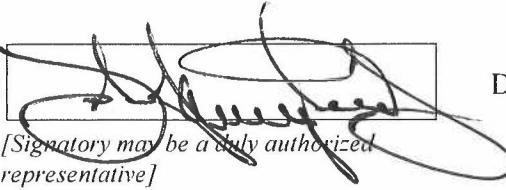
Provide any additional details on activities planned for permit year 8 below:

Any items that remain from Year 7 will be addressed in Year 8. Targeted properties to reduce impervious as not completed as it was not funded by Town Meeting. Funding also impacted dry weather outfall screening and outfall monitoring. All will be addressed in year 8 once funding is replaced.

## Part V: Certification of Small MS4 Annual Report 2025

### **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:	John Harrington, Jr.	Title:	Town Administrator
Signature:	 <i>[Signature may be a duly authorized representative]</i>		
	Date:	9/25/25	