☒ 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)

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://www.unh.edu/unhsc/ptapp

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

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**: 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:M1-01 Fertilizer Reduction Education and Outreach - Green Grass Clear Water

Message Description and Distribution Method:

Distribution and promotion of a 4-fold flier produced by UNH Cooperative Extension and NH Sea Grant outlining simple recommendations to keep lawns healthy while reducing water quality impacts. This activity is part of the Town's program to meet MCM 1 requirements for nitrogen impaired waterbodies (Appendix H Part).

Targeted Audience: Residents, Businesses, Institutions, and Commercial Facilities

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Lawn care enthusiasts are aware of 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): Spring 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:

BMP:M1-02 Pet Waste Education and Outreach - Every Drop Pet Waste Campaign

Message Description and Distribution Method:

Distribution and promotion of "Every Drop" post cards with proper pet waste management, impacts of improper management, pet waste ordinance, and disposal requirements messaging. This activity is part of the Town's program to meet MCM 1 requirements for nitrogen impaired waterbodies (Appendix H Part I) and waterbodies with a bacteria TMDL (Appendix F Part II). Post cards will be posted to the Town's MS4 webpage and be mailed with dog license renewal

notifications.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet wastes, and how to dispose of pet waste properly. If pledges are signed, there will be an increase of educated dog owners committed to picking up pet waste. The number of post cards mailed to dog owners will be reported on an annual basis.

Message Date(s): Spring 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:

BMP:M1-03 Yard Waste Dumping Education and Outreach - Alternatives to Dumping your Yard Waste

Message Description and Distribution Method:

Distribute brochure informing residents and business owners of the municipal yard waste drop off program. Post yard waste program flyer at the Transfer Station, Town Hall message board, MS4 webpage, and distribute with transfer station permits.

Targeted Audience: Residents and Businesses, Institutions and Commercial Facilities

Responsible Department/Parties: Planning/zoning Department

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. This activity is part of the Town's program to meet MCM 1 requirements for nitrogen impaired waterbodies (Appendix H Part I).

Message Date(s): Fall 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:

BMP:M1-04 Septic System Maintenance Education and Outreach - Get Pumped!; Do Your Part - Be Sep

Message Description and Distribution Method:

Distribute and promote brochures, door hangers, directing residents to website(s) to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems. This activity is part of

the Town's program to meet MCM 1 requirements for waterbodies with a bacteria TMDL (Appendix F Part II).

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Residents are aware of water quality impacts from septic systems, the importance of maintaining septic systems and how to maintain them.

Message Date(s): Summer 2021 and 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:

BMP:M1-05 Stormwater Management on Construction Sites Education and Outreach

Message Description and Distribution Method:

The Town will provide educational materials to developers at the time of applications for subdivisions, site review, and building permits and at "pre-construction" conferences. The materials include: Stormwater-What you can do as a Developer" and "Construction Stormwater Tips", "Builder's Guide to Low-Impact Development (LID) and "US EPA: Stormwater Pollution Prevention for Small Residential Construction Sites."

Targeted Audience: Developers (construction)

Responsible Department/Parties: Planning and Zoning Department/ Office of Building Safety

Measurable Goal(s):

100% of all construction sites are in compliance with local sediment and erosion control regulations of the Town for controlling stormwater run-off.

Message Date(s): On-going activity, beginning Spring 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:

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 SWMP and Annual Reports are posted to the Town's MS4 webpage and are available to the public at Town Hall.

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:**

There was no other public involvement or participation.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

<u>*Sanitary Sewer Overflows (SSOs)</u>

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

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: 0

Total number of SSOs removed: 0

<u>MS4 System Mapping</u>

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:

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: 0

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

Percent of outfalls screened: 0

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:

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 0

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

A written catchment investigation procedure has been completed. The timeline indicates catchment investigations will begin for the problem outfalls in Year 5.

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:

The Town is currently performing investigations when they are notified of any potential illicit connections to their MS4 infrastructure.

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:

Employee Training

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

Annual training was provided to employees on June 30, 2022 and involved a review of the IDDE program including how to recognize illicit discharges and SSOs. Training also included elements specific to the functions of particular personnel and their function within the framework of the 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: 4

Number of inspections completed: 21

Number of enforcement actions taken: 0

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:

The Planning Department will work with the Planning Board in updating and adopting new stormwater management regulations for new development and redevelopment under the Town's Subdivision and Site Plan Review Regulation to reduce water quality impacts. These ordinances will be consistent with the latest version of Elements C and D of the Southeast Watershed Alliance's Model Stormwater Standards for Coastal Watershed Communities as required in Section 2.3.6 of the 2017 NH Small MS4 General Permit. These regulations will generally apply to such projects that disturb one or more acres in size and discharge into the Town's MS4 area. Such updated ordinances will:
(1) Assure Low Impact Development (LID) site planning and design strategies are used to the maximum extent feasible to reduce the discharge of stormwater from new development.
(2) Require salt storage areas on new and redeveloped commercial and industrial sites to be covered, and loading/offloading areas are properly designed, and maintained so there are no discharges to receiving waters. Snow and salt storage areas shall be located so there are no direct untreated discharges. All such runoff shall be properly treated before being discharged to receiving waters.
(3) Ensure the selection and design of treatment and infiltration practices follow Volume 2 of the New Hampshire Stormwater Manual, as applicable.
(4) Assure post construction runoff from new development is controlled by appropriate retention or treatment I and there are provisions for the long term maintenance of BMP's as stipulated in MS4 Permit.
(5) Assure that post construction runoff from disturbed areas of redevelopment sites are controlled

by appropriate retention and treatment, and there are provisions for the long-term maintenance of BMP's with options for off-site mitigation to meet pollution removal equivalents and exceptions for such projects disturbing areas greater than one acre involving the maintenance of existing roads, but not for projects that increase the amount of impervious areas on-site.
(6) Require the submission of "as-built" drawings from developers within no less than 2 years from the time of construction completion.
(7) Require all new development and redevelopment projects to have measures in place for longterm operations and maintenance.
(8) Require such projects to be subject to an annual certification, inspection and enforcement program after completion to assure compliance.
(9) Require any regulated sites located in catchment areas that drain to waters impaired by Nitrogen per the most recently EPA approved 303(d) list implement stormwater management BMPs optimized for nitrogen removal.
(10) Require any regulated commercial or industrial properties located in catchment areas that drain to waters impaired by Solids, Oil & Grease, or Metals per the most recently EPA approved 303(d) list shall incorporate BMP designs that allow for shutdown and containment to isolate the system in the event of an emergency spill or other unexpected event.

The Town will have adopted new regulations as set forth above, in completing necessary design reviews, instituting practices, policies and procedures to ensure development compliance, has staff and resources to enforce such compliance, and is reporting its progress in its annual report to the public and EPA.

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:

The Street Design and Parking Lot Guideline Report will be prepared by the Planning Department with assistance from others, as needed, including the Town's engineering consultant, Public Works Department and: Facilities Department and Highway Safety Committee. The project will involve the following elements:
1. Assessing current street design standards and parking guidelines that affect the creation of impervious cover in Newmarket and evaluate whether these standards can be modified to support low impact design options.
2. If so, specific recommendations will be presented to the Planning Board to incorporate these standards into the Town's Subdivision and Site Ordinance and along with a suggested schedule for implementation.
3. The results of these evaluations and recommendations shall be finalized in a written report and presented to the Planning Board for implementations and the status of implementation will be reported to EPA in the annual report.

The Street Design and Parking Lot Guidelines report will be completed by June 30, 2024, with progress on implementation reported annually thereafter.

Green Infrastructure Report

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

The Planning Department will work with the Town's engineering consultant, Public Works Department, Facilities Department and Building Official to:
1. Form an in-house committee to assess local development regulations, zoning and building codes to determine the feasibility of promoting green infrastructure practices. Such practices include green roofs, rain gardens, curb extensions, planter gardens, porous and pervious pavements, and other

infiltration and best management practices for stormwater management, including water harvesting devices such as rain barrels and cisterns, and the use of stormwater for non-potable uses.
2. The assessment will identify any impediments to use of these practices and what changes in local regulations are needed to make them allowable.
3. The report shall include recommendations for implementation, including a schedule.
4. In its annual report to EPA, the Town will report its findings and progress towards making such techniques allowable.

The report will be completed by June 30, 2024. Progress on implementation will be reported annually to EPA.

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:

Track the BMPs that have been retrofitted into municipally and/or privately owned properties to mitigate impervious cover (IC). Information to track includes, but is not limited to, property owner, location (e.g. address, GPS coordinates), installation date, BMP type, IC type (e.g. parking lot, roadway, rooftop) IC area disconnected, receiving waterbody or discharge area, contractor, inspection and maintenance plan, and installation cost. The list will be completed by Year 6 and updated as needed.

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://www.newmarketnh.gov/sites/g/files/vyhlif3536/f/uploads/newmarket_om_plan.pdf

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: 205

Number of catch basins cleaned: 205

Total volume or mass of material removed from all catch basins: 30 cubic yards

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

Total number of catch basins: 320

If applicable:

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

When catch basins are found to be more than 50% full during two consecutive routine inspections or cleaning events, those catch basins are then cleaned twice per year.

***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:

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

Number of miles cleaned: 449

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

- ◉ Volume of material removed: 312 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:

<u>*Stormwater Pollution Prevention Plan (SWPPP)</u>

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

Number of site inspections completed: 3

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

None.

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:	Stephen R. Fournier	Title:	Town Manager
Signature:	Steve Fournier Digitally signed by Steve Fournier Date: 2022.09.26 14:49:01 -04'00'	Date:	09/26/22

[Signatory may be a duly authorized representative]