

Year 2 Annual Report
New Hampshire Small MS4 General Permit
New Permittees
Reporting Period: July 1, 2019-June 30, 2020

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, 2019 and June 30, 2020 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

*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
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information for your self-assessment, and/or if any of the above year 2 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:

SWMP:

- In person public participation was planned for Spring 2020 but was postponed due to COVID-19.
- Newmarket has provided an opportunity for review of the SWMP by posting the SWMP to the Town's MS4 Stormwater Program webpage. Contact information is included for the public to provide comments and ask questions directly to Diane Hardy, Town Planner and SWMP Team Coordinator.

Permit Records:

- Newmarket is a new permittee and therefore have generated permit records since their inclusion in 2017. These records have been saved and made available to the public either by posting to the Town's website or upon request to the Town Planning Department.

Storage and Disposal of CB Cleanings and Street Sweepings:

- The Town's Public Works Department completed regular street sweeping and catch basin cleaning using Town staff and equipment.
- The street sweeping schedule is as follows: Four miles of downtown is swept once a week and by early April of each year the whole town is swept. This amounts to approximately 250 miles per year. A street sweeping software application is used to keep track of the mileage completed.
- The Public Works Department landfills collected trash at the Town's landfill and properly reclaims sand and other materials at an appropriate location to prevent discharge into receiving waters.

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? 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>

☐ 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, these metrics are optional for new permittees; please fill out any of the metrics below that you have started within this reporting period. 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:[Message name here]

Message Description and Distribution Method:

(See Part V: Additional Information - COVID19 Impacts)

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:

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:**

In person public participation was planned for the Spring of Year 2, however it was postponed due to

COVID-19. To fulfill this requirement within COVID-19 guidelines, the Town set up their website for citizens to be able to provide feedback, questions, or comments. The Town can quantify the number of times that the website has been visited during the reporting period.

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:**

For several years there has been a local effort in Newmarket where volunteers have organized and conducted annual roadside clean-up days. This has been an effective program for beautifying our roadways and removing unsightly trash and debris before they end up polluting our waterways. In addition, there are shoreline and water body clean-up events that are held annually by various environmental groups and watershed associations. These community clean-up events occur in the spring but were unable to occur due to COVID-19 precautions.

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:

The Town has completed a first draft of a GIS-based map that includes municipal boundary layers, watershed boundaries, water features, roads, the regulated MS4 area, MS4 outfall locations, and identification of impaired water bodies from the most recent EPA approved Section 303(d) list. This GIS-map will be used as the base map for documenting and complying with future permit requirements.

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.*

- ☐ 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:

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.*

- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

Optional: Provide 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.

- ☐ 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:

Employee Training

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

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:

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

Ordinance Development

Describe the status of the post-construction ordinance required to be complete by year 3 of the permit term:

The Town has prepared draft changes to their Subdivision and Site Plan ordinances in accordance with the requirements of Section 2.3.4 and Section 2.3.5 of the 2017 NH Small MS4 General Permit. These will be presented to the Planning Board and public for adoption in the coming year. The Town's current stormwater regulations for construction and post-development stormwater management can be found in the Newmarket Municipal Code, Chapter 32 – Zoning, Appendix A – Subdivisions and Appendix B – Site Plans. These can be found at the following link: https://library.municode.com/nh/newmarket/codes/code_of_ordinances?nodeId=PTIICOOR_CH32ZO

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 Town currently has regulations and procedures in place requiring that developers of projects that come under the existing site review and subdivision review regulations must submit “as-built” drawings and operation and maintenance plans to ensure compliance with existing stormwater regulations. During Year 2, two (2) major subdivision roads were accepted by the Town Council for which record “as-built” drawings were received from the developer as required in the Town's development agreements and subdivision regulations.

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:

Green Infrastructure Report

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

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:

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

A catch basin cleaning schedule has been established for many years prior to the MS4 permit. A formal written

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- ☐ 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:

*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:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins: [Select Units]

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

Total number of catch basins:

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

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

The Town has not yet created a written procedure, but the schedule is as follows: Four miles of downtown is swept once a week and annually by early April the whole town is swept. This amounts to approximately 250 miles a year. A street sweeping software application is used to keep track of the mileage completed.

Report on street sweeping completed during the reporting period using one of the three metrics below.

- ☒ Number of miles cleaned:
- ☐ Volume of material removed:
- ☐ Weight of material removed:

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

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

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

The Town has an established snow and ice control policy for Town roads and sidewalks.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

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

Number of site inspections completed: 0

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

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

The Town requires bonding from property owners when private stormwater treatment systems are installed. The bonding is in place to ensure the systems are properly maintained. Developers are required to submit Stormwater Pollution Prevention Plans (SWPPPs) for stormwater management systems as part of the Town's subdivision and site plan regulations. These provisions are outlined in the projects' development agreement between the developer and the Town.

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:

-Newmarket partners with local community groups and regional watershed associations including Seacoast Stormwater Coalition, Lamprey River Advisory Committee, Lamprey River Watershed Association, and Ad-hoc Newmarket Riverfront Committee, on various projects of mutual concern.

-In 2020, the Town submitted a pre-application for funding through the NHDES Clean Water State Revolving Fund (CWSRF) for \$1M in stormwater improvements along New Road. The pre-application was approved, and the project is currently #3 on the CWSRF 2020 project priority list. The Town has listed the project in the 2020 Capital Improvements Project for Stormwater Management and will recommend a bond be issued for the project at the next Town meeting.

COVID-19 Impacts

Optional: If any of the above year 2 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:

Due to COVID-19, the annual public participation events were put on hold, as well as the targeted public educational messaging distribution. As a result, the Town adapted the educational messaging program from physical distribution of flyers and handouts to posting online messages to their MS4 webpage and to the weekly newsletter. The Town posted informational brochures targeting their residential audience including proper management of pet waste, use of fertilizer, alternatives to dumping yard waste, and proper maintenance of residential septic systems. The Town also posted a factsheet directed to Developers and Contractors, providing a guide on stormwater permits for construction sites. The Town felt this was an appropriate

approach to reduce person to person interactions and to reduce the passing of materials between Town staff and residents. The Town is prepared to continue to adapt their messaging programs to align with current COVID-19 precautionary guidelines. The Town was also planning to GPS locate all the MS4 outfalls but were unable to start as planned due to COVID-19.

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 3 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 procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review

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

Provide any additional details on activities planned for permit year 3 below:

Part VI: Certification of Small MS4 Annual Report 2020

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:

Steve Fournier

Title:

Town Manager

Signature:

Date:

*[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

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