

Year 1 Annual Report
New Hampshire Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

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.

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:

Fax 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 and an explanation of why it is not posted on the web:

Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)

☐ Bacteria/Pathogens

☐ Chloride

☒ Nitrogen

☐ Phosphorus

☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

☐ Bacteria/ Pathogens

☐ 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.

Year 1 Requirements

- ☒ Develop and begin public education and outreach program
- ☐ Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years

- ☐ The SSO inventory is attached to the email submission
- ☐ The SSO inventory can be found at the following website:

N/A - no sanitary sewer system

- ☒ Develop written IDDE plan including a procedure for screening and sampling outfalls
- ☒ IDDE ordinance complete
- ☒ Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - ☐ The priority ranking of outfalls/interconnections is attached to the email submission
 - ☒ The priority ranking of outfalls/interconnections can be found at the following website:

<https://www.townofdanville.org/stormwater-management/pages/2019-stormwater-documents-updated; IDDE Plan, Appendix B>

- ☒ Construction/ Erosion and Sediment Control (ESC) ordinance complete
- ☒ Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- ☒ Develop written procedures for site plan review
- ☒ Keep a log of catch basins cleaned or inspected
- ☒ Complete inspection of all stormwater treatment structures

Annual Requirements

- ☒ Annual opportunity for public participation in review and implementation of SWMP
- ☒ Comply with State Public Notice requirements

- ☒ 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
- ☐ All curbed roadways have been swept a minimum of one time per year

Nitrogen Impairment

Annual Requirements

*Public Education and Outreach**

- ☒ Distribute 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
- ☒ Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distribute 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

- ☐ Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.1.d.iii 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 shall be tracked and the permittee shall estimate the
- ☐ nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. Document 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 in each annual report

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

IDDE Training - An employee IDDE training program will be developed during Year 2 with yearly training to begin during year 2.

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

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 the reporting period: 4

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: Pet Waste Flyer with Dog Registrations

Message Description and Distribution Method:

Distribute fact sheets on the importance of picking up dog waste at the Town Clerk's office, as well as make the flyer available at the recreation rabies clinic and the Earth Day Cleanup event.

Targeted Audience: Residents

Responsible Department/Parties: Highway Dept. / Town Clerk

Measurable Goal(s):

Provide information with all applications and renewals.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Stormwater Webpage

Message Description and Distribution Method:

Provide information on website related to fertilizer use, grass clippings and leaf litter disposal.

Targeted Audience: Residents and Businesses, institutions and commercial facilities

Responsible Department/Parties: Highway Dept.

Measurable Goal(s):

Keep website updated with information at various times a year.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP: Distribute Flyers at Public Events

Message Description and Distribution Method:

Distribute informational materials on Household Hazardous Waste (HHW), pet waste, fertilizer usage, lawn maintenance, and leaf litter disposal at the semi-annual HHW Event and annual Earth Day Cleanup event.

Targeted Audience: Residents and Businesses, institutions and commercial facilities

Responsible Department/Parties: Highway Dept.

Measurable Goal(s):

Distribute materials during at least two events per year

Message Date(s): 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:

BMP: School Education Program

Message Description and Distribution Method:

Provide a class on stormwater education and water conservation to gradeschool children.

Targeted Audience: Residents

Responsible Department/Parties: Highway Dept. / Danville Elementary School

Measurable Goal(s):

Provide a class to at least 1 grade of schoolchildren in grades 1-5 at the Elementary School.

Message Date(s): Spring 2019

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 the reporting period:

SWMP Plan for Download - The Town has posted the SWMP Plan on Town website along with contact information to allow for public comment.

Was this opportunity different than what was proposed in your NOI? Yes ☐ No ☒

Describe any other public involvement or participation opportunities conducted during the reporting period:

Household Hazardous Waste collections - These are held twice a year in the spring and fall. During these events the residents that attend are given information on various ways to use alternate methods to lessen the amount of Household Hazardous Waste they generate. They are also can be given additional information on leaf litter, fertilizers, what to do with latex paint, etc.

Earth Day Cleanup program - Public is able to participate to collect the trash along the roadsides. Residents are given information on pet waste cleanup, fertilizers, etc. in a tote bag with trash bags and supplies to pick up road. We had approximately 40 residents assist with this program and a total of 106 bags of trash were picked up. This program is ongoing year round as residents are encouraged to get the trash bags from the town hall and pick up trash along the roadsides then notify Highway Dept. to have the bags picked up.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified: N/A

Number of SSOs removed: N/A

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified: N/A

Total number of SSOs removed: N/A

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

The Town has completed multiple Phase I mapping requirements under the 2017 permit. Outfalls, catch basins, culverts, structural stormwater BMPs, receiving waters and impaired waters within the Town's urbanized area have been mapped. The Town will work towards mapping interconnections with other MS4s and open channel conveyances in Permit Year 2.

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:

N/A, none completed to date

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 total outfalls screened: 0%

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:

N/A, none completed to date

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:

N/A, not started yet

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:

N/A, none found to date

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 [UNITS]

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.

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:

N/A, none found to date

Employee Training

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

An employee IDDE training program will be developed in Year 2, with annual training to be performed starting in year 2.

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: 11

Number of inspections completed: 25

Number of enforcement actions taken: 0

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

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The current Town ordinances and regulations are partially in compliance with the Year 2 requirements, however do not meet all requirements pertaining to new development and redevelopment. The Town will draft a revised ordinance and accompanying regulations to meet all year 2 requirements, and it is anticipated that revisions will be put up for vote at the spring 2020 town meeting.

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 required to be complete in year 2 of the permit term:

As part of the regulatory update to be performed during Year 2, procedures for submittal of as built drawings and long term operation and maintenance will be developed.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

N/A, to be completed during future permit years.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

N/A, to be completed during future permit years.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, 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:

The Town is currently developing an inventory of its permittee-owned properties. Once completed, facilities will be evaluated for potential BMP retrofit opportunities during future permit years.

MCM6: Good Housekeeping**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The Town developed a Catch basin Optimization Plan during Year 1 as a component of its SWMP. This plan i

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:

<https://www.townofdanville.org/stormwater-management/pages/2019-stormwater-documents-updated; SWMP Plan, Appendix G>

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: 26

Number of catch basins cleaned: 5

Total volume or mass of material removed from all catch basins: 1 cubic yard

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

Total number of catch basins: 26

If applicable:

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

Not yet applicable.

Street Sweeping

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

The Town developed a street sweeping prioritization plan during Permit Year 1 as a component of its SWMP Plan. This consists of a map displaying sweeping requirements throughout the Town and a Standard Operating Procedure (SOP) for completing the sweeping. Sweeping is scheduled for Fall 2019, however, as we have no curbed streets, the plan is to sweep the Town-owned parking lots.

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

☒ Number of miles cleaned: 0

☐ Volume of material removed: [UNITS]

☐ Weight of material removed: [UNITS]

Winter Road Maintenance

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

The Town developed SOP's for winter road maintenance during previous years as part of a larger Operation and Maintenance (O&M) Plan that covers inspection and maintenance of stormwater infrastructure. The town is also currently in the design phase of a new sand/salt storage building. The stormwater infrastructure O&M Plan is available at <https://www.townofdanville.org/stormwater-management>

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The Town is currently developing an inventory of its permittee-owned properties to be completed by the end of Year 2.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

The Town is currently developing O&M Procedures for its Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment, to be completed by the end of Year 2. Procedures will be incorporated into the stormwater infrastructure O&M Plan developed during previous years to form a comprehensive O&M Plan covering town-owned properties and maintenance activities.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, 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:

The Town has no standalone maintenance garage, transfer station or other waste handling facility. The Town's Highway Garage is located within the urbanized area, however, has no closed drainage system with runoff sheet flowing into wooded areas. Based on the Highway Garage's location, surrounding land uses and slopes, it has been determined that this facility will not discharge to the Town's MS4 or a surface waterbody under any conditions. Should future evaluation determine that facilities drain to the MS4, the Town will prepare a SWPPP as required by the 2017 MS4 Permit.

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:

N/A

O&M Procedures for Stormwater Treatment Structures

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

The Town developed comprehensive written procedures and checklists for structural BMP inspections during Year 1. The Town then completed a comprehensive assessment of all Town-owned structural stormwater BMPs in June 2019. A total of 8 BMPs were inspected, all of which required little or no maintenance. It was further noted that all BMPs were located either outside of the urbanized area or in areas that do not discharge to the Town's MS4 system. Therefore, the Town has no structural BMPs regulated under the MS4 program.

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:

N/A, not started yet.

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:

Activities performed during Year 1 include submittal of a Notice of Intent, updating its existing Stormwater Management Program (SWMP) Plan, which in part included the development of a Catch Basin Cleaning Optimization Plan and Street Sweeping Plan. The Town also updated its existing Illicit Discharge Detection and Elimination (IDDE) Plan, including classifying, prioritizing, and delineating catchment areas. Other activities include a brief review of existing regulatory mechanisms, inspection of all Town-owned structural stormwater BMPs, and continued public education and participation in all areas required by the permit.

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 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (18 months)

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

Town of Danville, NH

- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Implement procedures for sweeping streets and municipal-owned lots
- Implement procedures for winter road maintenance
- 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

Provide any additional details on activities planned for permit year 2 below:

Sweep all uncurbed street at least annually - The Town has all rural uncurbed streets. The Town will sweep all the streets with the exception of the rural uncurbed roads with no catch basins as per our SWMP.

Part V: Certification of Small MS4 Annual Report 2019**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.

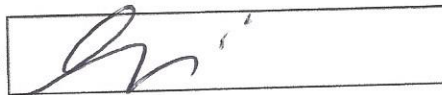
Name:

Scott Borucki

Title:

Chair Board of Selectman

Signature:



Date:

9/23/19

[Signatory may be a duly authorized representative]