



Town of Plaistow, New Hampshire

OFFICE OF THE TOWN MANAGER

Sean R. Fitzgerald

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May 1, 2014

Ms. Glenda Velez
US EPA
5 Post Office Square – OEP06-01
Boston, MA 02109-3912

Mr. Jeff Andrews
New Hampshire Department of Environmental Services
Water Division
Wastewater Engineering Bureau
P.O Box 95
Concord, NH 03302

RE: Submittal of the Town of Plaistow MS4 General Permit Annual Report

Dear Ms. Velez and Mr. Andrews:

Attached please find The Town of Plaistow's Annual Report for Year 11 of the MS4 Stormwater Permit.

As a community, we have worked hard to minimize the impact of storm-water runoff has on the environment and are pleased to report on our ongoing efforts to better define our continuing obligation to enhance water quality.

Over the last several years, the Town has made many changes to water ordinances and regulations to maintain storm water systems to greatly eliminate or minimize illicit discharge to the Town's watersheds. The Town is strongly committed to continuing its development and implementation of programs to reduce the discharge of pollutants from the Town's regulated Small MS4s to the maximum extent practicable, with the goals of protecting water quality and satisfying the water quality requirements of the Clean Water Act and NH water quality standards.

As a community, the Town of Plaistow is acutely aware of the connection between stormwater and groundwater, which is the source of 100% of the Town's drinking water. We have worked hard over the last year to ensure that the Town of Plaistow's *Annual Report*

Continued

for Year 8 of our MS4 Stormwater Permit conveys a full measure of the Town's commitment to strengthen our environmental stewardship under the MS4 program.

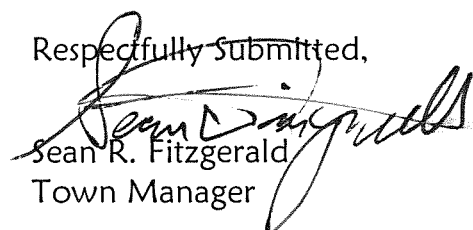
The Town completed a number of stormwater-related activities this year including:

- Conducted quarterly Stormwater Task Force meetings;
- Continued monitoring of stream water quality with the Town's Conservation Commission;
- Coordinated a 2013 Water Symposium focused on water resources
- Planned for the inspection of the Town's stormwater infrastructure;
- Planned for the sampling and analysis of water quality discharged from selected outfalls previously found to be in violation of water quality standards;
- Town staff have actively been involved with organizations that provide education on stormwater and low-impact development issues;
- Cleaned approximately 25 cubic yards of material from Town-owned catch basins;
- Removed approximately 40 cubic yards of material swept from Town streets;
- Held two Household Hazardous Waste collections (May and October 2013);
- Initiated dialogue with representatives of Timberlane Regional School District regarding the discussion of stormwater education programs;
- Researched and started reaching out to contacts for potential watershed education programs;
- Coordinated planting of 100 trees with Pollock Elementary School; and
- Distributed public information on stormwater protection in hard copy, electronically (via the Town's website), and using the Town's cable TV service.

In closing, local officials in Plaistow are working hard to meet the ever evolving demands of our environmental responsibilities. I am looking forward to working with the EPA to best define how Plaistow and the EPA can continue to work together to meet these important shared responsibilities.

Should you have any questions regarding this submittal, please call me or Leigh Komornick, Town Planner, at 603/382-5200x14.

Respectfully Submitted,


Sean R. Fitzgerald
Town Manager

cc:
Plaistow Board of Selectmen
Normandeau Associates

Municipality/Organization: Town of PLAISTOW

EPA NPDES Permit Number: _____

MassDEP Transmittal Number: W-

Annual Report Number Year 11
& Reporting Period: April 1, 2013 – March 31, 2014

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2014)

Part I. General Information

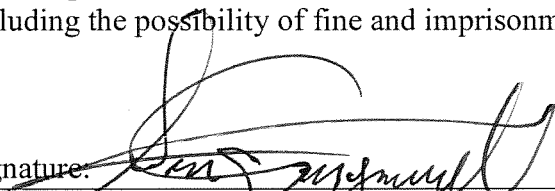
Contact Person: Sean Fitzgerald Title: Town Manager

Telephone #: (603) 382-7371 Email: sfitzgerald@plaistow.com

Mailing Address: 145 Main Street, Plaistow, NH 03865

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, 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.

Signature: 

Printed Name: SEAN FITZGERALD

Title: Town Manager

Date: May 1st 2014

Annual Report Contents:

1. Self assessment review of compliance with the permit conditions. **See Part II.**
2. An assessment of the appropriateness of the selected BMPs. **Several modifications to BMPs were made; see Part III.**
3. An assessment of the progress towards achieving the measurable goals. **See Part III.**
4. A summary of results of any information that has been collected and analyzed. **See Part IV.**
5. A discussion of activities for the next reporting cycle. **See Part III.**
6. A discussion of any changes in identified BMPs or measurable goals. **See Part III.**
7. Reference any reliance on another entity for achieving any measurable goals. **See Part III.**

Part II. Self-Assessment

The Town of Plaistow has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except the following provisions:

Part I.B.2(e). The US Fish and Wildlife Service determination of permit eligibility with regard to the Endangered Species Act is pending.

Part I.B.2(f). The US Fish and Wildlife Service determination of permit eligibility with regard to Essential Fish Habitat is pending.

Part I.B.2(g). The State Historic Preservation Officer determination of permit eligibility with regard to properties listed or eligible to be listed on the National Register of Historic Places is pending.

Part I.C. Determining whether storm water discharges contribute to a 303(d) listed water body (Kelly Brook/Seaver River) and specifically identified control measures and BMPs to control the discharge of the pollutants of concern (bacteria, pH, DO). This effort is ongoing. Wet weather samples from outfalls contributing to this waterbody have been collected. See Part IV below.

Part III.A and B. See below for provisions of the Stormwater Management Program that remain in-progress.

During Permit Year 11, the Town conducted a number of stormwater-related activities including:

- Held numerous meetings with the Selectmen, Planning Board and staff regarding stormwater stewardship and regulatory responsibilities;
- Conducted quarterly Stormwater Task Force meetings consisting of members of the Planning Department, Compliance Department, the Town Manager, the Highway Department, and an outside stormwater consultant, Normandeau Associates, Inc.;
- Continued monitoring of stream water quality at established stations by the Town's Conservation Commission;
- Planned for the inspection of a percentage of the Town's stormwater infrastructure;
- Planned for the sampling and analysis of water quality discharged from selected outfalls previously found to be in violation of water quality standards;
- Town staff have actively been involved with organizations that provide education on stormwater and low-impact development issues;
- Cleaned approximately 25 cubic yards of material from Town-owned catch basins;
- Removed approximately 40 cubic yards of material swept from Town streets;
- Held two Household Hazardous Waste collections (May and October 2013);
- Initiated dialogue with representatives of Timberlane Regional School District regarding the discussion of stormwater education programs;
- Researched and started reaching out to contacts for potential stormwater / watershed education programs;
- Coordinated planting of 100 trees with Pollock Elementary School;
- Distributed public information on stormwater protection in hard copy, electronically (via the Town's website), and using the Town's cable TV service; and
- Coordinated a 2013 Water Symposium with NHDES
- Successfully applied for a \$20,000 Source Water Grant from NHDES
- Town officials have collaborated to better define the ongoing decision-making processes that affect the Town's infrastructure and water quality.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Goals for Permit Year 12
1.1 Revised	Informational Brochures for yard work activities	Town Manager/Sean Fitzgerald	Develop and print 2,000 brochures and make available for distribution	The brochure was published as in Year 10.	Create and distribute brochure on yard waste. Publish an article in the local paper on green yard maintenance techniques. Create and distribute brochure addressing issues related to dog waste (in context of bacterial listing of waterways). This brochure will be provided to all dog license holders at time of issuance and will be made available on the Town website and on the Cable TV channel. Publish an article in the local paper on proper techniques for dog waste management. Create dog license holder GIS layer to initiate efforts to target literature.
1.2 Revised	Informational Brochures for Trash Management and Disposal of Hazardous Waste	Town Manager/Sean Fitzgerald	Develop and print 2,000 brochures and make available for distribution	Flyers and brochure were published and distributed as in Year 10 as well as shown on the Town's Cable TV channel.	Review other resources for information brochures including neighboring communities, NHDES, and national outlets. Update brochure for distribution and to be shown on the Cable TV channel.
1.3 Revised	Town Stormwater program in Annual Town Report	Town Manager/Sean Fitzgerald	Annually report on stormwater program activities	The Town of Plaistow's 2013 Annual Report included a dedicated section for the Town's Stormwater Committee. This report included not only the report from the Stormwater Management Task Force but another report on "Water Resources" based upon the information we received at the Water Symposium held on September 11, 2013.	Write water resources report. The Town of Plaistow's 2014 Annual Report will include a dedicated section for the Town's Stormwater Committee. It will also include a report from the Stormwater Management Task Force and a report on "Water Resources."

1.4	High School Classroom education including teacher education	Town Manager/Sean Fitzgerald	Develop and implement program at Timberlane High School to teach both educators and students about stormwater	Established communication with NH Fish & Game, NHDES Project WET, and Mark Pedersen, Academic Dean of STEM at Timberlane Regional Middle and High School.	Conduct classroom sessions at Timberlane High School of NH Fish and Game Watershed Education Program or appropriate water resources sections of the Wonders of Wildlife or Environmental Stewards program.
Revised					
1.5	Promote BMPs on local cable TV	Cable Committee/	Information on Cable and semiannually thereafter	Additional stormwater public service announcements were displayed periodically on Cable TV.	The Stormwater Task Force will conduct three half-hour cable access programs scheduled for June 6, 2014 on the following topics: a) New MS4 changes b) Discussion of BMPs c) Roundtable stormwater discussion, which may include task force members and members of the Rockingham Planning Commission and NHDES.
Revised					Post information provided by NHDES Source Water Protection Program on slides to be run on Cable TV.
1.6	Hazardous Household Waste Collection	Highway Department/Dan Garlington	Semi-annual notice in paper, cable, website	Held bi-annual collections (in May and October); provided notices in local paper, cable TV and on the Town's website. Continued bi-annual collections; provided notices in local papers cable TV and on the Town's website. Previous Household Hazardous Waste Collections was held in May and October 2013.	The Town again will hold Household Hazardous Waste Collection Day scheduled twice annually (in May and October).
Revised					

1a. Additions

1.7	Middle School stormwater education	Town Manager/Sean Fitzgerald	Develop an education program with Regional Middle School	Contacted and met with Timberlane Regional School District representative to determine schedules regarding stormwater education. Contacted NHDOT Stormwater Outreach Program regarding their Spring 2014 schedule and NH F&G for their Spring and Fall 2014 schedule regarding appropriate water resources sections of the Wonders of Wildlife Program (ponds, wetlands). Contacted and met with Timberlane Regional School District representative to determine schedules regarding stormwater education. Contacted NHDOT regarding their Spring 2014 schedule and NH F&G for their Spring and Fall 2014 schedule.	Teach project WET or NH Fish and Game watershed class. The School District is seeking option for obtaining funding for WET program. Schedule the NHDOT to teach their stormwater outreach program for the Spring 2014 or 2015. Schedule NH F&G Wonders of Wildlife (ponds & wetlands) program for Fall 2014.
1.8	Elementary School stormwater education	Town Manager/Sean Fitzgerald	Develop an education program with Elementary School		

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 12
2.1 Revised	Storm Drain Stenciling	Highway Department/Dan Garlington	Develop stencil program and stencil catch basins	The Town evaluated the most effective means to mark catch basins throughout Town, which included using a new stencil and non-toxic paint. The Town Enforcement Office marked a limited number of catch basins to evaluate effectiveness of paint.	Stenciling of all catch basins in Town
2.2 Revised	Conservation Commission promotion of water quality	Conservation Commission/Tim Moore	Solicit public participation by news releases and cable and annually thereafter	Conservation Commission continued promotion of stormwater issues via news release and cable TV announcements. Conservation Commission has collected and submitted water quality data collected over the duration of the project to outside GIS consultant.	Create a comprehensive water quality database which includes water quality data from the Conservation Commission as well as the Stormwater Task Force.
2.3 Revised	Link on website for reporting problems and deficiencies <i>Includes former section 4.4</i>	Town Manager/Sean Fitzgerald	Link on website and updated annually	Reviewed the process for reporting problems and deficiencies. It was agreed that the location of the feedback mechanisms and its method on the website warranted revision.	Revise process for submitting requests. Currently, Town website has a printable form but no address or contact info. The new method will be revised by Virtual Town Hall and will modify the website with standard an online submission with the proper instructions.

2a. Additions

2.4	Place roadside signs identifying sub-watersheds in Town	Conservation Commission/Tim Moore	Place signs to note entering watersheds.	Conservation Commission prepared four roadside signs identifying entrance into Kelly Brook watershed. A GIS map was prepared to optimize the process to select specific locations.	The Town will select locations on sign placement. The Town will determine next watershed to mark, order more signs, and place signs in the rights-of-way.
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2.5	Encourage public participation in planting vegetation that would improve stormwater quality	Conservation Commission/Tim Moore	Plant at least 100 (native to NH) trees or shrubs/year	In light of Arbor Day, coordinated an effort with the Pollard Elementary School in planting 100 red maple seedlings in their green house for the students to take home in June 2014 for planting.	Continued coordination with schools. Plant trees with students on Arbor Day, alternatively, plant trees with Girl Scouts. Conduct additional related public activity such as distributing tree saplings to residents on Arbor Day. Seek donations from hardware stores in Town as well as landscaping companies for trees, soil and tools to plant.
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3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 12
3.1 Revised	Preparation of Master Drainage Plan	Town Manager/Sean Fitzgerald	Delineation of outfalls to receiving waters	Verified and ground-truthed location and condition of stormwater infrastructure facilities including a plan that identifies catch basins, drainage system features, pipes, etc.	GPS all additional stormwater structures including state, town, and private structures and update map as necessary. This activity will be conducted by an intern hired by the Town for Summer 2014.
3.2 Revised	Storm sewer ordinance	Planning Board/Town Planner	Ordinance adopted by Town and reviewed annually	Developed plan to review ordinance for potential modification as needed.	Review existing NH Town storm sewer ordinances and make recommendations. Consider consolidating ordinances with other stormwater-related ordinances.
3.3 Revised	Qualitative observation of discharge at outfalls	Conservation Commission/Tim Moore	Observations of delineated outfalls	Developed plan to conduct dry and wet weather observations of infrastructure.	Review “dry” wet weather screening outfalls and sample during high flow events. If continue to see no flow during high rainfall events, conduct investigation to determine status of outfall.
3.4 Revised	Dry weather screening of outfalls	Conservation Commission/Tim Moore	Observations of delineated outfalls	All known outfalls have been screened	Additional screening will be subsequent to stormwater structure investigation
3.5 Revised	Develop program for elimination of illicit discharges, if any.	Conservation Commission/Tim Moore	Plan developed.	Program has been developed.	Review plan and make recommendations to improve program.
3.6 Revised	Implement program for elimination of illicit discharges, if any	Conservation Commission/Tim Moore	Enforcement Actions taken	Program has been implemented.	Additional screening will be subsequent to stormwater infrastructure investigation. Implement revised program.

3a. Additions

	None					
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4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 12
4.1 Revised	Preparation of Town Ordinance to address BMPs for new construction, SWPPPs, setbacks and disposal of discarded building materials.	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments	Evaluated regulations for modifications. Determine ordinance was satisfactory.	Continue to evaluate ordinance. Review other NH Town ordinances and make recommendations for modifications.
4.2 Revised	Develop procedures for Site Plan review of Construction Site Runoff Control	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments	Evaluated regulations for modifications. Determine ordinance was satisfactory.	Continue to evaluate procedures. Review other NH Town procedures and make recommendations for modifications.
4.3 Revised	Develop procedures for site inspection, enforcement, and penalties for non-compliance	Code Enforcement/Mike Dorman	Adopt procedures	None planned in Year 11.	Review procedures for site inspection and make recommendations for modifications.

4a. Additions

	None			
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4b. Deletions

4.4	Provide link on website for reporting violations BMP 2.3 incorporates reporting violations for construction runoff; therefore, BMP 4.4 will be deleted.	Town Manager/Sean Fitzgerald	Information on website with mailing, phone, and email address to contact	Combined with BMP 2.3	
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5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 12
5.1 Revised	Preparation of Town ordinance to address structural BMPs for land disturbance	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments	Ordinances were prepared in prior years.	Evaluate ordinances and modify as needed. Review other NH Town ordinances and compare with Plaistow.
5.2 Revised	Develop procedures for Site Plan review and review of SWPPPs	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments	The Planning Board and staff have evaluated procedures in prior years. No related activities for Year 11.	Evaluate procedures and modify as needed. Review other NH Town procedures and compare with Plaistow.
5.3 Revised	Promote open drainage systems and groundwater recharge through infiltration systems	Planning Department/Leigh Komornick	Adopt Subdivision and Site Review Amendments	Ordinance was developed in 2004-2005. The Town worked with NHDES to obtain funding to promote a ground water protection program.	Create an LID development plan to be part of the Town's zoning regulations.
5.4 Revised	Develop procedures for site inspections, enforcement, fees	Code Enforcement/Mike Dorman	Develop procedures	Procedures are established through occupancy permit. Evaluated procedures and determined current form adopted last year to send out to businesses regarding post-construction stormwater compliance should be shortened and simplified.	Modify post-construction stormwater compliance form. Develop a database of businesses to send out the post-construction stormwater compliance form to be more user-friendly. Develop an on-line form and submittal process for the Town website.

5a. Additions

5.5	Assessment of Impervious Cover		Determine % imperviousness throughout Town		Use GIS and GPS ground-truthing to establish impervious area of the individual watersheds within the Town. This activity will be conducted by an intern hired by the Town for Summer 2014.
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6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Through Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 12
6.1 Revised	Prepare Operations & Maintenance Plan to reduce pollutants from municipal activities	Highway Department/Dan Garlington	Develop plan	No activity in Year 11.	Prepare written plan and implement.
6.2 Revised	Implement Employee Training Program	Highway Department/Dan Garlington	Train staff and review annually	Staff continued to participate in stormwater coalition meetings and other training sessions and meetings with various associations. Training sessions have been for the Town Selectmen, Planning Board, and staff.	Conduct additional training sessions for highway department personnel and other staff. Schedule annual training.
6.3 Revised	Catch basin and storm system maintenance	Highway Department/Dan Garlington	Clean and inspect catch basins at least once every two years. Clean and inspect catch basins once per year in fall.	Cleaned the half of the Town catch basins. This is done biannually by Highway Supervisor and independent contractor.	Removed approximately 25 yards of catch basin stuff which is stockpiled at the highway depot for future use consistent with NH regulations and guidance.
6.4 Revised	Annual sweeping of streets in Town	Highway Department/Dan Garlington	Sweep 100% of streets annually by August 1	Swept all Town streets. This is done biannually by Highway Supervisor and independent contractor.	Removed approximately 40 yards of sweepings that were composted with leaf litter.

6a. Additions

	None				
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7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

The Town of Plaistow planned for the dry weather inspection and wet weather sampling at an additional fifteen (15) outfalls (at a minimum). The Town has allocated funds for the inspections and sampling events. The Town has contracted with a consulting firm, Normandeau Associates, Inc., to conduct the inspections and sampling to be conducted in May and June 2014. Additionally, the Town has contracted to Normandeau Associates, Inc. to conduct surface water sampling at nineteen (19) locations. Each of the outfall sampling locations has been previously sampled and was determined to have bacterial populations in excess of State standards for surface water. Each of the surface water sampling locations has been previously sampled and will continue to be sampled annually. Sampling will be conducted to assess the efficacy of the best management practices.