

**Year 6 Annual Report**  
**New Hampshire Small MS4 General Permit**  
**Reporting Period: July 1, 2023-June 30, 2024**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2023 and June 30, 2024 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 (publicly available 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

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

<b>Impairment(s)</b>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input checked="" type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Chloride	<input type="checkbox"/> Lake and Pond Phosphorus	
			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.

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - This is not applicable because we do not have sanitary sewer
  - This is not applicable because we did not find any new SSOs
  - The updated SSO inventory is attached to the email submission
  - The updated SSO inventory can be found at the following publicly available website:

- Updated system map due in year 10 with information from completed catchment investigations
- Provided training to employees involved in IDDE program within the reporting period
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- All curbed roadways were swept at least once within the reporting period
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary

- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

### **Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

#### Annual Requirements

##### *Public Education and Outreach\**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Messages are continuously posted on the Town's website and the trailheads of popular trails are posted. Flyers are also available at the Town Office for pickup by residents. Information is also available on the lake associations websites (Sunset Lake and Big Island Pond). Flyers are handed out to pet owners during registration (approximately 1,700 dogs registered in Hampstead).

### **Nitrogen Impairment**

#### Annual Requirements

##### *Public Education and Outreach\**

- Distributed 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
- 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) or swept at least once in the spring and implemented a fall leaf litter collection program

*Structural BMPs*

- Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (*e.g. biofiltration*):

The Town has selected a location for BMP installation of a demonstration project capable of providing nitrogen and phosphorus removal. The BMP will be located at the Middle School, and will treat runoff from a town-owned stormwater outfall that currently discharges untreated within the Great Bay watershed. The Town's consultant has prepared a design for a vegetated swale, and the Town anticipates installing this BMP sometime during 2025.

- Any structural BMPs listed in Attachment 3 to Appendix F 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 3 to Appendix F. 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.

- No BMPs were installed
- The BMP information is attached to the email submission
- The BMP information can be found at the following publicly available website:

Total estimated nitrogen removed in lbs/year from the installed BMPs:

*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:

Street Sweeping - curbed roadways were swept once during Permit Year 6.

**Phosphorus Impairment**

Annual Requirements

*Public Education and Outreach\**

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- 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) or swept at least once in the spring and implemented a fall leaf litter collection program

*Structural BMPs*

- Installed a structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries. The type of BMP installed is (*e.g. biofiltration*):

- Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.

- No BMPs were installed
- The BMP information is attached to the email submission
- The BMP information can be found at the following website:

Total estimated phosphorus removed in **lbs/year** from the installed BMPs:

*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:

Street Sweeping - curbed roadways were swept once during Permit Year 6.

*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

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

#### MCM1: Public Education

Number of educational messages completed during this reporting period: 4

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: Website, Water Quality (General Stormwater)**

Message Description and Distribution Method:

Messaging about waterbody impairments to residents and business owners and users of the lakes and ponds in Hampstead.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Lake Associations and Selectmen's office

Measurable Goal(s):

Information is available on the lake associations websites for Sunset Lake and Big Island Pond as well as the town website. Targeted messages are about fertilizer, pet waste, and yard waste.

Message Date(s): Spring, Summer, 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:

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**BMP: Website, Water Quality (General Stormwater)**

Message Description and Distribution Method:

The Town's Water Resources Committee and Stormwater Committee have their own webpages that have information about stormwater, water pollution, drinking water resource protection, and general water conservation that are available and updated routinely.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Water Resources Committee and Stormwater Committee

Measurable Goal(s):

Create a website and complete periodic updates.

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:

The two committees were formed after the NOI was submitted.

**BMP: Flyer, Pet Waste and Septic Systems (Bacteria)**

Message Description and Distribution Method:

Message to increase awareness about pet waste and septic system impacts on water quality. Flyers are provided at the Town Office and posted on the town website. Pet waste information is also distributed to the 1700 registered dog between 1/1 and 4/1 during dog registration.

Targeted Audience: Residents, business, and commercial facilities

Responsible Department/Parties: Selectmen's Office and the Town Clerk/Tax Collector's Office

Measurable Goal(s):

Messages are continuously posted on the Town's website, the trail heads of popular trails are posted. Flyers at the Town Office are available. Information is also posted on the Sunset Lake and Big Island Pond association websites.

Message Date(s): Continuously and from 1/1/2024 to 4/1/2024 during dog registration.

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: Informational Flyer Distribution**

Message Description and Distribution Method:

Distribute various informational flyers on stormwater pollution mitigation at various locations throughout the year.

Targeted Audience: Residents

Responsible Department/Parties: Stormwater Committee

Measurable Goal(s):

- 35 fliers and 12 website cards were handed out at the Hampstead Civic Meet & Greet on January 1, 2024.
- 38 pet waste fliers distributed between April 13, 2024 and May 11, 2024 at Conservation Land trail heads.

- 22 leaf litter and grass clipping fliers handed out at Town Transfer Station on November 11, 2023.

Message Date(s): Varies seasonally

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:

Stormwater and MS4 Permit is periodically discussed during Select Board meetings and monthly at the Hampstead Stormwater Committee meetings. All meetings and agendas are posted and open to the public. The Town also maintains all MS4 related documentation on the town website for public review and inspection.

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:

On January 25, 2024, representatives from the Town of Hampstead met with the School Board to discuss the proposed stormwater BMP to be located at the Middle School. As noted above, the Town has selected the Middle School as the location for the demonstration BMP project that will treat runoff from a town-owned stormwater outfall that currently discharges untreated within the Great Bay watershed. The Town also provided handouts of various fliers explaining how the Town

### MCM3: Illicit Discharge Detection and Elimination (IDDE)

#### Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

This SSO section is NOT applicable because we DO NOT have sanitary sewer

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

Number of SSOs identified: 0

Number of SSOs removed:

**MS4 System Mapping**

Percent of Phase II map complete:

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

All known outfalls, catch basins, manholes, and receiving waterbodies with impairments have been mapped to date. Initial catchment delineations have also been completed based on topographic mapping and available stormwater system information. Mapping of open channel conveyances and any newly located outfalls is ongoing. Mapping interconnections with other MS4s (e.g. DOT) is ongoing, and it is expected that this will continue as part of DOT's own mapping efforts to be completed under a future TS4 permit.

The Town has identified a number of data gaps in its drainage mapping (e.g., catch basins without piping, disconnected drainage networks, etc.) and has begun investigating these through field efforts. Any new outfalls/interconnections discovered through this process will be mapped and screened for dry weather flow.

**Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- No outfalls were inspected
- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following publicly available website:

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

Number of outfalls screened:

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

Percent of outfalls screened:

*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 publicly available 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:

[Empty text box for optional information]

**IDDE Progress**

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following publicly available website:

[Empty text box for website information]

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:

[Empty text box for optional information]

**Employee Training**

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

An on-site IDDE training session was held on December 8, 2023 with applicable DPW staff.

**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:

*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**

**Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3):

Website of ordinance or regulatory mechanism:

**As-built Drawings**

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

Number of as-built drawings received:

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

### **Street Design and Parking Lots Report**

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

No changes have been made to date. To be determined pending discussion with the Planning Board. Anticipated adoption is January to February 2025.

### **Green Infrastructure Report**

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

No changes have been made to date. To be determined pending discussion with the Planning Board. Anticipated adoption is January to February 2025.

### **Retrofit Properties Inventory**

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

Middle School - Recommend install small BMPs (e.g. WQ swales or raingardens) where parking lot runoff flows onto pervious areas before it enters the swale. Recommend install similar BMPs along access roadway which currently discharges untreated to wooded and wetland areas. Recommend retrofit BMP with sediment forebay for pretreatment and to facilitate easier maintenance.

Central School - BMP should be maintained to remove excess growth, however, appears to be functioning properly and adequately sized. Recommend retrofit BMP with sediment forebay for pretreatment and to facilitate easier maintenance.

Highway and Police - Recommend locate outfall pipe on private property and establish formalized maintenance access (i.e. easement). Evaluate outfall pipe to see if maintenance or upsizing is needed. Potential for very small BMP adjacent to police station along the eastern side of the parking lot. Recommend evaluate potential for BMP at southeast corner of the Highway Garage to alleviate periodic roadway ponding on Stage Road and treat salt- and sediment-laden runoff water.

Town Offices - Could install small BMP near the access road on the northern side of the property to capture a portion of the parking lot. Direct runoff either via trench drain or water bar diversion.

Library - Could improve swale between town and private property; convert to WQ swale. Would also need to

address private drainage contributions.

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.e of the permit and the type of BMP(s) implemented. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

The Town has selected a location for BMP installation of a demonstration project capable of providing nitrogen and phosphorus removal. The BMP will be located at the Middle School, and will treat runoff from a town-owned stormwater outfall that currently discharges untreated within the Great Bay watershed. The Town's consultant has prepared a design for a vegetated swale, and the Town anticipates installing this BMP sometime during 2025.

### MCM6: Good Housekeeping

#### Catch Basin Cleaning

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.*

Number of catch basins inspected:

Number of catch basins cleaned:

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

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

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:

If a basin is more than 50% full during a 2 year period. The Town would investigate on where the material is coming from.

#### Street Sweeping

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

Number of miles cleaned:

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

Volume of material removed:

Weight of material removed:

**Stormwater Pollution Prevention Plan (SWPPP)**

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

Number of site inspections completed: 4

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

No corrective actions taken to date. Routine maintenance has included cutting and cleaning out the grass swale along back of property, installing a mulch sock around employee parking area, and raking all mulch berms after winter season.

**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**

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.

The Town of Hampstead is participating in the Big Island Pond water quality study with the Towns of Derry and Atkinson.

The DPW repaired one culvert and regraded swales on Quail Run. DPW also cleaned all the swales along Depot Road. Twelve culverts on Depot Road were jetted and flushed. The swales along Abbie Lane and Shore Drive were weed wacked, mowed, and woody debris was removed from the swales.

## Year 7

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

Yes, I agree

### Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 7 below:

## Part V: Certification of Small MS4 Annual Report 2024

### 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:

Laurie A. Warnock

Title:

Chair, Board of Selectmen

Signature:



Date:

9/23/24

*[Signatory may be a duly authorized representative]*