

**New Hampshire Small MS4 General Permit  
Annual Report**

Town of Hampton

**Permit Year 3**

**July 1, 2020 through June 30, 2021**

EPA NPDES Permit Number NHR041038

# 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 gathered and evaluated 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."

Printed Name

Signature  Date

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## Small MS4 Authorization

The following annual report, which serves as a self-assessment, is intended to document the activities undertaken over the **reporting period from July 1, 2020, through June 30, 2021** in accordance with the Permit.

The Notice of Intent (NOI) can be found at the following (document name or web address):

<https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities>

Compliance activities have been identified and described in the Town of Hampton's Stormwater Management Plan (SWMP) and Illicit Discharge Detection and Elimination Plan (IDDE). Those documents can be found at the following location and will be referred to throughout this report:

SWMP:

H/Stormwater/0 – Current MS4 Plans, BMPs, etc / Stormwater Management Plan (SWMP)\_09-28-20

IDDE:

H/Stormwater/0 – Current MS4 Plans, BMPs, etc / IDDE Plan\_06-30-20

## **MCM1 - Public Education and Outreach**

The primary means of distribution of stormwater education materials was placement at various locations in public buildings. This method had been useful in the past. However, COVID-19 limited public access to municipal buildings. Regardless of the status of COVID-19 or any other unforeseen factor, the Town of Hampton will try to gravitate to an electronic distribution method in Year 4 and beyond. Use of social media and a heightened presence on the Town's website could assist in broadening success in reaching the target audience and improve overall distribution of these valuable educational materials beyond the target audience. This e-method will also allow these materials to be updated, and "kept fresh" more frequently. We will work with IT personnel and attempt to install a "hit-counter" which will provide a means to measure attainment of these BMP goals. Thirty-minute Storm Water Runoff PSA Video resides on our Sewer & Drain website and always available for viewing. <https://hamptonnh.gov/289/Sewer-Drain-Division>

### **Year 3 Activities**

#### **BMP: Grass and Fertilizer**

**Document Name:**

Green Grass & Clear Water brochure.

Copy attached to EPA email submission of Year 3 Annual Report

**Description:**

Distribution and promotion of flyers produced by UNH Cooperative Extension and NH Sea Grant outlining simple recommendations to keep lawns healthy while reducing water quality impacts - including proper fertilizer techniques and disposal of grass clippings.

**Targeted Audience:**

Residential and/or Business and Institutions

**Measurable Goal(s):**

Lawn care enthusiast residents understand the potential water quality impacts from fertilizer and improper disposal of grass clippings and are aware of the proper lawn care management techniques for reducing those impacts. Measurement includes quantity of materials distributed.

(63) flyers were distributed in Permit Year 3.

**Goal was achieved.**

**Message Date:**

May 22<sup>nd</sup> at Household Hazardous Waste Collection event.

Flyers were also available at Town Hall throughout the entire year.

#### **BMP: Pet Waste Disposal**

**Document Name:**

"Every Drop" flyer.

Copy attached to EPA email submission of Year 3 Annual Report.

**Description:**

Distribution and promotion of "Every Drop" flyers with proper pet waste management, impacts of improper management, pet waste ordinance, and disposal requirements messaging. May include pledge to pick up pet waste to be made available during dog registration and other events or venues (veterinarians, dog training, groomers, etc.). Every Drop is a collaborative education effort with PREP, NHDES and other partners.

**Targeted Audience:**

Residents - Pet Owners

**Measurable Goal(s):**

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet waste, local pet waste ordinances, and how to dispose of pet waste properly.

(83) flyers were distributed in Permit Year 3.

**Goal was achieved.**

**Message Date:** May 22<sup>nd</sup> at Household Hazardous Waste Collection event.

Flyers were also available at Town Hall throughout the entire year.

Pet Waste education materials were available at Town Hall. COVID-19 limited public access to municipal buildings for in-person dog license renewals. In addition to the Household Hazardous Waste Collection event, the Town of Hampton will try to gravitate to an electronic distribution method in Year 4. Additionally, the Town will consider mailing out this pamphlet with every dog license renewal. This modified method could improve overall distribution of these valuable educational materials to our target audience.

**BMP: Disposal of Leaf and Grass Clippings****Document Name:**

Rake It or Leave It flyer.

Copy attached to EPA email submission of Year 3 Annual Report.

**Description:**

Distribute and promote informational flyers with messaging about impacts from yard waste to waterbodies, alternatives to dumping yard waste and laws against dumping yard waste near or in waterbodies. Flyer was produced by the NH Department of Environmental Services.

Though the Town of Hampton is not a municipality with nitrogen or phosphorus impairments, nor TMDLS, the Town elected to include an organic yard waste educational component anyway. We did this as a matter of promoting the Town's successful yard waste program and to educate people of the potential for negative water quality impacts that may result when organic wastes are not properly managed.

**Targeted Audience:**

Residential &/or Business and Institutions

**Measurable Goal(s):**

Residents are aware of the water quality impacts of yard waste dumping near or in water bodies and safe alternatives for yard waste disposal.

(67) flyers were distributed in Permit Year 3.

**Goal was achieved.**

**Message Date:** May 22<sup>nd</sup> at Household Hazardous Waste Collection event.  
Flyers were also available at Town Hall throughout the entire year.

**BMP: Septic System Maintenance**

**Document Name:**

Get Pumped flyer.

Copy attached to EPA email submission of Year 3 Annual Report

**Description:**

Distributed and promoted brochure, directing to website to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems. Get Pumped NH is a collaborated effort between the New Hampshire Association of Septage Haulers (NHASH) and the New Hampshire Department of Environmental Services (NHDES).

**Targeted Audience:**

Septic System Owners

**Measurable Goal(s):**

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

(75) flyers were distributed in Permit Year 3.

**Goal was achieved.**

**Message Date:** May 22<sup>nd</sup> at Household Hazardous Waste Collection event.  
Flyers were also available at Town Hall throughout the entire year.

**BMP: Industrial Outreach**

**Documents:**

Outreach letter, stormwater fact sheet, and Green SnowPro brochure

Copy of the outreach letter (sample), list of Industrial Facilities within the MS4, stormwater fact sheet and Green SnowPro brochure are attached to EPA email submission of Year 3 Annual Report.

**Description:**

Distribute outreach letter, stormwater fact sheet, and Green SnowPro brochure to industrial facilities located within the MS4. These documents were mailed together in order to explain best management practices related to maintenance of parking lots, spill prevention, storage of industrial materials, and winter maintenance. Industrial facility operators were also made aware that they fall under the EPA Multi-Sector General Permit (MSGP) and must meet those requirements as well.

**Targeted Audience:**

Industrial Facilities

**Measurable Goal(s):**

Ensure industrial facility operators are aware of the need for proper stormwater best management practices within their facilities and requirements under the EPA Multi-Sector General Permit (MSGP).

In Permit Year 3, one packet was mailed to each of the 4 applicable industrial facility operators located in Town.

**Goal was achieved.**

**Message Date:** March 1<sup>st</sup>, 2021.

**MCM2 - Public Participation**

**BMP: Public Participation in Stormwater Management Program Development**

**Description:** The Stormwater Management Program was publicly available to be reviewed at Hampton Public Works. Documents and records relating to the permit are retained and available for 5 years to the public on H Drive > Stormwater and within the Town's Asset Management Platform - PeopleGIS.

**Targeted Audience:** Residents

**Measurable Goal(s):**

Maintain records, promote the existence of the Stormwater Management Program and invite comments / suggestions.

**Event Name:** Household Hazardous Waste Collection

**Description:** The Town of Hampton runs Household Hazardous Waste Collection events in order to provide residents an opportunity to properly dispose of waste that is not taken at the Municipal Transfer Station. These events are an ideal location to promote the existence of the Stormwater Management Program and invite comments / suggestions. Residents who attend these events are usually environmentally conscious and interested in learning more about the Town's stormwater activities.

**Goal was achieved.**

**Message Date:** 5/22/2021

## **MCM3 – Illicit Discharge Detection and Elimination**

### **BMP: IDDE Legal Authority**

The municipality has established legal authority as outlined in the IDDE plan.

### **BMP: Sanitary Sewer Overflow (SSO) Inventory**

The Town of Hampton developed the SSO Inventory in accordance with permit conditions by the end of Year 2. The SSO inventory for the Town of Hampton has been updated as follows: (including the status of mitigation and corrective measures implemented.)

Number of SSO's identified Year 3: 0

Number of SSO's removed Year 3: 0

### **BMP: Map of Storm Sewer System**

Map of storm sewer system and associated outfalls was completed in Year 2. During the screening process it was discovered that some assets identified as stormwater outfalls on the map are, in fact excluded outfalls and not actual outfalls to waters of the United States. A review of the characterization of all "outfalls" included on the map will be made in Permit Year 4 and the map will be as updated to reflect the more accurate characterization.

### **BMP: IDDE Program**

#### **(Screenings of Outfalls/Interconnections, Catchment Investigations, and IDDE Progress)**

Outfalls and interconnections (excluding problem and excluded outfalls) were inspected and screened. Outfall catchments and interconnections priority ranking were updated based on the information collected during the dry weather inspections. A written IDDE plan has been developed and updated as necessary, and written catchment investigation procedures are included.

At the conclusion of Permit Year 3, it was discovered that assets identified as stormwater outfalls on the map are in fact "network structures". These assets are not outfalls as defined by the EPA. Hampton DPW is currently reviewing all outfalls within the MS4 regulated area to determine which assets should be removed from being classified as "outfalls". Outfall identification, characterization and prioritization information will be updated and included in Appendix B.I (Stormwater System Map) and Appendix C (Outfall Ranking) of the IDDE Plan.

The Drainage Division of the Public Works Department is in charge with carrying out the IDDE Screening program. COVID-19 severely impacted staffing levels across the entire DPW during Permit Year 3. However, staffing levels in the Drainage Division were impacted particularly hard. As a result, Hampton did not meet our goal for this BMP.

The following tasks have been completed in accordance with the permit.

Number of dry weather outfall investigations/screenings completed in permit Year 3: 3

Number of dry weather samples taken: 0

Number of wet weather outfall inspections/sampling events: 24

Number of wet weather samples taken: 0

A copy of the investigation data is attached to EPA email submission of Year 3 Annual Report.

\*Reference file: Stormwater Discharge Point (Outfall) Inspection Summary Year 3

Number of catchment investigations: 0

Number of illicit discharges: 0

Number of illicit discharges removed: 0

Estimated gallons of flow removed: 0 gallons

#### **BMP: Employee Training**

Routine IDDE materials and training include information on how to identify illicit discharges and SSOs are made available to applicable employees in accordance with IDDE plan.

Training logs are included in Appendix F of the IDDE report.

#### **MCM4 – Construction Site Stormwater Runoff Control**

A written site inspection and enforcement program for erosion and sediment control measures was created and is included in our SWMP.

The following tasks are in progress in accordance with the permit.

Number of site plan reviews completed: 28

Number of inspections: 140

Number of enforcement actions: 0

#### **MCM5 – Post Construction Stormwater Management in New Development and Redevelopment**

##### **BMP: Post-Construction Ordinance (due in year 3)**

A Post-Construction Ordinance, consistent with the permit requirements, has been previously adopted. An EPA requirement is to strengthen local ordinance as needed. Post-construction management requirements are conditioned via Planning Board approval. Planning Board processes are invoked on most development and redevelopment projects and all projects that will exceed disturbed area thresholds. Functionality of the current ordinance has been effective; therefore no revision was necessary in Permit Year 3.

### **BMP: As-built Drawings**

A program to address post-construction stormwater runoff from all new development and redevelopment projects has been developed and implemented, and includes projects that disturb a minimum of one acre, or less than one acre if part of a larger common plan. Procedures for new development and re-development have been prepared/adopted. Submission requirements for stormwater management reports and plans are included in local regulations and can be found at: <https://hamptonnh.gov/161/Building>. The regulations require that all applications shall include a comprehensive Stormwater Management Plan (SMP). The SMP shall include a narrative description and an Existing Conditions Site Plan showing all pre-development impervious surfaces, buildings and structures; surface water bodies and wetlands; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers, locations of various hydrologic group soil types, mature vegetation, land topographic contours. Additional submissions include as-built plans and inspection and maintenance plans for all permanent stormwater control measures. As-built drawings are required to be submitted no later than time frame listed within the planning board approval or building permit.

### **BMP: Long-term Operation and Maintenance Procedures**

A program to address long-term post-construction stormwater runoff from all new development and redevelopment projects has been developed and implemented, and include projects that disturb a minimum of one acre, or less than one acre if part of a larger common plan. Procedures for long-term Operation and Maintenance have been prepared/adopted. Submission requirements for stormwater management reports and plans are included in local regulations and can be found at: <https://hamptonnh.gov/161/Building>. In an effort to standardize the long-term O&M and inspection submission requirements across all New Hampshire MS4 communities, as well as standardize any non-compliance actions taken by the municipality, the Seacoast Stormwater Coalition is in the process of working with a selected engineering group (VHB) to develop standardized resources, guidance and an inspection template that towns and municipalities can use to better promote, track and enforce the implementation of best management practices for privately-owned parking areas and drainage infrastructure. These are anticipated to be finalized in the fall of 2021 and will be adopted by the Town of Hampton.

### **BMP: Street Design and Parking Lot Guidance Report (due in year 4)**

Deliverables will progress in accordance with the permit and is scheduled for year 4.

### **BMP: Green Infrastructure Report (due in year 4)**

Deliverables will progress in accordance with the permit and is scheduled for year 4.

### **BMP: List of Municipal Retrofit Opportunities (due in year 4)**

Deliverables will progress in accordance with the permit and is scheduled for year 4.

## **MCM6 – Good Housekeeping and Pollution Prevention for Permittee Owned Operations**

### **BMP: Catch Basin Cleaning Program**

A schedule for catch basin cleaning has been established with the goal of ensuring that a catch basin should not be more than 50% full. Catch basin cleanings were properly stored and disposed of so that they did not discharge to receiving waters. This is detailed in the SWMP.

The following tasks are in progress in accordance with the permit.

Number of catch basins within MS4 regulated area: 1552

Number catch basins inspected in accordance with the SWMP: 53

Number of catch basins cleaned \*: 284

Total volume or mass of material removed: 42 CY

\*Average catch basin was 32% full (prior to cleaning).

### **BMP: Street Sweeping Program**

A street sweeping program has been established such that all streets with curbing and/or catch basins and permittee-owned parking lots are swept in accordance with permit conditions. Street sweepings were properly stored and disposed so that they did not discharge to receiving waters.

Hampton DPW sweeps every street, whether curbed or uncurbed, at least once every year. During the summer season, the beach district is swept once every week and the high traffic beach area is swept daily. This schedule was met during Permit Year 3. The following tasks are in progress in accordance with the permit.

Number of (lane) miles swept: 1025

Volume of swept material: 45 CY

### **BMP: Winter Road Maintenance Program**

A winter road maintenance program has been established with a goal of reducing salt usage. Salt reduction strategies have been implemented as outlined in our SWMP. All road salt storage piles are enclosed/covered to prevent runoff into storm drains and water bodies.

The Town of Hampton has adopted a Chloride Reduction Plan in accordance with Appendix F that has been implemented in the MS4 regulated area and/or community-wide. The Town of Hampton's Chloride Reduction Plan can be found at: H:\Stormwater\0 - Current MS4 Plans, BMPs, etc./Winter Road Maintenance Plan\_06-30-20.

**BMP: Parks and Open Spaces Inventory and Operations & Maintenance Procedures**

Operations and maintenance procedures for permittee owned parks and open spaces are included in our SWMP.

There were no changes to report during Year 3.

**BMP: Buildings and Facilities Inventory and Operations & Maintenance Procedures**

Operations and maintenance procedures for permittee owned buildings and facilities are included in our SWMP.

\*There were no changes to report during Year 3.

**BMP: Vehicles & Equipment Maintenance Inventory and Operations & Maintenance Procedures**

Operations and maintenance procedures for permittee owned vehicles and equipment are included in our SWMP.

\*There were no changes to report during Year 3.

**BMP: O&M Programs and Procedures For Permittee-Owned Properties**

Operations and maintenance procedures for permittee owned properties are included in our SWMP.

\*There were no changes to report during Year 3.

**BMP: SWPPP (due year 3)**

SWPPPs were implemented for the following facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater.

Inspections are completed, corrective actions taken, and employees regularly trained as outlined in the SWPPP. The SWPPP and associated documentation are located at:

H: > Stormwater > 0 - Current MS4 Plans, BMPs, etc >  
SWPPP\_Hampton Department of Public Works\_04.27.21 (WIP)

Number of site inspections for facilities that require a SWPPP completed: 3

Number of corrective actions identified: 0

Number of corrective actions taken: 0

**BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures**

The Town of Hampton continues to collect information with a goal of inventorying and formally inspecting all municipally owned BMPs. Maintenance is carried out in accordance with the procedures outlined in the SWMP. Any BMPs that are safety or flooding hazards are dealt with as needed.

## **TMDL's and Water Quality Limited Waters**

### **Bacteria/Pathogens**

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP's have been implemented in accordance with the SWMP.

### **Solids, Oil and Grease (Hydrocarbons), or Metals**

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking and enhanced BMP's have been implemented in accordance with the SWMP.

### **Chloride**

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking.

The amount of salt applied to all municipally owned and maintained surfaces has been tracked and the use has been recorded using the Department of Public Works post storm summary reports.

The Town of Hampton through its participation in the Seacoast Stormwater Coalition, and continued involvement with the NHDES-led Green Snow Pro Program, have completed winter road maintenance procedures and continue to develop public education efforts regarding impacts of salt use, methods to reduce salt use on private property, and modifications to driving behavior in winter weather.

The Municipal Green Snow Pro Certification Program bill was delayed during the 2020 legislative session due to COVID-19. The bill was put back into legislation during the 2021 legislative session. In June of 2021, it was noted as "ought to pass" by the House of Representatives.

## **Additional Required Information**

### **Monitoring or Study Results**

No additional monitoring or studies were completed.

### **Description of Any Changes in Identified BMPs or Measurable Goals**

The Town of Hampton has implemented activities in accordance with the permit and outlined in the SWMP. All BMPs and measurable goals outlined in the SWMP are currently appropriate.

### **Activities for the Next Reporting Cycle**

The Town of Hampton will continue to implement activities in accordance with the permit and SWMP.