

**Year 4 Annual Report**  
**New Hampshire Small MS4 General Permit**  
**Reporting Period: July 1, 2021-June 30, 2022**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2021 and June 30, 2022 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

### Part II: Self-Assessment

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 type="checkbox"/> Nitrogen	<input 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	
			<input type="button" value="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 4 Requirements

- Developed a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:
  - No updates were recommended
  - Updates were recommended. The anticipated date or date of completion for updates is/was:

- Developed a report assessing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:
  - No updates were recommended
  - Updates were recommended. The anticipated date or date of completion for updates is/was:

- Identified a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover

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

Due to the high turnover of staff and/or continued vacancy of individuals who were primarily responsible/involved with the permit, the Town struggled to complete some of the requirements during this permit cycle. The Town Milford has recently reorganized and added a Town Engineering position dedicated to manage and facilitate compliance with the MS4 permit on behalf of the Town. With these added personnel and resources in place, we believe that the Town will be well positioned to fulfill the permit requirements for year 4 and the current/future years.

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 website:

- Updated system map due in year 2 as necessary
- 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:

This permit cycle proved to be exceptionally challenging due to the high turnover of staff and/or continued vacancy of individuals who were primarily responsible/involved with the permit. Giving the minimal level of staffing, the Town continued to make positive gains, but struggled to complete some of the requirements during this permit cycle. The Town Milford has recently reorganized and added a Town Engineering position dedicated to manage and facilitate compliance with the MS4 permit on behalf of the Town. With these added personnel and resources in place, we believe that the Town will be well positioned to fulfill the permit requirements for year 4 and moving forward.

**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:

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

This permit cycle proved to be exceptionally challenging due to the high turnover of staff and/or continued vacancy of individuals who were primarily responsible/involved with the permit. Giving the minimal level of staffing, the Town continued to make positive gains, but struggled to complete some of the requirements during this permit cycle. The Town Milford has recently reorganized and added a Town Engineering position dedicated to manage and facilitate compliance with the MS4 permit. With these added personnel and resources in place, we believe that the Town will be well positioned to fulfill the permit requirements for year 4 and moving forward.

### 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:

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: Every Drop**

Message Description and Distribution Method:

Distribution and promotion of "Every Drop" post cards and flyers with proper pet waste management, impacts of improper management, and disposal requirements messaging. Every Drop is a collaborative education effort with PREP, NHDES and other partners. The post cards were distributed via USPS to all owners of licensed dogs. In addition, Planning Staff prepared a flyer and posted it on numerous bulletin boards within Town Hall and Town social media accounts.

Targeted Audience:

Responsible Department/Parties:

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. If pledges are signed, there will be an increase of dog owners committed to picking up pet waste.

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

##### **BMP: Septic System Maintenance**

Message Description and Distribution Method:

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). Brochures were placed with public areas of the Town Hall and posted on the Town's website.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**BMP: Grass and Fertilizer**

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

**MCM2: Public Participation**

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The Stormwater Management Program (SWMP) was publicly made available on the Town website at <https://www.milford.nh.gov/stormwater-management/pages/municipal-separate-storm-sewer-system-ms4>. Documents and records relating to the permit are retained and available for 5 years to the public at the Milford Town Hall, Community Development Office.

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:**

Public involvement or participation opportunities are ancillary to daily operations.

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

#### Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

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

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

Number of SSOs identified:

Number of SSOs removed:

#### MS4 System Mapping

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

Map of storm sewer system and associated outfalls was completed in Year 2 and there have been no updates since that time.

#### 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 website:

<https://www.milford.nh.gov/stormwater-management/pages/municipal-separate-storm-sewer-system-ms4>

*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 website:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

**IDDE Progress**

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

- 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 website:

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period.**

Number of illicit discharges identified: 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:**

As noted above, the Town struggled to complete some of the requirements during this permit cycle. This included employee training. With the addition of Town Engineering position and anticipated filling of vacant positions, we will be moving forward to fulfill this requirement and train Town employees.

**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: 18

Number of inspections completed: 30

Number of enforcement actions taken: 0

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

The projects are in differing phases of their development cycle. Slower construction activity occurred due to COVID impacts and the elevated costs of construction. Throughout the construction cycle, the Town works closely with contractors to address environmental concerns for the least environmental impact.

[Empty rectangular box]

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

#### Ordinance or Regulatory Mechanism

Date update was completed (due in year 3): Ordinance to be adopted 10/22.

#### As-built Drawings

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

Number of as-built drawings received: 5

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

[Empty rectangular box for optional information]

#### Retrofit Properties Inventory

Below, list the permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (at least 5):

The Town of Milford has identified the following permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas:

- 1) Tax Map 44-2, 564 Nashua Street - Milford Waste Water Treatment Facility
- 2) Tax Map 27-17, 9 Elm Street - Jacques Memorial Elementary School
- 3) Tax Map 19-10, 127 Elm Street - 12 acre parcel acquired by the Town containing a former commercial/manufacturing building with associated parking lot.
- 4) Tax Map 25-133, 45 Elm Street - Keyes Memorial Park
- 5) Tax Map 8-19, 76 North River Road - Transfer Station

### 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: 841

Number of catch basins cleaned: 841

Total volume or mass of material removed from all catch basins: 2,523 cubic yards

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:

**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:

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

**Additional Information**

**Monitoring or Study Results**

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

**Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

**COVID-19 Impacts**

*Optional:* If any of the above year 4 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

In addition to high turnover of staff and/or continued vacancy, the pandemic significantly impacted the Town's ability to conduct its daily operations and develop the required regulations and guidelines. The following requirements were not met:

- A. Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover.
- B. Develop a report assessing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist.

The Town of Milford has recently reorganized and added a Town Engineering position dedicated to manage and facilitate compliance with the MS4 permit on behalf of the Town. With these added personnel and resources in place, we believe that the Town will be well positioned to fulfill the permit requirements for year 4 and moving forward for future phases.

**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 5 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 5 below:

The Town Milford has recently reorganized and added a Town Engineering position dedicated to manage and facilitate compliance with the MS4 permit on behalf of the Town. With these added personnel and resources in place, we believe that the Town will be well positioned to fulfill the permit requirements for year 4 and moving forward for future phases.

## Part V: Certification of Small MS4 Annual Report 2021

### 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:  Title:

Signature:  Date:

*[Signatory may be a duly authorized representative]*