

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

Town of Rollinsford

Permit Year 3

July 1, 2020 through June 30, 2021

EPA NPDES Permit Number NHR041029

Certification

Instructions: All reports, including SWPPPs, inspection reports, annual reports, monitoring reports, reports on training and other information required by this permit must be signed by a person described in Appendix B, Subsection 11.A or by a duly authorized representative of that person in accordance with Appendix B, Subsection 11.B. If there is an authorized representative to sign MS4 reports, there must be a signed and dated written authorization. Use the following language if your municipality wishes to file using an authorized representative.

"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

Primary MS4 Program Manager Contact Information:

Name: Paul Cass

Title/Position: Select Board Member

Department: Administration

Street Address: 667 Main Street, PO Box 309

City: Rollinsford
03869

State: New Hampshire

Zip Code:

Email: paul.cass@rollinsford.nh.us

Phone Number: 603-742-2510

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 Rollinsford's Stormwater Management Plan (SWMP) and Illicit Discharge Detection and Elimination Plan (IDDE). Those documents can be found at the following websites and will be referred to throughout this report:

SWMP: <https://drive.google.com/drive/u/0/folders/1G1mH1CK-PM0gnCRcrRX0xnbGaaK50Xc>

IDDE: <https://drive.google.com/drive/u/0/folders/1ZQCfBPzOTbYB4wW29aj3u63KMATf5NPU>

MCM1 - Public Education and Outreach

Instructions: Use the following language if your municipality has Nitrogen or Phosphorus. Every municipality is assumed to be following MCM1 criteria for Bacteria Impairments.

The following describes SSC or NHLMV Education & Outreach decisions made collectively and available on the NHDES MS4 Blog. This language should also be included in your SWMP and is redundant for Year 3.

Year 3 Activities

BMP: Grass and Fertilizer

Document Name and/or Web Address:

Green Grass & Clear Water Brochure:

https://drive.google.com/file/d/11O_Q9FMMy2Y44dEq3TVKaANXx_iGDieZI/view?usp=sharing.

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. This was mailed out to all Rollinsford residences in July 2020.

Message Date:

July, 2020

BMP: Pet Waste Disposal

Document Name and/or Web Address:

Dog waste flyer:

https://drive.google.com/file/d/1i6aHqMwPSwOW3QXLUJbuWYMLBH4pI_i3/view?usp=sharing

Targeted Audience:

Residents - Pet Owners

Measurable Goal(s):

Dog owners are aware of the potential water quality impacts from pet waste, local pet waste ordinances, and how to dispose of pet waste properly. There will be an increase of dog owners committed to picking up pet waste. This flier was included with all dog registrations in the Town in Spring 2021.

Goal was achieved.

Message Date:

Throughout the dog registration process, Spring 2020.

BMP: Septic System Maintenance

Document Name and/or Web Address:

<https://drive.google.com/file/d/1IDFDx6mIVfDyAxU8SaLio5vEzPxBM9mI/view?usp=sharing>

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.

All property owners who have a septic system received the flier in July, 2020.

BMP: Industrial Outreach

Description:

Distribute outreach letter and stormwater fact sheet to industrial facilities located within MS4 or municipal boundaries 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 (oil refinery, Janco)

Measurable Goal(s):

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).

Following is the number of letters, including fact sheets, that were distributed:
Year 3 = 24

Goal was achieved.

Message Date:
9/27/21

MCM2 - Public Participation

BMP: Public Participation in Stormwater Management Program Development

Description: The Stormwater Management Program was publicly reviewed at every Stormwater Committee meeting. Those meetings happened at least monthly throughout the year. Documents and records relating to the permit are retained and available for 5 years to the public at the town hall or on the website Rollinsford.nh.us.

Measurable Goal(s):
Input was received and records are maintained. **Goal was achieved.**

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

This is not applicable to the Town of Rollinsford because we do not have sanitary sewer or known sanitary sewer overflows.

BMP: Map of Storm Sewer System

Map of storm sewer system and associated outfalls was completed in Year 2. Rollinsford is conducting a stormwater asset management grant through NHDES with the assistance of Hoyle, Tanner, and Associates, to GIS our infrastructure to be completed in year 4.

BMP: IDDE Program (Screenings of Outfalls/Interconnections, Catchment Investigations, and IDDE Progress)

All 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, and written catchment investigation procedures are included.

Outfall identification, characterization and prioritization information has been updated and

included in the IDDE plan based on dry weather and wet weather sampling.

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

Number of dry weather outfall investigations/screenings: 1

Number of dry weather samples taken: 1

If conducted during year 3, the investigation data is included in submission.

Number of wet weather outfall inspections/sampling events: conducted in permit year 2.

BMP: Employee Training

The Town of Rollinsford held an IDDE training session for municipal staff on August 9, 2020. In addition, as a routine, IDDE materials and training, including information on how to identify illicit discharges and SSOs are made available to applicable employees in accordance with IDDE plan.

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: 2

Number of inspections: 2

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 has been prepared to be consistent with the permit requirements but has not been adopted. A link to the draft can be found here: https://docs.google.com/document/d/15N_O3uP2NEdErAwloy7jof_VXFT5b7A-/edit#heading=h.gjdgxs The Town of Rollinsford is working with Strafford Regional Planning Commission to complete this within Year 4 after which the Planning Board will adopt the regulations.

BMP: As-built Drawings

A program to address post-construction stormwater runoff from all new development and redevelopment projects is in development through a Local Source Water Protection grant

administered through NHDES, and will include 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 are being prepared and are included as part of the Stormwater and Land Development Management Regulations. This will be included with the Local Source Water Protection grant in process with Strafford Regional Planning to be adopted by the Planning Board in year 4. The purpose of stormwater and land development management standards is to provide reasonable guidance for the regulation of stormwater runoff, during planning, design, construction and post-construction phases, to protect local natural resources from degradation and prevent adverse impacts to adjacent and downstream land, property, facilities and infrastructure. These standards regulate discharges from stormwater and runoff from land development projects and other construction activities to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff. The stormwater management standards apply to any development or redevelopment projects which are subject to Site Plan Review or Subdivision approval that disturb more than 20,000 square feet or disturb more than 10,000 square feet within 100 feet of a surface water body. These standards apply to disturbances of less than the limits above if that disturbance is part of a large common plan for development that would disturb 20,000 square feet or more. The applicant shall submit as-built drawings of the constructed stormwater management system to the Land Use Administrator following construction. As-built drawings are required to be submitted no later than two years from completion of the project.

Number of as-built drawings received: 0; The Town is following up with 2 projects to request as-built drawings.

BMP: Long-term Operation and Maintenance Procedures

A program to address long-term post-construction stormwater runoff from all new development and redevelopment projects is being developed through a Local Source Water Protection Grant from NHDES and administered by Strafford Regional Planning Commission and shall be implemented once complete. The process is a full audit of our planning regulations, and will 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 will be included in the grant-funded project. Submission requirements for stormwater management reports and plans are included in local regulations and can be found at: the Rollinsford Town Hall or Rollinsford.nh.us. 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 Rollinsford along with the proposal from Strafford Regional Planning Commission.

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: 127

Number catch basins inspected in accordance with the SWMP: 127

Number of catch basins cleaned in early June, 2021: 117

Total volume or mass of material removed: 8 yards

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.

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

Number of (lane) miles swept: 20

Volume or mass of swept material: 7 yards

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 Rollinsford has adopted a Winter Maintenance Procedures in accordance with

MCM #6 that has been implemented community-wide. All snow plow drivers are under the supervision of certified Green SnowPro managers in salt reduction measures. The Town of Rollinsford Winter Maintenance Procedures can be found at:
<https://drive.google.com/drive/folders/0B6qWNgVomf1TZUVmNGZOaEhsWWs?resourcekey=0--gE34pL0xT6kq2j7OE2bpA&usp=sharing>

BMP: Permittee Owned Facilities Inventory

All permittee owned facilities, including inventory, are included in our SWMP. There were no changes to report during Year 3.

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

O&M programs for all permittee owned facilities have been completed and are included in our SWMP. All maintenance procedures have been implemented for permittee owned facilities in accordance with O&M programs.

BMP: Permittee Owned Treatment Structures

The Town of Rollinsford has inspected all permittee owned treatment structures (excluding catch basins)

BMP: SWPPP (due year 3)

The Town of Rollinsford does not have any permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater.

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

The Town of Rollinsford has completed the inventory and formally inspected all municipally owned BMPs. Maintenance is carried out in accordance with the procedures outlined in the SWMP.

TMDL's and Water Quality Limited Waters

Bacteria/Pathogens

Outfalls to the 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.

Nitrogen

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

The Town of Rollinsford through its participation in the Seacoast Stormwater Coalition, and continued involvement with the NHDES led Pollutant Tracking and Accounting Program (PTAP) and the Pollutant Loading Maps (aka Hot Spot Maps), will satisfy the tracking and accounting requirement of the municipally-owned structural and non-structural BMP's. Calculations are in accordance with attachments of Appendix F.

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 Rollinsford has implemented activities in accordance with the permit and outlined in the SWMP. All BMPs and measurable goals outlined in the SWMP are appropriate.

Activities for the Next Reporting Cycle

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