

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>

Impairment(s)

- ☐ Bacteria/Pathogens
 ☒ Chloride
 ☒ Nitrogen
 ☐ Phosphorus
☒ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- ☒ Bacteria and Pathogen
 ☐ Chloride
 ☐ 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.

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:

Planning Board will review opportunities for increase use of designs that minimize storm water

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:

Planning Board will review opportunities for increase use of designs that minimize storm water

- ☒ 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:

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:

Greenland began implementation of MS4 infrastructure maintenance and continues to make progress to reduce sources of pollutant discharges from municipal facilities. Greenland intends to continue implementation during Year 5

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:

Chloride Impairment

- ☐ Completed the Salt Reduction Plan due in Year 3, updated if necessary
- ☐ The Salt Reduction Plan is attached to the email submission
- ☒ The Salt Reduction Plan can be found at the following website:

When available the Plan will be posted at: <https://www.greenland-nh.com/home/pages/ms-4-stormwater-resources>

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:

Greenland began completion of its Salt Reduction Plan in Year 4, however, Greenland is continuing to evaluate the estimated salt reduction cause by the implementation of various BMPs during Year 5. Greenland has completed the following that are captures within the draft salt reduction plan 1) requiring the contracting for all winter road and parking long maintenance to be NHDES GreenSnow Pro Certified, requires salt reduction practices for all new development and redevelopment private parking lots under post-construction regulation requirements, and has provided educational materials to property owners and businesses on reduced salt options

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)

Nitrogen Source Identification Report

☒ Completed the Nitrogen Source Identification Report

- ☐ The Nitrogen Source Identification Report is attached to the email submission
- ☒ The Nitrogen Source Identification Report can be found at the following website:

<https://www.greenland-nh.com/home/pages/ms-4-stormwater-resources>

Potential structural BMPs

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H 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 1 to Appendix H. 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.

- ☐ The BMP information is attached to the email submission
- ☒ The BMP information can be found at the following website:

<https://www.greenland-nh.com/home/pages/ms-4-stormwater-resources>

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:

Solids, Oil and Grease (Hydrocarbons), or Metals Impairment(s)**Annual Requirements***Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads

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: Household hazardous waste collection

Message Description and Distribution Method:

Advertising for collection and proper disposal of biannual household hazardous waste in coordination with the City of Portsmouth. Residents are encouraged to dispose of hazardous waste at the event through announcements in local newspapers, town website, social media outlets and information posted at the Town facilities.

Targeted Audience: Residents

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

To increase the number of residents participated in the collection event. The total May 2022 household participate was 56

Message Date(s): October 2021 and May 2022

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 message was more specific than identified in NOI

BMP: Water Quality: Pet waste, septic systems and yard waste

Message Description and Distribution Method:

Flyers on messaging related to pet waste, septic system maintenance and proper yard waste disposal and the impact on water quality were distributed monthly to residents and businesses via vehicle registrations.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Town administrator

Measurable Goal(s):

To mail at least 250 flyers a month, or 3000 annually

Message Date(s): Monthly

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: Social Media posts & Newsletter posts on MS4 Topics

Message Description and Distribution Method:

Several posts on MS4 related information are shared routinely via social media on the Town's Facebook page and in the town newsletter.

Targeted Audience: Residents

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

to share MS4 information and promote best management practices to reduce storm water pollution

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:

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:**

MS4 reports and documents are posted on the town website and are discussed publicly during Board of Selectmen meetings where public comment is allowed.

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:**

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:

The town continues to identify outfalls and updates sampling as needed.

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:

*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: 100

*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:

<https://www.greenland-nh.com/home/pages/ms-4-stormwater-resources>*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:***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:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

Employee Training

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

Employees who either over see or are tasked with facility building maintenance of town owned properties participate in an annual review of the IDDE program, including review of the ordinance, procedures and protocol for investigation. The annual review took place on June 28, 2022

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):

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:***Retrofit Properties Inventory**

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

11 Town Square Road (Town Hall/Offices)
13 Town Square Road (Fire Station)
Caswell Road (Caswell Park)
16 Town Square Road (Police Station)
36 Post Road (Library)

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:

Street Sweeping

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

Number of miles cleaned: 6.25

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

☐ Volume of material removed: 4 [Select Units]

☐ Weight of material removed: [Select Units]

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: 1

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

Two holding tanks were installed at the fire station to collect water from a floor drain that had been found to be draining directly into the ground. This corrective action was done with approval from NHDES. Tanks are pumped out as needed.

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:

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:

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]

Matthew Scruton

To: Jennifer Rowden
Subject: RE: Greenland MS4 Information Needed

See responses below in BOLD

Matt Scruton

Town Administrator
Town of Greenland, NH
11 Town Square
Post Office Box 100
Greenland, NH 03840-0100
Office: 603-431-7111 x100
mscruton@greenland-nh.com
<https://www.greenland-nh.com/>



MS4
Submitted
- Due again
in 1 yr.
→ Contact RPC
for new
contract

From: Jennifer Rowden <jrowden@therpc.org>
Sent: Friday, September 16, 2022 2:21 PM
To: Matthew Scruton <mscruton@greenland-nh.com>; chussey@greenland-nh.com
Subject: Greenland MS4 Information Needed

Hi Matt and Charlotte,

Below is the information that I will need to complete the Greenland Year 4 MS4 report at the end of the month. I'm looking for the following information that occurred between 7/1/21 and 6/30/22 (or after). The list looks long, but most of the information is the same that has been provided in years past. I've noted in red the information I need, and the green is either verification or completed task notes.

I will be out next week, but will be working on the MS4 annual reports as my priority when I return on 9/26.

Regards,
Jenn

- Stormwater system map – **Need to verify with Underwood that no changes have occurred (for example, was any work done on town property that changed your stormwater infrastructure?)**
- Outfall and interconnection inventory and ranking – **again, need to verify with Underwood.**