

# Year 5 Annual Report

## New Hampshire Small MS4 General Permit

### Reporting Period: July 1, 2022-June 30, 2023

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

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2022 and June 30, 2023 unless otherwise requested.*

## Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

### Primary MS4 Program Manager Contact Information

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

### Stormwater Management Program (SWMP) Information

SWMP Location (publicly available web address):

Date SWMP was Last Updated:

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

## Part II: Self-Assessment

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

### 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.**

### Annual Requirements

Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements  
 Kept records relating to the permit available for 5 years and made available to the public  
 The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
 

- This is not applicable because we do not have sanitary sewer
- This is not applicable because we did not find any new SSOs
- The updated SSO inventory is attached to the email submission
- The updated SSO inventory can be found at the following publicly available website:

Updated system map due in year 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 year we accomplished cataloging and inspecting all treatment structures and will continue to do so annually.

## **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:

## **Phosphorus Impairment**

### Annual Requirements

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

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

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

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

Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

#### *Structural BMPs*

Completed the evaluation of all permittee owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under permit part 2.3.6.d or identified in the  Phosphorus Source Identification Report, including: *(select the items of the evaluation that have been completed below)*

Next planned infrastructure, resurfacing, or redevelopment activity planned for the property  
 (if applicable) OR planned retrofit date

Estimated cost of redevelopment or retrofit BMPs

Engineering and regulatory feasibility of redevelopment or retrofit BMPs

Completed a listing of planned structural BMPs and a plan and schedule for implementation

The BMP list and implementation schedule is attached to the email submission

The BMP list and implementation schedule can be found at the following publicly available website:

[https://www.pelhamweb.com/sites/g/files/vyhlif4856/f/uploads/psir\\_year\\_5.pdf](https://www.pelhamweb.com/sites/g/files/vyhlif4856/f/uploads/psir_year_5.pdf)

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

No BMPs were installed

The BMP information is attached to the email submission

The BMP information can be found at the following website:

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

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

We have accomplished fall street sweeping in Year 6 and it will be completed annually hereafter. Pelham already sweeps streets in the spring annually.

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

We did not install a structural BMP this permit year because it was not required for Year 5.



## 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:

We've added and taken out outfalls to update our records of structures. Receiving waters have not changed. Beaver Brook and Tony's Brook did not experience a change in impairments.

Long Pond went from a 5-M status to a 5-P status for dissolved oxygen saturation. Long Pond also went from a 5-P to a 5-M for Total Phosphorus. There was no change in impairments for the Town Beach on Long Pond. Little Island Pond did not have a change in impairments.

Frost Brook - Gumpas Pond was added in the 2020/2022 303(d) List for 5-M in pH.

## 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:** 13

*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: Algal Blooms**

Message Description and Distribution Method:

We released an updated version of the Algal Blooms educational flyer from 2021. This flyer discusses how harmful algal blooms are and what to do when you see one. An updated flyer was posted in the library, 6 updated flyers were placed in the Planning Lobby, and 4 updated flyers were placed in the Town Hall Lobby. Flyers from 2021 are still available in the Planning Lobby (4) and the Town Hall Lobby (2). This was also posted on Town social media.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Facebook: post impressions – 440, post reach – 431, post engagement – 20, likes – 3, shares – 1, other clicks – 1

· Twitter: post impressions – 123, post engagements – 9, likes – 1, detail expands – 7

· Instagram: post reach – 233, post interactions – 1, profile visits – 1, likes – 7, post impressions – 246

Message Date(s): August 1, 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:

[Form area for describing changes]

---

#### **BMP: SepticSmart Week**

Message Description and Distribution Method:

We printed and placed 5 copies of the flyer called Tips for Being Septic Smart in the Town Hall lobby, and 5 copies in the Planning Department lobby. We asked the library to post the flyer as well. On the same day on Town social media, we posted an image from the EPA as well as a video on keeping septic systems clean to promote safe well water for drinking. [https://www.youtube.com/watch?v=Tz6wx8kmr\\_A&t=2s](https://www.youtube.com/watch?v=Tz6wx8kmr_A&t=2s)

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

- Facebook: post impressions – 516, post reach – 481, post engagement – 47, likes – 4, shares – 0, comments – 1, link clicks – 2, other clicks - 22
- Twitter: post impressions – 60, post engagements – 4, link clicks - 3
- Instagram: post reach – 181, likes – 4, post impressions –194

Message Date(s): September 19, 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:

### **BMP: Yard Waste**

Message Description and Distribution Method:

In the October edition of the Pelham Evergreen Newspaper, a copy of the Rake It or Leave It flyer was published. This newspaper was sent to all Pelham residents (an estimated 6,000 homes) as well as some in Salem. This flyer was the same as the Hazardous Waste Day poster from 2021 and discusses what to do with yard waste and ways to properly dispose of it. This flyer was also posted to the Town social media page on October 11th, 2022. The flyer includes a link to a compost bin DIY.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

- Facebook: post reach – 68, post engagements – 2, post reactions - 2
- Twitter: post impressions – 82, post engagements – 3, post reactions - 2
- Instagram: post reach – 378, post engagements – 14 likes, 1 bookmark

Message Date(s): October 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:

### **BMP: Green Grass, Clear Water: Virtual Workshop for Lawn Care**

Message Description and Distribution Method:

The video link to the Green Grass, Clear Water: Virtual Workshop for Water Quality Friendly Lawn Care was added to the stormwater management page in the left, blue column. This video recording was taken in April

2022 and was hosted by UNH Cooperative Extension, the Town of Pelham, and the Town of Merrimack, NH.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Number of views: 4

Message Date(s): November 1, 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:

### **BMP: Winter Maintenance for Homeowners**

Message Description and Distribution Method:

The Town released a revised version of the winter maintenance for homeowners flyer from 2021 on social media. 5 flyers were placed in the Planning lobby, 5 in the Town Hall lobby, and one was hung up in the Town Hall hallway. This flyer was sent to the state for them to use as well. The December edition of the Pelham Evergreen included a copy of the flyer as well.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

- Facebook: post reach – 48, post impressions – 49, post engagement – 15, reactions – 13, comments – 1, shares - 1
- Twitter: post impressions – 65, engagements – 1
- Instagram: post impressions – 326, likes – 4, shares – 1, post interactions - 1

Message Date(s): November and December 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:

We decided to address chloride as a supplementary educational post because it is still a relevant pollutant for New Hampshire residents to consider.

---

### **BMP: Recycling Christmas Trees**

**Message Description and Distribution Method:**

The Recycling Christmas Trees flyer from previous years was published in the Pelham Evergreen Newspaper. Included in the flyer are ideas for different ways to use your Christmas tree after the holiday season is over. Some tips include mulching it, composting it, or giving it back to a tree farm for them to chip and use. The flyer has a link that describes other methods for recycling a Christmas tree.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

**Measurable Goal(s):**

- Facebook: likes – 6, shares – 2
- Twitter: impressions – 103, engagements – 1
- Instagram: impressions – 174, reach – 157, likes – 1

Message Date(s): December 21, 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:

**BMP: Did You Know? Stormwater Topics****Message Description and Distribution Method:**

This flyer was published in the January edition of the Pelham Evergreen. It details what stormwater is, common pollutants in NH, what an illicit discharge is, what to do when you see one, and ways you can prevent pollution as a resident and as a business owner. This included a link to the stormwater page from NHDES.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

**Measurable Goal(s):**

Delivered to over 6000 homes in Pelham and Salem, NH.

Message Date(s): January 2023

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: What is an Illicit Discharge?**

Message Description and Distribution Method:

This graphic was posted on town social media to inform the public about what an illicit discharge is and some examples. Also included is what to do if you see an illicit discharge happening.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

- Facebook: impressions – 218, reach – 211, reactions – 4, post engagement – 9, link clicks – 1, other clicks – 2
- Twitter: impressions – 106, engagements – 2, likes – 1
- Instagram: impressions – 279, reach – 242, likes – 3

Message Date(s): January 19, 2023

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: Pet Waste**

Message Description and Distribution Method:

In the February edition of the Pelham Evergreen, we released a flyer discussing dog waste and the impact it has on our environment. This was modified from the original haz waste day poster to fit in the newspaper. A new section was also added, which talks about the difference between wildlife waste and dog waste.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

This newspaper was sent to over 6,000 homes in Pelham.

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: Industrial Audience Letter**

Message Description and Distribution Method:

We sent out letters to our industrial community regarding the topic of stormwater or the MSGP. We sent out the letters along with an information sheet that discussed stormwater pollution control for industrial facilities. The letter and information sheet were created by the NHDES. Only one industrial facility in Pelham falls under the MSGP, but the rest were listed in town assessing reports.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

We sent out 33 letters.

Message Date(s): March 2023

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: Spring Lawn Care**

Message Description and Distribution Method:

We released two flyers discussing different tips for lawn care to help improve water quality and reduce pollutant runoff. We put a flyer about basic tips for lawn care in the Pelham Evergreen and pertaining to every type of lawn. On social media, we put out a different flyer about lawn care for lawns that specifically do need fertilizers and tips and using low-nutrient versions and avoiding over application.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

The newspaper was sent to over 6,000 residents in Pelham.

- Facebook: Post impressions – 616, post reach – 585, post engagement – 31, likes – 4, comments – 1, link clicks – 2, shares - 3
- Instagram: likes – 2, reshares – 1, impressions – 226, reach - 205
- Twitter: impressions - 54

Message Date(s): April 2023

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: Leave No Trace**

Message Description and Distribution Method:

We released the Leave No Trace brochures from 2022 in physical copies within Town Hall. 5 copies were placed in the Planning Lobby and 10 in the Town Hall lobby. A modified version was placed in the Evergreen newspaper, reaching over 6,000 homes, and was put on social media as well. This encourages not littering and the common decomposition rates of trash in the environment.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

The newspaper was sent to over 6,000 homes in Pelham.

- Facebook: post impressions – 250, post reach – 226, post engagement - 15
- Twitter: impressions – 87, post engagement – 5, detail expands – 3, link clicks - 1
- Instagram: accounts reached – 259, impressions – 280, likes – 5, reshares - 1

Message Date(s): May 2023

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: NH Clean Water Week**

Message Description and Distribution Method:

During the week of June 4-10, 2023, NH's governor Sununu declared that it was NH Clean Water Week, to honor the progress made in NH for water quality and water protection. We put out a social media post on June 5 regarding the week and ways to help keep water clean and conserved. It gave tips such as using

low or no phosphorus fertilizers, checking your septic systems, picking up waste from pets, and more. This was only released on social media accounts for Facebook, Twitter, and Instagram.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

- Facebook: reach – 2079, impressions – 2241, post engagement – 80, reactions – 36, shares – 7, other clicks - 17
- Twitter: impressions - 57

Instagram: reach – 190, impressions – 210, likes - 4

Message Date(s): June 4, 2023

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**:

The SWMP public comment period was advertised on Town social media and the website on April 3, 2023. There is a comment box on the Pelham Stormwater page as well that is available year-round. At the Stormwater Stakeholder Group on May 24, 2023, the floor was opened to the public for any comments on the Stormwater Management Program. Zero comments were received through any of the three options provided to the public.

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

Describe any other public involvement or participation opportunities conducted **during this reporting period**:

On September 11, 2022 at Muldoon Park, 8 volunteers and 3 Pelham employees worked to clean up trash and vegetation throughout the park and along the walking path. A mulch bed was weeded, and overhanging branches were trimmed. The softball bleachers bench was painted with a new coat. The volunteers worked from 9am to 12pm.

At the January 17, 2023 Board of Selectmen meeting, I was invited to speak on the topic of illicit discharges. I explained what an illicit discharge is, why it is bad for the environment, and what to do if you ever see an illicit discharge happening. I gave examples of illicit discharges and illicit connections and answered a question about our enforcement procedures. I also displayed a flyer on stormwater and illicit discharges that was published in the Pelham Evergreen Newspaper. In attendance were 4 selectmen, 1 Town administrator, and 6 residents. The meeting was recorded for Pelham cable and was live-streamed on Facebook.

In May of 2023, we hosted a storm drain mural contest to promote environmental education through local art. These murals discourage trash and litter dumping in our storm drains by showing where that trash could end up. This year we had one entry, which was selected to be painted at the parking lot at Town Hall. Pictures of the mural along with an article describing it were placed in the Pelham Evergreen Newspaper.

At the Stormwater Stakeholder Group meeting on May 24, 2023, we discussed the events of the last year regarding the MS4. We did not receive any comments for the SWMP, which was advertised in April, so we did not have any to discuss. I brought up plans for the future such as the Veterans Memorial Park Best Management Practice to reduce phosphorus pollution, Household Hazardous Waste Day, and that water

quality sampling is going to continue in the future. The next meeting will be in 2024 for Year 6. We had 8 members in attendance, including myself, along with the Town's environmental consultant representative from Verdantas as well.

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

### Sanitary Sewer Overflows (SSOs)

*Check off the box below if the statement is true.*

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

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

Number of SSOs identified: 0

Number of SSOs removed: 0

### MS4 System Mapping

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

The mapping was updated in June 2023 and includes a new map for all stormwater drainage structures that are not catch basins.

### Screening of Outfalls/Interconnections

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

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

[https://www.pelhamweb.com/sites/g/files/vyhlif4856/f/uploads/year\\_4\\_dry\\_weather\\_outfall\\_screening\\_data.pdf](https://www.pelhamweb.com/sites/g/files/vyhlif4856/f/uploads/year_4_dry_weather_outfall_screening_data.pdf)

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

Number of outfalls screened: 0

*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:*

No outfalls were dry weather screened, but the outfall ranking can be found here: [https://www.pelhamweb.com/sites/g/files/vyhlif4856/f/uploads/pelham\\_outfall\\_ranking\\_table\\_year5\\_wotus.pdf](https://www.pelhamweb.com/sites/g/files/vyhlif4856/f/uploads/pelham_outfall_ranking_table_year5_wotus.pdf)

**Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following publicly available website:

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

Number of catchment investigations completed this reporting period:

*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 publicly available 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:

Number of illicit discharges removed:

Estimated volume of sewage removed:  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:

The illicit discharge reports begin on the page numbered 153 of the IDDEP.

### **Employee Training**

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

Employee training is completed annually. Employees were trained on March 16, 2023 regarding illicit discharge identification, who to notify in the case of finding a potential illicit discharge, and procedures for cleaning up after if it occurs at a municipal facility.

### **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: 11

Number of inspections completed: 28

Number of enforcement actions taken: 5

*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): July, 2021

Website of ordinance or regulatory mechanism: [https://www.pelhamweb.com/sites/g/files/vyhlif4856/f/uploads/land\\_use\\_regs\\_7.21\\_adopted\\_version.pdf](https://www.pelhamweb.com/sites/g/files/vyhlif4856/f/uploads/land_use_regs_7.21_adopted_version.pdf)

#### **As-built Drawings**

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

Number of as-built drawings received: 1

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

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

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

No changes have been made or are planned to be made based on the report completed in Year 4. We feel that our regulations accomplish what was asked in the Regulation Assessment Report.

### **Green Infrastructure Report**

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

No changes have been made or are planned to be made based on the report completed in Year 4. We feel that our regulations accomplish what was asked in the Regulation Assessment Report.

### **Retrofit Properties Inventory**

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

No properties have been modified or retrofitted with BMPs because that was not required this year. We are planning to retrofit Veterans Memorial Park on Long Pond with a structural BMP to mitigate phosphorus by the end of June 2024 for the Year 6 deadline.

**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: 1,485

Number of catch basins cleaned: 1,667

Total volume or mass of material removed from all catch basins: 105 cubic yards

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

Total number of catch basins: 1,236

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

N/A

**Street Sweeping**

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

Number of miles cleaned: 108.42

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

Volume of material removed: 105 cubic yards

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: 15

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

At the Transfer station, they cleaned out excessive trash in some of the catch basins and raked out leaves from the swale pipe. They also added rocks to reduce erosion occurring from stormwater flow.

**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):

[https://www.pelhamweb.com/sites/g/files/vyhlif4856/f/uploads/water\\_quality\\_sampling\\_data.pdf](https://www.pelhamweb.com/sites/g/files/vyhlif4856/f/uploads/water_quality_sampling_data.pdf)

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:

Physical conditions such as temperature and appearance/odor were noted and tested in the field were ammonia, total chlorine, conductivity, surfactants, total phosphorus, dissolved oxygen, and pH. Tested in the lab at Eastern Analytical, Inc. was total phosphorus and E. Coli.

## **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. If any of the above year 5 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 6 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 6 below:

## Part V: Certification of Small MS4 Annual Report 2023

### 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:

**JOSEPH ROARK**

Title:

**TOWN ADMINISTRATOR**

Signature:



Date:

**9/26/23***[Signatory may be a duly authorized representative]*