

**Year 3 Annual Report**  
**New Hampshire Small MS4 General Permit**  
**Reporting Period: July 1, 2020-June 30, 2021**

**\*\*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, 2020 and June 30, 2021 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 type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" 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	
			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 3 Requirements

- Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 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:

Regarding the inspection and screening of all outfalls/interconnections, the Town of Pelham only missed two outfalls because they were buried and remain unable to be found. However, all of the other outfalls have been screened and inspected.

The Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted, however, this was not completed until July 2021. In June 2021, the Land Use Regulations that house the post-construction regulations were still in the editing process and had not been yet approved by the Town of Pelham Planning Board. The updated Land Use Regulations were adopted in July 2021 and have been uploaded to the Town storm water website.

### 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:

- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated system map due in year 2 as necessary
- 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, provide any additional information, and/or if any of the above annual 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:

Due to the impacts of COVID-19, not all of the permittee owned treatment structures were inspected. With a decreased staff in the Highway Department, this requirement was not completed.

### **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)

*Potential structural BMPs*

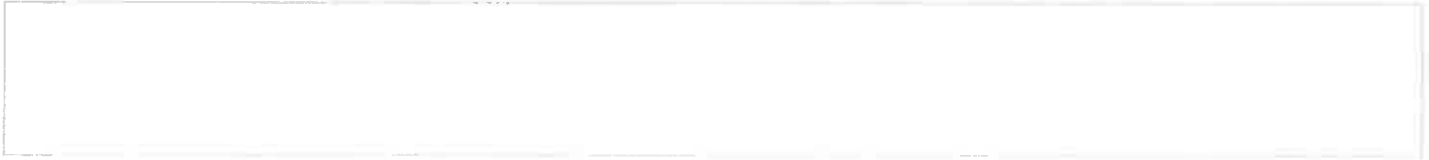
Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the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

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

*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 do not have any structural BMPs that we can track for Phosphorus removal consistent with Attachment 3 to Appendix F.

*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:

With the help of GeoInsight, we have eliminated outfalls from our list that do not pertain to the requirements of the MS4 Permit.

### 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: 12

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: [Yard Waste Disposal]

###### Message Description and Distribution Method:

We released a flyer to inform the public about yard waste dumping. It included details on alternatives to dumping directly into water bodies and what happens if you do. The flyer is double sided and had a link to a webform pledge so that residents of Pelham can pledge to properly dispose of their yard waste. We made the pledge into a raffle so that those who do pledge could win one of three lawn care gifts (an electric leaf blower, a DIY compost bin kit, and a leaf rake). The flyers were posted in the library (1 copy), in the town hall lobby (50), the planning department lobby (50), and on the town of Pelham website and the social media websites (Facebook and Twitter). A total of 17 residents entered the raffle and live throughout Pelham.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

###### Measurable Goal(s):

Post Interactions: (December 4th, 2020)

- Facebook: reach – 650 accounts, post clicks – 74, Total Reactions, Comments, and Shares – 7
- Twitter: reach – 203 accounts, interactions – 33 accounts, image clicks – 23, detail views – 6, link clicks - 4

Message Date(s): November 6, 2020

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:

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##### BMP: [DIY Compost Bin]

###### Message Description and Distribution Method:

We posted a DIY instructions and composting guide to educate the public on how they can create their own compost bin and reduce pollution to local waterways. This is supplementary to the yard waste post. The document is double sided and contains links for troubleshooting and a link to the original DIY that it is based on. One side gives instructions on building a compost bin using 4 re-purposed pallets and zip ties. The other side gives an explanation on how composting works and provides a list of things that can go into the bin and

things that cannot. The DIY was posted on Facebook, Twitter, and Instagram as well as the Town of Pelham website where it is a permanent feature on the stormwater page. No physical copies were printed and placed anywhere.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Post Interactions: (December 10th, 2020)

- Facebook: reach – 779 accounts, post clicks – 81, Total Reactions, Comments, and Shares – 34
- Twitter: reach – 206 accounts, interactions – 18 accounts, image clicks – 12, detail views – 1, link clicks – 2, likes - 3
- Instagram: reach – 173, likes – 6, reposts – 2.

Message Date(s): December 3, 2020

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:

DIY types of posts were not included in the NOI but I feel that they can serve an educational purpose in teaching residents activities that are fun and can reduce storm water pollution.

### **BMP:[Recycling Christmas Trees]**

Message Description and Distribution Method:

We released a flyer detailing sustainable ways to recycle a live Christmas tree to prevent it from entering Pelham waterbodies as yard waste. This is acting as a yard waste supplementary post. The flyer details five different ways to recycle the tree which are mulching it, using it for an outdoor fire, creating wildlife habitat, recycling it at a tree farm, and cutting it into wood cookies. This is a one-sided flyer and has two links. The first link leads to a website that describes how to create bird feeders to go with creating a wildlife habitat. The second link references the website where the ideas for this flyer came from. Copies were posted in the planning department (10), in the Town Hall lobby (20), and the library (1). It was not posted on any social media pages or the website.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Flyers taken home: 3

Message Date(s): December 23, 2020

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 an Illicit Discharge is]**

Message Description and Distribution Method:

We put out a PR and an informational flyer on what an illicit discharge is. This accompanies the establishment of a hotline for illicit discharges on the same day. The one-sided flyer details what an illicit discharge is, some of the exceptions to the law with a link to it, and a phone number and link to the webpage for reporting and using the hotline. The PR and flyer were posted to the Town of Pelham website, all social media platforms (Facebook, Instagram, and Twitter), and was physically posted in the library (1), the planning lobby (15), and the town hall lobby (10).

Targeted Audience: Residents, businesses, contractors, and industrial

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Post Interactions: (January 21st, 2021)

- Facebook: reach – 838 accounts, post clicks – 68, photo clicks – 25, likes – 14, comments – 1, shares – 1
- Twitter: reach – 198, interactions – 16, media clicks – 11, detail views – 3, likes - 1
- Instagram: reach – 177, likes - 3

Message Date(s): January 14, 2021

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:

After establishing an illicit discharge hotline, I felt that it was important to educate the public on what exactly an illicit discharge is and why we established a hotline for it.

**BMP:[Pet Waste Disposal]**

Message Description and Distribution Method:

We mailed the pet waste disposal flyer with the dog licenses in February. 2600 copies were tri-folded and stuffed into the dog license envelopes and mailed. 400 extra flyers were kept for display in the planning department lobby, the town hall lobby, and for future usage. The dog mailers reached dog owners by February 5th.

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Amount of pet waste pledges: 18

Message Date(s): Mailed February 3rd, 2021, reached residents February 5th, 2021

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:[NHDES #FixALeak Week]**

**Message Description and Distribution Method:**

NHDES posted about the 10-Minute Leak Challenge for #FixALeakWeek. It provides different graphics on how to save money and conserve water at the same time. One graphic specifically discusses checking leaks for sprinklers and hoses which reduces runoff from excess water flow. The NHDES post was shared on the Town of Pelham Facebook page. There was no accompanying caption since the original post had enough details.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Post Interactions: (March 29th, 2021)

- Facebook: reach – 485 accounts, post clicks – 5, likes – 2, shares - 1

Message Date(s): March 22, 2021

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 Maintenance EPA Video]**

**Message Description and Distribution Method:**

This video (<https://youtu.be/fIWob2QtBvY>) and a link to the other accompanying videos on the EPA website (<https://bit.ly/3vPPT50>) was posted on the Town Facebook and Twitter. The post explained how properly maintaining your septic can save you money as well as saving the environment from harmful bacteria. The caption also encouraged viewing the other videos for more information.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Post Interactions: (March 31st, 2021)

- Facebook: reach – 446 accounts, link clicks – 11, likes – 2

- Twitter: reach – 154, interactions – 5, picture clicks – 2, profile clicks – 2, link clicks - 1
- Instagram: reach – 242, likes - 7

Message Date(s): March 24, 2021

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 Systems - Get Pumped]**

#### Message Description and Distribution Method:

We created a tri-fold mailer on septic system upkeep specifically targeted for the industrial community. The brochure details why it is important to pump septic systems and have them inspected regularly as well as the benefits for doing so. It provides links to NHDES, Town of Pelham Stormwater Management, and New Hampshire Association of Septic Haulers (NHASH) that give more information on septic systems. The mailer also has a letter from the Environmental Regulation Compliance Specialist introducing themselves so that industrial communities know who to contact about stormwater. A total of 88 mailers were sent through the mail.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Survey interactions: 1

Phone conversations: 1

Message Date(s): March 10, 2021

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 Postcard]**

#### Message Description and Distribution Method:

We customized the Green Grass & Clear Water brochure to have the Pelham Clean Water Initiative logo. We printed out 85 postcards and sent them in the mail that day. The postcard details proper fertilizer uses and tips for decreasing the amount of pollution entering our water. This postcard is targeted specifically for the industrial community.

Targeted Audience: Industrial facilities

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Post cards sent: 85

Message Date(s): April 19, 2021

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:[Tips for a Green and Eco-Friendly Lawn]**

Message Description and Distribution Method:

We created and shared a flyer on ways for residents and businesses to do lawn care in a more environmentally friendly way. It is based off the UNH extension post card that we sent to the industrial community. The flyer is one page and one-sided. It provides two links to UNH extension for people to reference and get more information from. The flyer was shared with the stormwater stakeholder group and Parks and Recreation. It was posted on various social media outlets.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Post Interactions (May 3rd, 2021):

- Facebook: reach – 852, likes – 11, comments – 1, shares – 2, post clicks – 20
- Instagram: reach – 202, impressions - 216
- Twitter: impressions – 135, media clicks – 3, profile clicks - 1

Message Date(s): April 23, 2021

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:[DIY Rain Garden]**

Message Description and Distribution Method:

On May 13th, 2021, we posted an informative link and picture on the Town social media pages about creating your own rain garden. The link is from NH Soak up the Rain. <https://www4.des.state.nh.us/SoakNH/resources-2/rain-garden-planning/> The caption discusses what kinds of plants can be in rain gardens, what they

do, and how they prevent pollution from entering our waterbodies. It also provides a phone number for Dig Safe to ensure that residents do not hit utilities when digging.

Targeted Audience: Residents and businesses

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Post Interactions (May 20th, 2021):

- Facebook: reach – 601, likes – 6, shares – 2, post clicks – 31, reactions – 9, hearts – 1
- Twitter: reach – 109, engagements – 14
- Instagram: reach – 215, impressions – 230, reshares – 1, bookmarks – 2, likes - 7

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:

DIY types of posts were not included in the NOI but I feel that they can serve an educational purpose in teaching residents activities that are fun and can reduce storm water pollution.

### **BMP:[Leave No Trace]**

Message Description and Distribution Method:

The Leave No Trace flyer was a one-sided informational flyer on the Leave No Trace principle of cleaning up your trash when you go on the trails or to the town beach. It gives decomposition rates for common litter items to educate residents on how long it takes for a trash item to break down. The flyer also describes better alternatives such as reusable water bottles or recycling when you get home. The flyer was posted to the town's social media pages and was posted physically in the Planning Lobby (10 copies), Town Hall lobby (10), Parks and Recreation Lobby, and at the library. The links on the flyer are: <https://lnt.org/why/7-principles/> and <https://lnt.org/skills-series-trash-timeline/>

Targeted Audience: Residents

Responsible Department/Parties: Planning/zoning Department

Measurable Goal(s):

Post Interactions: (June 25, 2021)

- Facebook: reach – 623, likes – 10, clicks – 13, comments - 1
- Twitter: reach – 111, media engagements - 2

Message Date(s): June 18, 2021

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:

On March 1st, 2021, the Public Comment Period was advertised on the Town of Pelham website as a Press Release, the Town social media accounts, posted on the library bulletin board, the Planning bulletin board, and an ad was placed in a local newspaper. On March 8th, 2021, the Public Comment Period officially began. Midway through the comment period, a post was made on social media reminding the public about the opportunity to comment on the SWMP. Comments were encouraged to be sent in as emails, phone calls, or visits in person to the Environmental Regulation Compliance Specialist. The public comment period was closed on April 16th, 2021. During the following Stormwater Stakeholder Group meeting on April 18th, 2021, an open floor for comments was opened. No members of the public stepped forward and no comments were submitted during the Public Comment Period.

Social Media metrics (original advertisement):

Facebook: reach – 1,211, likes – 4, comments – 9, engagements – 219, shares -1

Twitter: impressions – 167, engagements – 2, media engagements – 1, profile clicks - 1

Instagram: reach – 185, impressions – 197, likes – 4, shares - 1

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:

In Year 3, an illicit discharge hotline was established for the Town of Pelham. This was put together in January, 2021 and had an accompanying educational flyer so that the public could understand when this was appropriate to use.

Another participation opportunity was the reestablishment of the Pelham Stormwater Stakeholder Group. This group is composed of individuals and residents who are interested in the topic of storm water. Many members are from Pelham pond associations or are from committees in town. The group was restarted in February, 2021, and has had meetings every 3-4 months since then.

A third public involvement opportunity was Pelham Cleanup Day at Veterans Memorial Park on June 5th, 2021. A total of 22 volunteers from Pelham and other communities volunteered to help clean up trash, plant flowers and bushes next to the lodge, and clean up vegetation in the area from 10am-1:30pm.

**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 MS4 map was updated in June, 2021. It has updated structure locations.

### **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.pelhamweb.com/sites/g/files/vyhlf4856/f/uploads/final\\_google\\_dry-weather\\_outfall\\_inspection\\_data.pdf](https://www.pelhamweb.com/sites/g/files/vyhlf4856/f/uploads/final_google_dry-weather_outfall_inspection_data.pdf)

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

Number of outfalls screened: 307

*Below, report on the percent of total outfalls/ interconnections screened to date.*

Percent of outfalls screened: 99

*Optional: Provide additional information regarding your outfall/interconnection screening:*

Of the 309 MS4 outfalls, only two of them were unable to be located. No outfalls were observed to have dry-weather flow.

### **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: 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:*

We have not begun catchment investigations yet.

**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:*

Illicit discharges were not reported or observed since the effective date of the permit (July 1, 2018).

**Employee Training**

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

The Town of Pelham held its annual IDDE employee training in May of 2021. It was a Powerpoint presentation training.



### **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: 8

Number of inspections completed: 26

Number of enforcement actions taken: 10

*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**

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

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

Number of as-built drawings received: 3

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

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

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The street design and parking lots report has not been started yet.

#### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The green infrastructure report has not been started yet.

### 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: 1,617

Number of catch basins cleaned: 1,617

Total volume or mass of material removed from all catch basins: 220 tons

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

Total number of catch basins: 997

*If applicable:*

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

If a catch basin sump is found to be more than 50% full during two consecutive routine inspections/clean outs, the catch basin is inspected/cleaned again in about 6 months.

#### Street Sweeping

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

Number of miles cleaned: 92

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

Volume of material removed: [Select Units]

Weight of material removed: 160 tons

#### 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: 4

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

At the Transfer station, there were two catch basins that were more than halfway full of sediment and debris. They were asked to clean out the catch basins.

### 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:

In May 2021, the Town also conducted a SWPPPs training for town employees. This was a PowerPoint presentation training.

#### COVID-19 Impacts

*Optional:* If any of the above year 3 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 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- 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
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

**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)

Provide any additional details on activities planned for permit year 4 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]*