

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

Town of Kingston

Permit Year 3

July 1, 2020 through June 30, 2021

EPA NPDES Permit Number NHR041014

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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Printed Name

~~Phillip Coombs~~

RICHARD WILSON

Signature



Date

9-27-21

Primary MS4 Program Manager Contact Information:

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Small MS4 Authorization

The following annual report, which serves as a self-assessment, is intended to document the activities undertaken over the **reporting period from July 1, 2020 through June 30, 2021** in accordance with the Permit.

The Notice of Intent (NOI) can be found at the following (document name or web address):

<https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities>

Compliance activities have been identified and described in the Town of Kingston's Stormwater Management Plan (SWMP) and Illicit Discharge Detection and Elimination Plan (IDDE). Those documents can be found at the following websites and will be referred to throughout this report:

SWMP:

https://www.kingstonnh.org/sites/g/files/vyhliif741/f/uploads/kingston_smallms4_swmp_2019-07-301.pdf

IDDE:

https://www.kingstonnh.org/sites/g/files/vyhliif741/f/uploads/kingston_smallms4_idde_2019-06-251.pdf

MCM1 - Public Education and Outreach

Year 3 Activities

BMP: Grass and Fertilizer

Document Name and/or Web Address:

Green Grass & Clear Water Brochure: https://www4.des.state.nh.us/nh-ms4/?page_id=54.

Description:

Distribution and promotion of flyers produced by UNH Cooperative Extension and NH Sea Grant outlining simple recommendations to keep lawns healthy while reducing water quality impacts - including proper fertilizer techniques and disposal of grass clippings.

Targeted Audience:

Residential and/or Business and Institutions

Measurable Goal(s):

Lawn care enthusiast residents understand the potential water quality impacts from fertilizer and improper disposal of grass clippings and are aware of the proper lawn care management techniques for reducing those impacts. Measurement includes quantity of materials distributed. In Year 3, 10 flyers were distributed at the Town Hall.

Goal was achieved.

Message Date:

Throughout Year 3

BMP: Pet Waste Disposal

Document Name and/or Web Address:

"Every Drop" post cards or flyer https://www4.des.state.nh.us/nh-ms4/?page_id=54

Description:

Distribution and promotion of "Every Drop" post cards or flyers with proper pet waste management, impacts of improper management, pet waste ordinance, and disposal requirements messaging. May include pledge to pick up pet waste to be made available during dog registration and other events or venues (veterinarians, dog training, groomers, etc.). Every Drop is a collaborative education effort with PREP, NHDES and other partners.

Targeted Audience:

Residents - Pet Owners

Measurable Goal(s):

Dog owners and/or dog walkers are aware of the potential water quality impacts from pet waste, local pet waste ordinances, and how to dispose of pet waste properly. If pledges are signed, there will be an increase of dog owners committed to picking up pet waste. In Year 3, 1,548 flyers were distributed with dog licenses.

Goal was achieved.

Message Date: Time of dog license renewal in Year 3.

BMP: Disposal of Leaf and Grass Clippings

Document Name and/or Web Address:

https://www4.des.state.nh.us/nh-ms4/?page_id=54

Description:

Distribute and promote informational flyers, pledge cards, and/or door hangers, with messaging about impacts from yard waste to waterbodies, alternatives to dumping yard waste and laws against dumping yard waste near or in waterbodies.

Targeted Audience:

Residential &/or Business and Institutions

Measurable Goal(s):

Residents are aware of the water quality impacts of yard waste dumping near or in water bodies and safe alternatives for yard waste disposal. In Year 3, ten (10) flyers were distributed at the Town Hall.

Goal was achieved.

Message Date:

Throughout Year 3

BMP: Septic System Maintenance

Document Name and/or Web Address:

https://www4.des.state.nh.us/nh-ms4/?page_id=54

Description:

Distributed and promoted brochure or door hangers, directing to website to educate New Hampshire homeowners with septic systems on how to identify, locate and maintain those systems. Get Pumped NH is a collaborated effort between the New Hampshire Association of Septage Haulers (NHASH) and the New Hampshire Department of Environmental Services (NHDES).

Targeted Audience:
Septic System Owners

Measurable Goal(s):
Residents are aware of water quality impacts from septic systems, the importance of maintaining septic systems and how to maintain them. In Year 3, 25 magnets and brochures were distributed at the Town Hall.

Goal was achieved.

Message Date:
Throughout Year 3

BMP: Developer/Construction Outreach

Description:
Reviewed checklists with Developers and Construction Contractors prior to beginning of construction projects (pre-construction) to identify: responsible parties; erosion control practices; other construction site best management practices; and requirements for the EPA Construction General Permit, as appropriate.

Targeted Audience:
Developer/Construction

Measurable Goal(s):
Contractors and Developers are aware of the need for proper erosion control practices during construction work.

The Planning Board held 14 site plan reviews, representing 100% of projects that received approval and began construction during this reporting period.

Goal was achieved.

Message Date:
Ongoing.

MCM2 - Public Participation

BMP: Public Participation in Stormwater Management Program Development

Description: The Stormwater Management Program was available online for public review at: https://www.kingstonnh.org/sites/g/files/vyhlf741/f/uploads/kingston_smallms4_swmp_2019-07-301.pdf and a notice is posted on the bulletin board in the Town Hall indicating a hard copy of the plan is available at the Highway Department.

Measurable Goal(s):
The SWMP was available for public review. **Goal was achieved.**

BMP: Public Participation in Stormwater Management Program

Description: Components of the Stormwater Management Program were discussed at various Planning Board Meetings and Public Hearings relating to proposed construction projects throughout Year 3.

Measurable Goal(s):

Input was received and records are maintained. **Goal was achieved.**

MCM3 – Illicit Discharge Detection and Elimination

BMP: IDDE Legal Authority

The municipality has established legal authority as outlined in the IDDE plan.

BMP: Sanitary Sewer Overflow (SSO) Inventory

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

BMP: Map of Storm Sewer System

Map of storm sewer system and associated outfalls is in progress.

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

All outfalls and interconnections (excluding problem and excluded outfalls) were inspected and screened. Outfall catchments and interconnections priority ranking were updated based on the information collected during the dry weather inspections. A written IDDE plan has been developed and updated, and written catchment investigation procedures are included.

Outfall identification, characterization and prioritization information has been updated and included in the IDDE plan based on dry weather monitoring inspections.

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

Number of dry weather outfall investigations/screenings: 28 – See attached

Number of dry weather samples taken: 0

Number of wet weather outfall inspections/sampling events: 0 – Wet weather outfall investigations/sampling were not conducted in Year 3 and will begin in Year 4.

Number of wet weather samples taken: 0

Number of catchment investigations: 0

Number of illicit discharges: 0

Number of illicit discharges removed: 0

Estimated gallons of flow removed: 0 gallons

BMP: Employee Training

Town of Kingston held an IDDE training session for municipal staff on June 30, 2021. In addition, as a routine, IDDE materials and training, including information on how to identify illicit discharges and SSOs are made available to applicable employees in accordance with IDDE plan. Training logs are maintained at the Highway Department of the IDDE report.

MCM4 – Construction Site Stormwater Runoff Control

A written site inspection and enforcement program for erosion and sediment control measures was prepared under the 2009 stormwater permit. Due to the COVID-19 epidemic; the program was not revised. Town of Kingston plans to revise the written program in Year 4 to meet the permit requirements.

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

Number of site plan reviews completed: 14

Number of inspections: 7

Number of enforcement actions: 3

MCM5 – Post Construction Stormwater Management in New Development and Redevelopment

BMP: Post-Construction Ordinance (due in Year 3)

A Post-Construction Ordinance was adopted in 2009 and is still in effect. Due to the COVID-19 epidemic; the program was not revised. Town of Kingston plans to revise the written program in Year 4 to meet the permit requirements.

BMP: As-built Drawings

A program to address post-construction stormwater runoff from all new development and redevelopment projects has been developed and implemented, and includes projects that disturb a minimum of one acre, or less than one acre if part of a larger common plan. Procedures for new development and re-development have been drafted. Submission requirements for stormwater management reports and plans are included in local regulations and can be found at: <https://www.kingstonnh.org/home/pages/ordinances-rules-regulations>. The regulations require that all applications shall include a comprehensive Stormwater

Management Plan (SMP). The SMP shall include a narrative description and an Existing Conditions Site Plan showing all pre-development impervious surfaces, buildings and structures; surface water bodies and wetlands; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers, locations of various hydrologic group soil types, mature vegetation, land topographic contours. Additional submissions include as-built plans and inspection and maintenance plans for all permanent stormwater control measures. In specific circumstances, the Planning Board will require as-built drawings to be submitted.

Number of as-built drawings received: 14

BMP: Long-term Operation and Maintenance Procedures

A program to address long-term post-construction stormwater runoff from all new development and redevelopment projects has been developed and implemented, and include projects that disturb a minimum of one acre, or less than one acre if part of a larger common plan. Procedures for long-term Operation and Maintenance have been prepared. Submission requirements for stormwater management reports and plans are included in local regulations and can be found at: <https://www.kingstonnh.org/kingston-stormwater-management-ms-4>. In an effort to standardize the long-term O&M and inspection submission requirements across all New Hampshire MS4 communities, as well as standardize any non-compliance actions taken by the municipality, the Seacoast Stormwater Coalition is in the process of working with a selected engineering group (VHB) to develop standardized resources, guidance and an inspection template that towns and municipalities can use to better promote, track and enforce the implementation of best management practices for privately-owned parking areas and drainage infrastructure. These are anticipated to be finalized in the fall of 2021 and will be adopted by Town of Kingston.

BMP: Street Design and Parking Lot Guidance Report (due in year 4)

Deliverables will progress in accordance with the permit and is scheduled for year 4.

BMP: Green Infrastructure Report (due in year 4)

Deliverables will progress in accordance with the permit and is scheduled for year 4.

BMP: List of Municipal Retrofit Opportunities (due in year 4)

Deliverables will progress in accordance with the permit and is scheduled for year 4.

MCM6 – Good Housekeeping and Pollution Prevention for Permittee Owned Operations

BMP: Catch Basin Cleaning Program

A schedule for catch basin cleaning has been established with the goal of ensuring that a catch basin should not be more than 50% full. Catch basin cleanings were properly stored and disposed of so that they did not discharge to receiving waters. This is detailed in the SWMP.

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

Number of catch basins within MS4 regulated area: 66

Number catch basins inspected in accordance with the SWMP: 231

Number of catch basins cleaned: 231

Total volume or mass of material removed: 12 cubic yards

BMP: Street Sweeping Program

The Town is a rural community that does not have curbed roadways; therefore, street sweeping activities are not typically performed by the Town.

BMP: Winter Road Maintenance Program

A winter road maintenance program is in progress with a goal of reducing salt usage. Salt reduction strategies have been implemented as outlined in our SWMP. All road salt storage piles are enclosed/covered to prevent runoff into storm drains and water bodies.

The Town of Kingston has drafted Winter Maintenance Procedures in accordance with MCM #6 that will be implemented community-wide. The Town of Kingston's Winter Maintenance Procedures will be available at: <https://www.kingstonnh.org/kingston-stormwater-management-ms-4>.

BMP: Permittee Owned Facilities Inventory

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

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

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

BMP: Permittee Owned Treatment Structures

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

BMP: SWPPP (due year 3)

The Town of Kingston does not have any permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater; however, as a best management practice, a SWPPP was developed for the Highway Department property. The SWPPP and associated documentation are located at

the Highway Department. Employees are regularly trained as outlined in the SWPPP.

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

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

TMDL's and Water Quality Limited Waters

Phosphorus

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the outfall ranking. Enhanced BMP's will be implemented in accordance with the SWMP in Year 4.

Funding Source Assessment has been completed.

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

Nitrogen

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

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

Additional Required Information

Monitoring or Study Results

No additional monitoring or studies were completed.

Description of Any Changes in Identified BMPs or Measurable Goals

The Town of Kingston has implemented activities in accordance with the permit and outlined in the SWMP. BMPs and measurable goals outlined in the SWMP are appropriate.

Activities for the Next Reporting Cycle

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