



# Certification

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

## Authorized Representative:

The authorization letter is:

- Attached to this document (document name listed below):

N/A

- Publicly available at the website:

N/A

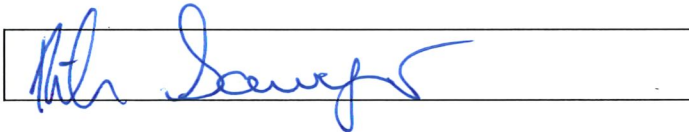
**Instructions:** Use the following language if signed by a person described in Appendix B.

“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

Rick Sawyer

Signature



Date

9/25/2020

## Primary MS4 Program Manager Contact Information:

Name/Title: Jeanne Walker - Engineer/Assistant Director of Public Works

Department: Public Works

Phone Number: 603-472-3070

Email Address: jwalker@bedfordnh.org

# Small MS4 Authorization

The following annual report is intended to document the activities undertaken over the reporting period from July 1, 2019 through June 30, 2020 in accordance with the Notice of Intent (NOI). The 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 Bedford, NH Stormwater Management Plan (SWMP) and Illicit Discharge Detection and Elimination Plan (IDDE). Those documents can be found at the following website and will be referred to throughout this report:

SWMP: <https://www.bedfordnh.org/DocumentCenter/View/4070/SWMP>

IDDE: <https://www.bedfordnh.org/DocumentCenter/View/4065/MCM-3>

## **MCM1 - Public Education and Outreach**

### **Year 2 Activities**

#### **BMP: Grass and Fertilizer**

**Document Name and/or Web Address:** "Green Grass & Clear Water"

[www.bedfordnh.org/DocumentCenter/View/4101/Grass-and-Fertilizer-Brochure](http://www.bedfordnh.org/DocumentCenter/View/4101/Grass-and-Fertilizer-Brochure)

**Description:**

Distribution and promotion of brochure 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 & 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 materials distribution methods and numbers and change in visits to UNH Cooperative Extension or municipal stormwater webpages.

*In year 2, the online distribution had 174 views.*

*Goal was achieved.*

*Plans to increase grass and fertilizer awareness include creating and broadcasting PSAs on the town radio station and/or the town TV channel.*

**Message Date:** Brochure was posted online and distributed beginning the fall of 2019.

#### **BMP: Pet Waste Disposal**

**Document Name and/or Web Address:** "Every Drop"

[www.bedfordnh.org/DocumentCenter/View/4102/Petwaste-Disposal-Brochure](http://www.bedfordnh.org/DocumentCenter/View/4102/Petwaste-Disposal-Brochure)

**Description:**

Distribution and promotion of "Every Drop" brochure with proper pet waste management, impacts of improper management and disposal requirements messaging. The brochure includes a 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

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 addition, the town will be selecting five pledges to receive a standard dog license free of charge.

*In year 1, one pledge was returned. One free dog license was awarded. In year 2, one new pledge has been received.*

***Goal was achieved.***

***Plans to increase pet waste awareness include displaying flyer at frequent dog walking locations and trail heads.***

**Message Date:** Flyer was posted online and distributed beginning the fall of 2019

### **BMP: Disposal of Leaf and Grass Clippings**

**Document Name and/or Web Address:** “Rake it or Leave it”  
[www.bedfordnh.org/DocumentCenter/View/4227/Leaf-Litter-Brochure](http://www.bedfordnh.org/DocumentCenter/View/4227/Leaf-Litter-Brochure)

**Description:**

Distribute and promote informational flyer 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 & 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 2, the online distribution had 174 views.*

***Goal was achieved.***

***Plans to promote proper disposal of leaf and grass clippings include a PSA publication in fall quarterly DPW newsletter starting fall 2020.***

**Message Date:** Flyer was posted online and distributed beginning the fall of 2019

### **BMP: Septic System Maintenance**

**Document Name and/or Web Address:** “Get Pumped!”  
[www.bedfordnh.org/DocumentCenter/View/4103/Septic-System-Maintenance-Brochure](http://www.bedfordnh.org/DocumentCenter/View/4103/Septic-System-Maintenance-Brochure)

**Description:**

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

**Targeted Audience:**  
Septic System Owners

**Measurable Goal(s):**  
Residents are aware of water quality impacts from septic systems, the importance of maintaining septic systems and how to maintain them.

*In year 2, the online distribution had 174 views.*

*Goal was achieved.*

*Plans to increase septic system awareness include creating and broadcasting PSA's on the town radio station and/or the town TV channel.*

**Message Date:** Brochure was posted online and distributed beginning the fall of 2019.

### **BMP: Developer/Construction Outreach**

**Description:**  
Review checklist with developers and construction contractors prior to beginning of construction project (pre-construction) to identify responsible parties, erosions control practices, other best management practices, and requirements for 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.

*In year 2, the Planning Department held 12 pre-construction meetings, representing 100% of land disturbing projects that received planning board approval and began construction during this reporting period.*

*Goal was achieved.*

**Message Date:** Ongoing

### **Additional Public Outreach**

**Title:** Storm Water Runoff Display

**Description:**  
The Town hosted an informational display provided by the Merrimack River Watershed Council at the town library. The display provided information regarding the impacts of runoff on the water quality of the Merrimack River. Pamphlets were also provided which provided further information on the topic.

**Target Audience:**  
Residents

**Message Date:** September 2019

**Title:** Roadside Trash Pickup

**Description:** In an effort to provide educational outreach to residents during Covid-19 the Town partnered with residents to implement a roadside cleaning program, where residents picked up roadside litter with trash bags provided and once filled, collected and properly disposed of by the DPW.

**Target Audience:**  
Residents

**Measurable Goal(s):**  
309 bags of trash were collected and properly disposed of.

**Message Date:** Spring 2020

## **MCM2 - Public Participation**

### **BMP: Public Participation in Stormwater Management Program Development**

**Description:** The Stormwater Management Program was publicly reviewed at a public hearing on December 11 2019. The meeting was publicly posted and open to comments from any interested parties. There was no opposition to implementation of the Storm Water Ordinance.

**Measurable Goal(s):**

Opportunity for public input was presented.

*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.

*Goal was achieved.*

### **BMP: Sanitary Sewer Overflow (SSO) Inventory**

Number of SSO's identified this year: 0

Number of SSO's removed this year: 0

*Goal was achieved.*

### **BMP: Map of Storm Sewer System**

Map of storm sewer system and associated outfalls is in progress in accordance with the accepted NOI.

*Goal was achieved.*

### **BMP: IDDE Program**

A Written IDDE plan has been developed and is available on our website.

Initial outfall identification, characterization and prioritization has been completed and included in the IDDE plan.

The following tasks are in progress in accordance with the accepted NOI.

Number of total outfall catchments served by the MS4 evaluated using the catchment investigation procedure: There was no dry weather flow detected during dry weather outfall screenings, therefore 0 catchments were evaluated using the catchment investigation procedure.

Number of dry weather outfall investigations/screenings:

3

Number of wet weather outfall inspections/sampling events:

0

Number of illicit discharges removed: 6

Estimated gallons of flow removed: 200,000 annually

*Goal was achieved.*

### **BMP: Employee Training**

As a routine IDDE, materials and training, including information on how to identify illicit discharges and SSOs are made available to all involved employees in accordance with IDDE plan. Due to Covid-19 no collective employee training was conducted.

*Goal was achieved.*

### **MCM4 – Construction Site Stormwater Runoff Control**

A Written site inspection and enforcement program for erosion and sediment control measures was created and is included in our SWMP.

The following tasks are in progress in accordance with the accepted NOI.

Number of site plan reviews completed: 11

Number of inspections: 24

Number of enforcement actions: 0\*

\* Observed lack of compliance was addressed in the field and resolved immediately therefore not requiring official enforcement actions.



Stormwater and Land Disturbance Permits are required for any land disturbance greater than 20,000 ft<sup>2</sup>.

Stormwater and Land Disturbance Permits issued: 3

*Goal was achieved.*

## **MCM5 – Post Construction Stormwater Management in New Development and Redevelopment**

### **BMP: Post-Construction Ordinance (due in year 2)**

Adopted by the Bedford Town council on December 11, 2019.

Link to Ordinance -<https://ecode360.com/36071375>

*Goal was achieved.*

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

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

### **BMP: Green Infrastructure Report (due in year 4)**

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

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

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

## **MCM6 – Good Housekeeping and Pollution Prevention for Permittee Owned Operations**

### **BMP: Parks and Open Spaces Operations and Maintenance Procedures (due year 2)**

Deliverables have been created and are included in our SWMP.

*Goal was achieved.*

### **BMP: Buildings and Facilities Operations and Maintenance Procedures (due year 2)**

Deliverables have been created and are included in our SWMP.

*Goal was achieved.*

### **BMP: Vehicles and Equipment Operations and Maintenance Procedures (due year 2)**

Deliverables have been created and are included in our SWMP.

*Goal was achieved.*

### **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 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 accepted NOI.

Number of catch basins within MS4 regulated area: 2065

Number catch basins inspected in accordance with the SWMP: 1503

Number of catch basins cleaned: 1503

Volume or mass of material removed: 1010 yards<sup>3</sup>

*Goal was achieved.*

### **BMP: Street sweeping program**

A street sweeping program has been established such that all streets with curbing and/or catch basins and permittee-owned parking lots are swept in accordance with permit conditions. Street sweepings were properly stored and disposed so that they did not discharge to receiving waters.

The following tasks are in progress in accordance with the accepted NOI.

Volume or mass of swept material: 133.5 yards<sup>3</sup>

*Goal was achieved.*

### **BMP: Winter Road Maintenance Program**

A winter road maintenance program has been established with a goal of reducing salt usage. Salt reduction strategies have been implemented as outlined in our SWMP.

*Goal was achieved.*

### **BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures**

The Town of Bedford, NH continues to collect information and has reached the goal of inventorying and formally inspecting all municipally owned BMPs. Any BMPs that are safety or flooding hazards are dealt with as needed.

*Goal was achieved.*

### **BMP: SWPPP (due year 2)**

#### **Document link:**

[www.bedfordnh.org/DocumentCenter/View/4741/SWPPP---Public-Works-Complex](http://www.bedfordnh.org/DocumentCenter/View/4741/SWPPP---Public-Works-Complex)

SWPPPs were developed in year 2, consistent with the NOI and permit requirements, for the

following facility: maintenance garage/public works yards

Copies are kept, and inspections as outlined in completed SWPPPs will begin in year 3.

*Goal was achieved.*

## **TMDL's and Water Quality Limited Waters**

### **Bacteria/Pathogens**

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

Additionally a Storm Water Ordinance was adopted in December 2019.

*Goal was achieved.*

### **Phosphorus**

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

The Town of Bedford, NH through its participation in the Lower Merrimack Valley Stormwater Coalition and continued involvement with the NHDES led Pollutant Tracking and Accounting Program (PTAP), will satisfy the tracking and accounting requirement of the municipally owned structural BMP's listed in Attachment 1 to Appendix H.

Additionally a Storm Water Ordinance was adopted in December 2019.

*Goal was achieved.*

### **Chloride**

Outfalls to these receiving waters have been ranked as high priority for the IDDE implementation in the initial outfall ranking.

Tracking of the amount of salt applied to all municipally owned and maintained surfaces, and reporting of salt use has been completed using the UNH T2 online tool, or other.

The Town of Bedford, NH through its participation in the Lower Merrimack Valley Stormwater Coalition and continued involvement with the NHDES-led Green Snow Pro Program are working to develop a public education regarding impacts of salt use, methods to reduce salt use on private property, and modifications to driving behavior in winter weather as listed in Attachment 1 to Appendix H.

The municipal Green Snow Pro legislation was delayed due to COVID-19, and will be revisited during the 2021 legislative session.

Additionally a Storm Water Ordinance was adopted in December 2019.

*Goal was achieved.*

**Description of any changes in identified BMPs or measurable goals**

The Town of Bedford, NH has implemented activities in accordance with the approved Notice of Intent. All BMPs and measurable goals as outlined in the approved NOI are appropriate. Potential future changes were noted within this report and will be reported in the following years annual report should they be implemented.

**Activities for the Next Reporting Cycle**

The Town of Bedford, NH will continue to implement activities in accordance with the approved Notice of Intent.