

PERMIT YEAR 9 ANNUAL REPORT

July 1, 2021 – June 30, 2022
MUNICIPAL SEPARATE STORM SEWER SYSTEM
PERMIT

FOR

TOWN OF KITTERY, MAINE



Due to Maine DEP September 15, 2022
Submitted to Maine DEP September 8, 2022
Sent Via email to Holliday.Keene@maine.gov



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SECTION 1 INTRODUCTION

The Town of Kittery is subject to the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (hereafter referenced as the "General Permit") which was issued by the Maine Department of Environmental Protection (DEP) on July 1, 2013. The General Permit authorizes the direct discharge of stormwater from or associated with a regulated small municipal separate storm sewer system (MS4) to another MS4 or to waters of the State other than groundwater.

The General Permit was due to expire on June 30, 2018 but was administratively continued to include Permit Years 6, 7, 8, and 9.

This document constitutes the annual report for Permit Year 9 of the 2013 MS4 General Permit. Annual reports are required to be submitted to the Maine DEP by Part IV Section J Reporting and Record Keeping of the MS4 General Permit.

The following table provides a listing of the annual report requirements provided in the General Permit, and the Town of Kittery status:

Annual Report Requirement	Kittery Status
<p>a. The status of compliance with permit conditions based on the Stormwater Program Management Plan, an assessment of the appropriateness of identified best management practices (BMPs), progress toward achieving identified measurable goals for each of the Minimum Control Measures (MCMs), and progress toward achieving the goal of reducing the discharge of pollutants to the Maximum Extent Practicable.</p>	<p>The Town of Kittery is in compliance with the Permit Conditions based on the Stormwater Program Management Plan (revised 4/3/2014) approved by the Maine DEP on 5/13/2014, and updated June 2019 to include Permit Years 6 and 7, in February 2020 to include Permit Year 8, and in April 2021 to include Permit Year 9.</p> <p>The BMPs identified in the Town’s Plan are still appropriate.</p> <p>Section 2 of this annual report contains the details of the Town’s progress on the measurable goals for each of the MCMs. The Town is reducing the discharge of pollutants to the Maximum Extent Practicable.</p>
<p>b. Results of information collected and analyzed, including monitoring data, if any, during the reporting period.</p>	<p>No stormwater monitoring data was collected by the Town of Kittery during Permit Year 9.</p> <p>Any monitoring data collected as a result of illicit discharge investigations is described in MCM 3.</p>

INTRODUCTION

Annual Report Requirement	Kittery Status
<p>c. A summary of the stormwater activities the Town intends to undertake pursuant to its Plan during the next reporting cycle.</p>	<p>Section 2 of this annual report includes the BMPs and measurable goals identified in the Stormwater Program Management Plan that will be implemented in subsequent years.</p>
<p>d. A change in any identified BMPs or measurable goals that apply to the Plan.</p>	<p>Changes to the BMPs and measurable goals are described in Section 2, where the progress is described.</p>
<p>e. A summary describing the activities, progress, and accomplishments for each of the MCMs (including such items as the status of education and outreach efforts, public involvement activities, stormwater mapping efforts, dry weather inspections, detected illicit discharges, detected illicit connections, illicit discharges that were eliminated, construction site inspections, number and nature of enforcement actions, post construction BMP status and inspections, and the status of the Town's good housekeeping/pollution prevention program).</p>	<p>Section 2 of this annual report contains the details of the Town's progress on the measurable goals for each of the BMPs.</p>

SECTION 2 PROGRESS ON MINIMUM CONTROL MEASURES

The following subsections describe work completed on MCMs 1 through 6 for Permit Years 5 through 9 of the 2013 MS4 General Permit. Progress on work completed during Permit Years 1 through 4 was deleted from this report for brevity and is available from the Town upon request.

The Town participates in an informal group called Southern Maine Stormwater Working Group (SMSWG) which consists of the Towns of Berwick, South Berwick, Eliot, Kittery, and York. The Group uses a regional contractor, contracted through Southern Maine Planning and Development, to implement some BMPs regionally.

Additionally, SMSWG contracts with the Portland area Interlocal Stormwater Working Group (ISWG) on a few BMPs. Therefore, there are some references in the Responsible Parties sections that indicate activities are completed through the contractor in cooperation with the other SMSWG towns, and/or the ISWG.

MCM 1 Public Education and Outreach

Progress completed for the BMPs and Measurable Goals for Public Education and Outreach are provided in this section.

BMP 1.1: Update and Implement Public Stormwater Awareness Plan

Responsible party - Stormwater Coordinator (PY 1-6) Public Works Inspector (PY 7-9) assisted by third party contractor (Plan development, implementation and reporting regionally with SMSWG and ISWG)

Measurable Goal 1.1.1 – SMSWG cooperates with the Casco Bay Interlocal Stormwater Working Group (ISWG) on Statewide Awareness tasks. The Stormwater Awareness Plan was written by the ISWG with input by the Town. ISWG indicated that by December 2, 2013 they would submit the Statewide Public Stormwater Awareness Plan to raise awareness of stormwater issues such as the path stormwater runoff takes, sources of stormwater pollution and the impact that polluted stormwater runoff has in the community(s).

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 1.1.1 Update Stormwater Awareness Plan		
Permit Year	Description of Progress	Changes
5	The SMSWG communities requested and received permission from the Maine DEP on 2/15/2018 to replace the Comcast online ads with Facebook Ads with goals to get 50 people to “Like” the SMSWG Facebook page. SMSWG committed to weekly posts from 2/20/2018 to 6/30/2018. (Note no television advertising was required during PY5). SMSWG also clarified that stenciling by public works could be completed	None

MCM 1 Public Education and Outreach

Measurable Goal 1.1.1 Update Stormwater Awareness Plan		
Permit Year	Description of Progress	Changes
	if accompanied by public education messages related to stenciling on the Town websites (because it is not always possible to do stenciling with a public group).	
6	<p>The Maine DEP issued guidance to MS4s indicating they should follow their PY4 public education plans during PY6 and contact Maine DEP if they would be deviating from any PY4 activities.</p> <p>On behalf of all SMSWG and ISWG, CCSWCD contacted the Maine DEP via email on 12/19/2018 and proposed adjusted activities for PY6. On 12/21/2018 the DEP approved of the following activities for general public awareness:</p> <p>“Each MS4 cluster (AVSWG, ISWG, and SMSWG) will coordinate an online media campaign in their region through the placement of ads on Facebook. Each cluster (AVSWG, ISWG, and SMSWG) will provide DEP with at least one Facebook ad authorized contact (name and email). The ducky ads will run for six months, from January through June 2019. Ads will be targeted to the identified awareness audience (men and women, ages 25-65+, who live in Maine). These ads will direct viewers via click-throughs to the Think Blue Maine website. This will be done in lieu of television advertising.”</p> <p>In addition, ISWG clarified, and DEP agreed that no survey related activities needed to be completed, but that one additional awareness activity needed to be completed as was required in PY 4.</p>	None
7	<p>On behalf of SMSWG and ISWG, CCSWCD contacted the Maine DEP via email on 8/5/2019 and 8/13/2019, and proposed Stormwater Awareness activities for PY7. The DEP approved the proposed activities on 8/16/2019.</p> <p>In addition, because of the statewide COVID-19 Stay at Home Order and social distancing restrictions, the DEP issued guidance in March and April 2020, and CCSWCD submitted a clarifying email to Maine DEP on 4/9/2020 describing modifications to remaining MCM 1 and 2 BMP action items.</p> <p>The requirements are reported on in MG 1.1.2</p>	None
8	<p>On behalf of SMSWG and ISWG, CCSWCD contacted the Maine DEP via email on 6/9/2020 and proposed Stormwater Awareness activities for PY8, which were the same as those for PY7.</p> <p>No written response from Maine DEP was received within 30 days’ time. Per Plan Modification procedures, “if no response is received in writing by the Maine DEP within one month of the amended plan’s submission,</p>	None

MCM 1 Public Education and Outreach

Measurable Goal 1.1.1 Update Stormwater Awareness Plan		
Permit Year	Description of Progress	Changes
	<p>the ISWG will implement the amended plan.”</p> <p>SMSWG is implementing the same BMPS for other Public Education Plans that they did in PY7.</p>	
9	<p>On behalf of SMSWG and ISWG, CCSWCD contacted the Maine DEP via email on 3/23/2021 and proposed Stormwater Awareness activities for PY9, which were the same as those for PY8.</p> <p>No written response from Maine DEP was received within 30 days’ time. Per Plan Modification procedures, “if no response is received in writing by the Maine DEP within one month of the amended plan’s submission, the ISWG will implement the amended plan.”</p> <p>SMSWG is implementing the same BMPs for other Public Education Plans that they did in PY8.</p>	None

Measurable Goal 1.1.2 – Unless DEP responds in writing or verbally otherwise, then as of February 1, 2014 the Stormwater Awareness Plan is considered approved and implementation of the Stormwater Awareness Plan will begin within one week of approval. The details and schedule for implementation will be defined in the Plan. The implementation activities associated with the Awareness Plan will be documented under this Measurable Goal.

Measurable Goal 1.1.2 Implement Stormwater Awareness Plan		
Permit Year	Description of Progress	Changes
5	Permit Year 5 was previously removed from the following table to allow sufficient room for Permit Year 9 reporting.	None
6	<p><u>Television Advertising</u> Not required during PY6.</p> <p><u>Online advertising - local</u> A local online ad campaign was initiated on the SMSWG FB page targeting college-graduates, age 25 to 65 who use Facebook (note it was not possible to select the 35 to 55 age group, nor was it possible to further refine the geographic reach to just the urbanized areas, so this broader age group was used for the ad) and reside Kittery. The ad started on 12/29/2018 and ran through 6/30/2019. The ad contained an embedded Ducky Ad (the first ad) and contained a link to the ThinkBlue Maine Website, with the sentence: “It’s up to us to keep our water clean. Only rain down the storm drain ThinkBlueMaine.org”</p> <p>The Reach was estimated based on census data showing 13,000 people aged 35 to 55 reside in the five SMSWG towns:</p>	None

MCM 1 Public Education and Outreach

Measurable Goal 1.1.2 Implement Stormwater Awareness Plan		
Permit Year	Description of Progress	Changes
	<p>Reach: 39% (5,107 people reached in target audience/ 13,000 living in the towns). This reach is likely over estimated because some of the 5,107 people were likely outside the age demographic targeted in the plan.</p> <p>Frequency: 3.1 Impressions: 10,397 Link clicks: 371 Click through rate: 3.6% compared to industry average of 0.04 to 0.08%)</p> <p><u>One awareness activity:</u></p> <p><u>Posters:</u> The Town maintained posters at select locations as described in BMP 1.1.3.</p> <p><u>Additionally Required by Maine DEP:</u> Weekly Facebook posts continued through PY6.</p> <p>A few weeks were missed because of vacation, but additional posts were made in the days before and after the vacation weeks. However, 57 posts were made over the 52 weeks between 7/1/2018 and 6/30/2019.</p> <p>By 6/30/2019, The SMSWG Facebook page had 140 “Likes”</p>	
7	<p><u>Television Advertising</u> Not required during PY7.</p> <p><u>Online advertising - local</u> A local online ad campaign was completed by CCSWCD on behalf of the SMSWG Towns because Facebook no longer allows links to websites in ads unless the person posting is the owner of the URL. So only CCSWCD could prepare this ad.</p> <p>The Think Blue video PSA “Don’t Fowl Our Waters” was updated by Think Blue Massachusetts with New England visuals and adapted for Think Blue Maine in PY7. The PSA ran from December 30, 2019 through June 30, 2020 on Facebook. Ads were targeted to the identified awareness audience (homeowners, aged 35-55).</p> <p>The following data were obtained from Facebook’s advertising metrics:</p> <ul style="list-style-type: none"> • Reach 10,856 • Frequency 4.21 • Impressions 45,755 	None

MCM 1 Public Education and Outreach

Measurable Goal 1.1.2 Implement Stormwater Awareness Plan		
Permit Year	Description of Progress	Changes
	<ul style="list-style-type: none"> • Post Engagement 6,939 • Video Plays at 50% 1,296 • Link Clicks 613 • Link click-through rate 1.34% <p><u>One awareness activity:</u></p> <p><u>Posters:</u> The Town maintained posters at select locations as described in BMP 1.1.3.</p> <p><u>Additionally Required by Maine DEP:</u> Weekly Facebook posts continued through PY7.</p> <p>55 posts were made over the 52 weeks between 7/1/2019 and 6/30/2020</p> <p>During the Permit Year 7 time period, the SMSWG Facebook page received 30 additional “Likes” for a total of 170 “Likes” since the page was created.</p>	
8	<p><u>Television Advertising</u> Not required during PY8.</p> <p><u>Online advertising - local</u> A local online ad campaign was completed by CCSWCD on behalf of the SMSWG Towns because Facebook no longer allows links to websites in ads unless the person posting is the owner of the URL. So only CCSWCD could prepare this ad.</p> <p>The Think Blue video PSA “Don’t Fowl Our Waters” ran on Facebook from August 13, 2020 through October 31, 2020. Ads were targeted to the identified awareness audience (homeowners, aged 35-55). The PSA was scheduled to run Spring 2021 but changes to Facebook’s policy on ads pertaining to social issues, which started in November 2020, required alternative ads approved by Maine DEP in December 2020 to be run in Spring 2021.</p> <p>The following data were obtained from Facebook’s advertising metrics for the SMSWG demographic:</p> <ul style="list-style-type: none"> • Reach 13,684 • Frequency 8.03 • Impressions 17,658 • Post Engagement 109,892 • Video Plays at 50% 738 • Link Clicks 46 • Link click-through rate 0.04% 	None

MCM 1 Public Education and Outreach

Measurable Goal 1.1.2 Implement Stormwater Awareness Plan																														
Permit Year	Description of Progress	Changes																												
	<p>Additional Facebook ads were used in the SMSWG region to highlight individual stormwater pollutants (chlorides, pet waste and litter) and as a substitute for the PSA ad. The chlorides ad ran December 1, 2020 through March 31, 2021 and encouraged people to manually remove snow and ice with shovels, snow blowers, or plows instead of using sand and salt to remove snow and ice. The pet waste ad ran April 1, 2021 through May 15, 2021 and encouraged people to scoop the poop and dispose of it in the trash. The litter ad ran May 15, 2021 through June 30, 2021 and encouraged people to keep litter out of storm drains. The following data were obtained from the Facebook advertising metrics for these ads:</p> <table border="1"> <thead> <tr> <th></th> <th>Chlorides</th> <th>Pet Waste</th> <th>Litter</th> </tr> </thead> <tbody> <tr> <td>Reach</td> <td>20,558</td> <td>12,346</td> <td>9,372</td> </tr> <tr> <td>Frequency</td> <td>3.41</td> <td>1.78</td> <td>1.96</td> </tr> <tr> <td>Impressions</td> <td>70,087</td> <td>21,992</td> <td>18,330</td> </tr> <tr> <td>Post engagement</td> <td>81</td> <td>16</td> <td>24</td> </tr> <tr> <td>Link Clicks</td> <td>72</td> <td>13</td> <td>22</td> </tr> <tr> <td>Click-Through Rate</td> <td>0.10%</td> <td>0.06%</td> <td>0.12%</td> </tr> </tbody> </table> <p>Based on WordPress analytics, 1,323 people visited the Think Blue Maine website during PY8. These visit numbers reflect traffic being directed from AVSWG, ISWG, and SMSWG online ads. Traffic was highest when AVSWG, ISWG, and SMSWG ads were directing visitors to the website during August and September 2020 and from March through June 2021.</p> <p>The Think Blue Maine website was updated with new content, layout, and page reorganization by the 2020 Bates College Purposeful Work intern, Tucker Pierce, from July to September 2020.</p> <p><u>One awareness activity:</u></p> <p><u>Posters:</u> The Town maintained posters at select locations as described in BMP 1.1.3.</p> <p><u>Additionally Required by Maine DEP:</u> Weekly Facebook posts continued through PY8.</p> <p>61 posts were made over the 52 weeks between 7/1/2020 and 6/30/2021</p>		Chlorides	Pet Waste	Litter	Reach	20,558	12,346	9,372	Frequency	3.41	1.78	1.96	Impressions	70,087	21,992	18,330	Post engagement	81	16	24	Link Clicks	72	13	22	Click-Through Rate	0.10%	0.06%	0.12%	
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MCM 1 Public Education and Outreach

Measurable Goal 1.1.2 Implement Stormwater Awareness Plan																			
Permit Year	Description of Progress	Changes																	
	<p>During the Permit Year 8 time period, the SMSWG Facebook page received 47 additional “Likes” for a total of 217 “Likes” since the page was created.</p>																		
9	<p><u>Television Advertising</u> Not required during PY9.</p> <p><u>Online advertising - local</u> A local online ad campaign was completed by CCSWCD on behalf of the SMSWG Towns because Facebook no longer allows links to websites in ads unless the person posting is the owner of the URL. So only CCSWCD could prepare this ad. The Think Blue video PSA “Don’t Fowl Our Waters” ran on Facebook from August 4, 2021, through November 4, 2021 and from March 31, 2022 to June 30, 2022. Ads were targeted to the identified awareness audience (homeowners, aged 35-55).</p> <p>The following data were obtained from Facebook’s advertising metrics for the SMSWG demographic:</p> <ul style="list-style-type: none"> • Reach 12,173 (fall) and 11,900 (Spring) • Frequency 2.7 (fall) and 2.8 (spring) • Impressions 32,394 (fall) and 33,170 (spring) • Post Engagement 4,081 (fall) and 3,401 (spring) • Video Plays at 50% 712 (fall) and 602 (spring) • Link Clicks 34 (fall) and 14 (spring) • Link click-through rate 0.10% (fall) and 0.04% (spring) <p>Additional Facebook ads were used in the SMSWG region to highlight individual stormwater pollutants (litter, pet waste, and chlorides). The litter ad ran August 4, 2021 through September 30, 2021 and encouraged people to keep litter out of storm drains. The pet waste ad ran October 1, 2021 through April 19, 2022 and encouraged people to scoop the poop and dispose of it in the trash. The chlorides ad ran December 1, 2021 through March 31, 2022 and encouraged people to manually remove snow and ice with shovels, snow blowers, or plows instead of using sand and salt to remove snow and ice. The following data were obtained from the Facebook advertising metrics for these ads:</p> <table border="1"> <thead> <tr> <th></th> <th>Litter</th> <th>Pet Waste</th> <th>Chlorides</th> </tr> </thead> <tbody> <tr> <td>Reach</td> <td>10,015</td> <td>15,959</td> <td>13,923</td> </tr> <tr> <td>Impressions</td> <td>22,260</td> <td>38,982</td> <td>40,609</td> </tr> <tr> <td>Frequency</td> <td>2.2</td> <td>2.4</td> <td>2.9</td> </tr> </tbody> </table>		Litter	Pet Waste	Chlorides	Reach	10,015	15,959	13,923	Impressions	22,260	38,982	40,609	Frequency	2.2	2.4	2.9	None	
	Litter	Pet Waste	Chlorides																
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Frequency	2.2	2.4	2.9																

MCM 1 Public Education and Outreach

Measurable Goal 1.1.2 Implement Stormwater Awareness Plan					
Permit Year	Description of Progress				Changes
	Post engagement	13	28	35	
	Link Clicks	11	16	31	
	Link Click-Through Rate	0.05%	0.04%	0.08%	
<p>Based on WordPress analytics, 2,166 people visited the Think Blue Maine website during PY9. These visit numbers reflect traffic being directed from AVSWG, ISWG, and SMSWG online ads. Traffic was highest when AVSWG, ISWG, and SMSWG ads were directing visitors to the website during November through January.</p> <p><u>One awareness activity:</u></p> <p><u>Posters:</u> The Town maintained posters at select locations as described in BMP 1.1.3.</p> <p><u>Additionally Required by Maine DEP:</u> Weekly Facebook posts continued through PY9.</p> <p>55 posts were made over the 52 weeks between 7/1/2021 and 6/30/2022</p> <p>During the Permit Year 9 time period, the SMSWG Facebook page received 99 additional “Likes” associated with the 25 posts between February 2022 and July 2022 (the only time this data was available from Meta).</p>					

Measurable Goal 1.1.3 –The Town of Kittery will also continue to implement select awareness activities that they began in the 2008-2013 Permit cycle. Activities include:

- Maintaining a link to www.thinkbluemaine.org on municipal website;
- Promoting their approved public event (see BMP 2.2 Host Public Events)
- Maintain posters and/or flyers at public buildings (this activity fulfills the Awareness Plan requirements)

Promotion of the public event is described in BMP 2.2 (Targeted Behavior Change).

The following table describes where the www.thinkbluemaine.org website link is located from the municipal website, and where the Town keeps posters and flyers. There were no changes to this Measurable Goal.

MCM 1 Public Education and Outreach

Measurable Goal 1.1.3 Implement Select Awareness Activities		
Permit Year	Description of Progress	Changes
5	<p>Posters were placed in the same locations as during PY4.</p> <p>The Town’s website was also updated, and now includes a hotline to report illicit discharges as well as a general description of the stormwater program, the MS4 General Permit, Kittery Responsibilities, and the links to the ThinkBlue Maine and YardScaping, the SMSWG Facebook page and website, and other items. https://kitterystormwater.weebly.com/</p> <p>The Stormwater Coordinator also stenciled catch basins with 10 sophomore high school students on 5/3/2018 in and around Emery Field. The Conservation Law Foundation Baykeeper also attended the event.</p> <p>The students also prepared a public service announcement video, using footage from the event. The Public Works Employee who conducts catch basin cleaning was interviewed for the PSA.</p> <p>The PSA is available on YouTube and was published on the Facebook page. The link to the video is https://youtu.be/xlzz6yTWmvQ and can be found on the front page of the Town’s Stormwater website, https://kitterystormwater.weebly.com/. The Stormwater/MS4 page is accessed from the official Public Works website http://www.kitteryme.gov/public-works.</p> <p>Follow the Flow posters were placed at the following locations: Town Hall, post offices (Kittery and Kittery Point), recreation center, transfer station, Beach Pea, Golden Harvest grocery store and Fort Foster, and the Rice Library.</p>	None
6	<p>Posters were placed in the same locations as during PY4 and 5: Town Hall, post offices (Kittery and Kittery Point), recreation center, transfer station, Beach Pea, Golden Harvest grocery store and Fort Foster, and the Rice Library.</p> <p>The Town’s stormwater pages still include a hotline for illicit discharges, and descriptions of the stormwater program, MS4 General Permit and links to related stormwater items.</p> <p>https://kitterystormwater.weebly.com/</p> <p>The Stormwater Coordinator also stenciled approximately 50 catch basins with 4 high school students and a few teachers on 5/28/2019 in and around Admiralty Village.</p>	None
7	<p>Posters were placed in the same locations as during PY4 and 5:</p>	None

MCM 1 Public Education and Outreach

Measurable Goal 1.1.3 Implement Select Awareness Activities		
Permit Year	Description of Progress	Changes
	<p>Town Hall, post offices (Kittery and Kittery Point), recreation center, transfer station, Beach Pea, Golden Harvest grocery store and Fort Foster, and the Rice Library.</p> <p>The Town’s stormwater pages still include a hotline for illicit discharges, and descriptions of the stormwater program, MS4 General Permit and links to related stormwater items.</p> <p>https://www.kitteryme.gov/public-works/pages/stormwaterms4-program</p>	
8	<p>Posters are located in the same locations as listed during Permit Year 7 except that the two businesses no longer had room for the posters.</p> <p>The link for the Town’s stormwater page from PY 7 is still valid. The Public Works Inspector maintains the content of this page.</p>	None
9	<p>Posters are located in the non-business locations as listed during Permit Year 7.</p> <p>The link for the Town’s stormwater page from PY 7 is still valid, but the following link, which is simpler, takes the public to the same site: www.kitteryme.gov/stormwater. The Public Works Inspector maintains the content of this page.</p>	None

BMP 1.2: Develop and Implement Municipal/Permit Stormwater Awareness Plan.

Responsible Party:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Measurable Goal 1.2.1 – By January 6, 2014 submit a Municipal/Permit Awareness Plan to raise awareness of stormwater issues including MS4 permit requirements targeting municipal employees, elected officials and volunteers within municipal government.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 1.2.1 Develop Public Awareness Plan		
Permit Year	Description of Progress	Changes
5	No changes to the Plan this permit year.	None
6	No changes to the Plan this permit year.	None

MCM 1 Public Education and Outreach

Measurable Goal 1.2.1 Develop Public Awareness Plan		
Permit Year	Description of Progress	Changes
7	The Plan was updated to include Permit Year 8.	None
8	The Plan was updated to include Permit Year 9 and to reflect new contacts. Approval was received from DEP to use alternate programs for Town Council and Planning Board notices on 5/14/2021.	None
9	No changes to the plan were needed.	None

Measurable Goal 1.2.2 –Implementation of the Municipal/Permit Awareness Plan will begin within one week of approval.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Measurable Goal 1.2.2 Implement Municipal Awareness Plan		
Permit Year	Description of Progress	Changes
5	The Stormwater Coordinator met with the Conservation Commission on 3/15/2018 for one hour and provided the UA map and the latest stormwater fact sheet. The members were engaged and understood the permit well. The Stormwater Coordinator did meet with the Shellfish Committee on 1/24/2018. There are no new plans to open shellfish beds. The Committee was aware of the MS4 program and had no questions. The Stormwater Coordinator provided the Planning Board a report on the MS4 program on 4/26/2018. She spoke for 20 minutes. All board members were engaged and asked questions about the Permit that suggested they knew their roles as Planning Board Members. The Town’s Consultant and Stormwater Coordinator presented an MS4 update to Town Council and Town Manager at their 4/23/2018 meeting. There were no new staff that required MS4 information.	None
6	The Stormwater Coordinator prepared a 2-page report on the MS4 program for the Town Council, and the Town’s Consultant reviewed that and an updated fact sheet with the Council on 4/22/2019.	None

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Measurable Goal 1.2.2 Implement Municipal Awareness Plan		
Permit Year	Description of Progress	Changes
	<p>The Stormwater Coordinator provided a fact sheet, stormwater brochure, Urbanized area map and notice of a DMR shoreline survey to the Shellfish Committee Chair who is new on 4/9/2019 via email. She offered to meet with the Committee but was not able to. The remaining Committee members were all on the Board last year when she met with them.</p> <p>The Stormwater Coordinator provided the Planning Board a report on the MS4 program on May 23, 2019. The Board members were engaged and asked questions about the Permit that suggested they knew their roles as Planning Board Members. Staff are very aware of their MS4 roles.</p>	
7	<p>The Public Works Inspector prepared a memo/fact sheet for the Town Council packet which was presented by the Town's Consultant at the 7/13/2020 meeting (the meeting was originally scheduled for 6/22/2020 but was delayed because the Council had other more pressing business to complete related to elections and COVID-19). The Council Members asked relevant questions indicating they understood the information presented.</p> <p>The Public Works Inspector provided an informational packet to the Planner describing the ordinance changes that will be required under the next MS4 Permit. The packet was presented to the Planning Board on 6/25/2020 by the Public Works Inspector and Town's Consultant. The Planning Board asked relevant questions indicating they understood the material presented.</p> <p>The Public Works Inspector provided an email MS4 update to the Conservation Commission Chair (about upcoming ordinance changes) and Shellfish Committee Chair (general MS4 Fact Sheet) on 6/8/2020.</p>	
8	<p>The Public Works Inspector prepared a letter to Town Council which was presented by the Town Manager during her Manager's report on 6/28/2021. As required by the DEP, the Town Manager stated that the Council was required to read the letter as part of the MS4 permit.</p> <p>The Kittery PB was also invited (via email) to the June 2021 Workshops describing upcoming MS4 Ordinance changes for Erosion and Sediment Control, and three Planning Board Members attended as well as the Public Works Inspector and a member of the Planning staff.</p> <p>The Town's consultant reached out to the Conservation Commission to inform them of the upcoming public education efforts using the Litterati Ap for the next permit cycle on 8/28/2020 and again on 4/13/2021 just prior to a cleanup effort the Commission was planning to offer training in the Ap. The offer of training was not accepted but will continue to be offered.</p> <p>The Public Works Inspector reached out to the Shellfish Committee Chair in May 2021 to review the stormwater program and had several emails back and forth about the</p>	None

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Measurable Goal 1.2.2 Implement Municipal Awareness Plan		
Permit Year	Description of Progress	Changes
	<p>MS4 program requirements, and the possibility of attending a Shellfish Committee meeting. The committee lost a few members, but indicated once the committee is whole, he will reach out to schedule a meeting to update the committee about the program.</p> <p>The Kittery Fact Sheet did not need updating this year.</p>	
9	<p>The Public Works Inspector and Town’s Consultant provided a letter update and associated presentation on the MS4 program to the Town Council on 2/28/2022 and provided a presentation to the Planning Board on 5/26/2022. All members were attentive and asked questions indicating they understood the program and presentations which focused on changes based on the new permit.</p> <p>The Kittery Public Works Inspector contacted the Conservation Commission Chair and Shellfish Conservation Committee Chair via email on 4/19/2022 and provided them with MS4 updates, the Kittery MS4 Fact Sheet, and a link to the Towns stormwater page. The Shellfish Conservation Committee chair provided information back about DMR opening areas to shellfishing and intended to inform the Public Works Inspector of future meetings. No response was received from the Conservation Commission Chair.</p> <p>The Kittery Fact Sheet did not need updating this year.</p>	None

BMP 1.3: Continue Targeted Best Management Practices Adoption efforts from previous MS4 permit cycle.

Responsible Party:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Assisted by third party contractor (Plan implementation and reporting regionally with SMSWG)

Measurable Goal 1.3.1 – In Permit Years 1-9, the Towns of Berwick, South Berwick, Eliot, and Kittery will continue to select BMP adoption activities identified in the previous permit cycle’s BMP Adoption Plan.

Activities include:

- Send out email, newspaper, or newsletter communication to reinforce the message of YardScaping and
- Maintain links on municipal websites to the YardScaping website hosted by CCSWCD or the Maine Board of Pesticides; and
- Continue to work with school groups or watershed groups in a cooperative manner to promote YardScaping.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

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Measurable Goal 1.3.1 Targeted BMP from prior years		
Permit Year	Description of Progress	Changes
5	Same as PY 1: Work with school groups and watershed groups to promote YardScaping concepts is described in Measurable Goal 2.2.1 Host Public Events. Kittery also sent out emails to select distribution lists to promote the YardScaping Workshops.	None
6	Same as PY5	None
7	Same as PY5	None
8	Same as PY5	None
9	Same as PY5	None

BMP 1.4: Update and Implement BMP Adoption Plan

Responsible Party:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Assisted by third party contractor (Plan implementation and reporting regionally with SMSWG)

Measurable Goal 1.4.1 – By November 1, 2013 submit an updated Targeted BMP Adoption Plan to encourage targeted audience to adopt or practice specific BMPs that will reduce stormwater pollution.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 1.4.1 Updated Targeted BMP Adoption Plan		
Permit Year	Description of Progress	Changes
5	No work required this Permit Year.	None
6	The Towns received guidance from the DEP to follow Permit Year 4 plan activities in Permit Years 6 and 7. The Towns are following the Permit Year 4 plan which requires 5 YardScaping Workshops, 3 Point of Sale contacts and attendance at 3 booths.	None
7	The Towns continued to follow the Permit Year 4 Plan except that because of COVID-19, they reached out on 4/21/2020 to gain approval for modified non-contact YardScaping Workshops, booths and point of sale BMPs. The DEP approved the modified plan on 4/22/2020.	None
8	For Permit Year 8, the Towns are implementing the same plan that was approved for Permit Year 7.	None
9	For Permit Year 9, the Towns are implementing the same plan that was approved for Permit Year 7.	None

Measurable Goal 1.4.2 – Unless DEP responds in writing or verbally otherwise, then as of January 15, 2014 the BMP Adoption Plan is considered approved and implementation of the Plan will begin. A detailed

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schedule for activities to be completed will be included in the Plan. Implementation of the Plan will be tracked under this Measurable Goal.

The following is a summary of the activities completed for the elements identified in the Plan.

Measurable Goal 1.4.2 Implement Targeted BMP Adoption Plan		
Permit Year	Refine materials to be used.	Changes
5	The Tick and mosquito fact sheets were completed. No other work completed.	None
6	The Tick and mosquito fact sheets were updated again after review by CCSWCD to be a one-page handout (they were previously 2 pages).	None
7	The YardScaping and Lawns to Lobsters presentations were updated in the spring of 2020 to allow Zoom presentation.	None
8	The YardScaping and Lawns to Lobsters presentations were reviewed and refreshed for the spring workshops.	None
9	The YardScaping and Lawns to Lobsters presentations were reviewed and refreshed for the fall 2021 and spring 2022 workshops.	None

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Measurable Goal 1.4.2 Implement Targeted BMP Adoption Plan (cont.)		
Permit Year	YardScaping/Lawns to Lobster Workshops – Attendance/Process Indicators	Changes
5	<p>The SMSWG communities held 5 workshops this permit year, reaching 77 individuals.</p> <p>The posters for the workshops were placed at Town Halls, and the following additional advertising was conducted SMSWG Facebook page and events calendar.</p> <p>News blast on Town’s homepage and Public Works page.</p>	None
6	<p>The SMSWG communities held 6 workshops this permit year reaching 98 individuals.</p> <p>75 surveys were returned at the end of the workshops, and of those, 57 people planned to implement one or more of the practices they learned about.</p> <p>Advertising was conducted on the SMSWG Facebook page, in the Sentinel (Local paper) and via e-mail blasts by co-hosts of workshops.</p> <p>Many local commercial places do not have space for posters, so poster placement was not attempted in public spaces except for Town Halls. This did not affect attendance.</p> <p>Follow-up with attendees from Permit Year 5 workshops was also completed during Permit Year 6. Of the 54 people we had contact information for, 37 had planned to change their behavior (based on the end-of workshop survey), 18 follow-up surveys were received, and 14 people actually adopted a practice.</p>	None
7	<p>The SMSWG communities held 6 workshops in PY7. Three were in person in the Fall of 2019 and three were via Zoom in the spring of 2020 reaching over 80 participants (no count was received of participants during the York Rotary Club presentation).</p> <p>44 surveys were received at the end of the workshops and of those 34 people planned to implement one or more of the practices they learned about.</p> <p>Advertising was conducted on the SMSWG Facebook page, Chamber of Commerce page, Sentinel (local paper) and via email blasts by co-hosts of workshops.</p> <p>Follow-up with attendees from Permit Year 6 workshops was also conducted during Permit Year 5. Of the 65 people we had contact information for, we received 17 surveys back, and 12 people indicated they had adopted a practice.</p>	None
8	<p>The SMSWG communities held 6 workshops in PY8 via Zoom.</p> <p>For the four non-adult ed workshops, people registered via email or Facebook messenger and were provided end of workshop surveys in the chat box during the zoom event, and via email when they were provided with the zoom link.</p>	None

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Measurable Goal 1.4.2 Implement Targeted BMP Adoption Plan (cont.)		
Permit Year	YardScaping/Lawns to Lobster Workshops – Attendance/Process Indicators	Changes
	<p>During the two adult ed workshops (Noble Adult Ed and Marshwood), attendees were provided the survey link during the zoom event in the chat box.</p> <p>29 People attended the six workshops, and 17 surveys were received at the end of the workshops. 13 people planned to implement one or more of the practices they learned about.</p> <p>Advertising was conducted on the SMSWG Facebook page (boosted posts), the Chamber of Commerce page, the Sentinel (local paper) and via the Adult Ed sites.</p>	
9	<p>The SMSWG communities offered 8 workshops in PY9 but three were cancelled because there were no attendees. Four of the 5 workshops were via Zoom, and one was in person. Four of the 5 workshops were associated with Adult Ed programs (York Adult Ed, Marshwood Adult Ed, and Noble Adult Ed). The fifth program was an online program advertised by the Town of Kittery.</p> <p>21 people attended the four Adult Ed workshops, and 5 people attended the Kittery on-line event (though 26 people had signed up). Surveys and information on the recorded Kittery event were sent to all 26 people who signed up.</p> <p>Surveys were provided in either the chat link with an email to send them to, or on paper (for the York Adult Ed in person workshop). 16 surveys were received at the end of the workshops. 15 of those people planned to implement one or more of the practices they learned about.</p> <p>Advertising was conducted on the SMSWG Facebook page (boosted posts), the Adult Ed sites, and for the York Adult Ed workshop, postcards were offered at retail sites, the library and Town hall.</p>	None

Measurable Goal 1.4.2 Implement Targeted BMP Adoption Plan (cont.)		
Permit Year	YardScaping/ Lawns to Lobsters Booths	Changes
5	<p>The Towns also attended the Eliot Festival Days on 9/30/2017 by handing out YardScaping Pledge sheets and signs, Good Bug/Bad Bug sheets, and Bee Garden flyers (the booth was co-attended by the Eliot Garden Club). Eight people signed the YardScaping Pledge and took away handouts. Despite a damp rainy day, approximately 15 people stopped by the booth.</p> <p>The Towns attended a booth at a social hour at the Cliff House in York to promote both the Lawns to Lobsters and YardScaping Program and upcoming workshops. Despite a busy area with lots of passersby, only one person stopped at booth and engaged in conversation.</p> <p>A booth was also set up at the York election polls on 6/12/2018 with the York Sewer</p>	None

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Measurable Goal 1.4.2 Implement Targeted BMP Adoption Plan (cont.)		
Permit Year	YardScaping/ Lawns to Lobsters Booths	Changes
	District. Approximately 16 people stopped by, 9 took yard signs, 4 took tote bags and only 4 actively engaged in conversation about the Lawns to Lobsters program.	
6	<p>The Towns attended the following booths:</p> <ol style="list-style-type: none"> 1. Marketfest 9/22/2018 Lawns to Lobsters brochures (5 handed out) Lawns to Lobsters yard signs (7 handed out) rulers (2 handed out) bags (5 handed out) and handouts (4 handed out). Approximately 25 people stopped by the booth and were engaged in conversation. 2. Harvestfest 10/13/2018 Lawns to Lobsters brochures (0 handed out) Lawns to Lobsters yard signs (0 handed out) rulers (4 handed out) bags (12 handed out). Approximately 15 people stopped by the booth and were engaged in conversation. 3. Kittery Block Party 6/15/2019 approximately 50 potted plants were handed out to passersby. Many collected handouts and approximately 20 bags were distributed, but few yard signs were accepted. Approximately 130 people stopped by the booth and 100 were engaged in conversation. 	None
7	<p>Because of COVID-19 Social Distancing requirements it was not possible to attend three booths planned for in the spring of 2020.</p> <p>Correspondence with the Maine DEP confirmed that instead three Facebook posts would be boosted. The following are the posts that were boosted:</p> <ol style="list-style-type: none"> 1. An event was created for the 5/14/2020 online YardScaping Webinar via Zoom. The event was boosted to target people who live within 15 miles of South Berwick (which included Eliot, Berwick, Kittery, and York), and people who had associates or college degrees and were aged 30 to 65 (a broader group than the target audience, which was 35 to 55). Facebook indicated the boost would be reached by 490 to 1,400 people per day. The post was boosted from 5/4 to 5/13 to increase attendance to this event. As a result of the boost: 5,358 people were reached, and 12 people signed up for the workshop by messaging the Towns' consultant that they would like to attend. Prior to the boost, no one had signed up. 2. A post was boosted to attempt to get individuals to watch the YardScaping Video online or contact SMSWG via Messenger (via a Message button in the post) to host another YardScaping or Lawns to Lobsters Workshop. The boost targeted the same audience as the first boosted posted from 5/26/2020 to 5/31/2020. As a result of the boost: 645 people were reached and there were 13 post engagements. 3. The final Facebook ad to replace the Booths was run in June 2020 to promote people listening to the recording of the Maine Calling Gardening episode 	None

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Measurable Goal 1.4.2 Implement Targeted BMP Adoption Plan (cont.)		
Permit Year	YardScaping/ Lawns to Lobsters Booths	Changes
	(6/12/2020 on NPR with Gary Fish and Pamela Harvest). The ad ran for 8 days and reached 3,903 people and had 70 link clicks.	
8	<p>Because of COVID-19 Social Distancing requirements it was not possible to attend three booths this permit year, so boosted posts and paid ads were used again as they were in Permit Year 7.</p> <p>The following are the posts that were boosted:</p> <ol style="list-style-type: none"> 1. An October 6, 2020 post for the Litterati ap was created and boosted. The boost targeted people who live within 25 miles of Eliot (which included all of the SMSWG communities), who were aged 18 to 65. This broader audience reached 547 people over just 5 days and two people reached out that they had downloaded the ap and were actively collecting data. 2. The 3/28/2021 post about the difference between American and Asian Bittersweet was planned to be boosted for 30 days but ran for only 2 because of a racially insensitive comment that was made. The entire post was removed and replaced. 3. The 4/2/2021 Lawns to Lobsters Event post was boosted for 5 days and resulted in 12 event responses (as interested in attending) and a reach of 1546 in the target audience (South Berwick + 50 miles, ages 18 to 65.) 4. The 4/7/2021 YardScaping Event post was boosted for 4 days and resulted in 25 event responses (interested or going) and a reach of 1,326 people in the target audience ((South Berwick + 50 miles, ages 18 to 65.) 5. Three additional ads were created to promote the final two YardScaping Workshops in May, but the ads were initially rejected by Facebook because of updated requirements to confirm identity for social issues, elections, or politics (Facebook believes that environmental information is political). Though the identity confirmation was completed in late April and the ads were resubmitted, they were rejected again because a requirement for disclaimers specified a business website matching the domain of the Facebook email page contact must be available. No business website was available. 6. A final ad for the year was created to using the Ant brochure and was run from June 20 to June 30. The ad reached 1,364 people and had 54 link clicks. 	None
9	<p>The SMSWG communities resumed Booth activities during PY9. Three (3) booths were held as follows:</p> <ol style="list-style-type: none"> 1. 8/15/2021 Booth was held at Kittery Ace Hardware in conjunction with the Kittery Community Market. The booth was set up outside the Ace Hardware store on the opposite side of the parking lot from the rest of the Market, so 	

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Measurable Goal 1.4.2 Implement Targeted BMP Adoption Plan (cont.)		
Permit Year	YardScaping/ Lawns to Lobsters Booths	Changes
	<p>attendance was low with only 5 people stopping by the booth. All 5 engaged in discussion about the programs. Handouts included: Overseed, What is YardScaping, September Workshop Announcements, Coal Tar Fact Sheet, Fertilizing/Soil Sampling Kits. Three people left their names on a sign-up sheet for the fall workshops and were provided with emails on the details of the workshop.</p> <p>2. 8/29/2021 Booth was held at the Kittery Community Market in the main space and was sponsored by and supported by Kittery Ace Hardware. 24 people stopped by the booth – all engaged in conversation about the programs, and 7 of them provided emails for the September workshops. Handouts included Overseed, What is YardScaping, September Workshop Announcements, Coal Tar Fact Sheet, Fertilizing/Soil Sampling Kits, plus "Kittery we have an algae problem" handout for Spruce Creek, Ace Hardware provided free seed packets and hats, and the contractor provided free pens.</p> <p>3. 8/28/2021 Booth was set up inside Eldredge Lumber at a table next to the checkout stands. Eldredge also manned an adjacent table with free appetizers to advertise some products for sale. 35 people stopped by and engaged in conversation about the programs. 7 of those left their names for fall workshops.</p>	

Measurable Goal 1.4.2 Implement Targeted BMP Adoption Plan (cont.)		
Permit Year	YardScaping/ Lawns to Lobsters Point of Sale	Changes
5	Point of Sale outreach to Kittery Ace Hardware, York Eldredge Lumber and Salmon Falls Garden Center continued and Eliot Agway was added. All locations were provided with flyers and yard signs.	None
6	Point of Sale outreach to Kittery Ace Hardware, York Eldredge Lumber, Salmon Falls Garden Center (Berwick), and Eliot Agway continued.	None
7	<p>Point of sale outreach to York Eldredge Lumber, Salmon Falls Garden Center and Eliot Agway continued through the summer of 2019 and spring of 2020.</p> <p>Because of Covid-19 social distancing requirements, in the spring of 2020, handouts were mailed to each of the facilities for placement at registers. At the beginning of the Covid-19 restrictions, it was planned to ask Point of Sale facilities to provide the handouts in curbside orders, but facilities did remain open for in-store customers during most of April and May. So, although we did ask for facilities to place handouts in curbside orders, this was not a primary mechanism for transmitting the handout.</p> <p>Provided handouts via mail on 4/21/2020, checked back in 5/26/2020 to see if they needed any refills. None were needed.</p>	None

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Measurable Goal 1.4.2 Implement Targeted BMP Adoption Plan (cont.)		
Permit Year	YardScaping/ Lawns to Lobsters Point of Sale	Changes
8	<p>Point of sale outreach to York Eldredge Lumber, Salmon Falls Garden Center, Eliot Agway, and Kittery Ace Hardware continued through the spring and summer of 2021.</p> <p>This year the work expanded to York Woods Tree & Products in Eliot at the suggestion of the Eliot Public Works Director. Handouts were emailed to York Woods Tree & Products at their request for their own printing and distribution.</p> <p>Handouts were mailed to Salmon Falls Garden Center and Eliot Agway.</p> <p>Handouts were had delivered to Kittery Ace Hardware and to Eldredge Lumber.</p>	None
9	<p>Point of sale outreach continued to York Eldredge Lumber, Eliot Agway, and Kittery Ace Hardware. Handout on native plants (bee gardens) were provided by mailing and hand delivery.</p>	None

BMP 1.5: Develop and Implement Enhanced Outreach in Priority Watershed Plan

Responsible Parties:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Assisted by third party contractor (Plan development, implementation and reporting regionally with SMSWG and ISWG)

Measurable Goal 1.5.1 – By July 1, 2014 submit a draft plan on how to meet either permit requirement H.1.a.iv.1 or H.1.a.iv.2.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 1.5.1 Develop Enhanced Outreach Plan		
Permit Year	Description of Progress	Changes
5	See Measurable Goal 1.5.2 for plan update.	None
6	<p>On behalf of ISWG and SMSWG, the SMSWG consultant provided the DEP with two sets of proposed activities for PY6 via email on 12/18/2018. One proposed set of actions would be implemented if the DEP opposed the proposed Coal Tar Ban, the other would be implemented if the DEP supported the Coal Tar Ban. The DEP accepted the proposed activities on 12/21/2018 and asked that the MS4s provide a check-in mid-March in the event no decision had been made on whether DEP would support or oppose the Bill.</p> <p>DEP did support the bill. The MS4s notified the DEP stormwater contacts of this on 2/22/2019.</p>	None

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Measurable Goal 1.5.1 Develop Enhanced Outreach Plan		
Permit Year	Description of Progress	Changes
	Measurable Goal 1.5.2 provides details of the proposed activities and how they were implemented.	
7	On behalf of ISWG and SMSWG, CCSWCD and the SMSWG consultant provided DEP with proposed activities for PY7 on 8/5/2019. After several emails back and forth, the proposed plan was accepted by DEP on 9/27/2019, and a clarification was made by CCSWCD on 10/2/2019 with DEP confirmation of the clarification on 10/4/19. The following summarizes the actions accepted by the DEP for this BMP. Measurable Goal 1.5.2 provides details of the proposed activities and how they were implemented.	None
8	For Permit Year 8, the Towns are implementing the same plan that was approved for Permit Year 7.	None
9	For Permit Year 9, the Towns are implementing the same plan that was approved for Permit Year 7.	None

Measurable Goal 1.5.2 – by November 1, 2014 submit a final plan. Unless DEP responds in writing or verbally otherwise, then as of January 5, 2015 the Targeted Outreach in Priority Watershed Plan is considered approved and implementation will begin. A schedule for implementation will be included in the Plan. Implementation will be tracked under this Measurable Goal.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 1.5.2 Implement Enhanced Outreach Plan		
Permit Year	Description of Progress	Changes
5	Because LD 1235 failed, the Towns proposed an updated set of tasks to complete for PY 5 to the Maine DEP on 10/12/2017. The DEP responded on 1/30/2018 that the proposed activities were acceptable.	None
Comprehensive Review	A Final Assessment was prepared and submitted to the Maine DEP on 7/19/2018.	None
6	Because the DEP supported the Bill, the following actions were taken: 1. The Towns offered to meet with the bill's sponsor Matthea Daughtry via email on 12/28/2018 and 3/4/2019. Ms. Daughtry could not meet but did call on 3/5/2019 in preparation for testimony on 3/7/2019. 2. The USGS study of runoff in Augusta from coal tar-coated parking lots and non-coal-tar coated parking lots was not published due to a lack of funding. The Towns coordinated with the USGS on several occasions between 11/30/2018 and 3/6/2019 to ensure their data tables and figures from the 2017 testimony were accurate. The communications included emails to the Maine DEP to inform them of the USGS study in Augusta.	None

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Measurable Goal 1.5.2 Implement Enhanced Outreach Plan		
Permit Year	Description of Progress	Changes
	<p>3. CCSWCD updated the Coal Tar Fact Sheet and provided it to legislators at the MEWEA legislative breakfast 2/28/2019 along with a copy of the bill. The Towns' consultant announced the bill to the attendees and referenced the handouts.</p> <p>4. Both CCSWCD (on behalf of ISWG) and the Towns' consultant testified neither for nor against the bill but provided the ENR Committee members information about the environmental and health effects of Coal Tar Sealants. The Town's consultant reviewed the USGS data tables and figures in detail for the committee.</p> <p>5. The Coal Tar Bill passed the ENR Committee with a recommendation "Ought to Pass", and passed the House, but failed in the Senate during its first vote. The Bill passed both the House and Senate in subsequent votes.</p> <p>6. The Coal Tar Bill passed in the legislature and was signed into Law by the Governor.</p>	
7	<p>ISWG used three 30-day Facebook ads directed at three audiences: residents in the ISWG region, commercial property managers and contractors in the ISWG region, and the public in the ISWG region. The ads discussed pavement sealing tips and directed people to the Think Blue Maine pavement webpage for more information. See the table at the end of this BMP for advertising metrics for these ads.</p> <p>Factsheets on coal-tar sealant use impacts and pavement maintenance methods are posted on the Think Blue Maine website. Additional information and edits will be made as needed when the law goes into effect.</p>	None
8	<p>SMSWG used three 30-day Facebook ads directed at three audiences: residents in the SMSWG region, commercial property managers and contractors in the SMSWG region, and the public in the SMSWG region. The ads discussed pavement sealing tips and directed people to the Think Blue Maine for more information. See the table at the end of this BMP for advertising metrics for these ads.</p> <p>Factsheets on coal-tar sealant impacts and pavement maintenance methods are posted on the Think Blue Maine website, additional information and edits will be made as needed when the law goes into effect.</p>	None
9	<p>SMSWG used three 30-day Facebook ads directed at three audiences: residents in the SMSWG region, commercial property managers and contractors in the SMSWG region, and the public in the SMSWG region. The ads discussed pavement sealing tips and directed people to the Think Blue Maine for more information.</p> <p>Factsheets on coal-tar sealant impacts and pavement maintenance methods are posted on the Think Blue Maine website, additional information and edits will be made as needed when the law goes into effect.</p>	None

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For Permit Year 9, the following data were selected from Facebook's advertising metrics:

Topic	Reach	Frequency	Impressions	Post Engagement	Link Clicks	Link Click-Through Rate
Resident	8,530	15,906	1.9	20	19	0.12%
Commercial	6,302	12,909	2.0	15	15	0.12%
Spot the Difference	7,124	11,822	1.7	10	10	0.08%

MCM 2 PUBLIC PARTICIPATION

MCM 2 Public Involvement and Participation

Progress completed for the BMPs and Measurable Goals for Public Involvement and Participation are provided in this section.

BMP 2.1: Public Notice Requirement

Responsible Party:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Assisted by third party contractor (implementation and reporting regionally with SMSWG)

Measurable Goal 2.1.1 – The Town will follow state and local Public Notice requirements for their Stormwater Management Program Plans and Notices of Intent (NOIs) to comply with the Permit. Copies of the NOIs and plans will be made available on the town’s web sites.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 2.1.1 Public Notice - Plans and NOIs		
Permit Year	Description of Progress	Changes
5	No work required this permit year.	None
6	No work required this Permit Year	None
7	No work required this Permit Year	None
8	The Town provided public notice of their NOI to comply with the 2022 MS4 General Permit by posting a notice in the local paper and placing the NOI and draft SWMP on their website.	None
9	The Town updated their 2022 SWMP and provided it to the DEP on 7/28/2021 and 9/3/2021/2021 to address public education comments by the DEP and on 6/13/2022 to incorporate the Permit Modification and Department Order (Second Step). The Town provided a redline strikeout modification to the plan as part of the 6/13/2022 submittal showing changes and asked the DEP if additional Public Notice was required. No response was received from the DEP as of the date this annual report was submitted.	None

Measurable Goal 2.1.2 – The Town will follow state and local Public Notice requirements when involving stakeholders in the implementation of the Small MS4 General Permit.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.:

Measurable Goal 2.1.2 Public Notice – Stakeholder Involvement		
Permit Year	Description of Progress	Changes
5	No public notices required this permit year.	None
6	No public notices required this permit year.	None
7	No public notices required this permit year.	None
8	No public notices required this permit year.	None
9	No work required this Permit Year	None

MCM 2 PUBLIC PARTICIPATION

BMP 2.2: Host Public Events

Responsible Parties:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Assisted by third party contractor (implementation and reporting regionally with SMSWG)

Measurable Goal 2.2.1 – The SMSWG Towns will annually host/conduct or participate in at least one public event (either jointly or individually) such as storm drain stenciling, stream clean-up, household hazardous waste collection day, volunteer monitoring, neighborhood educational events with a pollution prevention, water quality or environmental theme, conservation commission outreach program, Urban Impaired Stream outreach program, or adopt a storm drain or local stream program. The target audience will be adults living in the Urbanized Area of the Towns. The message will be tailored to best reach the target audience given the characteristics of the public event.

The Towns jointly implement the Targeted BMP Behavior Change Plan each year (described under Measurable Goal 1.4.1) which contains a requirement to Host Public Events. In addition to those efforts, the following is a summary of other public events the Town holds related to the Permit:

Measurable Goal 2.2.1 Host Public Events		
Permit Year	Description of Progress	Changes
5	The Town accepts Household Hazardous Waste year-round at its Transfer Station and Recycling Center. See also the stenciling activities and YouTube PSA by Traip Academy described in Measurable Goal 1.1.3 Awareness Activities.	None
6	The Town accepts Household Hazardous Waste year-round at its Transfer Station and Recycling Center. See also the stenciling activities described in Measurable Goal 1.1.3 Awareness Activities.	None
7	The Town accepts Household Hazardous Waste year-round at its Transfer Station and Recycling Center.	None
8	The Town accepts Household Hazardous Waste year-round at its Transfer Station and Recycling Center.	None
9	The Town hosted public events as part of their Public Education and Outreach as described in Measurable Goal 1.4.2. The Town accepts Household Hazardous Waste year-round at its Transfer Station and Recycling Center.	None

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

BMP 3.1: Maintain an updated Watershed-Based Storm Sewer System Infrastructure Map

Responsible Party:
Kittery – Public Works Commissioner

Measurable Goal 3.1.1 – The Town created watershed-based maps of its MS4 infrastructure. Annually by June 30 each year, the town will update either the GIS system or the paper copies of the maps to reflect new infrastructure and changes to the infrastructure.

Reporting - Annual update of mapping efforts undertaken in the Permit Year.

The following is a summary of the activities completed for this Measurable Goal:

Measurable Goal 3.1.1 Maintain a Stormwater Infrastructure Map		
Permit Year	Description of Progress	Changes
5	<p>Electronic updates continued this year. The Town has: 101 piped MS4 outfalls</p> <p>The Town has 855 MS4 catch basins/ and 49 drain manholes (some of the drain manholes had been misclassified as catch basins, and some new drain manholes were added to the system).</p> <p>24.5 miles of storm drainpipe (1195 segments)</p> <p>12.1 miles of ditch (331 segments).</p> <p>Changes to infrastructure were made during inspections and illicit discharge investigations and construction projects.</p> <p>On 5/22/2018 the Stormwater Coordinator and Maine Turnpike Authority Consultant conducted a field review of to confirm infrastructure ownership and interconnections. This work was completed as a condition of the MTA permit. Three locations were walked:</p> <ol style="list-style-type: none"> 1. Dennett Road overpass 2. Wilson Road overpass 3. Cutts Road overpass <p>As a result of the field review the following changes were made to the GIS: MTA showed ditches flowing in the wrong direction in a few areas, a solid drain manhole was discovered on the north side of the Wilson Road overpass that was not on either party’s maps and was added, the manhole is within the MTA right of way, but the Town will investigate to see what connections are present. A few culverts shown on the Kittery GIS were not present in the field</p>	None

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.1.1 Maintain a Stormwater Infrastructure Map		
Permit Year	Description of Progress	Changes
	and were removed from the GIS.	
6	<p>The Town continues to update their GIS infrastructure maps as the system is maintained, and structures are added or removed.</p> <p>The Town has: 100 MS4 piped outfalls 17 ditch outfalls.</p> <p>864 MS4 catch basins 49 drain manholes</p> <p>24.5 miles of storm drain (1195 segments)</p> <p>12 miles of ditch (328 segments)</p>	None
7	<p>The Town’s consultant and the DOT contact met on 8/7/2019 and 8/16/2019 to review the mapping and created a shared GIS layer for use if IDDE issues require closer coordination.</p> <p>The Town has: 94 MS4 piped outfalls</p> <p>17 ditch outfalls.</p> <p>870 MS4 catch basins 50 drain manholes</p> <p>24.6 miles of storm drain (1205 segments)</p> <p>12 miles of ditch (328 segments)</p> <p>Changes to infrastructure were made during inspections, illicit discharge investigations and construction projects. Six outfalls were reclassified as private outfalls, or not an outfall as a result of inspections.</p>	None
8	<p>The Town has:</p> <p>94 MS4 piped outfalls</p> <p>14 MS4 ditch outfalls (last year three non-MS4 outfalls were counted as MS4 outfalls)</p> <p>870 MS4 catch basins 50 drain manholes</p>	None

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.1.1 Maintain a Stormwater Infrastructure Map		
Permit Year	Description of Progress	Changes
	24.4 miles of storm drain (1195 segments, changes are associated with outfall updates noted above) 12 miles of ditch (328 segments)	
9	The Town has: 96 MS4 piped outfalls 14 MS4 ditch outfalls 871 MS4 catch basins 50 drain manholes 1202 pipe segments 328 ditch segments We are not reporting lengths of systems this year because the permit does not require it, and the changes were nominal from last year.	None

BMP 3.2: Implement and enforce a Non-Stormwater Discharge Ordinance

Responsible Parties:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Measurable Goal 3.2.1 - The town of Kittery previously adopted an ordinance prohibiting illicit discharges to the MS4 system. The town will continue to enforce the ordinance during Permit Years 1 through 9.

Reporting - Documentation of illicit discharge incidents and municipal enforcement actions as a result of the adopted ordinances will be included in annual reports to DEP each year of the permit, reported under BMP 3.3 Implement Dry Weather Outfall Inspection Plan.

Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 3.2.1 Create Non-Stormwater Discharge Ordinance		
Permit Year	Description of Progress	Changes
5	No activity completed this permit year – the Ordinance (title 16, Land Use Section 16.9.7) was enacted in 2006 and modified in PY 4 (5/22/2017) to include language stating the listed allowed non-stormwater discharges are only allowed if they do not cause or contribute to a violation of the State’s water quality standards and to include dechlorinated swimming pool water, as an allowed non-stormwater discharge.	Note that prior years had listed incorrect numbering for this Measurable Goal. The numbering has been corrected.

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.2.1 Create Non-Stormwater Discharge Ordinance		
Permit Year	Description of Progress	Changes
	See Measurable Goal 3.3.2 for enforcement details	No substantive changes were made to this BMP or Measurable Goal.
6	See Measurable Goal 3.3.2 for enforcement details	None
7	See Measurable Goal 3.3.2 for enforcement details	None
8	See Measurable Goal 3.3.2 for enforcement details	None
9	See Measurable Goal 3.3.2 for enforcement details	None

BMP 3.3: Implement Illicit Discharge Detection and Elimination Program

Responsible Party:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Measurable Goal 3.3.1 (Reserved for York only – no reporting needed for this Town) -

Measurable Goal 3.3.2 – The Town of Kittery will continue implementing their illicit discharge detection and elimination programs during this permit cycle.

The town of Kittery identified the Spruce Creek Drainage area (in the Portsmouth Harbor Subwatershed) as their priority watershed. The only other subwatersheds in Kittery are the Brave Boat Harbor subwatershed (which has no urbanized area in it) and the York River subwatershed, which has a small portion of the Urbanized Area in it. The town of Kittery will expand dry weather outfall inspections to the entire Portsmouth Harbor Subwatershed beginning in Permit Year 2.

Reporting - Inspection results will be documented in a spreadsheet or other recordkeeping system and a summary will be reported in annual reports submitted to the DEP.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 3.3.2 IDDE Inspections and Investigations		
Permit Year	Description of Progress	Changes
5	<p>The Town inspected all 101 MS4 outfalls in PY5.</p> <p>Of these, 6 continued to exhibit some evidence of potential illicit discharge. These outfalls are all still under investigation from prior years.</p> <p><u>From Prior years:</u></p> <p>OF 310 is still on the maintenance list. DPW has a large maintenance list and was</p>	None

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.3.2 IDDE Inspections and Investigations		
Permit Year	Description of Progress	Changes
	<p>not fully staffed last year so this work was not able to be completed.</p> <p>Investigations at outfalls 004, 320, 261, 136 and 243 continued in PY5.</p> <p>The Stormwater Coordinator met with the Sewer Department in August 2017 to review the sites and assess what investigations might be on-going for the Sewer Department.</p> <p>Televising, dye testing of selected homes and bracket sampling were conducted in August 2017 and June 2018.</p> <p>Outfall 233 was returned to regular monitoring – the Stormwater Coordinator met with the owner and inspected the property and did not see evidence of bacteria sources from any livestock on-site.</p> <p><u>Reported Illicit discharge incident:</u></p> <p>The Stormwater Coordinator issued one written NOV to a homeowner who repeatedly deposited yard waste in a catch basin despite repeated verbal warnings. Reinspection showed the homeowner ceased the practice.</p>	
6	<p>The Town inspected 86 of the piped and ditch outfalls during dry weather in PY6. Some outfalls were not able to be inspected during dry weather because of the frequent rains this spring but will be inspected during PY7.</p> <p>The Town also attempted inspections on 480 catch basins and drain manholes. 21 were inaccessible due to paved over covers or nearby trees or cars. 402 were inspected during dry weather and the remaining 57 were inspected during wet weather. No potential illicit discharges were observed during the inspections.</p> <p>No new potential illicit discharges were identified during the inspections, and one additional outfall needs maintenance and has been added to the maintenance list (OF 156).</p> <p>Investigations continued during PY6 at outfalls 004, 320, 261, 136 and 243:</p> <p>Televising and bracket sampling in these areas were conducted on 9/17/2018, 10/16/2019, and 5/9/2019 and identified some portions of their drainage areas that have been eliminated from consideration because no human source of bacteria was detected.</p> <p>Additionally, the Stormwater Coordinator met with the Sewer Department Supervisor on 10/16/2018 and 5/9/2019 to review the areas and assess if any sewer issues are present in the areas under investigation. The Sewer Department is conducting investigations in the areas of outfalls 004, 320, 261 and 136 which may</p>	None

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.3.2 IDDE Inspections and Investigations		
Permit Year	Description of Progress	Changes
	<p>assist in identifying the source.</p> <p>Additional televising was schedule on five (5) other occasions during April and May 2019 but was cancelled because of rain. Televising was finally scheduled for 8/6/2019.</p> <p><u>Opportunistic and Reported Illicit discharge incidents:</u> Two citizens reported illicit discharge incidents during Permit Year 6. One turned out to be discharge of condensate from an ice machine to a catch basin. Though this is an allowed non-stormwater discharge, the Stormwater Coordinator instructed the business owner to redirect the discharge to an interior mop sink. Another was a report of a foul odor from a catch basin. The catch basin vac truck cleaned out the basin and determined the odor was from decomposing leaves.</p> <p>An opportunistic inspection identified discharge of yard waste onto a catch basin. The Stormwater Coordinator met with the discharger and instructed them to clean off the leaves and not do this again. No NOVs were issued for these events.</p>	
7	<p>The Town inspected all of their outfalls during dry weather in PY7.</p> <p>The Town also attempted inspections on 468 catch basins and drain manholes. 4 were inaccessible due to location due to location or issues removing the cover. 368 were inspected during dry weather and the remaining were inspected during wet weather. One catch basin had foam in it, and has been added to the illicit discharge inspection list (CB 1119)</p> <p>Investigations continued during PY7 as follows:</p> <p>Televising was completed 8/6/2019 at two more segments of Outfall 004 and it was identified that one segment receives discharges from a nearby homeowner. The pipe (187) receiving the discharge is usually submerged and in poor condition and it will be problematic to assess what contributions there are. When time and budget allow, the pipe will be pumped, and contribution sampled (a contracted televise and the public works catch basin cleaner must be coordinated to complete this work. The second segment did not reveal any connections. Two other segments are still on the televising list but are problematic because they can only be accessed from back yards, and the catch basins have cast iron hoods which prevent access. The area is also scheduled for reconstruction, and so this system may be abandoned (removed or filled in) and a new system may be installed.</p> <p>The Public Works Inspector coordinated with the Sewer Department on the other investigations. The Sewer Department had plans to televise and or investigate the areas. Some work was delayed because of other priorities, but the Sewer Department and Public Works Inspector continue to coordinate on these issues.</p>	None

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.3.2 IDDE Inspections and Investigations		
Permit Year	Description of Progress	Changes
	No enforcement actions were taken related to illicit discharges.	
8	<p>The Town inspected all of their piped outfalls and all of their ditch outfalls during dry weather in PY8. No new illicit discharges were identified during the inspections.</p> <p>The Town also inspected 604 catch basins in PY8 (523 during dry weather and 81 during wet weather), and none had any new evidence of illicit discharges. Catch basin inspections were reduced this year because the public works employee that conducted the inspections and cleaning was out of work on injury between April 2020 and February 2021.</p> <p>Opportunistic ditch inspections were conducted on 29 ditch segments in preparation for maintenance. No potential illicit discharges were identified during the inspections. See BMP 6.4 for a list of roads where ditches were inspected.</p> <p>Investigations continued in PY8 on potential illicit discharges:</p> <p>In July, August and September 2020, the entire storm drain in Admiralty Village was televised to assess for illicit discharges and cross connections and none were identified. This work clears potential illicit discharges associated with outfalls: 004, 261 and 320.</p> <p>Lines that were inaccessible due to clogging were jetted prior to televising, and fluids were collected and deposited in the storage and draining area of the landfill where catch basin fluids are managed.</p> <p>Though no sources of illicit discharges were identified during televising for Outfall 004, this outfall is being resampled in the fall of 2021 for HB because it has not been sampled since 2017. This will set a baseline to assess the benefit of relining pipes in the area.</p> <p>Outfall 233 was sampled again and shown to be clear of bacteria. This was the confirmatory sample collected after the Public Services Inspector determined the potential source was a farm and worked with them to remove the contribution.</p> <p>Outfalls 136, 310, and 243 remain on the list of having potential illicit discharges are scheduled for sampling in the summer of 2021.</p> <p>Catch basin 1119 with foam from PY7 inspections is being investigated in PY 9 also.</p> <p>No enforcement actions were taken related to illicit discharges.</p>	None.
9	The Town inspected all of their piped outfalls and all but three of their ditch outfalls	None

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.3.2 IDDE Inspections and Investigations		
Permit Year	Description of Progress	Changes
	<p>during dry weather in PY9. Only one new potential illicit discharge was identified during the inspections (Outfall 339 which was sampled for Human Bacteroides because of high nutrient content and none were detected. This outfall is tidal and was returned to regular inspection because no human source of pollutant was detected.)</p> <p>The Town also inspected 217 catch basins in PY9 and none had any new evidence of illicit discharges. Approximately 50 additional basins were inspected along Route 1 in conjunction with televising by a third party. Catch basin inspections were reduced this year because the public works employee that conducted the inspections and cleaning was out of work on injury between October 2021 and May 2022 Additional information is provided in BMP 6.4.</p> <p>Opportunistic ditch inspections were only conducted on Pepperell Road this year because the focus for public works was lining pipes in Admiralty Village that had been televised. No potential illicit discharges were identified during the ditching.</p> <p>Investigations continued in PY9 on potential illicit discharges:</p> <p>In October 2021, Outfall 4 in Admiralty Village was sampled because it had not been sampled previously and the Town was trying to prioritize lining of the storm drainpipes. The Human Bacteroides concentration was high, so this outfall and it associated drainage pipes were placed high on the priority list for lining in Permit Year 1.</p> <p>Outfall 136 was sampled for Human Bacteroides in October 2021 and was identified with high concentrations. This area has been investigated extensively and the Public Works Department is working with the Sewer Department to review the area.</p> <p>Outfalls 310 and 243 cannot be sampled until maintenance is completed to clear the area and provide access.</p> <p>Catch basin 1119 was inspected in October 2021 and did not have foam but requires maintenance and has been added to the maintenance list for Public Works.</p> <p>No enforcement actions were taken related to illicit discharges.</p>	

BMP 3.4: Develop and Implement Open Ditch Illicit Discharge Program

Responsible Party:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.4.1 (Reserved for York only – no reporting needed for this Town)

Measurable Goal 3.4.2 – During the past permit cycle, the town of Kittery developed a strategy for detecting illicit discharges in their open ditch systems within their MS4 controlled Urbanized Areas. The town will continue implementing the detection program.

Reporting - Annual reports to DEP each year of the permit will include a status report on the inspections completed. Note: reporting of illicit discharge detections and actions taken will be done under BMP 3.3, Implement Dry Weather Inspection Plan.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 3.4.2 Implement Ditch Inspection Program		
Permit Year	Description of Progress	Changes
5	The remaining section of 236 was inspected and no evidence of illicit discharges was observed.	None
6	Ditch inspections were completed on 34 segments and no illicit discharge issues were identified. Ditch segments were found to be in excellent or fair condition. Ditch inspections moving forward will be completed as opportunistic inspections, or when a ditch outfall inspection shows evidence of an illicit discharge or maintenance need.	None
7	Opportunistic ditch inspections were completed on Chauncey Road, Coleman Ave, and Tenny Hill Road this year. No evidence of illicit discharges was observed.	None
8	Opportunistic ditch inspections were completed on Leach Road, High Pasture Road, Elizabeth Lane and Miller Road, this year. No evidence of illicit discharges was observed.	None
9	Opportunistic inspections on ditches were completed on Pepperell Road this year in conjunction with ditch work there. No evidence of illicit discharges was observed.	None

BMP 3.5: Document and Evaluate Aging Septic Systems

Responsible Party:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Measurable Goal 3.5.1 –

By June 30, 2016, the towns will develop lists of aging (i.e., greater than 20 years old) septic systems that might discharge to the MS4 if they were to fail as follows at a minimum:

Kittery – Portsmouth Harbor subwatershed (encompasses all of the Urbanized Area in the largest Watershed: Hampton River-Frontal Atlantic Ocean Watershed).

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Measurable Goal 3.5.1 Develop list of aged septic systems		
Permit Year	Description of Progress	Changes
5	No work required to be completed this year.	None
6	No work required to be completed this year.	None
7	No work required to be completed this year.	None
8	No work required to be completed this year.	None
9	No work required to be completed this year.	None

Measurable Goal 3.5.2 – By June 30, 2017, the Town will implement a drive-by evaluation and documentation program of the aging septic systems identified in Measurable Goal 3.5.1. The program will include a mechanism to address any discharges from failed septic systems.

Reporting – The Permit Year 3 Annual report will include a status report on the number of septic systems identified. The Permit Year 4 Annual Report will include a description of the evaluation and documentation program. Note: reporting of illicit discharge detections and actions taken will be done under BMP 3.3.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Measurable Goal 3.5.2 Inspect aged septic systems		
Permit Year	Description of Progress	Changes
5 - 9	No work required this permit year.	None

BMP 3.6: Coordinate with the water utility regarding water line and hydrant flushing to determine if either is a significant contributor of pollutants to the MS4

Responsible Party:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Measurable Goal 3.6.1 – By June 30, 2014 (end of Permit Year 1), coordinate with the water utility via e-mail or in person to evaluate whether or not water line or hydrant flushing from potable water sources is a significant contributor of pollutants to the MS4. Evaluation will include the following action:

- Provide the water utility with a location map showing the extent of the municipal urbanized area, and the highest priority watershed(s).
- Gather information from the water utility, specific to the urbanized area and priority watershed(s), including the number and location of hydrants and details on water line or hydrant flushing that outlines procedures, including how often flushing occurs, typical flow rates and duration, where the water is conveyed, what the target or actual chlorine concentrations are, and what best practices are employed to prevent erosion and address potential pollutants.

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Measurable Goal 3.6.1 Meet with Water Utility Permit Year 1		
Permit Year	Description of Progress	Changes
1	The Towns met with the Water District representatives on 2/6/2014 to review the MS4 requirements related to hydrant flushing. The Town provided the Water Districts with copies of their urbanized area maps, and highest priority watersheds. The Water Districts provided information about their current hydrant and water line flushing procedures, and the Town prepared a spreadsheet documenting the hydrant flushing procedures in use.	None
2	The Planner and MS4 consultant communicated with the Berwick Water Department on 10/28/2014 (conference call), 4/14/2014 (meeting), and 3/10/2015 (email). The urbanized area map was provided to the Water Department (the priority watershed in Berwick encompasses the entire urbanized area). The Water District Summary Spreadsheet of practices was updated with Berwick information.	None
3 - 9	No work was required to be completed this year.	None

Measurable Goal 3.6.2 - By no later than December 30, 2014, unless otherwise approved by the Department, using available GIS or other municipal mapping information, the location of hydrants will be added to the storm sewer system infrastructure map to aid in the evaluation; the municipality will work with the water utility to prioritize the hydrants or water lines that have the potential to cause exceedances of the ambient water quality criterion for chlorine when discharged through the MS4. The municipality will request a water quality progress report that documents what best management practices are being implemented for flushing activity at the prioritized hydrants as well as the water utility's testing results of the total residual chlorine for any such discharges.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Measurable Goal 3.6.2 Add Hydrants to GIS		
Permit Year	Description of Progress	Changes
1	The Kittery Water District hydrants are shown on the Town of Kittery online GIS, town of Eliot online GIS and have been shared with the York GIS Manager	None
2	Hydrant locations were added to all stormwater maps. The District Summary Spreadsheet, which shows practices being implemented by the districts, identifies that any hydrant discharges to waters other than a major river, or the ocean at high tide will require dechlorination. As a result, the Kittery Water Department reports they will dechlorinate all discharges by July 1, 2016. The Berwick Water Department will also begin dechlorination by July 1, 2016. The Towns are still working with the South Berwick and York Water Districts	Some information is provided that does not pertain to Kittery because this was previously reported as a

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.6.2 Add Hydrants to GIS		
Permit Year	Description of Progress	Changes
	to identify which hydrants will require dechlorination. Water quality progress reports were not requested because the Water Districts already provided information on discharge concentrations and practices and are working cooperatively with the Towns.	SMSWG group activity.
3-9	No work required to be completed this year.	None

Measurable Goal 3.6.3: Permit Years 3 – 9, the municipality will request an annual water quality progress report that documents what best management practices are being implemented for flushing activity at the prioritized hydrants as well as the water utility’s testing results of the total residual chlorine for any such discharges.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Measurable Goal 3.6.3 Hydrant Flushing Annual Water Quality Reports		
Permit Year	Description of Progress	Changes
5	<p>Flushing in Kittery occurred in March and April 2018.</p> <p>The Water District confirmed their dechlorination practices and that they follow the practices in the MWUA/MRWA BMP manual.</p> <p>In February 2018, the Kittery Water District identified they would record their water quality data associated with dechlorination.</p> <p>No issues were identified during hydrant flushing.</p> <p><u>Follow up based on annual report comments:</u> On 8/25/2018 the Towns requested a copy of the data collected during PY5 dechlorination and no data was provided. On 2/25/2019, the Towns requested data again and received the data via email on 2/26/2019 which showed the District dechlorinated 20 hydrants in Kittery. The remaining hydrants are discharged to the ocean or Piscataqua River during flushing, so no dechlorination is needed (as is consistent with the Maine DEP Issue Profile on Drinking Water System Discharges to MS4s (11/18/2016).</p>	None
6	<p>On 5/13/2019, the Town requested a copy of the data collected during PY6 flushing and dechlorination. The District sent the data over on 5/14/2019. The same hydrants were dechlorinated during 2019 flushing as in 2018, and the data showed the residual was either below or at the method detection limit for the field instrumentation (0.05 mg/L), which is acceptable according to the Maine DEP Issue Profile.</p>	None
7	<p>On 5/26/2020, the Town requested a copy of the data collected during PY7 flushing and dechlorination. The District sent the data over on 5/27/2020.</p>	None

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.6.3 Hydrant Flushing Annual Water Quality Reports		
Permit Year	Description of Progress	Changes
	<p>The same hydrants were dechlorinated during the 2020 flushing as in 2018 and 2019 flushing, and the data showed the residual was either below or at the method detection limit for the field instrumentation (0.05 mg/L), which is acceptable according to the Maine DEP Issue Profile.</p> <p>The Water District confirmed their dechlorination practices and that they follow the practices in the MWUA/MRWA BMP manual.</p>	
8	<p>On 4/23/2021, the Town requested a copy of the data collected during PY8 flushing and dechlorination. The District sent the data over the same day.</p> <p>The same hydrants were dechlorinated during the 2021 flushing as the past three years, and the data showed that except for two hydrants <u>in Kittery</u>, the residual was either below or at the method detection limit for the field instrumentation (0.05 mg/L), which is acceptable according to the Maine DEP Issue Profile. The two hydrants that were above the threshold discharged at 0.06 mg/l, for less than 10 minutes. Hydrant258-K had to pass through 800 feet of storm drain system before reaching spruce creek, so this was also deemed a de minimus discharge. Hydrant 262-K passed through less than 50 feet of storm drain to outfall 330, but outfall 330 discharges into a field, and so the discharged water has a long travel time to a water of the state, so this was also deemed a de minimus discharge.</p> <p>Note that DEP requested clarification why Outfall 330 is considered an outfall if it discharges to a field. This location is considered an outfall because during periods of intense, high flow it may indirectly discharge to Wilson Creek.</p> <p>The Water District confirmed their dechlorination practices and that they follow the practices in the MWUA/MRWA BMP manual.</p>	<p>Updated to clarify two hydrants were in Kittery, and that outfall 330 is considered an outfall because it may indirectly discharge to Wilson Creek after passing through the field.</p>
9	<p>On 5/17/2022, the Town requested a copy of the data collected during PY9 flushing and dechlorination. The District sent the data over the same day.</p> <p>The same hydrants were dechlorinated during the 2022 flushing as the past four years, and the data showed that for all hydrants in Kittery, the residual was either below or at the method detection limit for the field instrumentation (0.05 mg/L), which is acceptable according to the Maine DEP Issue Profile.</p> <p>The Water District confirmed their dechlorination practices and that</p>	<p>None</p>

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.6.3 Hydrant Flushing Annual Water Quality Reports		
Permit Year	Description of Progress	Changes
	they follow the practices in the MWUA/MRWA BMP manual.	

Measurable Goal 3.6.4: If it is determined by the end of Permit Year 3, that water line or hydrant flushing is a significant contributor of pollutants to the MS4, and the water utility has demonstrated that it will not voluntarily implement BMPs in order to reach ambient water quality criteria for chlorine, the municipality will, as soon as practicable or by no later than the end of Permit Year 4, update their IDDE ordinance to allow enforcement of discharges that cause exceedances of water quality criteria.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Measurable Goal 3.6.4 Update Ordinance		
Permit Year	Description of Progress	Changes
5-9	No work required this Permit Years.	None

BMP 3.7: Work with Department of Marine Resources to address Bacteria Impairments

Responsible Parties:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Measurable Goal 3.7.1 – By June 30, 2014, the town of Kittery will meet with the Department of Marine Resources to review the data associated with Bacteria impairments as shown in Table 1 of this plan. The purpose of the meeting will be to gain an understanding of what the DMR is doing to address the impairment, share what the towns are doing to address the impairment, and develop plans to move forward in addressing impairments in a cooperative fashion.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 3.7.1 Coordinate with Department of Marine Resources		
Permit Year	Description of Progress	Changes
5	Although no work was required this Permit Year, the Town of Kittery continue to cooperate with the DMR on shoreline surveys, and with the Shellfish Commission on sampling and analysis. The Kittery Stormwater Coordinator met again with the Shellfish Commission as identified in MG 1.2.2	None
6	Although no work was required this permit year, the following was completed: The Town of Kittery provided the DMR with copies of the leachfield information compiled in previous years to assist the staff person in locating septic systems for the shoreline surveys completed in the spring of 2019.	None

MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

Measurable Goal 3.7.1 Coordinate with Department of Marine Resources		
Permit Year	Description of Progress	Changes
7	No work required to be completed this Permit Year.	None
8	No work required to be completed this Permit Year.	None
9	No work required to be completed this Permit Year.	None

MCM 4 CONSTRUCTION RUNOFF CONTROL

BMP 4.1: Notify construction site developers and operators

Responsible Parties:
Kittery – Town Planner

Measurable Goal 4.1.1 – Provide notification to construction site developers and operators of the requirements for registration under the Maine Construction General Permit or Chapter 500, Stormwater Management for the discharge of stormwater associated with construction activities. Each town will notify developers and contractors through modified building permits, meetings with town staff and development review processes.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 4.1.1 Notify Construction Site Developers and Operators		
Permit Year	Description of Progress	Changes
1	The Town relies mainly on notifications based on the development review process (staff review with applicants before applications, application review, and planning board meetings). The building permit application provides a notice of the MCGP.	None
2 - 9	Same as Permit Year 1, and in PY2, Town passed an ordinance that requires sediment and erosion control measure be used and an agreement saying so be signed and submitted with the building permit application.	None

BMP 4.2: Continue documenting every construction activity that disturb one or more acres within the Urbanized Area.

Responsible Parties:
Kittery – Town Planner

Measurable Goal 4.2.1 – Use a spreadsheet or other tracking mechanism to document the construction activities that disturb one or more acres of land in the Urbanized Area. By June 30, each year the spreadsheet or other tracking mechanism will be updated to include the construction projects in the Urbanized Area that disturbed one or more acres of land.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 4.2.1 Track Construction Inspection Activities		
Permit Year	Description of Progress	Changes
5 - 9	The Town maintains a spreadsheet to document sites that have been inspected.	None

BMP 4.3: Implementing a construction site inspection program.

MCM 4 CONSTRUCTION RUNOFF CONTROL

Responsible Parties:

Kittery – Town Planner (to document third party inspections), Code Enforcement Officer (to document all other inspections)

Measurable Goal 4.3.1 – During the previous permit cycle, the town of Kittery developed procedures for construction site inspections by either a municipal official or a contracted third party to meet the terms and conditions of the MS4 General Permit (ensuring that sediment and erosion control at construction sites is implemented in accordance with the Maine Construction General Permit and/or Chapter 500 Basic Standards). The programs include three construction inspections for sediment and erosion control issues in those sites that are in the highest priority watersheds see (BMP 3.5 for listings of highest priority watersheds), and two inspections in all other portions of the Urbanized Areas. One of the inspections occurs at the end of construction to document that final stabilization of the site has been completed. Kittery will continue to implement this program, and by June 30 each year will document this information in the Construction Inspection Tracking spreadsheet or other tracking mechanism (see BMP 4.2).

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last row of the table.

Measurable Goal 4.3.1 Describe Inspections completed		
Permit Year	Description of Progress	Changes
5	<p>8 sites were under construction that required inspections:</p> <p>Yankee Common Mobil Home Park Expansion was still under construction at the end of PY 5. This site was inspected 44 times.</p> <p>Kittery Storage Solutions was still under construction at the end of PY 5. This site was inspected 19 times.</p> <p>Construction began at the Hampton Inn project in Permit Year 5. 24 Inspections were completed.</p> <p>Construction began on two subdivisions: one on Haley Road and one on School Street. 5 inspections were conducted on School Street and 19 inspections were conducted on Haley Road.</p> <p>There were no major deficiencies at these sites and any minor deficiencies were corrected within 24 hours.</p> <p>No additional sites passed through planning board in PY 5 that will trigger this requirement.</p>	None
6	<p>Yankee Common Mobil Home Park and Kittery Storage were completed in PY6, and final inspections were conducted.</p> <p>Three sites were under construction that required inspections:</p> <p>Hampton Inn, which had 8 inspections total. Inspections were</p>	None

MCM 4 CONSTRUCTION RUNOFF CONTROL

Measurable Goal 4.3.1 Describe Inspections completed		
Permit Year	Description of Progress	Changes
	<p>completed by both a third-party inspector and the Stormwater Coordinator. Some minor issues were identified but corrected within 24 to 48 hours. Construction was completed by the end of Permit Year 6.</p> <p>School Street Subdivision, which had 4 inspections. Erosion/Sediment Control BMPs did not need any correction. Projects is 50% complete (2 of 4 lots).</p> <p>412 Haley Road Subdivision, which had 9 inspections. Road and common space work were completed in PY5, construction continued on individual house lots.</p> <p>There were no major deficiencies at these sites and any minor deficiencies were corrected within 24-48 hours.</p>	
7	<p>1 site was under construction:</p> <p>School Street Subdivision which had 2 inspections during Permit Year 7. No issues were identified related to sediment and erosion control.</p>	None
8	<p>1 site was under construction this permit year:</p> <p>School Street Subdivision construction was completed in September 2020.</p> <p>The final inspection reviewed the BMPs to ensure they were properly installed, and that final stabilization had been completed. No issues were identified related to sediment and erosion control.</p>	None
9	<p>1 site was under construction this permit year:</p> <p>76 Dennett Road Complex started in April 2022. The Public Works Inspector receives weekly TPI reports for E&SC and any deficiencies notes are correctly within 24-28 hours.</p>	None

MCM 5 POST-CONSTRUCTION STORMWATER MANAGEMENT

BMP 5.1: Develop and Enforce Ordinance or Similar Measure

Responsible Parties:

Kittery –Stormwater Coordinator (PYs 1-6) Public Works Inspector (PY7-9)

Measurable Goal 5.1.1 – During the previous permit cycle, the town of Kittery passed a Post Construction Discharge Ordinance. The town will continue to implement this ordinance. Tracking and enforcement are reported on in BMP 5.2.

BMP 5.2: Track Post Construction Sites to ensure proper reporting and compliance with the Ordinance

Measurable Goal 5.2.1 - The town of Kittery will use a spreadsheet or other mechanism to track sites that trigger the Post Construction Ordinance and to document the following elements which are required to be reported to the Maine DEP:

- The cumulative number of sites that have post construction BMPs discharging into the permittee's MS4;
- A summary of the number of sites that have post construction BMPs discharging into the permittee's MS4 that were reported to the municipality;
- The number of sites with documented functioning post construction BMPs; and
- The number of sites that required routine maintenance or remedial action to ensure that the post construction BMP is functioning as intended.

The town will update its tracking spreadsheet by June 30 each year.

The General Permit requires that the town conducts additional inspections at sites that are located in watersheds of Urban Impaired Streams and Lakes Most at Risk unless a “Qualified Third-Party Inspector” has conducted the inspections. Most MS4s have passed ordinances requiring Qualified Third-Party Inspectors to conduct the inspections to eliminate this requirement, and because it is a good practice.

The waters in the Urbanized Areas of the town are not listed as Lakes Most at Risk or Urban Impaired Streams, therefore this requirement does not apply.

Reporting - Documentation of all inspections will be entered into a spreadsheet or other tracking mechanism and annually reported to the Maine DEP.

The following is a summary of the site inspections required by the Town’s ordinance:

Measurable Goal 5.2.1 Track Post Construction Sites		
Permit Year	Description of Progress	Changes
5	0 sites had BMPs discharging into the MS4. 0 sites reported to the MS4 whether their BMPs are functioning or not.	None

MCM 5 Post Construction Stormwater Management

Measurable Goal 5.2.1 Track Post Construction Sites		
Permit Year	Description of Progress	Changes
	0 sites had functioning BMPs. No sites required routine maintenance or remedial action.	
6	0 sites had BMPs discharging into the MS4. 0 sites reported to the MS4 whether their BMPs are functioning or not. 0 sites had functioning BMPs. No sites required routine maintenance or remedial action. Even though construction was completed on the Kittery Storage Solution, Hampton Inn and Yankee Mobil Home Park, these sites do not discharge to the MS4 – they discharge directly to waters of the state, so they did not trigger the Post Construction Requirements.	None
7	0 sites had BMPs discharging into the MS4. 0 sites reported to the MS4 whether their BMPs are functioning or not. 0 sites had functioning BMPs. No sites required routine maintenance or remedial action.	None
8	1 site had BMPs discharging into the MS4 1 site reported to the MS4 whether their BMPs are functioning or not. 1 site had functioning BMPs. No sites required routine maintenance or remedial action. This site (School Street Subdivision) is the first MS4 site and completed construction in September 2020. The Public Works Inspector completed the inspection with the HOA to ensure they understood what would be expected for future years. Though the inspection was done in PY9, the HOA understands they need to complete another inspection before 6/30/2022.	None
9	1 site had BMPs discharging into the MS4 1 site reported to the MS4 whether their BMPs are functioning or not. 1 site had functioning BMPs. No sites required routine maintenance or remedial action.	None

BMP 5.3: Develop LID notification procedures for developers

Responsible Parties:
Kittery – Town Planner

MCM 5 Post Construction Stormwater Management

Measurable Goal 5.3.1 - The town will develop a procedure to notify developers they should consider low impact development techniques. Though no date is specified in the General Permit for this requirement, the town will complete this during Permit Year 2.

Measurable Goal 5.3.1 LID notification to developers		
Permit Year	Description of Progress	Changes
5-9	The Town of Kittery encourages developers to use LID by incorporating green infrastructure into their own town projects where possible. The Town has an LID Projects brochure on their website, highlighting the LID projects they have implemented. The Town also makes available an EPA brochure describing the water quality and community benefits of LID.	None

MCM 6 POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

BMP 6.1: Operations at Municipally Owned Grounds and Facilities

Responsible Parties:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Measurable Goal 6.1.1 –

During the previous permit cycle, the town developed an inventory of all municipal operations conducted in, on, or associated with facilities, buildings, golf courses, cemeteries, parks, and open space that have the potential to cause or contribute to stormwater or surface water pollution. The town will review the inventory and update it if necessary to include any new properties that have the potential to cause or contribute to stormwater or surface water pollution.

Progress on the Measurable Goal is provided in the following Table:

Measurable Goal 6.1.1 Inventory of Municipal Operations		
Permit Year	Description of Progress	Changes
5	The inventory was reviewed in the spring of 2018 and no new sites were identified.	None
6	The Stormwater Coordinator continually reviews the O&M Inventory as she meets with responsible individuals each year. No changes to the inventory were required in Permit Year 6.	None
7	The Public Works Inspector continually reviews the O&M Inventory as she meets with responsible individuals each year. No changes to the inventory were required in Permit Year 7.	None
8	The Public Works Inspector continually reviews the O&M Inventory as she meets with responsible individuals each year. No changes to the inventory were required in Permit Year 8.	None
9	The inventory was reviewed by the Public Works Inspector in April 2022 and no changes were needed.	None

Measurable Goal 6.1.2 – Develop and implement Operation and Maintenance Procedures for municipal operations. During the previous permit cycle, the town of Kittery developed operation and maintenance procedures for the municipal operations that could impact stormwater within the Urbanized Area. The procedures identify municipal contacts, responsible for ensuring the procedures are implemented on-site. The parties responsible for this BMP ensure that the municipal contacts understand the procedures and have updated copies of the procedures. The towns will continue to implement these procedures and will implement new procedures in any new municipal properties as necessary to protect stormwater. Where implementation of O&M procedures is required by an entity such as a fire or police department, the O&M procedures will be kept at the department. If implementation is conducted by public works,

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the O&M procedures will be kept at public works.

Progress on the Measurable Goal is provided in the following Table:

Measurable Goal 6.1.2 Implement O&M Procedures		
Permit Year	Description of Progress	Changes
5	No updates were required this year.	None
6	The O&M Procedures were reviewed with staff in a Department Meeting on 4/23/2019. The staff indicated they are very familiar with the MS4 program and O&M procedures, and no updates were required.	None
7	The Public Works Inspector met with the Code and Planning departments to review the Town's MS4 responsibilities on 6/2/2020. Staff were provided with the UA map, MS4 Fact Sheet, and a summary of the likely ordinance amendments that will be required under the next permit.	None
8	The Public Works Inspector reviewed the O&M Procedures individually with each responsible person in PY 8. No updates were required based on the review.	None
9	The Public Works Inspector provided email copies of the most current O&M Procedures and the Town MS4 Brochure to each responsible party on April 19 and 20, 2022 and asked them to review the procedures and provide notice back if any changes were needed. The only changes needed were to the School O&M, which included removal and decommissioning of oil tanks, and addition of a diesel generator.	None

BMP 6.2: Training

Responsible Parties:

Kittery – Stormwater Coordinator (PY1-6) Public Works Inspector (PY7-9)

Measurable Goal 6.2.1 – Annual stormwater training will be offered by the MS4 on various topics on a rotating basis in each town depending on town-specific needs. Topics will include general MS4 permitting, operation and maintenance procedures for municipal operations, and stormwater pollution prevention plan implementation.

Reporting - Annual reports to DEP each year of the permit will include information on the types of trainings presented, the number of municipal and contract staff the received training, the length of the training and effectiveness of the training.

Progress on the Measurable Goal is provided in the following Table. Beginning in Permit Year 5, details on how many people were trained is provided (requested by the Maine DEP).

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Measurable Goal 6.2.1 Training		
Permit Year	Description of Progress	Changes
5	<p>The Stormwater Coordinator trained the new catch basin cleaning person on the iPad use on 5/9/2018. The training lasted 45 minutes and consisted of a desktop and field component. The training was apparently effective because the new operator is putting good, detailed notes in the Collector app as he cleans basins.</p> <p>The Stormwater Coordinator attended the Maine Water & Sustainability Conference on 3/29/2018.</p> <p>SWPPP, and SPCC Training was provided to 17 transfer station and DPW employees on 6/22/2018 by the Stormwater Coordinator. The Jeopardy game was updated and presented again. It was an informative and interesting way to engage the staff in stormwater discussions. Overall, the training lasted 1 hour and the based on the attendees' level of engagement and involvement, the training was effective.</p> <p>The Stormwater Coordinator is studying to obtain professional certification for the Envirocert Certified Professional in Municipal Stormwater Management and the National Stormwater Center Certified Stormwater Inspector – Municipal (MS4). These courses will be completed in Fall 2018.</p> <p>The Stormwater Coordinator and the Public Works Foreman attended the Maine Stormwater Conference in October 2017.</p>	None
6	<p>SWPPP, and SPCC Training was provided to 17 transfer station and DPW employees on 5/14/2019 by the Stormwater Coordinator. The Jeopardy game was updated and presented again. It was an informative and interesting way to engage the staff in stormwater discussions. Overall, the training lasted 1 hour and the based on the attendees' level of engagement and involvement, the training was effective.</p> <p>The Stormwater Coordinator did obtain professional certification for the Envirocert Certified Professional in Municipal Stormwater Management and the National Stormwater Center Certified Stormwater Inspector – Municipal (MS4).</p>	None
7	<p>General MS4, General Good Housekeeping, SWPPP and SPCC training was provided to the majority of the Public Works Staff on 5/20/2020 by the Public Works Inspector using a PowerPoint Slideshow.</p> <p>A second session was conducted on 5/28/2020 with the remaining staff that were not available at the first training. Each session was approximately 1 hour. Staff showed engagement through asking</p>	None

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Measurable Goal 6.2.1 Training		
Permit Year	Description of Progress	Changes
	<p>questions and demonstrated an understanding of the material when they completed exams. The Public Works Inspector trained the Resource Recovery Facility Crew Chief on 5/28/2020, by conducting an informational site walk. Staff informally indicated this training was also effective.</p> <p>The Public Works Inspector attended the following additional trainings, which she indicated were informative:</p> <ul style="list-style-type: none"> • Maine Stormwater Conference (12/2 and 12/3/2019) • Cyanobacteria Monitoring Collaborative Workshop (1/16/2020) • SMPDC Town Flood Resiliency Checklist (2/10 and 2/24 2020) • DEP Watershed survey of Legion Pond on 6/25/2020 <p>The Town Planner attended the 4/28/2020 Stream Smart Culvert workshop (1.5 hours), which was informative and effective.</p>	
8	<p>The Public Works Inspector trained the Public Works Crew on 3/26/2021. The training lasted 90 minutes. All public works employees were present for the training and were provided with a presentation and then were quizzed on the content. All employees passed the exams without difficulty. The Public Works Inspector felt the information was understood by all employees and sees good housekeeping principles being used by staff on a regular basis.</p> <p>The Public works Inspector attended a GIS training: Intro to online mapping: Survey 123 and Storymaps on 7/21/2020 to enhance her GIS skills for IDDE and Public Education/Public Participation.</p>	None
9	<p>The Public Works Inspector trained the Public Works Crew in Permit Year 9. Most employees were trained on 3/7/2022, but 5 employees who missed the 3/7/2022 training were provided with separate training on 5 separate days (on-on-one) during new hire orientation. The training lasted 90 minutes. All public works employees were provided with a presentation and then were quizzed on the content. All employees passed the exams without difficulty. The Public Works Inspector felt the information was understood by all employees and sees good housekeeping principles being used by staff on a regular basis.</p>	None

BMP 6.3: Continue Street Sweeping Program

Responsible Parties:

Kittery – Public Works Commissioner

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Measurable Goal 6.3.1 - Each Permit Year the York County MS4s will continue to sweep all publicly accepted paved streets and publicly owned paved parking lots at least once a year as soon as possible after snowmelt.

Progress on the Measurable Goal is provided in the following Table. In permit year 3 the following details are provided as requested by the Maine DEP: information on whether or not municipal lots are swept, the volume of material collected in cubic yards and the disposal location/final disposition of material collected.

Measurable Goal 6.3.1 Street Sweeping		
Permit Year	Description of Progress	Changes
5	<p>Street sweeping of the roads and municipal parking lots was conducted throughout the summer and fall of 2017 and began again on 4/18/2018 in the urbanized area of Town.</p> <p>According to the Town log, approximately 392 cy (49 loads) of material were collected during sweeping. The sweepings are deposited at the Kittery Recycling Center/Transfer Station.</p> <p>Leaf removal in the fall removed 144 cy from the streets.</p>	
6	<p>Street sweeping of the roads and municipal parking lots was conducted throughout the summer and fall of 2018 and began again on 4/16/2019 in the urbanized area of Town.</p> <p>According to the Town log, approximately 216 cy (27 loads) of material were collected during sweeping. The sweepings are deposited at the Kittery Recycling Center/Transfer Station.</p> <p>Leaf removal in the fall removed 480 cy (60 loads) from the streets.</p>	
7	<p>Street sweeping of the roads and municipal parking lots was conducted throughout the summer and fall of 2019 and began again on 5/19/2020 in the urbanized area of Town. The delay in sweeping (from April to May this year) was a result of split work crews during COVID-19 restrictions.</p> <p>According to the Town log, approximately 424 cy (53 loads) of material were collected during sweeping. The sweepings are deposited at the Kittery Recycling Center/Transfer Station. The increase in sweepings material was due to extra sweeping after storm events to remove leaves and debris.</p> <p>Leaf removal in the fall removed 504 cy (63 loads) from the streets.</p>	

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Measurable Goal 6.3.1 Street Sweeping		
Permit Year	Description of Progress	Changes
	This year sweeping was also conducted during pavement grinding activities, which collected 224 cy (28 loads) of pavement grindings.	
8	<p>Street sweeping of the roads and municipal parking lots was conducted throughout the summer and fall of 2020 and began again on 4/15/2021 in the urbanized area of Town.</p> <p>According to the Town log, approximately 496 cy (62 loads) of material were collected during sweeping. The sweepings are deposited at the Kittery Recycling Center/Transfer Station. The increase in sweepings material was due to extra sweeping after storm events to remove leaves and debris.</p> <p>Leaf removal in the fall removed 616 cy (77 loads) from the streets.</p> <p>This year sweeping was also conducted during pavement grinding activities, which collected 96 cy (12 loads) of pavement grindings.</p>	None
9	<p>Street sweeping of the roads and municipal parking lots was conducted four times in PY9: twice for fall clean up and twice in spring for sand cleanup. Spring sweeping began May 3, 2022 for spring cleanup this year.</p> <p>According to the Town log, approximately 456 cy (57 loads) of material were collected during spring sweeping. The sweepings are deposited at the Kittery Recycling Center/Transfer Station. The increase in sweepings material was due to extra sweeping after storm events to remove leaves and debris.</p>	None

BMP 6.4: Cleaning of Stormwater Structures Including Catch Basins

Responsible Parties:

Kittery – Public Works Commissioner

Measurable Goal 6.4.1 - Each permit year the town will inspect at least 50% of their MS4 catch basins and will clean catch basins that accumulate more than three inches of sediment. The towns will clean catch basins more frequently if inspections indicate excessive accumulation of sediment. Excessive accumulation is greater than or equal to 50 percent filled.

Progress on the Measurable Goal is provided in the following Table:

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Measurable Goal 6.4.1 Catch Basin Cleaning		
Permit Year	Description of Progress	Changes
5	<p>The Town cleaned 703 catch basins removing 1,522 cubic yards of grit.</p> <p>Any basins with excess sediment in PY 4 were inspected and cleaned again as part of the program.</p>	None
6	<p>The Town cleaned 480 catch basins and drain manholes, removing 1,136 cubic yards (142 loads) of grit.</p> <p>This year there were 57 basins with excess sediment. The basins with excess sediment in PY 5 were inspected and cleaned again as part of the program.</p>	None
7	<p>The Town cleaned 434 catch basins and drain manholes, removing 720 cubic yards (90 loads) of grit.</p> <p>This year there were 22 basins with excess sediment. Approximately half of the basins with excess sediment in PY 6 were inspected and cleaned again in PY7. The other half will be inspected and cleaned in the coming months (more frequently than every 2 years). The Town was not able to inspect and clean all basins in Town because of reduced work hours because of COVID-19 social distancing restrictions.</p>	None
8	<p>Of the 604 catch basins inspected, 77 had no sediment and did not need cleaning. The Town cleaned all other basins that were inspected removing 80 cubic yards (10 loads) of grit.</p> <p>This year there were 29 basins with excess sediment.</p> <p>The basins that had excess sediment in PY6 that were missed because of COVID-19 reduced hours (approximately ½ of them) were inspected in PY8 and cleaned if needed.</p> <p>The 22 basins that had excess sediment in PY7 were all re-inspected in PY8 and cleaned, if necessary, except for one. Upon QC of data for this annual report – it was noted that one basin (CB1742) had excess sediment in PY7 but was not inspected in PY8. The Public Works Inspector inspected this basin on 8/26/2021 (PY9) and though it did not appear to have excess sediment, she instructed the cleaning crew to inspect and clean it. The basin was inspected and cleaned the week of 8/30/2021.</p>	None
9	<p>The 217 catch basins inspected by the crew were all cleaned, and only 12 had a sump ½ full or more of sediment (excess sediment). The Town removed _664_cy of sediment from</p>	None

MCM 6 Pollution Prevention Good Housekeeping

Measurable Goal 6.4.1 Catch Basin Cleaning		
Permit Year	Description of Progress	Changes
	<p>the basins during cleaning. The basins that had excess sediment in PY8 are prioritized for cleaning early in PY9.</p> <p>Fewer basins were inspected this year because the operator was on disability for a portion for a large portion of the year and he was not able to train new staff to complete the work. New staff were able to be trained in May 2022. The inspections were completed in September 2021 and June 2022 because of this issue. With a full crew in PY1, the town should be able to get back on track for annual inspections and cleaning of the majority of the basins.</p>	

BMP 6.5: Maintenance and Upgrading of Stormwater Conveyances and Outfalls

Measurable Goal 6.5.1 –The town of Kittery developed prioritized maintenance programs during the previous permit cycle and will continue to implement those programs.

Responsible Parties:

Kittery – Public Works Commissioner

Progress on the Measurable Goal is provided in the following Table:

MG 6.5.1 Maintaining and Upgrading Stormwater Conveyances and Outfalls		
Permit Year	Description of Progress	Changes
5	<p>Based on catch basin, ditch, outfall, and opportunistic inspections, the Town repaired or replaced 9 catch basins, over 605 feet of drain line, completed 657 feet of ditching.</p> <p>The following capital projects were completed which included stormwater infrastructure improvements:</p> <p>Emery Field Drainage Improvements,</p> <p>Memorial Traffic Circle</p> <p>DOT bypass (still in progress, but the Town will accept after the project is completed).</p>	None
6	<p>Based on catch basin, ditch, outfall, and opportunistic inspections, the Town repaired 2 catch basins, repaired and/or replaced at least 60 feet of drain line, completed at least 250 feet of ditching with culvert cleaning, repair or replacement. Some additional projects were completed associated with road repairs,</p>	None

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MG 6.5.1 Maintaining and Upgrading Stormwater Conveyances and Outfalls		
Permit Year	Description of Progress	Changes
	but lengths of ditch line and pipe repair/replacement were not tracked.	
7	Based on catch basin, ditch, outfall, opportunistic inspections, and citizen provided information, the Town repaired and/or replaced 12 culverts, reshaped 4 ditches/swales, and raised a catch basin. Some additional stormwater repairs were again completed associated with road repairs, but lengths of ditch line and pipe repair/replacement were not tracked.	None
8	<p>Based on catch basin, ditch, outfall, opportunistic inspections, and citizen provided information, the Town repaired and/or replaced 2 culverts, repaired 3 basins, and replaced a failed catch basin, and repaired or installed other drainpipes and catch basins as part of sidewalk and roadway work (though the total length of pipe was not tracked).</p> <p>The ditch inspections for illicit discharges resulted in the removal of 33 55-gallon containers of trash in March of 2021 (Memorial Circle and Route 236, Betty Welch Road, Dennett Road, Old Post Road, State Road, Lewis Road, and the Town Hall complex).</p> <p>The televising for illicit discharge issues in Admiralty Village (fall of 2020) revealed some pipes needed repair or had collapsed. (rating of 4 or 5 on the NASSCO Pipe Assessment Certification Program). Lining and repair of these pipes is being added to the Capital Improvement Program.</p> <p>Preparations for road and storm drain repairs from the Kittery Point Bridge to the York Line were underway in Permit Year 8 for paving, which is scheduled for Permit Year 9.</p>	None
9	<p>Based on catch basin, ditch, outfall, opportunistic inspections, and citizen provided information, the Town completed the following maintenance on the storm drain system:</p> <ul style="list-style-type: none"> • Repaired 20 catch basins • Installed three new catch basins • Repaired dipping pipes at three locations • Conducted ditch work on Pepperell Road. <p>Televising of Route 1 pipes was conducted between Adams Drive and Lewis Road.</p> <p>Lining of pipes in Admiralty Village, Route 1 and other areas</p>	None

MCM 6 Pollution Prevention Good Housekeeping

MG 6.5.1 Maintaining and Upgrading Stormwater Conveyances and Outfalls		
Permit Year	Description of Progress	Changes
	of town continued. Approximately 2,600 feet of pipe (25 pipes) were lined in PY9. This is a significant capital project and will continue on through Permit Year 1 of the 2022-2027 Permit Cycle.	

BMP 6.6: Stormwater Pollution Prevention Plans (SWPPPs)

Measurable Goal 6.6.1 –By June 30, 2014 (the end of Permit Year 1), the town of Kittery will update their SWPPPs to conform to the MSGP.

During subsequent permit years, the town will implement the SWPPPs, including conducting quarterly visual monitoring and quarterly housekeeping inspections.

Reporting - Annual reports to DEP each year will include a status report on the development of the SWPPP's.

Responsible Parties:

Kittery – Public Works Commissioner

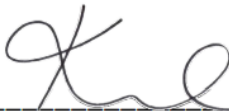
Progress on the Measurable Goal is provided in the following Table:

MG 6.6.1 Stormwater Pollution Prevention Plans		
Permit Year	Description of Progress	Changes
5	No updates were needed to the SWPPPs. The Town continues to implement these plans.	None
6	No updates were needed to the SWPPPs. The Town continues to implement these plans.	None
7	No updates were needed to the SWPPPs. The Town continues to implement these plans.	None
8	No updates were needed to the SWPPPs. The Town continues to implement these plans.	None
9	The Town updated the SWPPPS for the 2022 MS4 General Permit in November 2021. The Town continues to implement these SWPPPs.	None

SECTION 3 CERTIFICATION

The General Permit requires that this Annual Report be certified by either a principal executive officer or ranking elected official. This section provides the necessary 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."

Signature:  _____

Date: 9/8/22 _____

Title: Kittery Town Manager