Municipality/Organization: **Town of Amherst, NH**

EPA NPDES Permit Number: **NHR100000** 2004 MAY -3 P 11:43

MaDEP Transmittal Number:

Annual Report Number & Reporting Period: **No. 1: March 03-May 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Bruce W. Berry Title: Director of Public Works

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Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, 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: Bruce W. Berry

Printed Name: Bruce W. Berry

Title: Director of Public Works

Date: April 27, 2004

Part II. Self-Assessment

II, (a) The Town of Amherst has had a slow start addressing the requirements of Storm Water II. The first initial year was spent attending meetings and trying to get a handle understanding the complete process. We are committed to these requirements and regulations and I was delighted to find during the review phase by our consulting engineers that information posted in the Public Works section of the town webpage unintentionally included educational information addressing Stormwater II. We have a long ways to go and we will stay the course. Limited volunteerism, and resources may require us to rethink our strategies, but the timetable submitted in our permit package is doable. We anticipate a local cable channel to be up and running by summer of 2004. This will become a valuable resource for spreading the word.

II, (b) Best Management Practices are under review by our Planning Board. More time is required to determine appropriate necessary actions and areas of responsibility by various departments.

In house improvements on town winter maintenance equipment such as groundspeed controls, liquid calcium systems (that lower the melting temperature of salt and using less product), ground and air temperature sensing equipment mounted on vehicles, all for more appropriate winter maintenance with a goal towards less pollution by winter maintenance products.

II, (c) Achieving our first year goals, became more challenging while trying to understand the process. This will impact our five year plan and necessitate a tighter timeframe. The Planning Board, Master Plan revision is underway with a goal of presenting it to the voters in 2005. The town is going through a reevaluation of the Zoning and Planning Department with a goal of increase time towards Code Enforcement with sites on site plan compliance and review and support Stormwater Phase II.

II, (d) We continue to collect data on our catch basins during annual cleaning. Illicit connections will be sought and properly documented during the on paper documentation of the position of culverts and catch basins.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1.1	Education signage at voting	Public Works	4'X4" information poster display for town voting.		Broader base of assistance
Revised					
1.2	Information posting on town web page	Public Works Director	Develop and update progress on town managed road construction projects	Actual posting of information on the town webpage completed by outside source.	Update with new and additional information. Investigate and implement, dedicated page on town website to stormwater
Revised	Update as time allows				
1.3	General Education Brochure	Public Works & Education Committee	Develop and distribute to residents in 04-05	This is in progress now, the committee is working through a lot of information, and brochures will be developed and disbursed.	Handout brochures initially
Revised					
1.4	Disburse Information to local contractors	Public Works Director and Land Use Manager	Educate private contractors in the importance of compliance	Verbal education at this point with compliance built into site plan review and follow-up with on site inspections.	Development and printing of formal education brochure designed for contractors with issuance at initial inquiry meeting.
Revised					
1.5	Coordinate information and program distribution within school network	Public Works Director, Conservation Commission	Develop curriculum to educate students. Fall / winter 04-05	Integrate into program currently presented to grammar school students on solid waste.	Begin to develop curriculum to be used to educate students.
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2.1	Stormwater Advisory Committee	Public Works Director and Road commissioners	Review and recommend improvements to SWMP	We are reviewing the initial report and are working on recommended improvements.	Submit recommended improvements to Conservation Commission and Planning Board for comments and feedback. Review, revise, and implement
Revised					
2.2	Removal of potential septic hazards from Baboosic Lake	Town Administrator and Health Department	Move failed septic systems from selected summer homes to community septic system	Approval by town after public hearings, approval of additional outside funding, in the process of the bidding stage, anticipate implementation this year.	Measure improvements to water quality, and seek expansion of program.
Revised			Bid out in 04 implement by 05		
2.3	Catch Basin Stenciling	Public Works	Stencil priority by August of 04	The town maintains under 350 catch basins. During our annual cleaning in July, DPW staff will mark as each is cleaned	Monitor and re-stencil with public service announcement in local paper
Revised					
2.4	HHW Collection Events	Public Works Director and Nashua Regional Planning Commission	Better participation	Currently, there are five sponsored regional collection events. The Amherst Solid Waste Committee is reviewing this program and investigating a local collection event.	Continue to track participation of the regional event and work towards a more local collection.
Revised					
2.5	Education Committee	Public Works Director and Solid Waste task force committee	Booth at major events on the town common	An information booth manned by volunteers during events such as Forth of July	Consider comments received at public events and expand available information.
Revised			Information posted at SP-2 voting in March 04		

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3.1	Identify and map outfalls and receiving waters	Public Works & Pennichuck Water Works	Map all outfalls using a footage measuring devise and transpose onto map. Review information supplied by Pennichuck	All culverts and catch basins were marked with reflectors and delineator posts during fall 03. Additional DPW summer staff will start recording footage and relevant information and transpose it into data base and onto town tax map.	Continue measuring and mapping program
Revised			Actual stenciling has not started yet, we plan it to start in summer 04		
3.2	Dry weather screening of outfalls for illicit connections	Public Works	Screen all outfalls by Fall of 06	Continue field screening of outfalls concurrent with footage mapping by summer staff	Continue field screening of outfalls with measuring and mapping investigate any inappropriate findings for follow-up.
Revised					
3.3	Illicit connection information	Planning Board	Bring information to the attention of Planning Board	Partner with the Amherst Planning Board with documented illicit connection discharges to formulate ordinance	Follow through with necessary ordinance to 05 town meeting approval.
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4.1	Construction Storm Water Pollution Prevention Plan	Planning Board & Public Works Director	Complete review of existing construction site runoff control	Public Works has set the example by implementing a Stormwater runoff control program for its own work.	Review existing rules and regulations, make necessary adjustments to existing documents for establishing water quality benchmarks, site inspection procedures, etc
Revised					
4.2	Site plan review	Public Works Director, Planning Board, & Land use Manager	Take the process now in place (site plan review meeting) and put actions on paper	Create an interim policy from the site plan meetings that exist today.	Continue with interim policy and update as necessary
Revised					
Revised					
Revised					
Revised					

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5.1	Stormwater rules and regulations for sites over 43,560 square feet	Public Works, Engineering, Planning Board	Complete review of existing MS4 maintenance procedures. Complete formal procedures manual for conducting MS4 maintenance, include record keeping forms, best management practices, etc.	Start the review process with recommendations from public works and planning. Begin drafting rules and regulations to regulate post construction Stormwater management and illicit discharges.	Draft new rules and regulations for review and initiate the process for implementation.
Revised			We have started slowly, this looks more like an 04-05 goal		
	Incorporate Best Management Practices into Town Master Plan	Public Works Director, Planning Board, Town Counsel & Board of Selectmen	Complete update of Town's Master Plan to include Best Management Practices.	Review existing Master Plan and draft recommended changes	Bring before the authority having jurisdiction for approval and implementation.
Revised					
Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6.1	Document and Enhance Employee Training Procedures	Public Works Director	Complete review of existing programs and update of formal employee training manual	All employees are actively involved in UNH T-2 and Public Works Academy training. Department SOP's partially completed, plan to have first draft available for review by June 2004. SWMP in draft stage, train staff on content by July 04	Continue existing training programs and integrate new training and techniques to include SWMP and pollution prevention practices.
Revised					
6.2	Evaluate the use of Pesticides, sand, and salt	Director of Public Works	Complete review of existing procedures. Write formal procedures manual for handling and using pesticides, sand, and salt	One employee is certified as pesticide supervisor. Within the last three years, we have integrated new technology to minimize the impact of salt and sand on roads.	Complete the learning process of calibrating winter salt and sand equipment. Purchase of two replacement vehicles with ground speed controls.
Revised					
6.3	Catch basin cleaning	Director of Public Works	Clean every catch basin at least once a year	This practice started three summers ago, each and every catch basin is cleaned yearly or more frequently if needed.	Continue with this program
Revised					
6.4	Street sweeping	Director of Public Works	Sweep winter debris from the streets	Existing policies account for approximately one quarter of the streets picked up each spring and the rest swept to the road edge and cleaned during a ten year ditching plan	Work towards budgeting additional monies to power pick-up sweep all town roads.
Revised					
Revised					

6a. Additions