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Municipality/Organization: Town of Derry, NH

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NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Alan G. Swan P.E. Title: Director of Public Works

Telephone #: (603) 432-6144 Email: alanswan@ci.derry.nh.us

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: Alan G Swan

Printed Name: Alan G. Swan P.E.

Title: Director of Public Works

Date: April 30, 2004

Part II. Self-Assessment

The Department of Public Works has made great strides in the past year to implement the NPDES Phase II Storm Water Program. There were delays at the onset of the program caused by a change in the new permit issuance date of April 18, 2003. The Town of Derry Public Works Department has had to familiarize itself with the new regulations and has started implementing an education program with the cooperation of the Derry School District.

Public Education and outreach is off to a great start and there has been interest from the Conservation Commission and the Beaver lake Improvement Association. A new group has been started in conjunction with the Beaver Lake Improvement Association, the NHDES, Derry Public Works, Derry Planning Department, Derry IT Department, Derry Recreation Department, NRCS, and the SNHRC&D. This group is known as the Beaver Lake Watershed Partnership. The Beaver Lake water shed encompasses a large portion of the urbanized area in Derry and the formation of this group is sure to be a benefit to the Town in implementing the NPDES Phase II program. The group was briefed on the NPDES regulations as part of their first meeting and the subject drew a great deal of interest.

In addition, Derry is meeting with surrounding towns and the NHDOT in order to better assess our progress and work together to develop the best programs possible.

An Assessment of the Best Management Practices (BMPs) selected for Derry's Storm Water Management Plan appear to be appropriate for the Town at this time. The measurable goals for each BMP are realistic and the Town has reached its measurable goals for the first year of the program. The information collected and analyzed in the first year of the program was limited to reviewing the local ordinances and regulations in place.

In summary, in the first year of the program, the Town has been successful in getting the NPDES Phase II program off the ground. The plan is obviously very new and there will need to be amendments made to the plan over the next few years. The Town of Derry along with all the other communities involved in NPDES Phase II will need to analyze their programs to determine which are most effective and practical and those programs that are not.

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	Document & Continue Existing Programs	Public Works	Review public education programs that are already in place that may be utilized as mechanisms to distribute storm water information. Prepare written documentation that summarizes existing programs in place that may be used in conjunction with the Phase II storm water program.	The Town of Derry has reviewed its existing outlets for distributing storm water information. These include the Derry Public Access Channel, the Town Website, Hood Park, Gallien's Beach, Derry Municipal Center, and the annual Derryfest.	Try to utilize all the existing outlets to distribute storm water information. This includes the establishment of kiosks at Gallien's Beach and Hood Park. There is already a kiosk at Derry Municipal Center. Derryfest distributed information this past year and the website has a storm water page.
Revised					
2	Coordinate Public Educators	Public Works	Organize Town employees, educators, volunteers, etc. to work together to develop materials to be distributed to the public and school systems regarding Phase II storm water.	In November of 2003 the Superintendent of Operations for the Public Works department met with the Superintendent of Schools and principals from the six elementary and middle schools to discuss educating the students about storm water. In late April or early May of 2004, the eighth graders at West Running Brook Middle School will be introduced to the first educational session for students.	The Town intends to continue to target middle school students in the second year. Hopefully, the program can be incorporated into a life science curriculum. In addition, a group at Pinkerton Academy, Students for Environmental Action is interested in learning more about storm water.
Revised					
3	Coordinate information and Program Distribution within School Network	Public Works	Prepare brochures or fact sheets to be distributed to the public by direct mailings. Provide information on the Town's website. Begin developing curriculum to be used to educate students about storm water issues. Contact 50% of the schools located within the Town.	The Public Works Department downloaded several informational brochures and fact sheets from the internet and distributed these at the annual "Town Fair" Derryfest. It became evident to us that direct mailings would not be practical because the new billing system for taxes and utility bills did not allow for stuffing envelopes with additional information. The Town contacted all the public schools with the exception of the high school, Pinkerton Academy.	Continue to work with the public schools and coordinate a meeting with Pinkerton Academy.
Revised					

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
4	Create Task Committee	Public Works	Task committee is established. The task committee will be responsible for organizing volunteers, etc., to assist the Town with the implementation requirements for the Phase II Storm Water Program. Document meeting minutes.	The Town of Derry created a task committee comprised of the Director of Public Works, the Superintendent of Operations, the Superintendent of Water/Wastewater, the Sewer Treatment Plant Operator, and the Crew Chief for the Transfer Station.	The task committee will continue to meet on an as needed basis.
Revised					
5	Conduct Public Meeting/Acquire Public Input	Public Works & Town Administration	Public Meeting. Phase II Storm Water Program information to be presented. Document meeting minutes.	The Public Works Department presented information at a Town Council meeting to allow for public input. While the council asked some questions, there was little interest from the public at this time. It's likely that the information is still new and the public needs to become more familiar with the subject matter before they are willing to speak on the program.	The Public Works Department will continue to strive to educate the public in storm water. This will encourage citizens to become involved when the program is presented at a meeting with the Town Council to update the elected officials on the progress made in the program.
Revised					
6	Establish Storm Water Information Display at Major Town Events	Public Works	Phase II Storm Water information display at one town event per year.	This task was completed with a display set up at Derryfest.	A display will be set up at Derryfest again this fall.
Revised					
7	Storm Drain Stenciling/Community Clean-up Day	Public Works	50% of storm drains stenciled using volunteers or school students. Community clean-up day held once a year using volunteers and/or students.	This work is scheduled to be started in the summer of 2004 and continue through 2007 and beyond to the new permit period. The Public Works Department has designed stencils and is working on having them made at this time.	Continue with the stenciling program.
Revised					

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
8	Map Outfalls and Receiving Waters	Public Works & IT Department	Produce a map showing outfalls and receiving waters	The Town of Derry has started mapping the entire storm water collection system including the outfalls. This is a huge undertaking and is expected to continue in development through 2006. The Town is on schedule with the goal as presented in the NOI.	Continue with mapping the outfalls and the drainage collection system.
Revised					
9	Evaluate Need for Storm Sewer Ordinance; Develop if Necessary	Public Works, through a consultant.	Complete review of existing local regulations and ordinances to determine what mechanisms are already in place. Prepare a Storm Sewer Ordinance for adoption by the Town.	The Town of Derry has employed a private consultant to review the existing regulations in Derry and develop a Storm Water Ordinance.	The Storm Ordinance being developed by the consultant will be presented to the Town Council for consideration for adoption.
Revised					
10	Train Volunteers in Illicit Discharge Identification	Public Works	Complete a training document. Complete volunteer training for illicit discharge identification. This must include information related to the hazards associated with illegal discharges and improper waste disposal.	The Town has prepared an elicit discharge report form to be used by Town employees and volunteers. The Town is currently working with Steve Landry of NHDES to develop a "stream team" through the Beaver Lake Watershed Partnership to train volunteers in illicit discharge detection.	Continue with training on illicit discharge.
Revised					
11	Dry Weather Screening of Outfalls	Public Works	Utilize trained volunteers and/or students to complete dry-weather screening of outfalls. Complete dry-weather screening forms for inspection. Document findings of screening. Identify outfalls requiring further follow-up.	Dry weather screening of outfalls can not commence until outfalls have been mapped.	Dry weather screening of outfalls will commence when outfalls have been mapped. The Town hopes to speak with high school age students about dry weather screening in order to develop awareness so that when the outfalls are mapped we will have a group of volunteers available to perform the screening.
Revised					

12	Develop System of Identifying Illicit Discharges and Initiate Program to Eliminate Them	Public Works	Complete Plan outlining system for eliminating illicit discharges. Initiate elimination program. Eliminate the majority of identified illicit discharges.	Not planned for this recording period.	A system will be developed to identify illicit discharges. The Storm Water Ordinance will act as a vehicle for the developing a program to eliminate them.
Revised					
13	Identify Magnitude of Effort to Continue Mapping Storm Sewer System.	Public Works	Complete a review of the storm sewer system mapping in Town. Prepare an assessment of the effort required to continue this mapping.	Not planned for this recording period.	Planned for 2007.
Revised					

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
14	Document Existing Programs and Expand Them as Required	Public Works	Complete Review of Existing Location regulations pertaining to construction site runoff control. Complete written summary of existing requirements. This may require additional assessment of potential water quality impacts. Complete necessary additions to existing documents/ordinances for establishing water quality benchmarks, site inspection procedures, etc. Ordinance revisions will be accompanied by appropriate public notice and comment opportunities. The regulations will ultimately address areas of concern noted above.	The Town has completed a review of the local regulations and requires detailed erosion and sedimentation control plans.	The Town will require documentation to verify that an NOI has been submitted to the EPA.
Revised					

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
15	Document and Enhance Procedures for MS4 Storm Sewer System	Public Works	Complete review of existing MS4 maintenance procedures. Complete formal procedures manual for conducting MS4 maintenance, including record keeping forms, Best Management Practices related to development, etc. Regulations and ordinances will be expanded, as appropriate, to incorporate measures to address the areas of concern noted above.	Scheduled for summer 2004.	Record the locations and number of catch basins cleaned. Prepare a regular schedule for cleaning of basins throughout the Town to ensure the entire system is cleaned on a routine basis.
Revised					
16	Incorporate Best Management Practices into Town Master Plan	Public Works & Planning Department	Complete update of Town's Master Plan to include Best Management Practices.	Scheduled for 2005/2006.	Scheduled for 2005/2006.
Revised					

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
17	Document and Enhance Employee Training Procedures	Public Works	Complete review of existing training programs. Complete formal employee training manual.	Scheduled for 2006	Scheduled for 2006
Revised					
18	Evaluate the Use of Pesticides, Sand and Salt	Public Works	Complete review of existing procedures. Complete formal procedures manual for handling and use of pesticides, sand, and salt.	Scheduled for 2006	Scheduled for 2006
Revised					