Town of Goffstown

2004 APR 26 P 10: 38 DEPARTMENT OF PUBLIC WORKS

General Information

Name of Permittee: **Town of Goffstown**

Mailing Address: **404 Elm Street**
Goffstown, NH 03045

Contact Person: **Thomas Fatcheric, Environmental Projects Manager**

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Reporting Period: **3/03-4/04**

Certification: I certify under penalty of law that I have personally examined and am familiar with the information submitted herein: and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. See 18 U.S.C. 1001 and 33 U.S.C. 1319.

Signatory requirements: All applications, reports, or information submitted to the Director shall be signed and certified (Part VI. G. of the MS4 Permit – 40 CFR 122.22)

Signature: Robert Wheeler

Printed Name: Robert Wheeler Title: Chairman, Board of Selectmen

Date: April 12, 2004

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Town Of Goffstown
MS4-Storm Water Pollution Prevention Plan
Annual Report

Date: 4/2004

The following plan describes the measures the Town of Goffstown will implement in order to reduce the discharge of pollutants from the Municipal Separate Storm Sewer System (MS4). The plan will follow the requirements outlined in the MS4 general permit effective May 1, 2003. The format for the plan is based on the information supplied in the Notice of Intent submitted to EPA and the NHDES on July 25, 2003. The plan will be updated and modified based on the effectiveness of best management practices listed under the six minimum control measures of the permit. A copy of the MS4 program and related details is available at the Department of Public Works office located at 404 Elm Street, Goffstown, NH. This plan outline will also be used as the template to fulfill the MS4 annual report as required by permit. The annual report updates will be listed by the year of implementation and BMP/ID. Updates will focus on control measures that were scheduled to be implemented in the permit year 2003.

The focus of the plan applies the listed control measures and practices to reduce surface water pollution in the regulated "urbanized area" within the geographic limits of the Town. The urbanized area in Goffstown is concentrated around the Glen Lake and Piscataquog River watershed. These areas will be given priority when timing the implementation of best management practices. However, many of the practices can and will be implemented town wide in an effort to inform the community as a whole regarding storm water pollution control measures.

The MS4 general permit requires the use of the following six control measures to meet the conditions of the permit.

- Public Education
- Public Participation
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post Construction Runoff Control
- Municipal Good Housekeeping

Additionally the MS4 general permit requires operators of the system to evaluate whether discharges from the storm sewer system will have any impact of federally listed threatened or endangered species or habitat. Initial inquiries indicate that there are no federally listed species within the urbanized area of the Town. However, the following species are listed by the State of NH as endangered and have been documented within the urbanized area of town;

Brook Floater (Alasmidonta varicosa)
Spotted Turtle (Clemmys guttata)

The town will confer with the State of NH, National Heritage Bureau to determine if modification of management practices will be required to minimize the impact of storm water on these species.

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Public Education

Educational materials will be distributed to the community in a number of different ways and will include information regarding what storm water is and what it should be (only rain in the drain). Outreach materials will be available on the Town website (www.town.goffstown.nh.us/dpw/stormwater.shtml) and through distribution of a semi-annual newsletter published and distributed by the Public Works office. Additionally the local public access channel will air informational videos on storm water. A video developed by NH Seacoast towns will be the first to air.

Public Works will be working with other departments and committees to determine the extent of current outreach efforts and how they may be used to benefit the program.

Storm drain stenciling will be initiated during the second year of the permit. The purpose of stenciling will have the dual purpose to raise awareness regarding where storm water goes after it enters the drain and increase public participation in the program.

2003 Annual Report Update:

PE-A-A Storm water link was added to the Town Website on 4/2003. The site gives a brief description of why the Town is concerned about storm water and what residents can do to help keep it clean. The sites address is www.town.goffstown.nh.us/dpw/stormwater.shtml. The site averages 15-30 hits per week.

PE-B-In the spring and fall of 2003 the Department of Public Works issued a newsletter that provided information regarding storm water and related issues. The spring issue had an informational article describing what storm water pollution prevention is and what residents can do to keep it clean. About 2000 copies of the first newsletter were distributed. The fall newsletter contained information regarding the Towns annual household hazardous waste day and who to contact in the case of a gasoline or oil spill. 4500 copies of the fall newsletter were distributed throughout the community. 2000 of these were distributed directly to registered voters by the organization Vote Smart Goffstown in February of 2004.

PE-D-The Town continues to work with the local Conservation Commission and other organizations to determine the extent of existing outreach in Goffstown. In the past the Conservation Commission has had a booth at the Towns Old Home Day held in June each year. The booth contained information regarding pollution prevention topics.

PE-E-The local public access channel as been used over the past year to run the Seacoast Coalition Storm water video. The Video was run over the course of three different weeks during the winter of 2003-04.

Public Outreach

The public will be provided opportunities to participate in the program through the following means:
Storm Water Committee- The committee will be used to more fully develop the program and evaluate public education and participation methods. The committee may also have the task of recommending policy regarding ordinance to the Board of Selectmen for approval.

Storm Water Hotline- A phone number will be published and listed in outreach materials to give the public a way to contact DPW regarding discharge concerns or questions. The calls will be tracked using a system similar to the DPW Work Order system and the information gathered will be used to correct discharge problems or modify outreach as required.

Adopt A Spot-The Adopt A Spot program will be used to minimize roadside refuse that could end up in surface waters. Volunteer organizations requesting "spots" along rivers, streams and lakes will be given first priority. Number of bags collected will be used to evaluate the effectiveness of this BMP

School Discharge and Detection Program-This will be an opportunity to work with the local education community and provide another method of public participation. DPW will work with local schools starting with a program at the middle school or high school level to perform illicit discharge inspections. This program will take considerable development with school faculty and is expected to start during the third year of the permit.

Join Local Organizations-Existing organizations like the Piscatquog Watershed Association (PWA) will be joined to take advantage of this existing outreach network. Organizations such as the PWA will provide a good format for distribution of outreach materials and information. Currently the DPW is involved with a Storm Water Group made up of local municipalities including Manchester, Bedford, Londonderry, Auburn and State DOT representative. This organization will foster cooperation between regulated communities and allow the communities to trade information regarding successes and failures of existing programs.

2003 Annual Report Update:

PP-H-In the spring of 2003 the DPW developed an Adopt A Spot program to assist with the cleanup of trash and debris along streets and other sensitive areas. The program is advertised on the Town's website and an article regarding the new program was published in the spring '03 DPW newsletter. To date three areas have been adopted; including the Glen Lake Water Front Area. Two of the locations have yielded approximately 20 bags of garbage, 11 tires, and some carpet, furniture and scrap metal. During the winter of 03/04 the Town placed signs to mark the adopted locations. Since the signs have been in place other organizations have expressed interest in the program and the Department expects results to continue to improve over the next year. Additionally, the DPW was involved with the Piscataquog Watershed Local Advisory Committee who cleaned up along the river and an abandoned rail bed from Moose Club Park Road to the Manchester town line. The clean up yielded at least 20 tires, 150 bags of garbage, 30 yards of scrap metal, and an additional 6 yards of trash loaded into a Town dump truck.

Illicit Discharge Detection and Elimination

Research existing complaints-The BMP will include working with other Town offices to review illegal discharges reported and determine status. Reported discharges will be used to pinpoint problem areas and to help develop ordinance changes regarding illicit discharge elimination.

Evaluate existing Maps for Drainage Layer-Existing maps will be used to determine drainage outfalls and discharge sources. They will also assist in determining the additional work and resources required to complete the drainage maps. Existing complaints will be compared to the drainage maps to better qualify problem areas and take appropriate corrective action.

Map Outfalls-Outfall will be mapped using existing maps as the starting point. Field surveys will require access to the lake and rivers either on foot or by boat. Discharge mapping is scheduled to take place in the fall of 2003 but will depend on the status of current drainage layer maps. Maps will be used to develop future evaluation and inspection cycles

Storm Water Ordinance-Currently the Goffstown Sewer Ordinance does not allow for floor drain connections to the sanitary sewer. A specific storm sewer ordinance may be developed using the current sanitary sewer ordinance as a template and presented to the Board of Selectman for approval. Ordinance development and changes require proposed rules go through the public hearing process. Ultimate approval of the ordinance will come from the Board of Selectmen. The ordinance may include a permit and approval process for any connection to an existing or new storm drainage system. Permitting would allow a tracking and inspection mechanism.

Develop ID Detection Plan-An illicit discharge detection plan will be developed to find and eliminate illicit discharge. The plan will be developed from the experience gained through the mapping and evaluation of existing discharge complaints. Generally it will include; prioritizing discharge points located in the urbanized area (i.e. Glen Lake waterfront, sections of the Piscataquog River located in the village and the Pinardville area). These areas will be given priority due to the density of residential and commercial properties. Screening for discharges will occur both randomly and scheduled during dry weather conditions. An ID inspection sheet will be developed to include date, time and location of the discharge. Information regarding the results of the visual inspection and whether or not the discharge point has been inspected prior to the documented survey will also be included on the form. Dye and smoke testing may be used to determine the origin of the discharge. Each incident will be evaluated individually to determine the best method to correct the problem and monitored regularly to ensure elimination of the discharge.

2003 Annual Report Update:

ID-K- Existing Complaints- Currently the Towns Building and Health office has enforcement responsibilities regarding illegal dumping or health related concerns. At this point the Department tracks all complaints by map and lot number. In 2003 there were a total of 5 health related complaints. In 2002 there were 21. At least some of these complaints were related to storm drain discharges. The DPW will be working with this Department to find a more defined tracking mechanism for storm water related complaints.

ID-L, M-Storm Drain Mapping- Both BMP L and M are related to the documentation of storm drain outfalls located in the Towns urbanized area. In the summer and fall of 2003 the DPW employed an intern to look at some of the existing drainage maps and determine how useful they may be in assisting the DPW with this component of the permit. Existing maps were plotted off the Auto-cad system and were used in the field to locate outfalls along known surface water bodies. To date about 1/3 of the

urbanized area has been inspected. The inspection included a GPS location and general condition of the conveyance. The DPW expects to continue this portion of the program in the summer of 2004.

ID-O-This BMP is directly related to item **ID-K** listed above and will need additional development over the course of 2004.

Construction Site Runoff Control

Review/Revise Storm Water Ordinance in the Planning Rules-Existing storm water rules are detailed in the town planning rules. The rules will be reviewed and converted to ordinance if required. The ordinance will apply to construction projects of greater than one acre or less than one acre if part of a larger project that discharge into the MS4 and are located within the urbanized area of town.

Create Details for Control Measures-Details regarding BMPs for storm water runoff will be generated. The controls will assist Planners, Developers and Town officials in choosing, implementing and developing inspection criteria for appropriate erosion control measures.

Site Plan Procedure-Review and revise current Planning Board approval procedure. Utilize the existing system and modify in order to direct storm water controls and the handling of waste materials from the site.

Implement Inspection Procedure-Formalize an inspection program that follows the details of the approved sediment and erosion control plan. Forms and inspection points will be determined during the planning stages of the project. It is currently unclear which department will be responsible for performing inspections and enforcement of the approved plan. These details will need to be resolved during the review and development of planning rules regarding storm water.

2003 Annual Report Update:

CS-P-A cursory review of existing Planning Board rules was done during the winter of 2003/04. As outlined in the original NOI the Town will need the next 12-18 months to better determine how Phase II requirements can be best integrated into existing rules.

Post Construction Runoff Control

Review and Revise Current Ordinance-The post construction ordinance will need to be developed under the direction of the Board of Selectmen and Planning Board. The ordinance will address projects that disturb greater than one acre and discharge into the municipal storm sewer system, as well as, the ownership of future maintenance and repair costs.

Post Construction Maintenance and Ownership-Post construction policies will be developed at the same time as other storm water construction ordinances. Any policy regarding post construction ownership will need approval of the Board of Selectmen and public hearing for ultimate approval.

2003 Annual Report Update:

CS-T-A cursory review of existing Planning Board rules was done during the winter of 2003/04. As outlined in the original NOI the Town will need the next 12-18 months to better determine how Phase II requirements can be best integrated into existing rules.

Municipal Good Housekeeping

Annual Employee Training-Employees will be trained in storm water pollution recognition and prevention. The training may be done in conjunction with other related refresher training such as Right to Know and spill prevention training. Information like the State of NH "Storm Water Training for Solid Waste Facilities" will be used to develop the program.

Catch Basin Cleaning-Currently all catch basin are cleaned yearly. Catch basin cleanings are documented and tracked. Currently, documentation consists of a list of streets and a total number of basins by street. As the Town continues to develop its Storm water program it will include location, condition of the structure, date last cleaned and possible GPS location. All recovered materials are delivered to the DPW gravel pit located at 404 Elm Street and are stock piled. Stock piled materials are located in a position so that runoff does not leave the facility. Materials have been tested and are comparable to other materials mixed into the aggregate pile. Materials are reused as road base in future construction projects. Quantities of cleanings will be tracked starting in 2004.

Street Sweepings-Roads located within the urbanized area are swept two times per year. Materials are collected and delivered to the DPW gravel pit located at 404 Elm Street. Materials have been tested and are comparable to other materials mixed into the aggregate pile. Materials are reused as road base in future construction projects. Quantities of sweepings will be tracked starting in the fall of 2003.

Provide HHW Service-The town will provide an annual HHW collection day for residents to deliver household hazardous wastes to the transfer facility. The town has operated the annual collection day since the early 1990's. The event averages seven tons of collected hazardous waste annually. Future development of the program may include collection of these materials during normal hours of operation. This program requires the development of a formal program for Selectmen approval.

Used Oil, Antifreeze and Rechargeable Battery Collection-These services are currently open to all residents during normal hours of operation at the Transfer Station. The town averages 3500-4000 gallons of oil, 50-100 gallons of antifreeze and 8000-8500 lbs of recyclable batteries collected and removed from residents in the community. These programs will continue with annual reminders to residents regarding thier existence here at the Transfer Station.

AA and AB Determine Sand and Salt Usage and Calibrate Equipment -This program began during the winter of 2002-3. The maintenance shop continues to develop its calibration practices and management. During each snow event sand and salt usage is weighed and tracked. The information is stored on the scale house computer and is used to compare with previous storms and to help further tweak the program. The plan is to get all trucks calibrated to minimize usage but not impact or impair public safety.

Develop Inspection Program and Schedule-A formal inspection plan will be developed to better manage and maintain structural storm water drainage systems. System will include review of inspection frequency of underground piping and structures, as well as, surface drainage systems. Systems will be checked to determine condition and system capacity. If capacity has been reduced by greater that ½ original design, the system will be cleaned and condition noted. Systems within the urbanized area will be prioritized during the cleaning and inspection season.

2003 Annual Report Update:

GH-V-Annual Employee Training-In 2003 new employees have been given basic training in storm water awareness. Training includes a discussion of why the DPW is concerned about storm water issues and the distribution of a Storm Water Pollution Prevention flyer developed by the NHDES. It is the intent of the department to provide this basic training to all its employees in the spring of 2004. This piece of the program is running a few months behind the original goals outlined in the NOI.

GH-X-Street Sweeping-Each year the DPW contracts a sweeping company to sweep all curbed streets located in the urbanized area. Sweepings are collected and delivered to the Transfer Station where they are managed and reused under the NHDES Management of Street Wastes waiver. It is the intent of the DPW to weigh and track sweepings collected. Weighing of materials will begin in 2004 and reported annually.

GH-Y-Household Hazardous Waste Day- Each year the Town holds a one day HHW event. It is normally scheduled for the first Saturday in June. In 2003 the event collected 7665 lbs of flammable paint and aerosol waste, 800 lbs of pesticides, and 950 lbs of corrosive or toxic chemicals. At total of 4.7 tons on hazardous materials was removed from the community in 2003.

GH-Z-Waste Antifreeze and Used Oil for Recycle are collected at the Transfer Station on a regular basis. In 2003 the Town collected about 150 gallons of used antifreeze and 4350 gallons of used oil. The waste antifreeze is recycled through an antifreeze recycling contractor and the used oil is burned in a waste oil furnace to heat the Towns maintenance facility.

GH-AA-The DPW has modified the scale house software located at the transfer station/public works facility to allow the Town to track winter salt and mix usage. The software can generate a report that shows the number of road miles treated and the average lbs per mile used. This software will allow the DPW to better manage its winter fleet and deicing agents. On average trucks are putting out between 250-800 lbs of material per mile. The NHDOT recommends between 250-350 lbs per mile.

GH-AB-As noted above in BMP GH-AA the DPW maintenance facility is upgrading spreading equipment to reduce salt usage as outlined in the Storm Water Plan. Each new truck that is purchased (one in 2003) is equipped with modern spreading equipment for proper fine tuning. Older equipment continues to be tested and increase efficiency and reduce wasted material.

GH-AC-Each year the DPW cleans all of the closed storm drainage system in the towns urbanized area. The vaccon operators are given a list of streets and the number of basins on each street to be cleaned. Historically the operator will make a notation on the sheet indicating completion. In 2003, the DPW cleaned or visually inspected all catch basins listed. Collected materials are delivered to the Transfer Station where they are managed and reused under the NHDES Management of Street Wastes waiver. It is the intent of the DPW to weigh and track catch basin cleanings collected. Weighing of materials will begin in 2004 and reported annually.

Requirements for meeting discharges into Water Quality Impaired Waters

Evaluate and Modify Sewer Inspection program-Work with the sewer department to understand current inspection practices for crossover between systems. If crossover is suspect in certain areas develop an inspection procedure to monitor the extent of the problem and determine a method and time frame to correct. In general waters in Goffstown are impaired with mercury most likely resulting from air born pollution from the mid west. The Goffstown MS4 ultimately discharges to the Piscataquog River below Biron Bridge. This section of the river is impaired for bacteria. The sanitary sewer crossover identification and elimination will be the first method to manage this potential pollutant.

Date: 07/24/03

Stormwater Management
Permit Tracking

Town of Goffstown

BMP ID	Spring 2003	Summer 2003	Fall 2003	Winter 2003-04	Spring 2004	Summer 2004	Fall 2004	Winter 2004-05	Spring 2005	Summer 2005	Fall 2005	Winter 2005-06	Spring 2006	Summer 2006	Fall 2006	Winter 2006-07	Spring 2007	Summer 2007	Fall 2007	Winter 2007-08
PE-A																				
PE-B																				
PE-C																				
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PP-F																				
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PC-U																				
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GH-AB																				
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