Town of Hampton

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2004 APR 30 P 10: 14

April 27, 2004

U. S. Environmental Protection Agency
Water Technical Unit
P O Box 8127
Boston, MA 02114-8127

RE: Annual Report Permit Year 1 (May 1, 2003 – April 30, 2004)
Storm Water Phase II Program
Hampton, New Hampshire

Please find enclosed the Permit Year 1 Annual Report for the Town of Hampton, New Hampshire.

Sincerely,

James S. Barrington
Town Manager

100 Winnacunnet Road, Hampton, New Hampshire 03842 Tel. 603-926-6766 Fax 603-926-6853

Annual Report Permit Year 1 (May 1, 2003 – April 30, 2004)
Small Municipal Separate Storm Sewer System General Permit
Town of Hampton, New Hampshire

2004 APR 30 P 10: 14

Submitted to: U.S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

New Hampshire Department of Environmental Services
Water Division
Wastewater Engineering Bureau
P.O. Box 95
Concord, NH 03302-0095

Part I General Information

Name of Permittee: Town of Hampton, New Hampshire

Mailing Address: 100 Winnacunnet Road
Hampton, New Hampshire 03842

Contact Person: Mr. Doug Mellin, Public Works Operations Manager

Telephone: (603) 926-3202 E-Mail: dmellin@town.hampton.nh.us

Reporting Period: May 1, 2003 – April 30, 2004

Certification: I certify under penalty of law that I have personally examined and am familiar with the information submitted herein. 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:

Printed Name: Mr. James S. Barrington, Town Manager

Date: 4-27-2004

Part II Annual Report

The General Permit requires the following information be contained in this annual report (text that is in italics A. through G.). This Annual Report addresses each of the areas as follows (text that is not in italics):

A. Self-Assessment Review of compliance with permit conditions: As presented in Part II of this report, the Town of Hampton is complying with the General Permit Conditions through fulfilling the BMPs and completing the Measurable Goals identified in its five-year plan.

B. Assessment of appropriateness of selected BMPs: The BMPs selected are still appropriate for the Town except where identified in Part II.

C. Assessment of Progress towards achieving the measurable goals: All progress is described in Part II and summarized in Part III.

D. Summary of results of any information that has been collected and analyzed: Part III summarizes information collected. This information has not been analyzed. Portions of the data collected will be analyzed in Permit Year 2.

E. Discussion of activities for the next reporting cycle: The entire five-year plan is presented in the tables. Activities to be completed in the next permit year are shown on the table.

F. Discussion of any changes in identified BMPS or measurable goals: Any changes to goals or BMPs for subsequent permit years are presented in the Table in Part II.

G. Reference to reliance on another entity for achieving any measurable goal: Part II presents the party responsible for the measurable goal. The Town of Hampton has developed a stakeholder group to assist in fulfilling its measurable goals.

1. Public Education and Outreach			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
1A General Public Education Brochure – develop or use an existing brochure from another entity that addresses potential pollutants, effects of potential pollutants, and alternative actions by public	YEAR 2 Complete development and production of brochure YEAR 3 Distribute brochures to all households in urbanized area	Conservation Commission Chairman	Unanticipated Goal Completed for Permit Year 1: Aquarion Water Company prepared and distributed a Source Water Protection Brochure in April 2004 to all residents. The Brochure contained a section on protection of storm water runoff as a method of protecting drinking water sources. No changes to Permit Year 2

1. Public Education and Outreach			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
Same as 3C IDDE Tracking Program • Utilize scheduled catch basin cleanings and outfall inspections as method of detecting illicit discharges • Develop mechanism to track enforcement actions • Implement enforcement and tracking of revised rules	YEAR 1 Modify existing form for reporting suspicious catch basin residue and develop door hanger to inform public that an illicit discharge was detected in the area. YEAR 2 Develop mechanism to track enforcement YEARS 3-5 Implement enforcement (document number of enforcement actions)	Public Works Operations Manager	The catch basin cleaning form has been modified to identify when evidence of illicit discharges is observed. The door hanger has been completed. Public Works will begin using the revised catch basin cleaning form and the door hanger in May 2004.
1B Media Message - provide public education message on Channel 22 and in Town Report for storm water education	YEAR 1 Develop messages/information YEARS 2-5 Begin broadcasting message	Public Works Operation Manager	Public Works has purchased the Seacoast Coalition Video and will be broadcasting it on Channel 22 in the Summer of 2004.
1C Classroom Education - perform K through 12 education of storm water impacts and actions public can take. Implement one program per year	YEAR 1 Coordinate educational programs by developing programs YEARS 2-5 Implement one program per year	Enrichment Program Director (with support from other municipal and not-for profit organizations)	Hampton Academy Jr. High - NHDES and USGS provided a four week educational program focused on water use – Students met once a week to learn about watersheds, responsible water use and protection – the program includes elements of watershed protection including storm water protection. Planning has taken place for middle school students to perform stenciling in the Hampton Beach area – (scheduled to occur May 12th, 2004 (Permit Year 2). Parks Department Bus will be used, Department of Public Works will provide a driver. Julia Peterson from UNH Cooperative Extension will provide stenciling materials. A Classroom information session will be given prior to stenciling by Ms. Peterson. The Town has supported the classroom education efforts by providing the Enrichment Program Director with information on the Hampton Harbor TMDL study and educational grant opportunities.

1. Public Education and Outreach			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
1D Continue Integrated Pest Management Program at Schools	YEARS 1-2 Continue Program, Implement recommendations	Schools Facilities Manager	The annual report for the Integrated Pest Management Program was not available for Permit Year 1 reporting. This item will be reported on for Permit Year 2.
1E Continue Enforcement of Aquifer Protection Ordinance	YEARS 1-5 Continue Enforcement	Planning Board and Building Inspector (Note change from prior responsible party: Board of Selectmen)	This ordinance contains development restrictions to protect groundwater that also protect receiving waters from storm water runoff such as limiting the amount of impervious area in the Aquifer Protection District, prohibiting some uses, and granting conditional use permits to facilities that will not detrimentally affect source water. The Planning Board reviews all development in the Aquifer protection district to enforce this Ordinance (with the exception of single family and two family homes).. Stakeholders met on February 19, 2004 to discuss possible changes to the Aquifer Protection Ordinance to make it more protective of source water, which also has the benefit of protecting storm water. Any changes to the ordinance could only be voted on at the Annual Town Meeting. The stakeholder group will continue to review the potential changes during Permit Year 2.
1F Pet Waste Management	YEAR 2 Identify target locations YEAR 3 Install dispensers	Public Works Operations Manager	The Town is deleting this BMP and measurable goal from their plan. The TMDL document for Hampton Harbor (Tracking Bacterial Pollution Sources in Hampton Harbor April 2003) documented that only 2% of storm water contamination was a result of pet waste, as opposed to 26% human, 15% wildlife, 8% livestock, 7% birds, and 40% unidentified. Dry weather sampling showed only 5% of contamination was from pets (overall only 4% of bacterial contamination was from pets). The Town was concerned also about the potential for the pet waste baggies to become litter through vandalism or simple littering. The Town is focusing their efforts for public education and illicit discharge control on human bacterial sources.,

2. Public Participation/Involvement			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
2A Follow Town Public Notice Requirements Whenever applicable during implementation of Storm Water Management Program, public notice requirements will be met	YEARS 1-5 Observe all requirements	Planning Board	No Public Notice requirements have yet been invoked during implementation of this Storm Water Management Plan.
2B Initial SWMP Development Invite specific potentially interested parties to join stakeholder group responsible for the development of this Storm Water Management Program (SWMP)	YEAR 1 Invitations extended during plan development	Public Works Operations Manager	The following municipal employees and town based organizations were identified as potentially interested parties for development and implementation. As such these people were invited to participate as a stakeholder in the storm water Phase II program for the Town. Doug Mellin, Public Works John Hangen, Public Works Keith Lessard, School Department Jennifer Kimball, Town Planner Kevin Schultz, Building Inspector Dave Spainhower, Sewer & Drainage Dick Violet, Engineer Bob Walker, Sewer Inspector Greg Smart, Conservation Commission Scott McDonald, Hampton Fire Department John Fincher, Hampton Police Department Kristie Rabasca, EER Randee McDonald, EER As a result of this meeting, Cheryl Rotondo (Middle School Enrichment Program Director) and Jan Petreau (High School teacher) were added to the Stakeholder list for subsequent participation.
See 1C Public Education of Kindergarten through 12	YEARS 1-5 Tracked through Public Education		
2C Quarterly Stakeholder Meetings Utilize existing citizens/ stakeholder groups to consider initiatives, such as a drain stenciling program, or "Adopt a Stream" program	YEAR 1 Establish Stakeholder Group YEARS 1-5 Meet on a quarterly basis to implement SWMP	Public Works Operations Manager	Stakeholder Meetings were held on December 4, 2003 and March 4, 2004 to discuss overall progress on the Storm Water Management Plan. Meeting minutes are kept and distributed to all stakeholders.

2D Assist with Seacoast Beach Clean Up Day and Earth Day activities	YEARS 1-5 Participate in events annually	Public Works Operations Manager	NH Coastal Program sponsors a fall Beach clean up every year. The 2003 Clean up occurred on September 20, 2003. The Town of Hampton assists by picking up any bagged refuse for disposal from the beach cleanups. No documentation was kept as to the volume of material collected from the Hampton Beach area. The cleanup for Permit year 2 is scheduled for September 18, 2004.

3. Illicit Discharge Detection and Elimination (IDDE)			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
3A Storm Sewer System Map • Review existing information to identify all storm water outfalls • Conduct a field survey to confirm outfall locations, include evaluation of drainage divides/drainage areas	YEAR 1 Storm Sewer System Mapping 90% complete YEARS 2-3 Field Check and revise Map YEAR 4 Map 100 % complete YEAR 5 Evaluate potential for incorporating recordkeeping/inspections into GIS, evaluate micro-watersheds of drainage system and quantify flows of potential pollution sources	Public Works Operations Manager	The storm drain system has been mapped using GIS technology. The Public Works Department is starting to map sanitary sewer system.
3B Sewer Ordinance Revision - revise sewer ordinance to ban non-storm water discharges to storm sewer system	YEAR 1 Initiate ordinance revision process YEAR 2 Complete enactment of necessary rules	Public Works Operations Manager	The Town's sewer ordinance language has been revised to incorporate the storm drain system. The revised ordinance language needs to be approved by the Town Manager, and will be sent to a town meeting for public notice prior to adoption by the Town Selectmen. Anticipated adoption date: summer 2004.
3C IDDE Tracking Program • Utilize scheduled catch basin cleanings and outfall inspections as method of detecting illicit discharges • Develop mechanism to track enforcement actions • Implement enforcement and tracking of revised rules	YEAR 1 Modify existing form for reporting suspicious catch basin residue and develop door hanger to inform public that an illicit discharge was detected in the area YEAR 2 Develop mechanism to track enforcement YEARS 3-5 Implement enforcement (document number of enforcement actions)	Public Works Operations Manager	The catch basin cleaning form has been modified to identify when evidence of illicit discharges is observed. The door hanger has been completed. Public Works will begin using the revised catch basin cleaning form and the door hanger in May 2004. Hampton received a 2003 Grant from the New Hampshire Coastal Illicit Discharge Program to evaluate if there are any illicit discharges in the area of the Hampton Harbor Outfalls that were identified as TMDL bacterial sources. The Town anticipates conducting dye/smoke/ and/or televising of the lines to assess if any illicit connections are present. The majority of this work is planned for Permit Year 2. In addition, the Town plans to use the grant money to conduct evaluations of the catchment areas of the catch basins in the TMDL study area. The evaluations will assist in comparing existing volume requirements to potential future development requirements, and will identify the potential source areas if illicit discharges are discovered in the future.

3. Illicit Discharge Detection and Elimination (IDDE)			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
3D IDDE Education Program - educate municipal employees so that they can recognize, trace, and report illicit discharges when observed	YEAR 1 Identify employees to be trained and develop training program and incorporate training into municipal schedule YEAR 2 Train 100% of Sewer and Drain Public Works employees and Building Inspector YEARS 3-5 Repeat Training as necessary	Public Works Operations Manager	Department of Public Works (DPW) employees will be trained to understand the modified catch basin cleaning form, distribution of the door hanger, how to identify illicit discharges, and what to do if they suspect one (Training to occur during Permit Year 2). The NEIWPCC IDDE manual will be distributed in the training program.
3E IDDE Hotline Publicity - provide opportunity for citizens to contact officials when an illicit discharge is observed	YEARS 1-5 Publicize on Channel 22 and include on door hanger	Public Works Operations Manager	The door hanger contains the Department of Public works phone number as a "hotline" to call if citizens suspect an illicit discharge into a storm drain. The phone number will also be published on Channel 22 in conjunction with the Seacoast Coalition Video.
3F Continue annual household hazardous waste collection days, including component of storm water protection in advertisement	YEARS 1-5 Complete Household hazardous waste collection days on a yearly basis	Public Works Operations Manager	The Town of Hampton is part of the Southeast Regional Refuse Disposal District 53-B. This group sponsors a Household Hazardous waste collection each year. In 2003, the collection was held on May 10 at the Hampton Old Town Hall parking lot on Winnacunnet Road. This year the collection is scheduled for Saturday May 8, 2004. Planned activities for Permit Year 2 Household Hazardous Waste day include: publicizing the event on the school website, placing a newspaper ad, having students develop a logo for the newspaper ad, and adding a storm water component to all the above.
See 1A, 1B, 1C Public employees, businesses, and the general public will become knowledgeable of the hazards of illegal discharges through the public outreach and educational programs	YEARS 1-5 Continue public outreach and educational programs		See 1A, 1B, and 1C

3. Illicit Discharge Detection and Elimination (IDDE)			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
3G Evaluate IDDE Program - at the end of each year, non-storm water discharges will be assessed to determine if they have impacted the storm sewer system, and if necessary, a revised ordinances will be initiated to address the issue	YEARS 1-5 Evaluate and initiate ordinance revision if necessary	Public Works Operations Manager	Because no formal illicit discharge detection and elimination program is currently in place, no actions have been completed to date. This task will be completed for Permit Year 2 using the results of the catch basin cleaning forms and the tracking conducted under BMP 3C to address the bacterial sources from the TMDL study.

4. Construction Site Storm Water Runoff Control			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
4A Revise Ordinances • Review existing ordinances • Develop revised ordinance with the use of public participation • Include sanctions in the ordinance • Include a site plan review in the ordinance • Ensure ordinance includes requirements for construction site operators to implement a sediment and erosion control program that includes BMPs that are appropriate for the conditions at the construction site • Publicize revised ordinance • Activate, implement, and enforce revised ordinance	YEAR 1 Generate summary memorandum of status of existing ordinance with recommended changes YEAR 2 Revise ordinances for construction activities YEAR 3 Adopt Changes (Include Public Notice Reqt's) YEARS 4-5 Implement and enforce ordinance	Planning Board	Existing Town Ordinances were reviewed during a Stakeholder subcommittee meeting February 19, 2004 to determine if any changes should be made to meet the Construction Site Runoff Control requirements of the General Permit. Meeting Minutes from the February 19 meeting were produced to document the recommendations. The Town Planning Board will review the recommendations and begin formal revisions of the ordinances in Permit Year 2.
4B Training/Inspection - initiate training for inspector(s) on new ordinances	YEARS 3 or 4 Train employees	Building Inspector	No activity completed this permit year.

5. Post-Construction Storm Water Management in New Development and Redevelopment			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
5A Revise Existing Ordinances • Review existing ordinances • Develop revised ordinance with the use of public participation • Ensure ordinance includes procedures to ensure adequate long-term operation and maintenance of BMPs • Publicize revised ordinance • Initiate training for inspectors • Activate, implement, and enforce revised ordinance	YEAR 3 Generate summary memorandum of status of existing ordinance with recommended changes YEAR 4 Revise ordinances YEAR 5 Implement and enforce ordinance	Planning Board	No activity completed this permit year.

6. Pollution Prevention/Good Housekeeping in Municipal Operations			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
6A Municipal DPW SWPPP for Industrial Activities under the Multi-Sector General Permit	YEAR 1 PWD Complex done by 3/10/03	Public Works Operations Manager	Department of Public Works completed a SWPPP as part of the requirements of the Multi-Sector General Permit for Industrial Activities. The DPW Complex includes a wastewater treatment plant (Sector SIC TW) a transfer station that conducts metals recycling (Sector N SIC 5093), and the public works facility, which conducts vehicle maintenance (Sector P portions only). The facility conducts quarterly inspections for areas where storm water may become exposed to pollutants, and corrects any potential problems identified. The facility also conducts benchmark monitoring of discharges for 2004. Only minor housekeeping issues were identified and corrected in Permit Year 1.
6B Municipal Operations • Identify (list) all municipal operations • Conduct site reconnaissance visits to each municipal property to identify current BMPs used • Identify and select applicable future BMPs for pollution prevention and implement recommended BMPs	YEAR 1 Identify municipal operations and BMPs YEAR 2 Review/Inspect Municipal Operations YEARS 3-5 Begin Implementation of recommended changes	Public Works Operations Manager	The following municipal operations will be surveyed in Permit Year 2: Police station, fire station, parks and recreation department, town hall, and one school.
3D Employee Training • Identify which types of employees should receive training for implementing the municipal SWPPP • Identify type of training and evaluate pre-existing material available from the EPA, State of New Hampshire, and other organizations • Initiate training program	YEAR 1 Identify employees to be trained and develop training program and incorporate training into municipal schedule YEAR 2 Train 100% of Sewer and Drain Public Works employees and Building Inspector YEARS 3-5 Repeat Training as necessary	Public Works Operations Manager	This BMP will be implemented with BMP 3D, IDDE Training program. The DPW staff will be trained in Permit Year 2.
6C Continue street sweeping/litter control on	YEARS 1-5 Continue street sweeping	Public Works Operations	Street Sweeping of the entire Hampton Beach area occurred daily from Memorial Day to Labor Day in 2003. Street sweeping of the

6. Pollution Prevention/Good Housekeeping in Municipal Operations			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
beach area roads on a daily basis, other areas annually		Manager	remainder of the Town of Hampton began in March 2004, and will continue until all streets and municipal parking lots have been cleaned (anticipated to be completed in May 2004). The Hampton Beach area will continue to be swept daily from Memorial Day to Labor Day 2004.
6D Continue cleaning catch basins within urbanized area on a five-year rotation, begin to document, perform more frequent cleaning as necessary	YEARS 1-5 Continue catch basin cleaning	Public Works Operations Manager	The Town conducts catch basin cleaning on a 5-year rotation. Catch basin cleaning began in March 2004. Approximately 330 catch basins will be cleaned this spring.
6E Pursue funding to replace catch basin cleaning apparatus with updated equipment to improve efficiency and frequency of cleaning	YEAR 1 Pursue funding YEARS 2-5 Increase frequency and efficiency when/if apparatus purchased	Public Works Operations Manager	DPW requested funding from the Town in 2003 for a new catch basin cleaner, and was denied funding. DPW will continue to look for funding for this purchase.
6F Continue Conveyance O&M Program • Continue existing program for maintenance and replacement. Recommend any changes • Review and Revise program as needed and implement changes	YEAR 1 Continue existing maintenance program, review at year end and prioritize recommended changes YEARS 2-5 Review and Revise program as necessary	Public Works Operations Manager	In 2003, staff cleared 80 lineal feet of pipe for roots, cleaned 227 catch basins, contracted to clean another 122 catch basins, repaired 15 drainage structures, repaired/replaced 24 lineal feet of storm drain pipe, and installed 440 lineal feet of new storm drain pipe (in three construction projects). The Town of Hampton budgets storm drain repairs during the annual budgeting process. Most of the repairs and maintenance are completed because of observations during other utility work. Repairs to catch basins are completed on an as-needed basis. The budget for Permit Year 2 contains maintenance and repairs to storm drains in the area of Brown Road.

Part III Summary/Measure of Success

Distributed 1,832 Brochures with element of storm water protection (Goal 1a).

Approximately 12 students were began participation in the Watershed Program in the Middle school, however, only three finished the full four week program.

Approximately 227 catch basins were cleaned in 2003 by DPW personnel, an additional 122 were cleaned under contract by an outside firm.

All Town roads are swept annually beginning in April.

Hampton Beach roads are swept daily from Memorial Day through Labor Day.

24 lineal feet of storm drain was rehabilitated in the Town.

Approximately 15 drain structures were repaired during Permit Year 1