Municipality/Organization: Town of Litchfield NH

EPA NPDES Permit Number: NHR04/1015

MaDEP Transmittal Number: W-

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

Received
CIP- 5/6/05

NPDES PII Small MS4 General Permit
Annual Report

Part I. General Information

Contact Person: Raymond C. Peeples Jr. Title: Selectman

Telephone #: Home 603-424-1557 Email: rpeeples@stanleyelevator.com

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: Raymond C Peeples Jr

Printed Name: Raymond C. Peeples Jr.

Title: Selectman

Date: April, 25 2004

Part II. Self-Assessment

The Town of Litchfield has completed the required self–assessment and has determined that our municipality is in compliance with all the permit conditions.

We are ahead of schedule in many of our BMP areas. The Planning Board is complete with all town wide ordinance changes.

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
1A	Prepare annual Town Storm water Report	Road Agent	Maintain and report Town drainage system status. Keep copies and distribute annually.	This goal was not started; there was some confusion as to what should be in the report.	Start to prepare for a report in the 2005 Annual town report.
Revised					
1B	Prepare annual Storm water Newsletter	Road Agent	Annual mailing to active developers, contractors & vendors and make available at Town office/library.	This goal was not started.	Work with the Planning Board and Conservation Commission develop a format for this newsletter.
Revised					
1C	Prepare or Obtain Storm water Technology Brochures.	Road Agent	Distribute with tax bill and make available at town office library.	This goal was not started.	Work with the Planning Board and Conservation Commission to develop a format for this newsletter.
Revised					
1D	Obtain and Air Storm water Technology informational videos on local cable TV	Road Agent	Monitor public perception and feedback through town meetings	This BMP has been met and ongoing.	Obtain different tapes to air on our cable network.
Revised					

1E	Develop and Implement a Storm water Stenciling program	Road Agent	Bi-annual updates and monitoring of stenciling program	Year 2005 goal	N/A
Revised					
1F	Develop and Implement a Storm water Sign program	Road Agent	Bi-annual updates and monitoring of sign program	Year 2005 goal	N/A
Revised					

1a. Additions

	NONE				

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
2A	Establish Storm water Advisory Committee.	Board of Selectman	Regular meetings with report filed in the town annual report.	Year 2005 goal	Form Committee- Done and ongoing Prepare budget for 2006 and hold quarterly meetings.
Revised					
2B	Identify and Utilize volunteer organizations & resources	Storm water Advisory Committee	Cub Scouts, Girl Scouts, etc.	Year 2005 goal	N/A
Revised					
2C	Spring/Fall Clean-up community activity	Storm water Advisory Committee	Bi-annual activities	Each year we bring inmates out to do road side clean up. The residents all do Adopt Highway on the state roads.	Start to plan and model a town program after that state program.
Revised					
2D	Partner with Federal and State Agencies	Road Agent	Periodic meetings & attending training seminars	No progress on this BMP our Town is small and our Road Agent is only part time. The only times that have been offered in this region have been in the day time.	See if there is another person can be located to attend training for the group.
Revised					

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
3A	Review all Federal and State Storm water Legislation	Town Counsel	Subscribe to Federal Register and attend Storm water Seminars	See letter attached to report. Letter is marked 1A	Ongoing
Revised					
3B	Develop and revise local policies and regulations	Planning Board	Project review and approval through Town regulatory process.	Done and Ongoing	Ongoing
Revised					
3C	Locate, catalog and maintain Town wide Storm water Plan	Road Agent	Bi-annual review and plan updates	No progress on this goal	Non at this time, need to fund a GIS system for the year 2006 and build office for the Road Agent
Revised					
3D	Locate, catalog and maintain Town wide Water Body and Wetland Plan	Conservation Commission	Bi-annual review and plan updates	All wetlands have been mapped and cataloged using the State of New Hampshire guide lines.	Ongoing review update as information becomes available.
Revised					
3E	Investigate and develop town wide "GIS" Plans	Planning Board	RFQ & QBS process	Investigated and determined that this would be coast prohibitive at this time.	None at this time, need to fund 2006 budget a GIS system for the year 2006
Revised					

3F	Develop and Implement annual water quality testing program	Conservation Commission Health Officer	Water Quality testing results to be published in annual Town report	Year 2006 goal	Year 2006 goal
3G	Storm water quality monitoring	Road Agent	Construction observations	2006 Goal – In place and ongoing	Ongoing review
3H	Develop an Illicit Discharge Response Plan	Code and Health Officer	Report documentation and water quality testing	Next Permit Cycle 2007	Next Permit Cycle 2007
3I	Locate Illicit Discharges and determine the source.	Code and Health Officer	Field observations, investigations, illicit discharge report and public notification	Next Permit Cycle 2007	Next Permit Cycle 2007
3J	Remove, correct and monitor Illicit Discharges	Code and Health Officer	Field observations, investigations, illicit discharge report and public notification	Next Permit Cycle 2007	Next Permit Cycle 2007
3K		Code and Health Officer	Field observations, investigations, illicit discharge report and public notification	Next Permit Cycle 2007	Next Permit Cycle 2007

3a. Additions

	none				

4. Construction Site Storm water 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
4A	Review all Federal and State Storm water Legislation	Town Counsel	Subscribe to Federal Register and attend Storm water Seminars	See letter attached to report. Letter is marked 1A	Ongoing
Revised					
4B	Develop and revise local policies and regulations	Planning Board	Project review and approval through Town regulatory process.	Done and Ongoing	Ongoing
Revised					
4C	Update and continue ongoing construction observations	Planning Board	Preconstruction meeting	Process Done and In place	Ongoing
Revised					
4D	Enforce, revise and amend present storm water requirements in the subdivision and site development regulations	Planning Board	Erosion control measures indicated on the development plan(s), reviewed and approved during the municipal review process.	Process Done and In place	Ongoing
Revised					

4E	Temporary erosion control methods: - construction entrance - silt fence & hay bales - stone check dams - sediment basins - erosion matting - erosion stone	Planning Board	Construction Observations	Process Done and In place	Ongoing
Revised					
Revised					

4a. Additions

5. Post-Construction Storm water 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
5A	Develop ordinances, regulations and policies to permit access to all Storm water outlets	Board of Selectman	Recorded easements and land owner agreements	We require drainage easements on all subdivisions. We also require conservation wetland setbacks and easements.	Start to plan for access to place in town that are private property that may have a drainage.
Revised					
5B	Develop and Implement Storm water system maintenance regulations, procedures and manuals.	Board of Selectman	Annual storm water observation process	Formed a Storm Water Committee and turned over responsibility to the committee.	Committee will start two plan and document the processes in the last three permit years.
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

6A	Review and Pursue alternative funding sources for additional staffing and resources	Planning Board	Completed grant, loan or bond applications	No Progress on Goal	Investigate opportunities.
Revised					
6B	Develop and Implement municipal Stormwater Pollution Prevention Plan	Planning Board Road Agent	Annual meeting to review, update and revise plan	No Progress on written plan.	Committee will start plan and document the processes in the last three permit years.
Revised					
6C	Develop and Implement Hazardous Waste training program	Planning Board Code and Health Officer	Annual training course	Unsure as to WHO will require training? We have expanded this BMP to include the Fire Chief, Solid Waste, Office of Emergency Management	Committee will start plan and document the processes in the last three permit years.
Revised					
6D	Develop and Implement public storm water contamination training program	Planning Board Code and Health Officer	Annual presentations at public event(s)	Year 2006 goal We have expanded this BMP to include the Fire Chief, Solid Waste, Office of Emergency Management	Year 2006 goal
Revised					
6E	Develop a public snow storage and removal program	Road Agent	Record annual quantity of snow removal and storage	No Snow removable takes place in Litchfield at this time.	None at this time.
Revised					

6F	Revise, update and monitor roadway cleaning & maintenance program	Road Agent	Record annual progress based on "Clean Miles". Litchfield currently sweeps all streets annually.	Litchfield streets at sweep each year after the winter snows have pasted. Our estimate at this time is 360 lane miles.	Ongoing policy
Revised					
6G	Revise, update and monitor storm water systems cleaning & maintenance program	Road Agent	Record annual progress based on "Clean Feet or Structures"	Three (3) year town wide cleaning of CB sumps at this time.	Ongoing policy
Revised					
6H	Catch basin cleaning	Road Agent	Three (3) year Town wide program. Litchfield currently cleans all CB sumps, based on a 3-year rotation schedule.	Three (3) year town wide cleaning of CB sumps at this time, this is an ongoing policy.	Ongoing policy
Revised					
6I	Employee Training	Road Agent	Annual Town wide program	In service training on safety by Primex	Ongoing policy
Revised					

6a. Additions

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Storm water management position created/staffed	(y/n)	no
Annual program budget/expenditures	($)	0

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	????
Storm water management committee established	(y/n)	YES
Stream teams established or supported	(# or y/n)	NO
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	NO
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	4
▪ community participation	(%)	
▪ material collected – Done at a regional collection no data at this time	(tons or gal)	
School curricula implemented	(y/n)	no

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted

Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control	x			x
▪ Post-Development Storm water Management				x
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control	x			x
▪ Post-Development Storm water Management	x			x

Mapping and Illicit Discharges

Outfall mapping complete	(%)	0
Estimated or actual number of outfalls – total unknown at this time	(#)	-
System-Wide mapping complete	(%)	0
Mapping method(s)		
▪ Paper/Mylar	(%)	-
▪ CADD	(%)	-
▪ GIS	(%)	-
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	0
% of population on septic systems	(%)	100%

Construction

Number of construction starts (>1-acre)	(#)	75
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	All

Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	0

Post-Development Storm water Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction storm water control	(%)	100
Site inspections completed	(# or %)	All
Estimated volume of storm water recharged	(gpy)	-

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	Once in 3 years
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	Once in 3 years
Total number of structures cleaned	(#)	All
Storm drain cleaned	(LF or mi.)	None
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	No data
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Compost
Cost of screenings disposal	($)	0

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	Once a year
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	Once a year
Qty. of sand/debris collected by sweeping	(lbs. or tons)	No Data
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost

Cost of sweepings disposal	($)	0
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	1

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	n/a
▪ Herbicides	(lbs. or %)	n/a
▪ Pesticides	(lbs. or %)	n/a

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	No
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	No