Municipality/Organization: **Town of Sandown**

EPA NPDES Permit Number: **NHR041032**

MaDEP Transmittal Number: **W-**

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Tim Roberts Title: Road Agent

Telephone #: (603) 887-3646 Email: Sandowntownhall@gsinet.net

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: Russ Collins

Printed Name: Russ Collins

Title: Chairman, Board of Selectmen

Date: 6/24/04

Part II. Self-Assessment

The Town of Sandown, NH has completed the self assessment and determined that our municipality is in compliance with all permit conditions except the following provisions:

1) The Town of Sandown permit eligibility with regard to the Endangered Species Act was pending at the time of our NOI submission. The National Marine Fisheries Service has since provided a written determination (attached) that the continued discharge of municipal stormwater to the Exeter River watershed and to the Exeter River via the existing municipal drainage system is not likely to adversely affect any federally listed threatened or endangered species under their jurisdiction. The National Marine Fisheries Service further states that no federally listed or proposed threatened or endangered species and/or designated critical habitat for listed species under the jurisdiction of NOAA Fisheries are known to exist in the Sandown area and that no further consultation pursuant to section 7 of the Endangered Species Act is required.

   We have also received a letter from the New England Field Office of the Fish and Wildlife Service stating that no federally listed or proposed threatened or endangered species or designated critical habitat for listed species under their jurisdiction are known to exist in the Sandown area and that preparation of a Biological Assessment or further consultation with them pursuant to section 7 of the Endangered Species Act is not required.

2) The Town of Sandown permit eligibility with regard to protection of historic properties was pending at the time of our NOI submission. The New Hampshire Division of Historic Resources has since provided a written determination (attached) that our MS4 discharges as proposed will have no adverse effect on any properties or districts that are listed in or may be eligible for the National Register, nor on properties of known or potential architectural, historical, archaeological or cultural significance.

3) Failed to submit annual report on or before May 1st. Submitted on June 23, 2004. Established formal responsibility for annual report submission to ensure future compliance.

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
PE-1	Public Awareness – Video	Health Officer Ken Sherwood	12 showings/yr	Loop System Installed for display on local cable channel	Obtain & play video loop per goal established
Revised					
PE-2	Educational Flyer	Sanitation Dept Dave Cheney	# Flyers Distributed (1000/yr)	Updated and Distributed 1500 Flyers	Repeat accomplishment of last year
Revised					
PE-3	Web Page Linked to Main Page	BOS Office Mgr Pat Giaquinta	10% of main page visitors	Town web site established; negotiations underway to with site developer establish info pages & links	Establish Stormwater page & links; begin tracking 'hits'
Revised					
PE-4	Elementary School Programs	BOS Russ Collins	1 project/yr	No progress due to unanticipated Board member turnover	Discuss program purpose & logistics with School Board & local school administrators; structure program
Revised					
Revised					
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
PP-1	Town Board Coordination	BOS Russ Collins	# Participants/ # Meetings	No progress due to unanticipated Board member turnover	Set up & conduct initial meeting with Conservation, Planning, Highway, Health, Code Enforcement, Fire, etc. officials
Revised					
PP-2	Town Deliberative Session	Highway Dept. Tim Roberts	Discuss & Pass Warrant Article	No action yet due to newly appointed Road Agent	Warrant article to be discussed during budget review hearings in early fall
Revised					
PP-3	Coordinate w/State Hwy Dept.	Highway Dept. Tim Roberts	# Participants/ # Meetings	Attendance at joint meeting with area towns and State agencies	Continue coordination
Revised					
PP-4	Coordinate w/Adjacent Towns	Highway Dept. Tim Roberts	# Participants/ # Meetings	Attendance at area meeting with adjacent towns	Continue coordination
Revised					
PP-5	Waste Oil Disposal	Sanitation Dpt. Dave Cheney	Annual Volume – 5%/yr. incr.	Waste Oil collected in a contained environment & removed bi-weekly	Initiate volume tracking to measure progress towards goal
Revised					
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
ID-1	Update MS4 Plan	Highway Dept. Tim Roberts	Confirm Outfalls/ Update plan	Investigate GPS to confirm outfalls	Update plan with confirmed outfalls
Revised					
ID-2	Identify Illicit Connections/Discharge	Highway Dept/ Health Officer Tim Roberts/ Ken Sherwood	# inspections & repairs/ yr	12+ Responding on an as needed basis – average one (1) plus per month.	Continue tracking discharges & repairs
Revised					
ID-3	Failing Septic Systems	Health Officer/ Ken Sherwood	# inspections & repairs/yr	12+ Responding on an as needed basis – average one (1) plus per month.	Continue tracking inspections & repairs
Revised					
ID-4	Illegal Dumping	Highway Dept/ Tim Roberts	# Dumps reported & cleaned	None reported – obtained representative policies to use as basis for Sandown's policy	Establish policy and practice for clean up
Revised					
ID-5	Community Outreach	Sanitation Dept/ Dave Cheney	# pamphlets distributed	New Recycling bulletin arrived 1st quarter 2004 – distributed 1500	Incorporate ID-1 through ID-4 issues in 2005 pamphlets as appropriate (coordinate efforts)
Revised					
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
CS-1	Sediment Control	Conservation Comm/ Paul Carey	# Sites/Methods implemented	Reviewed existing sediment control provisions in site plan review regulations; investigating expanding scope of regulations	Establish clear sediment control procedures & enforcement responsibility
Revised					
CS-2	Erosion Control	Conservation Comm/ Paul Carey	# Sites/Methods implemented	Reviewed existing erosion control provisions in site plan review regulations; investigating expanding scope of regulations	Establish clear erosion control procedures & enforcement responsibility
Revised					
CS-3	SWPP Review	Planning Board/ Ted Winglass	# Plans Reviewed	Provided clear direction to applicants on current requirements. Promoted education within the building community.	Under consideration.
Revised					
CS-4	Construction Runoff Regs for Runoff Control	Planning Board/ Ted Winglass	Subdivision Regulations Updated	Promoted within community necessity for such changes with goal to accomplish passage of such changes if any. Identified member of Planning Board to be liaison/expert for BMP	Continue to monitor changes at Federal or State level surrounding Phase II. Implement any such changes as necessary.
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
PC-1	Runoff Control in Site Plan Regs.	Planning Board/ Ted Winglass	Annual Review/Reduction in loopholes	Requested recommendations for compliance from Town Engineer.	Review recommendations for compliance from Town Engineer and adopt as necessary.
Revised					
PC-2	Buffer Zone	Conservation Commission/ Paul Carey	Establish new BMPs	Proposed warrant article clarifying buffer zone requirements in drainage areas (specifically, wetlands) – warrant not voted in	Revise and re-submit warrant for buffer zones or investigate alternative approach
Revised					
PC-3	Inspection Program in Site Plan	Planning Board/ Ted Winglass	# inspections/problems fixed	Continued erosion control inspections & reviewing results in Planning Board hearings. Reviewed current practice and began to initiate changes in process, communication and enforcement.	Initiate tracking of goals for reporting purposes. Continue to monitor inspection adequacy & revise procedures if necessary to comply with Phase II requirements
Revised					
PC-4	Catch Basins	Highway Dept/ Tim Roberts	Inventory & clean out Basins	All catch basins inventoried. Clean-out initiated.	Update inventory as new subdivisions added, roads approved, or ongoing road improvements require new catch basins
Revised					
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
MG-1	Road Salt Reduction	Highway Dept/ Tim Roberts	Total Salt volume/yr	Salt reduction in Pond areas 900 tons/year used	Work with residents to further reduce salt use in specified areas
Revised					
MG-2	Spill Control & Reduction	Fire Dept/ Irving Bassett	# Vehicle & non-vehicle releases	No releases reported	Review procedures for spill control & reduction; update if necessary
Revised					
MG-3	Fertilizer/Pesticide Reduction	Conservation Commission/ Paul Carey	Lawncare Specialist Training	No adverse impacts reported in Sandown from fertilizer or pesticide use.	Review requirements for fertilizer/pesticide use & need for reduction; update if necessary & initiate training program or modify goal established
Revised					
Revised					
Revised					
Revised					

6a. Additions

7b. WLA Assessment

N/A

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

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
QI-1	E.Coli Monitoring	Health Officer/ Ken Sherwood	Tracking Philips Lake Outfall	Initiated monitoring both during dry weather & after heavy rain to establish normal & worst-case baselines.	Review formal procedure for tracking (timing, sampling locations, etc.) & update if necessary
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

Part IV. Summary of Information Collected and Analyzed

Town beach monitoring is in place and baseline data collected to determine 'normal' & 'worst-case' (e.g., immediately after heavy rains) *e. coli* levels.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position identified (Road Agent)	Yes	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	1500	
Stormwater management committee established	No	
Stream teams established or supported	No	
Shoreline clean-up participation or quantity of shoreline miles cleaned	No	
Household Hazardous Waste Collection Days		
▪ days sponsored	1	
▪ community participation	Not known (regional)	
▪ material collected	Not known (regional)	
School curricula implemented	No	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control	X	X		
▪ Post-Development Stormwater Management		X		
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination			X	
▪ Erosion & Sediment Control			X	
▪ Post-Development Stormwater Management			X	

Mapping and Illicit Discharges

Outfall mapping complete	80%	
Estimated or actual number of outfalls		
System-Wide mapping complete	80%	
Mapping method(s)		
▪ Paper/Mylar	80%	
▪ CADD	20%	
▪ GIS		
Outfalls inspected/screened	40%	
Illicit discharges identified		
Illicit connections removed	N/A	
% of population on sewer	0	
% of population on septic systems	100	

Construction

Number of construction starts (>1-acre)	Approx. 55	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	90%	
Site inspections completed (estimated between Planning Board, Engineer, Bldg Insp., Conservation)	90%	
Tickets/Stop work orders issued	0	
Fines collected	0	
Complaints/concerns received from public	3	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	30%	
Site inspections completed		
Estimated volume of stormwater recharged	Not known	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	Not known	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	Not known	
Total number of structures cleaned	Not known	
Storm drain cleaned	Not known	
Qty. of screenings/debris removed from storm sewer infrastructure	Not known	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	N/A	
Cost of screenings disposal	N/A	

Average frequency of street sweeping (non-commercial/non-arterial streets)	N/A	
Average frequency of street sweeping (commercial/arterial or other critical streets)	N/A	
Qty. of sand/debris collected by sweeping	N/A	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	N/A	
Cost of sweepings disposal	N/A	
Vacuum street sweepers purchased/leased	0	
Vacuum street sweepers specified in contracts	0	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	0	
▪ Herbicides	0	
▪ Pesticides	0	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	N/A	
Manual control spreaders used	Yes	
Automatic or Zero-velocity spreaders used	No	
Estimated net reduction in typical year salt application	0	
Salt pile(s) covered in storage shed(s)	Yes	
Storage shed(s) in design or under construction	No	