5/4/05 received

DANVILLE HIGHWAY DEPT.
PO BOX 11
DANVILLE, NH 03819
BRUCE CAILLOUETTE, ROAD AGENT
TEL. 603-382-0703

April 28, 2005

Shelley Puleo
Environmental Protection Specialist
Municipal Assistance Unit
US EPA – Region 1
1 Congress Street, Suite 1100
Boston, MA 02114-2023

RE: NHR041004 – Town of Danville SWMP

Dear Ms. Puleo:

Enclosed please find the 2005 Annual Report for the above noted municipality for filing with your Department.

Thank you.

Very truly yours,

Bruce Cailloutte
Road Agent

BC/blc
Enclosure
CC: Jeffrey Andrews, NHDES

Municipality/Organization: Danville, NH

EPA NPDES Permit Number: NHR041004

MaDEP Transmittal Number: W-

Annual Report Number & Reporting Period: **March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Bruce Caillouette Title: Road Agent

Telephone #: 603-382-0703 Email:

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: Bruce Caillouette

Printed Name: Bruce Caillouette

Title: Road Agent

Date: April 22, 2005

Part II. Self-Assessment

The Town of Danville Highway Department has continued to work hard to coordinate the local committees and departments of the Town to address Storm water Management. We have attended Planning Board meetings to discuss the needs for regulations and enforcement. Have discussed with Forestry Committee members about addressing cleanups. Discussed with Selectmen the needs to be able to provide public education and outreach and what is needed to implement the various BMPs that we propose. Budget funding is lacking but are trying to provide all aspects with the limited funds that are provided as well as free information we are able to receive.

We are still trying to obtain the assistance of all the other departments that are need to implement all aspects of this program and continue to work on this even with the obstructions that we face.

We have worked on bringing this issue to the public by preparing a poster type display and obtaining brochures from various agencies that are placed at the Town Hall for the general public to pick up.

We are continuing our work on the culvert mappings and cleaning and attending quarterly meetings of a regional storm water group to gain insight and learn different ways for education and goals, etc..

We are progressing but very slowly but keep pushing at this important issue to get the knowledge and education aspects out there.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1A	Elementary School Programs	Highway/Other	Education of children	Tried to work with the local Elementary School but to no avail. They did not seem interested in adding this into their current education plans.	Plan to work on addressing this at our Summer Recreation program sponsored by the Town.
Revised					
1b	Meetings	Highway/Town Engineer	Attend Meetings	Attending meetings with other localities to work on public outreach together; Attended Planning Board Meeting to address how to address this in the planning process	Continue to attend meetings and seminars; Set up programs to public outreach; Continue to work with Planning Board to get regulations and ordinances started.
Revised					
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2A	Develop News Articles	Highway/Other Dept.	Educate Public through encouragement of participation	Continued to review ways to do this have attended meetings and the information was placed in the newspaper.	Work on getting this BMP implemented this year but contacting newspaper reporters and discussing the issues with them.
Revised					
2b	Meetings	All departments	Set up programs for all town departments	Previously discussed information at dept. head meetings – these meetings have now been disbanded.	Will try to meet with departments/dept. heads individually, if they will set up the time with us.
Revised					
2c	Cleanups	Highway/other	Set up programs for town wide cleanups of roadsides	Worked on scheduling roadside cleanup by public – scheduled for April 2005 – also working on Hazardous Waste cleanups (2 per year) – shared with other local communities	Continue to implement the programs- and keep them going and scheduled yearly.
Revised					
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3a	Map Culverts	Highway	Locate all culvers and drainages	Continued the process of mapping the culverts with GIS. Have been locating the inlets and outfalls and information added in computer	Continue to do the mapping and then place on a map of the Town
Revised					
3b	Update driveway permits	Highway	Include stormwater information	Have added an additional page to the driveway permit and also when met with developers in the development process have advised on the construction needs	Continue to include storm water information with permits as a permanent sheet as well as when developers request plan review inform on construction information
Revised					
3C	Identify discharges	Highway	Located and determine illicit discharges	Have not begun yet – target 2005	Will begin to review town for illicit discharges and follow though with the processing
Revised					
3D	NHRSA's	All town departments	To effectively prohibit discharges	Met with Planning and Selectmen to discuss the use of NH RSA's to effectively prohibit discharges	Continue to work with departments to address other ways to enforce illicit discharges and still enforce with NH RSA's also.
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4A	Ordinances	Highway/Planning Town Engineer	Set up ordinaces to address construction issues	work with planning to set up ordinances to effective establish and address construction issues	Continue to work with planning to set up ordinances and begin to prepare ordinances to go on town ballot with planning
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

4a. Additions

4b	Review of construction sites	Highway/Bldg. Inspector	To enforce NOI's needed		Set up meeting with building inspector and selectmen to discuss the importance of enforcement of this measure.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5A	Ordinances	Highway/Planning /Town Engineer	Set up and create ordinances to control	Attended meeting with Town Engineer with Planning Board to discuss the needs of setting up ordinances for enforcement	Continue to meet with Planning Board to get ordinances developed
Revised					
5B	Routine Maintenance	Highway	Record & maintain culverts & general maintenance	Continued to record locations and maintain culverts – check for blockages, etc.	Continue this measure each year until all culverts are located and continue to check and remove any blockages as needed
Revised					
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6a	Employee Training	Highway/Town Engineer	Meet with all departments to establish what needs to be done	Tried for discussions at dept head meetings - these meetings have now been dropped by our selectmen.	Meet with department heads to discuss how they need to address this issue and keep their town buildings and equipment in good order
Revised					
6b	Clean up Day	Highway/Forestry	Work on getting town roads cleaned up of trash	Forestry held a clean up day for the Town Forest – large amounts of trash were removed. Began the process of planning town wide road way clean up by citizens – scheduled for April 23.	Continue with clean ups and try to schedule more. Work on the planning of a Haz Waste cleanup date in fall.
Revised					
Revised					
Revised					
Revised					
Revised					

6a. Additions

6c.	Water Testing	Highway	Check water quality after large rains in coordination with other towns	Place monies in budget to begin this process after annual meeting	Take water samples after large rains in winter to see if water is processing salt that is used in winter maintenace of roadway

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
	N/A				
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	($)	1000.00

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	10%
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	Regional
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	N

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				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	50%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	25%
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	100%

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and $)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

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

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		N/A
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	Not done

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

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

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N