*Town of Derry*
*"Derry, New Hampshire's Place to Be"*

DEPARTMENT OF PUBLIC WORKS,
Michael A. Fowler, P.E., Director

PW05-217
April 28, 2005

US-Environmental Protection Agency
Region 1
1 Congress Street, Suite 1100
Boston, Massachusetts 02114-2023

MAY 05 2005
MUNICIPAL ASSISTANCE UNIT

RE: NPDES Permit No. NHR041005 Annual Report

Enclosed please find the Town of Derry's NPDES Small MS4 General Permit Annual Report that is due May 1, 2005.

If you have any questions, please contact me at (603) 432-6144.

Sincerely,

Alan R. Côté

Alan R. Côté
Supt. of Operations

*14 Manning Street . Derry, New Hampshire 03038 . Tel 603.432.6144 Fax 603.432.6130 Website: www.derry-nh.org*

**Municipality/Organization: Town of Derry, NH**

**EPA NPDES Permit Number: NHR041005**

**MaDEP Transmittal Number: W-**

**Annual Report Number**
**& Reporting Period: No. 1: March 04-March 05**

# NPDES PII Small MS4 General Permit Annual Report

## Part I. General Information

Contact Person: Michael A. Fowler P.E. Title: Director of Public Works

Telephone #: (603) 432-6144 Email: mikefowler@ci.derry.nh.us

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: Michael A. Fowler

Printed Name:Michael A Fowler P.E.

Title: Director of Public Works

Date: April 29, 2005

**Part II. Self-Assessment**

The Department of Public Works has continued to make additional progress on the NPDES Phase II Storm Water Program. With the help of a summer intern that is a civil engineering student, we have been able to compile a large amount of data on outfall and catch basin locations. The catch basin stenciling program has been very popular with many groups both young and old. Town of Derry employees from the Tax Assessors Office, Tax Collectors Office, as well as Public Works employees have volunteered to stencil basins in their neighborhood on their own time. The local Rotary club has made stenciling the catch basins in Derry a community project for their group. They stenciled numerous areas in the fall of 2004 and intend to continue their endeavor this summer.

The Town has sponsored Derry Clean Up day during the week of Earth Day and has had broad participation from the public in this program as well. The Beaver Lake Watershed Partnership received a grant from the State of New Hampshire and will be employing a director for the project in the spring of 2005. The Beaver Lake water shed encompasses a large portion of the urbanized area in Derry and the work which will be performed through this project will be of great benefit to the Town of Derry's NPDES Phase II program. The Public Works Department, Planning Department, and Conservation Commission will continue to work closely with this group to further Derry's success in achieving better quality storm water discharges through the Beaver Lake watershed as well as throughout town.

Derry has continued to be active in the Manchester area inter-community storm water group now known as SWAT (Storm Water Assessment Team). The Superintendent of Operations also attended a program presented at UNH on storm water treatment. He then returned and discussed possible treatment options with the Director and the Engineering Division.

Over the two years since the Storm Water Management Plan was implemented it has become obvious that while most of the BPM's that were established are appropriate, BMP ID #4 for a task committee is both redundant and unnecessary. While all those originally put on the committee continue to strive to meet the requirements of the Storm Water Management Plan, there is no need to have a committee with regular meetings to meet the goals established in the plan.

The Town of Derry, through its consultant, CLD Engineers has inquired into the permit eligibility with respect with respect to historical places and properties. We received a letter from the New Hampshire Division of Historical Resources stating that based on the information provided to them, there appears to be 'no adverse effect' pursuant 36 CFR Part 800.5, on any properties or districts that may be eligible for the National Register, nor on properties of known or potential architectural, historical, archeological, or cultural significance, at this time.

Derry will continue to strive to meet the Best Management Practices that were established at the onset of the program. The Town is encouraged by the support that it has received from the residents of Derry since the inception of the NPDES Phase II program. There is a sincere interest by a diverse group of people in Derry to improve the storm water quality in the water ways and teach others about the importance of eliminating non-point source pollution.

## 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 |
|---|---|---|---|---|---|
| 1 | Document & Continue Existing Programs | Public Works | Review public education programs that are already in place that may be utilized as mechanisms to distribute storm water information. Prepare written documentation that summarizes existing programs in place that may be used in conjunction with the Phase II storm water program. | The Town of Derry continued to distribute information through kiosks located at the Municipal Center as well as other public buildings throughout town. The Public Access channel ran a storm water video for two weeks in late winter. The Town also continues to maintain a website with storm water information. | The Town intends to continue distributing information through the venues that it has established. |
| Revised | | | | | |
| 2 | Coordinate Public Educators | Public Works | Organize Town employees, educators, volunteers, etc. to work together to develop materials to be distributed to the public and school systems regarding Phase II storm water. | To date, the School Department was unable to incorporate storm water into their life science curriculum however we are optimistic that it will become part of their curriculum in the future. The Town has had the opportunity to reach many of the same students through volunteer organizations that have worked closely with the town on the stenciling program. In addition, Pinkerton Academy biology students had a presentation by Robert Tompkins of the Beaver Lake Improvement Association in which storm water preservation was the key topic. The Students for Environmental Action (SEA) at Pinkerton Academy also participated in a clean up day in April and cleaned up several miles of roadway throughout Derry. | The Town intends to continue to work closely with the School Department to see if storm water education can be incorporated into the regular curriculum. We will also continue to support efforts by volunteers speaking at local youth organizations and schools. |
| Revised | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 3 | Coordinate information and Program Distribution within School Network | Public Works | Prepare brochures or fact sheets to be distributed to the public by direct mailings. Provide information on the Town's website. Begin developing curriculum to be used to educate students about storm water issues. Contact 50% of the schools located within the Town. | The Public Works Department continues to disseminate informational brochures and fact sheets at the annual "Town Fair" Derryfest. The Town contacted all the public schools with the exception of the high school, Pinkerton Academy. | Continue to work with the public schools and Pinkerton Academy to distribute information. |
| Revised | | | | | |

## 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 |
|---|---|---|---|---|---|
| 4 | Create Task Committee | Public Works | Task committee is established. The task committee will be responsible for organizing volunteers, etc., to assist the Town with the implementation requirements for the Phase II Storm Water Program. Document meeting minutes. | It has been determined that the need for this committee was not necessary in light of the fact that the goals for this task committee are being achieved without the help of a task force. The Beaver Lake Watershed Partnership as well as the SWAT ( Storm Water Assessment Team) are sufficient in achieving the goals initially planned for the task committee. | None. This BMP is being discontinued. |
| Revised | *The Town of Derry has Determined that a task committee is not necessary to achieve the goals set forth in the Storm Water Management Plan. Therefore, this BMP will be eliminated from the plan.* | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 5<br>Revised | Conduct Public Meeting/Acquire Public Input | Public Works & Town Administration | Public Meeting. Phase II Storm Water Program information to be presented. Document meeting minutes. | The Public Works Department continues to encourage public input into the Storm Water Program. The Town completed the requirement of a public meeting in the previous reporting period. The stenciling program occasionally results in feedback from the public that is encouraged to call the Public Work Department with questions and concerns. | The Public Works Department will continue to strive to educate the public in storm water. . Additional public meetings are not scheduled for the upcoming reporting period. |
| 6<br>Revised | Establish Storm Water Information Display at Major Town Events | Public Works | Phase II Storm Water information display at one town event per year. | This task was completed with a display set up at Derryfest. | A display will be set up at Derryfest again this fall. |
| 7<br>Revised | Storm Drain Stenciling/Community Clean-up Day | Public Works | 50% of storm drains stenciled using volunteers or school students. Community clean-up day held once a year using volunteers and/or students. | The Public Works Department has purchased stencils and the stenciling program has been a huge success. Several groups of Boy Scouts, Girl Scouts, and the local Rotary Club spearheaded by the Chairman of the Town Council have taken on the task of stenciling all the catch basins throughout town. | The Stenciling program will be an ongoing program as the paint will wear off and need to be touched up. With the help of volunteers, we anticipate having most of the Town stenciled prior to our goal of 2007. |

## 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 |
|---|---|---|---|---|---|
| 8<br>Revised | Map Outfalls and Receiving Waters | Public Works & IT Department | Produce a map showing outfalls and receiving waters | The Town of Derry has started mapping the entire storm water collection system including the outfalls. This is a huge undertaking and is expected to continue in development through 2006. The Town is on schedule with the goal as presented in the NOI. | Continue with mapping the outfalls and the drainage collection system. |

| | | | | | |
|---|---|---|---|---|---|
| 9 | Evaluate Need for Storm Sewer Ordinance; Develop if Necessary | Public Works, through a consultant. | Complete review of existing local regulations and ordinances to determine what mechanisms are already in place. Prepare a Storm Sewer Ordinance for adoption by the Town. | The Town of Derry has employed a private consultant to review the existing regulations in Derry and develop a Storm Water Ordinance. The ordinance is in draft form at this time and is being reviewed by Public Works staff for accuracy and thoroughness. | The Storm Ordinance will be presented to the Town Council for consideration for adoption in the next reporting period. |
| Revised | | | | | |
| 10 | Train Volunteers in Illicit Discharge Identification | Public Works | Complete a training document. Complete volunteer training for illicit discharge identification. This must include information related to the hazards associated with illegal discharges and improper waste disposal. | The Town has an elicit discharge report form to be used by Town employees and volunteers. Any reports that are made to the Code Enforcement Office or Public Works Department are investigated. | Continue with training on illicit discharge. |
| Revised | | | | | |
| 11 | Dry Weather Screening of Outfalls | Public Works | Utilize trained volunteers and/or students to complete dry-weather screening of outfalls. Complete dry-weather screening forms for inspection. Document findings of screening. Identify outfalls requiring further follow-up. | Dry weather screening of outfalls can not commence until outfalls have been mapped. | Dry weather screening of outfalls will commence when outfalls have been mapped. The Town hopes to speak with high school age students about dry weather screening in order to develop awareness so that when the outfalls are mapped we will have a group of volunteers available to perform the screening. |
| Revised | | | | | |
| 12 | Develop System of Identifying Illicit Discharges and Initiate Program to Eliminate Them | Public Works | Complete Plan outlining system for eliminating illicit discharges. Initiate elimination program. Eliminate the majority of identified illicit discharges. | Not planned for this recording period. | A system will be developed to identify illicit discharges. The Storm Water Ordinance will act as a vehicle for the developing a program to eliminate them. |
| Revised | | | | | |
| 13 | Identify Magnitude of Effort to Continue Mapping Storm Sewer System. | Public Works | Complete a review of the storm sewer system mapping in Town. Prepare an assessment of the effort required to continue this mapping. | Not planned for this recording period. | Planned for 2007. |
| Revised | | | | | |

## 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 |
|---|---|---|---|---|---|
| 14 | Document Existing Programs and Expand Them as Required | Public Works | Complete Review of Existing Location regulations pertaining to construction site runoff control. Complete written summary of existing requirements. This may require additional assessment of potential water quality impacts. Complete necessary additions to existing documents/ordinances for establishing water quality benchmarks, site inspection procedures, etc. Ordinance revisions will be accompanied by appropriate public notice and comment opportunities. The regulations will ultimately address areas of concern noted above. | The Town is routinely checking to verify that an NOI has been submitted to the EPA for all sites over one acre in disturbance. We have also started using a Construction Site Run-off Control Inspection form when inspecting sites through our engineering division to make sure the SWPPP for a construction site is being adhered to. | Continue to be vigilant in the enforcement of construction site erosion control. |
| Revised | | | | | |

## 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 |
|---|---|---|---|---|---|
| 15 | Document and Enhance Procedures for MS4 Storm Sewer System | Public Works | Complete review of existing MS4 maintenance procedures. Complete formal procedures manual for conducting MS4 maintenance, including record keeping forms, Best Management Practices related to development, etc. Regulations and ordinances will be expanded, as appropriate, to incorporate measures to address the areas of concern noted above. | The Town is now keeping a record of the locations and number of catch basins cleaned using its Geographic Information System. The Town has also increased its funding for catch basin cleaning in an effort to clean all its catch basins on a routine basis. | Continue keeping records on areas cleaned and develop a schedule based on historical data of amounts of debris removed from specific areas. |
| Revised | | | | | |
| 16 | Incorporate Best Management Practices into Town Master Plan | Public Works & Planning Department | Complete update of Town's Master Plan to include Best Management Practices. | Scheduled for 2005/2006. | Scheduled for 2005/2006. |
| Revised | | | | | |