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Municipality/Organization: **City of Dover**

EPA NPDES Permit Number: **NHR041037**

MaDEP Transmittal Number: **W-**

Annual Report Number & Reporting Period: **No. 2 March 04 – March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Dean Peschel Title: Environmental Project Manager

Telephone #: (603) 516-6094 Email: dean.peschel@ci.dover.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:

Printed Name: J. Michael Joyal

Title: Acting City Manager

Date: April 29, 2005

Part II. Self-Assessment

The City of Dover continues to make significant strides in implementing the identified tasks in its Stormwater Phase II NPDES minimum control measures. Dover completed mapping the stormwater system which was initiated prior to the NPDES permit. During 2004, drainage swales and detention ponds were mapped.

The City also held one Household Hazardous Waste Collection Day for Dover residents as well as the Towns of Madbury and Lee. Dover's recycling program includes many items including waste oil, white goods, tires, metal, C & D material, yard waste, computer monitors to reduce the waste stream. The program has been expanded to include items with Freon and used anti-freeze.

The City Engineering inspection team has continued its inspection of construction sites for temporary erosion control during construction and the implementation of permanent stabilization and run off control measures.

Although funding for the catch basin cleaning program was cut from the 2005 City budget, the DPW staff assumed responsibility to continue the program. The funding is expected to be restored for 2006 so the program can get back on track and meet the stormwater management plan schedule.

An educational video on the effects of stormwater runoff on the environment and what individuals can do to improve stormwater quality is shown on Dover's public access television channel. The video was the result of a cooperative effort by NH Seacoast Stormwater Coalition of which the City is a member. The program ran throughout May 2004.

A paid college student intern lead a storm drain stenciling effort with a local youth group in the summer of 2004. The Morningside Park neighborhood which is the area targeted by the pet waste pilot project will be stenciled in the fall of 2005.

The Planning Department has reviewed the Phase II regulations and is drafting revisions to the City's ordinances and regulations for adoption. The regulations will add the teeth necessary to enforce compliance on the very few who choose to ignore the conditions of approval for construction projects. It is rare that the City needs to use enforcement action to achieve compliance of construction BMP's or the completion of permanent BMP's. Good communication and regular inspections is sufficient to gain voluntary compliance in 95% of all projects.

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
A1	Establish Pollution Hotline	Dean Peschel	Trained secretaries who receive calls	Line established Excel spreadsheet developed	Need to advertise existence of hotline in Community Notes and on City webpage
Revised		Community Services			
A2	Community Cleanup	Doug Steele	Hold 5th annual clean-up	Dover Main Street clean up, Kiwanis	Hold 6th Dover Pride clean-up day, May 7, 2005
Revised		Community Services			
A3	Educational Video	Seacoast NH Stormwater Coalition	Complete video and show on local access	Video shown on numerous occasions during May 2004	Show video on local access TV. Show to stormwater DPW personnel
Revised					
A4	Publish Stormwater information	Community Services	Published articles	Several items relating to program in Community Notes Fall 04, Spring 05 Storm Drain Stenciling	Continue to place items in Community Notes and local newspapers. Develop webpage devoted to stormwater issues
Revised					
Revised					
Revised					

1a. Additions

A5	Pet Waste and Storm Water	Dean Peschel NHDES	Lower bacteria levels in un-named brook	Develop education and outreach plan for pilot project	Implement plan and measure success

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
B1	Storm Stencil	Community Services	Number completed	Conducted Storm Stenciling with Mineral Park youth group	Complete stenciling Fall 05
Revised			None		
B2	Sample outfall and other structures	Community Services	Sampled	Great Bay Watch sampled and analyzed stormwater outfalls and structures with DPW assistance	
Revised					
B3	Update Ordinances	Planning Steve Bird	Ordinance facilitate compliance of NPDES regulations	Steve Bird of the Planning Department has reviewed NPDES regulations and existing ordinances. Steve is drafting revisions to ordinances	Proposed ordinance revisions for NPDES compliance incorporated into City's ordinances and regulations
Revised					
B4	Establish Citizen Hotline	Community Services	Number of calls	Received 2 calls on catch basin illegal dumping	Promote existence of hotline on website and in Community Notes
Revised					
Revised					
Revised					

2a. Additions

B5	Pet Waste Pilot Project	Dean Peschel NHDES	Lower bacteria in surface water	Develop education and outreach plan for pilot project	Implement plan and measure success

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
C1	Stormwater System Mapping	Community Services	Have completed map of system and keep maintained	Completed map compilation of field data into existing mapping system	Begin collection of infrastructure condition for storm drain system. Update system map as system grows and is repaired.
Revised					
C2	Establish Illicit Discharge Program	Community Services	Establish Program and Implement	Removed illicit sewer connections and tied to sanitary sewer	Continue to look for illicit connections and remediate
Revised					
C3	Catch Basin Stenciling	Community Services	Same as B1	Same as B1	Same as B1
Revised					
C4	Update City Ordinance	Community Services and Planning	Same as B3	Same as B3	Same as B3
Revised					
C5	Secure Funding	Community Services	Find funding for programs	Received 50 – 50 matching grant funds to find and remove illicit connections. Secured $150,000 funding for Watershed improvements.	Apply for 2005 grant. Conduct a Watershed plan for Berry Brook.
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
D1	Review and Update Ordinances	Community Services and Planning	Have legal authority to enforce Phase II	Same as B3	Same as B3
Revised					
D2	Develop Inspection Program	Community Services and Planning	Site inspections to ensure compliance of Phase II	Engineering inspector inspects all sites for erosion control	Continue inspection program.
Revised					
D3	Direct Contractors to Educations Materials	Community Services	Better compliance of BMP's	Engineering provides to developers and site contractors at pre-construction conference.	Continue to educate community.
Revised					
D4	Provide City Staff Training	Community Services	Have educated workforce	Staff attended Storm Water training by EPA and NHDES.	Present educational training to Somersworth and Dover DPW staff
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
E1	Review and Update Ordinances	Community Services and Planning	Have City Ordinances that comply with Phase II requirements	Draft proposed ordinance revisions.	Review and adopt proposed ordinance revisions.
Revised					
E2	Develop and Implement O & M Plans for Private Sites	Community Services and Planning	Design and implement program which tracks maintenance	All approved site plans required to submit O & M plans to City and report annually to the City. Incorporate tracking system.	Continue to require O & M plans at new sites and track compliance.
Revised					
E3	Implement Inspection Program	Community Services	Insure BMP are constructed to plan	The Engineering Technician inspects all sites for proper installation of BMP prior to issuance of Certificate of Occupancy	Continue to inspect sites.
Revised					
E4	Review and Update BMP List	Community Services	Maintain BMP list	Challenge design engineers to prepare effective stormwater system designs using appropriate BMP's	Continue.
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
F1	Create Storm Drain Inspection	Community Services	Have a record of system conditions	Begin data entry into O & M software program. Received NHDES grant to work on condition survey of Storm Water System.	Continue to develop system and begin field data collection and input to software
Revised					
F2	Implement Inspection Program	Community Services	Collect data useful for prioritization of maintenance		Begin inspections while cleaning catch basins
Revised					
F3	Create Street Sweeping Plan	Community Services	Cleaner storm system	Implement street sweeping program.	Continue street sweeping program.
Revised					
F4	Implement Catch Basin Cleaning Program	Community Services	Clean every catch basin once every 4 years	Failed to secure funds in budget for cleaning contractor. Used in-house vacuum truck to clean a limited number of basins.	Will contract out catch basin cleaning if successful in receiving funds in budget.
Revised					
F5	Establishment of Stormwater Utility	Community Services	Reliable funding source for stormwater system	Attended seminar on establishment of Storm Water Utilities.	Continue to consider possible development of a Storm Water Utility.
Revised					
Revised					

6a. Additions

F6	Explore use of salt brine	Community Services	Reduce amount of salt and sand used	Purchased salt brine equipment and will begin use in winter 05-06.	Measure effectiveness and savings associated with salt brine.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
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 Used paid college intern	(y/n)	no
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	no
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	yes
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1
▪ community participation Dover, Madbury, Lee	(%)	318 (243)
▪ material collected	(tons or gal)	29 tons
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	X			
▪ Erosion & Sediment Control	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	(%)	100
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	100
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	75
% of population on septic systems	(%)	25

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/Building Permits Withheld/Occupancy Permits Held	(# or %)	
Fines collected	(# and $)	N/A
Complaints/concerns received from public	(#)	10

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100
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.)		Beneficial Reuse
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	Once/Spring

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	Weekly
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Reuse
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)	Yes
Manual control spreaders used	(y/n)	No
Automatic or Zero-velocity spreaders used	(y/n)	Yes
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)	