Municipality/Organization: **Town of Exeter NH**

EPA NPDES Permit Number: **NHR041007**

Annual Report Number & Reporting Period: **Mar 2004 – Mar 2005**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Phyllis Duffy Title: Engr Tech - DPW

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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: Russell Dean

Title: Town Manager

Date: 4-25-05

Part II. Self-Assessment

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

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.	Display at Alewife Festival	DPW	Attend event/pass out info on stormwater program	Great community participation , fantastic weather, and a beautiful location along the Squamscott River. The goal of the festival is to raise awareness of the river. We created a display which explained stormwater runoff, stormwater pollution, effects and solutions to stormwater pollution. Handouts included flyers, litter bags, and pocket ashtrays. 28 Organizations participating, approx. 750 attendees	Alewife Festival appears to be a successful method to educate the general public about stormwater pollution and to inform the public of ways they can help prevent pollution. We have signed up for the 2005 Alewife Festival.
Revised					
2.	Stencil Storm Drains	DPW	Complete event – report number of stenciled basins	We stenciled the message "No Dumping …Drains to River" at 173 catch basins from the downtown area to the train station area, which included two elementary schools and the Phillips Exeter Academy. This is the most pedestrian active area of town.	We plan to try a storm drain marker which will be designed to use our Stormwater Graphic Logo.
Revised					
3.	Stormwater Video on local public station	DPW	Local channel plays video	The video was played throughout the day on "Earth Day – 2004". It was also played just before the Conservation Commission Meetings during May 2004. Phillips Exeter Academy Facilities Dept used the video for in-house training for 22 members of the facilities team. The "Stormwater Runoff, There is No Away" video and the "After the Storm" video were loaned to a local college which has been using for education of students since Sept 2004.	Work with local channel to show both videos Use for in-house education and look for other opportunities within the community.
Revised					

4.	Display at Town Building	DPW	Set up display at building open to public	The display that was used at the Alewife Festival, was not useable after the event. It was decided to purchase a good display board that would be durable and look professional.	Use new display board to educate the community about stormwater pollution. Use display board at business meeting, Alewife Festival, display at Library.
Revised					

1a. Additions

5.	Water Conservation Brochure	DPW Water Dept		Water Conservation Tips sent to residents on town water	
6.	Presentation to Toasmasters Group	DPW Engr		Presentation on "Stormwater Runoff: What Does It Mean to You"	
7.	Proper Care & Maintenance of Septic System	DPW		Announcement of (2) Free Workshops for Septic System Owners presented by the Granite State Installers Assoc. was sent to 371 residents with septic systems. ($146 printing, folding and mailing) (Agency has not been able to provide number of Exeter attendees)	If Workshops are available, we plan to send announcements to residents with septic systems and encourage their attendance.
8.	Household Hazardous Waste Collection Day Post Card	DPW		Created Postcard announcing date, and time for HHHW collection day. Also, included information on stormwater pollution. Used town stormwater logo.	Even though we had 93 more participants than last year, it doesn't appear to be worth the cost of $2000. 236 households 2004 - 143 households 2003

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
2.5	Public Notice	DPW	Issue public notice in local paper, encourage public participation in SWPPP program and present to Conservation Com at public hearing	Completed –Year 1	
Revised					
2.6	Review need for SW Committee / Meeting	DPW	Meet Biannually if established	There is still no interest in forming a town Stormwater Committee. Exeter participates in a regional Seacoast Stormwater Coalition	Continue to participate in the regional stormwater coalition and continue to review need/interest in town stormwater committee
Revised					
2.7	Stencil Stormdrains	DPW	Track number of volunteers	10 volunteers stenciled 173 catch basins	Recruit volunteers to place storm drain markers at catch basins
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
3.8	Survey Outfalls	DPW	Visual shoreline survey	Conducted field survey in summer. Most areas too vegetated to observe, many areas will only be accessible by boat.	Conduct dry weather observations of outfalls.
Revised					
3.9	Map/Update outfalls	DPW	Create maps check against visual survey	Updated Permit Year One	Add new development to GIS
Revised					
3.10	Ordinance to prohibit non-stormwater discharges	DPW	Ordinances updated to include appropriate enforcement procedures and actions	Reviewing existing ordinance and ordinances that other towns/cities have completed	Update ordinance if determined necessary
Revised					
3.11	Create education for businesses	DPW	Create flyers / brochures – distribute to businesses	Permit Year 3	Create education program for downtown businesses
Revised					
3.12	Hotline	DPW	Establish and publicize phone number for the public to report stormwater violations	Have not established /advertised Hotline. Currently, reports are directed to the Public Works Dept and or the Police Dept.	Review / determine best method for the public to report illegal activity.
Revised					

3.13 Revised	Sample suspect outfalls	DPW	Outfalls sampled and results tracked	DPW received call of odor in catch basin. Investigated, sampled, and determined illicit discharge from residential sewer. Determined that sewer pipe was connected to drain pipe. Corrected – capped drainage pipe, connected sewer pipe to sewer main. This community has private sewage system. There were actually two lines. The sewer line from the residence was connected to the drain line and the line which was connected to the sewer main was capped and unused.	Sample suspect outfalls as required.
3.14 Revised	Test suspect connections	DPW	Smoke or dye test	Permit Year 3, 4 & 5	Test suspect outfalls as required.
3.15 Revised	Correct Illicit Connections	DPW	Illicit connection removed	Permit Year 4 & 5	Correct illicit connections as required.
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
16	Update Ordinance/Regulations to meet Stormwater Phase II Requirements	Planning/DPW/Building	Documents Updated	Documents were updated in Permit Year 1	
Revised					
	Site plan review for all construction projects disturbing greater than or equal to one acre	Planning/DPW/Building	Site plans reviewed for stormwater erosion and control BMPs and construction phases	Ongoing	Ongoing
Revised					
	Site Inspections	Planning/DPW/Building	Site inspected at critical construction phases and after storm events	Ongoing	Ongoing
Revised					
	Develop and implement construction site information and reporting program	Planning/DPW/Building	Create signs to post at construction sites and hotline for public reporting	Did not develop in Permit Year two	Research best method for construction site information and reporting program
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
20	Implement site appropriate non-structural, structural, infiltration, and vegetative practices, BMPs as determined during planning/site review	Planning/DPW/Building	BMPs are in place	All construction sites greater than one acre must control additional stormwater created from impervious surfaces, so that no additional stormwater leaves the site. All projects are reviewed and stormwater BMPs must be shown	Continue program – request desing engineers provide information on groundwater recharge from stormwater
Revised					
21	Develop and implement long term operation and maintenance program for BMPs	Planning/DPW/Building	Signed Maintenance Agreements for all agreed upon BMPs – maintenance taking place	Design engineers must provide Operations and Maintenance Manual for stormwater BMPs to owner, copy to town. Owner / Developer must sign Operation and Maintenance Agreement with Town.	Continue program -
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
22	Create Pollution Prevention/Good Housekeeping program for municipal workers	DPW	Provide training	Permit Year 4 Workshop on riparian buffers and maintaining town property adjacent to waterways	Continue to work on education program for town employees
Revised					
23	Sweep Streets	DPW	Streets Swept	New (used) sweeper was purchased. This sweeper needs constant maintenance but manages to sweep on most days.	Continue sweeping program
Revised					
24	Check catch basins	DPW	Catch basins checked	Increase in number of catch basins inspected. 80 basins inspected in permit year 2	Continue inspection of catch basins
Revised					
25	Clean catch basins	DPW	Catch basins cleaned	Increase in number of catch basins cleaned. 80 basins cleaned in permit year 2	Continue cleaning catch basins
Revised					
Revised					
Revised					

6a. Additions

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
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	($)	$10,000

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	90%
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	(#)	1
▪ community participation	(%)	6%
▪ 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	X	X		
▪ Erosion & Sediment Control	X		Updated	X
▪ Post-Development Stormwater Management	X		Updated	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	(#)	65
System-Wide mapping complete	(%)	100
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100
Outfalls inspected/screened	(# or %)	10%
Illicit discharges identified	(#)	1
Illicit connections removed	(#) (est. gpd)	1
% of population on sewer	(%)	75
% of population on septic systems	(%)	25

Construction

Number of construction starts (>1-acre)	(#)	5
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	0

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)	5 year plan
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	5 year plan
Total number of structures cleaned	(#)	80
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	100 yards
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)	Yearly -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)	100 yards
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	($)	0
Vacuum street sweepers purchased/leased (mechanical broom)	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	na

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	 10% 50%
Pre-wetting techniques utilized	(y/n)	Y
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 %)	0
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	Completed