Annual Report Permit Year 2 (May 1, 2004 – April 30, 2005)
Small Municipal Separate Storm Sewer System General Permit
Town of Hampton, New Hampshire

NHR041038

JUN - 7 2005

Submitted to: U.S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

New Hampshire Department of Environmental Services
Water Division
Wastewater Engineering Bureau
P.O. Box 95
Concord, NH 03302-0095

Part I General Information

Name of Permittee: Town of Hampton, New Hampshire

Mailing Address: 100 Winnacunnet Road
Hampton, New Hampshire 03842

Contact Person: Mr. Doug Mellin, Public Works Operations Manager

Telephone: (603) 926-3202 E-Mail: dmellin@town.hampton.nh.us

Reporting Period: May 1, 2004 – April 30, 2005

Certification: I certify under penalty of law that I have personally examined and am familiar with the information submitted herein. Based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. See 18 U.S.C § 1001 and 33 U.S.C. § 1319.

Signatory Requirements: All applications, reports, or information submitted to the Director shall be signed and certified. (Part VI. G. of the MS4 Permit – 40 CFR 122.22)

Signature:

Printed Name: Mr. James S. Barrington, Town Manager

Date: 6-2-2005

Part II Annual Report

The General Permit requires the following information be contained in this annual report (text that is in italics A. through G.). This Annual Report addresses each of the areas as follows (text that is not in italics):

A. Self-Assessment Review of compliance with permit conditions: As presented in Part II of this report, the Town of Hampton is complying with the General Permit Conditions through fulfilling the BMPs and completing the Measurable Goals identified in its five-year plan.

B. Assessment of appropriateness of selected BMPs: The BMPs selected are still appropriate for the Town except where identified in Part II.

C. Assessment of Progress towards achieving the measurable goals: All progress is described in Part II and summarized in Part III.

D. Summary of results of any information that has been collected and analyzed: Part III summarizes information collected and analyzed.

E. Discussion of activities for the next reporting cycle: The entire five-year plan is presented in the tables. Activities to be completed in the next permit year are shown on the table.

F. Discussion of any changes in identified BMPS or measurable goals: Any changes to goals or BMPs for subsequent permit years are presented in the Table in Part II.

G. Reference to reliance on another entity for achieving any measurable goal: Part II presents the party responsible for the measurable goal. The Town of Hampton has developed a stakeholder group to assist in fulfilling its measurable goals.

1. Public Education and Outreach			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
1A General Public Education Brochure – develop or use an existing brochure from another entity that addresses potential pollutants, effects of potential pollutants, and alternative actions by public.	YEAR 2 Complete development and production of brochure. YEAR 3 Distribute brochures to all households in urbanized area.	Conservation Commission Chairman	An educational brochure/door hanger outlining the "do's and don'ts" of storm drains was produced by the Science Club from Winnacunnet High School. The measurable goal for Year 3 has been changed to read, "Distribute brochures at locations that are readily available to all residents in the urbanized area." The brochure will be distributed to the Town Hall, Conservation Commission, Department of Public Works, and Aquarion Water Company. The brochure will also be handed out during stencil activities, be posted on the DPW Webpage, and aired on Channel 22.

1. Public Education and Outreach			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
Same as 3C IDDE Tracking Program: • Utilize scheduled catch basin cleanings and outfall inspections as method of detecting illicit discharges. • Develop mechanism to track enforcement actions. • Implement enforcement and tracking of revised rules.	YEAR 1 Modify existing form for reporting suspicious catch basin residue and develop door hanger to inform public that an illicit discharge was detected in the area. YEAR 2 Develop a mechanism to track enforcement. YEARS 3-5 Implement enforcement (document number of enforcement actions).	Public Works Operations Manager	See BMP 3C IDDE Tracking Program. The door hangers were not distributed during Year 2 because the catch basin cleaning was contracted out and the contractor was not receptive to the door hangers. The door hangers will be distributed Year 3 during catch basin cleaning.
1B Media Message - provide public education message on Channel 22 and in Town Report for storm water education.	YEAR 1 Develop messages/information. YEARS 2-5 Begin broadcasting message.	Public Works Operation Manager	The Seacoast Coalition video which was purchased during Year 1 began broadcasting on Channel 22 during January 2005, and continues to air four times a week: Sunday at 10:30 a.m., Wednesday at 9:30 a.m., and Saturday at 4:30 a.m. and 1:30 p.m.
1C Classroom Education - perform K through 12 education of storm water impacts and actions public can take. Implement one program per year.	YEAR 1 Coordinate educational programs by developing programs. YEARS 2-5 Implement one program per year.	Enrichment Program Director (with support from other municipal and not-for profit organizations)	Middle school students performed stenciling in the Hampton Beach area on May 12, 2004. The Parks Department bus was used, and the Department of Public Works provided a driver. Julia Peterson from the UNH Cooperative Extension provided the stenciling materials, and gave a classroom information session prior to stenciling. Approximately 150 storm drains were stenciled, raising awareness and receiving positive comments from the general public. Stenciling is planned to occur again for May 2005.

1. Public Education and Outreach			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
1D Continue Integrated Pest Management Program at Schools.	YEARS 1-2 Continue Program; implement recommendations.	Schools Facilities Manager	The annual report for the Integrated Pest Management Program was not available for Year 1 and Year 2 reporting. The school contact that completes the reporting had a computer virus that deleted the report. Integrated Pest Management will occur again during Year 3.
1E Continue Enforcement of Aquifer Protection Ordinance.	YEARS 1-5 Continue Enforcement.	Planning Board and Building Inspector	This ordinance contains development restrictions to protect groundwater. The development restrictions also protect receiving waters from storm water runoff. The restrictions include limiting the amount of impervious area in the Aquifer Protection District, prohibiting some uses, and granting conditional use permits to facilities that will not detrimentally affect source water. The Planning Board continued to review all development in the Aquifer protection district for compliance with this Ordinance in Year 2 (with the exception of single family and two family homes). No activity in Year 2 was completed.
1F Pet Waste Management.	YEAR 2 Identify target locations. YEAR 3 Install dispensers.	Public Works Operations Manager	This BMP was deleted during Year 1 (see Annual Report Year 1 for details).

2. Public Participation/Involvement			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
2A Follow Town Public Notice Requirements. Whenever applicable during implementation of Storm Water Management Program, public notice requirements will be met.	YEARS 1-5 Observe all requirements.	Planning Board	There will need to be a public hearing for the Sewer Ordinance in Year 3. See BMP 3B for more information.
2B Initial SWMP Development. Invite specific potentially interested parties to join stakeholder group responsible for the development of this Storm Water Management Program (SWMP).	YEAR 1 Invitations extended during plan development.	Public Works Operations Manager	Action was completed in Year 1.
See 1C Public Education of Kindergarten through 12.	YEARS 1-5 Tracked through Public Education.		See BMP 1C.
2C Quarterly Stakeholder Meetings Utilize existing citizens/ stakeholder groups to consider initiatives, such as a drain stenciling program, or "Adopt a Stream" program.	YEAR 1 Establish Stakeholder Group. YEARS 1-5 Meet on a quarterly basis to implement SWMP.	Public Works Operations Manager	Stakeholder Meetings, for Year 2, were held on October 14, 2004, January 13, 2005, and April 14, 2005 to discuss overall progress on the Storm Water Management Plan. Meeting minutes are kept and distributed to all stakeholders. The time and location of the Stakeholder Meetings is posted on the Town of Hampton Website.
2D Assist with Seacoast Beach Clean Up Day and Earth Day activities.	YEARS 1-5 Participate in events annually.	Public Works Operations Manager	NH Coastal Program sponsors a fall Beach clean up every year. The Seacoast Beach Clean Up Day for Year 2 was held September 18, 2004. Volunteers collected bags of debris that were picked up by town crews. No documentation was kept as to the volume of material collected from the Hampton Beach area. The Seacoast Beach Clean Up Day for Year 3 is scheduled for September 17, 2005 from 11:00 a.m. to 2:00 p.m.

3. Illicit Discharge Detection and Elimination (IDDE)			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
3A Storm Sewer System Map: • Review existing information to identify all storm water outfalls. • Conduct a field survey to confirm outfall locations, include evaluation of drainage divides/drainage areas.	YEAR 1 Storm Sewer System Mapping 90% complete. YEARS 2-3 Field Check and revise Map. YEAR 4 Map 100 % complete. YEAR 5 Evaluate potential for incorporating record keeping and inspections into GIS, evaluate micro-watersheds of drainage system, and quantify flows of potential pollution sources.	Public Works Operations Manager	The storm drain system has been mapped using GIS technology. The Public Works Intern spent considerable time completing field checks of the GIS maps for Park Ave and Lafayette Rd. areas. The storm drain locations were refined during illicit discharge investigations. The storm water outfalls in Hampton have a numbering system.
3B Sewer Ordinance Revision - revise sewer ordinance to ban non-storm water discharges to storm sewer system.	YEAR 1 Initiate ordinance revision process. YEAR 2 Complete enactment of necessary rules.	Public Works Operations Manager	In March 2005 the town voted on a warrant article that would allow Selectmen to adopt changes to the Sewer Ordinance. The warrant was voted down; therefore the Sewer Ordinance will go before the Town at the next annual town meeting in March 2006. A public hearing will need to be held prior to the town meeting. The Public Works Operations Manager will attend the hearing, and public education will need to be conducted to promote passage of the ordinance.

3. Illicit Discharge Detection and Elimination (IDDE)			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
3C IDDE Tracking Program: • Utilize scheduled catch basin cleanings and outfall inspections as method of detecting illicit discharges. • Develop mechanism to track enforcement actions. • Implement enforcement and tracking of revised rules.	YEAR 1 Modify existing form for reporting suspicious catch basin residue and develop door hanger to inform public that an illicit discharge was detected in the area. YEAR 2 Develop a mechanism to track enforcement. YEARS 3-5 Implement enforcement (document number of enforcement actions).	Public Works Operations Manager	The catch basin cleaning form has been modified to identify when evidence of illicit discharges is observed. The door hanger has been completed. Public Works will begin using the revised catch basin cleaning form and the door hanger in May 2005. Hampton received a 2003 grant from the New Hampshire Coastal Illicit Discharge Program to evaluate if there are any illicit discharges in the area of the Hampton Harbor Outfalls that were identified as TMDL bacterial sources. The Town conducted dye tests on properties that were suspected of having illicit cross-connections to the storm drain upstream of OF02. These tests did not confirm illicit discharges to the municipal storm drain system. Additional testing is planned for Spring 2005. Potential sources for illicit discharges are Monroe Muffler, the Mobile Station, a bank, and a Catholic Church. An illicit discharge is also suspected off of Brown Ave. behind the Police Station running along Ashworth Ave., which is scheduled for sewer reconstruction. In addition, the Town used the grant money to conduct an evaluation of the catchment areas of the catch basins in the TMDL study area. The study done by Civil Design Consultants concluded that one of the key outfalls showed a significant potential for increased flow based on build-out of the area, and is adequately sized to handle the calculated flow. Another key outfall shows a moderate increase in flow and is presently near capacity; therefore would exceed capacity during build-out. A third key outfall shows no significant change in flow because the basins are currently near build-out. The study also recommended that the Town consider implementation of Low Impact Development practices for the biological treatment and recharge of stormwater.

3. Illicit Discharge Detection and Elimination (IDDE)			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
3D IDDE Education Program - educate municipal employees so that they can recognize, trace, and report illicit discharges when observed.	YEAR 1 Identify employees to be trained and develop training program and incorporate training into municipal schedule. YEAR 2 Train 100% of Sewer and Drain Public Works employees and Building Inspector. YEARS 3-5 Repeat Training as necessary.	Public Works Operations Manager	A training program was developed and presented by Aquarion on IDDE/Good Housekeeping on December 14, 2004 from 9:30-11:00 a.m. Topics covered were: storm water, Storm Water Pollution Prevention Plan (SWPPP), Illicit Discharge Detection and Elimination (IDDE), the door hanger, the new catch basin cleaning form, and ordinances. The training program was based on the NEIWPCC IDDE manual; however the actual manual was not distributed. Five people attended from Sewer and Drainage, 1 from Public Works, 1 from the Transfer Station, and 2 from the Waste Water Treatment Plant.
3E IDDE Hotline Publicity - provide opportunity for citizens to contact officials when an illicit discharge is observed.	YEARS 1-5 Publicize on Channel 22 and include on door hanger.	Public Works Operations Manager	The door hanger contains the Department of Public works phone number as a "hotline" to call if citizens suspect an illicit discharge into a storm drain, and will be distributed during Year 3. The phone number was not published on Channel 22 in conjunction with the Seacoast Coalition Video as planned for Year 2. The DPW Webpage will be update in Year 3 to contain the 'hotline' phone number and information about the illicit discharges.

3. Illicit Discharge Detection and Elimination (IDDE)			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
3F Continue annual household hazardous waste collection days, including component of storm water protection in advertisement.	YEARS 1-5 Complete Household hazardous waste collection days on a yearly basis.	Public Works Operations Manager	The Town of Hampton is part of the Southeast Regional Refuse Disposal District 53-B, who sponsors a Household Hazardous Day for waste collection each year. In 2004, the collection was held on May 8 at the Old Town Hall parking lot on Winnacunnet Road in Hampton. Aquarion Water Company provided an advertisement in local papers and handed out an Aquifer Protection Brochure and volunteered at the event. A NH DES fact sheet Hazardous Materials in your Home was made available for residents at the collection day. This year the collection day is scheduled for Saturday May 14, 2005. An advertisement will be provided by Aquarion Water Company and will run in local papers. Volunteers from Aquarion Water Company will attend the Household Hazardous Waste Collection day to distribute an "Aquifer Protection Brochure" and Thank You Pamphlet, as well as to help facilitate the event, direct traffic, and answer any questions as done in Year 2.
See 1A, 1B, 1C Public employees, businesses, and the general public will become knowledgeable of the hazards of illegal discharges through the public outreach and educational programs.	YEARS 1-5 Continue public outreach and educational programs.		See BMP 1A, 1B, 1C, and 3E.
3G Evaluate IDDE Program - at the end of each year, non-storm water discharges will be assessed to determine if they have impacted the storm sewer system, and if necessary, a revised ordinances will be initiated to address the issue.	YEARS 1-5 Evaluate and initiate ordinance revision if necessary.	Public Works Operations Manager	This task was completed for Permit Year 2 using the results of the catch basin cleaning forms, the tracking conducted under BMP 3C to address the bacterial sources from the TMDL study, and the evaluation of the catchment areas.

4. Construction Site Storm Water Runoff Control			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
4A Revise Ordinances: • Review existing ordinances. • Develop revised ordinance with the use of public participation. • Include sanctions in the ordinance. • Include a site plan review in the ordinance. • Ensure ordinance includes requirements for construction site operators to implement a sediment and erosion control program that includes BMPs that are appropriate for the conditions at the construction site. • Publicize revised ordinance. • Activate, implement, and enforce revised ordinance.	YEAR 1 Generate summary memorandum of status of existing ordinance with recommended changes. YEAR 2 Revise ordinances for construction activities. YEAR 3 Adopt Changes (include Public Notice Requirements). YEARS 4-5 Implement and enforce ordinance.	Planning Board	The Town Planner has prepared a red line/strike out version of the Subdivision and Site Plan Review Ordinances. The ordinance changes reflected discussion from the February 19, 2004 satellite meeting. The Planning Board has the authority to adopt these changes. The changes will be made in Year 3.
4B Training/Inspection - initiate training for inspector(s) on new ordinances.	YEARS 3 or 4 Train employees.	Building Inspector	No activity completed this permit year.

5. Post-Construction Storm Water Management in New Development and Redevelopment			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
5A Revise Existing Ordinances: • Review existing ordinances. • Develop revised ordinance with the use of public participation. • Ensure ordinance includes procedures to ensure adequate long-term operation and maintenance of BMPs. • Publicize revised ordinance. • Initiate training for inspectors • Activate, implement, and enforce revised ordinance.	YEAR 3 Generate summary memorandum of status of existing ordinance with recommended changes. YEAR 4 Revise ordinances. YEAR 5 Implement and enforce ordinance.	Planning Board	No required activity completed this permit year. The Town voted to adopt an amendment that was proposed by the Planning Board to amend the Zoning Ordinance, Section 2.3 Wetlands Conservation District to conform with changes in State Law. This amendment helps to protect wetlands, areas of very poorly drained to poorly drained soils, and their buffers from development or redevelopment.

6. Pollution Prevention/Good Housekeeping in Municipal Operations			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
6A Municipal DPW SWPPP for Industrial Activities under the Multi-Sector General Permit.	YEAR 1 PWD Complex done by 3/10/03.	Public Works Operations Manager	Completed during Year 1.
6B Municipal Operations: • Identify (list) all municipal operations. • Conduct site reconnaissance visits to each municipal property to identify current BMPs used. • Identify and select applicable future BMPs for pollution prevention and implement recommended BMPs.	YEAR 1 Identify municipal operations and BMPs. YEAR 2 Review/Inspect Municipal Operations. YEARS 3-5 Begin Implementation of recommended changes.	Public Works Operations Manager	The Municipal Operations audited on November 2, 2004 were a police station, two fire stations, the Parks and Recreation department, and the Town Hall. No schools were audited. Recommended changes for Year 3 are outlined in a Memorandum (dated December 8, 2004) to the Town. Most recommendations were minor, such as conducting parking lot sweeping, using phosphorous-free soap for vehicle washing, and providing improved areas for refuse storage. The most significant recommendation was for the Fire Station located at 64 Ashworth Ave. The floor drains from this station discharged directly to the storm drain system. Resolution of this problem is being conducted jointly by the Fire Department and Public Works Department.
3D Employee Training: • Identify which types of employees should receive training for implementing the municipal SWPPP. • Identify type of training and evaluate pre-existing material available from the EPA, State of New Hampshire, and other organizations. • Initiate training program.	YEAR 1 Identify employees to be trained and develop training program and incorporate training into municipal schedule. YEAR 2 Train 100% of Sewer and Drain Public Works employees and Building Inspector. YEARS 3-5 Repeat Training as necessary.	Public Works Operations Manager	This BMP was implemented with BMP 3D, IDDE Training program. See BMP 3D for details of training that occurred during Year 2.
6C Continue street sweeping/litter control on beach area roads on a daily basis, other areas annually.	YEARS 1-5 Continue street sweeping.	Public Works Operations Manager	Street Sweeping of the entire Hampton Beach main thoroughfares occurred daily from Memorial Day to Labor Day in 2004. Street sweeping of the remainder of the Town of Hampton began in March 2005, and will continue until all streets and municipal parking lots have been cleaned (anticipated to be completed June 1, 2005). The Hampton Beach main thoroughfares will continue to be swept daily from Memorial Day to Labor Day 2005.

6. Pollution Prevention/Good Housekeeping in Municipal Operations			
BMP	**Measurable Goal**	**Responsible Party**	**Status/Changes/Goals for Next Reporting Year**
6D Continue cleaning catch basins within urbanized area on a five-year rotation, and begin to document and perform more frequent cleaning as necessary.	YEARS 1-5 Continue catch basin cleaning.	Public Works Operations Manager	The Town conducts catch basin cleaning on a 5-year rotation. Catch basin cleaning begins each year in March. During Year 2 approximately 496 catch basins were cleaned, and approximately 330 catch basins are anticipated to be cleaned for the Spring of 2005
6E Pursue funding to replace catch basin cleaning apparatus with updated equipment to improve efficiency and frequency of cleaning.	YEAR 1 Pursue funding. YEARS 2-5 Increase frequency and efficiency when/if apparatus purchased.	Public Works Operations Manager	A request by the DPW for a new catch basin cleaning apparatus was not approved; however the DPW is pursuing the purchase of a jet spray/vacuum combination machine.
6F Continue Conveyance O&M Program: • Continue existing program for maintenance and replacement. Recommend any changes. • Review and Revise program as needed and implement changes.	YEAR 1 Continue existing maintenance program, review at year-end and prioritize recommended changes. YEARS 2-5 Review and Revise program as necessary.	Public Works Operations Manager	The Town of Hampton budgets storm drain repairs during the annual budgeting process. Most of the repairs and maintenance are completed due to observations during other utility work. Repairs to catch basins are completed on an as-needed basis. In 2004 the Public Works Department staff raised or repaired 11 drainage structures. Two hundred feet of 48" storm-drain culvert was replaced in the area of Brown Ave. Six hundred feet of 12" and 1,500 ft. of 18" storm-drain culvert were replaced in the area of Hobbs Rd. Five hundred feet of 17" storm-drain culvert in the Bonaire-Winnacunnet Rd. areas and 200 ft. of 36" storm-drain culvert in the Mace Rd. area were replaced. The budget for Year 3 contains maintenance and repairs to continue storm-drain culvert replacement, approximately 1,500 – 1,800 ft., in the area of Mace Rd.

Part III Summary/Measure of Success

Approximately 150 storm drains were stenciled in the Hampton Beach area.

Approximately 496 catch basins were cleaned in 2004 by DPW.

Approximately 3,000 feet of storm drain was replaced in the Town.

Approximately 11 drain structures were raised or repaired during Permit Year 2.

All Town roads are swept annually beginning in April.

Hampton Beach main thoroughfares are swept daily from Memorial Day through Labor Day.

Thirty-six samples in the area of Park Ave. and Lafayette Rd. were collected in an attempt to find the source of fecal coliform contamination; however, analysis was inconclusive.