Municipality/Organization: **Town of Milford**

EPA NPDES Permit Number: **NHR041019**

MaDEP Transmittal Number:

Annual Report Number & Reporting Period: **March 2004-March-2005**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Thomas Neforas Title: Assistant Director

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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: Katherine L. Chambers

Title: Town Administrator

Date:April 20, 2005

Part II. Self-Assessment of Permit

The Town of Miford during the reporting year April 2004 through March 2005 accomplished a number of Stormwater initiatives. The Town set-up a display at the Souhegan River Exposition held on May 26, 2004, also attended by other community groups and state and federal agencies. The Exposition was a success, many people attended, and a great deal of stormwater information was distributed to the public.

A number of catch basins were stenciled DUMP NO WASTE DRAINS TO RIVER in the immediate downtown area in the Town of Miford. The stenciling was completed by Milford Girl Scouts and adult volunteers.

The Town`s Stormwater Team continues to meet on a monthly basis, with a member regularly attending The Southern New Hampshire Stormwater Coalition comprised of a number of MS4 Communities.

Overall the Town is effectively going forward with meeting the requirements of Permit # NHR041019.

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	DPW Tom Neforas	Continue to Review Public Education Programs.	Souhegan Watershed Associaton continues to monitor summer river quality. The Town of Milford POTW continues to conduct the bacteria analysis associated with this monitoring.	Attend the meeting associated with the Local Rivers Advisory Group.
2	Coordinate Public Educators	Stormwater Management Team	Organize town employees, educator`s volunteers etc. to develop stormwater materials	The Town`s Stormwater Team continues to work on this. The town set up a display and distributed stormwater material and showed a video titled Stormwater Runoff, There is no Away. This was done at the Souhegan River Exposition on May 26, 2004.	Continue to develop materials and evaluate and measure the success of what has been done to date regarding materials and information distributed.
3	Coordinate Information and Program Distribution within School Network	Stormwater Management Team	Prepare brochures or fact sheets to be distributed by direct mailings. Information on Town`s Web-Site and develop curriculum to educate students.	Brochures were handed out at the Souhegan River Exposition on May 26,2004. Stormwater information continues to be on the town`s website. The 2004 Town Report Cover has a Clean River`s Theme with the inside cover having information on stormwater.	Continue to get information to the public with whatever means found to be efficient.

1a. Additions

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
4	Create Task Committee	DPW Tom Neforas	Stormwater Team established made up of Town Employees	The Stormwater Team continues to meet monthly with few exceptions. The Town of Milford is also part of the Regional Stormwater Coalition comprised of other MS4 Southern Communities	Continue to meet on a monthly basis and discuss ideas and implement applicable programs. Also continue to be part of the Regional Stormwater Coalition.
revised	*STORMWATER TEAM*				
5	Conduct Public Meeting/Acquire Public Input	Tom Neforas DPW	Public Meeting	. It was determined a Public Meeting was not necessary during permit year # 2.	A public meeting will be held if The Stormwater Team determines one is necessary.
Revised					
6	Establish Stormwater Display at Public Events	Stormwater Team	Stormwater information display at one town event	Stormwater diplay was set-up at a Earth Day Event sponsored by the town`s Conservation Commission. Also a diplay and information was made available at the Souhegan River Exposition held on May 26. 2004	The Stormwater Team will determine if additional displays will be beneficial in conveying information to the public.
Revised					
7	Storm Drain Stenciling	DPW Tom Neforas	Storm Drain stenciled using volunteers	Storm Drains were stenciled in the immediate down town area by Girl Scouts and town employees.	A number of stormdrains will be stenciled each year utilizing volunteers and/or town employees.
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
8	Map outfalls and Receiving Stream	DPW Tom Neforas	Produce Map showing outfalls and receiving waters	Continuing to compile data from town maps and Department of Environmental Services maps	It is planned to physically survey the rivers outfalls and compare it to the existing maps and delete and add information as needed.
Revised					
9	Evaluate need for Stormwater Ordinance: Develop if Necessary.	Stormwater Team	Complete review of existing local regulations and ordinances to determine what mechanisms are already in place. Prepare a Storm Ordinance for adoption by the Town. Summer 2004	Stormwater draft ordinance/regulations were drafted, for constuction of developments.	Review and adopt Stormwater Ordinance/Regulations Draft for construction of developments. Work on creating a draft document for illicit discharges.
Revised					
10	Train Volunteers in Illicit Discharge Identification	DPW Tom Neforas	Complete training document and conduct Illicit Discharge Detection Training.	Illicit discharge sheet was developed an distributed to town employees. During staff meetings employees were reminded to look for illicit discharges when they are in the field.	Continue to develop the program as needed. It's been asked of the residents to report anyone dumping oil or other substances into the storm drains. This was done most recently in The Town's 2004 Annual Report. Dye testing will be conducted in the downtown area in buildings that are on the Souhegan River during the summer of 2004
Revised	***Illicit Discharge Reporting sheet Developed***		It was determined that town employees would be better suited to conduct Illicit Discharge Identification.		
11	Dry Weather Screening of Outfalls	Tom Neforas and DPW Staff	Winter 2005/2006	N/A	Dry weather screening of outfalls will be conducted as indicated in the NOI Winter 2005/2006. Possibly summer of 2005.
Revised					
12	Develop system of Identifying illicit Discharges and Initiate Program to Eliminate Them.	DPW Tom Neforas	Complete Plan in Fall of 2004 Revised Plan in Progress, plan will be completed by December 2005	Illicit discharge reporting documents distributed to employees	Continue to develop program and purchase of a smoke blower that will aid in finding illicit discharges.

Revised					
13	Identify Magnatude of Effort to Continue Mapping Stormwater Discharge System.	DPW Tom Neforas	Review of stormwater system is on going. Enployees are currently being trained in GIS Complete mapping of system will be completed 2007/2008 as indicated in NOI	On going	On going
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
14	Document Existing Programs and Expand Them as Required	Stormwater Team	Review of Existing Local Regulations	Adraft ordinance/regulations for construction/development activities was completed.	Finalize the draft ordinance/regulation
Revised	*To be Completed by year ending 2005*				
Revised					
Revised					
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
15	Document and Enhance Procedures for MS4 Storm Drainage System	DPW Tom Neforas	Complete review of existing MS4 maintenance procedures.	Continuing to review existing maintenance Procedures and Best Management Practices related to developments	Regulations and ordinances will be expanded to as appropriate, to incorporate any measures of concern.
Revised	*NOI States completion in Summer of 2004*	Documentation of Procedures will be completed year ending 2005			
16	Incorperate Best Management Practices into Town Master Plan	Tom Neforas and Applicable Town Departments	Begin 2005		
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
17	Document and Enhance Employee Training Procedure	Tom Neforas DPW	Complete review of existing training programs	On going Schedule of completion Spring 2006-Fall 2006 per NOI	
Revised					
18	Evaluate Use of Pestcides ,Sand, and Salt	Tom Neforas DPW	Review od existing procedures	On going schedule of completion Spring 2006-Fall 2006 per NOI	
Revised					
Revised					
Revised					
Revised					
Revised					

6a. Additions

19					
20					

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
	Not Applicable				
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Summer 2004 Souhegan River E. Coli Results

Month	Range of Results E. Coli per 100 mls
June 8th	70 –170
June 22nd	125-405
July 6th	125-400
July 20th	360-800
August 31st	180-640
September 14th	120-220

Sampling and Analysis is conducted by the Souhegan Watershed Association, And the Town of Milford POTW.

SALT AND SAND APPLICATION AMOUNTS

Month	Salt	Sand	Units
Tons			
December	443	901	
January	681	1264	
February	476	643	
March	153	447	

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater Management responsibilities under Assistant Public Works Director	(y/n)	yes
Stormwater Management Team created comprised of Administration,Conservation,Building/Planning,and Public Works.	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	5000 +
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(y/n)	Yes
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N/A
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	Five
▪ community participation	(%)	Yes
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	No

Legal/Regulatory

	In Place Phase II	Prior to Review	Under 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	(%)	75%
Estimated or actual number of outfalls	(#)	35-40
System-Wide mapping complete	(%)	85%
Mapping method(s)		
▪ Paper/Mylar	(%)	85%
▪ CADD	(%)	25%
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	30%
% of population on septic systems	(%)	70%

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)	Annually
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	Annually
Total number of structures cleaned	(#)	Approx. 950
Storm drain cleaned	(LF or mi.)	Not Calculated
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Not Calculated
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Recycled
Cost of screenings disposal	($)	N/A

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	Spring Cleaning then Once/Week
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	50 Tons/Year
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Recycled
Cost of sweepings disposal	($)	Not Calculated
Vacuum street sweepers purchased/leased	(#)	1 Town Owned
Vacuum street sweepers specified in contracts	(y/n)	No

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	Not Calculated
▪ Herbicides	(lbs. or %)	0
▪ Pesticides	(lbs. or %)	0

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	Yes Depending on Storm

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 %)	Not Calculated
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	N/A