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

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

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APR 27 2006

PW06-198
April 28, 2006

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

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, 2006.

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

Sincerely,

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 05-March 06

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: Mike A. Fo

Printed Name:Michael A Fowler P.E.

Title: Director of Public Works

Date: April 28, 2006

Part II. Self-Assessment

The Department of Public Works has continued to make additional progress on the NPDES Phase II Storm Water Program. The Public Works department continues to earmark a summer intern that is a civil engineering student to work on compiling a comprehensive data base of the Town's storm water collection system. In addition to locating the storm drains, the intern has worked with the company contracted to clean catch basins. The intern has kept records of areas cleaned, has inspected the structures for signs of illicit discharge during the cleaning, and has stenciled the catch basins with "No Dumping, Drains to Wetlands" if the structure had not already been stenciled.

The data collected by the intern was put into an ArcView file so that the Town can keep track of which areas were cleaned in a particular year. The contractor cleaned 1000 catch basins during the 2005 construction season. The Town has budgeted funds to clean 1000 catch basins annually. This will ensure that every catch basin is cleaned once every three years. Upon completing one full cycle of cleaning all the catch basins in town, tracking will take place to clean basins that fill up quickly on a more frequent basis. Basins that pick up little debris will be cleaned less often. The catch basin stenciling program continues to be very popular with many groups. The local Rotary club continues to stencil catch basins throughout town.

The Town continues to sponsor 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 is working diligently within Derry as well as Auburn and Chester to improve water quality within the Beaver Lake Water Shed. Many of the Partnerships goals parallel the goals set for the Town of Derry in their MS 4 general permit. This obviously is of great benefit to the Town of Derry and several representatives from the town are involved in the partnership meetings including the Supt. of Operations, Community and Economic Dev. Director, Code Enforcement Officer, and Chairman of the Conservation Commission.

Derry continues to be active in the Manchester area inter-community storm water group now known as SWAT (Storm Water Assessment Team). The Superintendent of Operations will be on a panel at the first annual NH Statewide Regional Stormwater Conference on May 9 speaking on the use of interns for mapping of storm water systems.

Derry is well on its way to improving the quality of its storm water run-off. The Town of 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 and enthusiasm 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 Town 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.	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. Pinkerton Academy Biology Faculty are involved in the Beaver Lake Water Shed Partnership and will be having students in their biology courses testing streams and ponds for pollutants. This is very exciting because it gives the students real life experience in environmental science while performing a valuable service to the community. 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 of Derry has an intern majoring in biology and education scheduled to teach several classes on storm water the third week of May. If this works well, we will endeavor to repeat the program annually.	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 as well as paid interns to speak 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 including Pinkerton Academy through their biology department.	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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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.	Discontinued in previous year. See annual report for 2004-2005. Redundant due to other groups already established.	N/A
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 has been eliminated from the plan.*				

5	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 during a 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.
Revised					
6	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.
Revised					
7	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 additional stencils due to the high demand for stencils. 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.
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
8	Map Outfalls and Receiving Waters	Public Works & IT Department	Produce a map showing outfalls and receiving waters	The Town of Derry has completed mapping the entire storm water collection system including the outfalls.	The Town of Derry will strive to keep the database up to date by adding any new storm water collection systems to the base map. Make any necessary revisions and corrections to the data base as errors or old infrastructure previously missed are discovered.
Revised					

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 completed the development of a storm water ordinance through a private consultant. The Town's attorney has reviewed it and recommended revisions which have been completed. The actual adoption by Town Council has not yet been completed.	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 outfall were not routinely completed during this period because the intern was focusing on completing the mapping of the system and working with the contractor cleaning the catch basins. While routine screening was not performed, the intern was instructed to report any suspect illicit discharges to the Supt. of Operations. One site was tested for volatile organic compounds but was found to be clean.	Dry weather screening of outfalls will be performed through a summer intern over the upcoming summer. In addition, volunteers working with the Beaver Lake Watershed Partnership will be encouraged to become involved in this process.
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.	The Town of Derry utilizes an illicit discharge form to note any potential illicit discharges discovered during catch basin cleaning. Any reports from the public are placed on work orders and inspected by the Supt. of Operations or the Code Enforcement Officer.	Using the illicit discharge form which the Town utilizes, any suspect illicit discharges will be noted during catch basin cleaning and will be reported to the Public Works office for follow up investigation. Confirmed illicit discharges will be turned over to the Code Enforcement Office for further legal measures.
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.	Continued mapping of the Storm Sewer System is completed in house using interns and/or engineering staff. All new additions to the Public Storm Sewer system are added to the Town's Geographic Information System.	Continue updates as required.
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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.	The Planning Board will be updating their Master Plan in 2007. The Planning Director has been consulted with regarding this issue to ensure that BMP's are incorporated into the master Plan as appropriate.	Scheduled for 2007.
Revised					

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
17	Document and Enhance Employee Training Procedures	Public Works	Complete review of existing training programs. Complete formal employee training manual.	The Public Works Department has not completed a formal training manual but does provide employees with literature produced by the EPA and has training and dialogue with employees regarding storm water and illicit discharge.	Continue offering employees literature and in house training on Storm water.
Revised					
18	Evaluate the Use of Pesticides, Sand and Salt	Public Works	Complete review of existing procedures. Complete formal procedures manual for handling and use of pesticides, sand, and salt.	The Town of Derry has started installing ground speed control devices to regulate sand and salt usage on new and replacement vehicles in the fleet In addition, pesticides are applied only by licensed applicators for any substantial projects.	Continue to look at better technology to reduce the salt and sand usage.
Revised					