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

EPA NPDES Permit Number: **NHR041007**

Annual Report Number & Reporting Period: **No. 3: March 2005-March 2006**

MAY - 2

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Phyllis Duffy Title: Engr. Tech - DPW

Telephone #: 603- 772-1345 or 773-6157 Email: pduffy@exeternh.org

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: 5-1-06

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1.	Display at Alewife Festival	DPW	Attend event/distribute info on stormwater program.	This event continues to be a great opportunity to distribute information on stormwater pollution to our community and other local towns that attend. The goal of the festival is to raise awareness of local waterways, which is a perfect format for us to inform the community on ways they can help prevent stormwater pollution.	The Alewife Festival appears to be a successful method to educate the general public about stormwater pollution and steps we can all take to prevent pollution. We will have a display at the upcoming Alewife Festival which will be held June 3rd.
Revised					
2.	Stencil Storm Drains	DPW	Complete event – report number of catch basins marked	This year we used a storm drain marker instead of a stencil. The drain marker was designed to incorporate our stormwater logo. We had two events and placed markers at 370 catch basins.	Even though we had trouble with the drain markers lasting the year, we plan to use them again. They seem to attract more attention and by using the same logo as on all of our education products we are beginning to see a successful stormwater education program.
Revised					
3.	Stormwater Video on Local Public Station	DPW	Local channel plays video	We did not play the video on the local channel this year. Per survey of residents, only 13% of those surveyed, had seen the video on the local channel. Provided videos "There is No Away" and "After the Storm" to local college for use in environmental program. Requested information from professor on number of students participating.	We are planning run the video this year during "Public Works Week" and advertise on the newly revised Town Web Site.
Revised					

4. Revised	Display at Town Building	DPW	Set up display at building open to public	Per survey of residents, only 13% of those surveyed, had seen the display at the Town Hall. Display in Nowak Room, Town Offices "Exeter Clean Water Campaign" downtown business meeting	We have contacted the town library to set up a stormwater display this spring.
	Household Hazardous Waste Collection	DPW	Host/participate in Household Hazardous Waste Collection Day	Hosted Household Hazardous Waste Collection Day at Exeter Public Works Complex. Sponsored and coordinated by Rockingham Planning Commission, Exeter and two other towns participated.	Continue to host event if considered best location. Two additional towns have requested inclusion in collection day. Exeter offered to host.

1a. Additions

	Water Conservation	DPW Water Dept.		Water Conservation Tips were included in water bills and on the yearly "Annual Water Quality Report."	Continue with same distribution of water conservation tips and also add to website.
	Presentation to River Study Committee	DPW		Presented information on the town's stormwater program to the Exeter River Study Committee	
	Stormwater Website	DPW		Stormwater Program on new Town web page. Stormwater is direct link from main page. www.town.exeter.nh.us	
	School Program	DPW		Letter to Principal of elementary school No response	Contact Charter High School

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
5.	Public Notice	DPW	Completed Year 1		
Revised					
6.	Review need for SW Committee/Meeting	DPW	No interest in town stormwater committee	Exeter participates in a regional SW group. Exeter volunteered to chair the Seacoast Stormwater Coalition for the first year after NHDOT stepped down.	Continue to participate in regional stormwater coalition.
Revised					
7.	Stencil Stormdrains	DPW	See BMP# 2		
Revised					
Revised					
Revised					
Revised					

2a. Additions

	River Cleanup	Conservation Commission		Cleanup of Little River between Court Street and Linden Street approx. ½ mile reach	

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.	Survey Outfalls	DPW	Visual Shoreline Survey	Conducted shoreline survey of Exeter River from Great Dam to Court Street, approx. 3 ½ mile reach, outfalls along Bell Ave and Little River at Court Street, outfalls on Squamscott River from Spring Bridge to PEA Boathouse. Purchased canoe, waders and other equipment to conduct shoreline surveys and take samples as necessary in spring 2006.	Conduct shoreline surveys and dry weather observations of outfalls.
Revised					
9.	Map/Update outfalls	DPW	Create maps check against visual survey.	Updates complete.	Additional updates as required.
Revised					
10.	Ordinance to prohibit non-stormwater discharges	DPW	Ordinances updated to include appropriate enforcement procedures and actions	Begin new ordinance (draft)	Update ordinance
Revised					
11.	Create education for businesses	DPW	Create flyers/brochures – distribute to businesses	Created education program for downtown businesses. Combined educating businesses with effort to partner with downtown businesses to help educate the community. Distributed 100 brochures, held evening meeting, provided materials to those interested in participating.	Create education campaign targeting businesses along largest commercial area of town. Implement in Permit Year 5.
Revised					
12	Hotline	DPW	Establish and publicize phone number for the public to report stormwater violations	Hotline/Reporting will be incorporated into website. Currently, the public calls police dispatch and/or public works. This will continue to be an available option for reporting violations.	Research and purchase program for online reporting of any stormwater violation.
Revised					

13	Sample Suspect Outfalls	DPW	Outfalls sampled and results tracked	DPW requested training for town employees on how to conduct illicit discharge investigations. NHDES provided training. Eight PW employees, the Conservation Commission Chairman, and one employee from Phillips Exeter Academy (PEA) attended. In preparation for training, NHDES found an illicit discharge from a PEA building into the town system. PEA eliminated the illicit discharge. We conducted a shoreline survey of the Exeter River from Great Dam to Court Street. We found a large outfall (belongs to PEA) that had a discharge. We took a sample and had our wastewater treatment plant analyze. Their findings were inconclusive. They suggested we resample and send to state lab. This is a PEA outfall, we will request they sample if discharge observed. A resident reported seeing a discharge from an outfall to Little River (December). It appears that the pipe belongs to PEA. They did dye testing and took samples but both were inconclusive. March another report of discharge from same pipe. PEA once again took samples and they are trying to determine the origin of this pipe. We partnered with other NH Seacoast Towns (Seacoast SW Coalition) to create a manual "Guidelines and Standard Operating Procedures for Illicit Discharge Detection and Elimination."	DPW invested in a canoe, waders, and other sampling equipment to conduct dry weather outfall observations and take samples as needed. We have an IDDE Program that prioritizes waterways. Revisit the PEA large outfall on Exeter River and if discharge apparent request PEA sample and provide town with results.

14.	Test Suspect Outfalls	DPW	Smoke or dye test	Dye test was conducted at PEA building. It was determined to be an illicit discharge from a bathroom to a storm drain. Corrected.	
15.	Correct Illicit Connections	DPW	Illicit Connection removed	Illicit Discharge from PEA bathroom corrected and removed from town storm drain.	

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
16	Update Ordinance/Regulations to meet Phase II Requirements	Planning/DPW/Building	Completed	Completed	
Revised					
17.	Site Plan review for all construction projects disturbing greater than or equal to one acre	Planning/DPW/Building	Plans reviewed	Ongoing	Ongoing
Revised					
18.	Site Inspections	Planning/DPW/Building	Site Inspections	Ongoing	Ongoing
Revised					
19.	Develop and Implement construction site information and reporting program	Planning/DPW/Building	Create signs to post at construction sites and hotline for public reporting	Determined signs at sites not feasible.	Determine if website is the best way to develop a construction site information and reporting program.
Revised					

4a. Additions

	Town Engineer and Town Planner presented "Site Plan Review for NPDES Phase II" at an EPA "How To" workshop for SW Phase II communities at two locations.				

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
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	Ongoing	Continue program – request design 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 are required to provide an Operations and Maintenance Manual for stormwater BMPs to owner, and copy to town. Owner/Developer must sign Operation and Maintenance Agreement with Town.	Continue program
Revised					
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
22.	Create Pollution Prevention/Good Housekeeping Program for municipal employees	DPW	Develop program/provide training	We partnered with other NH Seacoast Towns (Seacoast SW Coalition) to create a manual "Guidelines and Standard Operating Procedures" for Pollution Prevention/Good Housekeeping for Stormwater Phase II Communities in New Hampshire. The 1st phase is developing the manuals and the next phase will implement the training program. The manuals will be appropriate for all Phase II communities in New Hampshire.	Apply for a grant and implement training program based on manuals developed in permit year 3. Stormwater education for public works employees including watching the film "After the Storm" followed by a bus trip to the regional landfill and recycling center.
Revised					
23.	Sweep Streets	DPW Highway	Streets swept	Ongoing – commercial/arterial and other critical streets – weekly Non-commercial/non-arterial two times each year	Continue program Purchased new sweeper
Revised					
24.	Inspect Catch Basins	DPW Highway	Inspections completed	Inspected 200 to 300 catch basins	
Revised					
25.	Clean Catch Basins	DPW Highway	Catch basins cleaned	Cleaned between 200 and 300 catch basins	Continue to clean catch basins and document/track with computer program
Revised					

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 (town)	($)	$10,000
(in addition, town site inspectors salary and engineering review of stormwater controls/hydrology are		
paid by developer)		

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	60%
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.)	Y – ½ mile
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1
▪ community participation	(%)	5%
▪ 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 %)	20%
Illicit discharges identified	(#)	2
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)	Every 5 years
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	Every 5 years
Total number of structures cleaned	(#)	200 -300
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	50 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)	2

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	weekly
Qty. of sand/debris collected by sweeping	(lbs. or tons)	75 yards
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Gravel pit
Cost of sweepings disposal	($)	$0
Vacuum street sweepers purchased/leased	(#)	1 purchased 2006
Vacuum street sweepers specified in contracts	(y/n)	0

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	0
▪ Herbicides	(lbs. or %)	0
▪ Pesticides	(lbs. or %)	0

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	10%
Pre-wetting techniques utilized	(y/n)	CaC1 2
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	0
Estimated net reduction in typical year salt application	(lbs. or %)	10%
Salt pile(s) covered in storage shed(s)	(y/n)	Storage shed
Storage shed(s) in design or under construction	(y/n)	Completed