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Municipality/Organization: **Town of Atkinson Highway Department**

EPA NPDES Permit Number: **NHR041002**

MaDEP Transmittal Number: **W-**

Annual Report Number & Reporting Period: 2007

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Edward A. Stewart Title: Road Agent

Telephone #: (603) 362-4010 Email:

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: Edward A. Stewart

Title: Road Agent

Part II. Self-Assessment

The Town had a majority of regulations concerning stormwater management in place prior to the stormwater management mandate, and reviews and updates it's regulations annually. The town has utilizes a professional engineering firm to review plans for compliance as well as inspections to ensure compliance, and has so for the last fourteen years.

I feel as thought the Highway Dept. has strived to reduce it's salt use as far as practical by utilizing ground speed control devices on our spreading equipment, as well as pre-wetting our stockpile of salt with ice ban to increase it's effectiveness. We have also reduced our use of sand by 98%. We only utilize sand for mixing our ballast loads while plowing and we use straight sand on our gravel roads and gravel parking areas.

The town spends over $500,000 dollars on household solid waste as well as household hazardous waste collection. Along with these services we have curbside recycling collections and a recycling center to promote proper disposal and recycling where practical. With the help of volunteer the town organizes a town wide clean-up day annually and we are hoping that this will become a Bi-annual event. The highway dept. conducts litter removal within the right of way through out the year. During the fall of the year the highway department leaf vacuums around storm drains and culvert openings to ensure proper efficiency of the structures. This also allows use to inspect structures and opening on an annual basis.

As far as self-assessment the areas to I feel that we have to most potential for improvement are: mapping requirements, I am hoping to complete the mapping of all of our structures by the summer of 2007, I also feel I need to be better at utilizing our town wide mailings and publications as well as our public access cable to it's fullest. With the purchase of a laptop we will now be able to more easily record and distribute our findings and records.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	2 Annual newsletters from Town of Atkinson	Highway Dept.	Reach as many residents as possible		
Revised					
	1 Annual newsletter from Hampstead Area Water Company	Hampstead Area Water Company	Reach as many customers as possible		
Revised					
	Local cable channel	Cable TV	Reach as many residents as possible		
Revised					
	Annual town report	Highway Dept.	Reach as many residents as possible		
Revised					
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

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
	Atkinson clean-up days	Recreation & Highway	Clean right of ways and parks of litter and debris		
Revised					
	2 Household Hazardous Waste Collections	Highway Dept.	Amount of hazardous waste collected	Outside company collects waste while town publicizes and facilitates	
Revised					
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Semi-annual inspection of culverts and catch basins	Highway Dept.	To detect suspicious activity		
Revised					
	Conductivity testing of large bodies of water	Big Island Pond Association	Determine sodium chloride levels		
Revised					
	Local code enforcement	Building Inspection Dept.			
Revised					
	Local Health officer	Building Inspection Dept.			
Revised					
	Full-time police patrol	Police Dept.	Detecting illegally dumped products		
Revised					
	Fire Dept. Hazardous Substance training	Fire Dept.	Control contamination at spill sites and review product removal		
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Planning Board over-site of upcoming projects	Planning Board	Approval of plans meeting state stormwater management guidelines		
Revised					
	On-site review and inspection	Town Engineering company	Ensure proper installation and maintenance of stormwater control devices		
Revised					
	Periodic on-site visits by road agent	Highway Dept.	Deter improper practices between engineers inspections		
Revised					
	Planning Board review of applicable regulations	Planning Board	Maintain highest level of regulations		
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Review by town engineer	Town engineering company	To ensure all structures were built and maintained to town standards		
Revised					
	Semi-annual cleaning of all structures	Highway Dept.	Reduce down stream contamination		
Revised					
	Semi-annual inspections of all structures	Highway Dept.	Ensure proper structural integrity		
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
	Household Hazardous Waste Collection	Highway Dept.	Amount of hazardous waste collected		
Revised					
	Weekly collection of household waste	Highway Dept.	Proper disposal of household waste		
Revised					
	Outsourcing oil changes	All Depts.	Ensuring proper disposal		
Revised					
	Proper measuring and application of road salt	Highway Dept.	Reduce amount of salt used to achieve safe roads		
Revised					
	Proper storage of salt	Highway Dept.	Reduce on-site contamination		
Revised					
	Semi-annual cleaning of stormwater structures	Highway Dept.	Reduce downstream contamination		
Revised					

6a. Additions

	Use of environmentally safe priming fluid in fire apparatus	Fire Dept.	Reduce petroleum products released on fire grounds		

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)	No
Annual program budget/expenditures	($)	None

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	7,000
Stormwater management committee established	(y/n)	No
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	No
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	2
▪ community participation	(%)	2.5
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	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	(%)	20%
Estimated or actual number of outfalls	(#)	2,000
System-Wide mapping complete	(%)	20%
Mapping method(s)		
▪ Paper/Mylar	(%)	X
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	80%
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	0%
% of population on septic systems	(%)	100%

Construction

Number of construction starts (>1-acre)	(#)	15
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	1
Fines collected	(# and $)	2
Complaints/concerns received from public	(#)	15

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections completed	(# or %)	100%
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	½ per year
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	½ per year
Total number of structures cleaned	(#)	80
Storm drain cleaned	(LF or mi.)	4 MI
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	8 ton
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)	0

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

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

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	98% 1% 1%
Pre-wetting techniques utilized	(y/n)	Yes
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 %)	15%
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	