Municipality/Organization: Town of Danville, NH

EPA NPDES Permit Number: NHR041004

MassDEP Transmittal Number: W-

Annual Report Number & Reporting Period: April 1, 2006 – March 31, 2007

NPDES PII Small MS4 General Permit Annual Report
(Due: May 1, 2007)

Part I. General Information

Contact Person: Bruce Caillouette Title: Road Agent

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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: Bruce Caillouette

Printed Name: Bruce Caillouette

Title: Road Agent

Date: April 27, 2007

Part II. Self-Assessment

The Town of Danville Highway Department has continued to work hard to coordinate the local committees and departments of the Town to address Stormwater Management. We have attended Selectmen Meetings, Planning Board Meetings to discuss the needs for regulations and enforcement. We have worked with the Forestry Committee members to work on clean-ups and am hosting our second annual cleanup this year. We have also discussed with the Board of Selectmen other ways to do public outreach and what we can do to implement the various BMP's that we would like to do and are working on. The Town Engineer and the Highway Department work together to follow up on developments in the Town that are required to file their NOI's and regularly check the EPA web site for that information. If we do not find a new subdivision listed and know they are working on one we then contact the developer to obtain copies or make sure he follows that procedure.

We have a limited budget and try to implement as much as possible with the limited funds and try to obtain as much as we can for free and utilize the items we can on this limited funding.

We display our display at public functions of the Town. This year we had an Old Home Day and we displayed our poster and handed out brochures and public information as well as coloring books and fun activity books to the children.

We met with an Engineering firm to assist us in obtaining the goals set by the EPA for 2008 but funding was not granted by the Townspeople so we are working on what we can with our budget.

We have reviewed the listings of historic buildings located on the National Historic Register and found that we have one building on the historic register that is in our stormwater area. That building is our Town Hall which is not near any major water tributaries or bodies of water. The Town Hall is still used daily.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1A	General Public Education	Highway/Other	Public Education	Distributed Flyers and poster at Old Home Day	Try to do more public interaction. Distribute coloring books, education materials, etc. at various events. Display poster at Town Hall and make other displays to highlight awareness
Revised					
1b	Attend Meetings	Highway/Town Engineer	Attend Meetings	Attended various board meetings to discuss how to address implementing the requirements of public education and processes	Continue to work with Town Boards, try to work on better outreach to the general public
Revised					
1c	General Education	Highway	Public distribution	Brochures are at the Library for general public to pick up. Placed 10 guidelines for better stormwater management in Town Report and also on information sheet distributed with taxes in December.	Work on various ways to get information out to public. More posters and items distributed in various ways.
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
2A	Develop News Articles	Highway/Other Dept.	Educate Public through encouragement of participation	Continued to review ways to do this have attended conferences. Worked on trying to contact newspapers but unable to get utilitzed.	Work on getting information out in the best possible way.
Revised					
2B	Meetings	All Departments	Set up programs for all Town Departments	Have met with Planning Board and partial general discussions with Forestry Committee members as well as Board of Selectmen	Will continue to raise awareness with the Town Boards. Also try to discuss with Board of Selectmen to have department meetings again.
Revised					
2c	Cleanups	Highway/Other	Town wide roadside cleanups	The 2006 cleanup was successful. There were quite of few roadways that were cleaned by residents and the bags were picked up by the highway department.	We have scheduled the 2007 roadside cleanup for Earth Day weekend April 20-22. Hopefully this will be as successful. We are planning to distribute more bags and information on that weekend
Revised					
2d	HHW Collection event	Highway/Other	Participate in HHW Collection events	Participated with Plaistow Highway in the bi-annual hazardous waste pickup. Assisted at the pickup with detail and collection of survey forms and sorting of same.	Will continue to particpate in event. Various towns are included in this area wide event and our town in each event is represented. This event is advertised widely in the newspaper.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
3a Revised	Map Culverts	Highway	Locate all culverts and drainage systems	Discussed with Town Engineer ways to finalize the mapping and getting the details placed on Town Maps.	Work with Town Engineer to finalize the mapping of culverts and drainage systems and placement on Town road maps with information.
3b Revised	Driveway Permits	Highway	Include Stormwater information	Include stormwater information with driveway permit applications. Applications are given to applicants through the Town Hall then approved by Highway Department.	Plan to continue this practice and follow up by inspections of driveways as they are being put in and make sure all procedures are being followed.
3c Revised	Identify discharges	Highway	Locate and determine illicit discharges	During various high water events this past year have review the flow of areas for any signs or indications of possible illicit discharges.	Will try to begin to test for any illicit discharges at least once during the year after a flow event.
3d Revised	Ordinances & RSA's	All town departments	Ways to effectively prohibit discharges	Contact and met with Health Department and Planning to try and establish all the ordinances required to prohibit illicit discharges and follow through with enforcement of NH RSA's.	Continue to follow up with all departments with enforcement of illicit discharges and usage of NH RSA's.
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4a	Ordinances	Planning/Town Engineer	Ordinances to address construction issues	Planning Dept reviewed ordinances of the town. Met with Town Engineer to work on updating.	Need to finalize some type of ordinances to begin processes of getting them established and accepted by town.
Revised					
4b	Review of construction sites	Highway/Building Inspector/Town Engineer	Enforce NOI's and need for NOI's	Review EPA website for constuction project applications for NOI's. If found they were not complied advised Developer what was needed	Continue to be proactive in inspection of developments and developers for NOI's and enforce areas for Construction site runoff.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5a	Ordinances	Highway/Planning/ Town Engineer	Set up and create ordinances	Met with Town Engineer to have him work with Planning to get the ordinances developed	Continue to work with Town Engineer to get the Planning Board to work on getting the Ordinances for Stormwater Management set up and not just rely on NH RSA's as the towns ordinances.
Revised					
5b	Routine Maintenance	Highway	Maintain Culverts and general maintenance	Monitored all culverts for blockages, especially during high rain flows that were recorded in 2006, removed blockages and also repaired any washouts of culverts	Continue to check all culverts and maintain as needed.
Revised					
Revised					
Revised					
Revised					
Revised					

5a. Additions

5c	Subdivision review	Highway/Town Engineer/Building Inspector	Developers compliance	Check developments for all control measures removed as necessary after construction finalized.	

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6a	Employee Training	Highway/Town Engineer	Meet with all departments to establish what needs to be done	Continued to meet with Town departments on how to address issues regarding stormwater issues and how to keep town buildings in compliance	Keep working with Town departments to keep all town buildings in compliance
Revised					
6b	Clean Up Day	Highway/Forestry	Town roadways cleaned up from trash	Forestry holds a cleanup of town forest and large amounts of trash were removed again this past year. The Highway Department held a successful roadside cleanup weekend in connection with Earth Day.	Will be holding the 2nd annual earth day roadside cleanup this year and have published information in newspaper regarding cleanup. The Forestry scheduled their town forest cleanup but was postponed due to weather but will be rescheduled.
Revised					
6c	Water testing	Highway	Water testing of drainage outfalls	Tried to establish water testing of outfalls at various times but lack of funding it did not work out.	Try to do some testing with limited funds available this year. Funding not available again this year.
Revised					
6d	HHW Cleanup days	Highway	Assist with bi-annual household hazardous waste drop off days	Assisted with one of the bi-annual household hazardous waste drop off days by collecting surveys and traffic direction	Continue to assist at least once a year at the bi-annual household hazardous waster drop offs in any way needed.
Revised					
Revised					
Revised					

6a. Additions

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	N/A				
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)
(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2006 through March 31, 2007)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	($)	3486.00
Total program expenditures since beginning of permit coverage	($)	2500.00
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General fund

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	15%
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.)	N
Shoreline cleaned since beginning of permit coverage	(mi.)	N
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	0/not host town only co-sponser town
▪ community participation **	(# or %)	35%
▪ material collected **	(tons or gal)	Unknown – host town receive info.

School curricula implemented	(y/n)	N

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	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

	(Preferred Units)	Response
Outfall mapping complete	(%)	65%
Estimated or actual number of outfalls	(#)	25
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	10%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	10
Outfalls inspected/screened **	(# or %)	0
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	0
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	0
Illicit connections removed **	(#); and (est. gpd)	0

Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	0
% of population on septic systems	(%)	100%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	2
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	5
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	(%)	0
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	0
Qty of structures cleaned **	(#)	5
Qty. of storm drain cleaned **	(%, LF or mi.)	0

Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	N/A
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	N/A

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	($)	0
• Hourly or per basin contract rate **	($/hr or $ per basin)	0
• Disposal cost**	($)	0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	0
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	N
• % Structures cleaned with clam shells **	(%)	0
• % Structures cleaned with vactor **	(%)	0

	(Preferred Units)	Response
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)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	($)	
• Hourly or lane mile contract rate **	($/hr. or ln mi.)	
• Disposal cost**	($)	
Sweeping Equipment		0
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	N/A
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	80% 20%
Pre-wetting techniques utilized **	(y/n or %)	N
Manual control spreaders used **	(y/n or %)	Y
Zero-velocity spreaders used **	(y/n or %)	N
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	0%
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	0%
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	N*
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y
*monies put into Capital Reserve Account in preparation of building new storage facilities with ability to load inside of facility at Town Meeting 2007.		

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	N/A
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	