04/28/07
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Municipality/Organization: TOWN OF EXETER, NH

EPA NPDES Permit Number: NHR041007

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: Phyllis Duffy Title: Engineering Technician - DPW

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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: Russell Dean

Title: Town Manager

Date: 4/23/07

Part II. Self-Assessment

The Town of Exeter has completed the required self-assessment and has determined that our municipality if 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1.	Display at Local Alewife Festival	DPW	Attend event/distribute info on stormwater program	This event continues to be a great opportunity to distribute educational material on the concerning impact of stormwater discharges on local water bodies and steps that the public can take to reduce pollutants in stormwater runoff.	The Alewife Festival appears to be a successful method to educate the general public on stormwater pollution and steps we can all take to prevent pollution. We will participate in the upcoming Alewife Festival, which will be held on June 2007.
Revised					
2.	Stencil Storm Drains	DPW	Complete stenciling/marking event- track number of catch basins completed	1) Members of the Conservation Commission used the storm drain markers to educate neighborhoods bordering the town reservoir. In addition, we created a door hanger to explain the adverse impacts that fertilizer and other lawn chemicals can have on local waterways. NHDES Press Release and article in newspaper on storm drain marking project, which prompted another volunteer project. 2) A neighborhood volunteer placed storm drain markers and the above door hanger throughout his neighborhood. 3) The DPW stenciled the message "Attention….Drains to River" with fish logo, at catch basins throughout town as they completed their yearly painting of arrows for storm drain location needed in winter clearing.	Review existing stencils and markers around town to determine condition and locations that may need replacing. Investigate placing storm drain markers at new high school.
Revised					

3.	Stormwater Video on Local Cable Station	DPW	Local channel plays video	The local cable channel played the video "There is No Away" following the "Selectmen Meeting" on (6) occasions.	Request the local cable station continue to play the video at opportunistic times throughout the year, i.e. Earth Day, Public Works Week, etc.
Revised					
4.	Display at Town Building	DPW	Set up Display at Town Building which is open to the public.	Display at Library on the Norris Brook Buffer Project. Included, information on stormwater runoff and ways the public can help prevent stormwater pollution. Provided bookmarks with stormwater message, Join the Exeter Clean Water Campaign…"10 Things You Can Do"	Create an interesting display that can easily be moved to different locations for maximum impact. Locations could include the Library, we received positive feedback from Norris Brook Display, Town Offices, Recreation Center and Town Hall
Revised					
5.	Household Hazardous Waste Collection	Town Manager/DPW	Host/participate in yearly Household Hazardous Collection Day	Hosted Household Hazardous Waste Collection Day at Exeter Public Works Complex. Sponsored and coordinated by Rockingham Planning Commission, Town of Exeter, and two other towns participated.	Continue to host yearly HHHW Day if considered best location.

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
5.	Public Notice	DPW	Completed Year 1		
Revised					
6.	Review need for SW Committee	DPW	No interest in forming stormwater committee	Exeter participates in regional SW group.	Continue to participate in regional stormwater coalition.
Revised					
7.	Stencil Stormdrains	DPW	See BMP #2	Volunteers stenciled storm drains, see BMP #2	Continue to recruit volunteers to mark/stencil message at storm drains
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
8.	Survey Outfalls	DPW	Visual Shoreline Survey	Conducted shoreline survey of Watson Brook. Participated in shoreline survey conducted by NHDES for portions of Little River	Attend IDDE Training Program hosted by the Seacoast Stormwater Coalition provided by a grant of which Exeter is lead community for grant application and contract with training consultant. Continue to conduct shoreline surveys. Meet with Conservation Commission, to determine best method to accomplish surveys.
Revised					
9.	Map/Update Outfalls	DPW	Field check existing maps for additional outfalls	Update as necessary after field surveys	Continue updates to maps as necessary
Revised					
10.	Ordinance to prohibit non-stormwater discharges	DPW	Ordinances updated to include appropriate enforcement procedures and actions	Draft ordinance completed	Present draft Stormwater Ordinance to Board of Selectmen
Revised					
11.	Outreach to Local Businesses	DPW	Inform automotive businesses about their potential impacts to local waterways	Created educational postcard explaining Exeter's Stormwater Ordinance prohibiting the discharge of pollutants into the town drainage system. Also, "Prohibited activities at local automotive businesses."	Review effectiveness of business education accomplished to date. Determine best method and target group. Possibly target restaurants or all businesses in targeted area.
Revised					

12	Hotline	DPW	Establish and publicize phone number for the public to report stormwater violations	The public reports stormwater violations to police dispatch and/or the Department of Public Works (DPW). Violations reported include: automotive business washing vehicles wash water entering storm drain, business washing building/pavement and wash water entering storm drain, volunteers washing paint brushes in street, vehicle with leak parked near storm drain, discharge from private outfall pipe, possible dumping from business into catch basin (2).	Review existing reporting program for improvements
Revised					
13.	Sample Suspect Outfalls	DPW	Outfalls sampled and results tracked	Phillips Exeter Academy determined source of illicit paint discharge. Sanitary drain line was removed from storm drain and rerouted to sanitary sewer.	Review existing program after completing IDDE training. Conduct outfall surveys and sample as required.
Revised					
14.	Test Suspect Outfalls	DPW	Smoke or dye test	Dye test was competed at Phillips Exeter Academy and it was determined that a shop area had a sanitary drain connected to a storm drain. Removed	Continue to have dye testing or smoke testing done as required.
Revised					
15.	Correct Illicit Discharges	DPW/Health Officer	Illicit Connection Removed	Illicit Discharge from PEA shop corrected and removed from their drain which outfalls to the Little River. Reported violations followed up with site visit and discussions with business owners, volunteers, and vehicle owner.	Continue to remove/correct illicit discharges when discovered and educate businesses and community on stormwater runoff and ways to prevent stormwater pollution.
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
16.	Update Ordinance/Regulations to meet Phase II Rqmts	Planning/DPW/Building	Complete	Complete	Review Zoning Regulations
Revised					
17.	Site Plan Review for all construction projects disturbing greater than or equal to 1 acre	Planning/DPW/Building	Plans reviewed	Ongoing	Continue
Revised					
18.	Site Inspections	Planning/DPW/Building	Site inspected at critical construction phases and after storm events	Ongoing	Continue
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	Determine if website is the best method to provide information on construction projects/sites to public. Created "Engineering Page" which will include an area to provide information on current/ongoing construction projects, start spring 2007	Once construction season starts in spring 2007, add construction project information to Engineering Web page Include information on water quality concerns associated with construction projects and how to report a problem to the town if observed.
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
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 consultants are required to provide and Operation 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					
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
22	Create Pollution Prevention/Good Housekeeping Program for municipal employees	DPW	Develop program/provide training	Seacoast Stormwater Coalition applied for and received a grant to develop a training program for municipal employees on Pollution Prevention and Good Housekeeping (Exeter lead town for stormwater training grant)	Implement Pollution Prevention/Good Housekeeping training program for municipal employees of towns in the New Hampshire seacoast region. Seven training sessions will take place at seven Coalition towns. Other Seacoast Coalition member towns will attend one of the seven sessions and neighboring non-stormwater towns will be invited to attend as room allows.
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 sweeping program
Revised					
24	Inspect Catch Basins	DPW/Highway	Catch Basins Inspected	Inspected	Continue catch basin inspection program
Revised					
25	Clean Catch Basins	DPW/Highway	Catch Basins Cleaned	Cleaned	Continue to clean catch basins
Revised					
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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 **	($)	$10,000
Total program expenditures since beginning of permit coverage	($)	$40,000
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General Fund

Education, Involvement, and Training

Estimated number of property owners reached by education program(s) (Postcard to all residents HHHW collection day with information on stormwater pollution, many other education materials to a portions of the community including some targeted business education)	(# or %)	90%
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	2007
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	1 each year
▪ community participation **	(# or %)	5%
▪ material collected **	(tons or gal)	-
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		Updating	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

	(Preferred Units)	Response
Outfall mapping complete	(%)	100
Estimated or actual number of outfalls	(#)	65
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100
Outfalls inspected/screened **	(# or %)	10%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	30%
Illicit discharges identified **	(#)	2 (direct)
Illicit discharges identified (Since beginning of permit coverage)	(#)	5
Illicit connections removed **	(#); and (est. gpd)	2
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	5

% of population on sewer	(%)	Approx. 78%
% of population on septic systems	(%)	Approx. 22%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) ** (PEA Stadium, Credit Union, Meeting Place, Sterling II)	(#)	4
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	100%
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	(%)	100%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	Y
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

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
Qty of structures cleaned **	(#)	96
Qty. of storm drain cleaned **	(%, LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	25 yards (approx)

Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Transfer Station Pit

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	($)	
• Hourly or per basin contract rate **	($/hr or $ per basin)	
• Disposal cost**	($)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	1 owned by Wtr/Swr Dept
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vactor **	(%)	100%

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	1 to 2
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	12
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	150 yards
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Compost/transfer Station
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	($)	$60,000.00
• Hourly or lane mile contract rate **	($/hr. or ln mi.)	
• Disposal cost**	($)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	1 owned
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	

• % Roads swept with rotary brush sweepers **	%	All roads 65 mile
• % 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 %)	
▪ 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	
Pre-wetting techniques utilized **	(y/n or %)	Yes
Manual control spreaders used **	(y/n or %)	6
Zero-velocity spreaders used **	(y/n or %)	No
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	Same
% of salt/chemical pile(s) covered in storage shed(s)	(%)	Same
Storage shed(s) in design or under construction	(y/n or #)	100%

100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	No
		Yes

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	No
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	