Municipality/Organization:	**Town of Atkinson Highway Department**
EPA NPDES Permit Number:	**NHR041002**
MaDEP Transmittal Number:	**W-**
Annual Report Number & Reporting Period:	**April 1, 2007 – March 31, 2008**

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: Edward A. Stewart

Printed Name: Edward A. Stewart

Title: Road Agent

Date: 4-1-08

Part II. Self-Assessment

I believe that we will finish mapping our catch basins and outfalls by the summer of 2008. We are hoping to take advantage of CTAP money to do a build out study will give us a better understanding of where the money will be best spent on stormwater management. We are presently working to update out town wide master plan, which includes a capital improvement plan for the Highway Department, this is important because it involves rehabilitating out largest stormwater structures in the next ten years. The Town of Atkinson has passed zoning to better regulate our ground water and drinking water supplies, it has been a major topic of discussion and I believe that all town officials are taking the protection of ground water and water supplies into consideration with their future planning and actions. End of self-assessment.

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
	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	Atkinson cable channel	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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Atkinson clean-up days	Recreation & Highway	Cleans sides of roadways and public areas	Local scout troops (boys & girls) Local families	
Revised					
	2 Household Hazardous Waste Collections	Highway Dept.	Amount of hazardous waste collected	Outside company collects waste while town publicizes and facilitates	
Revised					
	Adopt a Highway	NH DOT	Local companies clean sides of 121		
Revised					
	Stream side clean-up	Boy scouts			
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
	Semi-annual inspection of culverts and catch basins	Highway Dept.			
Revised					
	Conductivity testing of large bodies of water	Big Island Pond Association	Determine sodium chloride levels		
Revised					
	Local code enforcement	Building Inspection Dept.	Insures proper site controls are in place and maintained		
Revised					
	Local Health officer	Building Inspection Dept.	Insures proper installation of septic systems and wells. Also responsible to resolve failed systems		
Revised					
	Full-time police patrol	Police Dept.	Detecting illegally dumped products		
Revised					
	Fire Dept. Hazardous Substance training	Fire Dept. / Southern NH regional hazardous material response team	Control contamination at spill sites and supervise site clean-up		
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
	Planning Board over-site for new 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	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					
	Full clean-up of leaves at catch basins and culverts	Highway Dept.	Reduce blocked culverts and the erosion caused by blockages		
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
	Household Hazardous Waste Collection 2 annually	Highway Dept.	Amount of hazardous waste collected		
Revised					
	Weekly collection of household waste	Highway Dept. & Waste Management	Proper disposal of household waste	Waste Management	Waste Management
Revised					
	Outsourcing oil changes	All Depts.	Ensuring proper disposal	Mobile 1 Lube Express and DH & DH	Mobile 1 Lube Express and DH & DH
Revised					
	Proper measuring and application of road salt	Highway Dept.	Reduce amount of salt used to achieve safe roads	Ground speed controls	

Revised					
	Proper storage of salt and clean-up after deliveries and storms	Highway Dept.	Reduce on-site contamination	Added rain gutters to salt storage shed	
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		
	Atkinson recycling center	Highway Dept.	Added convenience for proper disposal of recyclable items (mixed paper, cardboard, commingled cans, demo, metal goods)		

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)

Programmatic

Stormwater management position created/staffed	(y/n)	Road Agent
Annual program budget/expenditures **	($)	$30,000
Total program expenditures since beginning of permit coverage	($)	$96,000
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General Budget

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)	Yes

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	(%)	40%
Mapping method(s)		
▪ Paper/Mylar	(%)	X
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	75%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	90%
Illicit discharges identified **	(#)	0
Illicit discharge identified (Since beginning of permit coverage)	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	0%
% of population on septic systems	(%)	100%

Construction

Number of construction starts (>1-acre)	(#)	7
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	25%
Site inspections completed	(# or %)	3
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 %)	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)	Every year
Qty of structures cleaned **	(#)	300 ±
Qty of storm drain cleaned **	(%, LF or mi.)	300 LF
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	400 tons ±
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) **	100 Pope Rd.	Compost

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment) **	($)	$4,000.00
• Hourly or per basin contract rate **	($/hr or $ per basin)	$275.00/hr
• Disposal cost **	($)	$0.00
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	0
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	Yes
• % Structures cleaned with clam shells **	(%)	0
• % Structures cleaned with vactor **	(%)	75%

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)	N/A
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment) **	($)	N/A
• Hourly or lane mile contract rate **	($/hr or ln mi.)	N/A
• Disposal cost **	($)	N/A
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	N/A
• Vacuum street sweeper(s) owned/leased	(#)	N/A
• Vacuum street sweeper(s) specified in contracts	(y/n)	N/A
• % Roads swept with rotary brush sweepers **	%	N/A
• % Roads swept with vacuum sweepers **	%	N/A

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)

▪ Fertilizers	(lbs. or %)	3,040lbs
▪ Herbicides Round-up	(lbs. or %)	10lbs
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	Yes

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	100% 0.5%
Pre-wetting techniques utilized **	(y/n or %)	Yes
Manual control spreaders used **	(y/n or %)	No
Zero-velocity spreaders used **	(y/n or %)	No
Automatic or Zero-velocity spreaders used	(y/n)	Yes
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	None same as last year
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	None same as last year
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	No
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Yes

Water Supply Protection

Storm water outfalls to public water suplies eliminated or relocated	# or y/n	None
Installed or planned treatment BMP's for public drinking water supplies and their protection areas	# or y/n	None
• Treatment units induce infiltration within 500-ft of a wellhead protection area	# or y/n	None