Municipality/Organization: Town of Danville, NH

EPA NPDES Permit Number: NHR041004

MassDEP Transmittal Number: W-

Annual Report Number & Reporting Period: May 1, 2007 – April 30, 2008

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2008)

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 30 - 08

Part II. Self-Assessment

The Town of Danville, New Hampshire has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions. The Town requested information related to federally listed endangered species and received a letter in April 2008 from the New Hampshire Natural Heritage Bureau stating that no known species or habitat are present in Danville. Based on this information and the guidance outlined in Addendum A of the MS4 Permit, the Town meets Criteria A of the endangered species permit eligibility. The Town reviewed the National Register of Historic Places and identified the following historic places in Danville: Danville Meetinghouse (N. Main St.), Danville Town House (210 Main St.), John Elkins Farmstead (156 Beach Plain Rd.) and Elm Farm (also known as Sargent Farm, 599 Main St.). The Danville Town House is the only historic place located within the Urbanized Area of Town and there are no stormwater discharges in the vicinity of this property; therefore, the Town meets the permit eligibility criteria for the protection of historic places.

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 worked with the Forestry Committee members to work on clean-ups and are hosting our fourth annual cleanup this year. We have hired a consulting engineering firm to assist us in completing and working on compliance with all our various BMP's. The Highway Department continues to follow up on developments (>1 acre) in the Town that are required to file their NOI's and regularly check the EPA web site for that information. We continue to post our stormwater display at public functions of the Town. We distributed bookmarks with all real estate tax bills this year. We have made stormwater education materials available at the Town Hall and Library.

Some BMPs and measurable goals have been revised to provide clarification of tasks, as shown in Part III. Additionally, BMPs have been added to the Town's Stormwater Program.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Round of Permitting
1A	General Public Education	Highway/Other	Conduct annual activities for children	Contacted Elementary School and worked with Asst. Principal to establish the classroom activities and outline a schedule.	Do at least one classroom activity with the Elementary School 4th graders by June 2008 and schedule the following school year (Fall 2008).
Revised	*Elementary School Program*		Conduct classroom activities for all 4th graders		
1B	Attend Meetings	Highway/Town Engineer	Meetings	The Stormwater Program was discussed at Budget Committee meetings. The progress of Public Education components were discussed at a Selectmen's Meeting.	Continue to report the progress at these meetings and discuss the next steps for the program.
Revised			2 meetings/year, minutes		
1C	General Education	Highway	Public distribution	Developed and made available brochures at public places. Stormwater information was placed in the Town Report under the Highway Dept. and included stormwater bookmarks.	Begin to track the number of brochures taken, flyers sent and display information (location and dates).
Revised	*Brochures, Flyers & Posters*		# brochures taken, # flyers mailed, # places poster displayed		
Revised					
Revised					

1a. Additions

1D	Post Information on Town website	Highway/Web Committee	Increase hits to the website	N/A	Create links on the Town website to direct visitors to EPA & NH DES information pages.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Round of Permitting
2A	Develop News Articles	Highway/Other Dept.	Track number of articles published and volunteers	Published articles with information on roadside trash pickups and household hazardous waste collections to solicit public input in these activities.	Continue to work on developing more news articles and begin tracking public involvement.
Revised			Coordinate with BMPs 2C & 2D		
2B	Meetings	All Departments	Set up meetings with other town	Met with the Budget Committee and Selectmen to discuss budget and how program is progressing. Public input and volunteer participation in BMPs 2C and 2D were solicited at the meetings.	Discuss information at various department meetings to involve other departments in stormwater management
Revised			2 each year, meeting minutes		
2C	Roadside Cleanups	Highway/Other	Annual Cleanup held and amount of trash collected	Completed roadside cleanups and cleanups of town properties in coordination with Earth Day. Bags were distributed to residents that participated in the Town Forest walk on the same weekend. The number of residents that participated could not be determined, but approximately 27 bags of trash were collected by the Town.	Continue roadside cleanups on Earth Day. Distribute more bags and information on Earth Day weekend at the local market and at the Forestry Walk.
Revised					
2D	HHW Collection event	Highway/Other	Participate with other communities on bi-annual collection & track resident participation	Participated with Plaistow Highway and Kingston at the collection of household hazardous waste. Assisted at the pickup with detail and collection of survey forms. These collections provide a proper waste disposal option for residents.	Continue to participate in events. Various towns are included in this area wide event and our town in each event is represented. Will track resident participation and incorporate information on illegal dumping into handouts at future events.
Revised					
Revised					

2a. Additions

2D	Catch Basin Marking Program	Highway/Other	# volunteers, 25% marked each year	The Highway Department reviewed stencil/marker designs and available funding.	Solicit volunteers to mark catch basins with DPW staff to identify discharges to waterways.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Round of Permitting
3A	Map Culverts	Highway	Locate all culverts and drainage systems	The Town hired an engineering firm to map the culverts and stormwater outfalls within the Urbanized Areas (UA) of Town. A base map was created.	Continue mapping efforts to incorporate drainage features outside of the UA, as budget is available.
Revised		Highway & Consultant	Base map by end of Year 5		
3B	Driveway Permits	Highway	Update driveway permits	Driveway permits were reviewed and updated to include information related to stormwater discharges. This information was used to assist with the base map under BMP 3A and inspections under BMP 3C.	Continue to update driveway permits to include information on dry weather flows and outline maintenance needs.
Revised					
3C	Identify discharges	Highway	Locate and determine illicit discharges	The Town hired an engineering firm to evaluate stormwater outfalls during dry weather. 82 outfalls were inspected and no dry weather flows were identified. Water samples were collected near a private manure storage area in town. No significant issues were identified, but the area is still under investigation.	Conduct additional inspections of stormwater outfalls for potential dry weather flows. Continue to evaluate suspected water quality impacted areas.
Revised	Outfall Screening for Illicit Discharges	Highway & Consultant	# outfalls screened, samples collected		
3D	Ordinances & RSA's	All town departments	Ways to effectively prohibit discharges	The Town hired an engineering firm to assist with implementation of an illicit discharge prohibition ordinance. Local requirements were reviewed and a draft model ordinance was obtained.	Develop and implement an ordinance to prohibit illicit discharges.
Revised	Develop an Illicit Discharge Prohibition Ordinance	All town departments & Consultant	Ordinance at Public Meeting in 2009		

3a. Additions

3E	Develop an IDDE Plan	Highway & Consultant	SOP in place by end of Permit Year 5	Protocols for outfall inspections were provided by an engineering firm and followed as part of the work completed under BMP 3C.	Update SOPs for future inspections by the Town and prioritize with respect to receiving waters.
3F	Incorporate Illicit Discharge Information into Public Education BMPs	Highway	IDDE information in public education BMPs annually	N/A	Incorporate IDDE information into BMP 2D and evaluate options for incorporating into the website (BMP 1D).

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Round of Permitting
4A	Ordinances	Planning/Town Engineer	Ordinances to address construction issues	The Town hired an engineering firm to assist with implementation of a stormwater ordinance. Local requirements were reviewed and a draft model ordinance was obtained.	Develop and implement an ordinance for construction sites.
Revised		Planning & Consultant	Ordinance at Public Meeting in 2009		
4B	Review of construction sites	Highway/Building Inspector/Town Engineer	Enforce NOI's and need for NOI's	Reviewed EPA website for construction NOI's. Inspected construction sites and advised developers what was needed to meet erosion and sediment control requirements.	Continue to be proactive in the inspection of developments that are required to file a NOI and enforce construction site runoff controls.
Revised					

4a. Additions

4C	Establish a Procedure for the Receipt of Information Submitted by the Public	Highway/ Planning	# calls received and record of follow-up actions	Construction site issues are reported to the Highway Department and handled as needed.	Coordinate with BMP 1D to advertise who to call for construction site issues.
4D	Develop and Implement a Construction Site Inspection Program	Highway/ Planning	Standardized form & record of inspections/ follow-up actions	N/A	Coordinate with BMPs 4A and 4B to develop a standardized construction site inspection program.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Round of Permitting
5A	Ordinances	Highway/Planning/ Town Engineer	Set up and create ordinances	The Town hired an engineering firm to assist with implementation of a stormwater ordinance. Local requirements were reviewed and a draft model ordinance was obtained.	Develop and implement an ordinance to meet the stormwater management requirements.
Revised			Ordinance at Public Meeting in 2009		
5B	Routine Maintenance	Highway	Maintain Culverts and general maintenance	Monitored all culverts for blockages, especially during high rain flows, removed blockages and also repaired any washouts of culverts.	Continue to check all culverts and maintain as needed. Inventory BMPs and outline maintenance requirements and responsible parties. Incorporate this information into BMPs under Control Measure 6.
Revised			Records of inspections and maintenance		
Revised					
Revised					

5a. Additions

5C	Subdivision Review	Highway/Town Engineer/Building Inspector	Developers compliance	Checked developments for all control measures and verified after construction.	Continue to review subdivision for BMPs that meet water quality criteria.
			Record of plan review		

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Round of Permitting
6A	Employee Training	Highway/Town Engineer	Meet with all departments to establish what needs to be done	Reviewed existing training efforts and a sample curriculum for pollution prevention and good housekeeping.	Conduct a training session for DPW employees.
Revised		Highway/Town Engineer & Consultant	# staff trained, record of training		
6B	Clean Up Day	Highway/Forestry	Town roadways cleaned up from trash	The Forestry Department held 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 conjunction 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 and will be rescheduled.
Revised					
6C	Water testing	Highway	Water testing of drainage outfalls	As discussed under BMP 3C, water quality testing (2 samples) was performed near a private horse manure storage area and no impacts were identified. This area is still under investigation.	Conduct additional testing as funding is available.
Revised		Highway & Consultant	# samples collected & results evaluated		
6D	HHW Cleanup days	Highway	Assist with bi-annual household hazardous waste drop off days	Participated with Plaistow Highway and Kingston at the collection of household hazardous waste. Assisted at the pickup with detail and collection of survey forms. These collections provide a proper waste disposal option for residents.	Continue to participate in events. Various towns are included in this area wide event and our town in each event is represented. Will track resident participation and incorporate information on illegal dumping into handouts at future events.
Revised					
Revised					

6a. Additions

6E	Evaluate Municipal Facilities and Operations & Develop BMPs	Highway & Consultant	Inspection results & BMPs	N/A	Inspect municipal facilities and operations to develop BMPs to minimize existing or potential impacts to stormwater.
6F	Storm Drain System Operation and Maintenance Plan	Highway & Consultant	Storm Drain System O&M Plan	N/A	Develop and implement a Storm Drain System Operation and Maintenance (O&M) Plan
6G	SOP for Flood Projects	Highway & Consultant	Written review process, record of projects	N/A	Establish a procedure to ensure that water quality is considered when addressing flooding problems.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Round of Permitting
	N/A				
Revised					

7a. Additions

7b. WLA Assessment

NH DES released the 2006 303d list (list of impaired waters) on July 31, 2007. The updated 303d list outlines several waters in Danville that are impaired due to mercury from atmospheric deposition, consistent with those outlined in the Town's NOI. However, the 2006 list shows that Bartlett Brook is also impaired due to pH. Total Maximum Daily Load (TMDL) Reports were issued for Acid Lakes in NH and Mercury in the Northeast Region in September and October 2007, respectively. These TMDLs do not specifically address waters in Danville and, in general, develop regional recommendations for pollutant sources that contribute to atmospheric deposition. However, the Mercury TMDL outlines that state regulatory controls will help to reduce mercury sources such as those contained in household products or wastes. The Town of Danville is currently addressing mercury sources in Town through the annual Household Hazardous Waste Collection events.

Part IV. Summary of Information Collected and Analyzed

A total of 82 outfalls were screened for illicit discharges and no dry weather flows were observed. Water samples were collected near a private horse manure storage area and no issues were found. However, this area is still under investigation.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	($)	12,694.00
Total program expenditures since beginning of permit coverage	($)	
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 %)	100%
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 **	(#)	2/ co-sponsor w/ other towns
▪ community participation **	(# or %)	35% represented (estimated)
▪ material collected **	(tons or gal)	Unknown – host town received 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	(%)	100% (within UA)
Estimated or actual number of outfalls	(#)	82
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	80%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened **	(# or %)	82
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	82
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) **	(#)	3
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	(%)	100%
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 2010	(y/n)	Y
*Monies are being placed into the Capital Reserve Account in preparation of building new storage facilities with ability to load inside of facility.		