P

Municipality/Organization: TOWN OF EXETER

EPA NPDES Permit Number: NHR041007

Annual Report Number
& Reporting Period: **April 1, 2007 – March 31, 2008**

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

Part I. General Information

Contact Person: Phyllis Duffy Title: Engineering Technician - DPW

Telephone #: 603-772-1345 or 603-773-6157 Email: pduffy@exeternh.org

Mailing Address: 13 Newfields Road, Exeter, NH 03833

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: Russell Dean

Printed Name: Russell Dean

Title: Town Manager

Date: 4/29/08

Part II. Self-Assessment

The Town of Exeter has completed the required self-assessment and has determined that our municipality is 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 Alewife Festival	DPW	Attend event/distribute information on preventing stormwater pollution	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. This year we focused on Pet Waste, why/how it can harm local water quality and what residents can do to help prevent this type of pollution. In addition we handed out general information on ways to prevent stormwater pollution in fact sheets, book marks, and sticker books.	The Alewife Festival will not be held this year. We are looking for new avenues to reach this target audience.
Revised					
2.	Stencil Storm Drains	DPW	Stencil message at catch basins to draw the public's attention to the connection of these structures and the local waterways	The DPW Highway Dept. stenciled the message "Attention…Drains to River" with the fish logo at catch basins throughout town.	As part of our Pet Waste education and outreach grant, we will stencil or place markers at catch basins in the target areas of the pet waste stations to draw attention to the catch basins and make the connection of what goes into these structures goes directly to our local waterways.
Revised					
3.	Local Cable Station	DPW	Local channel education	This year we used the local cable station to announce the availability of "Water Conservation Kits". To date 135 kits have been given to residents.	Continue to use the local cable channel for education purposes; continue water conservation, pet waste education, & others
Revised					

4. Revised	Display at Town Building	DPW	Set up Display at Town Building which is open to the public	This year we set up a display in the Town Office to address pet waste concerns and local water quality. We provided dog bones to residents with a message about why you should pick up after your pets. We also provided an education fact card and a survey. We provide general stormwater fact sheets and refrigerator magnets at Town Offices. We provide book marks at the Library with stormwater education "Join the Exeter Clean Water Campaign!...10 Things You Can Do" to prevent stormwater pollution.	We will continue to use town building for informational displays and to provide educational materials.
Revised	Household Hazardous Waste Collection	Town Manager/DPW	Host/participate in yearly HHHW Collection Day	Hosted HHHW Collection Day at the Exeter Public Works Complex. Sponsored and coordinated by the Rockingham Planning Commission, Town of Exeter, and three other communities. We also collect Electronics at the same location on the same day.	Continue to participate in a yearly HHHW Collection Program.

1a. Additions

	Workshops	DPW		Sponsored Rain Garden Workshop for the Greater Exeter Garden Club. Helped another town coordinate a rain garden workshop.	
	Committee Meetings/education	DPW		Formed a Pet Waste Committee, meetings to create education and determine best locations for disposal stations	
	Newspaper Articles	DPW		Numerous newspaper articles on local cleanups, river studies, pet waste concerns, etc	Continue to coordinate areas of interest that address stormwater pollution with local newspapers.

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 1st Year		
Revised					
6	Review Need for SW Committee	DPW	No interest in forming a town committee	Exeter participates in regional SW group, and is participating in another regional group to provide a conference on LID sponsored by EPA	Continue to participate in Seacoast Stormwater Coalition.
Revised					
7	Stencil Stormdarins	DPW	See BMP #2	We provided storm drain markers to a large private trailer park to place at their storm drains. Approx 25 markers.	Provide markers or stencils to groups that are interested in stenciling their local neighborhoods or schools.
Revised					
Revised					
Revised					
Revised					

2a. Additions

	Door Hangars	DPW	Distribute educational materials	Student volunteers distributed door hangars to approx. 70 homes with information on reducing lawn chemicals.	

	Shoreline Cleanup	Sponsored local cleanup by providing materials and picking up collected waste		Community group and students cleaned up area along Little River.	

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/Planning	Visual Shoreline Survey	Hired an intern to help conduct shoreline surveys and document condition of local waterways. Intern, Conservation members, Planning and DPW spent time in field walking, kayaking and documenting condition of streams and outfalls.	Continue to conduct visual shoreline surveys
Revised					
9	Map/Update Outfalls	DPW/Planning	Field check and add new outfalls if required.	Continue to look for additional outfalls as stream surveys continue. Add to GIS if new outfalls located.	Update GIS with new outfalls if located
Revised					
10	Ordinance to prohibit non-stormwater discharges	DPW/Selectmen	Exeter has an existing ordinance, but we are updating.	Additions/changes made to draft ordinance.	Complete draft ordinance and present to the Board of Selectmen.
Revised					
11.	Create Education Program for Local Businesses	DPW	Create flyers or brochures/distribute to businesses	Completed	Continue to create and distribute educational materials.
Revised					
12	Hotline	DPW	Establish and publicize phone number for the public to report stormwater violations	The public reports stormwater violations to the DPW and./or police. Report of commercial company washing trucks and discharge reaching storm drains. NHDES with help of town issued Administrative Order. NHDES stated that because the town had previously written letters to business and sent education to all automotive dealers/shops in town that it made it easy to issue the Admin Order.	Continue to address reports of stormwater pollution and education for local businesses.
Revised					

13.	Sample suspect outfalls, Test and Correct Illicit Connections	DPW	Outfalls sampled, results tracked, smoke or dye test, illicit connections removed		
Revised					

3a. Additions

	Workshops on creating an IDDE Plan	DPW & Seacoast SW Coalition	Workshops conducted	The Seacoast Stormwater Coalition provided two workshops on creating an Illicit Discharge Detection Program for our towns and other towns were also invited.	

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	
Revised					
17	Site Plan Reivew for all construction projects disturbing greater than or equal to 1 acre	Planning/DPW/Building	Plans Reviewed	Ongoing	
Revised					
18	Site Inspections	Planning/DPW/Building	Site inspected at critical construction phases and after storm events	Ongoing	
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	Created "Engineering Page" which includes current/ongoing construction projects.	Provide copies of EPA "Developing Your Stormwater Pollution Prevention Plan" to contractors and in-house project managers. Once construction season starts, 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
Revised					
21	Develop and implement long term operation and maintenance program for BMPs	Planning/DPW/Building	Signed Maintenance Agreements for all agreed upon BMPs	Design consultants are required to provide an Operations 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					

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
22	Create Pollution Prevention/Good Housekeeping Program for municipal employees	DPW	Develop program/provide training	Seacoast Stormwater Coalition developed training plan and implemented by providing seven (7) training sessions at seven (7) towns in the Seacoast area, including the additional two (2) IDDE workshops, 240 employees were trained. Brown bag Erosion Control Training for Exeter DPW, Planning, and Conservation Commission,.	Continue training programs, in-house and with consultants.
Revised					
23	Sweep Streets	DPW/Highway	Streets Swept	Ongoing – commercial/arterial and other critical streets weekly Non-commercial/nonarterial two times each year	Continue Sweeping program
Revised					
24.	Inspect Catch Basins	DPW/Highway	Inspected	Inspected	Continue inspecting catch basins and televise storm drain pipes
Revised					
25	Clean Catch Basins	DPW/Highway	Catch Basins Cleaned	Cleaned	Continue to clean catch basins
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
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)	partial
Annual program budget/expenditures **	($)	13,500 (permit rqmts)
Total program expenditures since beginning of permit coverage	($)	40,000 (permit rqmts)
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 %)	80%
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	Y
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	Y
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	5 (1 ea year)
▪ community participation **	(# or %)	
▪ 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				
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					X
Accompanying Regulation Status (indicate with "**X**")					
▪ Illicit Discharge Detection & Elimination	X				
▪ Erosion & Sediment Control					
▪ 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	(%)	100
▪ CADD	(%)	
▪ GIS	(%)	100
Outfalls inspected/screened **	(# or %)	30%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	90%
Illicit discharges identified **	(#)	2
Illicit discharges identified (Since beginning of permit coverage)	(#)	7

Illicit connections removed **	(#); and (est. gpd)	1 connected to town drainage other direct private outfalls others discharges not connections ie washing commercial vehicles
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	1
% of population on sewer	(%)	89
% of population on septic systems	(%)	11

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 %)	100
Tickets/Stop work orders issued **	(# or %)	0
Fines collected **	(# and $)	0
Complaints/concerns received from public **	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
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)	Once every 5 years
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	Once each year
Qty of structures cleaned **	(#)	500
Qty. of storm drain cleaned **	(%, LF or mi.)	500 LF
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	75 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Will compost if tests ok

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	($)	19,000
• Hourly or per basin contract rate **	($/hr or $ per basin)	0
• Disposal cost**	($)	0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	1
• 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)	10
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	1
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	225 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Compost
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	($)	67,805
• Hourly or lane mile contract rate **	($/hr. or ln mi.)	
• Disposal cost**	($)	
Sweeping Equipment		1
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	1
• 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 %)	N/A
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 %)	0
Manual control spreaders used **	(y/n or %)	5
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	Same as 2007
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	Same as 2007
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100% sand & salt
Storage shed(s) in design or under construction	(y/n or #)	Completed
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y

Water Supply Protection

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

Annual Reporting Requirements

The U.S. Environmental Protection Agency – New England's (EPA-NE) *National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems* ("Small MS4 Permit" or "Permit") requires submission of annual reports. In Massachusetts and New Hampshire, where EPA is the permitting authority, reports must be submitted annually to **both** EPA-NE and the state on May 1st, in years 2004 through 2008 (inclusive). Attached for your consideration is a reporting format that may assist you in the preparation of your annual report. Two versions of the format are included; one is blank [PDF format (15 pp., 64 KB, about PDF), MS Word Format (15 pp., 303 KB)] and one is annotated (16 pp., 166 KB, about PDF) with comments and examples shown in *italics* or <<*italics*>>. **This format serves as information only and does not represent a required form.**

The information you provide in Section V. (Program Outputs & Accomplishments) of your Annual Report will continue to prove valuable to EPA and the states in measuring the success of the overall Small MS4 Permit Program as it matures. Click on a link to view a presentation of SWMP summaries and select metrics from a sample of Massachusetts (21 pp., 124 KB, about PDF) Year 4 Annual Report or New Hampshire (20 pp., 108 KB, about PDF) Year 3 Annual Report.

Purpose & Content

The purpose of the annual report is to document the status of Storm Water Management Program (SWMP) implementation. The following information must be included in annual reports:

- a self-assessment review of compliance with the permit conditions;
- an assessment of the appropriateness of the selected BMPs;
- an assessment of the progress towards achieving the measurable goals;
- a summary of results of any information that has been collected and analyzed;
- a discussion of activities for the next reporting cycle;
- a discussion of any changes in identified BMPs or measurable goals; and
- reference to any reliance on another entity for achieving any measurable goal.

Signature & Certification

Annual reports must be signed and include a certification in accordance with Part VI.G. of the Permit (specifically, 40 CFR 122.22). Signatory requirements included at 40 CFR 122.22 are excerpted here below and the required certification language is included above the signature block in the attached discretionary reporting format.

40 CFR 122.22 (Excerpted):

original certification signature page) to:

New Hampshire Department of Environmental Services
Water Division
Wastewater Engineering Bureau
P.O. Box 95
Concord, NH 03302-0095

NPDES Small MS4 Permit Number

To expedite processing, you may include your NPDES Permit Number on your report as shown on the attached reporting format. Your NPDES Permit Number was assigned upon receipt by EPA-NE of your NOI and was included in the subject line of EPA-NE correspondence to you regarding NOI completeness determinations and authorization of discharges. Your NPDES Permit Number begins with a common alphanumeric prefix, followed by a unique 4-digit number. For example, nomenclature for Massachusetts Permittees is MAR04#### and NHR04#### for New Hampshire Permittees. Massachusetts Permittees may also include their assigned MaDEP Transmittal Number (W-######) that was required on Form BRP WM 08A submitted to the Commonwealth.