

**Municipality/Organization:** Town of Atkinson, NH

**EPA NPDES Permit Number:** NHR041002

**MaDEP Transmittal Number:** W-

**Annual Report Number  
& Reporting Period:** No. 1: March 03-March 04

## NPDES PII Small MS4 General Permit Annual Report

APR 26 2004

**Part I. General Information**

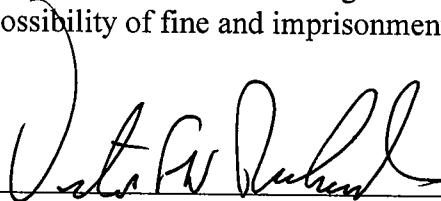
MUNICIPAL ASSISTANCE UNIT

**Contact Person:** Vic Richards **Title:** Town Administrator

**Telephone #:** 603-362-5266 **Email:** townadministrator@town-atkinonsnh.com

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:** Victor F. W. Richards

**Title:** Town Administrator

**Date:** 4-22-04

## **Part II. Self-Assessment**

Not knowing whether our NOI was accepted (it was “complete”), we moved slowly with fulfilling our goals and BMPs. We started working on some of them, revised some of them, and started others which were not listed in the NOI.

We participated in several seminars to try to keep up with what is required and to gather new information to help implement our BMPs. We have added some BMPs and will revise the timeline for other BMPs.

We had two Town newsletters (each sent to 2500 residences) in the last year and we had articles in each one—trying to recruit residents to join an MS-4 Committee and general information about Phase II and Stormwater Management. We broadcast a video, Stormwater Runoff, There is no Away, on public access channel. We have ordered another video, After the Storm, from EPA. We have had one resident express interest in volunteering to join the MS-4 Committee. We have contacted the local grammar school about the DES program Project WET.

Two employees have been sent to classes on GIS and the use of GPS locators. We have not yet gone into the field to begin to mark catch basins, etc. The Road Agent has started a hand map of catch basins, etc.

We have gotten copies of Ordinances from two towns and will begin reviewing them and our own ordinances and site plan requirements—which contain drainage requirements. We have placed information on the 1 acre requirements in the Planning Office. This is one of the greatest weaknesses of our program, the state program, and the federal program—I have brought this up at a few meetings—the Planning Boards need to be informed of the construction stormwater requirements and the NOI requirements. How do you get their attention?

We are currently working on one enforcement situation with a developer to make sure the drainage system in his subdivision is brought up to site plan standards. We are also advising residents that objects placed in the road right of way are a public nuisance—rock walls, railroad ties, landscaping may all inhibit the flow of water through drainage swales.

### 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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
PE1 Revised	TV-Public Access channel	Town Administrator	Establish seminar	Scheduled programming “Storm Water Runoff, There is No Way”; discussed Phase II during Selectmen’s meetings	working on developing programming with TV Coordinator who is new to job; try to get “After The Storm” tape to program
PE2 Revised	Apply for WET Grant	Town Administrator	Application completed/received	Have talked with local grammar school	Will continue to work on this
PE 3 Revised	Regional School District Program	Town Administrator	Coordinate with Plaistow	No progress—contingent fulfilling PE 2	
PE4 Revised	Newsletter	MS 4 Committee	By fall 2003	In the Spring 2003 newsletter and the Spring 2004 newsletter	Continued articles
PE 5 Revised	Website Info	MS 4 Committee	By fall 2003	Site set up in March 2004	Continued info added
Revised					

#### 1a. Additions

	Design information kiosk for Town Hall, Library, and Community Center	MS 4 Committee			During year
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	Provide PR objects with clean water message	Town Administrator		Have ordered water drop shaped jar openers with stormwater message—to be handed out at Annual Fishing Derby	
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## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
PP 1 Revised	Form MS 4 Committee	Town Administrator	By June 2003	Through newsletter and public TV tried to recruit—1 person so far; letters to Planning Board and Conservation Committee-no response	Keep trying
PP 2 Revised	As part of TV Seminar include call in	Town Administrator	Establish program	Still working on designing seminar	Hold seminar
PP 3 Revised	Identify E & T Species locations & MS 4 outfalls	MS 4 Committee	Map completed	Road Agent has started mapping outfalls; E & T species locations identified through Fish and Game	Continued mapping;
PP 4 Revised	Volunteer monitoring	MS 4 Committee	Establish program	Discovered Big Island Pond Association was doing monitoring of lake	Coordinate with Association for monitoring
PP 5 Revised	Community Clean UP Day	MS 4 Committee	June 2003	Coordinated with Recreation Department; successful day	On going program now coordinated by Recreation Department
Revised					

### 2a. Additions

	Provide information and PR objects at Clean Up day and Annual Fishing Derby				

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
IDDE 1	Map Outfalls	Road Agent	Map completed	Approx ½ outfalls mapped	Finish mapping
Revised					
IDDE 2	GIS Maps: outfalls	Road Agent/Assessing Clerk	GIS map completed	Road Agent and Assessing Clerk sent to seminars on mapping with GIS; GIS locator purchased	Begin GIS mapping
Revised					
IDDE 3	Review Town Site Plan Regulations	Planning Board/MS 4 Committee	Stormwater management regulations	Stormwater regulations discussed with some members; no formal review; have ordinances from 2 towns to serve as templates	Continue working on this
Revised	<i>Need for DES and EPA to pressure Planning Boards with need for stormwater management and regulations</i>				
IDDE 4	Identify Illicit Discharges	Road Agent	Inventory completed and mapped	Respond to any citizen complaint—especially septic failure; responded to 1 possible illegal spreading of septage—was fresh manure	On going
Revised	<i>Respond to complaints; due to rural nature of town cannot inventory</i>				

IDDE 5	Develop Ordinances	Planning Board	Ordinance adopted	Review site plan and identify regulations for drainage controls; review role of town engineer with bonding and project completion; received 2 model ordinances	Bring model ordinances to Planning Board
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
CSRC 1	Assess Town Site Plan	Road Agent	recommendations	Tied to review of ordinances; model ordinance to be presented to Planning Board; site plan tied to bonding	Adopt Ordinance
Revised	<i>Provide public information in Planning Office</i>				
CSRC 2	Develop Ordinances	Planning Board	Ordinance adopted	Tied to review	Need to get Planning Board involved
Revised					
CSRC 3	Develop Inspection Procedures	Code Enforcement Officer	Implement procedures	Successfully tied OC permit to driveway permit (Road Agent); Town Engineer signing off on bonds	Develop bond application procedure to insure compliance

Revised	<i>Need for training for CEO and Building Inspectors</i>	Include Building Inspector, Road Agent, and Town Engineer			
Revised					
CSRC 4	Develop Public Input	Planning Board	Adopt and implement	No progress;	Tied to adoption of Ordinance and public hearings
Revised					
CSRC 5	Enforcement	Code Enforcement/Building Inspector	Rate % of compliance	Have been involved in three sites— Atkinson Woods(Site Plan), Carriage Chase(drainage), Industrial Way #13 (Site Plan)	Continued involmnet
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
PCRC 1	Assess site plan regs	MS 4 Committee	recommendations	Reviewed bonding procedures	Develop bonding procedures and review
Revised					
PCRC 2	Develop site controls	Planning Board	Adopt regs	Reviewed regs; involved Building Inspector and Road Agent in final	Continued review

Revised					
PCRC 3	Asses current procedures	MS 4 Committee	recommendations	Discussed with Road Agent, Planning Board Secretary, Building Inspector; identified need for bond procedures	Continue discussion and involvement with BI, RA and CEO and Planning Secretary
Revised					
PCRC 4	Develop long term maintenance controls	Planning Board	Rate % of compliance	Identify right of way issues; bond write off	Work with individual property owners
Revised	<i>Concern with objects in road right of way and changes in right of way design by private property owners</i>	Board of Selectmen/Road Agent	Letters to owners identifying changes to site plan and objects in ROW		
PCRC 5	Develop Schedule of inspections	Road Agent/Code Enforcement Officer	Completed schedule	Work with Town Engineer and bond write off	Engineer must approve completion of all work before Bond is written off;
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
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MGH 1	O and M Program	Road Agent	O and M Schedules completed	Developed on going schedules; institute annual catch basin clean out	Annual catch basin clean out
Revised					
MGH 2	Employee Training	MS 4 Committee	Establish program	GIS training; Road Scholar training; seminars on stormwater	On going
Revised	<i>Participate in regional MS 4 Committee with surrounding towns and NHDOT</i>		Establish meeting need and schedule; on going		
MGH 3	Recycling Curbside	Town Administrator	Establish 2003	Completed first year; secured funding for additional recycling bins and decals supporting pick up schedule and why recycle; received grant to purchase bins	Continue the program
Revised					
MGH 4	Household Hazardous Waste Day	Road Agent	Established 2002	Held region wide collection day in September 2003; host community	Plan for 2 regional HHW Days in 2004
Revised					
MGH 5	Implement use of non-pollutants	Department Heads	Rate (%) of reduction of pollutants	Warrant Article to give Road Agent authority to apply sand and salt as needed to met safe roads and environmental quality, instead of set percent of salt to sand mix	Review purchasing items to reflect 5 of pollutants
Revised					
Revised					

**6a. Additions**

	Electronics Recycling	Town Administrator/Road Agent	Provide electronics recycling	Five week pilot program in 2003; budgeted for and implemented year round program in 2004	Initiated year round program

**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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
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)	2 employees; 1 residnet
Annual program budget/expenditures	(\$) Budgeted	2004--\$1,000 2003--\$7,000

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)	6,000
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	Barely
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	4 miles roads
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	2003-1 2004-2
▪ community participation	(%)	160 participants

▪ material collected	(tons or gal)	59% of regional collection
School curricula implemented	(y/n)	In process 5 <sup>th</sup> grade class has water as curriculum

### 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	(%)	50%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	50%
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	
▪ GIS	(%)	

Outfalls inspected/screened	(# or %)	Goal for 2004-5
Illicit discharges identified	(#)	1 possible
Illicit connections removed	(# ) (est. gpd)	
% of population on sewer	(%)	0%
% of population on septic systems	(%)	100%

### Construction

Number of construction starts (>1-acre)	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	1 letter to work out improper drainage
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	(%)	Road Agent constantly aware of possible drainage problems created in road right of way
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	N/a

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	annual
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	175
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure <b>Catch Basins</b>	(lbs. or tons)	20 yds
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		landfill
Cost of screenings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	N/a
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	(\$)	

Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	Ratio sand to salt as needed to maintain safe roads and environmentally sensitive areas
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	yes
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	yes
Storage shed(s) in design or under construction	(y/n)	