

Municipality/Organization: City of Dover

EPA NPDES Permit Number: NHR 041037

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MaDEP Transmittal Number: W-

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

NPDES PII Small MS4 General Permit Annual Report

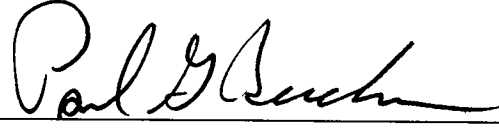
Part I. General Information

Contact Person: Dean Peschel **Title:** Environmental Project Manager

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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: Paul Beecher

Title: City Manager

Date: April 29, 2004

Part II. Self-Assessment

The City of Dover has made significant strides in implementing the identified tasks in its Stormwater Phase II NPDES minimum control measures. Dover has continued to map the stormwater system which was initiated prior to the NPDES permit. The City also held two Household Hazardous Waste Collection Days for Dover residents as well as the Towns of Madbury and Lee. Dover's recycling program includes many items including waste oil, white goods, tires, metal, C & D material, yard waste, computer monitors to reduce the waste stream. This is a nationally recognized program with a very high recycling to trash ratio. The City Engineering inspection team has continued its inspection of construction sites for temporary erosion control during construction and the implementation of permanent stabilization and run off control measures.

The DPW has implemented a Catch Basin Cleaning and Inspection Program that will achieve cleaning the entire inventory at least once every four years.

An educational video on the effects of stormwater runoff on the environment and what individuals can do to improve stormwater quality is shown on Dover's public access television channel. The video was the result of a cooperative effort by NH Seacoast Stormwater Coalition of which the City is a member.

An intern has been hired to assist the City complete its stormwater system mapping and lead a storm drain stenciling effort with a local youth group.

The Planning Department is reviewing the Phase II requirements and preparing to propose ordinance and regulation changes to give the City proper authority to implement and enforce EPA Phase II Stormwater requirements.

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
A1	Establish Pollution Hotline	Dean Peschel	Trained secretaries who receive calls	Line established Excel spreadsheet developed	Need to advertise existence of hotline in Community Notes and on City webpage
		Community Services			
A2	Community Cleanup	Doug Steele	Hold 4 th annual clean-up	Dover Mainstreet, Kiwanis	Hold 5 th annual clean-up May 8, 2004
Revised		Community Services			
A3	Educational Video	Seacoast NH Stormwater Coalition	Complete video and show on local access	Video shown on numerous occasions during May 3	Show video on local access TV. Show to stormwater DPW personnel
Revised					
A4	Publish Stormwater information	Community Services	Published articles	Several items relating to program in Community Notes Fall 03, Spring 04	Continue to place items in Community Notes and local newspapers. Develop webpage devoted to stormwater issues
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
B1	Storm Stencil	Community Services	Number completed	Have assigned intern to complete stenciling Spring 04	Complete stenciling Spring 04
Revised			None		
B2	Sample outfall and other structures	Community Services	Sampled	Great Bay Watch sampled and analyzed stormwater outfalls and structures with DPW assistance	
Revised					
B3	Update Ordinances	Planning Steve Bird	Ordinance facilitate compliance of NPDES regulations	Steve Bird was assigned the task of reviewing NPDES regulations and existing ordinances to identify needed modifications to ordinances	Draft ordinances for NPDES compliance and review
Revised					
B4	Establish Citizen Hotline	Community Services	Number of calls	Secretaries trained to answer questions and direct calls	Promote existence of hotline on website and in Community Notes
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
C1 Revised	Stormwater System Mapping	Community Services	Have completed map of system and keep maintained	Collected locations of open drainage, detention and retention structures, and road culverts	Complete map compilation of field data into existing mapping system
C2 Revised	Establish Illicit Discharge Program	Community Services	Establish Program and Implement	Removed illicit sewer connections and tied to sanitary sewer	Continue to look for illicit connections and remediate
C3 Revised	Catch Basin Stenciling	Community Services	Same as B1	Same as B1	Same as B1
C4 Revised	Update City Ordinance	Community Services and Planning	Same as B3	Same as B3	Same as B3
C5 Revised	Secure Funding	Community Services	Find funding for programs	Received 50 – 50 matching grant funds to find and remove illicit connections	Apply for 2004 grant
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
D1 Revised	Review and Update Ordinances	Community Services and Planning	Have legal authority to enforce Phase II	Same as B3	Same as B3
D2 Revised	Develop Inspection Program	Community Services and Planning	Site inspections to ensure compliance of Phase II	Engineering inspector inspects all sites for erosion control	Coordinate building permitting/inspection and engineering inspection for screening all applications and insuring inspection where applicable
D3 Revised	Direct Contractors to Educations Materials	Community Services	Better compliance of BMP's	Engineering provides	
D4 Revised	Provide City Staff Training	Community Services	Have educated workforce	Establish agreement with Somersworth to jointly develop and present class to DPW staff	Present educational training to Somersworth and Dover DPW staff
Revised					
Revised					

4a. 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
F1 Revised	Create Storm Drain Inspection	Community Services	Have a record of system conditions	Begin data entry into O & M software program	Continue to develop system and begin field data collection and input to software
F2	Implement Inspection Program	Community Services	Collect data useful for prioritization of maintenance		Begin inspections while cleaning catch basins
F3 Revised	Create Street Sweeping Plan	Community Services	Cleaner storm system	Create street sweeping plan complete. Began implementing March 03	Fully implement street sweeping plan
F4 Revised	Implement Catch Basin Cleaning Program	Community Services	Clean every catch basin once every 4 years		Will contract out catch basin cleaning
F5 Revised	Establishment of Stormwater Utility	Community Services	Reliable funding source for stormwater system		Will research legal authority to establish a stormwater utility in New Hampshire
Revised					

6a. Additions

F6	Explore use of salt brine	Community Services	Reduce amount of salt and sand used		Review literature, visit existing users, determine feasibility