

**Municipality/Organization:** Town of Sandown

**EPA NPDES Permit Number:** NHR041032

**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:** Tim Roberts **Title:** Road Agent

**Telephone #:** (603) 887-3646 **Email:** Sandowntownhall@gsinet.net

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:** Russ Collins

**Printed Name:** Russ Collins

**Title:** Chairman, Board of Selectmen

**Date:** 6/24/04

## Part II. Self-Assessment

The Town of Sandown, NH has completed the self assessment and determined that our municipality is in compliance with all permit conditions except the following provisions:

- 1) The Town of Sandown permit eligibility with regard to the Endangered Species Act was pending at the time of our NOI submission. The National Marine Fisheries Service has since provided a written determination (attached) that the continued discharge of municipal stormwater to the Exeter River watershed and to the Exeter River via the existing municipal drainage system is not likely to adversely affect any federally listed threatened or endangered species under their jurisdiction. The National Marine Fisheries Service further states that no federally listed or proposed threatened or endangered species and/or designated critical habitat for listed species under the jurisdiction of NOAA Fisheries are known to exist in the Sandown area and that no further consultation pursuant to section 7 of the Endangered Species Act is required.

We have also received a letter from the New England Field Office of the Fish and Wildlife Service stating that no federally listed or proposed threatened or endangered species or designated critical habitat for listed species under their jurisdiction are known to exist in the Sandown area and that preparation of a Biological Assessment or further consultation with them pursuant to section 7 of the Endangered Species Act is not required.

- 2) The Town of Sandown permit eligibility with regard to protection of historic properties was pending at the time of our NOI submission. The New Hampshire Division of Historic Resources has since provided a written determination (attached) that our MS4 discharges as proposed will have no adverse effect on any properties or districts that are listed in or may be eligible for the National Register, nor on properties of known or potential architectural, historical, archaeological or cultural significance.
- 3) Failed to submit annual report on or before May 1<sup>st</sup>. Submitted on June 23, 2004. Established formal responsibility for annual report submission to ensure future compliance.

**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
PE-1 Revised	Public Awareness - Video	Health Officer Ken Sherwood	12 showings/yr	Loop System Installed for display on local cable channel	Obtain & play video loop per goal established
PE-2 Revised	Educational Flyer	Sanitation Dept Dave Cheney	# Flyers Distributed (1000/yr)	Updated and Distributed 1,500 Flyers	Repeat accomplishment of last year
PE-3 Revised	Web Page Linked to Main Page	BOS Office Mgr Pat Giacinta	10% of main page visitors	Town web site established; negotiations underway to with site developer establish info pages & links	Establish Stormwater page & links; begin tracking 'hits'
PE-4 Revised	Elementary School Programs	BOS Russ Collins	1 project/yr	No progress due to unanticipated Board member turnover	Discuss program purpose & logistics with School Board & local school administrators; structure program
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
PP-1 Revised	Town Board Coordination	BOS Russ Collins	# Participants/ # Meetings	No progress due to unanticipated Board member turnover	Set up & conduct initial meeting with Conservation, Planning, Highway, Health, Code Enforcement, Fire, etc. officials
PP-2 Revised	Town Deliberative Session	Highway Dept. Tim Roberts	Discuss & Pass Warrant Article	No action yet due to newly appointed Road Agent	Warrant article to be discussed during budget review hearings in early fall
PP-3 Revised	Coordinate w/State Hwy Dept.	Highway Dept. Tim Roberts	# Participants/ # Meetings	Attendance at joint meeting with area towns and State agencies	Continue coordination
PP-4 Revised	Coordinate w/Adjacent Towns	Highway Dept. Tim Roberts	# Participants/ # Meetings	Attendance at area meeting with adjacent towns	Continue coordination
PP-5 Revised	Waste Oil Disposal	Sanitation Dpt. Dave Cheney	Annual Volume - 5%/yr. incr.	Waste Oil collected in a contained environment & removed bi-weekly	Initiate volume tracking to measure progress towards goal

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
ID-1 Revised	Update MS4 Plan	Highway Dept. Tim Roberts	Confirm Outfalls/ Update plan.	Investigate GPS to confirm outfalls	Update plan with confirmed outfalls
ID-2 Revised	Identify Illicit Connections/Discharge	Highway Dept/ Health Officer Tim Roberts/ Ken Sherwood	# inspections & repairs/ yr	12+ Responding on an as needed basis -- average one (1) plus per month.	Continue tracking discharges & repairs
ID-3 Revised	Failing Septic Systems	Health Officer/ Ken Sherwood	# inspections & repairs/yr	12+ Responding on an as needed basis -- average one (1) plus per month.	Continue tracking inspections & repairs
ID-4 Revised	Illegal Dumping	Highway Dept/ Tim Roberts	# Dumps reported & cleaned	None reported - obtained representative policies to use as basis for Sandown's policy	Establish policy and practice for clean up
ID-5 Revised	Community Outreach	Sanitation Dept/ Dave Cheney	# pamphlets distributed	New Recycling bulletin arrived 1 <sup>st</sup> quarter 2004 - distributed 1500	Incorporate ID-1 through ID-4 issues in 2005 pamphlets as appropriate (coordinate efforts)

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
CS-1 Revised	Sediment Control	Conservation Comm/ Paul Carey	# Sites/Methods implemented	Reviewed existing sediment control provisions in site plan review regulations; investigating expanding scope of regulations	Establish clear sediment control procedures & enforcement responsibility
CS-2 Revised	Erosion Control	Conservation Comm/ Paul Carey	# Sites/Methods implemented	Reviewed existing erosion control provisions in site plan review regulations; investigating expanding scope of regulations	Establish clear erosion control procedures & enforcement responsibility
CS-3 Revised	SWPP Review	Planning Board/ Ted Winglass	# Plans Reviewed	Provided clear direction to applicants on current requirements. Promoted education within the building community.	Under consideration.
CS-4 Revised	Construction Runoff Regs for Runoff Control	Planning Board/ Ted Winglass	Subdivision Regulations Updated	Promoted within community necessity for such changes with goal to accomplish passage of such changes if any. Identified member of Planning Board to be liaison/expert for BMP	Continue to monitor changes at Federal or State level surrounding Phase II. Implement any such changes as necessary.
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 2
PC-1 Revised	Rufoff Control in Site Plan Regs.	Planning Board/ Ted Winglass	Annual Review/Reduction in loopholes	Requested recommendations for compliance from Town Engineer.	Review recommendations for compliance from Town Engineer and adopt as necessary.
PC-2 Revised	Buffer Zone	Conservation Commission/ Paul Carey	Establish new BMPs	Proposed warrant article clarifying buffer zone requirements in drainage areas (specifically, wetlands) - warrant not voted in	Revise and re-submit warrant for buffer zones or investigate alternative approach
PC-3 Revised	Inspection Program in Site Plan	Planning Board/ Ted Winglass	# inspections/problems fixed	Continued erosion control inspections & reviewing results in Planning Board hearings. Reviewed current practice and began to initiate changes in process, communication and enforcement.	Initiate tracking of goals for reporting purposes. Continue to monitor inspection adequacy & revise procedures if necessary to comply with Phase II requirements
PC-4 Revised	Catch Basins	Highway Dept/ Tim Roberts	Inventory & clean out Basins	All catch basins inventoried. Clean-out initiated	Update inventory as new subdivisions added, roads approved, or ongoing road improvements require new catch basins
Revised					
Revised					

**5a. Additions**

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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
MG-1 Revised	Road Salt Reduction	Highway Dept/ Tim Roberts	Total Salt volume/yr	Salt reduction in Pond areas 900 tons/year used	Work with residents to further reduce salt use in specified areas
MG-2 Revised	Spill Control & Reduction	Fire Dept/ Irving Bassett	# Vehicle & non-vehicle releases	No releases reported	Review procedures for spill control & reduction; update if necessary
MG-3 Revised	Fertilizer/Pesticide Reduction	Conservation Commission/ Paul Carey	Lawncare Specialist Training	No adverse impacts reported in Sandown from fertilizer or pesticide use.	Review requirements for fertilizer/pesticide use & need for reduction; update if necessary & initiate training program or modify goal established
Revised					
Revised					
Revised					

6a. Additions




**7b. WLA Assessment**

N/A

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
Q1-1 Revised	E.Coli Monitoring	Health Officer/ Ken Sherwood	Tracking Philips Lake Outfall	Initiated monitoring both during dry weather & after heavy rain to establish normal & worst-case baselines.	Review formal procedure for tracking (timing, sampling locations, etc.) & update if necessary
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions


**Part IV. Summary of Information Collected and Analyzed**

Town beach monitoring is in place and baseline data collected to determine 'normal' & 'worst-case' (e.g., immediately after heavy rains) *e. coli* levels.

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

**Programmatic**

Stormwater management position identified (Road Agent)	Yes

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	1500
Stormwater management committee established	No
Stream teams established or supported	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	No
Household Hazardous Waste Collection Days	
▪ days sponsored	1
▪ community participation	Not known (regional)
▪ material collected	Not known (regional)
School curricula implemented	No

**Legal/Regulatory**

Regulatory Mechanism Status (indicate with "X")	In Place			Under		
	Prior to Phase II	Review	Drafted	Review	Drafted	Adopted
▪ Illicit Discharge Detection & Elimination		X				
▪ Erosion & Sediment Control	X	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						
Estimated or actual number of outfalls					80%	
System-Wide mapping complete						
Mapping method(s)					80%	
▪ Paper/Mylar						
▪ CADD					20%	
▪ GIS						
Outfalls inspected/screened						
Illicit discharges identified					40%	
Illicit connections removed						
% of population on sewer					N/A	
% of population on septic systems					0	
					100	

**Construction**

Number of construction starts (> 1-acre)	Approx. 55
Estimated percentage of construction starts adequately regulated for erosion and sediment control	90%
Site inspections completed (estimated between Planning Board, Engineer, Bldg Insp., Conservation)	90%
Tickets/Stop work orders issued	0
Fines collected	0
Complaints/concerns received from public	3

**Post-Development Stormwater Management**

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	30%
Site inspections completed	
Estimated volume of stormwater recharged	Not known

**Operations and Maintenance**

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	Not known
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	Not known
Total number of structures cleaned	Not known
Storm drain cleaned	Not known
Qty. of screenings/debris removed from storm sewer infrastructure	Not known
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	N/A
Cost of screenings disposal	N/A

Average frequency of street sweeping (non-commercial/non-arterial streets)	N/A
Average frequency of street sweeping (commercial/arterial or other critical streets)	N/A
Qty. of sand/debris collected by sweeping	N/A
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	N/A
Cost of sweepings disposal	N/A
Vacuum street sweepers purchased/leased	0
Vacuum street sweepers specified in contracts	0

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)	
▪ Fertilizers	0
▪ Herbicides	0
▪ Pesticides	0

Anti-/De-icing products and ratios	% NaCl
	% CaCl <sub>2</sub>
	% MgCl <sub>2</sub>
	% CMA
	% Kac
	% KCl
	% Sand
Pre-wetting techniques utilized	N/A
Manual control spreaders used	Yes
Automatic or Zero-velocity spreaders used	No
Estimated net reduction in typical year salt application	0
Salt pile(s) covered in storage shed(s)	Yes
Storage shed(s) in design or under construction	No