

**Municipality/Organization:** Town of Sandown

**EPA NPDES Permit Number:** NHR041032

**MaDEP Transmittal Number:** W-

**Annual Report Number  
& Reporting Period:** No. 1: March 04-March 05

## NPDES PII Small MS4 General Permit Annual Report


### Part I. General Information

**Contact Person:** Tim Roberts **Title:** Road Agent

**Telephone #:** (603) 887-3646 **Email:** Townofsandown@comcast.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:** 

**Printed Name:** Leslie D. Britton

**Title:** Chairperson, Board of Selectmen

**Date:** \_\_\_\_\_

## **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) Again failed to submit annual report on or before May 1<sup>st</sup>. Submitted on May 27, 2005.
- 2) Established monthly Department Head Stormwater meetings to assist in preparation of annual report timely compliance.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 3</b>
PE-1	Public Awareness – Video	Health Officer Ken Sherwood	12 showings/yr	Video obtained and in process of having available for public viewing and for public access channel broadcast	Continue to show video
Revised					
PE-2	Educational Flyer	Sanitation Dept Dave Cheney	# Flyers Distributed (1000/yr)	Updated and Distributed 1500 Flyers	Repeat accomplishment of last year
Revised					
PE-3	Web Page Linked to Main Page	BOS Office Mgr Pat Giaquinta	10% of main page visitors	Established link to State Stormwater pages	Establish Town Stormwater page & begin tracking 'hits'
Revised					
PE-4	Elementary School Programs	BOS Russ Collins	1 project/yr	No progress due to unanticipated Board member turnover	Changing BMP to implement information kiosk at Town Library
Revised	Town Library Information Kiosk	BOS Leslie Britton			
Revised					
Revised					

**1a. Additions**

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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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
PP-1 Revised	Town Board Coordination	BOS Russ Collins BOS Leslie Britton	# Participants/ # Meetings	No progress due to unanticipated Board member turnover	Set up & conduct monthly Department Head BMP review with Conservation, Planning, Highway, Health, Code Enforcement, Fire, etc. officials
PP-2 Revised	Town Deliberative Session	Highway Dept. Tim Roberts	Discuss & Pass Warrant Article Costs allocated via the yearly budget	Warrant Article discussed and due to fear of lack of support by community, decided to incorporate into yearly budget	Budget line item for all committees
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.	Volume tracking in place and waste oil being recycled	Continue tracking volumes and disposal
Revised					

### 2a. Additions

PP-6	Exotic Species Program	BOS Leslie Britton	# Participants/ # Monitorings Control of Fanwort and milfoil at Phillips Pond	Facilitate the creation of a Phillips Pond Association to work for fanwort and milfoil exotic weed monitoring and elimination	Facilitate DES Weed Watcher program for Phillips Pond
PP-7	Local Water Quality Monitoring for Showell Pond	BOS Leslie Britton	# Participants to monitor pond's cyanobacteria levels # months of absence of Blooms at Showell Pond	Facilitate creation of Showell Pond Association to monitor/measure cyanobacteria at Showell Pond and determine possible cause of rising bacteria blooms in pond	Education association on testing techniques and methodologies for cyanobacteria and start testing Showell Pond to discover relationship of bacteria blooms to ponds surrounding activities

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
ID-1	Update MS4 Plan	Highway Dept. Tim Roberts	Confirm Outfalls/ Update plan	All outfalls will be cleaned, evaluated and marked by end of year with GPS system	Continue tracking outfalls using GPS
Revised					
ID-2	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
Revised					
ID-3	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
Revised					
ID-4	Illegal Dumping	Highway Dept/ Tim Roberts	# Dumps reported & cleaned	None reported – codify policy and practice for clean up	Implement and monitor policy and practice for clean up
Revised			One reported – cleaning and resolution in progress		
ID-5	Community Outreach	Sanitation Dept/ Dave Cheney	# pamphlets distributed	Pamphlet completed and available for distribution electronically and in print	Continue brochure updates; work towards closing transfer station facility and install curbside collection
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
CS-1	Sediment Control	Conservation Comm/ Paul Carey	# Sites/Methods implemented	Conservation Commission has established more detailed review process for site plans involving wetlands impacts and has implemented higher standards for sediment control	Compile a strategic booklet for sediment reduction
Revised			Implemented in all site reviews which required wetlands CUP since October 2003		
CS-2	Erosion Control	Conservation Comm/ Paul Carey	# Sites/Methods implemented	Conservation Commission has established more detailed review process for site plans involving wetlands impacts and has implemented higher standards for erosion control	Compile a strategic booklet for erosion reduction and expanded buffer zones to protect waterways
Revised			Implemented in all site reviews which required wetlands CUP since October 2003		
CS-3	SWPP Review	Planning Board/ Ted Winglass	# Plans Reviewed	100% of plans received have had SWPPP review at Precon	100% review at Precon by Town consulting engineer
Revised					
CS-4	Construction Runoff Regs for Runoff Control	Planning Board/ Ted Winglass	Subdivision Regulations Updated	No change	Evaluate report
Revised					
Revised					
Revised					

**4a. Additions**


**5. Post-Construction Stormwater Management in New Development and Redevelopment**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 2</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 3</b>
PC-1	Runoff Control in Site Plan Regs.	Planning Board/ Ted Winglass	Annual Review/Reduction in loopholes	Erosion & sediment control section in site plan regs reviewed. No loopholes found	Annual review of erosion & sediment control section of site plan regs
Revised					
PC-2	Buffer Zone	Conservation Commission/ Paul Carey	Establish new BMPs	Work with the Planning Board and developers to define the Buffer Zone and goals to protect certain areas	Propose warrant article establishing buffer zone in drainage areas (specifically wetlands and waterways)
Revised					
PC-3	Inspection Program in Site Plan	Planning Board/ Ted Winglass	# inspections/problems fixed	During Precon, the SWPPP must be in place 72 hours prior to construction. This is monitored by Town consulting engineer	When NOI filed, each applicant must have a proposed SWPPP in place 72 hours prior construction. This is monitored at Precon by Town consulting engineer.
Revised					
PC-4	Catch Basins	Highway Dept/ Tim Roberts	Inventory & clean out Basins	Updated inventory as new subdivisions added, roads approved, or ongoing road improvements require new catch basins	Continue inventory of catch basins with each new subdivision, road improvement.
Revised					
Revised					



Revised					
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**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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
MG-1 Revised	Road Salt Reduction	Highway Dept/ Tim Roberts	Total Salt volume/yr	Salt reduction in Pond areas 900 tons/year used Significantly reduced salt use by declaring roads in pond areas emergency roads thereby allowing Town to control salt usage – removed exposure by private snow removal contractors	Continue with policy Investigate brine application in an effort to further reduce use of sand Draft Warrant Article for costs and funding of implementation
MG-2 Revised	Spill Control & Reduction	Fire Dept/ Irving Bassett	# Vehicle & non-vehicle releases	No releases reported	Continue to review procedures for spill control & reduction; update if necessary
MG-3 Revised	Fertilizer/Pesticide Reduction	Conservation Commission/ Paul Carey	Lawn care Specialist Training	No adverse impacts reported in Sandown from fertilizer or pesticide use	Host work shops for home owners on the proper use of over the counter fertilizers and pesticides
Revised					
Revised					

Revised					
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**6a. Additions**


**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 1</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 2</b>
QI-1	E.Coli Monitoring	Health Officer/ Ken Sherwood	Tracking Philips Lake Outfall	Review formal procedure for tracking (timing, sampling locations, etc.) & update if necessary	Continue tracking on a semi-weekly basis, along with State for Phillips Pond and other public waters
Revised					
Revised					
Revised					
Revised					
Revised					

Revised					

**7a. Additions**


**7b. WLA Assessment**

N/A

**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 (regional)	

**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	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	80%	
Estimated or actual number of outfalls		
System-Wide mapping complete	80%	
Mapping method(s)		
▪ Paper/Mylar	80%	
▪ CADD	20%	
▪ GIS		
Outfalls inspected/screened	40%	
Illicit discharges identified		
Illicit connections removed	N/A	
% of population on sewer	0	
% of population on septic systems	100	

### Construction

Number of construction starts (>1-acre)	Approx. 55	69 SFD's Jan-Dec 2004
Estimated percentage of construction starts adequately regulated for erosion and sediment control	90%	90%

Site inspections completed (estimated between Planning Board, Engineer, Bldg Insp., Conservation)	90%	
Tickets/Stop work orders issued	0	0
Fines collected	0	0
Complaints/concerns received from public	3	1

### Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	30%	0 *
Site inspections completed		0 *
Estimated volume of stormwater recharged	Not known	Not known
* We do not have post-construction Stormwater control regulations		

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	Once/year	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	Once/year	
Total number of structures cleaned	Not known	
Storm drain cleaned	Regularly	
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)	Once/year	
Qty. of sand/debris collected by sweeping	3 tons	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	Landfill	

Cost of sweepings disposal	N/A	
Vacuum street sweepers purchased/leased	N/A	
Vacuum street sweepers specified in contracts	N/A	

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

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	5-10%	
Salt pile(s) covered in storage shed(s)	Yes	
Storage shed(s) in design or under construction	No	

1032



5/27/05

**TOWN OF SANDOWN**  
**OFFICE of SELECTMEN**  
**P.O. BOX 1756 · Sandown NH 03873**  
**Telephone (603)887-3646**

**May 26, 2005**

**Ms. Shelley Puleo**  
**U.S. Environmental Protection Agency**  
**Municipal Assistance Unit**  
**One Congress Street**  
**Suite 1100 CMU**  
**Boston, MA 02114**

**Dear Shelley,**

**Per our conversation, enclosed please find our completed annual Stormwater Report for 2005. A copy is being forwarded to the NHDES as well per the reporting requirements.**

**Please contact our office if you have any questions or should any further information be required and thank you for your assistance.**

**Sincerely,**

**Paula M. Gulla**  
**Clerk- Selectmen's Office**

**Enc.**