

**TOWN OF DANVILLE  
HIGHWAY DEPARTMENT  
PO BOX 11  
DANVILLE, NH 03819  
TEL. 603-382-0703**

4/28/06  
received

April 24, 2006

Shelley Puleo  
Environmental Protection Specialist  
Municipal Assistance Unit  
US EPA – Region 1  
1 Congress Street, Suite 1100  
Boston, MA 02114-2023

RE: NH RO41004 – Town of Danville SWMP

Dear Ms. Puleo:

Enclosed please find the 2005-2006 Annual Report for the above noted municipality for filing with your Department.

Thank you.

Very truly yours,



Bruce Caillouette, Road Agent

BC/blc  
Enclosure  
CC: Jeffrey Andrews, NH DES  
Terry Trudel, Town Engineer

**Municipality/Organization:** Danville, NH

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**EPA NPDES Permit Number:** NHR041004

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**MaDEP Transmittal Number:** W-

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**Annual Report Number  
& Reporting Period:** March 05-March 06

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Bruce Caillouette **Title:** Road Agent

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**Telephone #:** 603-382-0703 **Email:**

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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:** 

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**Printed Name:** Bruce Caillouette

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**Title:** Road Agent

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**Date:** April 24, 2006

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

**The Town of Danville Highway Department has continued to work hard to coordinate the local committees and departments of the Town to address Storm water Management. We have attended Planning Board meetings to discuss the needs for regulations and enforcement. Have discussed with Forestry Committee members about addressing cleanups. Discussed with Selectmen the needs to be able to provide public education and outreach and what is needed to implement the various BMPs that we propose. The Town Engineer and Highway Department have met with the Selectmen to discuss with them the importance of this project. We have just established a small budget but are trying to provide all aspects with the limited funds that are provided as well as free information we are able to receive.**

**We are still trying to obtain the assistance of all the other departments that are need to implement all aspects of this program and continue to work on this even with the obstructions that we face.**

**We have prepared a poster type display and have displayed this at town functions. We had a fun filled morning at our summer recreation program working with the children to explain storm water management and what you have to do to help with a demonstration and various games. We have obtained brochures and placed them at the Town Hall and Library for the general public to pick up.**

**We are continuing our work on the culvert mappings and cleaning and attending quarterly meetings of a regional storm water group to gain insight and learn different ways for education and goals, etc..**

**We are progressing but very slowly but keep pushing at this important issue to get the knowledge and education aspects out there. We are planning on meeting with an Engineering firm to discuss the possibilities of them assisting us with the entire implementation of the stormwater management. In order to have the requirements in place by 2008 we feel we need additional assistance that we cannot do on our part time basis.**

**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 3</b><br>(Reliance on non-municipal partners indicated, if any)   | <b>Planned Activities – Permit Year 4</b>   |
|-----------------|------------------------------|--------------------------------------|---------------------------|--|---|
| 1A<br>Revised   | Elementary School Programs   | Highway/Other                        | Education of children     | Held an morning workshop with Summer Recreation program, with NHDOT assistance to display how stormwater comes about. Held a coloring contest and awarded prizes     | Plan to continue to hold the workshop with the summer recreation program and try and come up with other contests etc. for the children to participate in.     |
| 1b<br>Revised   | Meetings                     | Highway/Town Engineer                | Attend Meetings           | Attending meetings with other localities to work on public outreach together; Attended Planning Board Meeting to address how to address this in the planning process | Continue to attend meetings and seminars; Set up programs to public outreach; Continue to work with Planning Board to get regulations and ordinances started. |
| 1c<br>Revised   | General Educational Brochure | Highway                              | Distribute to public      | Brochures have been put at Town Hall and Library for general public to pick up and use.  | Try to distribute brochures with one of the tax bills. Distribute at the Earth Day pickup.  |
| Revised         |                              |                                      |                           |  |   |
| Revised         |                              |                                      |                           |  |   |
| Revised         |                              |                                      |                           |  |   |

**1a. Additions**

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|--|--|--|--|--|--|
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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 3<br>(Reliance on non-municipal partners indicated, if any)                      | Planned Activities – Permit Year 4   |
|----------|-----------------------|-------------------------------|---|--|--|
| 2A       | Develop News Articles | Highway/Other Dept.           | Educate Public through encouragement of participation | Continued to review ways to do this have attended meetings and the information was placed in the newspaper.        | Work on getting this BMP implemented this year but contacting newspaper reporters and discussing the issues with them.   |
| Revised  |                       |                               |   |  |  |
| 2b       | Meetings              | All departments               | Set up programs for all town departments              | Previously discussed information at dept. head meetings – these meetings have now been disbanded.                  | Will try to meet with departments/dept. heads individually, if they will set up the time with us.  |
| Revised  |                       |                               |   |  |  |
| 2c       | Cleanups              | Highway/other                 | Set up programs for town wide cleanups of roadsides   | Worked on scheduling roadside cleanup by public – scheduled for April 2005 – due to rain rescheduled for May 2005. | Continue to implement the programs- and keep them going and scheduled yearly. Have scheduled town wide cleanup for April 2006.                                       |
| Revised  |                       |                               |   |  |  |
| 2d       | HHW Collection Event  | Highway/other                 | Participate in HHW Collection events                  | Hosted the bi-annual in October 2005. Surveyed participants. Everyone positive and it was a very successful event. | Continue to participate in event. Various towns participate and we will continue to assist them with their events as our town is included in these collections also. |
| Revised  |                       |                               |   |  |  |
| Revised  |                       |                               |   |  |  |
| Revised  |                       |                               |   |  |  |

**2a. Additions**

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### 3. Illicit Discharge Detection and Elimination

| BMP ID #      | BMP Description         | Responsible Dept./Person Name | Measurable Goal(s)                       | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any)  | Planned Activities – Permit Year 4  |
|---------------|-------------------------|-------------------------------|--|--|---|
| 3a<br>Revised | Map Culverts            | Highway                       | Locate all culverts and drainages        | Continued the process of mapping the culverts with GIS. Have been locating the inlets and outfalls and information added in computer   | Continue to do the mapping and then place on a map of the Town  |
| 3b<br>Revised | Update driveway permits | Highway                       | Include stormwater information           | Updated driveway permits to include stormwater information brochure. When review plans for new developments always make note that all permits must be complied with including NOI. | Continue to include storm water information with permits as a permanent sheet as well as when developers request plan review inform on construction information                                 |
| 3C<br>Revised | Identify discharges     | Highway                       | Located and determine illicit discharges | In the process of locating and mapping culverts have begun to review where these outfall and check through visual for illicit discharges\$   | Will begin to review town for illicit discharges by following through with any discharges that may look like they need to be tested, testing and tracking and follow though with the processing |
| 3D<br>Revised | NHRSA's                 | All town departments          | To effectively prohibit discharges       | Met with Planning and Selectmen to discuss the use of NH RSA's to effectively prohibit discharges  | Continue to work with departments to address other ways to enforce illicit discharges and still enforce with NH RSA's also.   |
| Revised       |                         |                               |  |  |   |
| Revised       |                         |                               |  |  |   |

#### 3a. Additions

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**4. Construction Site Stormwater Runoff Control**

| <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 3<br/>(Reliance on non-municipal partners indicated, if any)</b>                             | <b>Planned Activities – Permit Year 4</b>   |
|-----------------|------------------------------|--|--|---|---|
| 4A              | Ordinances                   | Highway/Planning<br>Town Engineer          | Set up ordinances to address construction issues | work with Town Engineer to work with Planning Board to set up ordinances to effectively establish and address construction issues | Continue to work with planning to set up ordinances and begin to prepare ordinances to go on town ballot with planning                |
| Revised         |                              |  |  |   |   |
| 4b              | Review of construction sites | Highway/Bldg<br>Inspector/Town<br>Engineer | To enforce NOI's needed                          | Meet with Building Inspection and Selectmen to discuss the importance of the enforcement of this measure.                         | Continue to work with the building inspection and begin to enforce areas that are definite in violations of Construction Site runoff. |
| Revised         |                              |  |  |   |   |
| Revised         |                              |  |  |   |   |
| Revised         |                              |  |  |   |   |
| Revised         |                              |  |  |   |   |
| Revised         |                              |  |  |   |   |

**4a. Additions**

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**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 3<br/>(Reliance on non-municipal partners indicated, if any)</b>  | <b>Planned Activities – Permit Year 4</b>   |
|-----------------|------------------------|--------------------------------------|--|--|---|
| 5A              | Ordinances             | Highway/Planning /Town Engineer      | Set up and create ordinances to control          | Discuss with Town Engineer ways to get the ordinances developed through Planning Board. Town Engineer to continue to work with Planning Board on this measure. | Continue to meet with Planning Board and Town Engineer to get ordinances developed                                      |
| Revised         |                        |                                      |  |  |   |
| 5B              | Routine Maintenance    | Highway                              | Record & maintain culverts & general maintenance | Continued to record locations and maintain culverts – check for blockages, etc.  | Continue this measure each year until all culverts are located and continue to check and remove any blockages as needed |
| Revised         |                        |                                      |  |  |   |
| Revised         |                        |                                      |  |  |   |
| Revised         |                        |                                      |  |  |   |
| Revised         |                        |                                      |  |  |   |

**5a. Additions**

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**6. Pollution Prevention and Good Housekeeping in Municipal Operations**

| <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 3<br/>(Reliance on non-municipal partners indicated, if any)</b>  | <b>Planned Activities – Permit Year 4</b>   |
|-----------------|------------------------|--------------------------------------|--|--|---|
| 6a              | Employee Training      | Highway/Town Engineer                | Meet with all departments to establish what needs to be done       | Met with Selectmen on importance of Stormwater Management.   | Continue to meet with department heads to discuss how they need to address this issue and keep their town buildings and equipment in good order |
| Revised         |                        |                                      |  |  |   |
| 6b              | Clean up Day           | Highway/Forestry                     | Work on getting town roads cleaned up of trash                     | Forestry held a clean up day for the Town Forest – large amounts of trash were removed. Implemented a town wide road way clean up by citizens – scheduled yearly – Earth Day time frame. | Continue with clean ups and try to schedule more. Work on the planning of a Haz Waste cleanups that are held twice a year.                      |
| Revised         |                        |                                      |  |  |   |
| 6c.             | Water Testing          | Highway                              | Try to get a program set up for water testing on drainage outfalls | Try and get funding for more water testing. Have some funds  | Try to get a testing program set up and finalized to check for salt etc.  |
| Revised         |                        |                                      |  |  |   |
| Revised         |                        |                                      |  |  |   |
| Revised         |                        |                                      |  |  |   |
| Revised         |                        |                                      |  |  |   |

**6a. Additions**

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**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<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|----------|-----------------|-------------------------------|--------------------|---|------------------------------------|
|          | N/A             |                               |                    |   |                                    |
| Revised  |                 |                               |                    |   |                                    |
| Revised  |                 |                               |                    |   |                                    |
| Revised  |                 |                               |                    |   |                                    |
| Revised  |                 |                               |                    |   |                                    |
| Revised  |                 |                               |                    |   |                                    |
| Revised  |                 |                               |                    |   |                                    |

**7a. Additions**

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**7b. WLA Assessment**

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

We are going to continue to participate in the bi-annual Household Hazardous Waste. We are continuing the yearly townwide trash pickup in coordination with Earth Day. The public is generally slowly learning about stormwater thru the educational aspects but we still have a long way to get all the information to them. We are working hard and are speaking with all other departments and boards to get a program implemented to the highest possible ability.

This is definitely a learning experience for a small town of 4500 people and small boards and departments of mostly part time help and volunteerism.

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

**Programmatic**

|  |       |         |
|--|-------|---------|
| Stormwater management position created/staffed | (y/n) | N       |
| Annual program budget/expenditures             | (\$)  | 3405.00 |
|  |       |         |
|  |       |         |

**Education, Involvement, and Training**

|   |               |                   |
|---|---------------|-------------------|
| Estimated number of residents reached by education program(s)           | (# or %)      | 10%               |
| Stormwater management committee established                             | (y/n)         | N                 |
| Stream teams established or supported                                   | (# or y/n)    | N                 |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | (y/n or mi.)  | N                 |
| Household Hazardous Waste Collection Days                               |               | Regional          |
| ▪ days sponsored  | (#)           | 1                 |
| ▪ community participation   | (%)           | 35%<br>(Danville) |
| ▪ material collected  | (tons or gal) |                   |
| School curricula implemented  | (y/n)         | N                 |
|   |               |                   |
|   |               |                   |

**Legal/Regulatory**

In Place  
Prior to  
Phase II      Under  
Review      Drafted      Adopted

|  |  |  |  |  |
|--|--|--|--|--|
| Regulatory Mechanism Status (indicate with "X")    |  |  |  |  |
| ▪ Illicit Discharge Detection & Elimination        |  |  |  |  |
| ▪ Erosion & Sediment Control                       |  |  |  |  |
| ▪ Post-Development Stormwater Management           |  |  |  |  |
| Accompanying Regulation Status (indicate with "X") |  |  |  |  |
| ▪ Illicit Discharge Detection & Elimination        |  |  |  |  |
| ▪ Erosion & Sediment Control                       |  |  |  |  |
| ▪ Post-Development Stormwater Management           |  |  |  |  |

**Mapping and Illicit Discharges**

|  |                   |      |
|--|-------------------|------|
| Outfall mapping complete               | (%)               | 60%  |
| Estimated or actual number of outfalls | (#)               |      |
| System-Wide mapping complete           | (%)               |      |
| Mapping method(s)                      |                   |      |
| ▪ Paper/Mylar                          | (%)               | 100% |
| ▪ CADD                                 | (%)               |      |
| ▪ GIS                                  | (%)               |      |
| Outfalls inspected/screened            | (# or %)          | 35%  |
| Illicit discharges identified          | (#)               |      |
| Illicit connections removed            | (#)<br>(est. gpd) |      |
| % of population on sewer               | (%)               |      |
| % of population on septic systems      | (%)               | 100% |
|  |                   |      |
|  |                   |      |

**Construction**

|   |            |    |
|---|------------|----|
| Number of construction starts (>1-acre)   | (#)        | 2  |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | (%)        |    |
| Site inspections completed  | (# or %)   | 5% |
| Tickets/Stop work orders issued   | (# or %)   | 0  |
| Fines collected   | (# and \$) | 0  |
| Complaints/concerns received from public  | (#)        | 0  |
|   |            |    |
|   |            |    |

**Post-Development Stormwater Management**

|  |          |  |
|--|----------|--|
| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | (%)      |  |
| Site inspections completed   | (# or %) |  |
| Estimated volume of stormwater recharged   | (gpy)    |  |
|  |          |  |
|  |          |  |

**Operations and Maintenance**

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

|  |            |          |
|--|------------|----------|
| Average frequency of street sweeping (non-commercial/non-arterial streets) | (times/yr) | Not done |
|--|------------|----------|

|  |                |  |
|--|----------------|--|
| 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<br>% CaCl <sub>2</sub><br>% MgCl <sub>2</sub><br>% CMA<br>% Kac<br>% KCl<br>% Sand |   |
| Pre-wetting techniques utilized                          | (y/n)   | N |
| Manual control spreaders used                            | (y/n)   | Y |
| Automatic or Zero-velocity spreaders used                | (y/n)   | N |
| Estimated net reduction in typical year salt application | (lbs. or %)   |   |
| Salt pile(s) covered in storage shed(s)                  | (y/n)   | Y |
| Storage shed(s) in design or under construction          | (y/n)   | N |
|  |   |   |
|  |   |   |