



TOWN OF
LITCHFIELD

Office of the Selectmen

APR 30 2009

April 28, 2009

Ms. Glenda Velez
US EPA – CIP
One Congress Street – Suite 1100
Boston, MA 02114

Dear Ms. Velez:

Enclosed is the Town of Litchfield's NPDES PII Small MS4 General Permit Annual Report.

Sincerely,

A handwritten signature in cursive script that reads 'Cecile Durocher'.

Cecile Durocher

Enclosure

Municipality/Organization: Town of Litchfield NH

EPA NPDES Permit Number: NHR041015

MaDEP Transmittal Number: W-

**Annual Report Number
& Reporting Period:**

NPDES PII Small MS4 General Permit Annual Report

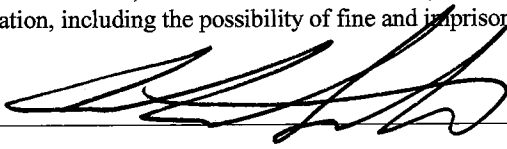
Part I. General Information

Contact Person: Andrew Santom **Title:** Selectman

Telephone #: 603-424-1557 **Email:**

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 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 severe penalties for providing false information, including the possibility of fine and imprisonment for knowing violations.

Signature: 

Printed Name: Andrew Santom

Title: Selectman

Date: 17 April 2009 for year 2008

Part II. Self-Assessment

2003

The Town of Litchfield has completed the required self-assessment and has determined that our municipality is in compliance with all the permit conditions.

We are ahead of schedule in many of our BMP areas. The Planning Board is complete with all town wide ordinance changes.

2004

The Town of Litchfield has completed the required self-assessment and has determined that our municipality is in compliance with all the permit conditions.

We are ahead of schedule in many of our BMP areas. The Planning Board is complete with all town wide ordinance changes.

2005

The Town of Litchfield has completed the required self-assessment and has determined that our municipality is in compliance with all the permit conditions.

2006

The town is on a default budget and the new GIS hardware and software were not purchased. This has not slowed down the Planning Boards work to get our town layers done as we have a very talented young man that has completed most of the tax map conversion. Looking for ways to streamline this process.

2007

The Town of Litchfield has completed the required self-assessment, and has determined that our municipality is in compliance with all the permit conditions. The new GIS hardware and software are now in the town's possession and is actively being used.

2008

The Town of Litchfield has completed the required self-assessment, and has determined that our municipality is in compliance with all the permit conditions.

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 3 (2007) (Reliance on non-municipal partners indicated, if any)	Progress on Goal(s) - Permit Year 4 (2008)
1A	Prepare annual Town Storm water Report	Road Agent	Maintain and report Town drainage system status. Keep copies and distribute annually.	A storm water report has been prepared.	A storm water report has been prepared.
Revise d					
1B	Prepare annual Storm water Newsletter	Road Agent	Annual mailing to active developers, contractors & vendors and make available at Town office/library.	The town is creating brochures. Brochures will be handed out with trench permits and to contractors working in town.	The town created brochures. Brochures will be handed out with trench permits and to contractors working in town. Brochures are available at town hall.
Revise d					
1C	Prepare or Obtain Storm water Technology Brochures.	Road Agent	Distribute with tax bill and make available at town office library.	The town is creating brochures to be distributed. The conservation commission has wetlands brochures which are available and posted.	The town is created brochures to be distributed. The conservation commission has wetlands brochures which are available and posted. Brochures are available at town hall.
Revise d					
ID	Obtain and Air Storm water Technology informational videos on local cable TV	Road Agent	Monitor public perception and feedback through town meetings	The EPA video 'After the Storm' has been purchased and is being played on the local access channel.	The EPA video 'After the Storm' has been purchased and is being played on the local access channel.

Revise d	Develop and Implement a Storm water Stenciling program	Road Agent	Bi-annual updates and monitoring of stenciling program	Stencils have been purchased and the stenciling is underway. Storm water catch basins have been numbered.	Stencils have been purchased and the stenciling is underway. Storm water catch basins have been numbered.
Revise d	Develop and Implement a Storm water Sign program	Road Agent	Bi-annual updates and monitoring of sign program	The town has developed signage to delineate wetlands 'Protected wetland buffer' and have been distributed by developers via site plans and new construction. Developing a plan to place signage on older development wetlands.	The town has developed signage to delineate wetlands 'Protected wetland buffer' and have been distributed by developers via site plans and new construction. Development of a plan to place signage on older developments is underway.
Revise d					

1a. Additions

	NONE				

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (2007) (Reliance on non-municipal partners indicated, if any)	Progress on Goal(s) – Permit Year 4 (2008)
2A	Establish Storm water Advisory Committee.	Board of Selectman	Regular meetings with report filed in the town annual report.	Re-form Committee- unfunded in this budget year. Prepare budget for 2009 and hold quarterly meetings.	Re-form Committee- unfunded in this budget year. Prepare budget for 2009 and hold quarterly meetings.
Revise d					
2B	Identify and Utilize volunteer organizations & resources	Storm water Advisory Committee	TBD	Year 2008 goal. TBD. Conservation commission is placing signage for wetlands.	Committee formed. Conservation commission is placing signage for wetlands.
Revise d					
2C	Spring/Fall Clean-up community activity	Storm water Advisory Committee	Bi-annual activities	Each year we bring inmates out to do road side clean up. The residents all do Adopt Highway on the state roads. Start to plan and model a town program after that state program.	Each year we bring inmates out to do road side clean up. The residents all do Adopt Highway on the state roads. Start to plan and model a town program after that state program. Conservation commission provides cleanup. Town uses road side sponsorship of 3A (i.e. Knights of Columbus, etc) for clean up.
Revise d					
2D	Partner with Federal and State Agencies	Road Agent/ Health Officer	Periodic meetings & attending training seminars	Health Officer attends DES storm water seminars. (Storm water Utility charge) Road Agent attends certificate courses at UNH Technical Center. Courses include: Storm water Best Practices, Erosion Control, Wetlands Permits.	Health Officer attends DES storm water seminars. (Storm water Utility charge) Road Agent attends certificate courses at UNH Technical Center. Courses include: Storm water Best Practices, Erosion Control, Wetlands Permits. Road agent completed studies
Revise d					

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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 (2007) (Reliance on non-municipal partners indicated, if any)	Progress on Goal(s) - Permit Year 4 (2008)
3A	Review all Federal and State Storm water Legislation	Town Counsel	Subscribe to Federal Register and attend Storm water Seminars	Done.	Reviewed
3B	Develop and revise local policies and regulations	Planning Board	Project review and approval through Town regulatory process.	Done. Storm water Best Practices implemented for site plans and sub division regulations for new construction.	Done. Storm water Best Practices implemented for site plans and sub division regulations for new construction.
3C	Locate, catalog and maintain Town wide Storm water Plan	Road Agent	Bi-annual review and plan updates	All of the catch basins and culverts in Town have been located and are shown on a storm water map. Outfalls map in development.	All of the catch basins and culverts in Town have been located and are shown on a storm water map. Outfalls map in development.
Revised					

3D	Locate, catalog and maintain Town wide Water Body and Wetland Plan	Conservation Commission	Bi-annual review and plan updates	All wetlands have been mapped and cataloged using the State of New Hampshire guide lines. Ongoing development review process. Town completed aerial mapping 2006. Town wide water bodies were mapped.	All wetlands have been mapped and cataloged using the State of New Hampshire guide lines. Ongoing development review process. Town completed aerial mapping 2006. Town wide water bodies were mapped.
3E	Investigate and develop town wide "GIS" Plans	Planning Board	RFQ & QBS process	Town wide mapping has been done and current work being done to overlay tax map information. Town completed aerial mapping 2006. Town wide water bodies were mapped. GIS software purchase in 2007. GIS data layers developed in 2007. Currently mapping out storm water structures.	Town wide mapping has been done and current work being done to overlay tax map information. Town completed aerial mapping 2006. Town wide water bodies were mapped. GIS software purchase in 2007. GIS data layers developed in 2007. Currently mapping out storm water structures.
3F	Develop and Implement annual water quality testing program	Conservation Commission Health Officer	Water Quality testing results to be published in annual Town report	Starting to conduct dry weather screening and outfalls testing. Starting to map outfalls..	Starting to conduct dry weather screening and outfalls testing. Starting to map outfalls
3G	Storm water quality monitoring	Road Agent	Construction observations	Performed by Road Agent and by Engineering consultant hire by the town to monitor construction on private development projects.	Performed by Road Agent and by Engineering consultant hire by the town to monitor construction on private development projects.
3H	Develop an Illicit Discharge Response Plan	Code and Health Officer	Report documentation and water quality testing	Next Permit Cycle 2008	Next Permit Cycle 2009
3I	Locate Illicit Discharges and determine the source.	Code and Health Officer	Field observations, investigations, illicit discharge report and public notification	Next Permit Cycle 2008	Next Permit Cycle 2009
3J	Remove, correct and monitor Illicit Discharges	Code and Health Officer	Field observations, investigations, illicit discharge report and public notification	Next Permit Cycle 2008	Next Permit Cycle 2009

3K	Code and Health Officer	Field observations, illicit discharge report and public notification	Next Permit Cycle 2008	Next Permit Cycle 2009

3a. Additions

none				

4. Construction Site Storm water Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (2007) (Reliance on non-municipal partners indicated, if any)	Progress on Goal(s) – Permit Year 4 (2008)
4A	Review all Federal and State Storm water Legislation	Town Counsel	Subscribe to Federal Register and attend Storm water Seminars	See letter attached to report. Letter is marked 1A	Ongoing
4B	Develop and revise local policies and regulations	Planning Board	Project review and approval through Town regulatory process.	Done and Ongoing. Storm water Best Practices implemented for site plans and sub division regulations for new construction.	Ongoing
4C	Update and continue ongoing construction observations	Planning Board	Preconstruction meeting	Process Done and In place	Ongoing
4D	Enforce, revise and amend present storm water requirements in the subdivision and site development regulations	Planning Board	Erosion control measures indicated on the development plan(s), reviewed and approved during the municipal review process.	Process Done and In place. Done. Storm water Best Practices implemented for site plans and sub division regulations for new construction.	Ongoing

4E	Temporary erosion control methods: <ul style="list-style-type: none"> - construction entrance - silt fence & hay bales - stone check dams - sediment basins - erosion matting - erosion stone 	Planning Board	Construction Observations	Process Done and In place	Ongoing. Developments monitored by an Engineer working for the town as part of the subdivision approval process.
Revised					
Revised					

4a. Additions

5. Post-Construction Storm water Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (2007) (Reliance on non-municipal partners indicated, if any)	Progress on Goal(s) – Permit Year 4 (2008)
5A	Develop ordinances, regulations and policies to permit access to all Storm water outlets	Board of Selectman	Recorded easements and land owner agreements	We require drainage easements on all subdivisions and site plans.	Ongoing. Easements allow for town access of outlets and maintenance of storm water systems.
Revised					
5B	Develop and Implement Storm water system maintenance regulations, procedures and manuals.	Board of Selectman	Annual storm water observation process	Need to Form a Storm Water Committee and turned over responsibility to the committee. Committee will start to plan and document the processes in the last two permit years.	Storm water committee in place. Responsibilities have not been turn over as of report date. This will occur for next permit cycle. Road Agent will have greater responsibility.
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 3 (2007) (Reliance on non-municipal partners indicated, if any)	Progress on Goal(s) – Permit Year 4 (2008)

6A	Review and Pursue alternative funding sources for additional staffing and resources	Planning Board	Completed grant, loan or bond applications	No Progress on Goal	No funds available. Town is in default budget.
Revise d					
6B	Develop and Implement municipal Stormwater Pollution Prevention Plan	Planning Board Road Agent	Annual meeting to review, update and revise plan	No Progress on written plan. Committee will start plan and document the processes in the last three permit years. The town is creating brochures. Brochures will be handed out with trench permits and to contractors working in town. Town has scheduled street sweeping.	On going
Revise d					
6C	Develop and Implement Hazardous Waste training program	Planning Board Code and Health Officer	Annual training course	We have expanded this BMP to include the Fire Chief, Solid Waste, Office of Emergency Management. Fire department is trained. Solid Waste committee is formed. Town is developing an emergency plan (HAMAT). Town participates in a regional hazardous waste removal program bi-annually.	Solid Waste Committee will start plan and document the processes in the last three permit years. Town is developing an emergency plan (HAMAT). Town participates in a regional hazardous waste collection program four times per year.
Revise d					
6D	Develop and Implement public storm water contamination training program	Planning Board Code and Health Officer	Annual presentations at public event(s)	We have expanded this BMP to include the Fire Chief, Solid Waste, Office of Emergency Management. Not Started. Town is engaging in Winter Maintenance Fundamentals.	Town is engaging in Winter Maintenance Fundamentals.
Revise d					

6E	Develop a public snow storage and removal program	Road Agent	Record annual quantity of snow removal and storage	No Snow removable takes place in Litchfield at this time.	Snow is pushed to roadside and not trucked or moved.
6F	Revise, update and monitor roadway cleaning & maintenance program	Road Agent	Record annual progress based on "Clean Miles". Litchfield currently sweeps all streets annually.	Litchfield streets at sweep each year after the winter snows have passed. Our estimate at this time is 360 lane miles.	Ongoing policy of sweeping streets and cleaning Catch basins
6G	Revise, update and monitor storm water systems cleaning & maintenance program	Road Agent	Record annual progress based on "Clean Feet or Structures"	Three (3) year town wide cleaning of CB sumps at this time. The highway department currently monitors and maintains the storm water system in Town.	Ongoing policy. Performed annually
6H	Catch basin cleaning	Road Agent	Three (3) year Town wide program. Litchfield currently cleans all CB sumps, based on a 3-year rotation schedule.	Three (3) year town wide cleaning of CB sumps at this time, this is an ongoing policy. Currently 50% of the Town's catch basins are cleaned every year. The contractor cleaning the basins makes notes of any deficiencies with the structures. The highway department then corrects any deficiencies noted during the cleaning operation.	Ongoing policy. Performed annually
6I	Employee Training	Road Agent	Annual Town wide program	In service training on safety by Primex. Informal storm water training is occurring.	Ongoing policy

6a. Additions

Part IV. Summary of Information Collected and Analyzed

Storm water management position created/staffed	(Y/n)		no
Annual program budget/expenditures	(\$)		0.00

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	50%
Storm water management committee established	(Y/n)	YES
Stream teams established or supported	(# or Y/n)	NO
Shoreline clean-up participation or quantity of shoreline miles cleaned	(Y/n or mi.)	NO
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> ▪ days sponsored 	(#)	4

<ul style="list-style-type: none"> ▪ community participation ▪ material collected – Done at a regional collection no data at this time 	(%)	YES
School curricula implemented	(tons or gal) (Y/n)	Unknown no

Legal/Regulatory

In Place
Prior to
Phase II Under
Review Drafted Adopted

Regulatory Mechanism Status (indicate with "X")	In Place Prior to Phase II	Under Review	Drafted	Adopted
<ul style="list-style-type: none"> ▪ Illicit Discharge Detection & Elimination ▪ Erosion & Sediment Control ▪ Post-Development Storm water Management 	X			X
Accompanying Regulation Status (indicate with "X") <ul style="list-style-type: none"> ▪ Illicit Discharge Detection & Elimination ▪ Erosion & Sediment Control ▪ Post-Development Storm water Management 	X			X
	X			X

Mapping and Illicit Discharges

Outfall mapping complete	(%)	50%
Estimated or actual number of outfalls – total unknown at this time	(#)	-
System-Wide mapping complete	(%)	50%
Mapping method(s)		
<ul style="list-style-type: none"> ▪ Paper/Mylar ▪ CADD ▪ GIS 	(%)	-25
	(%)	-
	(%)	-50
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0
Illicit connections removed	(#)	0
	(est. gpd)	

% of population on sewer	(%)	0
% of population on septic systems	(%)	100%

Construction

Number of construction starts (>1-acre)	(#)	75
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	All
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	0

Post-Development Storm water Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction storm water control	(%)	100
Site inspections completed	(# or %)	All
Estimated volume of storm water recharged	(gpy)	-

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	Once in 3 years
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	Once in 3 years
Total number of structures cleaned	(#)	All
Storm drain cleaned	(LF or mi.)	None

Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	No data
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Compost
Cost of screenings disposal	(\$)	0

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	Once a year
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	Once a year
Qty. of sand/debris collected by sweeping	(lbs. or tons)	No Data
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	(\$)	0
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	1

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
<ul style="list-style-type: none"> ▪ Fertilizers ▪ Herbicides ▪ Pesticides 	(lbs. or %)	None used
	(lbs. or %)	None used
	(lbs. or %)	None used

Anti-/De-Icing products and ratios	% NaCl	75%
	% CaCl ₂	
	% MgCl ₂	
	% CMA	
	% Kac	
	% KCl	
	% Sand	25%
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	No

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)	No

All catch basins are cleaned on a continual 3-year cycle. Each year 33% of the catch basins are pumped out to remove water and sediment that has accumulated in the sumps of the basins. This work is performed by a subcontractor to the town. This subcontractor notes any deficiencies in the catch basins during the cleaning process. Any noted deficiencies are reported to the Highway Department. The repair of damaged catch basins is typically performed immediately after the catch basin deficiencies are reported. This catch basin cleaning effort removes silt and contaminants from the catch basin sumps and prevents the migration of these materials into the adjacent wetland areas, ponds and streams. Roads are swept each year to minimize the amount of silt and contaminants entering the catch basins.

In the summer of 2009 the Highway Department will undertake a catch basin stenciling effort. The stencils will caution that dumping of any type of material into the catch basins is prohibited. Since catch basins typically outlet into wetland areas, streams and brooks, any foreign substances we can keep out of the basins is helpful toward keeping the environment clean.

During the summer months the Highway Department monitors cross culverts for evidence of erosion and migration of soil. In addition to monitoring culverts we check the many detention ponds and treatments swales located in the various residential subdivisions. We endeavor to keep the detention ponds and swales clear of brush and leaves particularly at the outlet structures.

During the fall and winter of 2007/2008 the existing culvert on Brickyard Drive that had washed out was reconstructed. An 8-foot by 10-foot pre-cast concrete box was installed to replace the existing culvert. The culvert replacement was completed in the spring of 2008 and Brickyard Drive was reopened to traffic early this spring.

During the summer of 2009 a culvert on Talent Road will be replaced. This culvert has experienced flooding during heavy rain events and has been a maintenance problem.

The Town is currently soliciting proposals for the engineering design services for the replacement of existing culverts on Albuquerque Avenue at Chase Brook, Cranberry Lane and Page Road. The culverts are old and have experienced some flooding problems over the past few years.

1A

Currently the Town storm water system is in good condition with no major problems related to water quality.

The Road Agent has taken the following courses:

- National Incident Management System (NIMS700) Required by FEMA to be eligible to apply for grants.
- Public Works Academy I
- The Academy included the following subjects:
 - Introduction to Gov & Public Sector Law
 - Introduction to the Environment
 - Personal & Public Safety
 - *Basic Wastewater Collection & Treatment
 - *Basic Water Transmission & Treatment
 - Work zone Traffic Control
 - Drug and Alcohol Testing
 - *Basic Roads & Drainage
 - Solid & Hazardous Waste
 - Tort Liability
 - *Roadside Design & Maintenance
 - *Erosion Control 1
 - *Erosion Control 2
 - A Hard Road to Travel
 - *Local Road Maintenance
 - Work zone Traffic Control
 - Geotextiles for Local Roads
 - Plan Reading
 - Ethics for Public Works
 - *Wetlands Permits
 - Basics of a Good Road
 - Construction Inspection
 - Managing Highway Departments
 - Crack sealing

1A

- All About Roadway Material
- *Winter Operations for Decision Makers

The Road Agent has completed Roads Scholar I, Roads Scholar II, Senior Roads Scholar and Master Road Scholar. Master Road Scholar is the highest level one can achieve.

* courses that may fulfill Storm Water 2 requirements.