

Town of Milford
DEPARTMENT OF PUBLIC WORKS

MAY 4 2009

P

April 23, 2009

Cemeteries / Parks / Buildings
Highway Department
Recycling / Transfer Center
289 South Street
Milford, NH 03055-3737
(603) 673-1662
Fax (603) 673-2206
www.milford.nh.gov
TDD Access
Relay NH 1-800-735-2964

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

Jeff Andrews
NHDES
P.O. Box 95
Concord, NH 03302

Dear Sir or Madam:

In accordance with the General Permit requirements, please find Milford, New Hampshire's 2008-2009 NPDES Phase II Small MS4 General Permit Annual Report. If you have any questions, please feel free to contact me at (603) 673-2257 or William Ruoff, Storm Water Team Leader at (603) 673-1662.

Sincerely,

Guy Scaife
Town Administrator

cc: New Hampshire Department of Environmental Services
William Ruoff, Milford Public Works Director

Municipality/Organization: Town of Milford

EPA NPDES Permit Number: NHR041019

MaDEP Transmittal Number: W-

Annual Report Number

& Reporting Period:

No. 6: April 2008 - April 2009

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: William F. Ruoff

Title: Director of Public Works

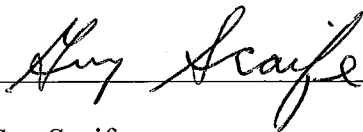
Telephone #: (603) 673-1662

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 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: Guy Scaife

Title: Town Administrator

Date: April 30, 2009

Part II. Self-Assessment

During the reporting period from April 2008 to April 2009, Milford continued to work towards the program. The Stormwater Team and subgroups continued to meet on a regular basis. The meetings were documented and copies of minutes are located at the Public Works Facility.

The Milford Water Utilities Group continued to assist the Local Rivers Advisory Group with regular sampling efforts.

The Milford Public Works Department continued the storm drain stenciling program, placing the "WASTE DRAINS TO RIVER" stencils, replacing faded storm drain stencils, and expanding the program to include all structures which drain to a surface water.

Milford completed identification of all known outfalls within the MS4 area in 2007. Visual evaluation discharges were performed as part of the Illicit Discharge and Detection Evaluation Program. We have an updated copy of Section C. of the original Notice of Intent (NOI).

The Town of Milford also had regular representation and participation with the Southern New Hampshire Stormwater Coalition comprised of a small group of New Hampshire MS4 Communities.

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 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|----------|---|-------------------------------|---|---|---|
| 1 | Document/Continue Existing Programs | DPW/William Ruoff | Review existing public education programs/prepare written documentation about existing programs | Milford had representation at the Local Rivers Advisory Group (as planned). The Planning and Building Departments worked together to coordinate the Stormwater Management Application, Permit and Checklist to effectively educate and guide Building Permit applicants through the Stormwater Permit process. In addition, a Stormwater Construction Brochure is attached to all approved Building Permits. The Town added documentation to the notebook containing outlined programs. | Complete compilation of the notebook containing outlined programs. Continue to include a Stormwater Construction Brochure to all approved Building Permits. |
| Revised | | | | | |
| 2 | Coordinate Public Educators | Stormwater Management Team | Organize town employees, educators, etc. to develop materials for distribution regarding stormwater | The Team continued to distribute stormwater educational materials/information. School programs established in the last permit year were continued. | Continue distribution of stormwater educational materials/information. |
| Revised | | | | | |
| 3 | Coordinate Information and Program Distribution Within the School Network | Stormwater Management Team | Contact 90% of schools within the Town | The seventh and tenth grade teachers have included the five-lesson plans in their agenda for reaching all seventh graders and all tenth graders in Milford. For the fourth grade, Planning Staff along with members of the Conservation Commission hosted a day-long event at the elementary school where each of the fourth grade classrooms were involved in five hands-on demonstrations on October 17, 2008. | Next year, the five lessons will be incorporated into the regular fourth grade yearly plan, and may include an event day. |

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|----------|---|-------------------------------|--------------------|--|--------------------------------|
| Revised | <i>Fourth, seventh, and tenth grade teachers have agreed to incorporate a regular program into the yearly plan.</i> | | | | |

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 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|----------|---|-------------------------------|---|--|---|
| 4 | Create Task Committee | DPW/William Ruoff | Establish team/document meeting minutes | Stormwater Team and subgroup meetings have continued; documented by minutes and action item lists. | Stormwater Team meetings or subgroup meeting will continue. Minutes will continue to be documented. |
| Revised | <i>(Revised to Stormwater Team Year 1)</i> | | | | |
| 5 | Conduct Public Meeting/Acquire Public Input | DPW/William Ruoff | Public Meeting to be held | A Public Hearing was held on February 24, 2009 for the adoption of the Development Regulations, formerly the Site and Subdivision Regulations. The Regulation was adopted and is currently in use. | Public input will continue to be sought related to the proposed changes to the Subdivision and Site Plan Regulations. |
| Revised | | | | | |

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|----------|---|-------------------------------|--|---|---|
| 6 | Establish Stormwater Information Display at Major Town Events | Stormwater Team | Stormwater information display at Town event | <p>A bulletin board was created for display at major Town events. The Community Development Department had a booth at the Souhegan Valley Expo on October 23, 2008 in which we had our Stormwater Display Board and two different stormwater handouts available. There were approximately 1,500 people who came to the event, of which 500 were identified as students and 500 were other exhibitors. We handed out approximately 35 Stormwater brochures. The Stormwater Display Board was up for the National Voting Day, Deliberative Session and the Town vote with turn outs of 1723, 88 and 7276 people, respectively. The Conservation Commission also held training on April 10, 2008 and had a turnout of 8 member of the Conservation Commission and 1 Board of Selectman member. The bulletin board was displayed at several other events including Voting Day on March 11, 2009 and at Hampshire Hills. Stormwater articles were run in the Granite Town Quarterly for April, July, November and January editions in 2008-2009.</p> | <p>A bulletin board or outreach displays will continue to be evaluated for display at major Town events such as the Deliberative Session in February and Voting Day in March.</p> |
| Revised | <i>Displays will be provided at "appropriate Town events"</i> | | | | |

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|----------|---|-------------------------------|--|--|--|
| 7 | Storm Drain Stenciling/Community Clean-Up Day | DPW/William Ruoff | 50% of storm drain stenciled/one clean-up day per year | 100% of the storm drains outletting to a body of water were stenciled. Milford participated in the Regional Hazardous Waste Collection Day. Milford also sponsored a special Town-wide clean-up day on April 22 through April 26, 2008. DPW completes a roadside pickup task. Milford hosted a Hazardous Waste Collection Day on May 3, 2008 in Milford. The Granite Baptist Church participated in a clean-up of Tucker Brook Town Forrest near Tucker Brook on a Saturday in September 2008. | Storm drain stenciling will continue in June through September. Community clean-up days will continue. The Town-wide pickup is scheduled for April 20 through April 24, 2009. A Hazardous Waste Collection Day is scheduled for May 2, 2009. |
| 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 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|---------------|--|-------------------------------|---|--|--|
| 8 Revised | Map Outfalls and Receiving Waters | DPW/William Ruoff | Produce a map showing outfalls and receiving waters | Information acquired during field visits in fall of 2007 continued to be combined onto the Town's GIS mapping with data previously acquired by other parties. | The maps will be carefully reviewed to ensure that all pertinent outfall locations have been mapped and updated as appropriate. |
| 9 Revised | Evaluate Need for a Stormwater Ordinance | Stormwater Team | Prepare Storm Sewer (Storm Water) Ordinance for adoption | Regulations and enforcement response procedures adopted in 2007 are utilized. | This document will continue to be evaluated for areas requiring modifications. |
| 10 Revised | Train Town Employees in Illicit Discharge Detection <i>(Modified in Year 1 to NOT utilize volunteers)</i> | DPW/William Ruoff | Complete training document/conduct illicit discharge detection training | A consultant presented a Stormwater Training Program for the Rivershed Association on April 8, 2008. Town employees and committee members attended the session. The training primarily consisted of outside on-site examples of day-to-day operational simulations or examples of potential illicit discharges. Reported incidents have been documented by the Illicit Discharge Reporting Form and followed up by appropriate Town personnel. | Employees will continue to be provided with the latest available documentation related to characteristics of an illicit discharge. |
| 11 Revised | Dry Weather Screening of Outfalls | DPW/William Ruoff | Develop dry weather screening forms and document findings | Dry weather screening of outfalls was performed utilizing a visual inspection system on two separate occasions during Year 5. Routine fieldwork incorporates further investigative measures. | Continue to revisit outfalls and conduct repeat dry weather screening. Prioritize areas with historic issues. |

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|----------|---|-------------------------------|---|---|--|
| 12 | Develop System of Identifying Illicit Discharges/Initiate Program to Eliminate Them | DPW/William Ruoff | Develop plan for elimination of illicit discharges, begin program to eliminate and eliminate identified illicit discharges | System is established for illicit discharge follow-up. | Refine the illicit discharge detection program. Acquire appropriate tools for use by the team responsible for detection. |
| Revised | <i>Completion date revised proposed to be extended until December 2007.</i> | | | | |
| 13 | Identify Magnitude of Effort to Coordinate Mapping Stormwater Discharge System | DPW/William Ruoff | Highlight areas of Town requiring outfall mapping effort. Once outfall areas have been identified, continue to identify "other areas" requiring mapping | Compilation of existing mapping has continued. Existing mapping data has been organized and compiled in one central location. Mapping Evaluations were completed. | Mapping evaluation and compilation review will continue to be sure no areas were overlooked. |
| Revised | | | | | |

3a. Additions

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4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|----------|--|-------------------------------|---|---|---|
| 14 | Document Existing Programs and Expand Them As Required | Stormwater Team | Review of existing procedures and regulations | New Development Regulations were adopted February 24, 2009. The Town's Master Plan is also under review and updating. | Continue to incorporate appropriate information into Town documents. Continue preconstruction meetings and construction monitoring of development projects. |
| Revised | | | | | |
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4a. Additions

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|--|--|--|--|--|--|
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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 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|---------------|---|---|---|--|---|
| 15 Revised | Document and Enhance Procedures for the MS4 System | DPW/William Ruoff | Complete review of MS4 maintenance procedures | Ongoing review of MS4 maintenance procedures. | Continue refinement of the maintenance procedures. |
| 16 Revised | Incorporate Best Management Practices Into the Town Master Plan | William Ruoff/Applicable Town Departments | Update of Town Master Plan | The Master Plan is a working document in Millford in which chapters are updated on a rotating basis and added as necessary. In 2008 the Board updated the Facilities Chapter and included wording supporting Stormwater BMP's. The Planning Board intends to continue to update the Traffic and Transportation of the Master Plan this year which will include Stormwater. The Town continues to work on creating an Economic Development Policy which will also include Stormwater. | Finalize draft changes proposed to the Town's Master Plan. Continue work on additional sections of the Master Plan. |

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 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|---------------|---|-------------------------------|--|---|--|
| 17 Revised | Document and Enhance Employee Training Procedures | DPW/William Ruoff | Complete review of training programs | Training events are considered annually. All highway personnel are routinely scheduled to attend T ² training at least one time per year. Senior Transfer Station employees attend NHDES training related to Transfer Station issues as offered. Concepts are brought back to “other” employees. A consultant provided stormwater training to Transfer Station employees regarding the 2008 Multi-Sector General Permit on April 16, 2009. | Document existing training programs; continue support of training events. |
| 18 Revised | Evaluate the Use of Pesticides, Sand, and Salt | DPW/William Ruoff | Complete review of existing procedures | Pesticide use within the community has been determined to be limited. Sand and salt evaluations are constantly under evaluation. Herbicides are only used in the sidewalk by a licensed application company. The Public Works winter maintenance manual gives application rates; amount used varies by storm; purchased salt allows for measurable quantities. | Evaluation of the pesticides, sand, and salt usage was completed. Usage will continue to be carefully monitored. |

6a. Former Additions

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|----|----------------------|-------------------|--|--|--|
| 19 | Catch Basin Cleaning | DPW/William Ruoff | Complete an annual catch basin cleaning event | Catch basin cleaning event was completed. | Clean catch basins per schedule. |
| 20 | Street Sweeping | DPW/William Ruoff | Complete a weekly spring/summer sweeping event | Street sweeping was performed per schedule. Also, street sweeping occurs after special events. | Continue street sweeping per schedule. |

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 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – 2009/2010 |
|----------|-----------------|-------------------------------|--------------------|--|--------------------------------|
| | Not Applicable | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |

7a. Additions

| | | | | | |
|--|--|--|--|--|--|
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**7b. WLA Assessment
Not Applicable**

Part IV. Summary of Information Collected and Analyzed

| Year | Salt/Sand Usage Per Year | | |
|------|--------------------------|-------------|-------------|
| | # of Storms | Salt (tons) | Sand (tons) |
| 2003 | 6 | 366.81 | 855.79 |
| 2004 | 10 | 1,101.70 | 1,591.54 |
| 2005 | 15 | 1,312.82 | 2,357.65 |
| 2006 | 8 | 576.91 | 1,528.00 |
| 2007 | 11 | 460.73 | 1,116.71 |
| 2008 | 16 | 843.73 | 1,801.14 |
| 2009 | 13 | 749.73 | 1,464.50 |

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

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

Education, Involvement, and Training

| | | |
|---|---------------|-----|
| Estimated number of residents reached by education program(s) | (# or %) | 35% |
| Stormwater management committee established | (y/n) | Y |
| Stream teams established or supported | (# or y/n) | Y |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | (y/n or mi.) | N/A |
| Household hazardous waste collection days | | |
| ▪ days sponsored | (#) | 5 |
| ▪ community participation | (%) | N/A |
| ▪ material collected | (tons or gal) | N/A |
| School curricula implemented (initiated) | (y/n) | Y |
| | | |
| | | |

Legal/Regulatory
(Status Under Review)

In Place
Prior to Under
Phase II 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 | (%) | 90 |
| Estimated or actual number of outfalls (within urbanized area) | (#) | 178 |
| System-wide mapping complete | (%) | Not Available (N/A) |
| Mapping method(s) | | |
| ▪ Paper/Mylar | (%) | N/A |
| ▪ CADD | (%) | N/A |
| ▪ GIS | (%) | N/A |
| Outfalls inspected/screened | (# or %) | N/A |
| Illicit discharges identified | (#) | N/A |
| Illicit connections removed | (#) | -- |
| | (est. gpd) | |
| % of population on sewer | (%) | 30 |
| % of population on septic systems | (%) | 70 |

Construction

| | | |
|---|------------|---------------|
| Number of construction starts (>1-acre) | (#) | Not Available |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | (%) | Not Available |
| Site inspections completed | (# or %) | Not Available |
| Tickets/stop work orders issued | (# or %) | Not Available |
| Fines collected | (# and \$) | Not Available |
| Complaints/concerns received from public | (#) | Not Available |
| | | |
| | | |

Post-Development Stormwater Management

| | | |
|--|----------|------|
| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | (%) | 100% |
| Site inspections completed | (# or %) | N/A |
| Estimated volume of stormwater recharged | (gpy) | N/A |
| | | |
| | | |

Operations and Maintenance

| | | |
|--|----------------|----------------|
| Average frequency of catch basin cleaning (non-commercial/non-arterial streets) | (times/yr) | 1x/yr |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets) | (times/yr) | 1x/yr |
| Total number of structures cleaned | (#) | 1100 |
| Storm drain cleaned | (LF or mi.) | Not calculated |
| Qty. of screenings/debris removed from storm sewer infrastructure | (lbs. or tons) | Not calculated |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) | | Recycled |
| Cost of screenings disposal | (\$) | Not available |
| | | |
| | | |

| | | |
|--|----------------|--------------------|
| Average frequency of street sweeping (non-commercial/non-arterial streets) | (times/yr) | 1x/yr ¹ |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr) | 1x/yr ¹ |
| Qty. of sand/debris collected by sweeping | (lbs. or tons) | Not available |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) | (location) | Recycled |
| Cost of sweepings disposal | (\$) | Not available |
| Vacuum street sweepers purchased/leased | (#) | Owned |
| Vacuum street sweepers specified in contracts | (y/n) | Not applicable |

| | | |
|--|-------------|--|
| Reduction in application on public land of: ("N/A" = never used; "100%" = elimination) | | |
| ▪ Fertilizers | (lbs. or %) | 1x/yr minimal on athletic fields per need |
| ▪ Herbicides | (lbs. or %) | None used by Town – minimal used by Town subcontractor on sidewalk |
| ▪ Pesticides | (lbs. or %) | 100% |

| | | |
|---|--|----------------|
| Anti-/De-Icing products and ratios | | |
| % NaCl | | Not tracked |
| % CaCl ₂ | | Not tracked |
| % MgCl ₂ | | Not tracked |
| % CMA | | Not used |
| % Kac | | Not used |
| % KCl | | Not used |
| % Sand | | Not tracked |
| (y/n) | | Y |
| (y/n) | | N |
| (y/n) | | Y |
| Automatic or zero-velocity spreaders used (calibrated annually – checked regularly) | | |
| Estimated net reduction in typical year salt application | | |
| (lbs. or %) | | Not Available |
| (y/n) | | Y |
| (y/n) | | Not applicable |
| Storage shed(s) in design or under construction | | |
| Weekly follow-up of street sweeping in downtown area. | | |

¹ Weekly follow-up of street sweeping in downtown area.