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Municipality/Organization: Town of Danville

EPA NPDES Permit Number: NHR041004

MaDEP Transmittal Number: N/A

**Annual Report Number
& Reporting Period: No. 7: May 1, 2009-April 30, 2010**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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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: 

Printed Name: Bruce Caillouette

Title: Road Agent

Date: 4-29-2010

Part II. Self-Assessment

The Town of Danville Highway Department has continued efforts to coordinate the local committees and departments of the Town to address Stormwater Management. The Highway Department continues to meet with the Selectmen and Budget Committee to provide an update on progress. We have worked with the Forestry Committee members on forest cleanups and are hosting our sixth annual cleanup this year. We have hired a consulting engineering firm to assist us in efforts to meet compliance with all our various BMP's. The Highway Department continues to follow up on developments (>1 acres) in the Town that are required to file their NOI's and regularly checks the EPA website for that information. All driveway permit applications are also reviewed.

The Town is continuing its work on public education. The Town's website contains a dedicated stormwater page which is regularly updated for upcoming events. The Danville Highway Department currently publishes a number of flyers that are distributed throughout the Town. We continue to post our stormwater display at Town public functions. We distributed stormwater bookmarks and informational flyers with all real estate tax bills this year. We have made stormwater education materials available at the Town Hall and Public Library, as well as hang posters to advertise the Household Hazardous Waste (HHW) collection days. The Town also developed a stormwater education program for elementary school grades one through four.

The Town participated in the 6th annual roadside cleanup this year as part of the annual Earth Day weekend events. Danville participates in the HHW collection day with four other local towns (Plaistow, Atkinson, Hampstead, and Kingston. Two HHW collection days were held during Permit Year 7, with Danville hosting the Fall 2009 event. All events are well advertised in the newspaper, in flyers, and on the Town's website.

The Town has completed storm drain system mapping of the entire Town. All catch basins, outlets and culverts have been located via GPS and recorded on a GIS base map. Outfalls were inspected for structural integrity and monitored for possible illicit discharges. Dry weather flows found at three outfalls were sampled for water quality parameters. Results were in line with normal background conditions indicating no obvious source of illicit discharge. The Town also sampled their Spring 2009 catch basin cleaning stockpile to evaluate reuse options. The cleaning stockpile met conditions for reuse without restriction and is currently being used as miscellaneous fill for highway operations. An additional sample will be taken from the Spring 2010 stockpile to confirm soil reuse conditions.

The Town has implemented Standard Operating Procedures (SOPs) for catch basin, outfall and BMP maintenance and repair. The SOPs also include inspection and tracking procedures for Highway personnel to document findings. Winter SOPs including snow removal and sand & salt application were also implemented.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
1A Revised	Elementary School Education Program	Highway, Other Department Highway, Other Department and Consultant	Conduct annual activities for children.	Worked with school personnel and consultant (CEI) to establish a classroom education program. The consultant met with teachers at the Elementary School in December 2009 to review a recommended curriculum focused on water quality and related stormwater impacts. CEI provided stormwater educational materials for use during the students “Water” unit. First through fourth grade teachers used the materials during April 2010 and reached a total of approximately 116 students in grades 1 & 2, and 153 students in grades 3 & 4.	Continue to utilize stormwater education curriculum and materials at the Elementary School for grades one through four. Replace used books, beads, etc. with new materials as needed to continue the program. Incorporate additional stormwater education opportunities through other community service events such as participation in Household Hazardous Waste Collection Events and Earth Day.
1B Revised	Attend Meetings	All Departments	Hold and attend town committee meetings.	The Stormwater Program was discussed at an annual Budget Committee meeting. The Highway Department met with Town Selectmen three times during the permit period in October and November 2009 and April 2010. Selectmen meetings incorporated discussion on the progress of public education components addressed in BMP 1A, the HHW event hosted in Danville on October 31, 2009 and good housekeeping measures under Minimum Measure 6.	Continue to report the progress at these meetings and discuss the next steps for the program. Coordinate with other departments such as the Planning Board as needed.

1a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
1C Revised	General Education: Brochures, Flyers & Posters	Highway	Public distribution, # of brochures taken, # flyers mailed, and # places poster displayed.	<p>The Highway Department publishes a number of flyers detailing proper disposal of hazardous waste, reducing pollutant loads in stormwater, pet waste disposal techniques and procedures for latex paint disposal. NHDES prepared a flyer advertising the HHW event which was made available to residents. All flyers are made available in the Town Hall and public library. Household Hazardous Waste flyers are sent home with schoolchildren to be given to parents advertising the Spring and Fall HHW events. Approximately 30% of Danville's Fall 2009 HHW participants were informed of the event through school flyers. Approximately 300 flyers were distributed at the May and October 2009 HHW events, respectively. Three posters were created to advertise Earth Day events, and were hung in the Town Hall, public library, and local market. The Highway Department created an Earth Day display at the library to advertise the 2009 events and provided several bookmarks, flyers and coloring books to residents, as well as trash bags to use at the Roadside Cleanup event. 25 Earth Day coloring books were left in the library for children to take. Approximately 500 flyers were also included in 2009 tax bills.</p>	<p>Continue to publish brochures, bookmarks and flyers. Continue to create posters to hang in public places advertising upcoming participation events such as the HHW and Earth Day events. Continue to create informational displays in public places. Track participation in events to determine effectiveness of the flyers.</p>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
1D Revised	Post Information on Town Website	Highway, Web Committee	Increase hits to the website.	Created a dedicated Stormwater page on the Town website. The page provides information on the HHW days, including total household participation in the previous event, and an advertisement regarding the next event. The site provides information on proper fertilizing, composting, and pesticides usage in residential settings. The site also addresses proper disposal of household wastes and pet waste to reduce potential pollution. Finally, the site invites residents to watch for potential illicit discharges and provides the Highway Department telephone number as contact information.	Continue to update the highway website with information on stormwater and other opportunities for community participation such as the HHW event, Roadside Cleanup, and Forestry Walk.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
2A Revised	Develop News Articles	Highway, Other Department	Track number of articles and volunteers. Coordinate with BMPs 2C and 2D. Track number of articles and volunteers. Coordinate with BMPs 2C and 2D. Publish results/information on collection events.	Three articles regarding the Fall 2009 HHW event were published: articles on October 22, 2009 and October 29, 2009 advertised the event, while a November 2, 2009 article reported the success of the event. Three articles were also published advertising the Spring 2009 event on April 27, May 9, and May 13, 2009. An article regarding stormwater, hazardous waste and Earth Day was published in the 2009 Town Report. An article regarding roadside trash pickup was published in April 2010.	Continue to publish news articles regarding HHW and Earth Day. Work on developing additional news articles and track public involvement at events.
2B Revised	Meetings	All Departments	Meet within other Town departments. Set up meetings with other towns. Meet with other towns and organizations.	The Town coordinates with Plaistow, Atkinson, Hampstead and Kingston to plan the bi-annual Household Hazardous Waste events. The Highway Department also met with seniors on April 16, 2010 to discuss proper disposal of household wastes, roadside trash cleanup, and educate on other stormwater issues. Approximately 20 people were in attendance.	Meet with other towns to coordinate the Household Hazardous Waste days, as necessary. Continue to look for opportunities to meet with organizations within the town to provide education opportunities.

2a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
2C Revised	Roadside Cleanups	Highway, Other Department	Annual cleanup held and amount of trash collected. Annual cleanup held. Record of amount of trash collected.	Roadside cleanups and cleanups of town properties were held in coordination with Earth Day on April 24, 2010. Approximately 150 Bags were distributed to residents for cleanup purposes. 76 bags of trash were collected. Posters and a display were created to advertise the events as discussed in BMP 1C. Highway personnel were in the Town Hall on April 24 and distributed information to approximately 10 residents. 25 Earth Day coloring books were left at the library for residents. An informational Forestry Walk was held for residents to learn about the local environment on April 25, 2010.	Continue roadside cleanups and Forestry Walks for Earth Day weekend. Distribute more information on Earth Day weekend at the local market and at the Forestry Walk. Track resident participation.
2D Revised	Household Hazardous Waste Collection Event	Highway, Other Department	Participate with other communities on biannual collection and track resident participation. Participate with other communities on biannual collection and track resident participation. Host HHW events.	Participated with the Towns of Plaistow, Atkinson, Hampstead and Kingston in bi-annual Household Hazardous Waste events. Plaistow hosted the May 9, 2009 event while Danville hosted the October 31, 2009 event. Approximately 300 people attended the Spring 2009 event, and 320 people attended the Fall 2009 event. Danville resident participation was approximately 30% and 35% of these totals, respectively. Plaistow is hosting the upcoming May 8, 2010 event and Hampstead is hosting the October 30, 2010 event.	Continue to participate in both events. Track town resident participation and waste disposal quantities. Work on ways to increase participation such as better advertising.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
2E Revised	Catch Basin Marking Program	Highway, Other Department	# volunteers, 25% marked each year.	All catch basins in the Town have been located and mapped with GPS coordinates. The Highway Department has decided not to use volunteers and instead perform this task internally. The department is currently investigating stencil design options.	Use Highway Department personnel to stencil catch basins to identify discharges to waterways.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
3A Revised	Map Culverts	Highway and Consultant	Locate all culverts and drainage systems within the Urbanized Area (UA). Generate system base map. Locate all culverts and drainage systems. Generate system base map.	The Town hired an engineering firm (CEI) to map stormwater structures within Town boundaries. A base map detailing both Urbanized Areas and non-urban areas was created, showing the locations of all culverts, catch basins and outfalls mapped using a GPS unit. A total of 86 outfalls have been located. This task was completed in Permit Year 6.	Continue to add additional outfalls and/or culverts as constructed in the Town.
3B Revised	Driveway Permits	Highway and Consultant	Update driveway permits. Update driveway permits and track number of permits.	Permits are required for the construction of a driveway onto a town right-of-way, particularly when a culvert must be constructed to accommodate street drainage. The Town received approximately 4 permit applications in 2009 and 7 in 2010 for this reporting cycle. The Town reviewed all applications and performed inspections as needed.	Continue to update driveway permits to include additional stormwater information as necessary and outline maintenance needs.
3C Revised	Outfall Screening for Illicit Discharges	Highway	Locate and determine illicit discharges. # of outfalls screened, samples collected.	The Town hired an engineering firm (CEI) to evaluate stormwater outfalls during dry weather. 100% of the Town's drainage system was inspected as of the end of Permit Year 6. 4 dry weather flows were sampled and no illicit discharges were identified.	Continue to monitor and inspect outfalls and catch basins. If present, analyze dry weather flows from outfalls not previously sampled.

3a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
3D Revised	Develop an Illicit Discharge Prohibition Ordinance	All Town Departments and Consultant	Ways to effectively prohibit discharges. Present ordinance at public meeting in 2009.	Local requirements were reviewed and a draft model ordinance was obtained. The Town has retained a consultant to assist with bylaw preparation.	Develop and implement an ordinance to prohibit illicit discharges. A meeting with the Planning Board has been scheduled for May 13, 2010 to discuss ordinance implementation.
3E Revised	Develop an IDDE Plan Develop Illicit Discharge Detection and Inspection SOPs	Highway and Consultant	SOP in place by end of Permit Year 5.	Highway staff was made aware of previously developed SOPs for catch basin and outfall inspection. SOPs were utilized during routine stormwater system inspection and maintenance activities.	Continue to monitor and inspect outfalls and catch basins. Utilize SOPs during all applicable Highway operations and record inspection events on log sheets.
3F Revised	Incorporate Illicit Discharge Information into Public Education BMPs	Highway	IDDE information in public education BMPs annually.	The Town reviewed results of past IDDE activities and reviewed ways to make this information available to the public.	Provide a copy of the base map and illicit discharge study to the library and make it available for review so that interested residents are aware of this Phase II work. Evaluate options for incorporating into the website.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
4A Revised	Ordinances	Planning, Town Engineer, and Consultant	Ordinances to address construction issues.	Local requirements were reviewed and a draft model ordinance was obtained. The Town has retained a consultant to assist with bylaw preparation.	Develop and implement an ordinance for construction sites. A meeting with the Planning Board has been scheduled for May 13, 2010.

4a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
4B Revised	Review of Construction Sites Review of Construction Sites and Driveway Permits	Highway, Building Inspector and Town Engineer	Enforce NOI's and need for NOI's.	Inspected previous construction sites and advised developers on what was needed to maintain erosion and sediment controls. Reviewed and inspected driveway permits in conjunction with BMP 3B. The Highway Department conducted inspections of individual house lot construction during routine operations. There were no new construction project starts during Permit Year 7.	Continue to be proactive in the inspection of developments that are required to file a NOI and enforce construction site runoff controls. As of April 2010, there are no large construction projects ongoing.
4C Revised	Establish a Procedure for the Receipt of Information Submitted by the Public	Highway and Planning	# calls received and record of follow-up actions.	Included contact information in the 2009 Town Report and on the website in coordination with BMP 1D. Construction site issues are reported to the Highway Department and handled as needed. No calls or reports were received during Permit Year 7.	Continue to document any calls or complaints received.
4D Revised	Develop and Implement a Construction Site Inspection Program	Highway and Planning	Standardized form & record of inspections/follow-up actions.	As outlined under BMP 4B, there are no large ongoing construction projects.	Coordinate with BMPs 4A and 4B to develop a standardized construction site inspection program. Document all construction findings.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
5A Revised	Ordinances	Highway, Planning and Town Engineer	Set up and create Ordinances at Public Meeting in 2009.	Local requirements were reviewed and a draft model ordinance was obtained. The Town has retained a consultant to assist with bylaw preparation.	Develop and implement an ordinance to meet the stormwater management requirements. A meeting with the Planning Board has been scheduled for May 13, 2010 to discuss ordinance implementation.
5B Revised	Routine Maintenance	Highway	Maintain culverts and general maintenances. Records of inspections and maintenance.	Previously located and mapped all culverts in the Town as of the end of Permit Year 6. Monitored culverts for blockages, especially during high rain flows such as the March 2010 rainfall events. Removed blockages and repaired washouts as needed.	Continue to check all culverts and maintain as needed. Follow SOPs for maintenance/repair of outfalls. Record activities and incorporate into Control Measure 6.

5a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
5C Revised	Subdivision Review	Highway, Town Engineer, Building Inspector	Developer's compliance, record of plan review.	No new subdivision construction starts were initiated during Permit Year 7.	Inspect developments to ensure all stormwater control measures are in place after construction. Encourage construction of BMPs that meet water quality criteria.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6A	Employee Training	Highway, Town Engineer and Consultant	Meet with all departments to establish what needs to be done. Record # of staff trained, types of training.	Reviewed existing training efforts for good housekeeping. Conducted a stormwater training session with Highway employees in October 2009 and during ongoing operations. Training also includes review of SOPs for catch basin, outfall and BMP maintenance and repair.	Continue to conduct training with Highway Department employees.
	Revised				

6a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6B	Clean Up Day	Highway, Forestry	Town roadways cleaned up from trash. Town roadways and forests cleaned of trash	The Highway Department held a successful roadside cleanup weekend in conjunction with Earth Day on April 24, 2010. Approximately 76 bags of trash were collected.	Hold the annual Earth Day roadside cleanup and Forestry Department walk. Publish newspaper articles regarding cleanup successfulness.
	Revised				
6C	Water Testing	Highway and Consultant	Water testing of drainage outfalls. Record # of samples collected and results.	Dry weather sampling was performed on three outfalls (four flows) and results were documented and recorded in a report prepared by the Town's consultant during Permit Year 6. None of the results violated water quality standards or indicated that an illicit discharge might be present.	Continue to monitor outfalls and perform testing if a suspect discharge is found. Respond to any illicit discharge complaints received by the Highway Department.
	Revised				

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6D Revised	Household Hazardous Waste Cleanup Days	Highway	Assist with bi-annual household hazardous waste drop-off days.	Participated with Plaistow, Atkinson, Hampstead and Kingstown in a bi-annual household hazardous waste drop off. Approximately 300 people attended the Spring 2009 event, and 320 people attended the Fall 2009 event. Danville resident participation was approximately 30% and 35% of these totals, respectively. Plaistow is hosting the upcoming May 8, 2010 event and Hampstead is hosting the October 30, 2010 event. Assisted at pickup events and collected of survey forms. These collections provide a proper waste disposal option for residents.	Continue to participate in events. Track resident participation and continue to distribute information at HHW events.
6E Revised	Evaluate Municipal Facilities and Operations & Develop BMPs	Highway and Consultant	Inspection results and BMPs.	The Town Hall, police department and highway garage parking areas were observed during rain events. No municipal facility has a closed drainage system.	Continue to inspect municipal facilities, particularly the highway garage, and address ways to reduce stormwater runoff. Evaluate improvements to the existing salt and sand storage areas in the highway yard. Develop BMPs to minimize existing or potential impacts to stormwater.
6F Revised	Storm Drain System Operation and Maintenance Plan Storm Drain System SOPs and O&M Plan	Highway and Consultant	Storm Drain System O&M Plan. Standard Operating Procedures and O&M Plan.	Previously developed SOPs for catch basin, outfall and BMP maintenance & repair were used during Highway Department operations. Winter SOPs including snow removal and sand & salt application were also implemented and used.	Continue to utilize SOPs during all applicable Highway operations. Record inspection and maintenance activities.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
6G Revised	SOP for Flood Projects	Highway and Consultant	Written review process, record of projects.	The Highway Department tracks roadway areas especially prone to flooding for inspection after heavy rainfall events such as those that occurred during March 2010. Roadway and shoulder areas that were impacted by excess stormwater were repaired.	Document any known flooding problems. Work on developing SOPs for fixing flood-prone roadway areas.
6H Revised	Sample Catch Basin Cleanings	Highway	Catch basin sediment sample.	The Town's consultant obtained a composite sample of the Spring 2009 catch basin cleaning stockpile on August 16, 2009 and evaluated for disposal and reuse options. Data obtained was evaluated for reuse in compliance with NHDES Risk Characterization and Management Policy (RCMP) soil standards. The stockpile met all S-1 criteria for reuse without restriction. The catch basin cleanings were reused along roadways to repair erosion areas in routine Highway Department operations.	To maintain compliance with NHDES regulations, one additional sample will be taken from the Spring 2010 catch basin cleaning stockpile and evaluated for compliance with standards. If this sample meets S-1 standards, sampling frequency will be reduced to one sample every three years.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
	N/A				
Revised					

7a. Additions

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7b. WLA Assessment

NH DES submitted the draft 2010 303d list (list of impaired waters) to EPA for approval on April 1, 2010. The updated 303d list outlines several waterbodies in Danville that are impaired due to mercury from atmospheric deposition, consistent with those outlined in the Town's NOI. Total Maximum Daily Load (TMDL) Reports were issued for Acid Lakes in NH and Mercury in the Northeast Region in September and October 2007, respectively. These TMDLs do not specifically address waters in Danville and, in general, develop regional recommendations for pollutant sources that contribute to atmospheric deposition. However, the Mercury TMDL, outlines that state regulatory controls will help to reduce mercury sources such as those contained in household products or wastes. The Town of Danville is currently addressing mercury sources in Town through the annual Household Hazardous Waste Collection events.

The draft 2010 303d list also lists two additional waterbodies classified as a Category 5, meaning waters in need of a TMDL. Bartlett Brook is listed as impaired for pH and Dissolved Oxygen while Cub Pond is listed as impaired for pH. Both Bartlett Brook and Cub Pond are classified as low priority for TMDL development, with TMDLs scheduled for 2021 and 2023, respectively.