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Municipality/Organization: Town of Litchfield, NH

EPA NPDES Permit Number: NHR041015

MassDEP Transmittal Number: W-

Annual Report Number Year 7
& Reporting Period: April 1, 2009 – March 31, 2010

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2010)

Part I. General Information


Contact Person: John Brunelle **Title:** Selectman

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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: John R. Brunelle

Title: Selectman

Date: 26 April 2010 for year 2009

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
1A Revised	Prepare annual Town Storm water Report	Road Agent	Maintain and report Town drainage system status. Keep copies and distribute annually.	Stormwater report was updated for 2009	Update Stormwater report 2010, as needed.
1B Revised	Prepare annual Storm water Newsletter	Road Agent	Annual mailing to active developers, contractors & vendors and make available at Town office/library.	Town created stormwater brochures that provided with trench permits and to contractors working in the town.	Updated stormwater brochure as needed, continue to provide brochure to contractors, and make brochures available to the general public at the town hall.
1C Revised	Prepare or Obtain Storm water Technology Brochures.	Road Agent	Distribute with tax bill and make available at town office library.	The Conservation commission has created wetlands brochures and have made them available at the town hall and town's website.	Continuing to make the brochures and other materials available via the town hall and town website.
1D Revised	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.	Continuing to air on our PEG channels EPA training material as its made available.

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
2A Revised	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.
2B Revised	Identify and Utilize volunteer organizations & resources	Storm water Advisory Committee	TBD	Year 2008 goal. TBD. Conservation commission is placing signage for wetlands.	Conservation commission is placing signage for wetlands.
2C Revised	Spring/Fall Clean-up community activity	Storm water Advisory Committee	Bi-annual activities	The continues to leverage inmates to clean the road side. In addition several town groups hold road cleaning weekends. The residents all do Adopt Highway on the state roads.	Road side cleanup programs are underway for this current and next years. Continuing to explore a more formal program similar to the state Adopt a Highway program for local roadways within the town.
2D Revised	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

2a. Additions

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
3A	Review all Federal and State Storm water Legislation	Town Counsel	Subscribe to Federal Register and attend Storm water Seminars	Done.	Reviewed
Revised					
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.	Monitor changes for Stormwater Best Practices and modify as needed.
Revised					
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.	Modify and update as required.
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.	Monitor and modification as needed. In 2010 we have planned another aerial mapping program, which will be used to update all current documentation.
Revised					
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	Town wide mapping is scheduled again in 2010, and will be used to update tax map information and mapping of current storm water

1. Introduction
 The purpose of this report is to analyze the financial performance of the company over the last five years. The data is presented in the following tables.

Year	Revenue	Expenses	Profit
2018	1000	700	300
2019	1200	800	400
2020	1500	950	550
2021	1800	1100	700
2022	2000	1250	750

The revenue has increased significantly over the period, while expenses have also risen but at a slower rate. This has resulted in a steady increase in profit.

In conclusion, the company's financial health is strong and shows a clear upward trend. Further analysis of the expense categories would provide more insight into the company's operational efficiency.

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; developments monitored by an Engineer working for the town as part of the subdivision approval process.	Ongoing.
Revised					
Revised					

4a. Additions

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
6A	Review and Pursue alternative funding sources for additional staffing and resources	Planning Board	Completed grant, loan or bond applications	No Progress on goal, as funding remains an issue.	No funds allocated this year.
Revised					
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
Revised					
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.
Revised					
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.
Revised					

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by **, which indicates response is for period covering April 1, 2009 through March 31, 2010)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures **	(\$)	\$0.00
Total program expenditures since beginning of permit coverage	(\$)	\$0.00
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	< 50%
Stormwater 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
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> ▪ days sponsored ** ▪ community participation ** ▪ material collected ** (collected at regional center, no data available) 	(#)	4
School curricula implemented	(# or %)	> 50%
	(tons or gal)	Unknown
	(y/n)	No

Legal/Regulatory

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	<25
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	100%
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	(%)	100%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	100%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	N
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	Once every 3 Years
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	Once every 3 Years
Qty of structures cleaned **	(#)	All
Qty. of storm drain cleaned **	(%, LF or mi.)	None
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	Unknown
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Composte

▪ Fertilizers	(lbs. or %)	None Used
▪ Herbicides	(lbs. or %)	None Used
▪ Pesticides	(lbs. or %)	None Used
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used **	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	75% 25%
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)		
Pre-wetting techniques utilized **	(y/n or %)	No
Manual control spreaders used **	(y/n or %)	Yes
Zero-velocity spreaders used **	(y/n or %)	No
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Yes

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	