

TOWN OF LITCHFIELD

2 Liberty Way, Suite 1, Litchfield, NH 03052
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6 April 2011

Glenda Velez
US EPA
5 Post Office Square – OEP06-01
Boston, MA 02109-3912

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

Dear Ms. Velez and Mr. Andrews:

Attached please find the Town of Litchfield's Year 8 NPDES PII Small MS4 General Permit Annual Report. The Town of Litchfield voted to create the position of Town Administrator at Town Meeting 2010 and I began serving the Town in August.

To that end, I believe that I have been provided reasonable and accurate information to complete this report. Please advise if you require anything further or any additional detail about the items reported.

Sincerely,

Jason Hoch
Town Administrator
Via e-mail

Municipality/Organization: Town of Litchfield, NH

EPA NPDES Permit Number: NHR041015

MassDEP Transmittal Number: W-

Annual Report Number Year 8
& Reporting Period: April 1, 2010 – March 31, 2011

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

Part I. General Information

Contact Person: Jason Hoch

Title: Town Administrator


Telephone #: 603-424-4046

Email: jhoch@litchfield-nh.gov

Mailing Address: 2 Liberty Way – Suite 2, Litchfield, NH 03052

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: Jason Hoch

Title: Town Administrator

Date: 4 April 2011

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.

2009

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

2010

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 8 (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 2010, with all improvements and issues logged	Update Stormwater report, 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. Additional information added to Town Annual Report to reach a wider audience. Reports distributed at Town Meeting and throughout year at Town Hall, Library and on internet.	Continue to provide brochures as needed. Maintain information as an regular component of Town Annual Report.
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. Advise that Conservation Commission maintains library of additional resources.
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. No additional feedback received at meetings or actively collected.	Continuing to air on our PEG channels EPA training material as its made available.

1E	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. Approximately 90% of catch basins have been stenciled	Finish remaining catch basin stenciling. Update stenciling continues as needed.
	Revised				
1F	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.	Protected Wetland signage continues to be roll-out as needed. Additional signage being considered for relevant projects under construction in 2011.
	Revised				

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (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.	In the absence of a specific budget appropriation, ad hoc committee formed of Selectman Rep, Town Administrator, Road Agent, Building Inspector/Health Officer.	Continue operation of committee. Engage other interested parties. Include any relevant information I Town Annual Report.
2B Revised	Identify and Utilize volunteer organizations & resources	Storm water Advisory Committee	TBD	Conservation commission is placing signage for wetlands.	Conservation commission is placing signage for wetlands. Ad hoc committee looking for additional partners.
2C Revised	Spring/Fall Clean-up community activity	Storm water Advisory Committee	Bi-annual activities	The Town 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. Town Administrator attending additional seminars	Health Officer, Road Agent and Town Administrator will continue to attend training seminars as appropriate.

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 8 (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 Town Administrator reviews items published in relevant professional journals and on-line resources.
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.
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. Town is updating and incorporating digital data into a public works management system for more efficient and detailed tracking.
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 and 2010. Town wide water bodies were mapped.	Monitor and modification as needed. Additional high resolution aerial mapping program was undertaken by state in 2010. Upon delivery of the data, documentation will be updated as needed.
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 and 2010. Town	Town wide mapping was scheduled again in 2010, and will be used to update tax map information and mapping of current storm water

Revised						wide water bodies were mapped. GIS software purchase in 2007. GIS data layers developed in 2007. Currently mapping out storm water structures. Starting to conduct dry weather screening and outfalls testing. Mapping of outfalls continues.	structures when data is delivered. Town Administrator developing plan to bring more GIS resources into Town departments.
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. Mapping of outfalls continues.	Work continues to map outfalls. Relevant testing data to be published on Town's website.
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.	Activity continues as needed.
3H	Develop an Illicit Discharge Response Plan	Code and Health Officer	Report documentation and water quality testing			Next Permit Cycle	Next Permit Cycle
3I	Locate Illicit Discharges and determine the source.	Code and Health Officer	Field observations, investigations, illicit discharge report and public notification			Next Permit Cycle	Next Permit Cycle
3J	Remove, correct and monitor Illicit Discharges	Code and Health Officer	Field observations, investigations, illicit discharge report and public notification			Next Permit Cycle	Next Permit Cycle
3K		Code and Health Officer	Field observations, investigations, illicit discharge report and public notification			Next Permit Cycle	Next Permit Cycle

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4A	Review all Federal and State Storm water Legislation	Town Counsel	Subscribe to Federal Register and attend Storm water Seminars	Done.	Reviewed Town Administrator reviews items published in relevant professional journals and on-line resources.
Revised					
4B	Develop and revise local policies and regulations	Planning Board	Project review and approval through Town regulatory process.	Ongoing. Storm water Best Practices implemented for site plans and sub division regulations for new construction.	Ongoing
Revised					
4C	Update and continue ongoing construction observations	Planning Board	Preconstruction meeting	Process Done and In place	Ongoing with Building Inspector handling on-site reviews.
Revised					
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
Revised					

4E	Temporary erosion control methods: - 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 with Building Inspector and/or Engineer reviewing on-site as appropriate.
Revised					
Revised					

4a. Additions

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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. Develop plan to secure easements for outlets not currently under easement.
Revised					
5B	Develop and Implement Storm water system maintenance regulations, procedures and manuals.	Board of Selectman	Annual storm water observation process	Ad hoc committee serves to coordinate any updated procedures and manuals	Greater structure and long term documentation intended for next permit cycle. Road Agent and Town Administrator will have greater responsibility.
Revised					
Revised					
Revised					

5a. 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 8 (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 relevant alternative funding sources identified. Some additional work and attention to issues possible with creation of Town Administrator position in 2010.	No additional funds allocated this year. Will continue to seek relevant alternative sources of funding. Some
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. The town distributes brochures with trench permits and to contractors working in town. Town has scheduled street sweeping in spring – approximately 30 – 40 cubic yards of material collected and composted at solid waste facility.	On going; continue to develop items in support of the plan as part of next permit cycle. Continue regular street sweeping program
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 rewriting and updating its emergency plan. Town participates in a regional hazardous waste removal program bi-annually.	Town is updating and revising its emergency management plan. Town participates in a regional hazardous waste collection regularly. Town plans to participate in DEA Prescription Drug Collection days. Town also offers options for safe disposal of many materials at Town Solid Waste Facility on ongoing basis.
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. Town is engaging in Winter Maintenance Fundamentals.	Town is engaging in Winter Maintenance Fundamentals. Considering what appropriate venues may exist for public education..

6E	Develop a public snow storage and removal program	Road Agent	Record annual quantity of snow removal and storage	Snow is generally push to roadside and not trucked or moved. Excessive snow in February 2011, led to some snow from vicinity of Town facilities to be relocated to Highway Department.	Except in cases of excessive accumulation, snow will continue to be stored on roadsides.
Revised					
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 pasted. Our estimate at this time is 360 lane miles. Town installed 3 ground speed salt and sand dispensers on plow trucks in winter 2011 as a means of reducing the overall volume of product used in winter operations.	Ongoing policy of sweeping streets and cleaning Catch basins. Continue to refine and reduce use of salt and sand in winter operations through use of ground speed control systems.
Revised					
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. Culverts cleaned as needed. At least 5 additional culverts remedied with preventive maintenance annually.	Ongoing policy. Performed annually. Culvert maintenance planned for half a dozen culverts. Work order system being implemented in Highway Department for tracking.
Revised					
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. 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
Revised					
6I	Employee Training	Road Agent	Annual Town wide program	In service training on safety by Primex. Informal storm water training is occurring.	Ongoing policy. Any new employees in Highway Department will receive training.
Revised					

6a. Additions

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7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, 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 **	(\$)	\$50,000 (est.)
Total program expenditures since beginning of permit coverage	(\$)	\$unk
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		Gen Fund

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

Regulatory Mechanism Status (indicate with "X")	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control	X				X
▪ Post-Development Stormwater Management					X
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control	X				X
▪ Post-Development Stormwater Management	X				X

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	> 90%
Estimated or actual number of outfalls	(#)	Est. 125
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	> 75%
Mapping method(s)		
▪ Paper/Mylar	(%)	90%
▪ CADD	(%)	90%
▪ GIS	(%)	20%
Outfalls inspected/screened **	(# or %)	15%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	95%
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	0%
% of population on septic systems	(%)	100%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	<5
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 **	(#)	33%
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)	Compost

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$15,000
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	0
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	N
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vactor **	(%)	

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	1x per Year
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	1x per Year
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	35 C.Y.
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Compost
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$7,200
• Hourly or lane mile contract rate **	(\$/hr. or in mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	0
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	No
• % Roads swept with rotary brush sweepers **	%	100%
• % Roads swept with vacuum sweepers **	%	0%

Reduction (since beginning of permit coverage) in application on public land of:
 ("N/A" = never used; "100%" = elimination)

▪ 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	70%
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% CaCl ₂	
	% MgCl ₂	
	% CMA	
	% Kac	
	% KCl	
	% Sand	20%
Pre-wetting techniques utilized **	(y/n or %)	No
Manual control spreaders used **	(y/n or %)	25%
Zero-velocity spreaders used **	(y/n or %)	75%
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/in mi. or %)	-10%
Estimated net reduction or increase in typical year sand application rate **	(±lbs/in mi. or %)	-10%
% 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
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n