

**Municipality/Organization:** Town of Kingston, NH

---

**EPA NPDES Permit Number:** NR 041014

---

**MassDEP Transmittal Number:** W-

---

**Annual Report Number** Year 9  
**& Reporting Period:** April 1, 2011 – March 31, 2012

---

## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2012)

### Part I. General Information

Contact Person: Richard St. Hilaire Title: Road Agent

---

Telephone #: (603) 765-4371 Email: highway@kingstonnh.org

---

Mailing Address: P. O. Box 716, Kingston, N. H. 03848

---

#### 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: *Richard D. St. Hilaire*

---

Printed Name: Richard D. St. Hilaire

---

Title: Road Agent, Kingston, N. H.

---

Date: 04/01/2012

---

## **Part II. Self-Assessment**

**The Town operates its stormwater management program under 2003 MS4 Permit #NR04104. Since 2009, with adoption of the Stormwater Management Ordinance (Title III, Article 908 of the Town's Ordinances, Rules and Regulations) we have had active inspection, surveillance, monitoring and enforcement procedures to ensure compliance with U. S. EPA and N. H. Department of Environmental Services regulations relating to stormwater discharge safety. Our Conservation Commission actively works with the Southeast Watershed Alliance – a N. H. DES sponsored consortium of southern New Hampshire towns and Planning Commissions as well as of scientists and environmentalists from the University of New Hampshire and the State – to advise the State on their determination of what legislation might better protect water quality and the state's coastal water resources. The Conservation Commission has been working on means by which to promote public awareness of the necessity to protect our storm drainage system for the sake of local, regional, state and national water resources. We feel that we have made substantial progress in increasing public awareness and continue to seek means by which to continue this successful trend.**

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 9</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
1 PE Revised	Targeting Public- Video	Cable Comm/L Middlemiss	85% of viewers	A notice on the streaming "bulletin board" remains in broadcast mode	Televised notices of opportunities to publicize Stormwater Education activities (i.e., Town Fair, Annual Craft Fair, School events, etc.)
2 PE Revised	Education Flyer	Highway/ R St. Hilaire	No. of Flyers distributed Annually	200	Continuation of distribution of flyers at town and school events
3 PE Revised	Educational Displays	Conservation / A Robinson	No. of Display opportunities available	Continuing display at Annual Town Fair, with spokesman available to respond to questions.	Continuing display at Annual Town Fair, with spokesman available to respond to questions.
4 PE Revised	Elem. School Educational Program	Highway / R St. Hilaire	No. of Students per year	No Participation from Local Schools	Contact to School Administrators and Principals with offers of educational materials and guest speakers
5 PE Revised	Flyer Program – Waste Oil Day	Highway / R St. Hilaire	No. of flyers distributed monthly	Estimate 100 annually	Continuation of distribution of flyers to participants in Waste Oil Collection program.
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
1 PP Revised	Coordinate with State Highway Dept.	Highway / R St. Hilaire	Meeting / Discussion with DOT Rep	Unable to meet with NH DOT	Will contact Conservation Commission to determine whether contact with DOT advised
2 PP Revised	Coordinate with adjacent towns	Highway / R St. Hilaire	Contact adjacent towns to invite participation with monthly waste oil collection	To be undertaken	Invitation to 4 adjacent towns identified as not having waste oil collection programs
3 PP Revised	Adopt-an-Area	Highway / R St. Hilaire	Number of participants; quantity of debris	No budget to undertake	Hope to coordinate with Solid Waste Collection service to institute voluntary program
4 PP Revised	Community Hotline	Selectmen's Office / Chairman	No. of Calls / Number of problems id'd	37 / 0	Continued program / Publication of availability on Community Website
5 PP Revised	Waste Oil Disposal	Highway / R St. Hilaire	Volume collected annually	3,500 gal. plus	Continued monthly collection (fuel for highway department's furnace)
Revised					

### 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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1 ID Revised	Update MS 4 Plan	Highway / R St. Hilaire	No. of outfalls confirmed	No activity	
2 ID Revised	Identify illicit connections	Highway / R St. Hilaire	Inspections per year / Connections Repaired	232 Sites x Twice per Year None found	Continuing inspection program
3 ID Revised	Failing Septic Systems	Health / L. Middlemiss	No of installs inspected; failed systems identified	18 / 22	Continuing inspection program
4 ID Revised	Illegal Dumping	Highway / R St. Hilaire	Reports Rec'd / Dumps Cleaned up	None Reported	Continued monitoring town-wide
Revised					
Revised					

#### 3a. Additions


**4. Construction Site Stormwater Runoff Control**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
1 CS Revised	Sediment Control	Planning / D Quintal	Pre- and Post-Construction Plans	No Activity	Continuing review of plans; monitoring of activity
2 CS Revised	Erosion Control	Planning / D Quintal	Pre- and Post-Construction Plans	No Activity	Continuing review of plans; Monitoring of activity
3 CS Revised	SWPP Review	Planning / Conservation	Number of Plans Reviewed	No Activity	Continuing review of plans; Monitoring of activity
Revised					
Revised					
Revised					

**4a. Additions**


**5. Post-Construction Stormwater Management in New Development and Redevelopment**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
1 PC Revised	Buffer Zone	Cons Comm / Town Engineer	No of Reviews / Inspections	No Activity	Continuing Reviews; Inspections as needed
2 PC Revised	Inspection Program	Planning / Glenn Coppelman	No. of Inspections; No. of problems addressed	No Activity	Continuing Inspections on as-needed basis
3 PC Revised	Planning Ordinance	Planning / R. Wilson	Annual Review / Evaluation	Review held / Discussion with Highway and local Planning Commission	Continued Annual Review
4 PC Revised	Catch Basin	Highway / R. St. Hilaire	Inventory and upkeep	232 Inspections / 6-8 Yards of sediments removed	Continued Inspection and Maintenance Program
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
1 MG Revised	Trained Lawncare/ Pesticide Specialist	Highway / R St. Hilaire	1 Certified Person; 1 Annual Seminar	Road Agent certified in organics; program of organic landcare in place for town properties & common areas	Continuation of organic landcare program
2 MG Revised	Illegal Dumping	Highway / R St. Hilaire	No. of Signs posted; No. of dumps cleaned	Two signs posted permanently; No reports of illegal dumping	Continued monitoring
3 MG Revised	Spill Control	Fire / B. Seaman	No. of Vehicle Releases; No. of Haz. Waste Releases	No incidents	Continuing training / Education
4 MG Revised	Road Salt Reduction	Highway / R. St. Hilaire	MgCl additive volume per year; total salt volume per year	No additive used / Salt useage at 600 tons in 2011	
5 MG Revised	Pet Waste	Highway / R St. Hilaire	No. of Signs; Town Ordinance	Six signs posted permanently; Ordinance in Effect; Public Dog Park available	Continued monitoring of program and of compliance by public
6 MG Revised	Used Oil Recycling	Highway / R St. Hilaire	Volume collected annually	3,500 gal. plus	Continued monthly collection (fuel for highway department's furnace)

### 6a. Additions


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

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities</b>
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, 2011 through March 31, 2012)

**Programmatic**

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

**Education, Involvement, and Training**

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	

**Legal/Regulatory**

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	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

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

## Construction

(Preferred Units) Response

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

## Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

## Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	
Qty of structures cleaned **	(#)	
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	

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

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or In mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

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

▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
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)	(%)	
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)	

### 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	
<ul style="list-style-type: none"> <li>Treatment units induce infiltration within 500-feet of a wellhead protection area</li> </ul>	# or y/n	