

**Municipality/Organization:** \_\_\_\_\_

**EPA NPDES Permit Number:** \_\_\_\_\_

**MassDEP Transmittal Number:** W- \_\_\_\_\_

**Annual Report Number** **Year 11**  
**& Reporting Period:** **April 1, 2013 – March 31, 2014**

## **NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2013)**

### **Part I. General Information**

Contact Person: Edward Stewart

Title: Road Agent

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Location:

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: \_\_\_\_\_

Edward Stewart

Printed Name: Edward Stewart

Title: Road Agent

Date: April 10/2014

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

**2013 was a typical weather year, we received FEMA moneys for a larger than average snow event, but that snow event did not cause any damage to the infurstrucers.**

**With no large rain or wind events, our normal BMPS seemed to work satisfactory.**

**In the month of April, the recreation department organizes a town wide clean up week, prior to that week the highway department picks up trash and litter from all the major collector roads. During that week the highway department also picks up the bags left by the volunteers along the are side roads. The highway Department works year round trying to maintain clean roadways.**

**In the months of May and October the town participants in a house hold hazardous waste pickup allowing our residents the proper place to get rid of the waste. These 2 ½ day events are relatively expensive but are fundamental to a good over all plan.**

**In the winter months the Highway Department follows the state guide lines for salt and sand use. Utilizing computer controlled spreaders that are properly calibrated that minimizes salt use. Sand is only used on gravel roads and parking lots (less than a ¼ mile of roadway and parking area)**

**In the summer months the town pays for catch basin cleaning, road side mowing, shoulder maintenance tree and stump removal, like every town we wish for more moneys for maintenance and do the best we can with what we are given.**

**Future planning and monitoring , I believe Atkinson planning board is consistently working toward updating our rules and regulations to protect its citizens and the environment , Atkinson already has some of the most restrictive wetlands REGS. Construction and post construction monitoring constantly being updated..**

### 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
Revised	Annual town report	Highway department	Reach as many people as possible		
Revised	Local cable company	Atkinson cable channel	Reach as many people as possible		
Revised	Hampstead area water company annual news letter	Hampstead area water company	Reach as many people as possible		
Revised	Handouts at household hazardous waste days	Host towns	Reach as many people as possible		
Revised					
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
Revised	Local cable	Atkinson cable channel	Reach as many people as possible		
Revised	Atkinson clean up days	Recreation department	Clean the shoulders of local roadways and public areas	Local families and town groups ,boys and girl scouts.	
Revised		Highway department			
Revised	2 household hazardous waste collections	Highway department	The amount of waste collected		
Revised	Adopt a highway	N.H dot	Local companies clean the shoulder of route 121	Local companies collect waste and the Dot allows advertising	
Revised					
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
	Semi annual inspections of catch basins and culverts	Highway department			
Revised					
	Fire department hazardous substance training	Fire department	Control contamination at spill sights supervized clean ups		
Revised					
	Full time police department	Police department	Detecting illegally dumped products		
Revised					
	Local health officer	Building inspection department	Ensures proper installations of septic tanks and wells		
Revised					
	Local code enforcement	Building inspection department	Ensures proper sight controls are in place		
Revised					
	Conductivity testing of Big island pond	Island pond association	Detecting the heath of big island pond		
Revised					

#### 3a. Additions




#### 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
	Planning board for oversight for new projects	Planning board	Approval of plans meeting state guidelines		
Revised					
	Zoning board over site of existing property	Zone board	Approve applications for site changes that don't meet zoning		
Revised					
	On site review and inspection	Town engineering	Ensure proper placement and installation of storm water devices		
Revised					
	Periodic on site visits by the Road agent	Highway department	Deter improper practices between engineers visits		
Revised					
	Planning board revises applicable regulations	Planning board	Maintain appropriate level of regulations		
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
Revised	Biannual cleaning of all structures	Highway department	Reduces downstream contamination		
Revised	Fall clean up of leaves at catch basin and culverts	Highway department	Reduces erosion caused by blockages		
Revised	Roadside mowing	Highway department	Maintain proper vegetation control		
Revised	Final review by town engineer	Engineering firm	Ensure proper long term measure and ensure place and removal of short term measures		
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
	Household hazardous waste collection 2 annually	Highway department	The amount of waste collected		
Revised					
	Out sources	All departments	Ensure proper disposal		
Revised					
	Proper calibration and application of road salt	Highway department	Reduce the amount of salt used to make roads safe		
Revised					
	Weekly collection of MSW and bimonthly collection of recyclables	Highway department and north shore carding	Proper handing and disposal of waste and reuse of recyclables		We are now a single stream recycling town
Revised					
	Use of environmentally safe priming fluids for fire pumps	Fire department	Reduce petroleum release of fire grounds		
Revised					
	Proper storage of salt after deliveries and storm events	Highway department	Reduce on site contamination		
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 8 (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, 2010 through March 31, 2011)

#### Programmatic

		Response
Stormwater management position created/staffed	(y/n)	Road agent
Annual program budget/expenditures **	(Preferred \$ Units)	30.000
Total program expenditures since beginning of permit coverage	(\$)	36.000
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General

#### Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	25%
Stormwater management committee established	Budget	no
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.)	0
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	2
▪ community participation **	(# or %)	1%
▪ material collected **	(tons or gal)	440 +or –Gal.
School curricula implemented	(y/n)	yes

## Legal/Regulatory

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

## Mapping and Illicit Discharges

	Response	
Outfall mapping complete	(%)	99%
Estimated or actual number of outfalls	(Preferred Units) (#)	2000
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	99%
Mapping method(s)		
▪ Paper/Mylar	(%)	X
▪ CADD	(%)	0
▪ GIS	(%)	0
Outfalls inspected/screened **	(# or %)	75%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	75%
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	0
Illicit connections removed **	(# ); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	0
% of population on septic systems	(%)	100%

## Construction

		Response
Number of construction starts (>1-acre) **	(#)	9
Estimated percentage of construction starts adequately regulated for erosion and sediment control (Preferred Units)	(%)	100%
Site inspections completed **	(# or %)	9
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	(%)	80%MSW
Site inspections (for proper BMP installation & operation) completed **	(# or %)	80%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	3
Low-impact development (LID) practices permitted and encouraged	(y/n)	Yes

## Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	50% year
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1
Qty of structures cleaned **	(#)	300 +or -
Qty. of storm drain cleaned **	(%, LF or mi.)	600 LF
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	40 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	71 woodlock parklane compost



Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	3500
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	99 per hour
• Disposal cost**	(\$)	composted
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	N/A
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	yes
• % Structures cleaned with clam shells **	(%)	0% N/A
• % Structures cleaned with vacator **	(%)	75%

#### Response

Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	0
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(Preferred Units) (times/yr)	0
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	0
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	N/A
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	0
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	0
• Disposal cost**	(\$)	N/A
Sweeping Equipment	0	
• Rotary brush street sweepers owned/leased	(#)	N/A
• Vacuum street sweepers owned/leased	(#)	N/A
• Vacuum street sweepers specified in contracts	(y/n)	N/A
• % Roads swept with rotary brush sweepers **	%	N/A
• % Roads swept with vacuum sweepers **	%	N/A

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

▪ Fertilizers	(lbs. or %)	0
▪ Herbicides	(lbs. or %)	0
▪ Pesticides	(lbs. or %)	0
Integrated Pest Management (IPM) Practices Implemented	(y/n)	Yes

		Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	(Preferred Units) % NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	2013/2014 converted to magic salt
Pre-wetting techniques utilized **	(y/n or %)	90%
Manual control spreaders used **	(y/n or %)	30%
Zero-velocity spreaders used **	(y/n or %)	No
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/lb mi. or %)	None
Estimated net reduction or increase in typical year sand application rate **	(±lbs/lb mi. or %)	None
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	No
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	None
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	None
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	None