

Municipality/Organization: Town of Hampstead
EPA NPDES Permit Number: NHR041010
MassDEP Transmittal Number: W-
Annual Report Number & Reporting Period: Year 11
April 1, 2013 – March 31, 2014

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2014)

Part I. General Information

Contact Person: Jon Worthen Title: Road Agent
Telephone #: 603.329.5110 Email: Hampsteadhighway@comcast.net
Mailing Address: 35 Stage Road, Hampstead, NH 03841

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: Sean P Murphy

Title: Board of Selectman - Chairman

Date: April 28, 2014

Part II. Self-Assessment

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-1 Revised	Public Education through TV/Cable	Cable Commission	Document run schedule	Educate residents	Run DVD on After the Storm on Cable.
1-2 Revised	Distribution of Information	Town Office – building dept.		Provide information to contractors and homeowners	Continue to provide information.
1-2 Revised	Distribution of Information	Town's Website	Determine number of hits to webpage	Educate residents.	Continue to update the website to provide information on recycling and composting
1-3 Revised	Public Education at schools	Hampstead schools		In –school recycling program	Continue with practice.
1-5 Revised	Household Hazardous Waste	Recycling and Waste Disposal	Tally the participation	Two HHW Days are held yearly. Regional	Continue with practice.
1-6 Revised	Education lakefront property owners	Private Lake Associations		Education waterfront owners	Provide information to association members.

1a. Additions

1-2	Update Town's Website	Town Offices	Determine number of hits	Include a stormwater tab on website to disseminate information	Continue to build website.

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
2-3 Revised	Lake Association participation	Lake Assoc. Members	Document attendance	Continue to meet and address issues related to the lake and water quality.	Continue with meetings and delineate low salt application areas.
2-4 Revised	Adopt-a-road	Jon Worthen Road Agent	Document trash pick-up by number of bags		Encourage participation
2-5 Revised	Composting	Recycling and Waste Disposal	Number of bins sold 10	Sold out of bins that were provided to the residents at cost. Ordered double of the previous year.	Continue with program
2-6 Revised	Recyclebank	Recycling and Waste Disposal	# of participants	Town of Hampstead was rated #5 in participation and received a \$15,000 grant towards education and recycling efforts.	
2-7 Revised	Road-side trash pick-up in honor of Earth Day	Conservation Commission	Document number of bags collected	Encouraged participation	Continue with program.
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
3-3 Revised	Identify failed septic systems	Kris Emerson, Building Insp.	Number of failed systems	Conduct regular inspections and review compliance.	Monitor existing sites for problems.
3-4 Revised	Illicit Discharge	Jon Worthen, Road Agent	Number of illicit discharges		Locate outfalls and check for illicit discharges.
3-5 Revised	Inspect discharge outflows	Jon Worthen, Road Agent	Test results	Checked 25% of the basins each year.	Test outflows.
Revised					
Revised					
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
4-1 Revised	Ordinances	Planning Board		Continue with enforcement of current policy	Review existing ordinances. Consider adopting new ordinances.
4-2 Revised	Site review	Planning Board		Continue to review plans. Erosion controls in place when construction begins.	Continue with practice.
4-3 Revised	Inspections	Kris Emerson, Building Insp.	Regular reports	Continue with regular site visits	Continue with practice.
Revised					
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
5-1 Revised	Erosion control	Planning Board		Review site plans.	Continue with practice.
5-2 Revised	Drainage/Grading	Planning Board		Review site plans.	Continue with practice.
5-3 Revised	Inspections	Kris Emerson, Building Insp.	Record periodic site inspections	Coordinate with property owners to maintain systems.	Continue with practice.
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
6-1 Revised	Town Garage	Jon Worthen, Road Agent		Continue with BMP	Continue with BMP
6-2 Revised	Fire Station	Mike Carrier, Fire Chief		Continue with BMP	Continue with BMP
6-3 Revised	Schools	Mike Hall, Facilities Mgr.		Continue with BMP	Continue with BMP
6-5 Revised	Recycling	Highway Garage	Items collected	Collect use oil, batteries, light bulbs, DVDs, CDs and books.	Continue with collection
Revised					
Revised					

6a. Additions

6-6	Town Garage- recycling container	Highway Department	Amount collected	Collect recyclables that would not otherwise be collected by the roadside	Continue with practice
6-7	Town Garage – biodegradable cleaners	Highway Department		Reduce chemicals	Continue with practice.

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

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures **	(\$)	0
Total program expenditures since beginning of permit coverage	(\$)	0
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		None

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	Unknown
Stormwater management committee established	(y/n)	No
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	privately
Shoreline cleaned since beginning of permit coverage	(mi.)	Unknown
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> ▪ days sponsored ** ▪ community participation ** regional participation ▪ material collected ** 	(#) (# or %) (tons or gal) (y/n)	2 20% Unknown Unknown
School curricula implemented		

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
▪ 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	(%)	100
Estimated or actual number of outfalls	(#)	217
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	N/A
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	25% per year
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	100%
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	1
Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	1
% of population on sewer	(%)	0%
% of population on septic systems	(%)	100%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	10
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	30
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 4 years
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	N/A
Qty of structures cleaned **	(#)	25
Qty. of storm drain cleaned **	(%, LF or mi.)	10% per year
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	10 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Transfer station

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	0
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	0
• Disposal cost**	(\$)	0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	no
• Vacuum truck(s) owned/leased	(#)	1
• Vacuum trucks specified in contracts	(y/n)	no
• % Structures cleaned with clam shells **	(%)	0
• % Structures cleaned with vactor **	(%)	100%

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	None
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	N/A
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	N/A
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 In mi.)	0
• Disposal cost**	(\$)	0
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	0
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	0
• % Roads swept with rotary brush sweepers **	%	0
• % 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 %)

<ul style="list-style-type: none"> ▪ Herbicides ▪ Pesticides 	(lbs. or %)
Integrated Pest Management (IPM) Practices Implemented	(lbs. or %)
	(y/n)

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used **	% NaCl	75%
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% CaCl ₂	
	% MgCl ₂	
	% CMA	
	% Kac	
	% KCl	
	% Sand	25%
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 %)	none
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln 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 #)	n/a
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	n/a
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	n/a
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	n/a