

Municipality/Organization: Town of Litchfield, NH

EPA NPDES Permit Number: NHR041015

MassDEP Transmittal Number: W-

Annual Report Number: Year 15
& Reporting Period: April 1, 2017 – March 31, 2018

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2018)

Part I. General Information

Contact Person: Troy Brown

Title: Town Administrator

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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: Troy Brown

Title: Town Administrator

Date: April 26, 2018

2014

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

2015

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

2016

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

2017

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1A	Prepare annual Town Stormwater Report	Road Agent	Maintain and report Town drainage system status. Keep copies and distribute annually.	Stormwater report was updated for 2016, with all improvements and issues logged	Update Stormwater report, as needed.
Revised		Town Administrator			
1B	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 are provided with trench permits and to contractors working in the town. Additional information distributed throughout the year at Town Hall and on website.	Continue to provide brochures as needed. Maintain information at Town hall, website and Annual Town Report. Work with Regional Planning Commission to develop regional informational material to insure the same information is shared with residents, contractors and developers.
Revised		Road Agent & Town Administrator			
1C	Prepare or Obtain Stormwater 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. Additional materials from “Soak up the Rain” program added to collection	Continue to make brochures and other materials available via the town hall and town website. Advise that Conservation Commission maintains library of additional resources.
Revised					
1D	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 has been played on the local access channel. No additional feedback received at meetings or actively collected.	Consider developing a local cable TV show to explain the MS-4 permit program and new items required for the July 2018 permit. Video can be played on local TV station, YouTube station and for budgeting

Revised		Road Agent & Town Administrator			information.
1E	Develop and Implement a Storm water Stenciling program	Road Agent	Bi-annual updates and monitoring of stenciling program	Stenciling is ongoing and stormwater catch basins have been numbered. All of catch basins have been stenciled during the period of the permit. However, paint is getting old and requires updating.	Due to budget constraints, catch basins are stenciled when they are cleaned by the contractor each year.
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' have been distributed by developers via site plans and new construction.	Protected Wetland signage continues to be roll-out as needed. Conservation Commission restocked supply of 'Protected Wetland buffer' signs for distribution.
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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2A	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 in Town Annual Report.
Revised					
2B	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 as needed.
Revised					
2C	Spring/Fall Clean-up community activity		Bi-annual activities	The Town continues to leverage inmates to clean the road side. In addition, several town groups hold road cleaning weekends. Other groups participate in Adopt A Highway on the state roads.	Road side cleanup programs with inmates, small town groups and businesses.
Revised		Town Administrator & Bldg Inspector			
2D	Partner with Federal and State Agencies	Road Agent/Health Officer	Periodic meetings & attending training seminars	Town Administrator attends relevant meetings as needed. Town Administrator participates in Nashua Regional Stormwater Group	Appropriate staff will continue to attend regional group meetings in preparation for issuance of new permit. Meet with NHDES Assistant Commissioner to discuss ways to create State / Town partnership.
Revised					

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 15 (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	Town Administrator has been actively engaged in tracking and attending relevant meetings about proposed new permit during 2016 and first quarter of 2017.	Work in 2018 with Regional Planning Commission (NRPC) for assistance and coordination / sharing of resources with other southern NH communities. Also, prepare RFP for engineering services. Town raised \$20,000 for MS-4 Permit in 2018.
Revised		Town Counsel & Town Administrator			
3B	Develop and revise local policies and regulations	Planning board	Project review and approval through Town regulatory process.	Completed. Storm water Best Practices implemented for site plans and subdivision regulations for new construction.	Work with NRPC to look at revising land use regulations and zoning.
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. Delayed implementation of GIS in 2013. Consulting engineer has integrated fixed maps and aerial photography.	Continue to update maps with new outfalls, catch basins and other drainage structures.
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 and 2010. Town wide water bodies were mapped.	Continue to update maps working with Conservation Commission, Planning Board and Nashua Regional Planning Commission.
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 and 2010. Town	Data layers continue to be updated for accuracy. Partnered with Nashua Regional Planning Commission for expanded GIS services. Mapping

Revised				wide water bodies were mapped. GIS software purchase in 2007. GIS data layers developed in 2007. Currently reviewing all storm water structure data. Town is working with Regional Planning Commission to update and warehouse data	will highlight areas of interest in new permit area (since entire town is not included in permit area.)
3F	Develop and Implement annual water quality testing program	Conservation Commission Health Officer	Water Quality testing results to be published in annual Town report	Confirming outfall location. Reviewing requirements for water quality testing and likely locations. Most locations serve low density residential neighborhoods.	Work continues to map outfalls. Relevant testing data to be published on Town's website. Working with EPS Region #1 to be trained on GPS equipment. Training should be completed in may 2018.
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	Ongoing evaluation of known problem areas. Remedial action being considered when additional stormwater work in area arises. Awaiting next permit cycle for systematic evaluation program.	Repair and maintenance program for stormwater system will continue to address any illicit discharges identified or suspected. Limited exposure since permit covers mainly single family residential homes.
3J	Remove, correct and monitor Illicit Discharges	Code and Health Officer	Field observations, investigations, illicit discharge report and public notification	Remedial action being considered when additional stormwater work in area arises. Awaiting next permit cycle for systematic evaluation program.	Repair and maintenance program for stormwater system will continue to address illicit discharges identified or suspected

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 15 (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	Town Administrator has been actively engaged in tracking and attending relevant meetings about new permit during requirements in 2017 /2018	Ongoing engagement planning for compliance with new requirements.
Revised		Town Counsel & Town Administrator			
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.	None
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 completed. Storm water Best Practices implemented for site plans and sub division regulations for new construction.	None
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 completed; 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					

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 15 (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	Town requires drainage easements on all subdivisions and site plans. Identifying locations lacking clear or accurate easements or agreements	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. Clarify ownership and plan designs for easements.
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 15 (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	\$20,000 raised at the 2017 Town Meeting for the new MS-4 permit and collaborative effort started with the Nashua Regional Planning Commission to assist mapping, land use regulations, training and public outreach.	Agreement with Nashua Regional Planning Commission for services and solicit proposals from private engineering firms to assist the town with preparing for new permit requirements.
Revised		Planning Bd & Town Administrator			
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 sweeps all streets in spring and recycles - approximately 30 – 40 cubic yards of material collected.	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. Town updated its emergency plan in 2012. Town participates in a regional hazardous waste removal program.	Town participates in a regional hazardous waste collection regularly. Town participates in DEA Prescription Drug Collection days and plans to install onsite collection box. 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. No incidents required extra removal or storage in the past year	Snow will continue to be stored on roadsides, except in situations of heavy accumulation where some material may need to be relocated for vehicle or pedestrian safety.
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.	Approximately 360 lane miles of roadway is swept each year after winter. 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 reduce use of salt and sand in winter operations through use of ground speed control systems. Consider participation in NH Green SnowPro Certification.
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.
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.	As of 2012, CB sumps are cleaned every other year, an increased frequency from previous 3 year cycle. 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. Highway Department does additional spot cleaning and inspection as conditions warrant.
Revised					
6I	Employee Training	Road Agent	Annual Town wide program	In service training on safety by Primex and PLT. Informal storm water training is occurring. Town Administrator shares information from regional workshops with key staff.	Ongoing policy. Any new employees in Highway Department will receive training.
Revised					

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
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, 2017 through March 31, 2018)

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	(\$)	Unknown
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General 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.)	Yes
Shoreline cleaned since beginning of permit coverage	(mi.)	unknown
Household Hazardous Waste Collection Days		
▪ days sponsored *	(#)	4
▪ community participation *	(# or %)	<25%
▪ material collected * (collected at regional center, no data available)	(tons or gal)	Unknown
School curricula implemented	(y/n)	No

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	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	(%)	95%
Estimated or actual number of outfalls	(#)	125 estimate
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	95%
Mapping method(s)		
▪ Paper/Mylar	(%)	95%
▪ CADD	(%)	95%
▪ GIS	(%)	75%
Outfalls inspected/screened *	(# or %)	15%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	95%
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

	(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)	No
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)	Once every 2 Years
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) *	(times/yr)	Once every 2 Years
Qty of structures cleaned *	(#)	50%
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)*	(\$)	\$10,000
• Hourly or per basin contract rate *	(\$/hr or \$ per basin)	\$25 per basin
• Disposal cost*	(\$)	None
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	0
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	Y
• % Structures cleaned with clam shells *	(%)	0%
• % Structures cleaned with vector *	(%)	100%

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) *	(times/yr)	1 per year
Average frequency of street sweeping (commercial/arterial or other critical streets) *	(times/yr)	1 per year
Qty. of sand/debris collected by sweeping *	(lbs. or tons)	40 C.Y.
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) *	(location)	Composted
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)*	(\$)	\$8,000.00
• Hourly or lane mile contract rate *	(\$/hr. or ln mi.)	
• Disposal cost*	(\$)	None
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	1
• Vacuum street sweepers owned/leased	(#)	None
• Vacuum street sweepers specified in contracts	(y/n)	None
• % 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)	No

	(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 ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	60% 10% 30%
Pre-wetting techniques utilized *	(y/n or %)	< 10%
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/ln mi. or %)	0%
Estimated net reduction or increase in typical year sand application rate *	(±lbs/ln mi. or %)	0%
% 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	
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	

