

Received 5/1/18

Municipality/Organization: Londonderry, NH
EPA NPDES Permit Number: NHR041016
MassDEP Transmittal Number: W-
Annual Report Number & Reporting Period: Year 15
April 1, 2017 – March 31, 2018

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

Part I. General Information

Contact Person: John R. Trottier, PE Title: Asst. Dir. Of Public Works & Eng.
Telephone #: 603-432-1100 x146 Email: jrtrottier@londonderrynh.org
Mailing Address: 268B Mammoth Road Londonderry, NH 03053

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: Kevin Smith
Title: Town Manager
Date: 4/26/18

Part II. Self-Assessment

The Town of Londonderry has completed the required self assessment and has determined that our municipality is in compliance with all permit conditions, except for the following:

- Part 1C The Town has not yet developed and run two Cable TV advertisements. The Department of Public Works & Engineering has taken part in Leadership Londonderry, attended Town meeting, and hosted girl and boy scouts to present information regarding Town's requirements of NPDES Phase II MS4 General Permit. Feed back obtained to date indicates presentations one-on-one allows residents to obtain immediate information and question program. The DPW has also prepared various articles, related to NPDES Phase II MS4 General Permit, that have been included in the Town's recycling newsletter and local newspaper. The Department of Public Works & Engineering will continue above activities and consider developing and run Cable TV advertisements as part of our future planned activities.

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 – Permit Year 16
1A	Prepare annual stormwater report	DPW/ J. Czyzowski/ J. Trottier	Maintain and update for continuity of report. Keep copies and distribute annually.	Report completed and filed for years 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15.	Prepare Stormwater Management Plan (SWMP) in accordance with new permit.
Revised					
1B	Obtain and run informational videos on local cable TV	DPW/Local Cable Access TV	Monitor feedback for effectiveness and incorporate in report	See revised.	
Revised	Present information regarding Town's requirements of NPDES Phase II MS4 General Permit to various Town organizations.	DPW/ J. Czyzowski/ J. Trottier	Monitor feedback for effectiveness and incorporate in report		The Department of Public Works & Engineering will continue revised activities and consider obtaining and running informational videos on local cable TV as part of our future planned activities.

1C	Develop and run two cable TV advertisements per year	DPW/ J. Czyzowski/ J. Trottier	Monitor feedback for effectiveness and incorporate in report	See revised.	
Revised	Present information regarding Town's requirements of NPDES Phase II MS4 General Permit to various Town organizations.	DPW/ J. Czyzowski/ J. Trottier	Monitor feedback for effectiveness and incorporate in report	The Department of Public Works & Engineering presented when given the opportunity. Feed back obtained to date indicates presentations one-on-one allows residents to obtain immediate information and question program.	The Department of Public Works & Engineering will continue revised activities and consider developing and run Cable TV advertisements as part of our future planned activities.
	Prepare various articles, related to NPDES Phase II MS4 General Permit.	DPW/ J. Czyzowski/ J. Trottier	Monitor feedback for effectiveness and incorporate in report	The DPW has prepared various articles, related to NPDES Phase II MS4 General Permit, that have been included in the Town's recycling newsletter and local newspaper.	The Department of Public Works & Engineering will continue revised activities and consider developing and run Cable TV advertisements as part of our future planned activities.
1D	Obtain brochures and posters and make available at Town Hall, Library and Schools, and Old Home Days.	DPW/J. Trottier	Monitor feedback for effectiveness and incorporate in report	See revised.	
Revised	Obtain brochures and posters and make available at DPW office in Town Hall.	DPW/J. Trottier	Monitor feedback for effectiveness and incorporate in report	Brochures and posters have been made available in DPW office at Town Hall. Feed back obtained to date indicates ability to discuss MS4 General Permit one-on-one allows residents to obtain immediate information and question program.	Continue monitoring feedback, obtain additional brochures and posters.

1a. Additions

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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 – Permit Year 16
2A	Establish and publish a stormwater hotline number	DPW/ J. Czyzowski/ J. Trottier	Report on program	Stormwater hotline established December '04. Hotline checked during course of the workday M-F.	Continue stormwater hotline and encourage residents to use for reporting or inquiring about additional information.
Revised					
2B	Identify volunteer resources and establish an Advisory Committee	DPW/ J. Czyzowski/ J. Trottier	Report on volunteer resources.	DPW has identified Town's Solid Waste Advisory Committee as volunteer resource.	Continue working with Solid Waste Advisory Committee on existing programs and possibly developing others (Paint Collection & Recycling, Integrated Pest Management).
Revised					
2C	Partner with NHDOT	DPW/ J. Czyzowski/ J. Trottier	Meet twice per year	NHDOT representative no longer attending meetings.	Encourage NHDOT to rejoin partnering communities.
Revised					
2D	Partner with City of Manchester/Manchester Airport	DPW/ J. Czyzowski/ J. Trottier	Meet twice per year	Met two (2) times in Year 15. Other community partners include Derry, Goffstown, Bedford, Auburn and Plaistow.	Continue meeting on regular schedule.
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 – Permit Year 16
3A	Map existing watersheds, drain systems, and outfalls	DPW/ J. Czyzowski/ J. Trottier	Create map	Mapping of MS4 system completed.	Maintain/update mapping, as required.
Revised				Mapping of remaining systems and outfalls outside the MS4 area completed.	Maintain/update mapping, as required.
3B	Identify dry weather flows	DPW/ J. Czyzowski/ J. Trottier	Log on map	Initial review of Town's drainage system has not identified any unusual dry weather flows. Review entailed visual inspections and review of MS4 mapping.	Continue visual inspections to identify dry weather flows.
Revised					
3C	Develop and implement a program to address illicit discharges: locate problem areas; identify source; remove/correct illicit discharges	DPW/ J. Czyzowski/ J. Trottier	Maintain log and report on progress	Reviewed existing program. As a result of 3B, no unusual dry weather flows identified, development and implementation of program not performed.	See revised below.
Revised				Staff attended IDDE Workshop (5/24/07) and obtained Guidelines and Standard Operating Procedures (SOP's) for IDDE and Pollution Prevention/Good Housekeeping workbook as prepared by the NHDES.	Staff has reviewed workbook and will implement SOP's as we see fit.
3D	Develop ordinances to address illicit discharges	DPW/ J. Czyzowski/ J. Trottier	Implement ordinances	Examples of Illicit Discharge Ordinances have been obtained and currently under review by staff.	Work with Town staff, Attorney and consultant to create ordinance to address illicit discharges.

Revised					Review IDDE program in addition to ordinances currently under review.
3E	Develop annual surface water testing program	DPW/ J. Czyzowski/ J. Trottier	Maintain database and report on results	Staff reviewed historic surface water testing results.	Staff will further research historic water quality results and possibly perform additional surface water testing.
Revised					

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 – Permit Year 16
4A	Establish regulations and ordinances to require erosion control	DPW/ J. Czyzowski/ J. Trottier	Regulations already implemented with February 20, 2002 Subdivision Regulations and August 14, 2002 Site Plan Regulations	Continue to enforce regulations for all projects coming before the Planning Board.	Continue in Year 16.
Revised					
4B	Establish regulations and ordinances for inspection guidelines and procedures for construction sites	DPW/ J. Czyzowski/ J. Trottier	Regulations already implemented/ inspection program ongoing	Continue to enforce regulations and require inspections for all projects coming before the Planning Board.	Continue in Year 16.
Revised					

4C	Modifications to regulations for EPA-NPDES Phase II	DPW/ J. Czyzowski/ J. Trottier	Implement updated regulations	Regulations have not been formally modified.	Continue in Year 16.
Revised				Planning Board review requires note on plan which requires filing of NPDES Phase II permit by contractor for each project submitted for approval by Town's Planning Board, NPDES Phase II requirement is discussed at pre-construction meetings, and Town also conducts follow-up observations during construction.	Continue in Year 16.

4a. Additions

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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 – Permit Year 16
5A	Establish regulations and ordinances to address storm water runoff	DPW/ J. Czyzowski/ J. Trottier	Regulations already implemented with February 20, 2003 Subdivision Regulations and August 14, 2002 Site Plan Regulations	Continue to enforce regulations for all projects coming before the Planning Board.	Continue in Year 16.
Revised					
5B	Establish regulations and ordinances for inspection guidelines and procedures for stormwater	DPW/ J. Czyzowski/ J. Trottier	Regulations already implemented, inspection program ongoing	Continue to enforce regulations and require inspections for all projects coming before the Planning Board.	Continue in Year 16.
Revised					

5C	Develop modifications to regulations for EPA-NPDES Phase II including ordinance for long-term maintenance	DPW/ J. Czyzowski/ J. Trottier	Implement updated regulations	Examples of long-term maintenance Ordinances have been obtained and currently under review by staff. DPW has attended University of New Hampshire (UNH) Stormwater Center Research workshop and receives Annual Report. Research and testing is being performed on various stormwater treatment processes as well as for technology demonstrations. Testing results and technology demonstrations are meant to assist in the planning, design, and implementation of stormwater management strategies.	Work with Town staff, Attorney and consultant to create ordinance to address long-term maintenance. Continue attending UNH Stormwater Center Research workshops and review Annual Report to stay current with results of various stormwater treatment processes.
Revised					

5a. Additions

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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 – Permit Year 16
6A	Roadside swale cleaning program	DPW/ J. Czyzowski/ J. Trottier	Report on length of swale cleaned yearly	Approximately 14,637 lf of roadside swales cleaned in Year 15.	Continue in Year 16.
Revised					
6B	Catchbasin cleaning program	DPW/ J. Czyzowski/ J. Trottier	Report on number of basins cleaned yearly	Basins cleaned on an as-needed basis.	Continue in Year 16.
Revised					

6C	Roadway street cleaning program	DPW/ J. Czyzowski/ J. Trottier	Report on miles of roadway swept each year	Roadway street cleaning is performed on an as-needed basis.	Continue in Year 16. Hire outside street sweeping contractor.
Revised					
6D	Household hazardous waste collection day	DPW/ J. Czyzowski/ J. Trottier	Report on type and number of wastes collected each year	Typical wastes collected in Year 15 included paints and varnishes, resins and adhesives, aerosols, herbicides and pesticides, gasoline, kerosene and household cleaners.	Continue in Year 16.
Revised					
6E	Continuous oil collection at Central Fire Station	DPW/ J. Czyzowski/ J. Trottier	Report on gallons of oil collected each year	Total oil collected in Year 15 equal to 1,411 gallons.	Continue in Year 16.
Revised					
6F	Develop a litter management plan and education program (informational fact sheet)	DPW/ J. Czyzowski/ J. Trottier	Distribute to each household each spring	Town wide clean up organized with cooperation of the Solid Waste Advisory Committee. Event ran for a 4-weekend span in April /May '17.	Continue in year 16.
Revised				Numerous newspaper articles have been published in local newspapers encouraging residents to participate in "Beautify Londonderry".	
6G	Develop and modify program for inspection of all drain systems and stormwater systems	DPW/ J. Czyzowski/ J. Trottier	Report on linear feet inspected and number of structures inspected each year and condition	Structures inspected and condition noted during yearly catch basin cleaning program.	Continue in year 16.
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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16
Revised					

7a. Additions

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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)	
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 ln 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 ₂ % MgCl ₂ % 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"> Treatment units induce infiltration within 500-feet of a wellhead protection area 	# or y/n	