

**Municipality/Organization:**     **Town of Atkinson**

---

**EPA NPDES Permit Number:**   **NHR041002**

---

**MassDEP Transmittal Number:**   **W-**

---

|                                |                                       |
|--------------------------------|---------------------------------------|
| <b>Annual Report Number</b>    | <b>Year 12</b>                        |
| <b>&amp; Reporting Period:</b> | <b>April 1, 2014 – March 31, 2015</b> |

---

## **NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2015)**

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

|                                  |                   |
|----------------------------------|-------------------|
| Contact Person: Edward A Stewart | Title: Road Agent |
|----------------------------------|-------------------|

---

|                             |                                  |
|-----------------------------|----------------------------------|
| Telephone #: (603) 362-4010 | Email: RoadAgent@Atkinson-NH.Gov |
|-----------------------------|----------------------------------|

---

Mailing Address: 21 Academy Ave Atkinson, NH 03811

---

#### 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: Edward A Stewart

---

|        |            |
|--------|------------|
| Title: | Road Agent |
|--------|------------|

---

|       |             |
|-------|-------------|
| Date: | May 1, 2015 |
|-------|-------------|

---

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

**2015 was a typical year; we received FEMA moneys for a larger than average snow event, but the snow events didn't cause any damage to infrastructure.**

**Our normal BMPS worked satisfactory with no large rain or wind events. In the month of April our recreation department organizes a town wide clean-up week, prior to that week the Highway Department picked up trash and litter from all the major collector roads. During that week the Highway Department also picks up bags left by the volunteers along the side of the road and works year round maintaining the Town's roadways.**

**In the months of May and October the Town participates in household hazardous waste clean-up days. These days provide a way for residents to properly dispose of their hazardous waste. These two half days are expensive for the Town, but are fundamental for good MS-4 practices.**

**In the winter months the Highway Department follows state guidelines for salt and sand use and utilizes computer controlled and properly calibrated spreaders to minimize salt use. Sand is only used on gravel roads and parking lots (less than a quarter mile of roadway and parking lots). In the summer months the town contracts catch basin cleaning, roadside mowing, road shoulder maintenance, and tree stump removal. The money allotted for road maintenance does not always allow for optimal performance, but the town does the best it can with what is available.**

**The Atkinson planning board is consistently updating the town's rules and regulations to protect its residents and the environment. Atkinson has some of the most restrictive wetland regulations in southern New Hampshire. Construction and post construction monitoring practices are 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<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities |
|----------|-------------------------------------------------------|-------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------|--------------------|
| Revised  | 2 Annual Newsletters from the Town                    | Highway                       | Reach as many residents as possible |                                                                                               |                    |
| Revised  | 1 Annual newsletter from Hampstead Area Water Company | Hampstead Area Water Company  | Reach as many people as possible    |                                                                                               |                    |
| Revised  | Local Cable Company                                   | Atkinson Cable Channel        | Reach as many people as possible    |                                                                                               |                    |
| Revised  | Annual Town Report                                    | Highway Dept.                 | Reach as many people as possible    |                                                                                               |                    |
| Revised  | Atkinson Academy                                      | School                        | Reach as many people as possible    |                                                                                               |                    |
| 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<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities |
|----------|-----------------------------------------|-------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------|
| Revised  | Atkinson clean-up days                  | Recreation & Highway          | Clean sides of roadways and public areas | Local scout troops (boys and girls)<br>Local Families                                         |                    |
| Revised  | 2 Household Hazardous Waste Collections | Highway Dept.                 | Amount of Hazardous waste collected      | Outside company collects waste while town publicizes and facilitates                          |                    |
| Revised  | Adopt a highway                         | NH DOT                        | Local companies clean sides of 121       |                                                                                               |                    |
| Revised  |                                         |                               |                                          |                                                                                               |                    |
| 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<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities |
|----------|-----------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------|
|          | Semi-annual inspection of culverts and catch basins | Highway Dept.                 |                                                                                                      |                                                                                               |                    |
| Revised  |                                                     |                               |                                                                                                      |                                                                                               |                    |
|          | Conductivity testing of large bodies of water       | Big Island Pond Association   | Determine sodium chloride levels                                                                     |                                                                                               |                    |
| Revised  |                                                     |                               |                                                                                                      |                                                                                               |                    |
|          | Local code enforcement                              | Building Inspection Dept.     | Ensures proper site controls are in place and maintained                                             |                                                                                               |                    |
| Revised  |                                                     |                               |                                                                                                      |                                                                                               |                    |
|          | Local Health Officer                                | Building Inspection Dept.     | Ensures proper installation of septic systems and wells. Also responsible to resolve failed systems. |                                                                                               |                    |
| Revised  |                                                     |                               |                                                                                                      |                                                                                               |                    |
|          | Full-Time Police Patrol                             | Police Dept.                  | Detecting illegally dumped products                                                                  |                                                                                               |                    |
| Revised  |                                                     |                               |                                                                                                      |                                                                                               |                    |
|          | Fire Dept. Hazardous Substance Training             | Fire Dept.                    | Control contamination at spill sites and supervise site clean-up                                     |                                                                                               |                    |
| 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<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities |
|----------|-------------------------------------------------|-------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------|
|          | Planning Board over-site for new projects       | Planning Board                | Approval of plans meeting state stormwater management guidelines         |                                                                                               |                    |
| Revised  |                                                 |                               |                                                                          |                                                                                               |                    |
|          | Zoning board oversight of existing property     | Zone board                    | Approve applications for the site changes that don't meet zoning         |                                                                                               |                    |
| Revised  |                                                 |                               |                                                                          |                                                                                               |                    |
|          | On-Site review and inspection                   | Town Engineering company      | Ensure proper installation and maintenance of stormwater control devices |                                                                                               |                    |
| Revised  |                                                 |                               |                                                                          |                                                                                               |                    |
|          | Periodic on-site visits by road agent           | Highway Dept.                 | Deter improper practices between engineers inspections                   |                                                                                               |                    |
| Revised  |                                                 |                               |                                                                          |                                                                                               |                    |
|          | Planning Board review of applicable regulations | Planning Board                | Maintain highest 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<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities |
|----------|------------------------------------------------------|-------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------|
| Revised  | Final review by town engineer                        | Engineering firm              | To ensure all structures were built and maintained to town standards |                                                                                               |                    |
| Revised  | Biannual inspection of all structures                | Highway Dept.                 | Reduces downstream contamination                                     |                                                                                               |                    |
| Revised  | Fall clean-up of leaves at catch basins and culverts | Highway Dept.                 | Reduces blocked culverts and the erosion caused by blockages         |                                                                                               |                    |
| Revised  | Roadside mowing                                      | Highway Department            | Maintain proper vegetation control                                   |                                                                                               |                    |
| 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<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities |
|----------|-------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------|
| Revised  | Household Hazardous Waste Collection (2 annually)                 | Highway Dept.                       | Amount of hazardous waste collected                         |                                                                                               |                    |
| Revised  | Weekly collection of MSW and bi-monthly collection of recyclables | Highway Dept. and Northside Carting | Proper disposal of household waste and reuse of recyclables |                                                                                               |                    |
| Revised  | Outsourcing oil changes                                           | All Dept.                           | Ensure proper disposal                                      |                                                                                               |                    |
| Revised  | Proper calibration and application of road salt                   | Highway Dept.                       | Reduces amount of salt used to achieve safe roads           |                                                                                               |                    |
| Revised  | Proper storage of salt and clean-up after deliveries and storms   | Highway Dept.                       | Reduces on-site contamination                               |                                                                                               |                    |
| Revised  | Biennial cleaning of stormwater structures                        | Highway Dept.                       | Reduces downstream contamination                            |                                                                                               |                    |

### 6a. Additions

|  |                                                              |            |                                                    |  |  |
|--|--------------------------------------------------------------|------------|----------------------------------------------------|--|--|
|  | Use of environmentally safe priming fluids in fire apparatus | Fire Dept. | Reduce petroleum products released on fire grounds |  |  |
|--|--------------------------------------------------------------|------------|----------------------------------------------------|--|--|



**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<br>(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)             | (Y) Road Agent |
| Annual program budget/expenditures **                         | (Preferred Units) | \$30,000       |
| Total program expenditures since beginning of permit coverage | (\$)              | \$30,000       |
| Funding mechanism(s) (General Fund, Enterprise, Utility, etc) |                   | General Budget |
|                                                               |                   |                |

**Education, Involvement, and Training**

|                                                                            |               |                   |
|----------------------------------------------------------------------------|---------------|-------------------|
| Estimated number of property owners reached by education program(s)        | (# or %)      | 7,200             |
| 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.)  | No                |
| Shoreline cleaned since beginning of permit coverage                       | (mi.)         | No                |
| Household Hazardous Waste Collection Days                                  |               |                   |
| ▪ days sponsored **                                                        | (#)           | 2                 |
| ▪ community participation **                                               | (# or %)      | 1%                |
| ▪ material collected **                                                    | (tons or gal) | 440+ or -440 gal. |
| School curricula implemented                                               | (y/n)         | Yes               |
|                                                                            |               |                   |

## Legal/Regulatory

|                                                    | In Place<br>Prior to<br>Phase II | Reviewing<br>Existing<br>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)<br>(#) | 2,000 |
| 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<br>(est. gpd)  | 0     |
| Illicit connections removed (Since beginning of permit coverage)   | (#); and<br>(est. gpd)   | 0     |
| % of population on sewer                                           | (%)                      | 0%    |
| % of population on septic systems                                  | (%)                      | 100%  |

## Construction

|                                                                                                                     |            | Response |
|---------------------------------------------------------------------------------------------------------------------|------------|----------|
| Number of construction starts (>1-acre) **                                                                          | (#)        | 5        |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control (Preferred Units) | (%)        | 100%     |
| Site inspections completed **                                                                                       | (# or %)   | 50%      |
| 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 %) | 10%    |
| BMP maintenance required through covenants, escrow, deed restrictions, etc.                                              | (y/n)    | Y      |
| 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)     | ½ per year            |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets) ** | (times/yr)     | Every year            |
| Qty of structures cleaned **                                                                 | (#)            | 225 ±                 |
| Qty. of storm drain cleaned **                                                               | (%, LF or mi.) | 300 LF                |
| Qty. of screenings/debris removed from storm sewer infrastructure **                         | (lbs. or tons) | 30 Tons ±             |
| Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **             | (location)     | 71 Woodlock Park Lane |

|                                                   |                         |           |
|---------------------------------------------------|-------------------------|-----------|
| Basin Cleaning Costs                              |                         |           |
| • Annual budget/expenditure (labor & equipment)** | (\$)                    | \$3,500   |
| • Hourly or per basin contract rate **            | (\$/hr or \$ per basin) | \$99/hr   |
| • 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%        |
| • % Structures cleaned with vector **             | (%)                     | 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) **                                        | (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                                                                                                             |                    |       |
| • 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:<br>("N/A" = never used; "100%" = elimination) |                    |       |
| ▪ Fertilizers                                                                                                                  | (lbs. or %)        | 0 lbs |
| ▪ Herbicides                                                                                                                   | (lbs. or %)        | 0 lbs |

|                                                        |             |     |
|--------------------------------------------------------|-------------|-----|
| ▪ Pesticides                                           | (lbs. or %) |     |
| Integrated Pest Management (IPM) Practices Implemented | (y/n)       | Yes |

|                                                                                                                                                      |                                                                                                                | Response |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------|
| Average Ratio of Anti-/De-Icing products used **<br>(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas) | (Preferred Units)<br>% NaCl<br>% CaCl <sub>2</sub><br>% MgCl <sub>2</sub><br>% CMA<br>% Kac<br>% KCl<br>% Sand | 99%      |
| Pre-wetting techniques utilized **                                                                                                                   | (y/n or %)                                                                                                     | 0        |
| 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/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 #)                                                                                                     | 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 |