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**Municipality/Organization:** City of Dover, NH

**EPA NPDES Permit Number:** NHR041037

**MaDEP Transmittal Number:** W-

**Annual Report Number  
& Reporting Period:** No. 3 March 05 – March 06

05/02/06

## **NPDES PII Small MS4 General Permit Annual Report**

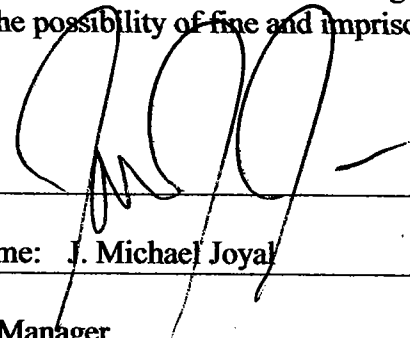
### **Part I. General Information**

**Contact Person:** Dean Peschel **Title:** Environmental Project Manager

**Telephone #:** (603) 516-6094 **Email:** dean.peschel@ci.dover.nh.us

#### 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:** J. Michael Joyal

**Title:** City Manager

**Date:** April 28, 2006

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

The City of Dover continues to implement the identified tasks in its Stormwater Phase II NPDES minimum control measures. Dover has completed mapping the stormwater system which was initiated prior to the NPDES permit.

The City held one Household Hazardous Waste Collection Day for Dover residents in September. This year's collection included the Towns of Nottingham and Rollinsford as well as previous year participants the Towns of Madbury and Lee.

Dover's recycling program includes weekly curbside pick up as well the operation of a recycling center. The recycling center accepts many items including waste oil, white goods, tires, metal, C & D material, yard waste, computer monitors, Freon containing appliances, used antifreeze and mercury containing items to reduce the waste stream and prevent the release of contaminants into the environment.

The City Engineering inspection team continued its inspection of construction sites for temporary erosion control during construction and the implementation of permanent stabilization and run off control measures.

Funding for the catch basin cleaning program was restored in the 2006 budget. Contractors were booked through the end of 2005 which necessitated the City to clean catch basins in the spring of 2006. The contractor is in the process of cleaning catch basins and is expected to clean 800 basins under the current contract. The FY 2007 budget is under consideration by the City Council and includes funding to keep the catch basin cleaning program on schedule per the City's Storm Water Management Plan.

The City partnered with the NH Coastal Program, the NH Department of Environmental Services, and residents of the Morningside Park neighborhood to conduct a pet waste pilot project during the Spring and summer of 2005. An extensive outreach and education effort was made within the neighborhood. Kids at the summer park program in the neighborhood learned about the issue, participated in a logo creation contest, stenciled catch basins and hung door hangers with an educational message about the pet waste issue. The project received great press coverage in the local news paper, and members of the pilot team manned a booth at the annual Apple Harvest Day festival held each September in Downtown handing out literature and talking to visitors about the pet waste issue. The NHDES has provided a matching grant to the City of Dover to implement a City-wide pet waste program in 2006. The city-wide campaign includes a pledge form given to each Dover resident registering a dog. Those signing the pledge agree to clean up and properly dispose of their pet's waste. Each dog owner that signs the pledge will be entered into a drawing in which one lucky dog owner gets a professional family photograph including their pet as a prize. Additional outreach with the Dover Middle school is planned to educate students and the community at large. Additional catch basin stenciling is planned for the spring and summer of 2006.

The Planning Department has reviewed the Phase II regulations and has drafted revisions to the City's ordinances and regulations for adoption. The regulations will add the teeth necessary to enforce compliance on the very few who choose to ignore the conditions of approval for construction projects. It is rare that the City needs to use enforcement action to achieve compliance of construction BMP's or the completion of permanent BMP's. Good communication and regular inspections is sufficient to gain voluntary compliance in 95% of all projects. The draft revisions are currently under review and are expected to be incorporated into the Dover City Code this year.

### 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 3<br>(Reliance on non-municipal partners indicated, if any)                                                                                                                   | Planned Activities – Permit Year 4                                                         |
|----------|--------------------------------|----------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| A1       | Establish Pollution Hotline    | Dean Peschel                     | Trained secretaries who receive calls           | Received 1 email to report potential pollution source.                                                                                                                                                          | Continue to advertise existence of hotline in Community Notes and on City webpage          |
| Revised  |                                | Community Services               | Line established<br>Excel spreadsheet developed |                                                                                                                                                                                                                 |                                                                                            |
| A2       | Community Cleanup              | Doug Steele                      | Hold 5 & 6 <sup>th</sup> annual clean-up        | Dover Main Street clean up, Kiwanis May 7 2005                                                                                                                                                                  | Hold 7 <sup>th</sup> Dover Pride clean-up day, May 6, 2006                                 |
| Revised  |                                | Community Services               |                                                 |                                                                                                                                                                                                                 |                                                                                            |
| A3       | Educational Video              | Seacoast NH Stormwater Coalition | Complete video and show on local access         | Video shown on numerous occasions during May 2005                                                                                                                                                               | Show video on local access TV.                                                             |
| Revised  |                                |                                  |                                                 |                                                                                                                                                                                                                 |                                                                                            |
| A4       | Publish Stormwater information | Community Services               | Published articles                              | Published several items relating to the program in Community Notes Fall 04, Spring 05<br>Storm Drain Stenciling article in local newspaper<br>Developed webpage devoted to storm water issues on City web site. | Continue to place items in Community Notes and local newspapers. Update web page as needed |
| Revised  |                                |                                  |                                                 |                                                                                                                                                                                                                 |                                                                                            |
| Revised  |                                |                                  |                                                 |                                                                                                                                                                                                                 |                                                                                            |
| Revised  |                                |                                  |                                                 |                                                                                                                                                                                                                 |                                                                                            |

#### 1a. Additions

|    |                           |                       |                                        |                                                                                  |                                              |
|----|---------------------------|-----------------------|----------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------|
| A5 | Pet Waste and Storm Water | Dean Peschel<br>NHDES | Lower bacteria levels in unnamed brook | Developed education and outreach plan for pilot project in Garrison neighborhood | Implement city wide plan and measure success |
|    |                           |                       |                                        |                                                                                  |                                              |

## 2. Public Involvement and Participation

| BMP ID # | BMP Description                     | Responsible Dept./Person Name | Measurable Goal(s)                                                                           | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any)                                       | Planned Activities – Permit Year 4                                                                    |
|----------|-------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| B1       | Storm Stencil                       | Community Services            | Number completed                                                                             | Completed stenciling in Garrison School neighborhood in association with pet waste pilot project.                                   | Complete stenciling Summer 06                                                                         |
| Revised  |                                     |                               | Garrison Neighborhood                                                                        |                                                                                                                                     |                                                                                                       |
| B2       | Sample outfall and other structures | Community Services            | Sampled                                                                                      |                                                                                                                                     | Sample outfall behind 94 Spruce Lane                                                                  |
| Revised  |                                     |                               | Great Bay Watch sampled and analyzed storm water outfalls and structures with DPW assistance |                                                                                                                                     |                                                                                                       |
| B3       | Update Ordinances                   | Planning Steve Bird           | Ordinance facilitate compliance of NPDES regulations                                         | Steve Bird of the Planning Department has reviewed NPDES regulations and existing ordinances. Steve drafted revisions to ordinances | Proposed ordinance revisions for NPDES compliance incorporated into City's ordinances and regulations |
| Revised  |                                     |                               |                                                                                              |                                                                                                                                     |                                                                                                       |
| B4       | Establish Citizen Hotline           | Community Services            | Number of calls                                                                              | 1 email report of potential pollution at outfall behind 94 Spruce Lane                                                              | Promote existence of hotline on website and in Community Notes                                        |
| Revised  |                                     |                               |                                                                                              |                                                                                                                                     |                                                                                                       |
|          |                                     |                               |                                                                                              |                                                                                                                                     |                                                                                                       |
| Revised  |                                     |                               |                                                                                              |                                                                                                                                     |                                                                                                       |
|          |                                     |                               |                                                                                              |                                                                                                                                     |                                                                                                       |
| Revised  |                                     |                               |                                                                                              |                                                                                                                                     |                                                                                                       |

### 2a. Additions

|    |                         |                    |                                 |                                                                                         |                                                             |
|----|-------------------------|--------------------|---------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------|
| B5 | Pet Waste Pilot Project | Dean Peschel NHDES | Lower bacteria in surface water | Developed education and outreach plan for pilot project in Garrison school neighborhood | Implement a City wide pet waste program and measure success |
|    |                         |                    |                                 |                                                                                         |                                                             |

### 3. Illicit Discharge Detection and Elimination

| BMP ID #      | BMP Description                     | Responsible Dept./Person Name   | Measurable Goal(s)                               | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any)                                                               | Planned Activities – Permit Year 4                                                                                         |
|---------------|-------------------------------------|---------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| C1<br>Revised | Storm water System Mapping          | Community Services              | Have completed map of system and keep maintained | Began collection of infrastructure condition for storm drain system. Update system map as system grows and is repaired.                                     | Continue collection of infrastructure condition for storm drain system. Update system map as system grows and is repaired. |
| C2<br>Revised | Establish Illicit Discharge Program | Community Services              | Establish Program and Implement                  | Removed 4 illicit sewer connections and tied to sanitary sewer                                                                                              | Continue to look for illicit connections and remediate                                                                     |
| C3<br>Revised | Catch Basin Stenciling              | Community Services              | Same as B1                                       | Same as B1                                                                                                                                                  | Same as B1                                                                                                                 |
| C4<br>Revised | Update City Ordinance               | Community Services and Planning | Same as B3                                       | Same as B3                                                                                                                                                  | Same as B3                                                                                                                 |
| C5<br>Revised | Secure Funding                      | Community Services              | Find funding for programs                        | Removed four illicit connections from storm water system and connected them to sanitary sewer.<br>Conduct city wide pet waste program with NHDES as partner | Conduct a Watershed plan for Berry Brook. Apply for implementation funding of plan.                                        |
| Revised       |                                     |                                 |                                                  |                                                                                                                                                             |                                                                                                                            |

#### 3a. Additions

|    |                                                                                 |                    |                                  |                                                                            |                                     |
|----|---------------------------------------------------------------------------------|--------------------|----------------------------------|----------------------------------------------------------------------------|-------------------------------------|
| C6 | Participation in Seacoast Storm Water Coalition – development of NH IDDE Manual | Community Services | Distribution of published manual | Coalition members met several times with consultant to edit NH IDDE manual | Finalize and publish NH IDDE Manual |
|    |                                                                                 |                    |                                  |                                                                            |                                     |

#### 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                            | Responsible Dept./Person Name   | Measurable Goal(s)                                | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4                                         |
|----------|--------------------------------------------|---------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| D1       | Review and Update Ordinances               | Community Services and Planning | Have legal authority to enforce Phase II          | Same as B3                                                                                    | Same as B3                                                                 |
| Revised  |                                            |                                 |                                                   |                                                                                               |                                                                            |
| D2       | Develop Inspection Program                 | Community Services and Planning | Site inspections to ensure compliance of Phase II | Engineering inspector inspects all sites for erosion control daily, weekly                    | Continue inspection program.                                               |
| Revised  |                                            |                                 |                                                   |                                                                                               |                                                                            |
| D3       | Direct Contractors to Educations Materials | Community Services              | Better compliance of BMP's                        | Engineering provides to developers and site contractors at pre-construction conference.       | Continue to educate community.                                             |
| Revised  |                                            |                                 |                                                   |                                                                                               |                                                                            |
| D4       | Provide City Staff Training                | Community Services              | Have educated workforce                           | Staff attended Storm Water training at UNH Innovative Technology Field Lab.                   | Continue sending staff to educational opportunities regarding storm water. |
| Revised  |                                            |                                 |                                                   |                                                                                               |                                                                            |
|          |                                            |                                 |                                                   |                                                                                               |                                                                            |
| Revised  |                                            |                                 |                                                   |                                                                                               |                                                                            |
|          |                                            |                                 |                                                   |                                                                                               |                                                                            |
| Revised  |                                            |                                 |                                                   |                                                                                               |                                                                            |

#### 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 3<br>(Reliance on non-municipal partners indicated, if any)                                | Planned Activities – Permit Year 4                                               |
|----------|-----------------------------------------------------|---------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| E1       | Review and Update Ordinances                        | Community Services and Planning | Have City Ordinances that comply with Phase II requirements | Revisions drafted for City ordinances and regulations.                                                                       | Review and adopt proposed ordinance revisions. Expect adoption in summer of 2006 |
| Revised  |                                                     |                                 |                                                             |                                                                                                                              |                                                                                  |
| E2       | Develop and Implement O & M Plans for Private Sites | Community Services and Planning | Design and implement program which tracks maintenance       | All approved site plans required to submit O & M plans to City and report annually to the City. Incorporate tracking system. | Continue to require O & M plans at new sites and track compliance.               |
| Revised  |                                                     |                                 |                                                             |                                                                                                                              |                                                                                  |
| E3       | Implement Inspection Program                        | Community Services              | Insure BMP are constructed to plan                          | The Engineering Technician inspects all sites for proper installation of BMP prior to issuance of Certificate of Occupancy   | Continue to inspect sites.                                                       |
| Revised  |                                                     |                                 |                                                             |                                                                                                                              |                                                                                  |
| E4       | Review and Update BMP List                          | Community Services              | Maintain BMP list                                           | Challenge design engineers to prepare effective stormwater system designs using appropriate BMP's                            | Continue.                                                                        |
| Revised  |                                                     |                                 |                                                             |                                                                                                                              |                                                                                  |
|          |                                                     |                                 |                                                             |                                                                                                                              |                                                                                  |
| Revised  |                                                     |                                 |                                                             |                                                                                                                              |                                                                                  |
|          |                                                     |                                 |                                                             |                                                                                                                              |                                                                                  |
| 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 3<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4                                                       |
|---------------|----------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| F1<br>Revised | Create Storm Drain Inspection          | Community Services            | Have a record of system conditions<br><br>Begin data entry into O & M software program. Received NHDES grant to work on condition survey of Storm Water System. | Continue to develop system and begin field data collection and input to software              | Continue to develop system and begin field data collection and input to software         |
| F2<br>Revised | Implement Inspection Program           | Community Services            | Collect data useful for prioritization of maintenance                                                                                                           | Began inspections while cleaning catch basins                                                 | Continue inspections while cleaning catch basins                                         |
| F3<br>Revised | Create Street Sweeping Plan            | Community Services            | Cleaner storm system<br><br>Implement street sweeping program.                                                                                                  | Continue street sweeping program.                                                             | Continue street sweeping program.                                                        |
| F4<br>Revised | Implement Catch Basin Cleaning Program | Community Services            | Clean every catch basin once every 4 years                                                                                                                      | Contracted catch basin cleaning expect completion of 800 basins cleaned                       | Will contract out catch basin cleaning if successful in receiving funds in FY 07 budget. |
| F5<br>Revised | Establishment of Stormwater Utility    | Community Services            | Reliable funding source for stormwater system                                                                                                                   | Continue to consider possible development of a Storm Water Utility.                           | Continue to consider possible development of a Storm Water Utility.                      |
| Revised       |                                        |                               |                                                                                                                                                                 |                                                                                               |                                                                                          |

### 6a. Additions

|    |                           |                    |                                     |                                                                                                                                                   |                                                               |
|----|---------------------------|--------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| F6 | Explore use of salt brine | Community Services | Reduce amount of salt and sand used | Purchased salt brine equipment and will began use in winter 05-06. Lack of storm events limited data collection of salt brine effectiveness study | Measure effectiveness and savings associated with salt brine. |
|    |                           |                    |                                     |                                                                                                                                                   |                                                               |