

David,

On behalf of the Town of Kittery, I have attached the Annual Report for Permit Year 4 (June 3, 2006 - June 2, 2007).

The General Permit requires the following information be contained in this annual report (text that is in italics A. through G.). This Annual Report addresses each of the areas as follows (text that is not in italics):

A. A current copy of the Plan (including a detailed implementation schedule): A current copy of the plan is being transmitted electronically as an Adobe Acrobat file. The Plan includes a summary describing activities, progress, and accomplishments for each of the minimum control measures for each permit year.

B. Status of compliance with permit conditions: The status of compliance with the General Permit is presented in the electronic Plan through the actions completed towards the fulfillment of the BMPs for Permit Year 4.

C. Assessment of appropriateness of selected BMPs: The BMPs selected during initial Plan development are still appropriate for Kittery except where identified in the electronic Plan (attached).

Permit Years 1 and 2:

Only minor modifications were made to the Plan's original BMPs during Permit Years 1 and 2 (e.g., changing a designated responsible party, etc.). Also, in Permit Years 1 and 2, two new BMPs were added to the report: BMP 1h. MDEP Survey and BMP 1i. Unanticipated Activities Completed. These BMPs were added to better reflect efforts made by the Town to prevent stormwater pollution.

It should be noted that in Permit Years 1 and 2, BMP 1d. Develop Radio Message was inadvertently omitted from the Annual Report; however activities for this BMP were still being reported (under BMP 1a. Develop a Public Education Program). BMP 1d was included in the report in Permit Year 3.

Permit Year 3:

The following BMP was deleted in Permit Year 3:

BMP 1b. High Priority Business – This BMP was deleted because results from a Hotspot Site Investigation (HSI) in Permit Year 2 showed that only minor stormwater pollution issues can be correlated to local businesses. The Maine DEP has reviewed the survey findings and agreed that public education efforts will not focus on businesses.

D. Assessment of progress towards achieving the measurable goals: The electronic Plan contains the details of the accomplished actions for each BMP.

E. Summary of results of any information that has been collected and analyzed: The electronic Plan contains results of any information collected and analyzed. The following is a brief summary of the significant items completed during Permit Year 4:

The Town of Kittery, through KACTS, contributed \$800 towards additional Ducky television ads as part of the statewide campaign to raise awareness.

Five stormwater related articles were printed in the Kittery Quarterly.

Approximately 150 storm drains were stenciled by Kittery students with assistance from Public Works.

The Town spent \$8,079 on the Household Hazardous Waste with 105 cars participating.

The Town sweeps all publicly owned streets and parking areas once per year collecting approximately

225 tons of material.

The Town annually cleans most of the 670 catch basins collecting approximately 198 tons of material.

The Town of Kittery conducted 247 inspections of identified pipes including outfalls, cellar drains, and abandoned sewer pipes) during Permit Year 4.

If you have any questions regarding the attached plan, please contact Christine Rinehart at 828-1272 x 19 or Jonathan Carter 439-1633.

Kittery Stormwater Phase II Annual Report

Permit Year 4 (June 3, 2006 - June 2, 2007)

1. Public Education and Outreach on Stormwater Impacts

BMP Name

1a. Develop a Public Education Program

YEAR 1 Use the results of public education discussions in the quarterly stakeholders group and the MDEP focus groups to develop a public education program which will target non-point source pollution contributions to stormwater

YEAR 2 Develop and distribute materials to raise awareness and gain acceptance (brochure, postcard, letter, website materials)

YEAR 3 Develop and distribute materials to effect an attitude change

YEAR 4 Develop and implement component to change community actions.

Year 1

Year 2

Year 3

Year 4

Year 5

Actions Completed During Permit Year 1

Permit Year 1 Activities

Responsible Party

John E. Webb (Town Manager)

Tom Reinauer (Transportation Director)

Mass Media Campaign:

The MDEP focus groups held in the summer of 2003 identified, "most individuals lack basic knowledge about where stormwater goes and so stormwater is not a concern for them. They must first be aware of the issue. This suggests that a comprehensive mass communications effort is necessary before grass roots efforts are likely to have much of an impact." Therefore, the MDEP coordinated an effort to develop a statewide education program aimed at raising awareness about stormwater issues. All 28 regulated municipalities were asked to contribute a Mass Media Campaign. The Town of Kittery contributed \$2,504 to the MDEP's Mass Media Campaign. The contribution will be used to broadcast statewide media messages using radio, television and newspaper.

Mass Media Planning Meetings:

The Town of Kittery's stormwater consultant (Aquarion Engineering Services) participates in the planning meetings for the mass media messages hosted by Maine DEP. The storm water consultant has participated in three meetings this permit year: March 16, 2004, April 13, 2004, and May 10, 2005. E-mail updates are provided to the Town, and updates are provided at the stakeholder meeting.

Grant Application:

The Town of Kittery along with the three other Southern Maine Communities applied for a USEPA Water Quality Cooperative Agreement grant. The Water Quality Cooperative Agreement is funding provided by the USEPA to implement innovative activities to

1. Public Education and Outreach on Stormwater Impacts

benefit the environment.

The first step proposed by the four Southern Maine Communities is to use the funding to evaluate regional stormwater issues. The second step is to conduct a public survey to determine if the issues identified in the regional evaluation are the same as what the public identifies as key stormwater issues.

The results of these surveys will be used to:

- 1) Create more focused educational materials for the public to inform them on stormwater issues and
- 2) Create educational materials concerning stormwater issues for high-risk businesses

SMRPC should be notified by the end of June if they will receive this Grant.

Actions Completed During Permit Year 2

	<u>Responsible Party</u>
Permit Year 2 Activities	Jonathan Carter (Town Manager) Tom Reinauer (Transportation Director)

Mass Media Campaign:

The Town of Kittery participated in the Mass Media Campaign during Permit Year 2 by approving a contribution of \$1,700 which was paid through the Kittery Area Comprehensive Transportation System (KATCS \$1,000) and the Town (\$700). The "Ducky" commercials will run in July in the Bangor area and in September in the Southern Maine area. In conjunction with this effort, each community contributed \$82.15 to provide match to a Maine Outdoor Heritage Fund grant to upgrade the ThinkBlueMaine.org website with better content. The commercials identify the website as a place to visit for additional information on how individuals can prevent stormwater pollution.

A Watershed Survey including a Neighborhood Source Assessment (NSA) and a Hot Spot

Investigation (HSI) was conducted in Kittery (within the urbanized area) on May 12, 2005 by Aquarion to help identify potential pollution sources. The data obtained from the Watershed Survey represent what is actually going on in the watershed. Additional data from the Municipal Survey (see BMP 1h.) show the perceived problems in the watershed. By combining these two sets data the most beneficial behavioral changes can be identified and outreach efforts can be focused on those changes. The data from the Watershed Survey are being compiled and will be used to develop public education materials in Permit Year 3.

Actions Completed During Permit Year 3

	<u>Responsible Party</u>
Permit Year 3 Activities	Jonathan Carter (Town Manager)

The results of the Watershed Survey performed in Permit year 2 were compiled in the report titled "Watershed Survey Stormwater Phase II Program Berwick, South Berwick, Eliot, and Kittery" finalized on December 29, 2005. (Information on the Watershed Survey and a link to the report is posted on the Spruce Creek Association's webpage).

1. Public Education and Outreach on Stormwater Impacts

The report identifies that nearly all the neighborhoods surveyed have a potential for improved landscaping and there is a general lack of vegetation with a high percentage of impervious surfaces (rooftops and pavement) and semi-impervious surfaces (lawns). Thirty four percent of the units surveyed indicated extensive grass coverage with 50% or more of the lot covered with grass. Also, 50% of the units with extensive grass coverage also had highly managed lawns (over fertilized, over watered, or treated with pesticides).

A proposed initial public education (pilot) program was designed based on the results of the Watershed Survey completed in May 2005, multiple stakeholder meetings, as well as the Maine YardScaping Partnership Meeting. The pilot program will focus on homeowner property care addressing topics of landscaping and turf management (due to the presence of large impervious area, lack of vegetation, and the amount of grass cover). Two communities (South Berwick and Eliot) will receive public education in target neighborhoods that were surveyed in May 2005 while two communities (Berwick and Kittery) will not receive public education by serving as the control groups. The theme for the program will revolve around the concepts of YardScaping, and provide an opportunity for residents in select neighborhoods to practice more stormwater friendly property care. The public education program for the Southern Maine communities is anticipated to be implemented in Permit Year 4.

Actions Completed During Permit Year 4

	<u><i>Responsible Party</i></u>
Permit Year 3 Activities	Jonathan Carter (Town Manager)

The Southern Maine pilot public education program – Water Wisely; Mow high was implemented in the Towns of South Berwick and Eliot while the Towns of Berwick and Kittery acted as control Towns and did not receive targeted public education. The public education program consisted of the creation and distribution of a press release, door hanger, healthy lawn care kit, and a YardScaping Social.

The press release was submitted to local newspapers/newsletters. The press release was posted on the Towns of Berwick, South Berwick, and Eliot webpages/listserves and was printed in local newspapers/newsletters (including the January 2007 issue of the Kittery Quarterly; the Eliot Community Service Department's Spring/Summer 2007 Directory; and the March 23, 2007 issue of the Weekly Sentinel). In addition, an article regarding the program, titled "Lawn care help offered in bid to halt pesticides", was also printed in the March 29, 2007 edition of the Portsmouth Herald. Door hangers were distributed to all residents in the target neighborhoods in both South Berwick and Eliot.

All residents in the four regulated Southern Maine communities were eligible to pickup a Healthy Lawn Care Kit at either the South Berwick or Eliot Town Hall. Kits included a rain gage and mower magnet (to be used as prompts) and a folder of information on stormwater and healthy lawn care (which included a think blue decal and/or YardScaping sign or information on how to get one). The Town of Kittery received inquiries regarding the Healthy Lawn Care Kits. A minimum of 59 Healthy Lawn Care kits have been picked up by residents. The Towns' stormwater consultant, Jacobs Edwards and Kelcey, who is the program contact, has received two phone calls from residents regarding the healthy lawn care kits. One resident was interested in a way to safely discourage ticks from lawns.

A social would consist of a short, on-the-lawn talk about YardScaping in general followed by a trivia game with the categories "Think Blue", "Mow High", "Water Wisely",

1. Public Education and Outreach on Stormwater Impacts

and "Go Native" and possibly a demonstration of the installation of a rain barrel or other healthy lawn care practices. The social would then conclude with questions/answers and a raffle.

There has been minimal interest from residents on hosting a social; however one woman (from Eliot) who is outside of the target area replied to the listserve posting stating she would be interested in hosting or attending a social. Phone calls were made to residents within the target area who had picked up a lawn care kit or were suggested by stakeholders as residents who possibly would be willing to host a social. One woman within the target area from Eliot showed interest in being a host; however she did not feel that her neighbors would be interested or would make any drastic changes in regards to lawn care. She was provided with YardScaping social invitations to distribute to residents in the Eliot target neighborhoods.

In addition to the formal public education program, the Kittery Code Enforcement Officer requested lawn care information that she could use to provide to residents (she was provided with general YardScaping information). The Spruce Creek Association requested a copy of the information folder as a reference during their public education efforts.

BMP Name

1b. Target High Risk Businesses

Target high risk businesses and complete an educational program

YEAR 2 Identify highest priority businesses and assess the impact and level of awareness of businesses through discussion forums or other methods

YEAR 3 Develop brochure or other educational program based on findings

High priority business identified include Howell's Truck Stop, NE Auto Auction, gas stations and auto repair facilities

Former Watt's and BOC Gases identified as "good example" facilities

Year 1

Year 2

Year 3

Year 4

Year 5

Actions Completed During Permit Year 1

Responsible Party

John E. Webb (Town Manager)

No actions required during Permit Year 1.

Actions Completed During Permit Year 2

Responsible Party

Identify high priority businesses

Jonathan Carter (Town Manager)

A Hot Spot Investigation (HSI) was conducted as part of the Watershed Survey (see BMP 1a.). This is the initial step in identifying the high priority businesses, evaluating their practices, and determining their effect on stormwater. The data from this survey are being compiled and may be used to generate public education material in Permit Year 3.

1. Public Education and Outreach on Stormwater Impacts

Actions Completed During Permit Year 3

Identify high priority businesses Responsible Party
Jonathan Carter (Town Manager)

The results from the Hot Spot Investigation completed as part of the Watershed Survey during Permit Year 2 show that out of the 11 businesses surveyed in the Town of Kittery there were two confirmed hotspot, six potential hotspots, and three non-hotspots. Since there were no severe hotspots, public education for commercial businesses in Kittery would likely not be effective in reducing stormwater pollution. The Maine DEP has reviewed the survey findings and agrees that public education efforts will not focus on businesses.

Actions Completed During Permit Year 4-5

Responsible Party
Jonathan Carter (Town Manager)

As stated in Permit Year 3, public education efforts will not be focused on businesses.

BMP Name

1c. Homeowner Erosion Control and Coastal Gardener's Workshops

York County Soil and Water Conservation District to continue with homeowner erosion control workshops

YEARS 1-5 Advertise workshop on Kittery website

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

York County SWCD Workshops Responsible Party
John E. Webb (Town Manager)
Debbie St. Pierre (York County SWCD)
Janet Gourley (Harborside Garden Club)

York County SWCD did not offer any homeowner related workshops this year. A workshop is planned for June 2004. This workshop will be publicized on the town website. No information could be obtained regarding Coastal Gardener workshops this year.

Actions Completed During Permit Year 2

York County SWCD Workshops Responsible Party
Jonathan Carter (Town Manager)
York County SWCD

York County SWCD did not offer any homeowner related workshops this year. A workshop had been planned on unpaved road maintenance to be held October 29, 2004 at the Berwick Fire Department. Due to lack of registrations, this workshop did not

1. Public Education and Outreach on Stormwater Impacts

occur. It was going to cover basic road building and maintenance techniques, introduce a "do it yourself" road maintenance tool called Front Runner, and include a hands-on demonstration in the field. An announcement of the workshop was sent to the Kittery Town Hall and suggested to be posted there to help inform the public of the importance of road grading and how it helps prevent polluted stormwater.

Actions Completed During Permit Year 3

	<u>Responsible Party</u>
York County SWCD Workshops	Jonathan Carter (Town Manager) York County SWCD

The York County SWCD did not offer any homeowner erosion control workshops during Permit Year 3.

Actions Completed During Permit Year 4

	<u>Responsible Party</u>
York County SWCD Workshops	Jonathan Carter (Town Manager) York County SWCD

Due to a lack of staff and funding, the York County SWCD was unable to offer any homeowner erosion control workshops during Permit Year 4.

BMP Name

1d. Develop Radio Message

Develop radio message or NPR news story to educate public on impacts and actions on Kittery's program.

YEAR 3 Solicit other municipalities and organizations

YEAR 4 Develop and begin broadcasting message

YEAR 5 Continue broadcasting messages

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Years 1 & 2

Actions completed during Permit Years 1 and 2 were reported under BMP 1a. Develop a Public Education Program.

Actions Completed During Permit Year 3

	<u>Responsible Party</u>
Mass Media	Jonathan Carter (Town Manager)

According to the Maine DEP's "2005 NPS & Stormwater Media Campaign Assessment (Omnibus Phone Survey)" there has been an increase in awareness and stewardship in Maine. The recollection of the ads is up by 10% from last year (24% surveyed recall the

1. Public Education and Outreach on Stormwater Impacts

ad) and 35% of those surveyed will do something protection of stormwater. The Town of Kittery participated in the Mass Media Campaign during Permit Year 3 by approving a contribution of \$915 from the Town. The "Ducky" commercials are anticipated to air during June and July of Permit Year 4.

Actions Completed During Permit Year 4

Mass Media Responsible Party
Jonathan Carter (Town Manager)

Since the mass media campaign (the ducky ad) was so successful in previous years, the Interlocal Stormwater Working Group (ISWG) is soliciting funds from the regulated MS4s, other Think Blue Maine Partners as well as corporate sponsors to be able run the ads in 2007. Marketing consultants believe that it is worth continuing the ducky ads because they continue to be effective at getting the audience's attention, conveying the message, and having people retain the message.

The Town of Kittery through the Kittery Area Comprehensive Transportation Study (KACTS) was invited to continue their support of the mass media campaign. Support of the ducky ad is currently a part of KACTS fiscal year 2008-2009 Unified Planning Work Program which was approved by Committee on May 16, 2007. The contribution by KACTS on behalf of the Town of Kittery was \$800. The Ducky ads are anticipated to air during the summer of 2007 (Permit Year 5).

BMP Name

1e. Continue Annual Newspaper Articles

Continue to place annual article in local paper regarding stormwater issues

YEARS 1-5 Continue annual articles

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Sump Pump Article Responsible Party
Steve Tapley (Superintendent of Sanitation)

Kittery published an article in the Kittery Quarterly on 4/22/2003 regarding proper connection of sump pumps. While the article did not specifically address stormwater issues, it is a precursor to subsequent articles. "In My Backyard" articles from the Maine DEP will be published in Permit Year 2.

Actions Completed During Permit Year 2

Kittery Quarterly Articles Responsible Party
Steve Tapley (Superintendent of Sanitation)

Articles were submitted to the Kittery Quarterly four times during Permit Year 2, and were published three times. The Kittery Quarterly is distributed town-wide. Articles submitted were excerpts from DEP's "In our Backyard" and printed with permission from

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the DEP. In the July 2004 and Jan 2005 issues of the Kittery Quarterly two informational articles were printed titled "Sewer and Stormwater Issues – Urban Life of a Raindrop" and "Who Pollutes our Water." The October 2004 issue ran two informational articles titled "Rubber Duckies Make a Splash – In our backyard" and "Green Fall Cleanup – In our Backyard".

Actions Completed During Permit Year 3

Kittery Quarterly Articles Responsible Party
Steve Tapley (Superintendent of Sanitation)

Five stormwater related articles were printed in the Kittery Quarterly during Permit Year 3. Four of the articles were excerpts from the Maine DEP's "In Our Backyard" and one was a Maine DEP Press Release. The articles are as follows: (July 2005) Keep the Soil – In our back yard, (October 2005) Tank Time – In Our Backyard, (October 2005) Why Should You "Think Blue" – In Our Backyard, (January 2006) Top Ten Green New Year's Resolutions – Maine DEP Press Release, and (April 2006) Dirt Ranks #1 Water Polluter – In Our Backyard.

Actions Completed During Permit Year 4

Kittery Quarterly Articles Responsible Party
Steve Tapley (Superintendent of Sanitation)

Several water quality-related Maine DEP "In Our Back Yard" articles were printed in the Kittery Quarterly during Permit Year 4. The articles are as follows:

July 2006:

Painting Your Home In Our Back Yard
How's the Septic System In Our Back Yard
Dirt Ranks #1 Water Polluter In Our Back Yard

October 2006:

Protecting Ground Water In Our Back Yard

In addition, an article regarding the Southern Maine regional public education program "Water Wisely; Mow High" was printed in the January 2007 issue of the Kittery Quarterly.

BMP Name

1f. Expand School Program

Expand school program to include education of stormwater impacts, including tours of WWTP

YEAR 1 Develop program

YEARS 2-4 Implement program

YEAR 5 Update program

Send articles home to parents?

Year 1

Year 2

Year 3

Year 4

Year 5

1. Public Education and Outreach on Stormwater Impacts

Actions Completed During Permit Year 1

Responsible Party

Permit Year 1 Kate Sheldon (Shapleigh Middle School)

No work was able to be completed this permit year regarding educating children about potential pollutants of stormwater.

Actions Completed During Permit Year 2

Responsible Party

Permit Year 2 Kate Sheldon (Shapleigh Middle School)

Classes at R.W. Traip Academy and Shapleigh Middle School involve aspects of stormwater into their curriculum. The teacher of an Environmental Issues Class at Traip Academy had a watershed lab prepared; however it was cancelled due to the weather. A sixth grade teacher from Shapleigh Middle School tied his science curriculum to the Kittery natural environment. He took his class for several field trips to Spruce Creek (Piccott Rd.) where the students observed abiotic and biotic aspects of the estuary. They looked at landforms, soil particles, size, salinity and the effect of runoff on it, water temperature and level, surrounding land use, and species of flora and fauna. On one occasion, members of the Spruce Creek Association (SCA) gave students a lesson on the watershed. This class also did a watershed project called "Dragonfly Pond" where they designed a community around a river and pond while trying to minimize negative environmental impacts on the watershed. Groups presented their designs and defended them, after which all the maps were joined to be a visual representation that the river is continuous and flows into to Spruce Creek and then into the Atlantic Ocean. This activity helped the students understand that water pollution causes implications beyond their own community. Another Shapleigh Middle School teacher has created a wetlands unit through a grant from the Wells Reserve.

School contacts for stenciling in Kittery were established with teachers from Traip Academy and Shapleigh Middle School. Stenciling has been planned to occur on June 8 and June 9, 2005 during Permit Year 3. A presentation on storm drain stenciling has been prepared to show the students. The presentation includes the "ducky" ad and covers topics of non-point source pollution, stormwater, watersheds, stormwater regulations, stenciling, ways students can help prevent stormwater pollution, an outlet for more information, and a question period. An informational door card was also created outlining the connection between stenciling and stormwater pollution/prevention. This door card will be handed out by the students to houses in the neighborhoods where stenciling occurs.

Actions Completed During Permit Year 3

Responsible Party

Permit Year 3 Kate Sheldon (Shapleigh Middle School)

During Permit Year 3, students from both Traip Academy and Shapleigh Middle School participated in a stenciling program which encouraged them to make a connection between the storm drains in Kittery and the runoff to the Piscataqua River and Spruce Creek. Two classes of Juniors from an Environmental Issues Class stenciled a total of 51 storm drains on various streets in the vicinity of the Traip Academy. Six graders from a Shapleigh Middle School science class stenciled 34 storm drains in Admiralty

1. Public Education and Outreach on Stormwater Impacts

Village.

The stenciled read “Keep it Clean – Drains to River” or “Keep it Clean – Drains to Creek” depending on which watershed they were in. Prior to stenciling, a presentation (described in Permit Year 2) and demonstration was given. Door cards were handed out by the students during stenciling, and residents were interested in the activity in their neighborhood. Press releases were published in various newspapers including the York Times, Foster’s Daily Democrat, and the Portsmouth Herald. A summary of the storm drain stenciling was also posted on the Spruce Creek Association website. The Town of Kittery assisted in the stenciling effort by supplying cones, safety vests, and brooms, as well as suggestions on where to stencil.

Select Kittery schools participated in the Sea Grant Watershed Connections Curriculum.

Actions Completed During Permit Year 4

	<u>Responsible Party</u>
Permit Year 4	Peter Cady (Shapleigh Middle School)

The Spruce Creek Association organized a two day stenciling effort in Kittery on May 30 and 31, 2007. Forty seven students from Traip Academy and Shapleigh Middle School stenciled a total of 150 storm drains in the surrounding residential areas close to Traip Academy and Admiralty Village as well as the storm drains in the Kittery Trading Post and Tanger Outlet Center parking lots. The Town of Kittery Public Works Department supported the stenciling by providing the paint, rubber gloves, trash bags, traffic cones, traffic vests, and brooms.

BMP Name

1g. Continue Household Hazardous Waste Day

Continue Household Hazardous Waste Day, Include component of stormwater protection in advertisement.

Tracked under Illicit Discharge Detection and Elimination

Town advertises event in local newspaper. Pre-registration for scheduled drop-offs required.

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

	<u>Responsible Parties</u>
Household Hazardous Waste Day	Rick Rossiter (Public Works Director) Steve Tapley (Superintendent of Sanitation)

Kittery held a household hazardous waste day on October 19, 2003 to collect unneeded household hazardous waste. The notice for the day included the following statement, “Never dump these chemicals down a storm drain or your sink or toilet”. The event was sponsored by The Kittery Department of Public Works and the Kittery Sewer Department. Materials collected include: nickel cadmium batteries, lithium batteries, fluorescent bulbs, organic acids, organic bases, aerosols, paints, adhesives, and other miscellaneous household hazardous wastes. Cost for the program was approximately \$80 per car, \$12,000 total on the program.

1. Public Education and Outreach on Stormwater Impacts

Actions Completed During Permit Year 2

	<u>Responsible Parties</u>
Household Hazardous Waste Day	Rick Rossiter (Public Works Director) Steve Tapley (Superintendent of Sanitation)

The household hazardous waste (HHW) day for Permit Year 2 was held on October 9, 2004 at the Solid Waste Transfer Station in Kittery. The collection day was advertised in a flyer, newspapers, the Town website, and on cable television, and the notice included a stormwater component. Materials collected include: oil-based paints, propane, pesticides, mercury, batteries, fluorescents, antifreeze, and oil. The cost of the collection day was \$9,523.00 with 152 cars participating. The HHW Day for Permit Year 3 is scheduled for October 29, 2005.

Actions Completed During Permit Year 3

	<u>Responsible Parties</u>
Household Hazardous Waste Day	Rick Rossiter (Public Works Director) Steve Tapley (Superintendent of Sanitation)

The household hazardous waste (HHW) day for the Town of Kittery was held on October 29, 2005 at the Solid Waste Facility. The collection day was sponsored by the Kittery Department of Public Works and the Kittery Sewer Department and operated by Clean Harbors. A flyer advertising the collection day was posted on the Town's website, and included the phrase "proper disposal of hazardous waste protects our environment". Acceptable household hazardous waste included paints, solvents, auto fluids, pesticides, household cleaners, pool chemicals, etc. The cost of the collection day was \$8,765.97 with 122 cars participating.

Actions Completed During Permit Year 4

	<u>Responsible Parties</u>
Household Hazardous Waste Day	Rick Rossiter (Public Works Director) Steve Tapley (Superintendent of Sanitation)

The household hazardous waste (HHW) day for the Town of Kittery was held on October 14, 2006 at the Solid Waste Facility. The collection day was sponsored by the Kittery Department of Public Works and the Kittery Sewer Department and operated by Clean Harbors. The Household Hazardous Waste Day was advertised using a flyer and newspaper ads. The flyer included the phrase "proper disposal of hazardous waste protects our environment" and advised to "never dump [household hazardous waste] down the storm drain, your sink or toilet". Acceptable household hazardous waste included paints, solvents, auto fluids, pesticides, household cleaners, pool chemicals, etc. The cost of the collection day was \$8,079 with 105 cars participating.

The Town will not be holding a HHW collection day in 2007 because their permanent facility accepts all the same wastes (except for pesticides). The permanent facility is open Wednesday and Saturday from 9:00 a.m. to 5:00 p.m. The Town will reassess the need for a HHW collection day for 2008.

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BMP Name

1h. Maine DEP Survey

The Town of Kittery will distribute in year one a DEP generated survey to all City employees, and based on the results of the survey the City will develop educational outreach materials. In subsequent years the Town will resurvey to assist impact of the educational and outreach efforts in changing behavior.

Year 1: Distribute Maine DEP Survey and give Maine DEP surveys to assess responses

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Responsible Party

Maine DEP Survey John E. Webb (Town Manager)

Maine DEP developed a survey to assess the general awareness of stormwater as a potential water quality issue. Maine DEP requested that all MS4 communities distribute the survey to municipal employees and return the completed surveys to Maine DEP for tabulation. The Town of Kittery distributed approximately 80 surveys to municipal employees; and returned 22 completed surveys to Maine DEP for tabulation.

Actions Completed During Permit Year 2

Responsible Party

Maine DEP Survey Jonathan Carter (Town Manager)

The Maine DEP Municipal Employee Survey results for Southern York County Cluster concluded that 43% of respondents think that the water quality in local streams is good to excellent, 7% said it was poor, and 16% did not know. The top three perceived pollution sources are 1. Petroleum, 2. Fertilizer/Pesticides, and 3. Roads/Industry. These results help to identify which pollution sources to focus on during public education, and are one component of the Watershed Survey described in BMP 1a.

Actions Completed During Permit Year 3

Responsible Party

Maine DEP Survey Jonathan Carter (Town Manager)

No actions required during Permit Year 3.

Actions Completed During Permit Year 4

Responsible Party

Maine DEP Survey Jonathan Carter (Town Manager)

The Maine DEP did not conduct the Municipal Survey during Permit Year 4 because by waiting until Permit Year 5, the survey will provide more feedback on the effectiveness of raising awareness (since many of the public education and training programs were implemented towards the end of Permit Year 4). The Maine DEP will be asking the communities again to help distribute the surveys to municipal employees.

1. Public Education and Outreach on Stormwater Impacts

BMP Name

1i. Unanticipated Activities Completed

Many activities were completed during the year that educate the public about stormwater issues and help protect stormwater from becoming polluted. Many of these items were not originally part of the Kittery five year Stormwater Management Plan, but are listed here for documentation.

Year 1

Year 2

Year 3

Year 4

Year 5

Actions Completed During Permit Year 1

	<u>Responsible Party</u>
Permit Year 1 Activities	John E. Webb (Town Manager) Earldean Wells (Conservation Commission)

The following Permit Year 1 activities were completed:

1. The Kittery Conservation Commission (KCC) conducted a Lobster Trap Clean Up Day on April 10th. The Boy Scouts (about 20 boys and 2 leaders) helped KCC (about 13) members and their families collect 30 lobster traps and trap parts off Seapoint and Crescent Beaches.
2. The Adopt-a-Road Program is in its eighth year of existence. The program expanded last year to include 43 groups, families, or individuals cleaning sixty-eight roads or sections of roads of litter in April, August and November.
3. Over 16 volunteers removed 400 pounds of debris from the Kittery Town Wharf, Sisters Point, Rogers Park, Eagle Point, and the Portsmouth Naval Shipyard. The Town Department of Public Works assists by providing trash pickup and transport to the Town Transfer station.
4. The Spruce Creek Association developed materials regarding non-point source pollution and placed them in the Rice Library for general distribution (319 Grant funded - Permit Year 1 only)
5. Rogers Park - the Kittery Conservation Commission, Kittery Land Trust and Timberland participated in an Earth Day cleanup of Rogers Park.

Actions Completed During Permit Year 2

	<u>Responsible Party</u>
Permit Year 2 Activities	Jonathan Carter (Town Manager) Earldean Wells (Conservation Commission)

No unanticipated activities were reported during Permit Year 2.

1. Public Education and Outreach on Stormwater Impacts

Actions Completed During Permit Year 3

Permit Year 3 Activities

Responsible Party

Jonathan Carter (Town Manager)
Earldean Wells (Conservation Commission)

Flyers for the Adopt-A-Road Program, administrated by the Kittery Conservation Commission and endorsed by the Kittery Town Council, are located at the Kittery Town Hall. The purpose of the program is to reduce the litter problem adjacent to Town roadways.

On September 24, 2005 volunteers from Kittery participated in a Coastal Cleanup as part of Maine Coastweek 2005. The Kittery Conservation Commission was asking for volunteers to help out at Rogers Park and Eagle Point.

The following local outreach groups were offered the opportunity to post stormwater related activities on the ThinkBlueMaine.org website calendar on a quarterly basis: Spruce Creek Association, Kittery Trading Post, York County SWCD, and University of Maine Cooperative Extension. The Spruce Creek Association submitted events in Southern Maine to be posted on the calendar.

On May 4, 2006 the ThinkBlueMaine Partnership (including Kittery as part of the Southern Maine Stormwater Group) was awarded with an EPA Environmental Merit Award in recognition of its exceptional work and commitment to the environment in 2005.

Actions Completed During Permit Year 4

Permit Year 4 Activities

Responsible Party

Jonathan Carter (Town Manager)
Earldean Wells (Conservation Commission)

The Spruce Creek Association hosted a community forum on Wednesday November 29, 2006 to solicit feedback and ideas from residents, businesses, town boards, and administration on problems, goals, and priorities in protecting and restoring the Spruce Creek Watershed. Thirty people attended the workshop with representation from residents, businesses, town boards, and administration. As a result of the forum, the Spruce Creek Association will work with both the Town of Kittery and Eliot to develop a watershed management plan.

The following local outreach groups were offered the opportunity to post stormwater or water-related activities on the ThinkBlueMaine.org calendar of events: Spruce Creek Association, Kittery Conservation Commission, Kittery Trading Post, York County SWCD, and University of Maine Cooperative Extension. The Kittery Conservation District and the York County SWCD submitted events to be posted on the calendar.

The Kittery Conservation Commission sponsored a Lobster Trap Cleanup on Seapoint and Crescent Beaches on April 21, 2007.

The Town of Kittery requested a brochure explaining dry-weather outfall inspections that the inspector could provide to residents who inquire about what she's doing. Edwards and Kelcey created a dry-weather inspection handout that also included general

1. Public Education and Outreach on Stormwater Impacts

information regarding the Town of Kittery's Stormwater Management Program and what is stormwater (see BMP 3c . for more information).

The Town of Kittery's Commissioner of Public Works (Rick Rossiter) was recognized in the 2006 Annual Report : Faces of Change Coastal Management Stories from 2006 for the Town's collaboration with researchers from the Cooperative Institute for Coastal and Estuarine Environmental Technology (CICEET)-sponsored University of New Hampshire (UNH) Stormwater Center. The Town with support from the UNH Stormwater Center used low-impact development technologies to develop designs for a three-part system to reduce and treat the runoff created by the new soccer field.

2. Public Involvement and Participation

BMP Name

2a. Public Notice Requirements

Whenever applicable during implementation of Stormwater Management Plan, public notice requirements will be met.

YEARS 1-5 Observe all requirements

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

	<u>Responsible Party</u>
Public Notice	John E. Webb (Town Manager) Jim Noel (Town Planner)

The Town of Kittery's stormwater consultant presented an overview of the Stormwater Phase II program to the Kittery Town Council at a workshop. The presentation was open to the public, and was advertised on the Town Website, as are all workshop agendas. Approximately 20 members of the public attended the presentation.

No other Public Notice requirements were invoked during Permit Year 1.

Actions Completed During Permit Year 2

	<u>Responsible Party</u>
Public Notice	Jim Noel (Town Planner) Jonathan Carter (Town Manager)

No Public Notice requirements were invoked during Permit Year 2.

Actions Completed During Permit Years 3 & 4

	<u>Responsible Party</u>
Public Notice	Jim Noel (Town Planner) Jonathan Carter (Town Manager)

No Public Notice requirements were invoked during Permit Years 3 & 4.

BMP Name

2b. Stakeholders in Plan Development

Invite specific potentially interested parties to join stakeholder group responsible for Stormwater Management Plan

YEAR 1 Invitations extended during plan development

Year 1 Year 2 Year 3 Year 4 Year 5

2. Public Involvement and Participation

Actions Completed During Permit Year 1

	<u>Responsible Party</u>
Initial Stakeholder Meetings	John E. Webb (Town Manager) Stormwater Consultant

The following three meetings were held in order to promote public participation during the development of the Kittery 5-year Stormwater Management Plan: Aquarion (formerly EER) mailed postcards to all stakeholders announcing the meetings, and followed up with phone calls as reminders to attend.

6/18/2003 An introductory stakeholder meeting was held in South Berwick. The purpose of the meeting was to introduce the Stormwater Phase II program to all present. Stakeholders were informed that a 5-year plan was being developed for their community. Stakeholders were asked to provide information regarding existing programs that could be supplemented to mutually benefit the program and the Stormwater Phase II program. Stakeholders from all four southern Maine communities were invited to participate (Eliot, Kittery, South Berwick and Berwick). Six of the Kittery stakeholder people attended this initial meeting.

7/9/2003 A second stakeholder meeting was held to describe in more detail proposed components of the 5-year plan. Barbara Welch of the Maine DEP attended the meeting to present the concepts of social marketing and the behavior pyramid. Aquarion presented potential public education topics based on lessons learned from the Stormwater Phase I program, and from the Southern Maine regional water quality issues that are known. Input was requested from parties present to supplement the known water quality data. Stakeholders from all four southern Maine communities were invited to participate (Eliot, Kittery, South Berwick and Berwick). Six Kittery stakeholders attended this second meeting.

7/30/2003 A third stakeholder meeting was held to review the Kittery-specific elements of the five-year plan. Eight stakeholders attended this meeting and contributed elements to the plan. All stakeholders were provided with a draft copy of the plan after the meeting, and were invited to comment. Comments were incorporated into the final version of the Plan.

Actions Completed During Permit Years 2-4

	<u>Responsible Party</u>
	Jonathan Carter (Town Manager) Stormwater Consultant
No actions required during Permit Years 2-4	

BMP Name

2c. Cooperate with Southern Maine Communities

Cooperate with other Southern Maine Communities during plan implementation.

YEARS 1-5 Include stormwater as a component of Kittery Area Comprehensive Transportation System (KACTS) meetings to implement common elements

Year 1 Year 2 Year 3 Year 4 Year 5

2. Public Involvement and Participation

Actions Completed During Permit Year 1

KACTS Meeting Summary Responsible Party
Tom Reinauer (Transportation Director)

11/6/2003 The four Southern Maine Communities decided to pursue a grant to assist in public education efforts on a regional basis. Aquarion recommended initially attempting a Regional Planning Grant, offered by the State Planning Office.

12/16/2003 The communities decided at their KACTS meeting to retain Aquarion to assist them with implementation of their Stormwater Phase II Plans.

2/4/2004. The communities received word that the Regional Planning Grant would likely not be an option. Aquarion recommended pursuit of National USEPA Water Quality Control Agreement funding cooperatively with the New Hampshire Seacoast Coalition (a group of communities already working cooperatively on Stormwater Phase II Implementation in New Hampshire). Aquarion prepared the Initial Proposal requesting the funding, Southern Maine Regional Planning Commission submitted the IP on 2/17/2004. The Initial Proposal was titled "Evaluation of Stormwater Impacts, and Baseline Assessment of Public Perceptions for Piscataqua River Watershed, Great Bay Watershed and New Hampshire Coastal Watershed."

The Water Quality Cooperative Agreement is a program that provides funding from the USEPA to implement innovative activities that benefit the environment. The first step proposed by the four Southern Maine Communities is to use the funding to evaluate regional stormwater issues. The second step is to conduct a public survey to determine if the issues identified in the regional evaluation are the same as what the public identifies as key stormwater issues.

The results of these surveys will be used to:

- 1.) create more focused educational materials for the public to inform them on stormwater issues and,
- 2.) create educational materials concerning stormwater issues for high-risk businesses

SMRPC should be notified by the end of May if they will receive this Grant.

Actions Completed During Permit Year 2

KACTS Meeting Summary Responsible Party
Tom Reinauer (Transportation Director)

Kristie Rabasca of Aquarion Engineering Services (Aquarion) attended the November 17, 2004 KACTS meeting and gave updates on public education items, the IDDE/Pollution Prevention/Good Housekeeping SOP manual, and gave notice of a MDEP Non-point Source Training Program offered for sedimentation/erosion control.

Kristie Rabasca attended the February 23, 2005 KACTS meeting and gave updates on the ThinkBlueMaine.org website and the planned mass media campaign. KACTS members voted to use \$1,000 of KACTS money to help fund the campaign. Members were also given an update on the IDDE/Pollution Prevention/Good Housekeeping SOP manual, and were encouraged to contact their representative to support the Environmental Bond fund which contains funding for Stormwater Phase II communities.

2. Public Involvement and Participation

Actions Completed During Permit Year 3

KACTS Meeting Summary Responsible Party
Tom Reinauer (Transportation Director)

There were two KACTS meetings, during Permit Year 3, held on June 15 and September 21, 2005. Stakeholders from all four Southern Maine communities were voting members on the KACTS committee; there were two representatives from Kittery. The Stormwater Management Plan Update was an item on the June 15, 2005 agenda.

Actions Completed During Permit Year 4

KACTS Meeting Summary Responsible Party
Tom Reinauer (Transportation Director)

There were three KACTS meetings during Permit Year 4 held on July 28, 2006, November 3, 2006, and April 23, 2007. Stakeholders from all four Southern Maine communities were voting members on the KACTS committee with two representatives from Kittery. An update on the public education program – Water Wisely; Mow High was presented at the April 23, 2007 meeting.

BMP Name

2d. Meet Annually with Stakeholders

YEARS 1-5 Meet annually with Kittery stakeholders to promote timely implementation. Consider quarterly meetings

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Permit Year 1 Stakeholder Meeting Responsible Party
John E. Webb (Town Manger)
Stormwater Consultant

5/4/2004 Kittery's stormwater consultant (Aquarion) organized and facilitated a stakeholder meeting to review Permit Year 1 activities. Approximately 8 stakeholders were in attendance. A draft of the annual report was presented to the stakeholders. Progress on each of the six minimum control areas was reviewed and corrected for annual reporting where necessary. Highlights for Permit Year 2 were also discussed.

Actions Completed During Permit Year 2

Permit Year 2 Stakeholder Meeting Responsible Party
Jonathan Carter (Town Manger)
Stormwater Consultant

There were no organized stakeholder meetings during Permit Year 2; however Aquarion attended the Kittery Conservation Commission and the Annual Spruce Creek Association meetings on April 21, 2005. At this meeting, possible areas of where to perform the Neighborhood Source Assessment were discussed (see BMP 1a.). In addition, Aquarion met with select Kittery staff to discuss stormwater issues on January 24, 2005. These informal meetings with staff proved to be productive.

2. Public Involvement and Participation

Actions Completed During Permit Year 3

	<u><i>Responsible Party</i></u>
Permit Year 3 Stakeholder Meeting	Jonathan Carter (Town Manger) Stormwater Consultant

The Towns of Berwick, South Berwick, Eliot, and Kittery held regional stakeholder meetings during Permit Year 3 as follows:

September 21, 2005 – The purpose of this meeting was to review the Watershed Survey Results and discuss ideas for the public education program. Two representatives from Kittery attended.

January 26, 2006 – The purpose of this meeting was primarily to discuss the status of mapping as well as briefly discuss post construction and public education. One representative from Kittery attended.

February 21, 2006 – The purpose of this meeting was to discuss the post construction minimum control measure. Two representatives from Kittery attended.

Actions Completed During Permit Year 4

	<u><i>Responsible Party</i></u>
Permit Year 4 Stakeholder Meeting	Jonathan Carter (Town Manger) Stormwater Consultant

The Towns of Berwick, South Berwick, Eliot, and Kittery held one regional stakeholder meeting during Permit Year 4 on January 11, 2007: The meeting was held at the Kittery Town Office. The agenda included the public education program update, the return of the Maine DEP Municipal Survey, a post construction update, Stormwater Roundtable Workshop announcement, and the 2008 MS4 General Permit Development Process document. Five representatives from the Town of Kittery as well as four other stakeholders associated with the Town of Kittery attended.

The Bangor Stormwater Group hosted the Maine Multi-Cluster Stormwater Management Roundtable on May 10, 2007 at the Maple Hill Farm Inn in Hallowell, Maine. The purpose of the roundtable was designed to facilitate sharing of initiatives of the various clusters, identification opportunities to coordinate activities among clusters, and inter-cluster networking. The Commissioner of Public Works (Rick Rossiter) from the Town of Kittery attended the roundtable.

3. Illicit Discharge Detection and Elimination

BMP Name

3a. Continue to Develop Storm Sewer Map

Continue to develop a storm sewer system map including outfalls.

YEAR 1 Educate select employees on storm sewer drain mapping

YEAR 2 GPS the locations of all outfalls within the urbanized area

YEARS 3-5 Develop base map with overlays

Year 1

Year 2

Year 3

Year 4

Year 5

Actions Completed During Permit Year 1

Permit Year 1 Mapping

Responsible Party

Rick Rossiter (Public Works Director)
Tom Reinauer (Transportation Director)

Kittery began mapping storm drain outfalls in the Fall of 2003. The Town used a Trimble Pro XR backpack GPS unit to collect longitude and latitude locations for the outfalls, as well as selected parameters to identify the condition of the outfall pipe. Information was also collected to determine how much sediment was present in the pipe and whether any evidence of an illicit discharge was observed during mapping (clear discharge, oily discharge, soapy discharge, sewer smell, iron discharge, or other).

Actions Completed During Permit Year 2

Permit Year 2 Mapping

Responsible Party

Rick Rossiter (Public Works Director)
Tom Reinauer (Transportation Director)

The storm sewer mapping in the urbanized area is approximately 50% complete. The dry-weather outfall inspections are simultaneously occurring with mapping. SMRPC is completing the GIS mapping of the storm sewer system with Kittery. The Town plans to identify separate drainage areas for the system to facilitate maintenance and illicit discharge tracking.

Actions Completed During Permit Year 3

Permit Year 3 Mapping

Responsible Party

Rick Rossiter (Public Works Director)
Tom Reinauer (Transportation Director)

The Town of Kittery has completed mapping for 100% of the outfalls and approximately 50% of the catch basins, as well as, some of the piping connections and networks. Minimal progress was made in 2005 because the University of New Hampshire GPS unit was not available for the majority of the year. As a result, the Town purchased a Trimble 50355-50 GPS Pathfinder Pro XRS with two software packages for storm drain

3. Illicit Discharge Detection and Elimination

mapping at a cost of \$9,754. Also, new aerial photographs will be taken in spring 2006 to aid in the mapping program.

Actions Completed During Permit Year 4

	<u>Responsible Party</u>
Permit Year 4 Mapping	Rick Rossiter (Public Works Director) Tom Reinauer (Transportation Director)

In summer and fall of 2006, 319 identified pipes were sequentially noted by tax map sequence. Maps were cataloged with aerial photographs, tax maps, and pipe IDs combined. Of the 319 pipes identified, 247 were inspected. This included all pipes, outfalls, cellar drains, and abandoned sewer pipes. This year, the data is being further refined to isolate all pipes in excess of four-inch diameter.

The most common problem cited was yard waste deposited over pipes. This recurs in several neighborhoods, particularly at the end of residential streets. Only four inspections were categorized as needing follow-up inspections by the Public Works Department. Several pipes were partially blocked with soil and plant material.

Post Note to Permit Year 3: The Town of Kittery cooperated with State Planning Office (SPO) consultants to map the storm drain system and stormwater contributing areas from impervious surfaces that drain under or across Route 1. Commercial facility drainage infrastructure that is tied into the Town's storm drain was included and mapped as part of this inventory. Some of this inventory fell outside the urbanized area. SPO consultants developed runoff quantity and quality models for all drainage areas as described above. Available retrofit sites were identified and provided the basis for the request for assistance from the Maine DOT's Surface Water Quality Protection Program (SWQPP) (see BMP 6h.). The project report is available on the Spruce Creek Association website (<http://www.sprucecreekassociation.org/projects.html>).

BMP Name

3b. Develop Legal Authority

Develop legal authority to ban non-stormwater discharges to storm sewer system, along with a mechanism to track enforcement actions.

YEAR 2 Initiate regional ordinance development process

YEAR 3 Develop mechanism to track enforcement and complete enactment of ordinance

YEARS 4-5 Implement enforcement and tracking

YEAR 2 Jim Noel (Planning Board)

YEAR 3 Town Manager / Heather Ross (Kittery CEO)

YEARS 4-5 Heather Ross (Kittery CEO)

Year 1

Year 2

Year 3

Year 4

Year 5

3. Illicit Discharge Detection and Elimination

Actions Completed During Permit Year 1

	<u><i>Responsible Party</i></u>
Sample Ordinance Completed	Russell White (Planning Board Chair) Jim Noel (Town Planner) John E. Webb (Town Manager)

The Draft Ordinance from Maine Municipal Association is complete. The Town's stormwater consultant participated in review and comment of the MMA sample Ordinance. Councilman Frank Dennett also reviewed the Draft Ordinance and provided comments to MMA.

The Town will use this draft as a basis for their ordinance. The draft will be reviewed during a planning board meeting in Permit Year 2. A satellite meeting will be held to discuss details of the ordinance and begin the formal adoption process. The Town's Comprehensive Plan is being reviewed, and this ordinance should be made to fit in. The Ordinance will be reviewed by Kittery stakeholders in Permit Year 2, and will be finalized by Permit Year 3.

Actions Completed During Permit Year 2

	<u><i>Responsible Party</i></u>
Sample Ordinance Completed	Russell White (Planning Board Chair) Jim Noel (Town Planner) Jonathan Carter (Town Manager)

A Regional Meeting for Non-Stormwater Discharge Ordinance was held on September 23, 2004 at the South Berwick Town Hall. The purpose of this meeting was to introduce the Sample Ordinance and to discuss the Ordinance as a group. Representatives from each Southern York County regulated community were invited to attend the meeting. Kittery was represented at the meeting.

The Non-Stormwater Discharge Ordinance was presented to the Planning Board during Permit Year 2, but no action has been taken. Serious discussion of the Ordinance is anticipated for September 2005. The Board is also reviewing another model ordinance titled "State Model Stormwater Ordinance". The Board will likely enact the more stringent model or a hybrid of both. Comparison of the two model ordinances will occur in Permit Year 3.

Actions Completed During Permit Year 3

	<u><i>Responsible Party</i></u>
Sample Ordinance Completed	Russell White (Planning Board Chair) Jim Noel (Town Planner) Jonathan Carter (Town Manager)

The Town of Kittery was provided with a letter from their stormwater consultants (Edwards and Kelcey) regarding Stormwater Phase II Program – Draft Non-Stormwater Discharge Ordinance. The letter included a sample ordinance to prohibit non-

3. Illicit Discharge Detection and Elimination

stormwater discharges to the storm drain system, described why the ordinance is being presented to the Board, as well as, a description of the ordinance content, and listed items to be considered by the Board. An overview of the sample Non-Stormwater Discharge Ordinance was presented at a Kittery Planning Board Meeting on September 22, 2005.

Actions Completed During Permit Year 4

Responsible Party

Russell White (Planning Board Chair)
(Town Planner)
Jonathan Carter (Town Manager)

Minimal progress had been made toward the adoption of the Non-stormwater Discharge Ordinance. Due to the death of the Town Planner, the Town of Kittery was without a Town Planner until late June 2007. Previously a planner from the Southern Maine Regional Planning Commission was acting as the interim Town Planner and was only in the Town of Kittery twice per week to handle planning board agendas and packets. The new Town Planner has scheduled a meeting with the Town's stormwater consultants to discuss the Non-stormwater Discharge Ordinance.

BMP Name

3c. Dry Weather Outfall Inspections

Develop a schedule of dry weather outfall inspections and implement an inspection program.

YEAR 5 Prioritize areas to be inspected. Develop a schedule of inspections and method of documentation. Also assists with Good Housekeeping Pollution Prevention requirement to develop O&M for stormwater.

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Responsible Party

Inspections during Mapping Rick Rossiter (Public Works Director)

Although no inspections were required as part of the Kittery Stormwater Management Plan during Permit Year 1, observations of evidence of illicit discharges were recorded during mapping in the Fall of 2003. This information has been incorporated into the GIS mapping database for the Town and can be used in the future during illicit discharge detection and elimination tasks.

Actions Completed During Permit Year 2

Responsible Party

Inspections during Mapping Rick Rossiter (Public Works Director)

Although no inspections were required during Permit Year 2, dry-weather inspections were performed during storm sewer mapping.

3. Illicit Discharge Detection and Elimination

Actions Completed During Permit Year 3

Inspections during Mapping Responsible Party
Rick Rossiter (Public Works Director)

Although no inspections were required during Permit Year 3, dry weather inspections were not performed during spring 2006 (Permit Year 3) due to extremely wet weather conditions.

Actions Completed During Permit Year 4

Dry Weather Inspections Responsible Party
Rick Rossiter (Public Works Director)

The Town of Kittery hired a part-time Spruce Creek Association member to conduct dry-weather outfall inspections and to renumber the outfalls on 8 ½ x 11 maps. As discussed in BMP 3a., the most common problem cited was yard waste deposited over pipes. This recurs in several neighborhoods, particularly at the end of residential streets. Only four inspections were categorized as needing follow-up inspections by the Public Works Department. Several pipes were partially blocked with soil and plant material.

At the request of the Town of Kittery; Edwards and Kelcey created a dry-weather inspection handout that could be used during inspections to inform inquiring residents of dry-weather inspections. The handout includes the following topics: Town of Kittery Stormwater Management Plan, "What is Stormwater?", the "Why, What, and How of Dry Weather Outfall Inspections", "What is a Non-stormwater Discharge", "Common Sources of Non-stormwater Discharges", contact information for Public Works and Edwards and Kelcey, as well as a link to the ThinkBlueMaine website as a resource to learn more about stormwater and things residents can do to help. This BMP also helps fulfill portions of MCM 1 Public Education and Outreach (see BMP 1i.).

BMP Name

3d. Catch Basin Cleanings

Utilize scheduled catch basin cleanings as method of detecting illicit discharges. Develop procedure for notifying Code Enforcement Officer of illicit discharges.

YEAR 1 *Create form for reporting suspicious catch basin residue*

YEARS 2-5 *Prioritize cleaning based on need*

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Catch Basin Cleaning Form Responsible Party
Rick Rossiter (Public Works Director)
Heather Ross (Code Enforcement Officer)

The Town of Kittery has modified their existing catch basin cleaning form to identify if evidence of illicit discharges is present during catch basin cleaning. The Public Works

3. Illicit Discharge Detection and Elimination

Department will begin using the form in Permit Year 2.

Actions Completed During Permit Year 2

Catch Basin Cleaning Form	<u>Responsible Party</u>
	Rick Rossiter (Public Works Director)
	Heather Ross (Code Enforcement Officer)

The Town of Kittery used the modified catch basin cleaning form during Permit Year 2. No prioritization of catch basin cleaning is necessary because the Town cleans the majority of catch basins each year.

Actions Completed During Permit Year 3

Catch Basin Cleaning Form	<u>Responsible Party</u>
	Rick Rossiter (Public Works Director)
	Heather Ross (Code Enforcement Officer)

The Town of Kittery used the modified catch basin cleaning form during Permit Year 3. No prioritization of catch basin cleaning is necessary because the Town cleans the majority of catch basins each year.

Actions Completed During Permit Year 4

IDDE during catch basin cleaning	<u>Responsible Party</u>
	Rick Rossiter (Public Works Director)
	Heather Ross (Code Enforcement Officer)

The Town of Kittery continued to use the modified catch basin cleaning form during Permit Year 4. During cleaning, catch basins are inspected for condition and the presence of flow, oil sheen, and excess sediment with a place for additional comments. Waste products such as pet waste, oil, trash, and cigarettes are not often found in the catch basin system. Two illicit discharges were identified during catch basin cleaning in the past year; both were related to gray water. Illicit discharges identified during catch basin cleaning are typically reported to the Code Enforcement Officer using the standard complaint form. If necessary, the Code Enforcement Officer and Commissioner of Public Works discuss the issue and take corrective action. See BMP 6g. for more information catch basin cleaning.

BMP Name

3e. Educate Municipal Employees

Educate municipal employees so that they can recognize, trace, and report illicit discharges when observed

YEAR 2 Develop training program and incorporate training into municipal schedule

YEAR 3 Train Public Works employees

Year 1 Year 2 Year 3 Year 4 Year 5

3. Illicit Discharge Detection and Elimination

Actions Completed During Permit Year 1

Municipal Education Responsible Party
Rick Rossiter (Public Works Director)

Although no work is required to be completed for this BMP during Permit Year 1, the Town of Kittery has sent employees to the following training sessions that apply to protection of storm water from pollutants:

1. Managing Stormwater/Erosion 3/26/03 2 employees
2. Asist MS4 software training 3/20/03 2 employees
3. Asist Program Development 11/03/03 1 employee
4. Leaf and Yard Composting 4/1/03 2 employees
5. Managing Recyclables 4/10/03 3 employees
6. GPS workshop 3/13/03 4 employees
7. IDDE Workshop 3/6/04 2 employees
8. Mercury lamp recovery and universal waste 4/27/04 2 employees

Actions Completed During Permit Year 2

Develop Training Program Responsible Party
Rick Rossiter (Public Works Director)

A Standard Operation Procedures manual containing basic information on the IDDE, Good Housekeeping, and Pollution Prevention for municipalities was developed jointly by the Portland-area Interlocal Stormwater Working Group (ISWG) and six other municipalities (Lewiston, Auburn, Berwick, South Berwick, Eliot, and Kittery). A meeting was held on March 23, 2005 for mechanics/maintenance person representatives from various regulated Southern Maine Communities at the Scarborough Public Works Garage to provide comments on the SOP manual. Jerry Chick of Kittery Public Works attended this meeting.

The Town of Kittery contributed non-federal matching funds of \$1,375 to the SOP manual and training workshop. The project began in October 2004 and is anticipated to be completed by September 2005. An IDDE training program was developed using the SOP manual as a basis. The training program will be offered during Permit Year 3.

Actions Completed During Permit Year 3

Develop Training Program Responsible Party
Rick Rossiter (Public Works Director)

The Manual titled "Guidelines for Standard Operating Procedures for Stormwater Phase II Communities" was finalized September 2005. Trainings based on the Manual (Illicit Discharge Detection and Elimination and Pollution Prevention/Good Housekeeping) occurred during Permit Year 3. One employee from Kittery attended the training held October 5, two employees attended the training on June 8, and two employees attended the training on June 9, 2005.

3. Illicit Discharge Detection and Elimination

Actions Completed During Permit Year 4

Develop Training Program Responsible Party
Rick Rossiter (Public Works Director)

This BMP was completed in Permit Year 3. No actions required during Permit Year 4.

BMP Name

3f. Respond to Complaints

Continue response to complaints regarding sanitary and stormwater discharges and corrective action. Develop mechanism to track responses.

YEAR 2 Develop method to funnel complaints to CEO, as several different parties now receive these calls

YEAR 3 Track illicit discharge complaints

YEARS 4-5 Track complaints

Ideas: Doorhangers

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Responsible Party
Heather Ross (Code Enforcement Officer)

No actions required during Permit Year 1.

Actions Completed During Permit Year 2

Responsible Party
Heather Ross (Code Enforcement Officer)

No work was completed during Permit Year 2 due to the excessive CEO workload. This BMP is to be addressed in Permit Year 3.

Actions Completed During Permit Year 3

Responsible Party
Heather Ross (Code Enforcement Officer)

A complaint form was established by the Town during Permit Year 3. All stormwater related complaints are forwarded to the Code Enforcement Officer who responds by conducting an inspection of the complaint and following up with dye testing or other investigative techniques, if necessary.

3. Illicit Discharge Detection and Elimination

Actions Completed During Permit Year 4

Responsible Party

Heather Ross (Code Enforcement Officer)

The Town of Kittery continues to use a standard complaint form to document stormwater related complaints as described in Permit Year 3. Most complaints are initially received by the Code Enforcement Office; however all complaints (regardless of where they are received) are forwarded to the Code Enforcement Office. The majority of stormwater related complaints received are in regards to drainage issues. One complaint was received in relation to a new development whose sewer drains were incorrectly connected. The Sewer District worked with the developer and their contractor to get the problem corrected. All complaints are followed-up and corrected.

BMP Name

3g. Continue Household Hazardous Waste Collection

Continue annual household hazardous waste collection days, including component of stormwater protection in advertisement (website, local papers, posters)

YEARS 1-5 Complete household hazardous waste collection days on a yearly basis

Year 1

Year 2

Year 3

Year 4

Year 5

Actions Completed During Permit Year 1

Responsible Party

Household Hazardous Waste Day

Rick Rossiter (Public Works Director)

Steve Tapley (Superintendent of Sanitation)

Kittery held a household hazardous waste day on October 19, 2003 to collect unneeded household hazardous waste. The notice for the day included the following statement, "Never dump these chemicals down a storm drain or your sink or toilet". The event was sponsored by The Kittery

Department of Public Works and the Kittery Sewer Department. Materials collected include: nickel cadmium batteries, lithium batteries, fluorescent bulbs, organic acids, organic bases, aerosols, paints, adhesives, and other miscellaneous household hazardous wastes. Cost for the program was approximately \$80 per car, \$12,000 total on the program.

Actions Completed During Permit Year 2

Responsible Party

Household Hazardous Waste Day

Rick Rossiter (Public Works Director)

Steve Tapley (Superintendent of Sanitation)

Kittery held a household hazardous waste day on October 9, 2004 (see BMP 1g. for details).

3. Illicit Discharge Detection and Elimination

Actions Completed During Permit Year 3

Household Hazardous Waste Day Responsible Party
Rick Rossiter (Public Works Director)
Steve Tapley (Superintendent of Sanitation)

Kittery held a household hazardous waste day on October 29, 2005 (see BMP 1g. for details).

Actions Completed During Permit Year 4

Household Hazardous Waste Day Responsible Party
Rick Rossiter (Public Works Director)
Steve Tapley (Superintendent of Sanitation)

Kittery held a household hazardous waste day on October 14, 2006 (see BMP 1g. for details).

BMP Name

3h. Continue Addressing Illicit Discharges

Continue addressing illicit discharges as identified during construction activities and CSO separation

YEARS 1-5 Continue elimination of illicit discharges identified during CSO separation

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Permit Year 1 Illicit Discharges Responsible Party
Heather Ross (Code Enforcement Officer)
Steve Tapley (Superintendent of Sanitation)

The following illicit discharges were identified and corrected during general construction activities and CSO work in Permit Year 1:

During CSO work, any connection to the storm drain system is checked to make sure no sumps are connected. In addition, all sewer lateral connections are inspected to ensure that lateral conforms to Kittery Sewer Department requirements. This procedure helps to confirm no illicit connections are made to the storm drain system.

Cellar drains are prohibited from connection to the sanitary sewer. Cellar drain connection to the storm drain system causes freezing problems in the winter, so these connections are rare. When these connections are allowed, the homeowner is required to sign a release saying that the connection can be removed if it causes problems with the storm drain system.

3. Illicit Discharge Detection and Elimination

Actions Completed During Permit Year 2

	<u>Responsible Party</u>
Permit Year 2 Illicit Discharges	Heather Ross (Code Enforcement Officer) Steve Tapley (Superintendent of Sanitation)

No illicit discharges were discovered during general construction and CSO separation for Permit Year 2.

Actions Completed During Permit Year 3

	<u>Responsible Party</u>
Permit Year 3 Illicit Discharges	Heather Ross (Code Enforcement Officer) Steve Tapley (Superintendent of Sanitation)

No illicit discharges were discovered during general construction and CSO separation for Permit Year 3.

Although no illicit discharges into the storm sewer system were identified, an illicit discharge from a failed septic system was identified discharging directly into Spruce Creek. The Town is currently working with the Maine DEP and the Small Community Grant Program to install a new functioning septic system.

Actions Completed During Permit Year 4

	<u>Responsible Party</u>
Permit Year 4 Illicit Discharges	Heather Ross (Code Enforcement Officer) Steve Tapley (Superintendent of Sanitation)

No illicit discharges were discovered during general construction and CSO separation for Permit Year 4.

4. Construction Site Stormwater Runoff Control

BMP Name

4a. Rely on Maine Construction General Permit (MCGP)

Rely on Maine Construction General Permit (MCGP)

YEAR 1 Promote MCGP by providing copies with any building permit application

YEAR 2 Establish procedures for performing site inspections to ensure projects are in compliance with the Maine Construction General Permit and establish tracking procedures

YEAR 3 Initiate training for inspectors, begin inspections, and continue tracking

YEARS 4-5 Continue inspections and tracking

Note: When printing new building permit applications, include:

Disturbing one acre or more of land?

NO

YES - Receive copy of MCGP and provide copy of NOI to Code Enforcement

Year 1

Year 2

Year 3

Year 4

Year 5

Actions Completed During Permit Year 1

MCGP Notifications

Responsible Party

Heather Ross (Code Enforcement Officer)
Planning Department

The Town of Kittery notifies contractors of the MCGP by placing copies of the MCGP fact sheet and NOI with other permit information in the CEOs office. In addition, during the next round of printing building permit applications (which is a carbon copy form), the application will be modified to ask if the project will disturb more than one acre, and will notify the applicant that the MCGP will need to be followed.

Actions Completed During Permit Year 2

MCGP Notifications

Responsible Party

Heather Ross (Code Enforcement Officer)
Planning Department

Aquarion met with the Town of Kittery to discuss tracking mechanisms: Asist vs. Excel. The Town is considering both options, and will make a decision in Permit Year 3.

One site in the Town of Kittery issued a Notice of Intent for the MCGP. The permit was not granted to this site because it was deficient.

4. Construction Site Stormwater Runoff Control

Actions Completed During Permit Year 3

MCGP Notifications	<u>Responsible Party</u> Heather Ross (Code Enforcement Officer) Planning Department
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Two sites in the Town of Kittery issued a Notice of Intent for the MCGP. One of the projects did not start during Permit Year 3, and the other project just started in June 2006. Inspections on this site will occur in Permit Year 4.

Actions Completed During Permit Year 4

MCGP Notifications	<u>Responsible Party</u> Heather Ross (Code Enforcement Officer) Planning Department
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There has been one new project requiring a MCGP that has started in the last year, and five ongoing projects. If a project is part of a subdivision, each lot is inspected at a minimum of three times during the duration of the project. Larger projects are typically inspected 10-15 times. Shoreland zoning projects that disturb less than one acre are also inspected. During Permit Year 4, no erosion and sedimentation control corrections were requested.

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP Name

5a. Enforce Requirements for Shoreland Zoning/Resource Protection Districts

Continue enforcement of ordinance requirements for Shoreland Zoning and Resource Protection District

YEARS 1-5 Continue ordinance enforcement

Alternative fee on selected properties to be considered

Year 1

Year 2

Year 3

Year 4

Year 5

Actions Completed During Permit Year 1

Permit Year 1 Shoreland Zoning and Resource Protection

Responsible Party

Heather Ross (Code Enforcement Officer)
Planning Department

No tracking is conducted to assess how many projects trigger Shoreland Zone or Resource Protection District requirements.

A tracking program will be developed during Permit Year 2.

Actions Completed During Permit Year 2

Permit Year 2 Shoreland Zoning and Resource Protection

Responsible Party

Heather Ross (Code Enforcement Officer)
Planning Department

Aquarion met with the Town of Kittery to discuss tracking mechanisms: Asist vs. Excel. The Town is considering both options, and will make a decision in Permit Year 3. This tracking program will be implemented with tracking in BMP 4a.

Actions Completed During Permit Year 3

Permit Year 3 Shoreland Zoning and Resource Protection

Responsible Party

Heather Ross (Code Enforcement Officer)
Planning Department

The Town of Kittery continues to enforce their Shoreland Ordinance. Two Notice of Violations (NOV) of the Shoreland Ordinance were issued during Permit Year 3 in regards to tree cutting in the Spruce Creek area. An article regarding one of the violations was published in the Portsmouth Herald and contained a reference to Kittery's Shoreland Ordinance. A summary of this violation is as follows: A homeowner on Spruce Creek was issued a NOV for cutting a significant number of trees on their property. The NOV states that the owner must pay a fine, submit a replanting design, implement erosion control measures, and is restricted from cutting any more trees for a period of 10 years.

5. Post-Construction Stormwater Management in New Development and Redevelopment

Actions Completed During Permit Year 4

	<u>Responsible Party</u>
Permit Year 4 Shoreland Zoning and Resource Protection	Heather Ross (Code Enforcement Officer) Planning Department

The Town of Kittery continues to enforce their Shoreland Ordinance. The Town is still dealing with the violation described in Permit Year 3. Currently, the owner who was issued the notice of violation is in the process of getting the Town the replanting design. One complaint regarding cutting in the shoreland zone on Town property was received. The Code Enforcement Officer visited the site accompanied by the Maine DEP. No violation was issued.

The Town does not specifically track the number of projects triggering the Shoreland Zoning and Resource Protection District requirement; however the Town is still in the process of working with a company to develop a new building permit program that will allow tracking of this sort.

BMP Name

5b. Regulatory Mechanism

Provide regulatory mechanism for post-construction runoff control.

YEAR 2 Initiate ordinance review and revision process or alternative regulatory mechanism

YEAR 3 Complete enactment of ordinance or regulatory mechanism

YEAR 4 Develop mechanism to track enforcement and implement enforcement by documenting the number of enforcement actions

YEAR 5 Continue to track enforcement and implement enforcement by documenting the number of enforcement actions

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

	<u>Responsible Party</u>
Tracking Chapter 500 Revisions	Jim Noel (Town Planner) Stormwater Consultant

Although no work is required to be completed this permit year, the Town's stormwater consultant (Aquarion Engineering Services) participates in the Stakeholder group for the Chapter 500 revisions. Through the consultant, the Town is tracking changes to the Rules. The consultant provides stakeholders updates at each stakeholder meeting. The following is the update provided at the May 4, 2004 stakeholder meeting: The Proposed Chapter 500 regulations have been changed again (since January). Revisions are significant and are available on the Maine DEP website. They will be formalized for public comment "later in 2004". The proposed regulations will incorporate the MCGP, will apply to a larger list of waterbodies, and will require varying levels of quantity and quality treatment depending on whether a water body is threatened or endangered, most at risk, or impaired. These regulations will provide the Town with guidance on how to address post construction runoff control requirements for new development and redevelopment.

5. Post-Construction Stormwater Management in New Development and Redevelopment

Implementation of the Post Construction Ordinances may be delayed because of delays in Revisions to Chapter 500 Rules.

Actions Completed During Permit Year 2

Responsible Party

Tracking Chapter 500 Revisions

Jim Noel (Town Planner)
Stormwater Consultant

The Chapter 500 regulations went before the Maine Legislature in June 2005. The Chapter 500 regulations may meet the Post Construction Runoff Control minimum measure for the Phase II communities. The communities will need to revise their ordinances to reflect the new state requirements. The Chapter 500 regulations are anticipated to become Rules in Fall 2005 (Permit Year 3).

Actions Completed During Permit Year 3

Responsible Party

Tracking Chapter 500 Revisions

Jim Noel (Town Planner)
Stormwater Consultant

The revised Chapter 500 Regulations became effective on November 16, 2005; however there are two issues that need to be resolved. (1) Volume III BMPs Technical Design Manual, January 2006, conflicts with the Chapter 500 Appendices and (2) the Maine DEP intended that the urban impaired stream standard (of Chapter 500) be triggered for redevelopment only if the project would adversely impact water quality; however the language in the urban impaired stream standard is more stringent than intended. It is anticipated that the Chapter 500 stakeholder group will reconvene to work on these issues in spring 2006 with formal rulemaking to follow.

There was a Southern Maine Regional Stakeholder Meeting held in Eliot on February 21, 2006 to discuss the post construction minimum control measure (see BMP 2d.). The agenda for this meeting included a review of the Phase II requirements for post construction, a review of the Statewide Post Construction Meeting Minutes from a February 9, 2006, a review on the status of the model LID and Subdivision Ordinance, as well as a discussion on the impact that the post construction permit requirements have on municipal ordinances. The Maine DEP was present at the meeting.

All four Southern Maine communities decided to move ahead with the ordinance revisions. Edwards and Kelcey is developing a table for each community outlining the ordinances that need revision, the current ordinance language, and the possible changes. Ordinance revisions will occur during Permit Year 4.

Actions Completed During Permit Year 4

Responsible Party

Model Post Construction Ordinance

Jim Noel (Town Planner)
Stormwater Consultant

The Maine Municipal Association hired Jim Katsiaticas of Perkins Thompson to draft a Sample Post-Construction Stormwater Management Ordinance. The ordinance

5. Post-Construction Stormwater Management in New Development and Redevelopment

attempts to satisfy the minimum requirements for post construction.

The Maine DEP made an announcement that they have granted the regulated MS4s with an extension on fulfilling the Post Construction MS4 requirements and will require an ordinance be enacted by the end of Permit Year 1 of the next permit cycle (June 30, 2009).

The Maine DEP has organized a stakeholder workgroup to further discuss the Sample Post-Construction Ordinance. The group met on May 7, 2007. Due to a scheduling conflict, a representative from Kittery was unable to attend.

6. Pollution Prevention/Good Housekeeping

BMP Name

6a. Continue BMPs at Public Works Garage

YEARS 1-5 Continue BMP implementation at Public Works Garage

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Public Works Audit Responsible Party
Rick Rossiter (Public Works Director)

The Kittery Public Works Department received an audit identifying regulatory areas that needed to be corrected. The Public Works Department voluntarily implemented over \$20,000 in corrective measures to better protect stormwater from becoming polluted. Measures implemented included: installation of two stormwater basins and culvert pipe outfalls to reduce erosion, rebuilding the sand/salt pile retaining wall, connecting three floor drains to the sanitary sewer, installing a holding tank to accept discharge from three other floor drains, and completion of a Spill Prevention Control and Countermeasure Plan.

Actions Completed During Permit Year 2-4

BMP Implementation at PW Garage Responsible Party
Rick Rossiter (Public Works Director)

BMPs implemented in Permit Year 1 have been maintained in Permit Years 2-4.

BMP Name

6b. Continue Universal Waste Collection

Continue town-wide universal waste collection at Transfer Station

YEARS 1-5 Continue town-wide universal waste collection at Transfer Station

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Permit Year 1 Universal Waste Activities Responsible Party
Rick Rossiter (Public Works Director)

Construction has begun on a Municipal Universal Waste Collection Center. The Public Works crews are constructing the center. The facility is anticipated to be complete by December 2004, and will open to the public in 2005.

In addition, the Town collects municipally generated universal waste for proper off-site disposal. In Permit Year 1, the Town collected and recycled 90 4-foot fluorescent bulbs.

6. Pollution Prevention/Good Housekeeping

Actions Completed During Permit Year 2

Permit Year 2 Universal Waste Activities Responsible Party
Rick Rossiter (Public Works Director)

The Municipal Universal Waste Collection Center is constructed except for heat and electricity. The facility is still not operational and is anticipated to be open to the public within Permit Year 3.

Actions Completed During Permit Year 3

Permit Year 3 Universal Waste Activities Responsible Party
Rick Rossiter (Public Works Director)

The Municipal Universal Waste Collection Center has been constructed and became operational (open to the public) during Permit Year 3. Effective November 1, 2005, universal and electronic wastes were being collected. The Town of Kittery Materials Recovery Facility Rules, Regulations, and User Fees have been posted on the Town's website.

Actions Completed During Permit Year 4

Permit Year 4 Universal Waste Activities Responsible Party
Rick Rossiter (Public Works Director)

The Municipal Universal Waste Facility is opened on Wednesday and Saturday from 9:00 a.m. to 5:00 p.m. Participants at the Household Hazardous Waste Day received a handout advertising the Universal Waste Facility. The handout identified that the facility handles the disposal of the following items: computers, TVs, electronics, CDs, DVDs, monitors, fax machines, printers, copies, telephones and cell phones, fluorescent lamps and tubes, PCB ballasts, nickel-lead acid and lithium batteries, oil and latex based stains and solvents, and antifreeze. The following is a summary of quantities collected at the Municipal Universal Waste Facility as reported in the Universal Waste – End of Year Report for 2006:

2' Fluorescent light recycling: 46
4' Fluorescent light recycling: 1,419
6' Fluorescent light recycling: 1
8' Fluorescent light recycling: 124
Circle lamp recycling: 48
Circuit boards, drives, and misc. electronic equipment recycling: 9,234
Miscellaneous CRT recycling: 71
Miscellaneous CRT recycling (measured in pounds): 27,454
PCB ballast recycling (measured in pounds): 246
U-lamp recycling: 3

6. Pollution Prevention/Good Housekeeping

BMP Name

6c. Implement BMPs at Municipal Operations

Determine which municipal operations might be impacting stormwater, and implement BMPs to protect stormwater runoff

YEAR 3 List all municipal operations to be inspected

YEAR 4 Inspect municipal operations determine if BMPs for stormwater protection are in place

YEAR 5 Correct or implementation any BMPs

Year 1

Year 2

Year 3

Year 4

Year 5

Actions Completed During Permit Year 1

Responsible Party

Rick Rossiter (Public Works Director)

No actions required during Permit Year 1.

Actions Completed During Permit Year 2

Responsible Party

Rick Rossiter (Public Works Director)

No actions required during Permit Year 2.

Actions Completed During Permit Year 3

Responsible Party

Kittery Materials Recovery Facility Self-Audit Rick Rossiter (Public Works Director)

On behalf of the Town of Kittery, Edwards and Kelcey along with Public Works Director conducted a self-audit of the Kittery Materials Recovery Facility. The Town voluntarily provided over \$1,900 for conducting the audit and the Public Works Department voluntarily implemented over \$2,500 in corrective action measures to better protect stormwater from becoming polluted at the facility. Measures implemented included the repair of eroded embankments and rills caused by seasonal stormwater effects, installation and maintenance of erosion control berms around stockpiled construction soils/materials, performance of routine inspections, and indoor storage of several materials formerly stored outdoors.

Actions Completed During Permit Year 4

Responsible Party

Rick Rossiter (Public Works Director)

Self-audits (not previously reported in Permit Year 3) were completed at the following facilities relative to either the stormwater program or other applicable regulatory programs: Police Department, Fire Department, Sewer Department, Public Works Facility. As a result of the inspections, erosion control measures have been implemented at the Kittery Solid Waste Facility.

6. Pollution Prevention/Good Housekeeping

BMP Name

6d. Participate in York County SWCD Erosion Control Workshop

YEAR 1 Participate in York County SWCD erosion control workshop for contractors/public works employees in fall/winter 2003 (and earn CEU credits)

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Workshop Training Responsible Party
Debbie St. Pierre (York County SWCD)
Rick Rossiter (Public Works Director)

Two Public Works employees attended a workshop about managing stormwater and using erosion controls effectively on 3/26/2003.

Actions Completed During Permit Year 2-4

Responsible Party
(York County SWCD)
Rick Rossiter (Public Works Director)

This BMP was completed in Permit Year 1. No actions required during Permit Years 2-4.

BMP Name

6e. Train Employees

Identify which types of employees should receive training

Identify type of training to be received and evaluate pre-existing material available from the EPA, State of Maine, and other organizations

YEAR 2 Determine applicable employees to be trained

YEAR 3 Train applicable employees

YEAR 5 Continue training program as needed

Conducted in conjunction with training for illicit discharge and detection and SPCC/HAZMAT training

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Employee Training Responsible Party
Rick Rossiter (Public Works Director)

Although no work is required to be completed for this BMP during Permit Year 1, the Public Works crews did participate in training that informed them of ways to protect stormwater from becoming polluted. Those training activities are summarized under BMP 3e.

6. Pollution Prevention/Good Housekeeping

Actions Completed During Permit Year 2

	<u><i>Responsible Party</i></u>
Employee Training	Rick Rossiter (Public Works Director)

Public Work employees attended training pertaining to stormwater issues during Permit Year 2. The training is outlined below:

1/19/2005: ME Solid Waste Regulation for Universal Waste offered by MDEP (4 attended)
2/03/2005: Basic & Advanced Erosion Control Practices offered by J.E.T.C.C. (1 attended)
2/09/2005: Project Canopy Grant Writing (2 attended)
2/11/2005: NEIWPC Training for State Beach Programs (Stormwater BMPs) (1 attended)
5/11/2005: Mercury Training offered by the MDEP (2 attended)

A total of four Public Works employees will attend Stormwater Phase II Training offered by Cumberland County Soil & Water Conservation District on June 8 and June 9, 2005 (Permit Year 3). Additional Public Works employees may attend subsequent sessions if room is available.

Actions Completed During Permit Year 3

	<u><i>Responsible Party</i></u>
Employee Training	Rick Rossiter (Public Works Director)

Pollution Prevention/Good Housekeeping training was conducted in conjunction with the Illicit Discharge Detection and Elimination (IDDE) program using the SOP Manual as a basis, as described in BMP 3e above.

In addition, the Public Works Director attended an 8-hr Stormwater and Low Impact Development (LID) workshop on September 27, 2005 in Westford, MA. One aspect of the workshop was to help Phase II communities use LID for better compliance.

One employee attended a two-hour webcast training on Porous Pavement hosted by the American Public Works Association. The webcast was viewed at the Scarborough, ME Town Hall on October 20, 2005.

Three employees attended a Stormwater Workshop hosted by UNH and the Wells Reserve on November 3, 2005.

The Public Works Director attended a Turf Systems training hosted by Marturano Rec in Burlington, MA on February 8, 2006.

One employee attended the DEP Nonpoint Source Basis & Advanced Erosion Control Practices training held at the Wells Reserve on March 2, 2006.

One employee attended the Maine DEP Universal Waste – Transfer Station Operators training in Portland, ME on March 21, 2006.

The Public Works Director attended a course on handheld GPS hosted by the University of New Hampshire (UNH) held at the UNH Cooperative in Manchester, NH on March 23, 2006.

6. Pollution Prevention/Good Housekeeping

Actions Completed During Permit Year 4

Employee Training Responsible Party
Rick Rossiter (Public Works Director)

Three Public Works personnel attended Transfer Station Operators Training offered by the Maine DEP at the Sanford Town Hall on September 7, 2006.

The Commissioner of Public Works attended the CPESC – Certified Professional in Erosion and Sediment Control Primer offered by J.E.T.C.C in Portland, ME on February 1, 2007.

BMP Name

6f. Street Sweeping

Conduct street sweeping of all roads within urbanized areas on an annual basis

YEARS 1-5 Continue existing street sweeping program

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Street Sweeping Responsible Party
Rick Rossiter (Public Works Director)

The Town of Kittery began street sweeping on April 15, 2004. The Town sweeps all publicly owned streets and parking areas once per year. The parade route (Walker and Government Streets) is swept twice per year. The sweeping takes approximately 10 weeks to complete. Approximately 450 tons of material is collected annually.

Actions Completed During Permit Year 2

Street Sweeping Responsible Party
Rick Rossiter (Public Works Director)

The street sweeping schedule for the Town is the same as outlined in Permit Year 1. The street sweeping for Permit Year 2 began April 11, 2005. Approximately 450 tons of material was collected.

Actions Completed During Permit Year 3

Street Sweeping Responsible Party
Rick Rossiter (Public Works Director)

The street sweeping schedule for the Town was the same as outlined in Permit Years 1 and 2 above. The street sweeping for Permit Year 3 began on April 24, 2006. Approximately 350 tons of material was collected.

The Town replaced their sweeper/basin cleaning machine with a new unit in spring 2006 at a cost of \$165,632.

6. Pollution Prevention/Good Housekeeping

Actions Completed During Permit Year 4

Street Sweeping Responsible Party
Rick Rossiter (Public Works Director)

The Town sweeps all publicly owned streets and parking areas once per year. The parade route (Walker and Government Streets) is swept twice per year. During Permit Year 4, street sweeping occurred between April 30, 2007 and June 4, 2007. Approximately 225 tons of material was collected. The street sweepings are taken to the Kittery Solid Waste Facility and used in either Public Works projects or land filled.

BMP Name

6g. Catch Basins

Clean catch basins within urbanized area

YEARS 1-5 Continue catch basin cleaning program. Evaluate frequency and adjust accordingly

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Year 1

Catch Basin Cleaning Responsible Party
Rick Rossiter (Public Works Director)

Catch Basin cleaning begins after street sweeping is completed. For Permit Year 1, Catch basin cleaning began in July 2003, and ended in September. One person is dedicated to catch basin cleaning for that time period. The Town cleans most catch basins each year. Approximately 60 tons of material is collected from catch basins each year.

Actions Completed During Permit Year 2

Catch Basin Cleaning Responsible Party
Rick Rossiter (Public Works Director)

The catch basin cleaning schedule is the same as outlined in Permit Year 1. Catch basin cleaning for Permit Year 2 began in June 2004. One person is dedicated to catch basin cleaning, and most of the approximate 670 catch basins are cleaned annually. Approximately 60 tons, which is roughly equivalent to 46 cy, of material is collected from catch basins each year. The Catch basin material is used as demolition-debris landfill cover.

Actions Completed During Permit Year 3

Catch Basin Cleaning Responsible Party
Rick Rossiter (Public Works Director)

The catch basin cleaning schedule was the same as outlined in Permit Years 1 and 2 above. Catch basin cleaning for Permit Year 3 began in June 2005. One person is dedicated to catch basin cleaning, and most of the approximate 670 catch basins are

6. Pollution Prevention/Good Housekeeping

cleaned annually. Approximately 100 tons, which is roughly equivalent to 67 cubic yards of material is collected from catch basins each year. The Catch basin material is used as demolition-debris landfill cover.

The Town replaced their sweeper/basin cleaning machine with a new unit in spring 2006 at a cost of \$165,632.

Actions Completed During Permit Year 4

	<u><i>Responsible Party</i></u>
Catch Basin Cleaning	Rick Rossiter (Public Works Director)

The catch basin cleaning schedule was the same as outlined in Permit Years 1 and 2 above. Catch basin cleaning for Permit Year 4 began in June 2006. One person is dedicated to catch basin cleaning, and most of the approximate 670 catch basins are cleaned annually. Approximately 198 tons of material is collected from catch basins each year. The Catch basin material is used as demolition-debris landfill cover. See BMP 3d. for more information on how catch basin cleaning is used to detect illicit discharges.

BMP Name

6h. Develop O&M Program

YEAR 5 Develop O&M program for storm sewer system. Review existing program for maintenance and replacement; recommend changes; revise program as needed; and implement changes

Year 1 Year 2 Year 3 Year 4 Year 5

Actions Completed During Permit Years 1-3

	<u><i>Responsible Party</i></u>
	Rick Rossiter (Public Works Director)

No actions required during Permit Years 1-3.

Actions Completed During Permit Year 4

	<u><i>Responsible Party</i></u>
	Rick Rossiter (Public Works Director)

In order to consider alternative methods to manage roadway infrastructure runoff, the Town of Kittery is working with the Maine DOT's Surface water Quality Protection Program (SWQPP) to install roadside stormwater filters. This innovative project has required the outreach and cooperation of the large commercial landowners and the Spruce Creek Association. Construction is tentatively slated for the fall of 2007. The project was identified through a State Planning Office study of Route 1 runoff in the Kittery Commercial District (see BMP 3a.).