

TOWN OF
HOLLIS
NEW HAMPSHIRE

10/1
4/25/05 -
renewal
SP. ✓

7 Monument Square
Hollis, NH 03049-6121

Town Hall
465-2209

Selectmen
465-2780

Town Clerk
465-2064

Tax Collector
465-7987

Assessor
465-9860

Building Inspector
465-2514

Finance Department
465-6936

Planning Department
465-3446

Zoning Department
465-2209

Fax: 465-3701

Hollis Web Page:
www.hollis.nh.us

April 20, 2005

U.S. Environmental Protection Agency
CMU-EPA Municipal Assistance Unit
Attn: Shelley Puelo
1 Congress Street, Suite 1100
Boston, MA 02114-2023

Dear Ms. Puelo,

Please find a signed document for the MS4 Year Two Annual Report for the Town of Hollis, New Hampshire. The Town of Hollis has been working hard these last two years to promote and educate the employees about Stormwater issues and plan to reach out to our residents and children during this upcoming year.

Any questions, please don't hesitate to call 465-2780.

Sincerely,


Catharine W. Hallsworth
Director of Administration

Municipality/Organization: Town of Hollis, New Hampshire

EPA NPDES Permit Number: NHR041011

Annual Report Number

& Reporting Period: No. 2: March 04-March 05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Cath Hallsworth

Title: Director of Administration

Telephone #: (603) 465-2780

Email: selectmen@hollis.nh.us

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: _____

Catharine W. Hallsworth

Printed Name: Catharine Hallsworth

Title: Administrator for the Board of Selectmen

Date: April 22, 2005

Part II. Self-Assessment

The Town of Hollis, New Hampshire has completed the required self assessment and has determined that the community is in general compliance with the MS4 permit requirements. During Permit Year Two, the Town of Hollis was able to sustain and expand the local stormwater management initiative. The following is a general summary of our progress.

Public Education: The Town of Hollis continues to provide a variety of written resource materials to educate and inform the public of the need to improve local stormwater management. In addition, a section of the municipal website has been designed and dedicated to the distribution of information describing local stormwater management activities. This resource also provides tips and suggestions outlining how local residents can support these efforts. The town continues to provide municipal staff with periodic training and updates as new employees are hired and as new issues are identified. The Town of Hollis is continuing to develop educational materials for use in the local schools. The community has approached the Nashua Regional Planning Commission to propose that the member communities work together to identify or develop a single curriculum that all twelve communities could use. We believe this approach will create a positive synergy that will enable the collaborative to develop a more comprehensive educational program while also conserving limited municipal resources.

Public Participation: The Town of Hollis Stormwater Committee sponsored a series of public meetings during permit year two. Each of these meetings was announced and posted in accordance to the New Hampshire open meeting requirements. The public is invited to attend these meetings. The meeting notices and minutes are also posted on the municipal website as a means to enhance public access to this information. The Implementation Schedule submitted with the municipal MS4 permit application indicated that a stormwater pollution hotline would be created during year two. Budgetary and staffing constraints have slowed the establishment of a dedicated stormwater hotline. However, the municipal stormwater website does offer the opportunity for the public to contact local officials with inquiries, complaints and concerns regarding local stormwater management. As a result, the original intent of the proposed stormwater hotline has been fulfilled via the municipal website. The Town of Hollis is continuing to explore ways to make the local website more user friendly while also posting informational notices at public facilities as a means to keep the general public informed of local stormwater activities and where interested parties can make inquiries.

Illicit Discharge Detection & Elimination: During permit year two, the Town of Hollis launched an effort to walk and inspect the shore line of each of the streams located in permit area. The purpose of this effort was to locate and identify any outfalls or

illicit discharges draining into these waterbodies. Two streams have been surveyed as part of this effort. No illicit discharges or outfalls have been detected to date. In the event that an illicit discharge is discovered, the Town of Hollis will attempt to visually trace the illicit discharge to its source. If this is not possible, then the Town would consider local land uses and use visual and olfactory observations in order to establish a sampling protocol to characterize the discharge. The information gained from this effort would be used to better identify potential sources and focus the municipal investigation. In cases, where it was not possible to visually trace a pipe or discharge back to the source, the Town would introduce non-toxic dye into the suspected source of the illicit discharge as a means to confirm the source of the discharge. Another option would be to block the illicit discharge and monitor the area for a backup. Once the source had been identified, the Town would order the elimination of the illicit discharge. Dry weather sampling and analysis will commence upon discovery of an illicit discharge. Pending the adoption of local regulations the Town of Hollis will utilize the authority granted by the State of New Hampshire health regulations governing the installation and use of septic systems to investigate illicit discharges detected in town. Based on the rural nature of the community, it is anticipated that any illicit discharge detected in town is most likely to be related to improper septic discharges, floor drains, sump pumps or the re-direction of springs and surface water. The Town of Hollis will investigate and resolve all illicit discharges discovered during this effort.

Construction Site Runoff Control: In 2001, the Town of Hollis re-codified the municipal zoning ordinance to incorporate a series of enhanced land use planning provisions that promoted environmental stewardship and aquifer protection. These standards established a number of new local requirements which required developers to initiate engineering controls and construction management practices to treat stormwater and protect the quality of the local aquifer. The Town of Hollis has used these regulations in conjunction with the State of New Hampshire Site Specific Permit and Erosion Control permitting requirements to promote effective erosion control and stormwater management at local construction sites. Many of the existing requirements are scattered across several sections of the zoning regulations and can be difficult for the uninformed to locate and review. The Town of Hollis drafted a stormwater management ordinance during permit year two. One goal of this regulation was to create a single standard that outlined local stormwater management design specifications and construction requirements. The proposed regulation lists a variety of construction site runoff control measures to be adopted by the community. The draft bylaw has been formally presented to the Hollis Board of Selectmen during a public meeting of the board. The regulation is currently undergoing legal review by town counsel. In the interim, pending the adoption of the proposed ordinance by the Hollis Town Meeting, the Town of Hollis will continue to adopt a variety of stormwater treatment requirements during the local site plan review process as authorized by the existing regulations. This has been the past practice of the town and will continue. The following are examples of

stormwater management practices that the Town of Hollis has routinely adopted during the site plan review process:

- The existing zoning regulations have established limits on the amount of impervious surface that may be constructed in the various planning districts based on potential site use and the environmental sensitivity of the general area.
- The Town often seeks to maximize the infiltration of clean surface run-off as a means to recharge the local aquifer.
- All applicants are required to prepare Erosion Control and Drainage Management plans for their projects. These plans must specify preventive measures to be implemented to protect local resource areas and to prevent re-location of sediment.
- The Town periodically inspects local construction sites to ensure that the Erosion Control and Drainage Management plans are being effectively implemented. Where necessary, the Town initiates enforcement action to ensure that all deficiencies are corrected.

These practices will continue.

Post Construction Runoff Control: In 2001, the Town of Hollis re-codified the municipal zoning ordinance to incorporate a series of enhanced land use planning provisions that promoted environmental stewardship and aquifer protection. These standards established a number of new local requirements which required developers to design all construction projects with enhanced stormwater treatment which provided pollutant attenuation, mitigated peak volumes and promote infiltration of treated surface runoff. The Town of Hollis has used these regulations in conjunction with the State of New Hampshire Site Specific Permit and Erosion Control permitting requirements to promote effective long-term erosion control and stormwater management at local construction sites. Many of the existing requirements are scattered across several sections of the zoning regulations and can be difficult for the uninformed to locate and review. The Town of Hollis drafted a stormwater management ordinance during permit year two. One goal of this regulation was to create a single standard that outlined local stormwater management design specifications and construction requirements. The proposed regulation lists a variety of construction site runoff control measures to be adopted by the community. The draft bylaw has been formally presented to the Hollis Board of Selectmen during a public meeting of the board. The regulation is currently undergoing legal review by town counsel. In the interim, pending the adoption of the proposed ordinance by the Hollis Town Meeting, the Town of Hollis will continue to adopt a variety of stormwater treatment requirements during the local site plan review process as authorized by the existing regulations. This has been the historic practice of the town and will continue. The following are examples of stormwater management practices that the Town of Hollis has consistently adopted during the site plan review process:

- The existing zoning regulations have established limits on the amount of impervious surface that may be constructed in the various planning districts based on the potential site use and environmental sensitivity of the general area.
- The Town often seeks to maximize the infiltration of clean surface run-off as a means to recharge the local aquifer.
- The Town routinely requires the development of drainage designs that provide pollutant attenuation, volume and flow mitigation.
- All applicants are required to prepare Erosion Control and Drainage Management plans for their projects. These plans must specify preventive measures to be implemented to protect local resource areas and to prevent re-location of sediment.
- The Town often requires the submittal of a drainage maintenance plan for commercial sites.
- The Town periodically inspects local construction sites to ensure that the drainage system is installed as originally proposed. Where necessary, the Town initiates enforcement action to ensure that all deficiencies are corrected.

These practices will continue.

Municipal Good Housekeeping: The Town of Hollis has historically sponsored a routine drainage maintenance and street sweeping program. This program continued during permit year two. In addition, the community collaborated with the University of New Hampshire to inspect and catalog the drainage structures located in the permit area. This information has been incorporated into the municipal computer database. The community has also examined stormwater treatment practices at the Highway Garage, Transfer Station, Stump Dump, and the Fire and Police stations. Operational improvements have been initiated at each facility as a means to improve local stormwater quality. In addition, drainage improvements been incorporated into site modifications proposed for the Highway Garage, and the Fire and Police stations. These actions demonstrate the commitment of the community for improving local stormwater treatment as a means to protect the local aquifer.

The Town of Hollis proposes to review the drainage systems serving the Town Hall and Library during permit year three. The intent of this effort will be to evaluate the condition of the existing structures and to assess the operation of the drainage systems serving these locations. The Town of Hollis proposes to review the drainage systems serving the local schools in permit year four.

Additional information: The Town of Hollis continues to collaborate with the Nashua Regional Planning Commission and the New Hampshire Department of Transportation on regional stormwater management concerns. These activities are supporting local

educational efforts to better inform Hollis residents and employees of the need for and how to promote improved stormwater management.

These efforts will continue during permit year three.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2.1.A Revised	Continue availability of brochures & pamphlets at Town Hall	Board of Selectmen	Provide pamphlets at Town Hall relating to Storm Water	Provided storm water pamphlets at Town Hall. Developed municipal storm water website to provide additional information to the public.	Survey local residents to assess their knowledge of the need for effective storm water management and how the homeowner can support local efforts. Include Stormwater information, WEB and reporting of infractions information in the new resident information packet.
2.1.B Revised	Training on storm water for all Town of Hollis Municipal Employees	Department of Public Works	Train Department Of Public Works Employees on NPDES	Provided Department of Public Works staff with additional training in effective storm water and hazardous materials management.	Provide storm water management training to local fire and police personnel as a means to raise storm water awareness and promote the adoption of good housekeeping practices
2.1.C Revised	Develop educational material for Hollis School District	Board of Selectmen	Prepare educational material for local schools describing effective storm water management.	Educational display created for use at local festivals and community events. The storm water informational booth set up for public review at the annual old home day event.	Hollis will continue efforts to develop educational material to be used by local school districts. Continue to provide updated brochures on storm water to the public.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2.1.A Revised	Using current methods notify the Town of Storm Water Pollution Prevention Plan Implementation	Board of Selectmen	Public notification • Cable • Newspaper • Municipal Website	Hollis sponsored six public meetings to discuss local storm water management goals and practices. The minutes of these meetings have been posted on the municipal website for public review. The meeting sponsored by the Board of Selectmen was broadcast on the local cable access channel.	The Town proposes to continue sponsoring a series of advertised public meetings to keep the community informed of local storm water management activities. The minutes of these meetings will be posted on the municipal website. The Town is also exploring the option of working with local environmental groups to augment the existing educational program.
2.2.B Revised	Hold public forum to discuss the implementation of the Phase II permit and compliance	Board of Selectmen	Public Hearing • Conservation • Planning Bd • Selectmen • Storm Water Committee	The Hollis Board of Selectmen convened a public meeting to discuss the general requirements of Phase II, the impact of these regulations locally, and to propose the adoption of a new storm water management regulation to assist the community in complying with these requirements.	The Town of Hollis will conduct a series of public meetings with Hollis Conservation Commission, Planning Board and Board of Selectmen to review the development of the proposed bylaw, to discuss storm water improvements proposed for local facilities and review local compliance efforts.
2.2.C Revised	Hold NPDES Phase II Committee Public Meeting	Board of Selectmen	Convene public meetings to discuss local storm water management efforts	The Hollis Storm Water Committee held five public meetings to discuss local storm water management activities.	The Hollis Storm Water Committee will continue to sponsor a series of public meetings to review and discuss local storm water management activities.

2.2.D	Develop storm water pollution hotline	Board of Selectmen	Establish means for storm water complaints or pose inquiries	A Storm Water website has been installed on the municipal website. This page lists the name and email address for the local Storm Water Committee members. This approach offers the community multiple contacts to seek information regarding the local program or to report a problem.	The municipal website will be modified to also list a telephone number for a contact at town hall who is available to discuss the local storm water program. The contact information will be posted at various public buildings to increase access to the contact information. Hollis will develop educational materials, or signs to be posted near water resources located in the permit coverage area. The intent of these postings will be to raise local awareness with regard to the impact of surface run-off and the need for effective treatment.
Revised	<i>A dedicated hotline will not be established. Instead the town will utilize the municipal website, email and public postings to advise the public to contact various members of the local Storm Water Committee for more information.</i>				
2.2.D					
Revised					
2.2.D					
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2.1.A Revised	Begin implementation of mapping system for outfalls and discharges in permit coverage area	Department of Public Works	Begin mapping of drainage system located in permit area.	Students from UNH have conducted a GPS survey of the drainage structures and outfalls located in the permit area. This information has been incorporated into the municipal GIS database.	The town will continue efforts to locate and map additional drainage structures and outfalls located in permit area.
2.1.B Revised	Locate and map additional illicit discharges in permit coverage area	Department of Public Works	Survey for outfalls in permit coverage area	Surveyed two streams located in permit area for illicit discharges. No illicit discharges were detected.	Continue surveying streams located in the permit area for illicit discharges.
2.1.C Revised	Begin dry weather testing at outfalls and discharges located in permit coverage area	Department of Public Works	Conduct dry weather sampling of illicit discharges or suspected outfalls	No illicit discharges were detected during the survey of two streams located in the permit area.	Continue surveying streams located in the permit area to monitor for illicit discharges. All illicit discharges located during this effort will be subjected to dry weather testing to determine their potential impact on local water quality.
Revised					
Revised					
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2.1.A Revised	Draft new bylaw to address permitting and enforcement for storm water outfalls in the permit coverage area	Planning Board	Draft ordinance for review and approval by community.	Drafted Stormwater Management Bylaw. The draft is currently undergoing local review.	Complete the review and revision of the proposed ordinance. Educate and inform the public of the need for the regulation. Seek adoption of the regulation by the Hollis Town Meeting. Develop a fee schedule for use with the bylaw.
2.1.B Revised	Hold public forum to discuss Phase II compliance and the adoption of the local bylaw	Board of Selectmen	Convene public meeting to discuss local storm water effort and the proposed bylaw.	Convened public meeting with the Board of Selectmen and representatives of the Hollis land use review committees to discuss bylaw.	Present revised bylaw to the Hollis Town Meeting for review and approval.
Revised					
Revised					
Revised					
Revised					
Revised					

5. Post-Construction Storm water Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2.1.A Revised	Draft new bylaw to address permitting and enforcement for storm water outfalls in the permit coverage area	Planning Board	Draft ordinance for review and approval by community.	Drafted Stormwater Management Bylaw. The draft is currently undergoing local review.	Complete the review and revision of the proposed ordinance. Educate and inform the public of the need for the regulation. Seek adoption of the regulation by the Hollis Town Meeting. Develop a fee schedule for use with the bylaw.
2.1.B Revised	Hold public forum to discuss Phase II compliance and the adoption of the local bylaw	Board of Selectmen	Convene public meeting to discuss local storm water effort and the proposed bylaw.	Convened public meeting with the Board of Selectmen and representatives of the Hollis land use review committees to discuss bylaw.	Present revised bylaw to the Hollis Town Meeting for review and approval.
Revised					
Revised					
Revised					
Revised					
Revised					

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2.1.A	Continue catch basin cleaning program in permit coverage area.	Department of Public Works	Continue routine inspection and cleaning program of catch basins located in permit area.	DPW sponsored a routine inspection and maintenance program for the drainage structures located in the permit area.	Continue routine maintenance program and expand maintenance efforts to include the entire town.
Revised					
2.1.B	Continue street sweeping program in the permit coverage area.	Department of Public Works	Continue street sweeping program in the permit area.	Conduct annual street sweeping program.	Continue municipal street sweeping program.
Revised					
2.1.C	Develop informational packets to be distributed to neighborhoods for adoption of storm water structure	Board of Selectmen	Produce packet for delivery to town residents	New Resident packet completed. The town is continuing to distribute this information.	Continue and expand local educational efforts to promote the adoption of local storm water structures. Mail information packets with the town wide survey.
Revised					
2.1.D	Begin inspecting and cataloging of storm water structures located in the permit coverage area.	Department of Public Works	Survey and document drainage structures located in permit area.	Students from UNH have prepared a GPS survey of the drainage structures and outfalls located in the permit area.	All future drainage structures constructed in the permit area will be added to this database. Municipal staff will continue to maintain and expand this database.
Revised					
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

Part IV. Summary of Information Collected and Analyzed

- Hollis continues to participate in a regional storm water roundtable sponsored by the Nashua Regional Planning Commission. This group has been working on collecting and developing educational materials to raise awareness among the local population. This group has discussed collaborating on the development of a storm water educational curriculum for use in local schools.
- The Hollis Storm Water Committee has reviewed the historical water quality data generated for Flint's Pond. The committee has also reviewed the water quality data that the Nashua River Watershed Association has collected for the Nashua River and Flint Brook. The committee will continue to monitor this information as it continues to be generated.
- Hollis Stump Dump MSGP has been filed and a stormwater pollution prevention plan is being implemented on site.
- A concept plan has been proposed for improving storm water management at the Hollis Highway Garage. Funding to implement the proposed site modifications has been approved by the Hollis Town Meeting.
- Concept Plans have also been prepared to improve storm water management at the Hollis Fire and Police stations. Funding to implement the proposed site modifications has been approved by the Hollis Town Meeting.
- Hollis Transfer Station facility Industrial MSGP has been filed. A stormwater pollution prevention plan is being developed for this site.
- Town of Hollis ahead of schedule on the mapping of existing drainage structures.
- Additional information, agendas and Public Meeting Minutes can be supplied upon request.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Storm water management position created/staffed	No Position Created	
Annual program budget/expenditures	Approx \$35,000 Consulting Fees	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	10%	
Storm water management committee established	Committee Established	
Stream teams established or supported	Committee Existed	
Shoreline clean-up participation or quantity of shoreline miles cleaned	None	
Household Hazardous Waste Collection Days	5 days scheduled this permit year	
▪ days sponsored ▪ community participation ▪ material collected	5 days unknown	
School curricula implemented	N/A	
	No	

Legal/Regulatory

In Place

Regulatory Mechanism Status (indicate with "X")				Prior to Phase II	Under Review	Drafted	Adopted
▪	Illicit Discharge Detection & Elimination				X		
▪	Erosion & Sediment Control		X		X	X	
▪	Post-Development Storm water Management				X	X	
Accompanying Regulation Status (indicate with "X")							
▪	Illicit Discharge Detection & Elimination				X		
▪	Erosion & Sediment Control		X		X		
▪	Post-Development Storm water Management				X		

Mapping and Illicit Discharges

Outfall mapping complete		40%	
Estimated or actual number of outfalls		1	
System-Wide mapping complete		40%	
Mapping method(s)			
▪ Paper/Mylar		75%	
▪ CADD		10%	
▪ GIS		50%	
Outfalls inspected/screened		0	
Illicit discharges identified		0	
Illicit connections removed		N/A	
% of population on sewer		(%)	
% of population on septic systems		(%)	

Construction

Number of construction starts (>1-acre)	4	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	100%	
Site inspections completed	100%	

Tickets/Stop work orders issued	NONE	
Fines collected	NONE	
Complaints/concerns received from public	NONE	

Post-Development Storm water Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction storm water control	75%	
Site inspections completed	75%	
Estimated volume of storm water recharged	N/A	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	1 / YR	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	1 / YR	
Total number of structures cleaned	300+	
Storm drain cleaned	0 MI	
Qty. of screenings/debris removed from storm sewer infrastructure	N/A	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	STUMP DUMP	
Cost of screenings disposal	N/A	

Average frequency of street sweeping (non-commercial/non-arterial streets)	1 / YR	
Average frequency of street sweeping (commercial/arterial or other critical streets)	1 / YR	
Qty. of sand/debris collected by sweeping	N/A	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	STUMP DUMP	
Cost of sweepings disposal	N/A	
Vacuum street sweepers purchased/leased	NONE	

Vacuum street sweepers specified in contracts	N/A	

Reduction in application on public land of: (“N/A” = not available; “100%” = elimination)		
▪ Fertilizers	N/A	
▪ Herbicides	N/A	
▪ Pesticides	N/A	

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % Sand	
Pre-wetting techniques utilized	NO	
Manual control spreaders used	NO	
Automatic or Zero-velocity spreaders used	YES	
Estimated net reduction in typical year salt application	N/A	
Salt pile(s) covered in storage shed(s)	YES	
Storage shed(s) in design or under construction	IN DESIGN	