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Municipality/Organization: Town of Hooksett, NH

EPA NPDES Permit Number: NHR041012

Annual Report Number

& Reporting Period:

No. 6: April 1, 2008 – March 31, 2009

**NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2009)**

Part I. General Information

Contact Person: Carol Granfield

Title: Town Administrator

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Mailing Address: 35 Main Street, Hooksett, NH 03106

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:

Carol M. Granfield

Printed Name: Carol Granfield

Title: Town Administrator

Date: April 30, 2009

Part II. Self-Assessment

In November of 2003, the Town of Hooksett contracted with Dufresne-Henry (now Stantec Consulting Services) to develop a Stormwater Management Plan for the Town in developing a Stormwater Management Plan. Since 2003, the Town has continued to budget work for the Stormwater Management Plan. In 2007, the Town was defeated at the voting polls. As a result, the Town uses current funds, if available. The Town is currently working with Stantec Consulting Services (Stantec) to move this process forward. In 2007, the Town has a stormwater ordinance that was to be adopted in July of 2008 by the Hooksett Town Council. Because the Town Administrator did not present this ordinance to the Council, it is recommended that it be adopted, by the Council, in 2009. In addition, Stantec has developed town-wide stormwater base maps. The Town budgeted funds for the development of the base maps, the collection of information and for GPS surveying a portion (1/3) of the Town's storm water system. Stantec has completed the development of the base maps and has provided the Town with the maps and data for approximately 1/3 of the Town's stormwater system. The Town has budgeted additional funds for the next 1/3 of the Town's stormwater system during the 2009/2010 fiscal year. The Town has also budgeted funds for coverage.

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
1.1 Revised	Plan public education programs	Town Administrator Conservation Commission		Continue to update and add supplemental information on the Town website	The Town's intent is to more aggressively solicit involvement of the Conservation Commission in the public education, stream inspections, outfall inspections, etc.
1.2 Revised	Conduct programs	Town Administrator Conservation Commission		Continue to update and add supplemental information on the Town website	The Town's intent is to more aggressively solicit involvement of the Conservation Commission in the public education, stream inspections, outfall inspections, etc.
Revised					
Revised					
Revised					
Revised					
Revised					

1a. Additions

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2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
Revised	Solicit the Public for Volunteers	Town Administrator		Continued education efforts	The Town's intent is to more aggressively solicit involvement of the Conservation Commission to address clean up and public education efforts.
Revised	Conduct Public Programs	Town Administrator		Continued education efforts with proper coordination with the Conservation Commission	The Town's intent is to more aggressively solicit involvement of the Conservation Commission to address clean up and public education efforts.
Revised					
Revised					
Revised					
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any).	Planned Activities – Permit Year 7
Revised	System Base Map	Town Engineer		Completed majority of Base Map and added GPS survey info of approximately 1/3 of drainage system.	Finish Base Map and add Merrimack River outfall info, and add GPS survey info of another 1/3 of drainage system.
Revised	System Structures	Town Engineer		Identified stormwater outfalls in the Town's Base Map.	Utilize NHDES GPS surveyed outfalls to the Merrimack River.
Revised	Develop Stormwater By Laws	Town Engineer		Developed a post-development stormwater enforcement ordinance.	Develop draft stormwater outfall ordinance.
Revised	Dry-Weather Outfall Screening	Town Engineer			
Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
Revised	Review Existing Regulations	Community Development Director		Continued the Review/Update Process	Continue the Review/Update Process in May, 2009.
Revised	Revise Regulations	Community Development Director		Continued the Review/Update Process	Continue the Review/Update Process in May, 2009.
Revised	Approval Process	Community Development Director		Continued the Approval Process	This new process has been implemented on all development projects.
Revised	Implement Regulations	Community Development Director		Continued the Implementation Process	Continue the Implementation which occurred in 2007.
Revised	Evaluate Implemented Regulations	Community Development Director		Continued the Evaluation Process	To be updated in May, 2009.
Revised					

4a. Additions

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
Revised	Review BMP's	Town Engineer		Continued review and updates	Continue to review and update
Revised	Revise BMP's	Town Engineer		Continued review and updates	Continue to review and update
Revised	Incorporate BMP's	Town Engineer		Continued review and updates	Continue to review and update
Revised	Evaluate BMP's	Town Engineer		Continued review and updates	Continue to review and update
Revised					
Revised					
Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
Revised	Review Existing Policies	Highway Depart Manager		Updated, as needed.	Update as needed.
Revised	Revise Highway Department Policies	Highway Depart Manager		Updated, as needed.	Update as needed.
Revised	Train Employees	Highway Depart Manager		Updated, as needed.	Update as needed.
Revised	Develop Schedules and Inspection Procedures	Highway Depart Manager		Updated, as needed.	Update as needed.
Revised	Implement Long Term Schedules/Procedures	Highway Depart Manager		Updated, as needed.	Update as needed.
Revised					

6a. Additions

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
Revised	Coordinate with NHDOT	Highway/Building / Planning Depts.		Continued this Effort / Process	After some observed issues with projects in Hooksett, under NHDOT jurisdiction, as a result the Town intends to meet with NHDOT to work together to improve communication and enforcement.
Revised	Coordinate with NHDES	Highway/Building / Planning Depts.		After some observed issues with projects in Hooksett, under NHDES jurisdiction, the Town met with NHDES to attempt to improve implementation and enforcement of BMP requirements.	Continue to meet with NHDES and resolve potential issues on projects. Encourage open communications with NHDES and developers.
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2008 through March 31, 2009)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	Staff	4
Annual program budget/expenditures **	(\$)	\$50,000
Total program expenditures since beginning of permit coverage	(\$)	-
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General Fund

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	10%
Stormwater management committee established	(y/n)	NO – In 2009
Stream teams established or supported	(# or y/n)	YES
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	NO
Shoreline cleaned since beginning of permit coverage	(mi.)	1/2 mile
Household Hazardous Waste Collection Days		
days sponsored **	(#)	Every day transfer station is open
community participation **	(# or %)	2,500
material collected **	(tons or gal)	5,000 gallons
School curricula implemented	(y/n)	NO

Legal/Regulatory

Regulatory Mechanism Status (indicate with "X")	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	30 – GPS Survey (Merrimack River Only)
Estimated or actual number of outfalls	(#)	To be provided in 2009
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	10
Mapping method(s)		
▪ Paper/Mylar	(%)	10
▪ CADD	(%)	10
▪ GIS	(%)	30
Outfalls inspected/screened **	(# or %)	0
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	0
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	0
Illicit connections removed **	(#); and (est. gpd)	0

Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	50%
% of population on septic systems	(%)	50%

Construction

	(Preferred Units) Response	
Number of construction starts (>1-acre) **	(#)	10-15
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	95%
Site inspections completed **	(# or %)	100%
Tickets/Stop work orders issued **	(# or %)	0
Fines collected **	(# and \$)	0
Complaints/concerns received from public **	(#)	6 ±

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	80
Site inspections (for proper BMP installation & operation) completed **	(# or %)	0 - Procedure to be established in 2009
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	YES
Low-impact development (LID) practices permitted and encouraged	(y/n)	YES

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	2 Times
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	As Required
Qty of structures cleaned **	(#)	1,340
Qty. of storm drain cleaned **	(%, LF or mi.)	300 LF
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	10 per load
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	beneficial use

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$50,000
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	—
• Disposal cost**	(\$)	—
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	—
• Vacuum truck(s) owned/leased	(#)	1
• Vacuum trucks specified in contracts	(y/n)	—
• % Structures cleaned with clam shells **	(%)	—
• % Structures cleaned with vacor **	(%)	100

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	2
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	2 or when needed
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	20 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	beneficial use
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	—
• Hourly or lane mile contract rate **	(\$/hr. or in mi.)	—
• Disposal cost**	(\$)	—
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	owned
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	NO
• % Roads swept with rotary brush sweepers **	%	50
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	2,000
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used **	% NaCl	
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% CaCl ₂	
	% MgCl ₂	
	% CMA	
	% Kac	
	% KCl	
	% Sand	
Pre-wetting techniques utilized **	(y/n or %)	NO
Manual control spreaders used **	(y/n or %)	NO
Zero-velocity spreaders used **	(y/n or %)	YES
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/in mi. or %)	3,000 tons
Estimated net reduction or increase in typical year sand application rate **	(±lbs/in mi. or %)	N/A
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	N/A
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	YES

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	