

EPA NPDES Permit Number: NHR041013

MaDEP Transmittal Number: W-

**Annual Report Number
& Reporting Period:**

No. 5: March 2009-March 2010

Received
5/5/10

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APR 19 2010

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Kenneth Massey

Title: Chairman, Board of Selectmen

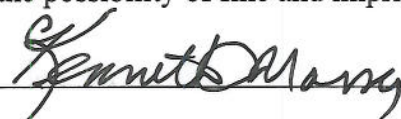
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Certification:

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

Signature:



Printed Name: Kenneth Massey

Title: Chairman, Board of Selectmen

Date: April 19, 2010

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
1-1 Revised	Install and Maintain Two Educational Kiosks	Town Engineer	Information posted and maintained/updated annually.	Two existing Kiosks, one at Musquash Reserve and one at Robinson Pond boat landing are being updated annually with various stormwater information. Information is also posted at Town Hall in three locations.	The sites will be continued, with annual change outs.
1-2 Revised	Distribute Stormwater Quality & Environmental Information	Assistant Town Administrator and Town Engineer	Document information being distributed and schedule of distribution.	Trifold handouts are provided at the Town Highway Department and at two locations at the Town Hall. Two videos have been obtained, one from NHDES and one from EPA. The videos were shown on local access TV two times per year.	Continue to promote trifold information at existing sites and show videos on local access two times per year.
1-3 Revised	Add Stormwater Quality Information to Web Page	Assistant Town Administrator	Document articles/information put on web page.	Web page section for stormwater program was developed and included on the Town web pages in 2005.	Web page will be reviewed annually and updated appropriately.
1-4 Revised	Include Stormwater Quality Information in the Annual Town Report	Assistant Town Administrator	Provide two articles.	An article was included in the June 2009, 2008, 2007 and the March 2006 Annual Report.	Continue with Annual Town Report updates.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
1-5 Revised	Provide Education Information for Residents Around Robinson Pond	Robinson Pond Improvement Council	Distribute information to residence and maintain Robinson Pond kiosk.	This program has been ongoing since 2001 as part of the “Robinson Pond Nonpoint Implementation Project” (see also BMP 3-5).	Continue program. Copies of files are kept at the Engineering Office.
1-6 Revised	Implement Stormwater Committee	Town Engineer, Assistant Town Administrator, Town Planner, Town Engineering Inspector, Road Agent, and Sewer and Drain Supervisor.	Meet quarterly to plan and evaluate BMP implementation.	Committee meets quarterly. Meeting notes are on file with Stormwater files.	To continue meeting for the foreseeable future quarterly.

1a. Additions

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2. Public Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
2-1	Hold Hazardous Waste Collection Days at Nashua	Nashua Regional Planning Commission (NRPC)	Regional hazardous waste collection days are held five times each year with drop-off located at the Nashua DPW garage.	Four hazardous waste collection dates were held between August 4, 2007 and April 12, 2008. The Town's local cable showed an announcement prior to each date. These dates are also announced through an informational brochure, published by the Town of Hudson Highway Department. The summary of regional collection by Town is on file.	The schedule of the 2009 Hazardous Waste Collection days has not yet been published by the NRPC. Continuation of this program is expected. Currently, dates are scheduled for April 18, May 2, June 4, August 1, October 3 and November 7, 2009.
Revised					
2-2	The Town Cleanup Days; leaves, brush, building materials, scrap metal collection at West Road Site	Road Agent	Eight cleanup days per year.	In the same Hudson Highway Brochure noted above for BMP 2-1, Town cleanup dates are published. The brochure goes out to all Town residents and eight days are scheduled per year.	Collection has been ongoing for many years and will continue. Mailing notice is updated each year.
Revised					
2-3	Provide a Hotline for Public Comment & Illicit Discharge Complaints	Assistant Town Administrator	Maintain web page and telephone hotline.	Hotline has been set up and a notice on the web page. The telephone number is also advertised. A complaint/action form is kept on file at the Community Development Office.	Maintain hotline number and complaint/action form at Community Development office. Advise periodically on cable.
Revised					
2-4	Continue Curbside Recycling Collection Program	Road Agent	Recycling collected.	Hudson utilizes curbside trash collection and recycling collections. This continues weekly. The Hudson Highway Department keeps ongoing logs of collections. Copies of these are included in the Stormwater files. Beginning in July 2007, trash pickup was limited to 1 to 2 trash barrels,	To continue the curbside trash collection and recycling collections weekly.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
Revised				beyond which premium fees are charged.	
2-5	Continue to Follow Public Notification Guidelines	Assistant Town Administrator	Guidelines followed.	Hudson follows a standard public notification process of Town committee meetings and public activities. The notices are published on bulletin boards and are posted on the Town web site calendar agendas for meetings.	To continue notification activities.
Revised					
2-6	Solicit Public Comment on Annual Report	Assistant Town Administrator	Annual report summarized and available for public comment.	No comments locally have been received.	The Annual Report will be kept on file for local public viewing at the Community Development Office. Its existence and location will be identified on the web page and public viewing and comments will be invited.
Revised					

2a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
3-5	Continue Monitoring of Robinson Pond and Its Watershed	Robinson Pond Improvement Council	Annual reporting data for 11 sites along Robinson Pond and in watershed	Monitoring has been undertaken since 2001. This is part of the “Robinson Pond Nonprofit Implementation Project” (see also BMP 1-5).	To continue program. Copies of annual results are kept at the Engineering office.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
4-1 Revised	Independent Engineering Company Reviewing Site Plans and Stormwater Controls	Town Engineer and Town Planner	Independent review of all plans.	For many years, the process of independent plan review has been in place. This has always included drainage and stormwater. Every private site project is processed through this review process. Files for each are maintained at the Engineering and Planning Offices.	To continue the program and incorporate updated Regulations.
4-2 Revised	Draft and Present Bylaws to Require Erosion and Sedimentation Control Plans	Town Engineer and Town Planner	Draft and present bylaws.	The effort is part of BMP 3-2.	To enforce the approved Regulations.
4-3 Revised	Draft and Present Bylaws to Require Waste Management Plan <i>Deleted 2005</i>				
4-4 Revised	Receive and Consider Public Comment.	Assistant Town Administrator	Maintain web page hotline for comments.	Hotline has been identified and advertised on the Town web page (see BMP 2-3).	Continue to solicit comments and evaluate any ideas.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
4-5 Revised	Inspect and Enforce Control Measures at Construction Sites	Town Engineer and Engineering Inspector	Inspections conducted and documented.	The Town has an ongoing inspection process for subdivision and site plans. This includes ongoing inspection of stormwater and erosion control measures with documentation maintained at the Town Engineering Office. During construction season, inspections are typically done at least weekly and after each significant rain event. Reports pertinent to stormwater management and erosion control are copied to SWPPP files. Digital pictures are being taken to document problems and corrections. Copies of NOIs and Stormwater Management Plans are requested from developers and NOI status is checked on the EPA web site. Developers are reporting during the plan review process the intent to independently inspect in accordance with NOI and SWPPPs as required by EPA.	To continue the same effort with upgrades in effectiveness as technology allows.
4-6 Revised	Enforce Site Permits and Ordinances	Town Engineer, Engineering Inspector, Code Enforcement Office, and Assistant Town Administrator	Permits and ordinances enforced.	In conjunction with BMP 4-5, stormwater management requirements and wetlands protection are monitored and enforced. Preconstruction meetings are required for most subdivisions and site plans. The Engineering Department and/or Code Enforcement Officer sends out enforcement letters. Records are kept at the Community Development Office.	Continue notification, inspection, and enforcement program.

4a. Additions

5. Post-Construction Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
5-1 Revised	Continue to Allow “Open Space Development” – (Zoning Ordinance Article XI 334.47)	Assistant Town Administrator and Town Planner	Ordinance on file.	The Open Space Development Ordinance has been the basis for several development projects done over the past several years and has been amended to reduce density and increase open space.	The Ordinance will continue into the foreseeable future with possible amendment from time to time.
5-2 Revised	Draft and Present Bylaws Requiring Runoff Controls for New and Re-Development	Assistant Town Administrator and Town Engineer	Finalize bylaws.	See BMP 3-2 and 4-2. Stormwater Regulations were adopted on February 7, 2007 and are in force.	Continue to review Regulations as necessary. Use Regulations on going for future construction in Town.
5-3 Revised	Recommend a BMP Manual for Use by Planners & Developers	Town Engineer	BMP manual selected.	NHDES Guidebook – Stormwater Management and Erosion and Sediment Control Handbook for Urban and Developing Areas in New Hampshire has been selected.	This manual is kept on file for reference with our Stormwater Management Plan. It is used for review of new subdivisions and site plans and is referenced to developers, contractors, and designers.

5-4	Develop Procedures for Adequate Long-Term Operations of Structural BMPs, and Minimization of Water Quality Impacts	Road Agent and Town Engineer	Existing structural BMPs, public and private, will be cataloged.	The cataloging of structural BMPs is done.	
Revised					

5a. Additions

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6. Good Housekeeping

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
6-1	Identify Sensitive Receptors	Assistant Town Administrator and Town Engineer	Receptors identified and mapped.	Sensitive receptors are Ottaric Pond and the Merrimack River. These have been mapped.	Sampling by the Lower Merrimack River Local Advisory Committee continues every year for the Merrimack River.
Revised					
6-2	Continue Employee Training Program	Department Heads	Continue annual training for Town personnel.	The first training was done with the Highway Department in fall 2004 and the Fire Department in March 2005.	Continue routine training.
Revised					
6-3	Sweep Each Street Annually	Road Agent	Streets swept annually.	The Town-owned street sweeper operates continually spring, summer,	Continue program.

Revised					and fall. All streets are swept at least once annually. Downtown urban areas are swept more frequently. Monthly logs are being maintained.	
6-4	Continue Annual Calibration of Deicing Compound Applicators	Road Agent	Calibration occurs annually.		This is an ongoing process with the Highway Department.	Continue Program
Revised						
6-5	Maintain Oil/Water Separator at DPW Garage	Road Agent	Inspect and Maintain. Wash water discharged to sewer and recycle used oil.		Oil/water separator is inspected at least twice per year and cleaned at least once per year. We have included oil recycling data to this program. Vehicles are washed inside the garage at the Police sally port, Highway Department, and private wash facilities.	Maintain process. Continue to educate personnel on vehicle's washing regulations.
Revised						

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
6-6	Clean Each Catch Basin Once Every Three Years	Highway Supervisor and Road Agent	Clean catch basins.	The Highway Department has a long standing program for catch basin cleaning which is being continued. This program will be expanded to municipally owned structural BMPs once these have been identified. Maintenance logs are kept beginning Spring 2004.	Continue program.
Revised					
6-7	Continue to Log Hazardous Waste Materials and Store Properly	Road Agent	Materials logged and stored.	Materials logged and stored.	Continue program.
Revised					

6-8	Evaluate Physical Conditions, Site Design, and Best Management Practices to Promote Groundwater Recharge	Town Engineer, Road Agent, Assistant Town Administrator, and Town Planner	Show evaluation of applicability and inclusion where possible for future development.	This is being encouraged in new development where applicable. Design plans for development and review documentation are on file at the Planning Department.	To continue inclusion as applicable.
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Year
	Not Applicable				
Revised					
Revised					
Revised					