Municipality/Organization: **Town of Hollis, New Hampshire**

EPA NPDES Permit Number: **NHR041012** 2004 APR 30 P 9:44

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Kenneth M. Lania Title: Cuoco & Cormier Engineering

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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 M. LANIA

Title: CONSULTING ENGINEER

Date: 4/28/04

Part II. Self-Assessment

The Town of Hollis, NH has completed the required self assessment and has determined that our municipality is in compliance with the permit conditions. The past year has involved an extreme amount of knowledge to be digested and the Town of Hollis has excelled beyond the requirements of the permit conditions in year one of the MS4 filing. All conditions that became part of the MS4 filing for year one have been completed. A large number of municipal employees are involved in the process as well as beginning to create an awareness around town facilities of the existence of this permit as well as the requirements and conditions that accompany it. Coalitions between the Nashua Regional Planning Commission and the New Hampshire Department of Transportation have been established and have accelerated the amount of information and possible solutions to all the conditions in permit year one. As part of the overall municipal responsibilities, an Industrial Multi-Sector General Permit has been completed for the one municipal facility that falls in the permit coverage area and the implementation of the Storm Water Pollution Prevention Plan associated with that permit has begun. Two other municipal facilities that fall outside of the permit coverage are currently contracted for the completion and implementation of Industrial Multi-Sector General Permits. The Town of Hollis has creatively used resources and contacts with the University of New Hampshire for the assistance in creating a complete inventory and location of all drainage systems in town for use in the GIS mapping condition of the upcoming permit years two and three. Lastly, the Town of Hollis has taken the steps to be poised and ready to continue to comply with all the permit conditions of the MS4 Notice of Intent.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1.1.A	Continue availability of brochures & pamphlets at Town Hall	Board of Selectmen	Provide pamphlets at Town Hall relating to Storm Water	Provided existing pamphlets at Town Hall and added 3 new storm water pamphlets as well as a storm water education poster	Distribute pamphlets in Permit Coverage area and produce a survey to be sent out regarding NPDES program.
Revised					
1.1.B	Training on storm water for all Town of Hollis Municipal Employees	Department of Public Works	Train Department Of Public Works Employees on NPDES	Conducted two training sessions with the Department of Public works employees put on by Cuoco & Cormier Engineering regarding storm water & NPDES education and Spill Prevention Containment and Clean Up	Provide additional training for Municipal employees regarding storm water awareness and good housekeeping practices
Revised					
1.1.C	Hold public forum meeting announced town wide for the implementation of the Phase II permit	Board of Selectmen	Board of Selectmen meeting w/Advertisement	Board of Selectmen Hearing advertised conducted and broadcast over Local Cable station to the Town of Hollis	Hold a public meeting to be advertised town wide for the Board of Selectmen, Planning Board and Conservation Commission. Items to be discussed include program funding, current permits and future requirements.
Revised					
1.1.D	Amend brochures and pamphlets to include input from public forum	Board of Selectmen	Provide new brochures regarding storm water	Public hearings produced information regarding content of pamphlets as well as ways to distribute. Town Of Hollis 2003 Annual Report dedicated to the protection of water resources	Develop educational material to be used in Hollis Schools. Continue to provide updated brochures on storm water to the public. Storm water booth to be established at annual old home day event.
Revised					
Revised					
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2.1.A	Using current methods notify the Town of Storm Water Pollution Prevention Plan Implementation	Board of Selectmen	Public notification • Cable • Newspaper	All public hearings broadcast on public television. Through the assistance of NHDOT, Storm water coalition received for broadcast.	Continue to update and receive new posters and brochures. Print a newspaper article related to the Year One success of the MS4 permit
Revised					
2.2.B	Hold public forum meeting on implementation of the Phase II permit and compliance	Board of Selectmen	Public Hearing • Conservation • Planning Bd • Selectmen	Public meetings conducted by Cuoco & Cormier Engineering at the Hollis Conservation Commission, Hollis Planning Board and Hollis Board of Selectmen	Conduct public meetings with Hollis Conservation Commission, Hollis Planning Board and Hollis Board of Selectmen on By Law revisions, and Phase II implementation and compliance
Revised					
2.2.C	Establish methods of notification for public that differ from current methods	Board of Selectmen	Establish 2 methods	Notification methods established; • Insert in Tax Bill regarding Storm Water NPDES information • New Resident packet developed for disbursement	Develop a storm water pollution hot line and response team. Choose 2 new additional notification types
Revised					
2.2.D	Create a NPDES Phase II Storm Water Committee	Board of Selectmen	Establish committee	NPDES Phase II Storm Water Committee Established and approved by the Board of Selectmen. Committee met 3 times during year for the establishment of personnel to complete duties outlined in the Storm Water Pollution Prevention Plan	Continue Storm Water Committee meetings for review and completion of conditions outlined in the Storm Water Pollution Prevention Plan
Revised					
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3.1.A	Research background levels of pollutants in receiving waters using existing watershed studies	Department of Public Works	Obtain studies of waterways in permit coverage area	Background levels of testing for Flint's Pond received.	Establish base levels of pollutants in researched waters. Locate at least one Illicit Discharge in the permit coverage area. Begin the mapping of structures and outfalls with specific information in the permit coverage area
Revised					
3.1.B	Analysis of possible outfalls and existing discharges in Permit Coverage Area	Department of Public Works	Research for outfalls in permit coverage area	Storm water and possible outfall analyzed at Town of Hollis Stump Dump – Storm Water Pollution Prevention Plan Established and Implemented	Begin dry weather testing and all illicit discharge outfalls located in permit coverage area. Review outfalls for possible mitigation measures
Revised					
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4.1.A	Town of Hollis Land Use Board will assess existing By-Laws and Ordinances regarding runoff control	Planning Board	Complete review and accept comments for implementation of new bylaws if required	Completed review of existing by-laws with assistance from Nashua Regional Planning Commission.	Modify By-Laws, Ordinances, Policies and Procedures to incorporate storm water standards and practices. Seek approval of modifications in a public forum.
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5.1.A	Town of Hollis Land Use will assess existing By-Laws and Ordinances regarding post construction runoff control	Planning Board	Complete review and accept comments for implementation of new bylaws if required	Completed review of existing by-laws with assistance from Nashua Regional Planning Commission. Began implementation of Planning Board Checklist for issuance of NPDES CGP's when required for project	Modify By-Laws, Ordinances, Policies and Procedures to incorporate storm water standards and practices. Seek approval of modifications in a public forum.
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6.1.A	Create computerized data records for cataloging of catch basin cleaning program	Department of Public Works	Begin database for use in GIS mapping of drainage structures and outfalls	Computerized cataloging of catch basins underway. Students from UNH locating basins w/GPS for implementation into Town of Hollis GPS mapping	Complete scheduling and database for catch basin cleaning program
Revised					
6.1.B	Create computerized data records for cataloging of street sweeping program	Department of Public Works	Begin database for use in GIS mapping of drainage structures and outfalls	Computerized cataloging of street sweeping underway. DPW personnel incorporating database into GIS system	Complete scheduling and database for street sweeping activities
Revised					
6.1.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 developed for disbursement	Have at least 3 storm water structures adopted and implemented
Revised					
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
Revised					
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Revised					
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Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

- Assistance was given to the Nashua Regional Planning Commission in an attempt to receive grant money for the implementation of the NPDES permit conditions. This grant application was not granted. Accompanying please find input from Town of Hollis to the NRPC
- Knowledge of the contaminants in Flint's Pond are being analyzed for the best solution for remediation. This has been an ongoing process for some years that will now be a focus of the Hollis NPDES Phase II Storm Water Committee. Accompanying please find reports reviewed for clarification of present materials.
- Hollis Stump Dump MSGP filed and currently being implemented on site.
- Hollis Department of Public Works facility Industrial MSGP currently contracted and awaiting completion with recommendations and BMP's for upgrading of facility.
- Hollis Transfer Station facility Industrial MSGP currently contracted and awaiting completion with recommendations and BMP's for upgrading of facility.
- Town of Hollis ahead of schedule on the mapping of existing drainage structures. Decision made early in the process to move forward with the mapping of the entire town drainage system rather than the permit coverage area for complete review of Illicit Discharges.
- NRPC Coalition Meetings occurring every other month for the sharing of information and round tabling of important topics.
- Accompanying please find updated Building Permit Check List including storm water updates.
- The development of a New Resident Packet was developed and used in the efforts to educate residents. Accompanying please find packet.
- 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	5 days	
▪ community participation	N/A	
▪ material collected	N/A	
School curricula implemented	No	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control	X	X		

▪ Post-Development Storm water Management		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	10%	
Estimated or actual number of outfalls	1	
System-Wide mapping complete	10%	
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	75%	
Site inspections completed	75%	
Tickets/Stop work orders issued	NONE	
Fines collected	NONE	
Complaints/concerns received from public	N/A	

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	