



# Town of Hooksett

BUILDING DEPARTMENT  
MUNICIPAL BUILDING  
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6/9/04  
Received

NH041012

June 1, 2004

Shelly Puleo  
U.S. Environmental Protection Agency, Region 1  
One Congress Street  
Suite 1100 (SEW)  
Boston, MA 02114-2023

Subject: Notice of Intent (NOI) Application and Storm Water Management Implementation (SWMI) Schedule

Dear Ms. Puleo,

This intent of this letter is to provide the Town of Hooksett's annual report of the required information for our previously submitted NOI and SWMI activities. Due to an oversight on our past Town Administrator's part, we did not submit our NOI until November 2003. Since that time, another Town Administrator has resigned and we are currently operating with an interim Town Administrator.

In addition to this, on May 11, 2004 our Town budget was voted down. Because we have been in a default budget three out of the last four years, we wrote out BMP's knowing that we may again be financially constrained. Although these events are making it somewhat challenging to fulfill our requirements, we feel we are progressing on the right track.

We have conducted the required BMP 1.2, Public Education and Outreach Program by providing the public with the fact sheet provided on lawn and gardening activities. We posted it in our public meeting notice bulletin board and made the flyer available at the counter of the Building and Planning Departments this spring and summer. Our plan is to change the fact sheet periodically.

The Planning Department is in the process of reviewing existing regulations under BMP section 4.1. The intent of this evaluation is to eliminate loopholes that make enforcement difficult. We have recently contracted with our Town Engineer to revise the Site Plan Regulations and the Standard Specifications for Construction book. This updating is also a part of BMP 5.4 requirement for post construction runoff (evaluate adopted BMP's) and we continually evaluate our regulations effectiveness.

BMP 6.1 requires that the Highway Department review existing policies. This process has begun and will be complete in 2004. BMP 6.3 (Employee Pollution Prevention and Good Housekeeping Training) is being done on a quarterly basis at the Highway Department by posting training information for employees (as well as the public) to review and by passing out and reviewing fact sheets at safety meetings. The Highway Department participates in ongoing discussions with NH-DOT regarding the discharges to water quality impaired waters.

We are in the process of putting a link on our Town website to the EPA Storm Water Management Fact Sheets. This will allow for better public education at their leisure. We are also in the process of drafting a warrant article for the next Town Meeting to allow us monies for public education and training. Subdivision and Site Plan Regulations proposed revisions will also be submitted. Our consulting engineer will perform review of the BMP's as required by BMP 5.1. Since the town engineer was voted down at Town Meeting, revisions to the Highway Department policies will be drafted by the next reporting cycle as well as the adoption of schedules and inspection procedure as outlined in BMP 6.4.

Although we have not collected or analyzed any data, we feel we are making great strides towards educating the general public, contractors, and developers in Storm Water Management and moving toward stricter regulations. At this time we have not proposed any changes in the identified BMP's or measurable goals, but if the Town's budget continues to be voted down, funding for the requirements will be extremely limited and we may have to address some of the goals that require larger expenditure of funds.

We hope this letter meets the requirements of our annual report. If you have any questions or require additional information, please feel free to call.

Respectfully,



Jessica Skorupski  
Administrative Assistant  
Building Department

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