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Municipality/Organization: Town of Hooksett, NH

EPA NPDES Permit Number: NHR041012

Annual Report Number & Reporting Period: **No. 5: April 1, 2007 – March 31, 2008**

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2008)

Part I. General Information

Contact Person: David M. Jodoin Title: Town Administrator

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Mailing Address: 16 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:

Printed Name: David M. Jodoin

Title: Town Administrator

Date: April 30, 2008

Part II. Self-Assessment

In November of 2003, the Town of Hooksett contracted with Dufresne-Henry (now Stantec Consulting Services) to assist in the Town in developing a Stormwater Management Plan. Since 2003, the Town has continued to budget work items that are later defeated at the voting polls. As a result, the Town uses current funds, if available. The Town is currently in the process of working with Stantec Consulting Services (Stantec) to move this process forward. In 2007, the Town had Stantec develop a stormwater ordinance that is now in "draft" form, with its adoption anticipated in July of 2008 by the Town Council. In addition, Stantec has developed town-wide storm waterbase maps. The Town has budgeted funds for adding outfall information and for GPS surveying a portion (1/3) of the Town's storm water system.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
1.1	Plan public education programs	Town Administrator		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		Conservation Commission			
1.2	Conduct programs	Town Administrator		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		Conservation Commission			
Revised					
Revised					
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

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 – Permit Year 6
	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 5 (Reliance on non-municipal partners indicated, if any).	Planned Activities – Permit Year 6
	System Base Map	Town Administrator		Continued mapping of the Town's infrastructure.	Complete Base Map and add outfall info, and add GPS survey info of 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					
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
	Review Existing Regulations	Town Planner		Continued the Review/Update Process	Continued the Review/Update Process in May, 2008.
Revised					
	Revise Regulations	Town Planner		Continued the Review/Update Process	Continued the Review/Update Process in May, 2008.
Revised					
	Approval Process	Town Planner		Continued the Approval Process	This new process has been implemented on all development projects.
Revised					
	Implement Regulations	Town Planner		Continued the Implementation Process	Continue the Implementation which occurred in 2007.
Revised					
	Evaluate Implemented Regulations	Town Planner		Continued the Evaluation Process	To be updated in May, 2008.
Revised					
Revised					

4a. Additions

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
	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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
	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					
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 – Permit Year 6
	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.		Continued this Effort / Process	After some observed issues with projects in Hooksett, under NHDES jurisdiction, as a result the Town intends to meet with NHDES to work together to improve implementation and enforcement of BMP requirements.
Revised					
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, 2007 through March 31, 2008)

Programmatic

		(Preferred Units)	Response
Stormwater management position created/staffed		4	Highway Manager
Annual program budget/expenditures **	$50,000	($) 4,500	2007
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 2008
Stream teams established or supported		(# or y/n)	YES
Shoreline clean-up participation or quantity of shoreline miles cleaned **	@ Parks by DPW	(y/n or mi.)	NO
Shoreline cleaned since beginning of permit coverage		(mi.)	½ 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

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
▪ 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 2008
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	10
Mapping method(s)		
▪ Paper/Mylar	(%)	10
▪ CADD	(%)	10
▪ GIS	(%)	0 (Planned for 2008)
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 2008
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 vactor **	(%)	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 ln 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 ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % $CaCl_2$ % $MgCl_2$ % 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/ln mi. or %)	3,000 tons
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln 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	