

**Municipality/Organization: Town of Hooksett, NH**

---

**EPA NPDES Permit Number: NHR041012**

---

**Annual Report Number  
& Reporting Period:**

**No. 6: April 1, 2009 – March 31, 2010**

---

**NPDES PII Small MS4 General Permit  
Annual Report  
(Due: May 1, 2010)**

**Part I. General Information**

Contact Person: Carol Granfield

Title: Town Administrator

---

Telephone #: (603) 485-8472

Email: cgranfield@hooksett.org

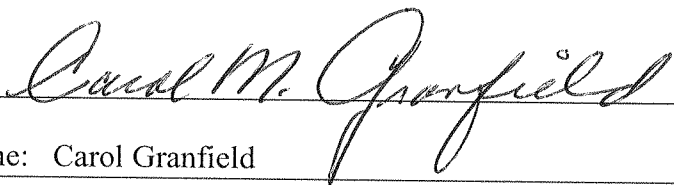
---

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: 

---

Printed Name: Carol Granfield

---

Title: Town Administrator

---

Date: April 29, 2010

---

## 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 was to be adopted in July of 2009 by the Hooksett Town Council. Rather than attempting to adopt the ordinance in 2009, it was decided to continue with the stormwater mapping efforts. With this detailed information, the draft ordinance will be tailored to meet the needs of the actual, existing infrastructure. After the Town's drainage infrastructure is fully mapped, the ordinance will be revised and brought to the Council for Adoption. It is anticipated that this will be presented by July, 2011.

Stantec is developing town-wide stormwater base maps in 2009/2010. The Town budgeted funds for adding outfall information and for GPS surveying a portion (approximately 1/2) of the Town's storm water system. Stantec has completed this task and generated the maps and data for approximately 1/2 of the Town's stormwater system. Additionally, the Town has budgeted additional funds for the remainder of the Town's stormwater system during 2010/2011. The second half of the Town mapping is scheduled for 2010, to be completed by April 1, 2011.

During 2010 the Town will be creating a detailed action plan to aggressively meet the objectives set within this annual report. It is the Town's intent to implement quarterly meetings with the Town Department Heads to further this effort.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year 8</b>
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					

**1a. Additions**

--	--	--	--	--	--

**2. Public Involvement and Participation**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
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					

**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 7 (Reliance on non-municipal partners indicated, if any).	Planned Activities – Permit Year 8
Revised	System Base Map	Town Engineer		Completed majority of Base Map and added GPS survey info of approximately 1/2 of drainage system.	Finish Base Map and add Merrimack River outfall info, and complete maps.
Revised	System Structures	Town Engineer		Identified individual structures and culverts and added to the Town's Base Map.	Complete adding individual structures and culverts to the Town's Base Map
Revised	Develop Stormwater By- Laws	Town Engineer		Developed a post-development stormwater enforcement ordinance.	Refine draft stormwater outfall ordinance and submit ordinance to the Town Council for Adoption.
Revised	Dry-Weather Outfall Screening	Town Engineer		Outfalls were mapped with gps locations and photos were taken	Show outfalls on maps and create a sampling program.
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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
Revised	Review Existing Regulations	Community Development Director		Continued the Review/Update Process	Continue the Review/Update Process and finalize updated regulations in the summer of 2010.
Revised	Revise Regulations	Community Development Director		Continued the Review/Update Process	Continue the Review/Update Process and finalize updated regulations in the summer of 2010.
Revised	Approval Process	Community Development Director		This new process has been implemented on all development projects.	Enforce new regulations and implement them on all development projects in 2010.
Revised	Implement Regulations	Community Development Director		Continued the Implementation Process	Continue the Implementation which occurred in 2007. Revise and update regulations during 2010
Revised	Evaluate Implemented Regulations	Community Development Director		Continued the Evaluation Process	To be updated in May, 2010.

#### 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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
Revised	Review BMP's	Town Engineer		Continued review and updates	Continue to review and update according to the revised requirements adopted by EPA and NHDES
Revised	Revise BMP's	Town Engineer		Continued review and updates	Continue to review and update according to the revised requirements adopted by EPA and NHDES
Revised	Incorporate BMP's	Town Engineer		Continued review and updates	Continue to review and update according to the revised requirements adopted by EPA and NHDES
Revised	Evaluate BMP's	Town Engineer		Continued review and updates	Continue to review and update according to the revised requirements adopted by EPA and NHDES
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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
Revised	Review Existing Policies	Highway Depart Manager		Updated, as needed.	Update as needed and discuss during proposed quarterly meetings with Town Dept. Heads and Town Engineer.
Revised	Revise Highway Department Policies	Highway Depart Manager		Updated, as needed.	Update as needed and discuss during proposed quarterly meetings with Town Dept. Heads and Town Engineer.
Revised	Train Employees	Highway Depart Manager		Trained, as needed.	Update as needed and discuss during proposed quarterly meetings with Town Dept. Heads and Town Engineer.
Revised	Develop Schedules and Inspection Procedures	Highway Depart Manager		Developed, as needed.	Update as needed and discuss during proposed quarterly meetings with Town Dept. Heads and Town Engineer.
Revised	Implement Long Term Schedules/Procedures	Highway Depart Manager		Implemented, as needed.	Implement as needed and discuss during proposed quarterly meetings with Town Dept. Heads and Town Engineer.
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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
Revised	Coordinate with NHDOT	Highway/Building/ Planning Depts.		After some observed issues with projects in Hooksett, under NHDOT jurisdiction, the Town met with NHDOT to work together to improve communication and enforcement.	Continued this Effort / Process during 2010
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 during 2010
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, 2009 through March 31, 2010)

**Programmatic**

	(Preferred Units)	Response
Stormwater management position created/staffed	Staff	4
Annual program budget/expenditures **	(\$)	\$40,000
Total program expenditures since beginning of permit coverage	(\$)	\$100,000+/-
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 %)	12%
Stormwater management committee established	(y/n)	NO – In 2010
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.)	½ mile
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> <li>▪ days sponsored **</li> </ul>	(#)	Every day transfer station is open
<ul style="list-style-type: none"> <li>▪ community participation **</li> </ul>	(# or %)	3,300
<ul style="list-style-type: none"> <li>▪ material collected **</li> </ul>	(tons or gal)	3,960 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			X	X	
▪ Erosion & Sediment Control			X	X	
▪ Post-Development Stormwater Management			X	X	
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination			X	X	
▪ Erosion & Sediment Control			X	X	
▪ Post-Development Stormwater Management			X	X	

## Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete – Merrimack River Only	(%)	90
Estimated or actual number of outfalls	(#)	14
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	50
Mapping method(s)		
▪ Paper/Mylar	(%)	50
▪ CADD	(%)	50
▪ GIS	(%)	50
Outfalls inspected/screened ** (located, photographed, and sketched – No water testing)	(# or %)	14
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	14
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 (Actual numbers provided by Hooksett Sewer Dept)	(%)	40%
% of population on septic systems (Actual numbers provided by Hooksett Sewer Dept)	(%)	60%

## Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	0
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	0 (No New Starts)
Site inspections completed **	(# or %)	0 (No New Starts)
Tickets/Stop work orders issued **	(# or %)	0 (No New Starts)
Fines collected **	(# and \$)	0 (No New Starts)
Complaints/concerns received from public **	(#)	0 (No New Starts)

## 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 2010
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 **	(#)	1,395
Qty. of storm drain cleaned **	(%, LF or mi.)	950 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)**	(\$)		\$40,000
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)		\$135
• Disposal cost**	(\$)		0
Cleaning Equipment			
• Clam shell truck(s) owned/leased	(#)		0
• Vacuum truck(s) owned/leased	(#)		1
• Vacuum trucks specified in contracts	(y/n)		N
• % Structures cleaned with clam shells **	(%)		0
• % Structures cleaned with vector **	(%)		25%

	(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)	100 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	beneficial use
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$10,000
• Hourly or lane mile contract rate **	(\$/hr. or In mi.)	n/a – Town Owned
• Disposal cost**	(\$)	0
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	Town Owned
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	NO
• % Roads swept with rotary brush sweepers **	%	80
• % Roads swept with vacuum sweepers **	%	0

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)	
▪ Fertilizers	(lbs. or %) 2,100
▪ Herbicides	(lbs. or %) N/A
▪ Pesticides	(lbs. or %) 3,000lbs
Integrated Pest Management (IPM) Practices Implemented	(y/n) N

(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used **	% NaCl 90
	% CaCl <sub>2</sub> 0
	% MgCl <sub>2</sub> 0
	% CMA 0
	% Kac 0
	% KCl 0
	% Sand 10
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 %) 2,068 tons – 12% decrease
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %) 12% decrease
% of salt/chemical pile(s) covered in storage shed(s)	(%) 100%
Storage shed(s) in design or under construction	(y/n or #) N
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	N
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	N
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	N