



COMPREHENSIVE
ENVIRONMENTAL
INCORPORATED

April 30, 2013

- Engineering
- Design
- Construction
- Inspection

Responsive
service,
cost-effective
solutions,
technical
excellence

- Drainage & Flooding
- Energy & Sustainability
- Hazardous Waste
- Permitting & NEPA
- Stormwater & LID
- Transportation
- Water & Wastewater
- Watershed Restoration

Glenda Velez
US EPA Region 01 in New England
5 Post Office Square, Suite 100
Boston, MA 02109

**Re: NPDES Stormwater General Permit
2012-2013 Annual Report
Town of Hollis, NH**

Dear Ms. Velez:

Enclosed for your records is the NPDES Stormwater General Permit 2012-2013 Annual Report for the Town of Hollis, NH. The Annual Report has simultaneously been filed with the New Hampshire Department of Environmental Services (NHDES).

If you have any questions or require any additional information, please do not hesitate to call me at (800) 725-2550 ext. 303.

Sincerely,

Comprehensive Environmental, Inc.

Nick Cristofori, P.E.
Project Engineer

cc: New Hampshire Department of Environmental Services

Enclosure – NPDES Phase II Small MS4 General Permit 2012-2013 Annual Report

Municipality/Organization: Town of Hollis

EPA NPDES Permit Number: NHR041011

MassDEP Transmittal Number: N/A

**Annual Report Number
& Reporting Period: No. 10: May 1, 2012-April 30, 2013**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

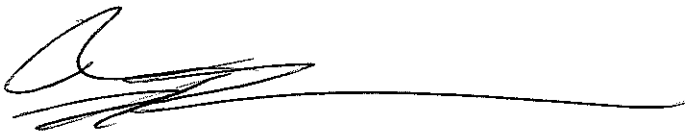
Contact Person: Troy Brown **Title:** Town Administrator

Telephone #: 603-465-2780 **Email:** ta@hollisnh.org

Mailing Address: 7 Monument Square, Hollis, NH 03049

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: Troy Brown

Title: Town Administrator

Date: 4-30-2013

Part II. Self-Assessment

During Permit Year 10, the Town of Hollis continued implementation of its Phase II program, including preparation of this Annual Report. The following topics were evaluated for the completeness in this report:

1. Compliance with the Phase II Permit Conditions;
2. Appropriateness of the Selected BMPs;
3. Progress Towards Achieving the Program's Measurable Goals;
4. Results of Any Information that has been Collected and Analyzed;
5. Activities for the Next Reporting Cycle; and
6. Changes in Identified BMPs or Measurable Goals.

The Town of Hollis has completed the required self-assessment and has determined that the community is in compliance with the MS4 permit requirements. Following is a general summary of the Town's efforts during Permit Year 10.

Hollis continued its education and outreach efforts by providing a variety of written and visual resource materials to educate and inform the public regarding stormwater issues. This included brochures, newsletters, video presentations, school curriculum and displays at public events. Residents were given the opportunity to participate in the annual Old Home Day and roadside cleanup event held during fall, 2012. Hollis partners with the Nashua Regional Planning Commission (NRPC) to allow residents the opportunity to dispose of household hazardous waste (HHW) at periodic events throughout the year. Typically six dates are scheduled throughout the spring, summer and fall.

Hollis implemented an illicit discharge detection and elimination (IDDE) regulation in December 2009 that prohibits non-stormwater discharges to the Town's MS4. During previous years, Hollis mapped stormwater structures within the Town's urbanized area, including 15 outfalls. All regulated outfalls were screened for illicit discharges, and none were found. All mapping and follow-up actions are tracked in a database by DPW employees.

As part of construction and post-construction stormwater control, the Town reviews all projects for compliance with local and state regulations. Hollis hires an outside inspector to monitor construction activities throughout the town. Hollis also adopted amendments to its Zoning Ordinances in December 2009 to require the use of erosion and sediment controls at construction sites. Amendments also require developers to manage stormwater in compliance with the NH Stormwater Management and Erosion and Sediment Control Handbook, and the NHDES Alteration of Terrain Regulations. The Town requires all commercial and industrial sites to prepare and submit a Drainage Maintenance Plan to ensure stormwater BMP maintenance.

Hollis routinely cleans all catch basins and sweeps all streets at least once per year. Parking lots at public facilities are also swept once a year. Finally, all staff responsible for implementing the Town's Stormwater Management Program (SWMP) are provided annual refresher training on topics such as proper MS4 maintenance, identification and removal of illicit discharges, and proper management of municipal facilities and vehicles. Training also covers proper storage and handling of oil products and hazardous waste as well as Stormwater Pollution Prevention Plans.

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 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|-----------------|--|---------------------------------------|--|---|---|
| I.A | Provide education and outreach material to the public. | Stormwater Management Committee (SMC) | <p>Provide pamphlets to be distributed at Town Hall on various water quality issues</p> <p>Publish quarterly newsletter</p> <p>Utilize public access channel, newspapers and public events and publications for announcements and information disbursement</p> | <p>The Town provides public outreach materials at the Town Hall and library. Brochures and information address topics such as septic system maintenance, proper disposal of hazardous materials, proper disposal of pet waste, etc. Hollis published two issues of the SMC newsletter "The Tempest" in June and September 2012. Topics include general stormwater information, as well as information specific to regulations, stormwater BMPs, local waterbodies, and other issues applicable to the general population. Newsletters are available at the Town Hall, library, and via the Town's website. The EPA video, "After the Storm" was broadcast on the Town's public access channel twice during Permit Year 10. Advertisements for Town meetings were also broadcast in advance to encourage resident participation.</p> | <p>Continue to make public information available at the Town Hall. Continue televising information via the public access channel. Publication of the SMC newsletters may be discontinued pending internal personnel changes. Explore ways to expand the Town's website to provide stormwater information and links.</p> |
| Revised | | | <p>Provide stormwater information to all Hollis residents</p> | | |

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|-----------------|---|--|---|---|---|
| 1.B | Training on stormwater for all Town of Hollis Municipal Employees | Department of Public Works and Stormwater Management Committee | Train and advise municipal staff with regard to NPDES requirements | The Public Works Director provided annual refresher training to DPW staff as outlined under BMP 6.G. Other municipal employees dealing with stormwater, such as those in the SMC, are also provided periodic training as appropriate. SMC members also attend periodic workshops and conferences sponsored by local organizations to stay up to date on proper stormwater management. | Continue to provide annual training to municipal staff to reinforce stormwater awareness and promote the implementation of good housekeeping practices. |
| Revised | Provide stormwater training as appropriate to municipal employees | | Provide annual training to employees responsible for stormwater | | |
| 1.C | Develop educational material for Hollis School District | Stormwater Management Committee Nashua Regional Planning Commission | Prepare educational material for local schools describing effective stormwater management | The Stormwater Curriculum ("When it Rains, it Drains") was completed in Permit Year 8 and distributed to 7 th and 8 th grade teachers at Hollis Brookline Middle School. Elementary school teachers implement the program annually, with a focus on stormwater and water quality. | Continue to implement the current educational program. Explore ways to supplement the program with additional information on the benefits of recycling, watershed protection and stormwater pollution prevention. |
| Revised | Develop educational program for Hollis School District | | | | |

2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|----------|--|--|--|--|--|
| 2.A | Invite public to learn about and participate in local stormwater management activities | Stormwater Management Committee | Public notification <ul style="list-style-type: none"> • Cable • Newspaper • Municipal website | The meetings of the Storm Water Committee were posted as public meetings with official notices posted at Town Hall, the Hollis Post Office and on the municipal website. Meeting minutes are posted on the Town’s website. In conjunction with the Conservation Commission, the SMC participated in public events including Old Home Days and one Annual Roadside Cleanup event during fall, 2012. Approximately 2,000 members of the public attended Old Home Days, and approximately 41 people participated in the roadside cleanup event. During each event, stormwater information was made available to the public, including posters, maps and handouts. | Continue to provide the public with opportunities to learn about stormwater and participate in roadside cleanups. Explore ways to work with local organizations such as the Flints Pond Improvement Association and the Nashua Regional Planning Commission to increase public involvement and participation in stormwater related activities. |
| Revised | | Host at least one annual Old Home Day and Roadside Cleanup event | | | |
| 2.B | Hold public forum to discuss compliance to the new permit (once it is adopted) | Board of Selectmen Stormwater Management Committee | Public Hearings <ul style="list-style-type: none"> • Conservation • Planning Board • Selectmen • Stormwater Management Committee | As the current Phase II permit has been in place for 10 years and no substantial new developments are being made at this time, a public forum was not held during Permit Year 10. | Upon finalization of the new NPDES Phase II permit, a public forum will be held to discuss compliance with the new permit and how the proposed changes will affect the Town's operations and budget. |
| Revised | Hold public forum to discuss NPDES permit compliance | | | | |

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|-----------------|--|--------------------------------------|--|---|--|
| 2.C | Hold Stormwater Management Committee Public Meetings | Stormwater Management Committee | Convene public meetings to discuss local stormwater management efforts | The SMC held three public meetings on May 22, 2012, July 24, 2012, and September 25, 2012 during Permit Year 10. Meetings typically discussed proposed and ongoing stormwater projects in town, as well as discussion of new methods and BMPs such as raingardens or gravel wetlands to reduce stormwater pollution. Due to personnel changes, additional meetings were not held. | Due to personnel changes, SMC meetings are currently postponed. The Town is currently interviewing outside consultants to assist with implementation of its stormwater program. Pending the outcome, SMC meetings may or may not continue. |
| Revised | | | Hold at least one SMC public meeting per year | | |

3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|----------|---|---------------------------------|--|--|---|
| 3.A | Map outfalls and discharges in permit coverage area. | Department of Public Works | The drainage system located in permit area has been mapped. | The Town has developed a map of the drainage structures located in Hollis. A total of 15 outfalls are located within the regulated area, all of which have been screened for dry weather discharges as outlined in BMP 3.B. The Town has also GPS located and mapped a total of 563 catch basins throughout the town. | Continue to update the map with newly installed or located outfalls, catch basins, or other structures as necessary. |
| Revised | Map outfalls and drainage structures in the permit coverage area. | | Map all outfalls within the Town’s urbanized area | | |
| 3.B | Locate and map additional illicit discharges in permit coverage area. | Stormwater Management Committee | Inspect water bodies located in the permit area to check for illicit discharges. | A member of the SMC evaluated all 15 outfalls within the regulated area for dry weather flows during previous permitting years. All outfalls were either dry or had flows traced to natural sources. Over the years, several questionable discharges have been traced to natural sources, such as uncontaminated groundwater. No illicit discharges have been found to date. | Continue to monitor for new dry weather flows or other illicit discharge indicators during routine inspection and maintenance operations. Evaluate any suspect outfalls and/or flows. |
| Revised | Evaluate outfalls for illicit discharges | Department of Public Works | Inspect outfalls for potential illicit discharges | | |

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|-----------------|--|---|---|---|--|
| 3.C | Analysis and reduction of TMDL levels. | Stormwater Management Committee | Identify impaired water bodies located within Permit Area. Promote enhanced stormwater treatment in areas draining to impaired water bodies. | A Phosphorus TMDL has been finalized for Flints Pond. Town departments and boards have been informed of this and advised to seek enhanced stormwater treatment for phosphorus on all future development within the watershed of this resource area. Compliance is ongoing through various Town agencies, primarily the Planning Board and Conservation Commission. The Town also cooperates with the Flint Pond Improvement Association, whose members participate in the Volunteer Lake Assessment Program by performing periodic monitoring to help assess water quality within the pond. Previous unrelated remediation efforts have helped to virtually eliminate the presence of invasive Milfoil within the pond. | The Town will continue to monitor the quality and designation of local resource areas working in conjunction with the Flints Pond Improvement Association. Should additional TMDLs be prepared, they will be addressed at a later date. Cooperation will continue with local watershed groups, such as the Nashua River Watershed Association. The Town will continue to promote the implementation of enhanced stormwater management practices, particularly in areas draining to impaired waterbodies. |
| Revised | | Improve water quality in waterbodies with a TMDL through implementation of improved stormwater treatment and management methods | | | |
| 3.D | Illicit Discharge Detection and Elimination Regulation | Board of Selectmen | Implement and enforce Town-wide IDDE Regulation | Hollis adopted an IDDE Regulation in December 2009 prohibiting non-stormwater discharges to the Town's MS4. The regulation is in effect and currently being enforced. | Continue to enforce the current IDDE regulation approved during Permit Year 8. |
| Revised | | | | | |

3a. Additions

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|-----------------|-------------------------------------|--------------------------------------|---|---|--|
| 3.E | Participate in a HHW disposal event | Stormwater Management Committee | Participate in at least one annual HHW disposal event and track participation | The Town of Hollis partnered with the Nashua Regional Planning Commission to allow residents the opportunity to dispose of household hazardous wastes at collection events. Typical materials include oil, oil-based paint, pesticides, etc. Costs are low at \$10 per vehicle for disposal of up to 10 gallons of waste. 6 events are held each year throughout the spring, summer and fall, most recently occurring on May 5, June 7, August 4, October 6, and November 3, 2012, and April 20, 2013. Dates are advertised on the public access channel, Town website and posted at the Town Hall. Approximately 115 households, or 9% of Hollis residents participated in the Permit Year 10 collection events. Hollis participation has been steadily increasing over the past 10 years, with most residents learning about the HHW event through the Hollis-Brookline Journal newspaper (30%), transfer station advertisements (25%), and Town website (16%). | Continue to partner with the NRPC to allow Hollis residents the opportunity to participate in HHW collection events. Upcoming events are currently scheduled for May 4, June 6, August 3, October 5, and November 2, 2013, and another to be held in April 2014. |
| Revised | | Board of Selectmen | | | |

4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|----------|---|---|---|---|--|
| 4.A | Require stormwater design reviews for all development proposals, site plan proposals and conditional use permits located with the permit area and Townwide. | Planning Board, Conservation Commission, Zoning Board of Appeals, Building Department | Review local development proposals for compliance with local stormwater treatment and aquifer protection standards. | The Planning Board reviewed and approved three site plan project proposals during this permit year, and an additional two projects remain under review. Three subdivisions were reviewed and approved, and one additional subdivision remains under review. Each of these proposals was reviewed to ensure adequate stormwater design and completeness of erosion control plans. Where appropriate, additional conditions were adopted to protect local resource areas. Each of the above was inspected during this permit year as described under BMP 5.A for compliance with stormwater regulations and to ensure that erosion control measures for the sites were effectively implemented. | Continue to review development projects for proper design under local and state regulations. |
| Revised | Review projects for proper stormwater design | | Review all applicable proposals for compliance with stormwater treatment standards | | |
| 4.B | Require increased payment for development and stormwater design in the permit coverage area. | Board of Selectmen | Require increased payment for development and stormwater design in the permit coverage area. | The Town of Hollis requires all developers to pay into a municipal escrow account for use by the Town to hire an inspector to monitor local construction activity. In part, the inspector is responsible for ensuring proper implementation of erosion controls and stormwater management. The inspector prepares reports to document findings at all sites. The Town's fee structure for residential building permits was updated in year 8 to ensure coverage of administrative costs. The Building Department also performs periodic follow-up inspections. | Continue to hire a construction site inspector funded by developer fees. Ensure proper implementation of stormwater controls, and increase inspector responsibilities as necessary. Amend the Town's fee structure as necessary to ensure adequate cost coverage for fees and inspections. |
| Revised | Perform site inspections at all development sites | | Perform site inspections at projects sites as needed | | |

4a. Additions

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|--------------------|---|--------------------------------------|--|--|--|
| 4.C Revised | Establish a regulatory mechanism mandating the use of erosion and sediment controls | Board of Selectmen | Regulatory mechanism implemented by the end of the permit term | Hollis adopted amendments to its Zoning Ordinance in December 2009 to require the use of erosion and sediment controls at construction sites in compliance with the NH Stormwater Management and Erosion and Sediment Control Handbook, and NHDES Alteration of Terrain Regulations. As part of the ordinance, the Town requires preparation of Erosion Control and Drainage Management plans for all projects to specify proposed erosion control measures to be implemented. Developers must also submit a copy of their Stormwater Pollution Prevention Plan (SWPPP) to the Town if requested. The ordinance is in effect and currently being enforced. | Continue to enforce Zoning Ordinance requirements. Evaluate for compliance and make changes as necessary to ensure water quality protection. |
| 4.D Revised | Establish procedures for receipt of information from the public | Board of Selectmen | Procedures to receive and follow-up on public complaints | The Building Department and Code Enforcement receives most of the public complaints, and forwards the complaint to the appropriate department. Most complaints concerning the MS4 are directed to the DPW, while the Health Department is responsible for calls concerning illicit discharges. All calls are documented and followed up as appropriate. Contact information is provided on the Town’s website as well as other localized avenues such as the public access channel. | Continue to receive and follow-up on any calls received from the community. |

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 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|----------|---|--|--|--|---|
| 5.A | Inspect and report on compliance of newly constructed stormwater best management practices in the permit coverage area. | Planning Board Engineering Consultant | Conduct site inspections to monitor the construction and maintenance of stormwater treatment features. | As outlined in BMP 4.B, the Town hires an outside inspector to perform periodic construction site inspections. Among other things, the inspector evaluates construction sites to ensure that the stormwater system and other BMPs are installed according to approved plans. All inspections are documented in a report and submitted to the Town. | Continue to employ an outside inspector to monitor all construction sites in Hollis. Continue to document all findings. |
| Revised | | | | | |

5a. Additions

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|----------|--|--|---|--|---|
| 5.B | Establish a regulatory mechanism mandating proper handling of stormwater | Board of Selectmen | Establish a regulatory mechanism mandating the use of erosion and sediment controls | Hollis adopted amendments to its Zoning Ordinance in December 2009 to require all engineers and developers to manage stormwater in compliance with the NH Stormwater Management and Erosion and Sediment Control Handbook, and the NHDES Alteration of Terrain Regulations. Requirements include maintaining post development flows at pre-development levels and to infiltrate stormwater where feasible. | Continue to enforce Zoning Ordinance requirements. Evaluate for compliance and make changes as necessary to ensure water quality protection. |
| Revised | | Board of Selectmen Planning Board | | | |
| 5.C | Require stormwater BMP maintenance at commercial and industrial sites | Planning Board | Establish a regulatory mechanism mandating the use of erosion and sediment controls | Hollis requires that all proposed commercial and industrial sites prepare and submit a Drainage Maintenance Plan to the Town for review. The plan in part outlines the type and frequency of proposed stormwater BMP maintenance to be undertaken. | Continue to require stormwater BMP maintenance. Explore ways to require maintenance at residentially-owned BMPs such as requiring homeowners associations to prepare a Drainage Maintenance Plan. |
| 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 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|----------|---|-------------------------------|---|--|---|
| 6.A | Continue catch basin cleaning program in permit coverage area. | Department of Public Works | Continue routine inspection and cleaning program of catch basins located in permit area. Expand Town-wide | The Hollis DPW continued conducting a yearly inspection and maintenance program for the drainage structures located in the permit area and throughout the Town. Catch basins with known problems or subject to heavy sediment accumulation were inspected more frequently. As part of this program, all known catch basins in town are cleaned annually by an outside contractor each fall. Approximately 563 catch basins were cleaned during Permit Year 10. | Continue Town-wide catch basin maintenance program. Continue to prioritize problem areas for more frequent follow-up. |
| Revised | | | Clean all catch basins annually | | |
| 6.B | Continue street sweeping program in the permit coverage area. | Department of Public Works | Continue street sweeping program in the permit area. Expand Town-wide | Hollis hires an outside contractor to sweep all streets annually. Heavily traveled streets and areas of Town were cleaned more frequently and at a higher priority. | Continue Town-wide street sweeping program. Continue to prioritize problem areas for more frequent sweeping. |
| Revised | | | Sweep all streets annually | | |
| 6.C | Continue development of computerized database catalog and GIS mapping records of stormwater structures located within the permit coverage area. | Department of Public Works | Develop and maintain computer database of drainage system located within the permit area. Expand Town- wide | The DPW developed a computer database of the drainage structures located within the permit area during previous permitting years. Updates to reflect newly installed or located structures are ongoing each year, however no additions were required during Permit Year 10. | Continue to update and maintain the database as needed to reflect newly located or installed structures. |
| Revised | | | Develop and maintain drainage structure database | | |

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|-----------------|--|--------------------------------------|--|--|---|
| 6.D | Continue inspecting and cataloging stormwater structures located in the permit coverage area | Department of Public Works | Inspect and record the drainage structures located in the permit area. Expand Town-wide. | As outlined in BMPs 3.A and 6.C, Hollis has developed a comprehensive drainage structure map and database, identifying the locations of all outfalls, catch basins and other drainage structures within Town during previous permitting years. The database also inventories the status of any illicit discharge inspections as outlined under 3.B. As additional structures are located and/or installed, the map and database are updated as needed. | Continue to update the drainage database and map to include any newly located and/or installed drainage structures. Continue to document any illicit discharge inspections and follow-up actions. |
| Revised | Inspect and catalog stormwater structures | | | | |

6a. Additions

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|-----------------|--------------------------------|--------------------------------------|--|---|---|
| 6.E | Sweep all public parking lots | Department of Public Works | Clean all public parking lots annually | As with BMP 6.B, the DPW hired an outside contractor to also sweep all parking lots at public facilities. Each parking lot is swept in the spring to remove sand deposited as part of winter sanding efforts. | Continue parking lot sweeping program. |
| Revised | | | | | |
| 6.F | Comply with SWPPP requirements | Department of Public Works | Perform periodic inspection and sampling as required | Transfer Station employees comply with all applicable Stormwater Pollution Prevention Plan (SWPPP) requirements currently in place. The Transfer Station is inspected yearly, and water quality monitored quarterly. Ongoing monitoring and installation of treatment BMPs during previous permitting years has resulted in improved stormwater runoff water quality. | Continue to comply with SWPPP requirements at the Transfer Station including annual inspections and quarterly monitoring. |
| Revised | | | | | |

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|-----------------|-------------------------------|--------------------------------------|---|---|---|
| 6.G | Provide DPW employee Training | Department of Public Works | Provide annual training to employees responsible for stormwater | DPW staff receives annual training related to stormwater as part of the site management programs initiated at the municipal Highway Garage, Transfer Station and Stump Dump. Topics include proper MS4 maintenance, identification and removal of illicit discharges, and proper management of municipal facilities and vehicles. Training also covers proper storage and handling of oil products and hazardous waste, and well as SWPPP requirements outlined in BMP 6.F. | Continue current training programs for DPW employees. Ensure all employees are given annual refresher training, and new employees are trained promptly. |
| 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 10 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Next Permit Term |
|----------|-----------------|-------------------------------|--------------------|---|---------------------------------------|
| | See below | | | | |
| Revised | | | | | |

7b. WLA Assessment

The NHDES final 2010 303(d) Integrated List of Waters outlines the following waters in the Town of Hollis that are classified as Category 5 “Waters Requiring a TMDL”:

- Rocky Pond, impaired for pH;
- Flints Pond, impaired for dissolved oxygen and chlorophyll;
- Silver Lake, impaired for E. coli;
- Nashua River, impaired for dissolved oxygen and pH;
- Witches Brook, impaired for dissolved oxygen, pH, and E. coli; and
- Pennichuck Brook, impaired for pH.

Note that of the above waterbodies, only Flints Pond and the Nashua River are located within the Town’s regulated area.

A Total Maximum Daily Load (TMDL) for phosphorus was finalized in January 2011 for Flints Pond. The pond is listed as impaired due to high chlorophyll and low dissolved oxygen concentrations, impacting both primary contact recreation and aquatic life uses. The TMDL concluded that reducing current phosphorus loads to the pond by 37% will raise dissolved oxygen concentrations to acceptable levels while reducing algal blooms contributing to high chlorophyll content. Measures taken under the current Phase II program, such as public education and more stringent development requirements, are helping to reduce phosphorus concentrations. Additional measures for addressing TMDLs and impaired waters will be enacted as appropriate once the new permit is in place.

TMDL Reports were issued for Acid Lakes in NH and Mercury in the Northeast Region in September and October 2007, respectively. This regional TMDL has been adopted for many ponds throughout Hollis to address the impacts created by the atmospheric deposition of mercury, determined to originate largely from emission sources located outside of New Hampshire. There are no known sources of mercury located in Hollis, and the Town has implemented measures to further reduce the possibility of mercury contamination. Public outreach materials addressing laws banning the disposal of mercury-added products have been posted at the transfer station and in other public locations. In an effort to prevent improper disposal of mercury-containing products, the transfer station accepts these

products, including fluorescent light bulbs, for recycling without charging a fee to residents.

Part IV. Summary of Information Collected and Analyzed

Hollis has completed a comprehensive drainage map and database of all 563 known catch basins in Town, and 15 outfalls located within the regulated area. All 15 outfalls have been evaluated during dry weather flow for potential illicit discharges. Any dry weather flows present were traced to natural sources, and no illicit discharges have been found to date. DPW staff periodically update the drainage map and database with any newly installed or located structures, and the status of existing structures.

The Hollis Stormwater Management Committee has reviewed the water quality databases maintained by the New Hampshire Department of Environmental Services and the U.S. Environmental Protection Agency during previous years and determined that there are no designated prime wetlands present in Hollis. However, Silver Lake, Flints Pond, Rocky Pond, Rocky Pond Brook III, Witches Brook, Pennichuck Pond, Pennichuck Brook II, and the Nissitissit and Nashua Rivers all fall under the NHDES Shoreland Protection Act.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

| | | |
|---|-------|---------------------------|
| Stormwater management position created/staffed | (y/n) | Position currently vacant |
| Annual program budget/expenditures | (\$) | \$4,500 |
| 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 residents reached by education program(s) | (# or %) | 2,500 (32%) |
| Stormwater management committee established | (y/n) | Yes, however currently on hiatus due to personnel changes |
| Stream teams established or supported | (# or y/n) | No |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | (y/n or mi.) | N/A |
| Shoreline cleaned since beginning of permit coverage | (mi) | N/A |
| Household Hazardous Waste Collection Days | | |
| ▪ days sponsored | (#) | 6 days |
| ▪ community participation | (%) | |
| ▪ material collected | (tons or gal) | |
| School curricula implemented | (y/n) | Yes |

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 |
| ▪ Post-Development Stormwater Management | | | | X |
| Accompanying Regulation Status (indicate with “X”) | | | | |
| ▪ Illicit Discharge Detection & Elimination | | | | X |
| ▪ Erosion & Sediment Control | | | | X |
| ▪ Post-Development Stormwater Management | | | | X |

Mapping and Illicit Discharges

| | | |
|--|-------------------|-----------------------------------|
| Outfall mapping complete | (%) | 100% within permit area |
| Estimated or actual number of outfalls | (#) | 15 within permit area |
| System-Wide mapping complete | (%) | 100% in permit area, 95% townwide |
| Mapping method(s) | | |
| ▪ Paper/Mylar | (%) | 75% |
| ▪ CADD | (%) | 10% |
| ▪ GIS | (%) | 90% |
| Outfalls inspected/screened | (# or %) | |
| Illicit discharges identified | (#) | 0 |
| Illicit connections removed | (#) (est. gpd) | N/A |
| % of population on sewer | (%) | 0% |
| % of population on septic systems | (%) | 100% |

Construction

| | | |
|---|------------|------|
| Number of construction starts (>1-acre) | (#) | |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | (%) | 100% |
| Site inspections completed | (# or %) | |
| Tickets/Stop work orders issued | (# or %) | |
| Fines collected | (# and \$) | 0 |
| Complaints/concerns received from public | (#) | 0 |

Post-Development Stormwater Management

| | | |
|--|----------|------|
| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | (%) | 100% |
| Site inspections (for proper BMP installation & operation) completed | (# or %) | 100% |
| BMP maintenance required through covenants, escrow, deed restrictions, etc. | (y/n) | |
| Low-impact development (LID) practices permitted and encouraged | (y/n) | |

Operations and Maintenance

| | | |
|--|-------------------------|------------|
| Average frequency of catch basin cleaning (non-commercial/non-arterial streets) | (times/yr) | 1 per year |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets) | (times/yr) | 1 per year |
| Total number of structures cleaned | (#) | 563 |
| Storm drain cleaned | (LF or mi.) | 0 |
| Qty. of screenings/debris removed from storm sewer infrastructure | (lbs. or tons) | |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) | | Composted |
| Basin Cleaning Costs | | |
| • Annual budget/expenditure (labor & equipment) | (\$) | |
| • 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 | (#) | |
| • Vacuum trucks specified in contracts | (y/n) | |
| • % Structures cleaned with clam shells | (%) | |
| • % Structures cleaned with vactor | (%) | |
| Average frequency of street sweeping (non-commercial/non-arterial streets) | (times/yr) | 1 per year |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr) | 1 per year |
| Qty. of sand/debris collected by sweeping | (lbs. or tons) | |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) | (location) | Recycled |
| Annual Sweeping Costs | | |
| • Annual budget/expenditure (labor & equipment) | | |
| • Hourly or lane mile contract rate | | |
| • Disposal cost | | \$0 |
| Sweeping Equipment | | |
| • Rotary brush street sweepers owned/leased | | 0 |
| • Vacuum street sweepers purchased/leased | | 0 |
| • Vacuum street sweepers specified in contracts | (\$) | 1 |
| • % Roads swept with rotary brush sweepers | (#) | 100% |
| • % Roads swept with vacuum sweepers | (y/n) | |

| | | |
|--|---|-----|
| Reduction in application on public land of: (“N/A” = never used; “100%” = elimination) | | |
| ▪ Fertilizers | (lbs. or %) | |
| ▪ Herbicides | (lbs. or %) | |
| ▪ Pesticides | (lbs. or %) | |
| Integrated Pest Management (IPM) practices implemented | | |
| Anti-/De-Icing products and ratios | % NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand | |
| Pre-wetting techniques utilized | (y/n) | No |
| Manual control spreaders used | (y/n) | No |
| Zero-velocity spreaders used | (y/n) | Yes |
| Estimated net reduction or increase in typical year salt/chemical application rate | | 0 |
| Estimated net reduction or increase in typical year sand application rate | | 0 |
| % of salt/chemical pile(s) covered in storage shed(s) | | |
| Storage shed(s) in design or under construction | (lbs. or %) | |
| 100% of salt/chemical pile(s) covered in storage shed(s) by 2010 | (y/n) | Yes |