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Municipality/Organization: Town of Hooksett, NH

EPA NPDES Permit Number: NHR041012

**Annual Report Number
& Reporting Period: No. 7: April 1, 2012 – March 31, 2013**

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2013)

Part I. General Information

Contact Person: Dr. Dean Shankle Title: Town Administrator

Telephone #: (603) 485-8472 Email: dshankle@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: Dr. Dean Shankle

Title: Town Administrator

Date: April 29, 2013

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 Town Departments and the community to move this process forward. In 2007, the Town had Stantec develop a stormwater ordinance that was to be adopted in July of 2010 by the Hooksett Town Council. Rather than attempting to adopt the ordinance in 2010, 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 was anticipated that this would be presented by December 2012, unfortunately due to budgetary constraints this will be worked on and brought forward in September 2013.

In 2009 the Town budgeted funds to create stormwater base maps for the entire Town. As of April 26, 2011, Stantec has completed developing the town-wide stormwater base maps. A copy of the maps are on file at the Town Office Building.

Now that the stormwater maps have been completed, the Town will be focusing on working on meeting 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 during 2013.

At the end of 2011, it was decided that the Department of Public Works would be completing this annual report.

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
1.1	Plan public education programs	DPW Director Conservation Commission		Continue to coordinate with Department heads and land use boards	The Town's intent is work with the department heads and land use boards to create educational programs
Revised					
1.2	Conduct programs	DPW Director Conservation Commission		Continue to coordinate with Department heads and land use boards	The Town's intent is work with the department heads and land use boards to create educational programs
Revised					

1a. Additions

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2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
Revised	Solicit the Public for Volunteers	DPW Director		Continue to coordinate with Department heads and land use boards	The Town's intent is work with the department heads and land use boards to create educational programs
Revised	Conduct Public Programs	DPW Director		Continue to coordinate with Department heads and land use boards	The Town's intent is work with the department heads and land use boards to create educational programs
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 9 (Reliance on non-municipal partners indicated, if any).	Planned Activities – Permit Year 10
Revised	System Base Map	DPW Director or Designee		Completed System Base Maps	Update specific System Map sheets as necessary
Revised	System Structures	DPW Director or Designee		Completed System Base Maps	Update specific System Map sheets as necessary
Revised	Develop Stormwater By-Laws	DPW Director or Designee		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	DPW Director or Designee		Outfalls were added to Base Maps	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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
Revised	Review Existing Regulations	Community Development Director		The review of the existing regulations was completed in November 2010.	Continue the Review/Update Process on new regulations and propose applicable revisions in 2013/2014
Revised	Revise Regulations	Community Development Director		The regulations were revised during 2009 and 2010. The Board created a subcommittee who aided in the review process	As local, state, and federal regulations and design technology change, the Town will be updating the regulations to adhere.
Revised	Approval Process	Community Development Director		The revised regulations were provided to all land use boards for review and the Board held several public meetings prior to approving the regs.	Enforce new regulations and implement them on all development projects in 2013.
Revised	Implement Regulations	Community Development Director		The regulations have been implemented on all projects that have come in front of the Planning Board since the	Continue the Implementation which occurred in 2007 and was revised in 2010.
Revised	Evaluate Implemented Regulations	Community Development Director		The Board and the Planning Department has evaluated the newly revised regulations as projects are reviewed and approved.	The Board and the Planning Department are evaluating the newly revised regulations as projects are reviewed and approved.
Revised					

4a. Additions

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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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
Revised	Review BMP's	DPW Director or Designee		BMP's and regulations have been presented and adopted by the Town	Continue to review and update according to the revised requirements adopted by EPA and NHDES
Revised	Revise BMP's	DPW Director or Designee		The Hooksett Development Regulations were revised and updated to incorporate new NHDES requirements and to encourage LID design	Add or revised specifications in the regulations as necessary
Revised	Incorporate BMP's	DPW Director or Designee		BMP's and regulations have been presented and adopted by the Town and will be monitored during the construction of most new projects.	Require that all new proposals meet the new requirements of the adopted regulations.
Revised	Evaluate BMP's	DPW Director or Designee		A new requirement was added for commercial lot owners to report their completed maintenance to the Town.	Require this as part of the plan review on all new projects and implement on all existing commercial sites.
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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
Revised	Review Existing Policies	DPW Director		Reviewed, as needed.	Review policies and discuss during proposed quarterly meetings with Town Dept. Heads and Town Engineer.
Revised	Revise Highway Department Policies	DPW Director		Revised, as needed.	Create a committee to discuss the policies that should be updated and create a draft policy to be reviewed by Town Staff .
Revised	Train Employees	DPW Director		Trained, as needed.	Create a training program to educated the employees and make them aware of the requirements.
Revised	Develop Schedules and Inspection Procedures	DPW Director		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	DPW Director		Implemented, as needed.	Implement as needed and discuss during proposed quarterly meetings with Town Dept. Heads.
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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 10
	N/A				
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 2013
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"> ▪ days sponsored ** 	(#)	Every day transfer station is open
<ul style="list-style-type: none"> ▪ community participation ** 	(# or %)	2,000
<ul style="list-style-type: none"> ▪ material collected ** 	(tons or gal)	1.9 tons
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			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	(%)	100
Estimated or actual number of outfalls	(#)	14
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100
Mapping method(s)		
▪ Paper/Mylar	(%)	100
▪ CADD	(%)	100
▪ GIS	(%)	100
Outfalls inspected/screened ** (located, photographed, and sketched – No water testing)	(# or %)	14 (In 2012)
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	14 (In 2012)
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) **	(#)	5
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	5
Site inspections completed **	(# or %)	100%
Tickets/Stop work orders issued **	(# or %)	0
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	(%)	0%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	0 – Procedure approved and to be implemented in 2013
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.)	875 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 vactor **	(%)		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 **	%	90
• % Roads swept with vacuum sweepers **	%	0

