

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

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**EPA NPDES Permit Number: NHR041012**

**Annual Report Number**

**& Reporting Period:**

**Report No. 14: April 1, 2017 – March 31, 2018**

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**NPDES PII Small MS4 General Permit  
Annual Report  
(Due: May 1, 2018)**

**Part I. General Information**

Contact Person: Dr. Dean Shankle

Title: Town Administrator

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Telephone #: (603) 485-8472

Email: dshankle@hooksett.org

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Mailing Address: 35 Main Street, Hooksett, NH 03106

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**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

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Title: Town Administrator

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Date: April 5, 2018

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## **Part II. Self-Assessment**

**The Town of Hooksett Department of Public Works developed a draft Stormwater Ordinance in 2010. The Town is currently in the process of working with Town Departments and the community to move this process forward. With this coordination, the draft ordinance will be revised to meet the needs of the existing infrastructure.**

**In 2010, the Town performed stormwater mapping efforts and updated the Town GIS with stormwater information with drainage pipes and structures. The Town has since continued with its efforts in developing the town-wide stormwater base maps. Copies of the maps are on file at the Town Office Building and on the Town's website.**

**In 2016 the Town added a web page on stormwater management including links to six program components, known as minimum control measures (MCMs), that must be implemented (Public Education and Outreach, Public Involvement / Participation, Illicit Discharge Detection, Construction Site Stormwater Runoff Control, Post-Construction Stormwater Management and Pollution Prevention / Good Housekeeping).**

**The Town is continuing to work on meeting the objectives set within this annual report. It is the Town's Department of Public Works to further this effort during 2017-2018.**

### 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
1.1	Plan public education programs	DPW Director or Designee		Continue to coordinate with Department heads including Department of Public Works, Health Officer and land use boards such as the Planning Board and Conservation Commission	The Town to work with department heads and land use boards to create educational programs
Revised		Conservation Commission			
1.2	Conduct programs	DPW Director or Designee		Continue to coordinate with Department heads including Department of Public Works, Health Officer and land use boards	The Town to work with department heads and land use boards to create educational programs
Revised		Conservation Commission			
1.3	Public Information on Town website	DPW Director or Designee		Implement information on the Town website	Provide information on the Town website
Revised					
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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
2.1	Solicit the Public for Volunteers	DPW Director or Designee		Continue to coordinate with Department heads and land use boards	The Town to work with department heads and land use boards to create educational programs
Revised					
2.2	Conduct Public Programs	DPW Director or Designee		Continue to coordinate with Department heads and land use boards	The Town to work with department heads and land use boards to create educational programs
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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
3.1	System Base Map	DPW Director or Designee		Update System Base Maps	Update specific System Map sheets as necessary
Revised					
3.2	System Structures	DPW Director or Designee		Update System Base Maps	Update specific System Map sheets as necessary
Revised					
3.2	Develop Stormwater By- Laws	DPW Director or Designee		Update post-development stormwater enforcement ordinance.	Refine draft stormwater outfall ordinance and submit ordinance to the Town Council for Adoption.
Revised					
3.3	Dry-Weather Outfall Screening	DPW Director or Designee		Update outfall 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
4.1 Revised	Review Existing Regulations	DPW Director or Designee		The review of the existing regulations was completed in 2010.	Continue the Review/Update Process on new regulations and propose applicable revisions.
4.2 Revised	Revise Regulations	DPW Director or Designee		The regulations were revised in 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.
4.3 Revised	Approval Process	DPW Director or Designee		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..
4.4 Revised	Implement Regulations	DPW Director or Designee		The regulations have been implemented on all projects that have come in front of the Planning Board.	Continue the Implementation.
4.5 Revised	Evaluate Implemented Regulations	DPW Director or Designee		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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
5.1	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					
5.2	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					
5.3	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					
5.4	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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
6.1 Revised	Review Existing Policies	DPW Director or Designee		Reviewed, as needed.	Review policies and discuss during meetings with Town Dept. of Public Works and Town Engineer.
6.2 Revised	Revise Highway Department Policies	DPW Director or Designee		Revised, as needed.	Review policies that should be updated and create a draft policy to be reviewed by Town Staff .
6.3 Revised	Train Employees	DPW Director or Designee		Trained, as needed.	Create a training program to educated the employees and make them aware of the requirements.
6.4 Revised	Develop Schedules and Inspection Procedures	DPW Director or Designee		Developed, as needed.	Update as needed and discuss during proposed meetings within the Town Dept. of Public Works.
6.5 Revised	Implement Long Term Schedules/Procedures	DPW Director or Designee		Implemented, as needed.	Implement as needed and discuss during proposed meetings within the Town Dept. of Public Works.
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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
	N/A				
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, 2017 through March 31, 2018)

#### Programmatic

		(Preferred Units) Response
Stormwater management position created/staffed	Staff	0 (These efforts are performed by Director and Assistant Director of Public Works)
Annual program budget/expenditures **	(\$ 860	\$ 3,600 catch basins
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 %)	10%, through website and notices in Local Newspaper
Stormwater management committee established	(y/n)	NO **
Stream teams established or supported	(# or y/n)	NO **
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		
▪ days sponsored **	Available to 100% of residents	Every day transfer station is open and received material
▪ community participation **		Available to 100%
▪ material collected **	(tons or gal)	2.0 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 Outfalls
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100% in 2010
Mapping method(s)		
▪ Paper/Mylar	(%)	100% Paper
▪ CADD	(%)	100%
▪ GIS	(%)	100%
Outfalls inspected/screened ** (located, photographed, and sketched – No water testing)	(# or %)	0 in 2017/18 **
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	14 (In 2013)
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)	(#)	8 subdivision/site projects and 1 Town Project **
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
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 2017
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)	10-25% - 1 Time **
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1 time **
Qty of structures cleaned **	(#)360	10-25% of 1,400 **
Qty. of storm drain cleaned **	(%, LF or mi.)	0 **70
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	Undetermined **
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Beneficial use at DPW Facility yard

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$) <sup>860</sup>	\$5,600
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	0
• Vacuum truck(s) owned/leased	(#)	1 owned
• Vacuum trucks specified in contracts	(y/n)	N
• % Structures cleaned with clam shells **	(%)	0
• % Structures cleaned with vactor **	(%)	100%

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	1 **
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	1 **
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	Undetermined **
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location) DPW or Sewer Dept	Beneficial use at DPW Facility yard
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$) <sup>3400</sup>	\$10,000
• Hourly or lane mile contract rate **	(\$/hr. or ln 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 **	%	100% **
• % Roads swept with vacuum sweepers **	%	0

Reduction (since beginning of permit coverage) in application on public land of: Hooksett ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	Unknown, Will provide information in 2018/19 report
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	Unknown, Will provide information in 2018/19 report
Integrated Pest Management (IPM) Practices Implemented	(y/n)	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 <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	90 0 0 0 0 0 10
Pre-wetting techniques utilized **	(y/n or %)	YES
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/Yr 1755.3 Tons	Unknown reduction, Will provide info in 2018/2019 report
Estimated net reduction or increase in typical year sand application rate **	(±lbs/Yr 312.7 Tons	Unknown reduction, Will provide info in 2018/2019 report
% 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

**PERSONNEL ACTION FORM**

Employee: Leann Fuller  
 Department: DPW Division: Community Development  
 Hire date: 10/26/2016 Status: **full-time** or part-time(bold)  
 Replacing (if applicable): \_\_\_\_\_

**EMPLOYMENT CHANGE**

☐ Pay increase (COLA, merit, step, etc) ☐ Return to full duty  
☐ Demotion ☐ Seasonal  
☐ End of probation ☐ Temporary  
☐ Light duty (workers' compensation) ☐ Temporary acting assignment  
☐ New hire ☐ Transfer  
☐ Promotion ☐ Union contract  
☐ Reclassification  
☐ Other \_\_\_\_\_

Effective date of change: \_\_\_\_\_

If applicable:

Old position title: \_\_\_\_\_ Old pay rate: \_\_\_\_\_  
 New position title: \_\_\_\_\_ New pay rate: \_\_\_\_\_  
 Line item #: \_\_\_\_\_ Budget title: \_\_\_\_\_

**EMPLOYMENT LEAVE OF ABSENCE**

☐ Administrative leave ☐ Leave of absence  
☐ Disability ☐ Military leave (call-to-duty, long-term, etc)  
☒ Family Medical Leave Act (FMLA) ☐ Suspension  
☐ Workers Compensation ☐ Union Contract  
☐ Other \_\_\_\_\_

Reason for leave (if applicable): \_\_\_\_\_

Date leave begins or ends: 3/29/2018

Leave time: with pay or without pay (bold)

**END OF EMPLOYMENT**

☐ Resignation ☐ Layoff  
☐ Retirement ☐ Dismissal  
☐ Seasonal/temporary  
☐ Other \_\_\_\_\_

Effective Date of change: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Once signed by Town Administrator, copies will be forwarded to: employee, department head, Finance Department. Original to HR.

**Note: Department Head must sign PAF first requesting change. Changes not effective until Town Administrator has signed.**