

9/23/08

P

Municipality/Organization: HOPKINTON

EPA NPDES Permit Number: MAR041124

MaDEP Transmittal Number: W- 040816

Annual Report Number

& Reporting Period:

No. 4: April 06 - March 07

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: J.T. Gaucher, P.E.

Title: Director Public Works

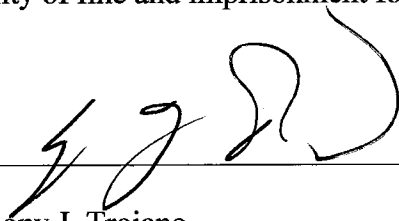
Telephone #: 508-497-9740

Email: jtgaucher@hopkintondpw.org

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: Anthony J. Troiano

Title: Town Manager

Date:

9/12/07

Part II. Self-Assessment

The Town of Hopkinton has completed the required self-assessment and has determined that our municipality is in compliance with the required conditions, except for the following provision:

Part II.B.8 As a component of the SWMP the Town will vote on a Stormwater Management and Erosion Control Bylaw at the next Town Meeting. The aforementioned Bylaw will incorporate the nine standards of the Massachusetts Department of Environmental Protection's (DEP) Stormwater Policy into a Stormwater Management Permit. The purpose is to control the adverse effects of increased post-development stormwater runoff and nonpoint source pollution by establishing minimum standards and procedures to control runoff and prevent soil erosion and sedimentation associated with new development and redevelopment. The DEP's nine standards have already been incorporated into Subsection 8.0 (Standards Section 8) of the Town's Rules and Regulations Relating to the Subdivision of Land. Standard 8.0.1 indicates that,

"Loss of annual recharge to groundwater should be minimized through the use of infiltration measures to the extent practicable. The annual recharge from the post-development site should approximate the pre-development site or existing site conditions, based on soil type."

Groundwater recharge is often overlooked as a method of mitigating stormwater discharges from development. The nine standards in the Town's regulatory requirements will call for project proponents to thoroughly explore groundwater recharge and include them in their stormwater management plan.

The Town of Hopkinton has received DEP approval of its Comprehensive Wastewater Management Plan. Through the potential of groundwater recharge with treated wastewater effluent to help mitigate the stressed baseflow, the SRF Funding, the Fruit Street Wastewater Treatment Plant Design has received DEP approval with completion to begin Summer "07".

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-1	Annual Hazardous Waste Collection Day	Dept of Public Works	Hold Haz Waste Day. Advertise through descriptive flyer and media spots. Track # of cars and quantities.	Held 6/03/06 in Hopkinton. Descriptive flyer mailed to all residents. Posted on website. Spots on local Cable TV & newspaper. Number cars & types of waste tracked. Completed measurable goals.	Sponsor Hopkinton only Collection Day scheduled for 6/09/07. E-waste collection now offered weekly.
1-2	Promoting Water Conservation Practices	Hopkinton Water Department	Provide conservation kits. PSA's on water conservation. Public education during Drinking Water Week.	Conservation kits available and tracked. PSA sent semi-annual to all businesses and residents. Website updated. Public education promoted during Drinking Water Week. Completed measurable goals.	Continue program.
1-3	Issue Education Stormwater Press Releases	DPW Web Master SuAsCo	Complete article on SWMP and publish. Post educational stormwater flyer on website	Received SuAsCo Stormwater Flyer and Survey. Funding prevented printing and distribution to meet goal for Year 4.	Complete measurable goals in Winter 07-08.
1-4	Send out Stormwater Flyer to Community Businesses	DPW Web Master SuAsCo	Distribute and post stormwater flyer in Independent and on website, HCAM-TV.	Did not complete measurable goals.	Continue program. Update flyer and distribute through Independent and post on website, HCAM-TV and Hopnews. Track distribution.
1-5	Place Education Information on Public Access Television	DPW HCAM-TV	Obtain "Stormwater" PSA's and air on HCAM-3 OPTV-8 and track.	Modified goal to incorporate SuAsCo Media Tool Kit.	Obtain PSA's cited as well as research and obtain additional material for airing.
1-6	Place Education Information on the Town's Website	DPW Webmaster	Post stormwater info on website and update regularly	Obtain Educational Internet Presentations for display on the Town's Website. Funding prevented printing and distribution to meet goal for Year 4.	Continue program.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
2-1	Public Presentation, Access to SWMP and Receipt of Comment	DPW	Make final SWMP accessible for public viewing.	Completed Year 1	Maintain final SWMP at town hall, library and DPW administration office.
2-2	Public Assist to Annual Report.	DPW	Make Annual Report accessible for public viewing.		Maintain Annual Report at town hall, library and DPW administration office. Receive comments on the annual report. Submit an annual report to both the EPA and MA DEP.
2-3	Assist with Local Cleanup Activities	DPW ConCom	Offer assistance with local cleanup activities to groups. Track activities, participants, areas and quantities.	DPW assisted Hopkinton Marathon Committee, Hopkinton Athletic Assoc. and Boston Athletic Assoc. with cleaning up after the start of the 110 th running of the Boston Marathon 4/17/06. Provided recycling containers on Marathon Day. E.L. Harvey picks litter every quarter along town roads traveled by their rolloff trucks.	Announce assistance with local cleanups and improve tracking of activities. Provided recycling containers on Earth Day 4/22/07.
2-4	Circulate Stormwater Traveling Display in Community	DPW SuAsCo	Display at various Town locations and track.	Incorporate SuAsCo Lesson Plan into Fifth Grade Elementary Curriculum. Conduct Poster Contest. Complete scheduled Spring 06 measurable goals by display at town hall, library and schools.	Continue Program
2-5	Participate in SuAsCo Summit.	DPW SuAsCo	Display at various Town locations and track.		Participate in the Stormwater Super Summit. Make the Stormwater Self Test available to town residents. Compile and consider municipal and multiwatershed – wide “self test” results.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
3-1	Update Outfall Location Map	DPW Planning Board	Outfall verification and identification	Continued GPS locating effort and add information to GIS mapping. Funding and staffing constraints affected progress Year 4	Continue GPS locating effort and add information to GIS mapping.
3-2	Adopt an Illicit Discharge and Connection Stormwater Ordinance	DPW	Draft ordinance. Approve by Town Mtg. Track enforcement actions.	Initiate draft of Illicit Discharge and Connection Ordinance	Review of draft Illicit Discharge and Connection Ordinance on going.
3-3	Implement an Illicit Discharge Detection and Elimination Plan	DPW	Develop the Illicit Discharge Detection Elimination Plan	Due to lack of funding the DPW was unable to initiate development of the Illicit Discharge Detection Elimination Plan.	Initiate development of the Illicit Discharge Detection Elimination Plan.
3-4	Establish a Formal Septic System Management Program	Board of Health	Permitting system use. Track # of haulers, installers, C of C's, failed systems, routine pumpings and participants in CSMBLP.	All tracking system are in place and currently in use.	Continue program.
3-5	Conduct I/I Removal in the Sanitary Sewer System	DPW	Gain SRF funding. Conduct study of areas of concern. Develop I/I removal plan. Perform I/I removal.	Completed of I/I Draft Study for DEP review during summer "06". I/I removal activities included the repair of 24 sewer manholes and the removal of 11 sump pumps from discharging into the sanitary sewer system.	Continue program.
3-6	Conduct Storm Drain Stenciling	DPW	Identify areas to be stenciled. Track # of drains stenciled. Press release and runoff reduction tips	Did not complete measurable goals.	Continue scheduled drain stenciling program. Solicit volunteers. Receive SuAsCo Storm Drain Stenciling Kit.
Revised	<i>Use Volunteers to Stencil Drains</i>		Solicit groups for merit projects	No volunteers	

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4-1	Develop an Erosion and Sediment Control Ordinance	Planning Board DPW ConCom	Draft Ordinance, present at Town Meeting, track	Draft Ordinance, Plan for presentation at Town Meeting	Prepared Stormwater Management and Erosion Control Bylaw for presentation at Spring "07" Town Meeting
4-2	Develop a Site Inspection Form and Conduct Inspections	Planning Board DPW ConCom	Develop Site Inspection Form, Track frequency of Inspections, completion of inspection forms and # of failed BMP's discovered.	Develop inspection form, initiate inspections upon passage of ESC Ordinance	Prepared Stormwater Management and Erosion Control Bylaw for presentation at Spring "07" Town Meeting
4-3	Develop and Implement a Citizen Complaint Hotline	DPW Web Master	Establish & advertise hotline. Track # of complaints and remediation	Establish & advertise hotline. DPW office tracks # of complaints and remediation.	Continue program.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5-1	Revise the Site Plan Review Submission Requirements and Procedures	Planning Board	Draft Amendment, hold public hearing, Town Meeting approval, adopt	Completed Year 3. Revisions approved at 2005 Annual Town Meeting.	

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6-1	Develop a Formal Training Program for DPW Staff	DPW Human Resources	Develop manual and conduct training, track. Repeat every 2 years.	Due to lack of funding the DPW was unable to initiate development of manual and begin training.	Initiate development of manual and begin training.
6-2	Develop a Formal Catch Basin Cleaning Program	DPW – Highway Division	Purchase vacuum truck. Establish quadrants and–prioritize. Clean 50% CB's/yr, document.	Continue CB cleaning and tracking within environmental sensitive areas. Town able to clean 298 catch basins from April 06 to March 07 using Vacuum truck	Continue CB cleaning and tracking within environmental sensitive areas.
6-3	Develop a Structural BMP Maintenance Program	DPW – Highway Division	Inventory & identify maintenance reqm'ts. Develop schedule, track.	Due to lack of staff and funding the DPW was unable to inspect and clean inventoried structural BMP's within the town	DPW to contract with private contractor for inspect and cleaning of all inventoried structural BMP's.
6-4	Formalize the Existing Parking Lot and Street Sweeping Program	DPW – Highway Division	Inventory public streets and parking lots & prioritize sweeping activities. Sweep minimum of once/yr, track.	Due to lack of staff and funding a priority to streets with CB's discharging to Lake Maspenock, Whitehall Reservoir and Hopkinton Reservoir was established by the DPW.	Continue program.
6-5	Implement Stormwater Pollution Prevention Plan	DPW	Finalize SWPPP. Schedule Plan implementation, track	SWPPP has been completed for the Wood Street DPW Facility	Continue scheduled measurable goals.
6-6	Develop a Landscape and Lawn Care Policy for Properties Under DPW Jurisdiction	DPW	Develop, implement policy. Provide policy to employees and contracted lawn services.	Fertilization schedule has been established for parks and cemeteries.	Continue scheduled measurable goals.

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	

Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and \$)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
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.)		
Cost of screenings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	