



Massachusetts Department of Environmental Protection  
 Bureau of Resource Protection - Watershed Management  
**BRP WM 08A NPDES Stormwater General Permit**  
**Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)**

1024

W 040816  
 Transmittal Number

Facility ID (if known)

**A. Instructions**

**Important:**  
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Submission of this Notice of Intent constitutes notice that the entity named at item B1. of this form intends to be authorized by the DEP General Permit issued jointly with EPA for stormwater discharges from the small municipal separate storm sewer system (MS4), in the location identified at item B2. of this form. Submission of the Notice of Intent also constitutes notice that the party identified at item B1. has read, understands and meets the eligibility conditions of Part I.B. of the NPDES Small MS4 General Permit, agrees to comply with all applicable terms and conditions of the NPDES Small MS4 General Permit, and understands that continued authorization to discharge is contingent on maintaining eligibility for coverage. **In order to be granted coverage, all information required on BRP WM 08A, including the Stormwater Management Program Summary and Time Frames form, must be completed. Please read the permit and make sure you comply with all requirements, including the requirement to develop and implement a stormwater management program.**

**B. Applicant Information**

1. Small MS4 Operator/Owner Information:

John T. Gaucher, P.E., Director of Public Works  
 Name  
 83 Wood Street  
 Mailing Address  
 Hopkinton MA 01948  
 City/Town State  
 508-497-9740 ✓  
 Telephone Number jtgaucher@hopkinton.org  
 Email (if available)

2. Municipality Name

Town of Hopkinton  
 City/Town

3. Legal Status:

Federal  City/Town  State  Tribal  Private

Other public entity: \_\_\_\_\_  
 Specify Public Entity

4. Other regulated MS4(s) within municipal boundaries:

Interstate 90, Interstate 495

5. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for "listed species" and critical habitat been met?

yes  pending  no



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**B. Applicant Information (cont.)**

6. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for protection of historic properties been met?

- yes     pending     no

**Note:**  
Section C may be duplicated to accommodate a larger list of receiving waters

**C. Names of (Presently Known) Receiving Waters**

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
Whitehall Reservoir Name	8 Number	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Metal/Nutrient/Organ/LowDO Nox.Aq. Plants/Ex.Species
WL trib. to Whitehall Reservoir Name	4 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Lake Maspenock Name	8 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
stream trib. to Lake Maspenock Name	2 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Icehouse Pond Name	1 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
stream trib. to Whitehall Brook Name	8 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Bloods Pond Name	4 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
brooks trib. to Whitehall Brook Name	6 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Cold Springs Brook Name	4 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Pond trib. to Cold Spring Brook Name	1 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
stream trib to Echo Lake Name	2 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Whitehall Brook Name	2 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
stream trib. to Echo Lake Name	6 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
stream trib to Whitehall Reservoir Name	6 Number	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify
Name	Number	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify



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**D. Stormwater Management Program Summary**

1. Public Education:

<u>1-1</u> BMP ID # Annual HHW Collection Day Specify Best Management Practice	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>1-2</u> BMP ID # Promote Water Conservation Specify Best Management Practice	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>1-3</u> BMP ID # Issue SW Press Release Specify Best Management Practice	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>1-4</u> BMP ID # SW Flyer to Businesses Specify Best Management Practice	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>1-5</u> BMP ID # Educational Info on Public Access Television	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal

2. Public Participation:

<u>2-1</u> BMP ID # Public Presentation, Access to SWMP & Receipt of Comment	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>2-2</u> BMP ID # Public Access to Annual Report & Receipt of Comment	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>2-3</u> BMP ID # Assist w/ Local Cleanup Activities	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>2-4</u> BMP ID # SW Traveling Display Specify Best Management Practice	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>2-5</u> BMP ID # Participate in the SuAsCo SW Super Summit	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal



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**D. Stormwater Management Program Summary (Cont.)**

3. Illicit Discharge Detection and Elimination:

<u>3-1</u> BMP ID #		
<u>Update Outfall Location Map</u> Specify Best Management Practice	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>3-2</u> BMP ID #		
<u>Adopt Illicit Discharge &amp; Conn. SW Ordinance</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>3-3</u> BMP ID #		
<u>Implement IDDEP</u> Specify Best Management Practice	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>3-4</u> BMP ID #		
<u>Establish SSMP</u> Specify Best Management Practice	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>3-5</u> BMP ID #		
<u>Conduct I/I in SS System</u> Specify Best Management Practice	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal

4. Construction Site Runoff Control:

<u>4-1</u> BMP ID #		
<u>Develop Erosion &amp; Sedimentation Ordinance</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>4-2</u> BMP ID #		
<u>Develop Site Inspection Forms &amp; Conduct Inspections</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>4-3</u> BMP ID #		
<u>Develop Citizen Complaint Hotline</u>	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>BMP ID #</u>		
<u>Specify Best Management Practice</u>	<u>Responsible Dept./Person Name</u>	<u>Specify Measurable Goal</u>
<u>BMP ID #</u>		
<u>Specify Best Management Practice</u>	<u>Responsible Dept./Person Name</u>	<u>Specify Measurable Goal</u>



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**D. Stormwater Management Program Summary (Cont.)**

5. Post Construction Runoff Control:

<u>5-1</u> BMP ID #	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>Revise Site Plan Review Requirements &amp; Procedures</u>		
<u>BMP ID #</u>	<u>Responsible Dept./Person Name</u>	<u>Specify Measurable Goal</u>
<u>Specify Best Management Practice</u>		
<u>BMP ID #</u>	<u>Responsible Dept./Person Name</u>	<u>Specify Measurable Goal</u>
<u>Specify Best Management Practice</u>		
<u>BMP ID #</u>	<u>Responsible Dept./Person Name</u>	<u>Specify Measurable Goal</u>
<u>Specify Best Management Practice</u>		
<u>BMP ID #</u>	<u>Responsible Dept./Person Name</u>	<u>Specify Measurable Goal</u>
<u>Specify Best Management Practice</u>		

6. Municipal Good Housekeeping:

<u>6-1</u> BMP ID #	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>Develop a Formal Training Program</u>		
<u>6-2</u> BMP ID #	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>Develop a Formal Catch Basin Cleaning Program</u>		
<u>6-3</u> BMP ID #	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>Develop Structural BMP Maintenance Program</u>		
<u>6-4</u> BMP ID #	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>Formalize Parking Lot &amp; Street Sweeping Program</u>		
<u>6-5</u> BMP ID #	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>Implement Stormwater Pollution Prevention Plan</u>		
<u>6-6</u> BMP ID #	<u>See Attached</u> Responsible Dept./Person Name	<u>See Attached</u> Specify Measurable Goal
<u>Develop a Landscape &amp; Lawn care Policy</u>		
<u>Specify Best Management Practice</u>		



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**D. Stormwater Management Program Summary (cont.)**

7. BMPs for Meeting TMDL:

BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
BMP ID #		
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

**E. 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, I certify that 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.

JOHN T. GAUCHER, P.E., DIRECTOR DPU  
 Printed Name  
  
 Signature  
7/29/03  
 Date

## Public Education and Outreach

<b>BMP</b>		<b>Measurable Goals</b>	<b>Responsible Parties</b>
<p><b>1-1</b> <i>Annual Household Hazardous Waste Collection Day</i></p>	<ul style="list-style-type: none"> <li>▪ Co-Sponsor an annual household hazardous waste collection day.</li> <li>▪ Develop a flyer to distribute to all Hopkinton residents that outlines the details of the event as well as a listing of wastes being accepted at the drop-off, via a mass mailing prior to the event occurring each year.</li> <li>▪ Track the number of brochures distributed to residents via a mass mailing each year.</li> <li>▪ Annually advertise the event on HOP TV-8, the stations web page bulletin board, and the Town's web page.</li> <li>▪ Annually send a press release advertising the event to the Middlesex Daily News and track whether or not it was printed.</li> <li>▪ Track the amounts and types of waste collected each year.</li> <li>▪ Track the number of Hopkinton vehicles that participate in the event each year.</li> </ul>	<p>Hopkinton Department of Public Works</p>	
<p><b>1-2</b> <i>Promoting Water Conservation Practices for Homeowners</i></p>	<ul style="list-style-type: none"> <li>▪ Continue to make the "Reduce your Use" conservation kits consistently available at the Water Department and track the number of kits distributed to residents.</li> <li>▪ Continue to submit the "Reduce Your Water Use" press release to the Hopkinton Independent twice annually for publishing. This bi-weekly newspaper is delivered to every home and business in Hopkinton and reaches more than 5,400 locations.</li> <li>▪ Maintain and update the water conservation tips on the Water Department's web page.</li> <li>▪ Include public education regarding water conservation practices in the public education materials distributed during Drinking Water Week.</li> </ul>	<p>Hopkinton Water Department</p>	

<p><b>1-3</b></p> <p><b>Issue Educational Stormwater Press Releases</b></p>	<ul style="list-style-type: none"> <li>▪ Track that the “About your town Government...” article focused on the Town’s SWMP was completed and submitted to the Hopkinton Independent.</li> <li>▪ Confirm that the Hopkinton Independent published the “About your town Government...” press release.</li> <li>▪ Post the “About your town Government...” press release on the Town’s official web site.</li> <li>▪ Track that the educational stormwater press release was completed and submitted to the Hopkinton Independent.</li> <li>▪ Confirm that the Hopkinton Independent published the press release.</li> <li>▪ Post the educational stormwater flyer on the Town’s official web site.</li> <li>▪ Track the locations in the community where the stormwater flyer has been posted.</li> </ul>	<p>Hopkinton Department of Public Works Hopkinton Web Master SuAsCo Watershed Community Council</p>
<p><b>1-4</b></p> <p><b>Send out Stormwater Flyer to Community Businesses</b></p>	<ul style="list-style-type: none"> <li>▪ Establish means for distributing stormwater flyer to businesses.</li> <li>▪ Post the stormwater flyer on the Town’s official web site.</li> <li>▪ Track the flyer distribution and attempt to reach 50% of businesses in the municipality such as auto shops and gas stations, commercial and retail operations with parking lots, lawn care companies, restaurants, construction and development companies.</li> </ul>	<p>Hopkinton Department of Public Works SuAsCo Watershed Community Council</p>
<p><b>1-5</b></p> <p><b>Place Educational Information on Hopkinton Public Access Television</b></p>	<ul style="list-style-type: none"> <li>▪ Air stormwater video on HOPTV-8, the local cable station, at least twice during the Spring of 2007 and twice during the Summer of 2007.</li> <li>▪ Obtain “Oil Leak” &amp; “Fertilizer” PSAs from the Washington State Department of Ecology Water Quality Consortium.</li> <li>▪ Track how frequently the PSA’s are broadcast on HOPTV-8 from the Fall of 2003 through the end of the permit term.</li> <li>▪ Track how frequently the “catchy” stormwater quality message is shown on the bulletin board throughout the permit term.</li> </ul>	<p>Hopkinton Department of Public Works SuAsCo Watershed Community Council</p>

<p><b>I-6</b></p> <p><b>Place Educational Information on the Town's Web Site</b></p>	<ul style="list-style-type: none"> <li>▪ Post stormwater related information on the Department of Public Works web site.</li> <li>▪ Update web site regularly.</li> </ul>	<p>Hopkinton Department of Public Works Hopkinton Web Master SuAsCo Watershed Community Council</p>
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# Public Involvement and Participation

<b>BMP</b>		<b>Measurable Goals</b>	<b>Responsible Parties</b>
<b>2-1</b>	<b>Public Presentation, Access to SWMP, and Receipt of Comment</b>	<ul style="list-style-type: none"> <li>Make the Final SWMP accessible to the public via the Town's public library and web page.</li> </ul>	Hopkinton Department of Public Works Hopkinton Web Master
<b>2-2</b>	<b>Public Access to Annual Report &amp; Receipt of Comment</b>	<ul style="list-style-type: none"> <li>Prepare an annual report.</li> <li>Annually send a press release advertising the public comment period and the status of the City's SWMP to local newspapers and track whether or not it was published.</li> <li>Advertise the public comment period on the HOPTV-8 Bulletin Board.</li> <li>Receive comments on the annual report.</li> <li>Submit an annual report to both the EPA and MA DEP.</li> </ul>	Hopkinton Department of Public Works
<b>2-3</b>	<b>Assist with Local Cleanup Activities</b>	<ul style="list-style-type: none"> <li>Draft and distribute an annual letter to offering assistance with local cleanup activities to neighborhood associations, homeowner associations, lake associations, schools, and civic groups active in Hopkinton.</li> <li>Place letter on the Town's official website.</li> <li>Track which entities the letters are sent to each year.</li> <li>Track the number of cleanup activities the DPW assists in conducting each year.</li> <li>Track the number of cleanup participants at each activity the DPW assists in conducting.</li> <li>Track which areas of Town are cleaned by each activity the DPW assists in conducting.</li> <li>Track the quantity of waste collected as a result of the cleanup activity.</li> </ul>	Hopkinton Conservation Commission Hopkinton Department of Public Works

<p><b>2-4</b></p> <p><i>Circulate Stormwater Traveling Display in Community</i></p>	<ul style="list-style-type: none"> <li>▪ Stormwater display circulates around the community for a minimum of 3 months during the 2004 permit year.</li> <li>▪ Stormwater display is posted at a minimum of 3 different public locations in the community during the 2004 permit year.</li> <li>▪ Stormwater display is also used in future permit years for posting in public places or at stormwater events.</li> </ul>	<p>Hopkinton Department of Public Works SuAsCo Watershed Community Council</p>
<p><b>2-5</b></p> <p><i>Participate in the SuAsCo Stormwater Super Summit</i></p>	<ul style="list-style-type: none"> <li>▪ Participate in the Stormwater Super Summit.</li> <li>▪ Make the Stormwater Self Test available to Town residents.</li> <li>▪ Compile and consider municipal and multi-watershed-wide “self test” results.</li> </ul>	<p>Hopkinton Department of Public Works SuAsCo Watershed Community Council</p>

# Illicit Discharge Detection and Elimination

<b>BMP</b>		<b>Measurable Goals</b>	<b>Responsible Parties</b>
<b>3-1</b>	<b>Update Outfall Location Map</b>	<ul style="list-style-type: none"> <li>Perform and track the outfall verification and outfall identification activities.</li> </ul>	Hopkinton Department of Public Works Hopkinton Planning Board
<b>3-2</b>	<b>Adopt an Illicit Discharge and Connection Stormwater Ordinance</b>	<ul style="list-style-type: none"> <li>Draft an Illicit Discharge and Connection Stormwater Ordinance.</li> <li>Present the Illicit Discharge and Connection Stormwater Ordinance for a vote of acceptance at the annual Town Meeting..</li> <li>Track the number of enforcement actions taken.</li> </ul>	Hopkinton Department of Public Works
<b>3-3</b>	<b>Implement an Illicit Discharge Detection and Elimination Plan</b>	<ul style="list-style-type: none"> <li>Develop the Illicit Discharge Detection Elimination Plan.</li> <li>Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection.</li> <li>Trace the source of potential illicit discharges.</li> <li>Track the number of illicit connections found.</li> <li>Track the number of illicit connections repaired/replaced.</li> <li>Report on the success of obtaining alternative funding to assist in illicit connection removal.</li> </ul>	Hopkinton Department of Public Works
<b>3-4</b>	<b>Establish a Formal Septic System Management Program (SSMP)</b>	<ul style="list-style-type: none"> <li>Document completion of the “Procedures for a Septic Permit” document and implement its use.</li> <li>Track the number of septic system pumping companies licensed by the Town each year.</li> <li>Track the number of septic system installers that are licensed by the Town each year.</li> <li>Track the number of Certificates of Compliance issued each year.</li> <li>Track the number of failed septic systems identified each year and action taken.</li> <li>Track the number of septic systems requiring routine maintenance each year and action taken.</li> <li>Track the number of property owners that participate in the Community Septage Management Betterment Loan Program (CSMBLP).</li> </ul>	Hopkinton Board of Health

<p><b>3-5</b></p> <p><b>Conduct I/I Removal in the Sanitary Sewer System</b></p>	<ul style="list-style-type: none"> <li>▪ Complete the preliminary I/I study of the sanitary sewer system located in the center of Town.</li> <li>▪ Go to Town Meeting to get approval to use the SRF funding.</li> <li>▪ Conduct a detailed study of the areas of concern in order to locate I/I sources for removal.</li> <li>▪ Evaluate the recommendations made in for I/I removal and develop a plan to perform the recommended activities.</li> <li>▪ Perform capital improvement projects to remove I/I.</li> </ul>	<p>Hopkinton Department of Public Works</p>
<p><b>3-6</b></p> <p><b>Conduct Storm Drain Stenciling</b></p>	<ul style="list-style-type: none"> <li>▪ Track the number of drains stenciled each year.</li> <li>▪ Identify the areas where drains area stenciled each year.</li> <li>▪ Send a press release to the Hopkinton Independent and other local newspapers to explain the purpose of storm drain stenciling and offer tips on how citizens can reduce urban runoff in general</li> </ul>	<p>Hopkinton Department of Public Works</p>

# Construction Site Stormwater Runoff Control

<b>BMP</b>		<b>Measurable Goals</b>	<b>Responsible Parties</b>
<b>4-1</b>	<b>Develop an Erosion and Sediment Control Ordinance</b>	<ul style="list-style-type: none"> <li>▪ Draft the ESC Ordinance.</li> <li>▪ Present the ESC Ordinance at Town Meeting for a vote of acceptance.</li> <li>▪ Track the number of enforcement actions taken.</li> </ul>	Hopkinton Planning Department Hopkinton Planning Board Hopkinton Department of Public Works Hopkinton Conservation Commission Hopkinton Facilities Department Hopkinton Building Department
<b>4-2</b>	<b>Develop a Site Inspection Form and Conduct Site Inspections</b>	<ul style="list-style-type: none"> <li>▪ Develop a site inspection form that reflects the ESC Ordinance requirements.</li> <li>▪ Track the frequency of inspections conducted for each site.</li> <li>▪ Track the completion of inspection forms.</li> <li>▪ Track the number of failed ESC BMPs discovered on each site.</li> </ul>	Hopkinton Planning Board Hopkinton Department of Public Works Hopkinton Conservation Commission Hopkinton Facilities Department Hopkinton Building Department
<b>4-3</b>	<b>Develop and Implement a Citizen Complain hotline</b>	<ul style="list-style-type: none"> <li>▪ Establish the Citizen Complaint Hotline.</li> <li>▪ Advertise the Citizen Complaint Hotline.</li> <li>▪ Track the number of complaints received via the Citizen Complaint Hotline.</li> <li>▪ Track the problems/incidents remedied as a result of the Citizen Complaint Hotline.</li> </ul>	Hopkinton Department of Public Works Hopkinton Web Master

## Post Construction Stormwater Management in New Development & Redevelopment

<i>BMP</i>	<i>Measurable Goals</i>	<i>Responsible Parties</i>
<p><b>5-1</b>    <i>Revise the Site Plan Review Submission Requirements and Procedures</i></p>	<ul style="list-style-type: none"> <li>▪ Develop an amendment to the Site Plan Review Submission Requirements and Procedures.</li> <li>▪ Submit the amendment to the Planning Board and hold a public hearing.</li> <li>▪ Take the proposed amendment to Town Meeting.</li> <li>▪ Adopt the amendment.</li> </ul>	<p>Hopkinton Planning Board</p>

# Pollution Prevention & Good Housekeeping in Municipal Operations

<b>BMP</b>		<b>Measurable Goals</b>	<b>Responsible Parties</b>
<p><b>6-1</b></p> <p><i>Develop a Formal Training Program for DPW Staff</i></p>	<ul style="list-style-type: none"> <li>▪ Develop the DPW employee training manual.</li> <li>▪ Conduct training sessions with all current employees.</li> <li>▪ Train all new DPW employees in accordance with the training manual.</li> <li>▪ Track employees trained in accordance to the training manual.</li> <li>▪ Conduct refresher training for employees after every two years of employment.</li> </ul>	<p>Hopkinton Department of Public Works Hopkinton Personnel Department</p>	
<p><b>6-2</b></p> <p><i>Develop a Formal Catch Basin Cleaning Program</i></p>	<ul style="list-style-type: none"> <li>▪ Purchase vacuum truck.</li> <li>▪ Establish quadrants and prioritize quadrants for cleaning.</li> <li>▪ Clean a minimum of fifty percent of the Town's catch basins each year.</li> <li>▪ Document annual cleaning activities.</li> </ul>	<p>Hopkinton Department of Public Works - Highway Division</p>	
<p><b>6-3</b></p> <p><i>Develop a Structural BMP Maintenance Program</i></p>	<ul style="list-style-type: none"> <li>▪ Conduct an inventory of structural BMPs.</li> <li>▪ Identify maintenance requirements and collect maintenance programs for the structural BMPs</li> <li>▪ Develop a schedule for routine inspections and maintenance of the structural BMPs.</li> <li>▪ Develop a guide for the appropriate maintenance activities associated with each specific BMP.</li> <li>▪ Conduct inspections of structural BMPs after large storm events.</li> <li>▪ Track the inspection and maintenance activities conducted of each structural BMP.</li> </ul>	<p>Hopkinton Department of Public Works - Highway Division</p>	
<p><b>6-4</b></p> <p><i>Formalize the Existing Parking Lot and Street Sweeping Program</i></p>	<ul style="list-style-type: none"> <li>▪ Conduct an inventory of all publicly owned streets and parking lots.</li> <li>▪ Annually update and prioritize streets and lots for sweeping activities.</li> <li>▪ Develop a schedule for conducting sweeping activities.</li> <li>▪ Sweep all municipal streets and parking lots a minimum of once each year.</li> <li>▪ Track how frequently each municipal street and parking lot is swept each year.</li> </ul>	<p>Hopkinton Department of Public Works - Highway Division</p>	

<p><b>6-5</b></p> <p><b><i>Implement Stormwater Pollution Prevention Plan</i></b></p>	<ul style="list-style-type: none"> <li>▪ Finalize the Wood Street facility's Stormwater Management Pollution Prevention Plan (SWPPP)</li> <li>▪ Review the recommendations outlined in the SWPPP.</li> <li>▪ Develop a schedule to implement the recommendations outlined in the SWPPP.</li> <li>▪ Track progress in implementing the recommendations outlined in the SWPPP.</li> </ul>	<p>Hopkinton Department of Public Works</p>
<p><b>6-6</b></p> <p><b><i>Develop a Landscape and Lawn Care Policy</i></b></p>	<ul style="list-style-type: none"> <li>▪ Develop and implement a landscape and lawn care policy for properties under the DPW's jurisdiction.</li> <li>▪ Provide the policy to DPW employees and to lawn care providers contracted by the DPW.</li> </ul>	<p>Hopkinton Department of Public Works</p>





**Massachusetts Department of Environmental Protection**  
 Bureau of Resource Protection - Watershed Management  
**BRP WM 08A NPDES Stormwater General Permit**  
**Notice of Intent for Discharges from Small Municipal Separate**  
**Storm Sewer Systems (MS4s)**

W 040816  
 Transmittal Number

Facility ID (if known)

**D. Stormwater Management Program Summary (cont.)**

7. BMPs for Meeting TMDL:

_____	_____	_____
BMP ID #		
_____	_____	_____
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
_____	_____	_____
BMP ID #		
_____	_____	_____
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
_____	_____	_____
BMP ID #		
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_____	_____	_____
BMP ID #		
_____	_____	_____
Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

**E. 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, I certify that 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.

\_\_\_\_\_  
 Printed Name *Ronald M. Clark, Chairman*

\_\_\_\_\_  
 Signature *R M Clark*

\_\_\_\_\_  
 Date *10/7/03*



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\_\_\_\_\_  
 Printed Name *Ronald M. Clark, Chairman*

\_\_\_\_\_  
 Signature *R M Clark*

\_\_\_\_\_  
 Date *10/7/03*