

Municipality/Organization: HOPKINTON

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EPA NPDES Permit Number: MAR041124

MaDEP Transmittal Number: W- 040816

**Annual Report Number
& Reporting Period:** No. 3: March 05-March 06

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: J.T. Gaucher, P.E. **Title:** Director Public Works

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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: Muriel E. Kramer

Title: Chair, Board of Selectmen

Date: 7-21-06

Part II. Self-Assessment

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

Part II.B.8 As a component of the SWMP the Town will incorporate the nine standards of the Massachusetts Department of Environmental Protection's (DEP) Stormwater Policy into the Town's site plan review requirements. The DEP's nine standards have already been incorporated into Subsection 8.4 (Design Standards Section 8) of the Town's Rules and Regulations Relating to the Subdivision of Land. Standard three of the DEP's policy indicates that,

"Loss of annual recharge to groundwater should be minimized through the use of infiltration measures to the maximum extent practicable. The annual recharge from the post-development site should approximate the annual recharge from 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 developments. Inclusion of the nine standards in the Town's regulatory requirements will call for project proponents to thoroughly explore options for groundwater recharge and include them in their stormwater management plan.

The Town of Hopkinton has received DEP approval of its Comprehensive Wastewater Management Plan which has evaluated the potential of groundwater recharge with treated wastewater effluent to help mitigate the stressed basin condition.

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 6/04/05 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.	Sponser Hopkinton only Collection Day on 6/03/06. 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 3.	Complete measurable goals in Winter 06-07.
1-4	Send out Stormwater Flyer to Community Businesses	DPW Web Master SuAsCo	Distribute and post stormwater flyer in Independeent 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 HOPTV-8	Obtain "Oil Leak" & "Fertilizer" 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	Modified goal-Incorporate SuAsCo Lesson Plan into Fifth Grade Elementary Curriculum	Obtain Educational Internet Presentations for display on the Town's Website.

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5-1	Revise the Site Plan Review Submission Requirements and Procedures	Planning Board	Draft Amendment, hold public hearing, Town Meeting approval, adopt	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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6-1	Develop a Formal Training Program for DPW Staff	DPW Human Resources	Develop manual and conduct training, track. Repeat every 2 years.	Unable to initiate training due to lack of staff and funding	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.	Town able to clean 25% of catchbasins using Vactor truck. Basins not cleaned in several years and require longer time to clean due to compacted material.	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.