

Municipality/Organization: Town of Hamilton  
EPA NPDES Permit Number: MA 041196  
MaDEP Transmittal Number: W-045925  
Annual Report Number & Reporting Period: No. 5: March 07-March 08

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: John Tomasz Title: DPW Director  
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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: Richard A. Low

Printed Name: RICHARD A. LOW

Title: CHAIRMAN, BOARD OF SELECTMEN

Date: 6/16/2008

## Part II. Self-Assessment

**The Town of Hamilton has successfully implemented or begun implementation the Measurable Goals noted in the Notice of Intent. Prior to the development of Hamilton's Comprehensive Stormwater Management Program, Measurable Goals, the Town performed an assessment of current activities, programs, and regulations that are required by the NPDES Phase II Stormwater program. This assessment became the basis for modifying current activities, programs, and informing town boards and departments of their obligation toward successful implementation of the Comprehensive Stormwater Management Program.**

**See enclosed report entitled "National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Management Plan 2008 Status Report, Hamilton, Massachusetts," dated April 2008.**

**Hamilton is pleased to present the following summary describing Hamilton's success at implementing the town's Comprehensive Stormwater Management Program.**

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 5
1.1	Public Education of Stormwater Collection Systems & Illicit Connections	Department of Public Works	Distribute Informational Flyers.	<p>The DPW continued to display an educational poster at the Town Hall and Library. The poster addressed surface and groundwater pollution prevention.</p> <p>Additional educational materials were identified and distributed in Permit Year 5.</p> <p>Plans to post the educational poster on the website were explored and will continue to be considered as a future educational platform.</p>
1.2	General Public – Knowledge of Stormwater Issues and their Environmental Interaction	Department of Public Works	Supply Town Offices/ Library/ Schools with literature.	The DPW obtained and displayed an educational poster at the Town Hall and Library. The poster addressed surface and groundwater pollution prevention.
1.3	Private Groups – Identify Catch Basins leading to Open Waters	Department of Public Works	Stenciling Program.	Approximately 215 of the Town’s catch basins have been stenciled. Local Boy Scouts assisted DPW with catch basin stenciling in Year 5.
1.4	Non Point Pollution Awareness	Department of Public Works	Make contact with farms, horse farms, golf courses, etc.	The town continued the Manure Management program by making the Manure Management Fact Sheet available to local Horse Farms and Owners.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5
2.1	Work with private/volunteer groups	Department of Public Works	Clean Up Days for Roads and Waterways.	The DPW worked with the Chebacco Lake Association and the local Boy Scouts during town clean up days.
2.2	Request Public Participation for Inspection/Monitoring	Department of Public Works	Send out Leaflets & Place Ads in Newspaper/Local TV.	The local Boy Scouts and Eagle Scouts continued to inspect/monitor culverts and catch basins in Permit Year 5. Additionally, the scouts keep the catch basin surfaces free of debris.
2.3	Promote Stenciling Program	Department of Public Works	Work through Local Media and Educational Materials.	<p>The DPW continued to pursue public participation during Permit Year 5. Local Boy Scouts assisted DPW with catch basin stenciling.</p> <p>In the Spring of 2007, school volunteers helped with constructing the paper stencils required for the stenciling program.</p>
2.4	Education/Monitor/Assist Compliance by Commercial/Agricultural/Livestock Interests	Department of Public Works	Make contact with farms, horse farms, golf courses, etc.	The town continued the Manure Management program by making the Manure Management Fact Sheet available to local Horse Farms and Owners.

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5
3.1	Locate All Catch Basins, Sump Pumps, Stormwater Collection Systems & Culverts	Department of Public Works	Complete Mapping of System.	<p>The system map was completed for Hamilton. The map includes stormwater outfalls, culverts, catchbasins, drainage areas, water bodies and wetlands.</p> <p>There are a number of sump pumps discharging to catch basins. The Town’s annual program of cleaning and inspecting catch basins has not identified any problems with these connections with respect to degrading water quality.</p> <p>An “Areas of Concern Map” was developed during Permit Year 5 summarizing the outfall inspections conducted by the stormwater consultant. The map identifies outfalls located in critical areas and classifies outfalls that have potential issues. Completion of the outfall mapping and outfall inspections are expected to continue.</p>
3.2	Determine if any Violations are present in the Stormwater System	Department of Public Works	Inspect all Catch Basins and Sump Pumps for Non Municipal Discharge Points.	<p>Every Spring, DPW hires an outside contractor to clean and inspect all of the Town’s catch basins. Of over 730 catch basins in the Town, none were reported to have any problems in Year 5.</p> <p>The Town (DPW) and police continued to monitor catch basin for illegal activities.</p>

3. Illicit Discharge Detection and Elimination, continued.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5
3.3	Define Drainage Surface Area to Stormwater Collection Systems	Department of Public Works	Identify all Streams, Gullies, Roadways and Land Area that Contributes Runoff to the Drainage System	<p>The system map was completed for Hamilton. The map includes the stormwater infrastructure and drainage areas.</p> <p>Although not mapped, DPW does inform residents the importance of properly functioning roadside gullies in conveying Spring runoff and that they should not fill in gullies with rocks or soil.</p>
3.4	Eliminate Contributions to Water Quality Deterioration	Department of Public Works	Identify Indirect Contamination Sources	<p>A Low Impact Development Handbook was developed to mitigate Water Quality Deterioration.</p> <p>All outfalls, culverts and catch basins were inspected and no evidence of indirect sources of contamination was found.</p> <p>Further inspections of outfalls will continue in an attempt to identify and remove potential illicit discharges.</p>
3.5	Educate Public Works Department on the Importance of Illicit Discharge and Elimination	Department of Public Works	Create/Implement Employee Training Program	<p>Each Spring, the DPW distributes stormwater information to staff members, volunteers and contracted employees and conducts a stormwater training meeting in advance of outfall and culvert inspection and catch basin cleaning.</p>

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5
4.1	Review/Update Town Control Measures	DPW/Con Com/Planning Board	Review and update all in House Documents and Regulations Concerning Construction Site Run Off	By-laws were presented and adopted at Special Town Meeting. By-Laws were submitted to the Massachusetts Attorney General for approval. Hamilton plans to address comments provided by the Massachusetts Attorney General.
4.2	Educated Contractors through Permit Process	DPW/Con Com/Planning Board	Hand Out Literature and Examples at Time of Permit	A handbook was developed to educate Contractors on Low Impact Development.  The Planning Board provides the low impact development handbook to Contractors as part of the building permit process.
4.3	Educate Public on Changes or Improvements	Department of Public Works	Public Meetings	All town stormwater runoff control changes and improvements are noted at the monthly, televised Selectman's' Meetings.
4.4	Assure Understanding and Compliance of Runoff and Erosion Control	Department of Public Works	Send Out Flyers Concerning Runoff Control	The Planning Board provides stormwater educational materials to Contractors as part of the building permit process.

## 5. Post-Construction Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5
5.1	Assure Post Construction Requirements are Followed	Department of Public Works	Support a By Law at Town Meeting, Conduct Public Hearings	By-laws were presented and adopted at Special Town Meeting. By-Laws were submitted to the Massachusetts Attorney General for approval. Hamilton plans to address comments provided by the Massachusetts Attorney General.
5.3	Explain Permit Process to Comply with Post Construction Procedures	Department of Public Works	Educate Contractors, Engineers and Public	The Planning Board provides stormwater brochures to Contractors as part of the building permit process.
5.3	Work Area Stabilization	Department of Public Works	Require Silt Barriers around or over all catch basins	Silt barriers are required around and over all catch basins in the area of construction projects.
5.4	Assure Current Requirements Meet State/Federal Standards	Department of Public Works	Review all Documents and By Laws	The Planning Board drafted a Stormwater Management Bylaw which includes mitigating impacts from Construction and Post Construction activities.

6. Good Housekeeping

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5
6.1	Maintain Drain Pipes	Department of Public Works	Continue Installing Grease/Oil Hoods	It is the policy of the DPW to install Grease/Oil Hoods as catch basins are installed/repared. However, not all of the Town's existing catch basins are capable of being retrofit with this equipment and still allow for maintenance. DPW installs this equipment where it can be installed and still allow the structure to be maintained.
6.2	Catch Basin Cleaning	Department of Public Works	Clean CBs in areas of high silt build up in Sump Pumps	An outside contractor cleaned and inspected all of the Town's catch basins. Of over 730 catch basins in the Town, none were reported to have any problems in Permit Year 5.
6.3	Clean Sand & Debris Build up along Paved Shoulders	Department of Public Works	Conduct Street Cleaning Once a Year	An outside contractor conducted street sweeping in town in late Spring of Permit Year 5.
6.4	Maintain Roadways	Department of Public Works	Implement a Road Shoulder Improvement Program	DPW estimates less than one mile of road shoulders were cut back in Permit Year 5. Road Shoulder improvements were incorporated into the road improvement program.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)-

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5

There are no TMDL requirements in Hamilton.

#### **Part IV. Summary of Information Collected and Analyzed**

See report entitled "National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater Management Plan 2008 Status Report, Hamilton, Massachusetts," dated April 2008, included herein under Part II, Self-Assessment.