

MAY 4 2009

Municipality/Organization: City of Holyoke

EPA NPDES Permit Number: MAR 041011

MaDEP Transmittal Number: W-036404

Annual Report Number  
& Reporting Period: No. 6: May 1, 2008 – April 30, 2009

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: William D. Fuqua Title: General Superintendent

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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: Michael J. Sullivan

Title: Mayor

Date:

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

**Responsibilities for some tasks under this permit have been assigned to a contract vendor, United Water (Operating Services), under contract with the City as of October 2005. As such, the “Responsible Department” category has been updated for all tasks that have been completed by United Water in Permit Years 4 through**

**Due to a delay in the issuance of the new General Permit, Permit Year Five BMP goals were extended through Permit Year Six. The City and United Water have completed the required self-assessment and have determined that compliance with all permit conditions except the following provisions:**

**HOL-MGH-2b – Offer Plan & Training was not completed during Permit Year 1 through 6 as initially planned. The current BMP has been changed and consists of updates to the wastewater treatment facility’s Stormwater Pollution Prevention Plan (SWPPP) as required under the 2008 Multi-Sector General Permit for Stormwater Discharges from Industrial Activities. An update to SWPPP was made in January 2009.**

**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 6 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PE-1 Revised	Stream BMP Letter	Conservation / A. Zoeller	Mail letters to abutters	A stream BMP letter, dated July 2008, was sent to approximately sixty (60) abutters of Tannery Brook and Green Brook. The letters listed the “do’s and don’ts” for stream abutters. These streams were chosen because they lie within well developed residential areas; there are little or no undisturbed buffers to protect water quality and prevent erosion.	
HOL-PE-1a Revised	Stream BMP Pamphlet	Conservation / A. Zoeller	Distribute 200 Pamphlets	This BMP was deferred in favor of providing web based information. The stream BMP pamphlet is located on the DPW and Conservation Commission’s Webpage.	
HOL-PE-2a Revised	Snow Handling Policy	Conservation / A. Zoeller	Policy Developed	No Action Required. This BMP was completed in Permit Year 1.	
HOL-PE-2b Revised	Snow Handling Press Release	Conservation / A. Zoeller	Distribute to 10 Outlets	The City of Holyoke provides a link titled Snow Handling and Disposal Guidance by MA DEP. These are located on the City’s home page and Conservation Commissions page.  In years of heavy snowfall, when storage for the private sector becomes a problem, additional press releases are required. Snowfall amounts in winter 2008/2009 did not require additional press releases.	
HOL-PE-3 Revised	Web Site	DPW / W. Fuqua	Update Web Site	No Action Required. This BMP was completed in Permit Year 4.	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PE-4 Revised	Recycling Brochure	DPW / W. Fuqua	Distribute 5000 Brochures	18,000 recycling calendars were direct-mailed to residents during Permit Year 6. The DPW website provides a <i>Trash and Recycling Q&amp;As</i> link and another page listing the ten recycling center stations. The listing prepares residents for the efficient drop-off of their recyclables.	
HOL-PE-5 Revised	Hazardous Waste Collection	DPW / W. Fuqua	One collection day/year	Two collection days were held: October 4, 2008 and January 7, 2009. Public notices announcing these dates were advertised in the Holyoke Sun and the Springfield Republican newspapers. The cost to the City was \$10,665. A new link to Household Hazardous Waste Day information, located on the DPW webpage, will be available to residents soon.	
HOL-PE-6 Revised	Bilingual Stormwater Brochure	DPW / W. Fuqua	Distribute 5000 Brochures	The Bilingual Stormwater Brochure was developed by the Pioneer Valley Planning Commission (PVPC). This brochure is available on-line on the City's DPW webpage and also available for pick-up at the DPW.  In addition, information on Holyoke's Stormwater Rebate Program was posted bilingually on the City's DPW webpage and a bilingual brochure is available for pick up throughout City Hall at various offices. As of March 12, 2009 fifty (50) residents had applied for rebates.	In 2008 the City distributed 23 rain barrels to residents at two workshops on stormwater management and plan to continue the Rebate program in 2009. The City anticipates issuing a rebate to local businesses for the installation of subsurface stormwater disposal systems installed as part of their business expansion. Plans are underway to assist with the purchase of home stormwater collection systems that capture rainwater for use in irrigation.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PE-7  Revised	Participation in Connecticut River Stormwater Subcommittee	DPW/M. Sokop	Contribute to group and attend 50% of meetings	<p>The City of Holyoke has contributed to the Connecticut River Stormwater Subcommittee and has participated in at least 50% of their meetings. In the past Permit Year the City of Holyoke's involvement in the subcommittee has led to: the development of plans for stormwater utilities; CSO removals; a bilingual stormwater brochure; and a stormwater rebate program.</p> <p>The City is participating with the Pioneer Valley Planning Commission to implement the following stormwater programs:</p> <ul style="list-style-type: none"> <li>• Providing an opportunity for teachers in the Holyoke school system to apply for a mini-grant that can be used to fund stormwater educational projects.</li> <li>• Involvement in the design of a native plant garden at Holyoke's Wistarhurst Museum. This garden will be installed in spring 2009.</li> <li>• Magnetic signs, designed to educate the public about stormwater pollution, were removed from the DPW trucks as they flew off at high speeds on I391.</li> </ul> <p>Additional public education activities benefiting the Connecticut River Stormwater Committee are documented in the Committee's Annual Report.</p>	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PP-3 Revised PY5	Holyoke Clean Up	United Water/ R. Jagelavicius	Coordinate one clean up annually	60 volunteers participated in the Holyoke Clean-Sweep April 18 and 19, 2008. The volunteers removed litter and debris from area streets, parks and the Highland Pump Station. The litter and debris was sent to Bondi's Landfill. Holyoke Clean-Sweep data for April 2009 activities will be reported next year. Also, the Source to the Sea Clean-up was held October 4, 2008. Approximately 50 volunteers cleaned behind Hazen Paper and behind Springdale Park. About 3000 pounds of trash, household debris, and tires were disposed of by The City of Holyoke, DPW.	

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 6 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PCRC-1a Revised	Basin Inventory	Conservation / A. Zoeller	Inventory All Existing Basins	No Action Required. This BMP was completed in Permit Year 1 by the City.	
HOL-PCRC-1b Revised	Annual Inspections	Conservation / A. Zoeller	Inspect 50% of Basins/yr.	Fifty (50) percent of detention/retention basins were inspected during Permit Year 6. The inspections were conducted by the Conservation Commission Director and the City Engineer.	
HOL-PCRC-1c Revised	Basin Inventory Follow-up	Conservation / A. Zoeller	Letters to Non-Compliant Owners	There were no non-compliant owners during Permit Year 6. One letter was sent to the City requesting emergency certification of a culvert that had been blocked by a beaver dam.	
HOL-PCRC-2 Revised	Stormwater Ordinance	DPW / W. Fuqua		The Stormwater Ordinance currently under revision (refer to HOL-IDD-1c) will include new language on Low Impact Design (LID) Techniques.	

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 6 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-MGH-1 Revised	Storm Drain Mapping	DPW / W. Fuqua	Develop Map – Year 1	No Action Required. This BMP was completed during Permit Year 1.	
HOL-MGH-2a Revised	Emergency Plans	DPW / W. Fuqua	Revise Plan & Train	Both the Emergency Action Plan and the Emergency Response Plan were revised during this Permit Year. Training for The City of Holyoke's Emergency Action Plan took place November 5, 2008. The four hour training session was presented by Northeast Safety, LLC with United Water employees in attendance.	
HOL-MGH-2b Revised PY 5	Pollution Prevention Plan	DPW / W. Fuqua	Offer Plan & Training	The SWPPP for the wastewater treatment plant was updated January 2009 based on the 2008 MSGP that was issued in December 2008.	
HOL-MGH-3a Revised	Catch Basin Cleaning Program	United Water/ R. Jagelavicius	Develop Plan	No Action Required. This BMP was completed during Permit Year 1.	
HOL-MGH-3b Revised	Catch Basin Cleaning Program	United Water/ R. Jagelavicius	Clean All Basins	An average of 85 catch basins were cleaned per month from June 2008 to February 2009. A total of 287 tons of material was removed from the catch basins and disposed of at Granby Landfill.	



BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-MGH-4a Revised	Street Sweeping Program	United Water/ R. Jagelavicius	Develop Plan	No Action Required. This BMP was completed during Permit Year 1.	
HOL-MGH-4b Revised	Street Sweeping Program	United Water/ R. Jagelavicius	Sweep All Streets	All streets were swept at least once during Permit Year 6. Data on the total tonnage of material recovered was not available at the time of this report.	
HOL-MGH-5 Revised	Illegal Dumping Ordinance	DPW / W. Fuqua	Review/Revise Ordinance	No Action Required. This BMP was completed during Permit Year 3.	

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)** *This requirement is not applicable because no waters within Holyoke have TMDLs that specify Waste Load Allocations for stormwater.*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Comments
Revised					

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

Information collected was described in Part III of this Annual Report.

**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	(#)	2
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

**Legal/Regulatory**

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

**Mapping and Illicit Discharges**

Outfall mapping complete	(%)			
Estimated or actual number of outfalls	(#)			100
System-Wide mapping complete	(%)			100% Draft
<b>Mapping method(s)</b>				
▪ Paper/Mylar	(%)			
▪ CADD	(%)			
▪ GIS	(%)			100%
Outfalls inspected/screened	(# or %)			
Illicit discharges identified	(#)			0
Illicit connections removed	(#)			0
	(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)

**Operations and Maintenance (cont'd)**

	(location)	1
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)		
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)		
<ul style="list-style-type: none"> <li>▪ Fertilizers</li> <li>▪ Herbicides</li> <li>▪ Pesticides</li> </ul>	(lbs. or %)	
	(lbs. or %)	
	(lbs. or %)	
Anti-/De-Icing products and ratios	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	
	(y/n)	
Pre-wetting techniques utilized		
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)	