

6/22/10

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Municipality/Organization: City of Holyoke

EPA NPDES Permit Number: MAR 041011

MaDEP Transmittal Number: W-036404

Annual Report Number & Reporting Period: No. 7: May 1, 2009 – April 30, 2010

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: Elaine A. Pluta

Title: Mayor

Date: 6/15/10

Part II. Self-Assessment

Responsibilities for some tasks under this permit have been assigned to a contract vendor, United Water (formally Aquarion Operating Services), under contract with the City as of October 2005. As such, the "Responsible Department/Person Name" category has been updated for all tasks that have been completed by United Water in Permit Years 4 through 7.

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

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 7 (Reliance on non-municipal partners indicated, if any)	Comments
<p>HOL-PE-1 No Revisions</p>	<p>Stream BMP Letter</p>	<p>Conservation / A. Zoeller</p>	<p>Mail letters to abutters</p>	<p>A stream BMP letter, dated April 2009, was sent to approximately 100 abutters of Green Brook and Tannery 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.</p>	
<p>HOL-PE-1a No Revisions</p>	<p>Stream BMP Pamphlet</p>	<p>Conservation / A. Zoeller</p>	<p>Distribute 200 Pamphlets</p>	<p>A brochure, <i>Massachusetts Rivers Protection Act</i>, has BMPs related to preventing stormwater pollution. The brochure is available to the public outside the offices of the City’s Conservation Commission.</p>	
<p>HOL-PE-2a No Revisions</p>	<p>Snow Handling Policy</p>	<p>Conservation / A. Zoeller</p>	<p>Policy Developed</p>	<p>No Action Required. This BMP was completed in Permit Year 1.</p>	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PE-2b No Revisions	Snow Handling Press Release	Conservation / A. Zoeller	Distribute to 10 Outlets	During winter months, the City of Holyoke provides a link titled <i>Snow Handling and Disposal Guidance</i> put out by the MA DEP. These are located on the City's home page and Conservation Commissions webpage.	
HOL-PE-3 No Revisions	Web Site	DPW / W. Fuqua	Update Web Site	No Action Required. This BMP was completed in Permit Year 4.	
HOL-PE-4	Recycling Brochure	DPW / W. Fuqua	Distribute 5000 Brochures	18,000 recycling calendars were direct-mailed to residents during Permit Year 7. The City	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
				<p>has added informational links to the DPW website home page including:</p> <ul style="list-style-type: none"> • A list of acceptable and unacceptable wastes for curbside recycling; • A "Recycling Plastics Yes" and "No's" link; • Recycling center hours and operations; • An Earth 911 link; • Information about the Springfield Material Recycling Facility, where the City's recycled materials are sent; and • A link to a "Holyoke Gets Paid to Recycle" article showing how the City gains revenue from the program. <p>Additional information is provided about composting, yard waste disposal, and a book recycling program. All help residents understand</p>	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PE-5 No Revisions	Hazardous Waste Collection	DPW / W. Fuqua	One collection day/year	where to properly dispose of or recycle any unwanted materials.	
				The City held one collection day on June 6, 2009. The event was advertised in the Holyoke Sun and the Springfield Republican newspapers. The cost to the City was \$6,000. The DPW webpage has a section devoted to the proper handling of HHW and announces an upcoming HHW Day planned for June 19, 2010. A Hazardous Waste section on the DPW webpage gives information on: <ul style="list-style-type: none"> • the proper handling and management of hazardous wastes; • home and garden products that are toxic; and • procedures for a home oil spill. 	
HOL-PE-6 Revised in PY6	Bilingual Stormwater Brochure	DPW / W. Fuqua	Distribute 5000 Brochures	The Bilingual Stormwater Rebate Brochure was developed in Permit Year 6 by the Pioneer Valley	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
				<p>additional information on this program and a workshop program);</p> <ul style="list-style-type: none"> Stormwater committee members helped to distribute <i>Greenscapes</i> calendars. The calendars give tips to reduce chemical inputs and water use on lawns. The DPW has provided a link to this program on their webpage; Involvement in the design of a native plant garden at Holyoke's Wistariahurst Museum. A \$3,000 donation from a garden center was used to plant native species and promote the Greenscapes principles; Distribution of the "Right Bag for the Job Pet Waste Flier" at the HHWD; Stormwater committee members distributed Think 	<p>drywells.</p> <p>Rebates to local businesses for the installation of subsurface stormwater disposal systems, installed as part of their business expansion, were available during this past permit year. However, the development of business projects was put on hold during much of Permit Year 7. One business project restarted during this 2010 spring season.</p> <p>The PVPC also researched the "Smart Storm System" cisterns to decide whether to promote this BMP with program applicants.</p>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
				<p>Blue information packets to local officials to increase awareness of the Think Blue and Greenscapes programs. The information included links to the PVPC and Think Blue websites; and</p> <ul style="list-style-type: none"> • Posting of fact sheets provided by the PVPC on the City's website. <p>Additional public education activities benefiting the Connecticut River Stormwater Committee are documented in the Committee's Annual Report.</p>	

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
<p>HOL-PP-1a No Revisions</p>	<p>Storm Drain Stenciling Development</p>	<p>DPW / W. Fuqua</p>	<p>Develop program – Year 1</p>	<p>No Action Required. This BMP was completed in Permit Year 1 by the City and updated in Permit Year 4 by United Water.</p>	
<p>HOL-PP-1b Revised in PY4</p>	<p>Storm Drain Stenciling</p>	<p>United Water/ R. Jagelavicius</p>	<p>Work with one not-for-profit group</p>	<p>The City replaced storm drain stenciling with the use of “buttons.” Buttons were applied to 130 catch basins on Main Street. United Water assisted members from the Trustees of the Reservation Youth Group to attach the buttons.</p>	
<p>HOL-PP-1c Revised in PY4</p>	<p>Storm Drain Stenciling Maintenance</p>		<p>Deleted</p>	<p>No Action Required. This BMP was deleted in Permit Year 4.</p>	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
<p>HOL-PP-2</p> <p>No Revisions</p>	<p>Stormwater Public Meeting</p>	<p>Conservation/ A. Zoeller</p>	<p>Host two meetings annually</p>	<p>Discussions related to the Stormwater Regulations require at least two public meetings (see BMP PCRC-2).</p> <p>The Board of Public Works and the Conservation Commission each held a public hearing this year during the development of the City's new stormwater regulations.</p>	
<p>HOL-PP-3</p> <p>Added PY5</p> <p>Revised PY7</p>	<p>Holyoke Clean Up</p>	<p>United Water/ R. Jagelavicius</p>	<p>Coordinate one clean up annually</p>	<p>The new Mayor, Elaine Pluta, has formed a "Keep Holyoke Clean Committee." United Water has a representative on the committee. This program will replace the once-per-year Holyoke clean-up day. A schedule of clean-up dates and places will be available in the future. A clean up of the Community Field and Scott's Tower is scheduled for Saturday,</p>	<p>The Permit Year Six Clean Sweep event was held in April of 2009. Information was not available to be included in the Permit Year 6 report but is being provided here. The event took place at the Highland Park Pump Station. There were 15 volunteers and they removed approximately 3,000 pounds of trash.</p>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
				<p>May 15, 2010. The event was publicized on the home page of the City's website and explains that all materials collected by volunteers will be sorted for recycling or disposal by the City.</p> <p>The Source to the Sea Clean-up was held October 3, 2009. Ten volunteers cleaned the Jones Ferry Pump Station. About 1500 pounds of trash, household debris, and tires were removed from the banks of the Connecticut River and disposed of by the City of Holyoke, DPW.</p>	

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-IDD-1a No Revisions	Storm Drain Mapping	DPW / W. Fuqua	Develop map – Year 1	No Action Required. This BMP was completed in Permit Year 1 by the City	
HOL-IDD-1b No Revisions	Outfall Inspections	United Water/ R. Jagelavicius	Inspect 20% outfalls annually	Based on a November 2009 evaluation of the digital map, there are 73 outfalls associated with the separated storm system within the urbanized area of Holyoke. Dry weather outfall inspections took place between the dates of 12/1/2009 to 1/15/2010 for the areas within the Tannery Brook watershed. Fifteen (15) outfalls were inspected (20% of the total).	
HOL-IDD-1c No Revisions	Stormwater Ordinance Revision	United Water/ R. Jagelavicius and DPW/W. Fuqua	Ordinance Reviewed	Illicit connections are prohibited by the City's Zoning Ordinance, Appendix A, Section 6.5. In addition, a new stormwater Regulation will reinforce the prohibition on illicit discharge, (see BMP HOL-PCRC-2).	

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
HOL- CSRC-1	Erosion Control Ordinance	DPW / W. Fuqua	Ordinance Reviewed	No Action Required. This BMP was completed in Permit Year 2 by the City.	
HOL- CSRC-2a	Inspection Plan	DPW / W. Fuqua	Create Plan	This BMP was completed. The inspection plan is described for reference. The City Engineer and Conservation Commission Director inspect sites during construction for sediment and erosion control issues. Sites within the Resource Protection area are reviewed by the Conservation Commission Director; sites outside the Resource Protection area are reviewed by the City Engineer. Any sites requiring maintenance or adjustment of sediment or erosion control structures receive a letter documenting the issue, and requesting the issue be corrected.	
HOL- CSRC-2b	Site Inspections	DPW / W. Fuqua	Inspect 90% of New Construction	All new construction sites were inspected for sediment/erosion control issues (3 construction sites were started in PY 7). During Permit Year 7, letters citing sediment/erosion control issues were sent to property owners of 4 sites.	

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 7 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PCRC-1a No Revisions	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 No Revisions	Annual Inspections	Conservation / A. Zoeller	Inspect 50% of Basins/yr.	Thirty (30) detention/retention basins were inspected during Permit Year 7. The inspections were conducted by the Conservation Commission Director and the City Engineer.	
HOL-PCRC-1c No Revisions	Basin Inventory Follow-up	Conservation / A. Zoeller	Letters to Non-Compliant Owners	There were five non-compliant owners during Permit Year 7.	
HOL-PCRC-2	Stormwater Ordinance	DPW / W. Fuqua		Although this BMP was completed in PY 3, a new ordinance was drafted in 2009. The City of Holyoke Stormwater Authority, Stormwater Regulations, May 2010 is in draft form. This proposed ordinance requires all development sites to obtain a Stormwater Management Permit, and includes LID techniques to ensure that any controls put into place will prevent or minimize impacts to water quality (Section 5.02.g).	The final Stormwater Regulations were adopted on May 17, 2010.
No Revisions					

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 7 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-MGH-1 No Revisions	Storm Drain Mapping	DPW / W. Fuqua	Develop Map – Year 1	No Action Required. This BMP was completed during Permit Year 1.	
HOL-MGH-2a No Revisions	Emergency Plans	DPW / W. Fuqua	Revise Plan & Train	The Emergency Action Plan was updated in July 2009. “Hands on” training took place in July 2009 along side of the Holyoke Fire Department.	
HOL-MGH-2b Revised PY5	Pollution Prevention Plan	DPW / W. Fuqua	Offer Plan & Training	The SWPPP for the wastewater treatment plant was updated January 2009 (Permit Year 6) based on the 2008 MSGP that was issued in December 2008. Training was provided on February 25 and March 4, 2009.	
HOL-MGH-3a No Revisions	Catch Basin Cleaning Program	United Water/ R. Jagelavicius	Develop Plan	No Action Required. This BMP was completed during Permit Year 1.	
HOL-MGH-3b No Revisions	Catch Basin Cleaning Program	United Water/ R. Jagelavicius	Clean All Basins	The city cleaned 917 catch basins in Permit Year 7. A total of 354 tons of material was removed and disposed of at Granby Landfill.	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-MGH-4a No Revisions	Street Sweeping Program	United Water/ R. Jagelavicius	Develop Plan	No Action Required. This BMP was completed during Permit Year 1.	
HOL-MGH-4b No Revisions	Street Sweeping Program	United Water/ R. Jagelavicius	Sweep All Streets	All streets were swept at least once during Permit Year 7. 1603 tons of material was removed from Holyoke Streets in 2009 and disposed of in the Granby Landfill.	
HOL-MGH-5 No Revisions	Illegal Dumping Ordinance	DPW / W. Fuqua	Review/Revise Ordinance	No Action Required. This BMP was completed during Permit Year 3.	

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.)	Y
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	