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**Municipality/Organization:** Town of Hamilton, Massachusetts

**EPA NPDES Permit Number:** MA 041196

**MassDEP Transmittal Number:** W-045925

**Annual Report Number & Reporting Period:** Year 8  
April 1, 2010 – March 31, 2011

## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2011)

### Part I. General Information

**Contact Person:** John Tomasz **Title:** Director of Public Works

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**Mailing Address:** 577 Bay Road, Hamilton, Massachusetts 01936

#### 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:** John Tomasz

**Title:** Director of Public Works

**Date:** 4/12/11

## Part II. Self-Assessment

The Town of Hamilton has completed the required self-assessment and determined that our municipality is in compliance with the permit conditions. The town has either implemented ongoing control measures or has finished all of the measurable goals listed in Part III of this permit.

The town has continued the process of examining older non-BMP style catchbasins (CBs) for either complete replacement or retrofit with grease/oil hoods. The Public Works has a budget of approximately \$30,000 for stormwater items including repairs to existing structures and possible replacements/retrofits for the upcoming Permit Year.

All of the catchbasins and outfalls in town were inspected during the annual spring cleaning in the past Permit Year. There were no signs of contamination caused by illicit connections during the inspections. Planned catchbasin and outfall cleaning/inspections for the upcoming Permit Year are scheduled in the coming months.

The Town has a scheduled annual cleanup day every Earth Day. Community groups and volunteers, along with DPW workers work to clean areas throughout the Town to improve general cleanliness and water quality of these areas.

To date, all stormwater structures (including outfalls, culverts, catchbasins and drainage manholes) have been located in the field, inventoried using Global Positioning System (GPS) and mapped on Geographic Information System (GIS).

A Stormwater Management Bylaw and an Illicit Discharge Detection and Elimination (IDDE) Bylaw were both adopted at Town Meeting during Permit Year 4. The Stormwater Management Bylaw regulates both pre- and post-construction erosion control measures for projects that disturb greater than one acre. The IDDE Bylaw regulates any illicit discharge/connection to the municipal separate storm drain system (MS4), and any obstructions to the natural flow of stormwater into the drainage system.

The DPW will conduct a clean-up of the surrounding drainage area near the intersection of Linden Street and Howard Street this Spring/Summer. This will include removing debris and overgrowth along the local stream that is currently restricting stormwater flows, causing flooding hazards and other stormwater related problems.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
1.1 Revised	Public education of stormwater collection systems & illicit connections.	Department of Public Works	Distribute informational flyers.	An educational poster addressing stormwater pollution prevention for surface water and groundwater is currently displayed in the Town Hall and the Town Library.	The educational poster will continue to be displayed at the Town Hall and Town Library.  Additional educational materials will be reviewed for possible distribution to Town residents.
1.2 Revised	General Public – Knowledge of stormwater issues and their environmental interaction.	Department of Public Works	Supply Town offices/library/schools with literature.	An educational poster addressing stormwater pollution prevention for surface water and groundwater is currently displayed in the Town Hall and the Town Library.	The educational poster will continue to be displayed at the Town Hall and Town Library.  Additional educational materials will be reviewed for possible distribution to Town residents.
1.3 Revised	Private Groups – Identify catch Basins leading to open waters.	Department of Public Works	Stenciling program	An estimated 215 total catchbasins have been stenciled as part of previous Permit Year control measures.	The DPW will continue seeking volunteers to assist in the stenciling program.  To date no person/group has volunteered to assist the DPW in stenciling of the catchbasins.
1.4 Revised	Non-point pollution awareness	Department of Public Works	Make contact with farms, horse farms, golf courses, etc.	The Town continues to send Manure Management Fact Sheets to any new Horse Farms and/or Owners.	Continue the Manure Management Program, and provide the Fact Sheets to any new horse farms and/or any new owners of the existing horse farms.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2.1	Work with private/volunteer groups.	Department of Public Works	Clean up days for roads and waterways.	The Town has a scheduled annual cleanup day every Earth Day. Community groups and volunteers, along with DPW workers work to clean areas throughout the Town to improve general cleanliness and water quality of these areas.	Provide manpower and continue to encourage community groups to participate in Town Cleanup Days.
Revised					
2.2	Request public participation for inspection/monitoring.	Department of Public Works	Send out leaflets & place ads in newspaper/local TV.	Assistance was sought from any interested parties; however, there were no interested volunteers for the inspection/monitoring of drainage structures.	The DPW will continue seeking participation from other community groups to assist in the inspection and monitoring of catchbasins and outfalls.
Revised				The DPW inspects and monitors the culverts and catchbasins whenever possible.  Any notifications of stormwater related issues by residents or community groups are addressed as they are reviewed.	
2.3	Promote stenciling program.	Department of Public Works	Work through local media and educational materials.	An estimated 215 total catchbasins have been stenciled as part of previous Permit Year control measures.	The DPW will continue seeking volunteers to assist in the stenciling program.
Revised					To date no person/group has volunteered to assist the DPW in stenciling of the catchbasins.

2.4 Revised	Education/monitor/assist compliance by commercial/agriculture/livestock interests	Department of Public Works	Make contact with farms, horse farms, golf courses, etc.	<p>The Town continues to send Manure Management Fact Sheets to local Horse Farms and Owners.</p> <p>The Town's IDDE Bylaw also regulates any illicit discharges/connections that can cause pollutants to enter the storm drain system.</p>	<p>Continue the Manure Management Program, and provide the Fact Sheets to any new horse farms and/or any new owners of the existing horse farms.</p> <p>Continue the enforcement of the IDDE Bylaw.</p>
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### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3.1	Locate all catch basins, sump pumps, stormwater collection systems & culverts.	Department of Public Works	Complete mapping of system.	The stormwater collection system map is complete for the Town, including outfalls, culverts, catchbasins, drainage areas, water bodies and wetlands.	The Town will continue to keep the stormwater mapping up to date.
Revised				The few locations of sump pump discharges to catchbasins are inspected during the annual inspections/cleanings of the catchbasins. No visible signs of contamination caused by illicit discharges from these connections were observed.	
3.2	Determine if any violations are present in stormwater system.	Department of Public Works	Inspect all catch basins and sump pumps for non-Municipal discharge points.	Each spring the cleaning and inspection of all Town catchbasins is subcontracted out. No visible signs of contamination caused by illicit discharges were discovered during the inspections.  The Town's IDDE Bylaw also regulates any illicit discharges/connections that can cause pollutants to enter the storm drain system.	Continue the yearly cleaning and inspections of the Town catchbasins. The planned cleaning and inspections will be performed during the next few months (contractor bids are due the end of April).  Continue to enforce the IDDE Bylaw and if any signs of contamination caused by illicit discharges are discovered they will be immediately addressed and corrected.
Revised				The DPW and police department both continue to monitor for any illegal dumping activities.	

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 stormwater collection system map is complete for the Town, including outfalls, culverts, catchbasins, drainage areas, water bodies and wetlands.</p> <p>The DPW has not mapped roadside gullies in the GIS system. However, they are aware of their locations and inform all residents, as needed, of the importance of the gullies in transporting the spring runoff and in the overall water quality of the Town. The residents are reminded not to fill the gullies with any material that may prohibit their function.</p> <p>The Town's IDDE Bylaw also prohibits any obstruction or interference with normal flow of stormwater into the storm drain system.</p>	The Town will continue to keep the stormwater mapping up to date, educate residents on the importance of the roadside gullies and enforce the IDDE Bylaw as needed.
Revised					

3.4 Revised	Eliminate contributions to water quality deterioration.	Department of Public Works	Identify indirect contamination sources.	<p>A Low Impact Development (LID) Handbook was developed to help mitigate future water quality deterioration. The handbook is handed out to any contractor who applies for a permit through the Planning Department.</p> <p>All outfalls, culverts and catchbasins are inspected during the annual cleanings. No evidence of contamination caused by illicit discharges was observed.</p> <p>The Town's IDDE Bylaw also regulates any illicit discharges/connections that can cause pollutants to enter the storm drain system.</p>	<p>Continue to distribute the LID handbook to any contractor who applies for a permit through the Planning Department.</p> <p>Continue to visually monitor the stormwater infrastructure for signs of contamination caused by illicit discharges. Any signs of illicit discharges will be further investigated to find and eliminate the source of the contamination.</p> <p>Continue to enforce the IDDE Bylaw.</p>
3.5 Revised	Educate public works department on the importance of illicit discharge & elimination.	Department of Public Works	Create/implement employee training program.	<p>The DPW educates their staff members, volunteer groups and any contracted employee as to the importance of eliminating illicit connections to the storm drain system.</p>	<p>Continue educating employees on the importance of eliminating illicit connections to the storm drain system.</p> <p>Possible additional stormwater related training for DPW staff will be evaluated for the upcoming permit year.</p>



#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4.1	Review/update town control measures.	DPW/ ConsCom/ Planning Board	Review and update all in house documents and regulations concerning construction site run off.	A Stormwater Management By-law has been adopted at Town meeting and is currently being enforced by the Town.	Continue to enforce the regulations established in the Stormwater Management Bylaw.
Revised					
4.2	Educate contractors through permit process.	DPW/ ConsCom/ Planning Board	Hand out literature and examples at time of permit.	A LID Handbook was developed to help mitigate future water quality deterioration for both pre- and post-construction. The handbook is handed out to any contractor/engineer who applies for a Stormwater Management Permit through the Planning Department.	The Planning Department will continue to hand out LID handbooks to contractors applying for permits.  Continue to enforce the regulations on pre- and post-construction erosion control established in the Stormwater Management Bylaw.
Revised				The Town's Stormwater Management Bylaw requires the contractors to obtain a Stormwater Management Permit through the Planning Department/Zoning Board for projects that disturb more than one acre. The permit is granted only after the contractor shows adequate controls for pre- and post-construction erosion from the site.	

4.3 Revised	Educate public on changes or improvements.	Department of Public Works	Public meetings.	Any changes or improvements to the Town's stormwater runoff controls are noted at the televised monthly Selectman's meeting.	Continue notifying the public of any changes and/or improvements at the televised Selectman's meetings.
4.4 Revised	Assure understanding and compliance of runoff erosion control.	Department of Public Works	Send out flyers concerning runoff control.	A LID Handbook was developed to help mitigate future water quality deterioration for both pre- and post-construction. The handbook is handed out to any contractor/engineer who applies for a Stormwater Management Permit through the Planning Department.  The Town's Stormwater Management Bylaw requires the contractors to obtain a Stormwater Management Permit through the Planning Department/Zoning Board for projects that disturb more than one acre. The permit is granted only after the contractor shows adequate controls for pre- and post-construction erosion from the site.	The Planning Department will continue to hand out LID handbooks to contractors applying for permits.  Continue to enforce the regulations on pre- and post-construction erosion control established in the Stormwater Management Bylaw.

### 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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5.1 Revised	Assure post construction requirements are followed.	Department of Public Works	Support a by-law at Town meeting, conduct public hearings.	A Stormwater Management By-law has been adopted at Town meeting and is currently being enforced by the DPW.	Continue to enforce the regulations on pre- and post-construction erosion control established in the Stormwater Management Bylaw.
5.2	Explain permit process to comply with post construction procedures.	Department of Public Works	Educate contractors, engineers, and public.	A LID Handbook was developed to help mitigate future water quality deterioration for both pre- and post-construction. The handbook is handed out to any contractor/engineer who applies for a Stormwater Management Permit through the Planning Department.  The Town's Stormwater Management Bylaw requires the contractors to obtain a Stormwater Management Permit through the Planning Department/Zoning Board for projects that disturb more than one acre. The permit is granted only after the contractor shows adequate controls for pre- and post-construction erosion from the site.	The Planning Department will continue to hand out LID handbooks to contractors applying for permits.  Continue to enforce the regulations on pre- and post-construction erosion control established in the Stormwater Management Bylaw.
5.3 Revised	Work area stabilization.	Department of Public Works	Require silt barriers around or over all catchbasins.	Silt barriers continue to be required around and over all catchbasins in the area of construction projects.	Continue requiring silt barriers around and over all catchbasins during construction projects.

5.4 Revised	Assure current requirements meet State/Federal standards.	Department of Public Works DPW & Planning Board	Review all documents and by-laws.	The Planning Board drafted a Stormwater Management By-law which includes mitigating impacts from both pre- and post-construction erosion control. This By-law was adopted at Town Meeting and is currently being enforced by the DPW.	Continue to enforce the regulations on pre- and post-construction erosion control established in the Stormwater Management Bylaw.
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**5a. Additions**

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**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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6.1 Revised	Maintain drain pipes.	Department of Public Works	Continue installing grease/oil hoods.	The DPW continued the process of examining older non-BMP style catchbasins (CBs) for either complete replacement or retrofit with grease/oil hoods. During the past Permit Year approximately one dozen catchbasins were repaired/replaced.	The Public Works has a budget of approximately \$30,000 for stormwater items including repairs to existing structures and possible replacements/retrofits for the upcoming Permit Year.
6.2 Revised	Catchbasin cleaning.	Department of Public Works	Clean CBs in areas of high silt build up in sump pumps.	Annual cleanings of all catchbasins occur every spring and are sub-contracted out by the Town.	Continue cleaning all catchbasins annually. Annual cleanings will be performed during the next few months (Contractor bids due at the end of April).
6.3 Revised	Clean sand & debris build up along paved shoulders.	Department of Public Works	Conduct street cleaning once-a-year.	Annual cleanings of all Town streets occur every spring and are sub-contracted out by the Town.	Continue cleaning all Town streets annually. Annual street sweeping will be performed during the next few months (Contractor bids due at the end of April).  The DPW will conduct a clean-up of the surrounding drainage area near the intersection of Linden Street and Howard Street this Spring/Summer. This will include removing debris and overgrowth along the local stream that is currently restricting stormwater flows, causing flooding hazards and other stormwater related problems.
6.4	Maintain roadways.	Department of Public Works	Implement a road shoulder improvement program.	Continued the Road Shoulder Improvement Program. Debris and encroaching vegetation were cutback	Continue the Road Shoulder Improvement Program and remove debris/vegetation as needed.

Revised					
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**6a. Additions**


**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) << if applicable >>**

Not applicable. There are no TMDL requirements (as of yet) in the Town of Hamilton. Draft Pathogen TMDLs have been prepared for the Ipswich River Watershed and North Coastal Watershed but have not yet been approved by the EPA.

**7a. Additions**

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**7b. WLA Assessment**

Not applicable – Draft Pathogen TMDLs have been prepared for the Ipswich River Watershed and North Coastal Watershed but have not yet been approved by the EPA.

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

To date, all stormwater structures (including outfalls, culverts, catchbasins and drainage manholes) have been located in the field, inventoried using Global Positioning System (GPS) and mapped on Geographic Information System (GIS). Any newly installed drainage structures will continue to be located and added on the Town's GIS system as needed.

All of the Town's catch basins are cleaned and visually inspected annually and no signs of illicit discharges were discovered during the past Permit Year.