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Municipality/Organization: HOPKINTON

EPA NPDES Permit Number: MAR041124

MaDEP Transmittal Number: W- 040816

Annual Report Number & Reporting Period: No. 8: April 10 - March 11

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John K. Westerling Title: Director Public Works

Telephone #: 508-497-9740 Email: jwesterling@hopkinton.org

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: Norman Khumalo

Title: Town Manager

Date: May 2, 2011

Part II. Self-Assessment

Three different people acted as Director's for the Town in this reporting period. The lack of continuity in leadership led to a lack of continuity in the Minimum Control Measures. The Town of Hopkinton is committed to completing all of the Minimum Control Measures and proposes \$116,000 in its FY12 operating budget to cover those costs and to cover costs of the next permit.

The Town of Hopkinton completed the required self-assessment and determined that our municipality is in compliance with the Minimum Control Measures, except for those detailed on the following pages.

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)	Planned Activities – Permit Year 8
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 7/10/10 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. E-waste collection now offered weekly at Hopkinton's Recycling Center.	Sponsor Hopkinton only Collection Day scheduled for July 23, 2011
1-2	Promoting Water Conservation Practices	Hopkinton Water Department	Provide conservation kits. PSA's on water conservation. Public education during Drinking Water Week.	Adopted water supply conservation restrictions, conditions or requirements limiting the use of water as necessary to protect the water supply or required to meet state regulations. Ongoing practices include School Educational, Rain Barrel Program, Shower/Toilet Retro Kits, Cable TV Shows/Updates, Seminars with local conservation groups and routine inspection / maintenance of water supply system.	Continue various program.
1-3	Issue Education Stormwater Press Releases	DPW Web Master SuAsCo	Complete article on SWMP and publish. Post educational stormwater flyer on website	Completed measurable goals in program Year 3	
1-4	Send out Stormwater Flyer to Community Businesses	DPW Web Master SuAsCo	Distribute and post stormwater flyer in Independent and on website, HCAM-TV.	Completed measurable goals in program Year 3.	
1-5	Place Education Information on Public Access Television	DPW HCAM-TV	Obtain "Stormwater" PSA's and air on HCAM-3 OPTV-8 and track.	Received Stormwater PSA's from the SuAsCo Watershed Community Council for distribution and display.	Continue program.
1-6	Place Education Information on the Town's Website	DPW Webmaster	Post stormwater info on website and update regularly	Obtain Educational Internet Presentations for display on the Town's Website. Limited Staff and Funding prevented printing and distribution to meet goal for Year 8.	Continue program.

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)	Planned Activities – Permit Year 8
2-1	Public Presentation, Access to SWMP and Receipt of Comment	DPW	Make final SWMP accessible for public viewing.	Completed Program Year 1	
2-2	Public Assist to Annual Report.	DPW	Make Annual Report accessible for public viewing.	Completed Program Year 5	
2-3	Assist with Local Cleanup Activities	DPW ConCom	Offer assistance with local cleanup activities to groups. Track activities, participants, areas and quantities.	Provided recycling containers on Marathon Day 4/18/09. Operate Recycling Center on weekly basis to collect recyclables. Operate bulk white metal collection monthly to collect items. Announce assistance with local cleanups and improve tracking of activities.	Continue programs.
2-4	Circulate Stormwater Traveling Display in Community	DPW SuAsCo	Display at various Town locations and track.	Completed Program Year 4	
2-5	Participate in SuAsCo Summit.	DPW SuAsCo	Display at various Town locations and track.	Completed Program Year 5	

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)	Planned Activities – Permit Year 8
3-1	Update Outfall Location Map	DPW Planning Board	Outfall verification and identification	Continued GPS locating effort and add information to GIS mapping of outfalls and storm drainage piping system located within and outside the Designated MS4 Areas. As of March 2010 an estimated 99% of the stormwater outfalls and 60% of the storm drainage piping system within the town were identified on the GIS mapping.	The Town is pursuing a town wide GIS system that will contain the outfall data. Continue GPS locating effort and add information to GIS mapping of the storm drainage facilities, such as piping system between structures located outside of the Designated MS4 Areas.
3-2	Adopt an Illicit Discharge and Connection Stormwater Ordinance	DPW	Draft ordinance. Approve by Town Mtg. Track enforcement actions.	Finalize development of the Illicit Discharge Detection Elimination Plan for presentation to the Department of Public Works.	Amend the DPW regulations to include an Illicit Discharge and Connection Stormwater Plan for Fall "11".
3-3	Implement an Illicit Discharge Detection and Elimination Plan	DPW	Develop the Illicit Discharge Detection Elimination Plan	Stormwater outfalls were inspected throughout the year and cleared as necessary	Continue program
3-4	Establish a Formal Septic System Management Program	Board of Health	Permitting system use. Track # of haulers, installers, C of C's, failed systems, routine pumpings and participants in CSMBLP.	All tracking system are in place and currently in use. BOH reviewed 57 plans for septic systems (new and repairs) and issued 15 permits for repairs to septic systems. Continued financial assistance to homeowners through the Community Septage Management Program.	Continue program.
3-5	Conduct I/I Removal in the Sanitary Sewer System	DPW	Gain SRF funding. Conduct study of areas of concern. Develop I/I removal plan. Perform I/I removal.	I/I study completed. Leak detection completed town-wide and 2 leaks repaired. Meter installation includes confirming that no illegal connections are made into system.	Continue program, borrow against Town Meeting appropriation to repair manhole leaks.
3-6	Conduct Storm Drain Stenciling	DPW	Identify areas to be stenciled. Track # of drains stenciled. Press release and runoff reduction tips Solicit groups for merit projects	Did not complete measurable goals.	Continue scheduled drain stenciling program. Solicit volunteers.
Revised	<i>Use Volunteers to Stencil Drains</i>			No volunteers	5

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)	Planned Activities – Permit Year 8
4-1	Develop an Erosion and Sediment Control Ordinance	Planning Board DPW ConCom Bldg Dept	Draft Ordinance, present at Town Meeting, track enforcement	Completed Year 6. Stormwater Management and Erosion Control Bylaw adopted at Spring "09" Town Meeting	
4-2	Develop a Site Inspection Form and Conduct Inspections	Planning Board DPW ConCom	Develop Site Inspection Form, Track frequency of Inspections, completion of inspection forms and# of failed BMP's discovered.	Completed Year 6. Stormwater Management and Erosion Control (SWMEC) Bylaw adopted at Spring "09" Town Meeting. Planning Board developed and approved Stormwater Regulations to supplement the SWMEC Bylaw.	Continue program.
4-3	Develop and Implement a Citizen Complaint Hotline	DPW Web Master	Establish & advertise hotline. Track # of complaints and remediation	DPW receives calls regarding drainage problems and dispatches personnel to investigate/repair.	Investigate the purchase of software to receive and track the number of messages via the Citizen Complaint Hotline.

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)	Planned Activities – Permit Year 8
5-1	Revise the Site Plan Review Submission Requirements and Procedures	Planning Board	Draft Amendment, hold public hearing, Town Meeting approval.	Completed Year 3. 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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
6-1	Develop a Formal Training Program for DPW Staff	DPW Human Resources	Develop manual and conduct training, track. Repeat every 2 years.	Responsible personnel are trained on sweeping, catch basin cleaning, flushing procedures and equipment operation.	Continue program.
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.	Continue CB cleaning and tracking within environmental sensitive areas. Town able to clean 34 catch basins using Vacuum truck. The town must establish a new disposal location for the material removed.	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.	DPW to contract with private contractor for inspect and cleaning of all inventoried structural BMP's.	Continue program.
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.	All town streets are swept once per year using the town's two sweepers.	Continue program.
6-5	Implement Stormwater Pollution Prevention Plan	DPW	Finalize SWPPP. Schedule Plan implementation, track	SWPPP was 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 was established for parks and fields.	Seek approval for Parks Commission revolving fund to fund fields and parks fertilization.

Part IV. Summary of Information Collected and Analyzed

Incorporation of watershed, stream, wetland and other wetland resource areas into GIS Mapping database.	(y/n)	YES
GPS identification of storm drains, outfalls and other wetland resource areas. (Designated MS4 Areas)		99%

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	NO
Annual program budget/expenditures – Submitted in FY12 DPW Operating Budget - \$116,000	Awaiting 5/1/11 Town Meeting vote	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	NO
Stream teams established or supported	(# or y/n)	NO
Community Fun Clean Up Group established	(y/n or mi.)	NO
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	One
▪ community participation	(#)	
▪ material collected /Household Hazardous Waste	(tons and gal)	3.28 tons and 660 gals
▪ cost of collection	(\$)	10,292.43
School curricula implemented	(y/n)	NO

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Legal/Regulatory

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

Mapping and Illicit Discharges

Outfall mapping complete		(%)		99%
Estimated or actual number of outfalls		(#)		605
System-Wide mapping complete (Drainage piping system)		(%)		60%
Mapping method(s)				
▪ Paper/Mylar		(%)		YES
▪ CADD		(%)		YES
▪ GIS		(%)		YES
Outfalls inspected		(# or %)		469
Illicit discharges identified				0
Illicit connections removed				0
% of population on sewer		(%)		40
% of population on septic systems		(%)		60

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	All Planning Board approved projects are inspected by Planning Board's engineer
Site inspections completed	(# or %)	All Planning Board approved projects are inspected by Planning Board's engineer
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	(%)	All Planning Board approved projects are inspected by Planning Board's engineer
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpd)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	One
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	One
Total number of structures cleaned	(#)	34
Storm drain cleaned	(LF or mi.)	530 LF
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	unknown
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)	One
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	One

Qty. of sand/debris collected by sweeping	(tons)	562
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Lorusso Corp
Cost of sweepings disposal	(\$)	8,430
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	NO

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl	
	% CaCl ₂	
	% MgCl ₂	
	% CMA	
	% Kac	
	% KCl	
	% Sand	
Pre-wetting techniques utilized	(y/n)	YES
Manual control spreaders used	(y/n)	YES
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)	YES
Storage shed(s) in design or under construction	(y/n)	NO