

Municipality/Organization: HOPKINTON

EPA NPDES Permit Number: MAR041124

MassDEP Transmittal Number: W-040816

Annual Report Number & Reporting Period: **Year 11**
April 1, 2013 – March 31, 2014

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2013)

Part I. General Information

Contact Person: JOHN K. WESTERLING

Title: DIRECTOR OF PUBLIC WORKS

Telephone #: 508-497-9740

Email: jwesterling@hopkintonma.gov

Mailing Address: PO Box 209, Hopkinton, MA 01748

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 K. Westerling

Title: Director of Public Works

Date: April 30, 2014

Part II. Self-Assessment

The Town of Hopkinton remains committed to completing all of the Minimum Control Measures. The May 2013 Annual Town Meeting appropriated \$150,000 in the FY14 operating budget to cover the costs of stormwater compliance. The May 2014 Annual Town Meeting will be asked to vote to appropriate \$150,000 for stormwater compliance in FY14.

The Town of Hopkinton also rebuilt or repaired 13 catch basins and rebuilt or repaired 4 culverts.

Hopkinton joined 29 other communities in the Central Massachusetts Regional Stormwater Coalition in 2013 to further its ability to comply with regulations and to better educate its residents.

The Town of Hopkinton completed the 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) (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-1	Annual Hazardous Waste Collection Day	DPW	Hold Haz Waste Day. Advertise through descriptive flyer and media spots. Track number of cars and quantities.	Held 7/7/13 in Hopkinton. Descriptive flyer mailed to all residents. Posted on website and newspaper. Number of cars and type of waste tracked. Completed measurable goals. E-waste collection offered weekly in Hopkinton's Recycling Center.	Sponsor Hopkinton only Collection Day scheduled for July 19, 2014 and continue E-waste recycling.
1-2	Promoting Water Conservation Practices	DPW	Provide conservation kits. PSAs 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 rain barrel program, shower/toilet retro kits, cable tv shows/updates, communication with Conservation Commission and routine inspection/maintenance of water supply system. Finalized SWMI study with funds received from DEP's SWMI grant to implement groundwater recharge regulations.	Continue various programs.
1-3	Issue education stormwater press release	DPW 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 SuAsCo	Distribute and post stormwater flyer in Independent and on website, HCAM-TV.	Completed measurable goals in program year 3	

I-5	Place education information on public access television	DPW HCAM-TV	Obtain "Stormwater" PSAs and air on HCAM-3 OPTV-8 and track.	Received Stormwater PSAs from the SuAsCo Watershed Community Council for distribution and display.	
I-6	Place education information on the Town's website	DPW	Post stormwater info on website and update regularly	DPW website contains information and links on recycling and water conservation.	Continue program.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) (Reliance on non-municipal partners indicated, if any)	Planned Activities
2-1	Public presentations, access to SWMP and Receipt of Comment	DPW	Make final SWMP accessible for public viewing.	Completed program year 1.	
2-2	Public access to Annual Report	DPW	Make Annual Report accessible for public viewing	Annual Report available for review at DPW.	Continue to make Annual Report available at DPW.
2-3	Assist with Local Cleanup Activities	DPW ConCom	Offer assistance with local cleanup activities. Track activities, participants, areas and quantities	Provided recycling containers on Marathon Day and throughout Parks and Recreation properties. Operate Recycling Center on weekly basis to collect recyclables. Operate bulk white metal collection monthly to collect items.	Continue programs
2-4	Circulate Stormwater Traveling Display in community	DPW SuAsCo	Display at various Town locations and track	Completed in program year 4	
2-5	Participate in SuAsCo Summit	DPW SuAsCo		Completed in program year 5	

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) (Reliance on non-municipal partners indicated, if any)	Planned Activities
3-1	Update outfall location map	DPW Planning Board	Outfall verification and identification	Add GIS drainage information to town's website. 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	Continue to identify and add stormwater infrastructure to Town's new GIS website.
3-2	Adopt an Illicit Discharge and Connection Stormwater Ordinance	DPW	Draft ordinance. Approve by Town Meeting. Track enforcement issues	Finalize development of the plan for presentation to Town Meeting	Seek Town Meeting approval at May 15 Town Meeting.
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. The DPW cleared 7 swales this year.	Continue program
3-4	Establish a Formal Septic System Management Program	Board of Health	Permitting system in use. Track number of haulers, installers, C of Cs, failed systems, routine pumping and participants in CSMBLP	All tracking systems are in place and currently in use. Board of Health continued financial assistance to homeowners through Community Septage Management Program	Continue program
3-5	Conduct I/I removal in sewer system	DPW	Gain SRF funding. Conduct study areas of concern, Develop I/I removal plan. Perform I/I removal.	I/I study completed. Leak detection completed. Meter installation includes confirming that no illegal connections are made into system.	Continue program
3-6	Conduct stormdrain stenciling	DPW	Identify areas to be stenciled. Track number of drains stenciled. Press release and runoff reduction tips.	Did not complete measurable goal.	Continue scheduled drain stenciling program and solicit volunteers to complete program.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) (Reliance on non-municipal partners indicated, if any)	Planned Activities
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 a Site Inspection Form, Track frequency of inspections, completion of inspection forms and number of failed BMPs discovered	Completed year 6. Stormwater Management and Erosion Control (SWMEC) Bylaw adopted 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 Webmaster	Establish and advertise hotline. Track number of complaints and remediation	DPW receives calls regarding drainage problems and dispatch personnel to investigate/repair.	Continue program

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) (Reliance on non-municipal partners indicated, if any)	Planned Activities
5-1	Revise the Site Plan Review submissions and procedures	Planning Board	Draft Amendment, hold public hearing, Town Meeting approval.	Completed year 3. Revisions approved at May 2005 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) (Reliance on non-municipal partners indicated, if any)	Planned Activities
6-1	Develop a Formal Training Program for DPW staff.	DPW HR	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	Purchase vacuum truck. Establish quadrants and prioritize. Clean 50% CBs/year	Continue catch basin cleaning.	Continue program
6-3	Develop a structural BMP Maintenance Program	DPW	Inventory and identify maintenance requirements, develop a schedule, track.	DPW to contract with a private contractor for inspection and cleaning of all inventoried structural BMPs	Continue program
6-4	Formalize the Existing Parking Lot and Street Sweeping Program	DPW	Inventory public streets and parking lots and prioritize sweeping activities. Sweep minimum of once/year	All town streets are swept once/year using the Town's two sweepers. The town disposed of 557 tons of street sweepings in 2013.	Continue program
6-5	Implement Stormwater Pollution Prevention Plan	DPW	Finalize SWPPP Schedule Plan implementation, track	SWPPP was completed on the Wood Street DPW facility.	Continue program
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. All fertilization work is conducted by private vendors through the Parks/Recreation Committee – no fertilizing done by DPW staff.	Continue program

Part IV. Summary of Information Collected and Analyzed

GPS identification of storm drains, outfalls and other wetland resource areas. (Designated MS4 Areas) Yes – 99%

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2010 through March 31, 2011)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures **	(\$)	\$150,000
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General Fund

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	No
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	NA
Shoreline cleaned since beginning of permit coverage	(mi.)	NA
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1
▪ community participation	(# or %)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

Regulatory Mechanism Status (indicate with "X")	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
▪ 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

	(Preferred Units)	Response
Outfall mapping complete	(%)	99
Estimated or actual number of outfalls	(#)	605
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	60
Mapping method(s)		
▪ Paper/Mylar	(%)	Yes
▪ CADD	(%)	Yes
▪ GIS	(%)	Yes
Outfalls inspected/screened **	(# or %)	7
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	40
% of population on septic systems	(%)	60

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	2
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	100%
Tickets/Stop work orders issued **	(# or %)	0
Fines collected **	(# and \$)	0
Complaints/concerns received from public **	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	100%
BMP maintenance required through covenants, eserow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	Yes

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
Qty of structures cleaned **	(#)	16 (100% cleaned previous year)
Qty. of storm drain cleaned **	(%, LF or mi.)	7 total
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	1
• Vacuum trucks specified in contracts	(y/n)	No
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vacor **	(%)	

	(Preferred Units)	Response
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 **	(lbs. or tons)	557
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Lorusso Corp
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or In mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	2
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	0
• % Roads swept with rotary brush sweepers **	%	100%
• % Roads swept with vacuum sweepers **	%	0

Reduction (since beginning of permit coverage) in application on public land of:
 ("N/A" = never used; "100%" = elimination)

<ul style="list-style-type: none"> ▪ Fertilizers ▪ Herbicides ▪ Pesticides 	(lbs. or %)
	(lbs. or %)
	(lbs. or %)
Integrated Pest Management (IPM) Practices Implemented	(y/n)

(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand
Pre-wetting techniques utilized **	(y/n or %) Yes
Manual control spreaders used **	(y/n or %) Yes
Zero-velocity spreaders used **	(y/n or %)
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)
% of salt/chemical pile(s) covered in storage shed(s)	(%) 100%
Storage shed(s) in design or under construction	(y/n or #) Yes
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n) Yes

Water Supply Protection

	# or y/n	
Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	