

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

**EPA NPDES Permit Number:** MA 041196

**MassDEP Transmittal Number:** W-045925

**Annual Report Number** Year 15  
**& Reporting Period:** April 1, 2017 – March 31, 2018

## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2018)

### Part I. General Information

**Contact Person:** Timothy J. Olson **Title:** Director of Public Works

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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:** Timothy J. Olson

**Title:** Director of Public Works

**Date:** 4/25/2018

## 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 the measurable goals listed in Part III of this permit.

The Town has continued the process of examining older non-BMP style CBs for repair, complete replacement or retrofit with grease/oil hoods. The Public Works Department (DPW) rebuilt approximately ten CBs that had become degraded over time, limiting their functionality. Ten additional repair/replacements are the goal for the upcoming year.

The Town also replaced a large culvert (Bridge Street Culvert) that was deteriorated the past permit year as part of their ongoing O&M plan on the stormwater system.

All the CBs and outfalls in town are inspected during the annual spring cleaning. There were no signs of contamination caused by illicit connections observed during the inspections. Planned CB and outfall cleaning/inspections for the upcoming Permit Year are currently ongoing and will be completed in the spring.

The Town has a scheduled annual cleanup day every spring. Community groups and volunteers, along with DPW, work to clean areas throughout the Town to improve general cleanliness and water quality in these areas. The Ipswich River Watershed Association typically also performs cleanups of the Ipswich River annually.

A household hazardous waste drop off day for residents, in conjunction with the Town of Wenham, is currently scheduled on September 22, 2018 at the Hamilton DPW. Providing residents a method to properly dispose of hazardous materials, it minimizes the materials from potentially being disposed of improperly (i.e., into the drainage system/waterways).

The Town has GIS mapping of all known outfalls. They are currently working on GPS locating all their remaining stormwater infrastructure (catchbasins, drain manholes, etc.) to include in the GIS mapping. This additional mapping will be complete by the summer of this year.

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 sewer system (MS4), and any obstructions to the natural flow of stormwater into the drainage system.

In an effort to be proactive, the Town has a budget in place for the required items in Year 1 of the new permit.

### 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.1	Public education of stormwater collection systems & illicit connections.	Department of Public Works	Distribute informational flyers.	An educational poster addressing stormwater pollution prevention and construction BMPs is located in the Town Hall.	The educational poster will be displayed at the Town Hall.  Additional educational materials will be reviewed for possible distribution to Town residents.
Revised		ConCom & Planning Board			
1.2	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 and construction BMPs is located in the Town Hall.	The educational poster will be displayed at the Town Hall.  Additional educational materials will be reviewed for possible distribution to Town residents.
Revised		ConCom & Planning Board			
1.3	Private Groups – Identify catch Basins leading to open waters.	Department of Public Works	Stenciling program	An estimated 215 total CBs 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 CBs.
Revised					
1.4	Non-point pollution awareness	Department of Public Works	Make contact with farms, horse farms, golf courses, etc.	The Town Hall has information on Mud & Manure Management that is available to horse farms and/or property owners.  The Town's IDDE Bylaw also regulates any illicit discharges/connections that can cause pollutants to enter the storm drain system.	Continue the availability of the Mud & Manure Management fact sheets.  Continue the enforcement of the IDDE Bylaw.
Revised		ConCom & Planning Board			

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (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 spring. Community groups and volunteers, along with DPW, 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				The Ipswich River Watershed Association typically also performs cleanups of the Ipswich River annually.  A household hazardous waste drop off day for residents, in conjunction with the Town of Wenham, was held on October 28, 2017.	A household hazardous waste drop off day for residents, in conjunction with the Town of Wenham, is currently scheduled on September 22, 2018 at the Hamilton DPW. Providing residents a method to properly dispose of hazardous materials, it minimizes the materials from potentially being disposed of improperly (i.e., into the drainage system/waterways).
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 CBs and outfalls.
Revised				The DPW inspects and monitors the culverts and CBs whenever possible. CBs are also visually inspected during cleaning.  Any notifications of stormwater related issues by residents or community groups are addressed as they are received.	
2.3	Promote stenciling program.	Department of Public Works	Work through local media and educational materials.	An estimated 215 total CBs 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 CBs.

2.4	Education/monitor/assist compliance by commercial/agriculture/livestock interests	Department of Public Works	Make contact with farms, horse farms, golf courses, etc.	The Town Hall has information on Mud & Manure Management that is available to horse farms and/or property owners.	Continue the availability of the Mud & Manure Management fact sheets.
Revised		ConCom & Planning Board		The Town's IDDE Bylaw also regulates any illicit discharges/connections that can cause pollutants to enter the storm drain system.	Continue the enforcement of the IDDE Bylaw.

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (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 Town has GIS mapping of all known outfalls and the majority of other stormwater infrastructure. They are currently working on GPS locating all their remaining stormwater infrastructure (catchbasins, drain manholes, etc.) to include in the GIS mapping. This additional mapping will be complete by the summer of this year.	Finish mapping of remaining stormwater infrastructure and keep outfall mapping up-to-date.
Revised				The locations of sump pump discharges to CBs are inspected during the annual inspections/cleanings of the CBs. 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 visual inspection of all Town CBs is sub-contracted out. No visible signs of contamination caused by illicit discharges were discovered during the inspections.	Continue the yearly cleaning and visual inspections of the Town CBs. The planned cleaning and visual inspections are ongoing and will be fully completed in the spring.
Revised		ConCom & Planning Board		<p>The Town's IDDE Bylaw also regulates any illicit discharges/connections that can cause pollutants to enter the storm drain system.</p> <p>The DPW and police department both continue to monitor for any illegal dumping activities.</p>	<p>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.</p>
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.	The Town has GIS mapping of all known outfalls and the majority of other stormwater infrastructure. They are currently working on GPS locating all their remaining stormwater infrastructure (catchbasins, drain manholes, etc.) to include in the GIS mapping. This additional mapping will be complete by the summer of this year.	Finish mapping of remaining stormwater infrastructure.
Revised				<p>The DPW is aware of all the road side gully locations and informs 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>	<p>Residents will be educated on the importance of the roadside gullies, as needed.</p> <p>Continue to enforce the IDDE Bylaw.</p>

3.4	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 available through the Planning Department and on the Town's website. LID implementation is reviewed on new developments by the Planning Board.</p> <p>All outfalls, culverts and CBs are visually inspected during the annual cleanings. No visible 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>A household hazardous waste drop off day for residents, in conjunction with the Town of Wenham, was held on October 28, 2017.</p> <p>The Town Hall has information on Mud &amp; Manure Management that is available to horse farms and/or property owners.</p>	<p>Continue the availability of the LID handbook, and the LID implementation review on new developments.</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>A household hazardous waste drop off day for residents, in conjunction with the Town of Wenham, is currently scheduled on September 22, 2018 at the Hamilton DPW. Providing residents a method to properly dispose of hazardous materials, it minimizes the materials from potentially being disposed of improperly (i.e., into the drainage system/waterways).</p> <p>Continue to enforce the IDDE Bylaw.</p> <p>Continue the availability of the Mud &amp; Manure Management fact sheets.</p>
Revised		ConCom & Planning Board			
3.5	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>The DPW Director has been trained in IDDE methods/techniques.</p>	<p>Continue educating new employees on the importance of eliminating illicit connections to the storm drain system.</p> <p>Additional training, as required in the new MS4 Permit, will be implemented in the upcoming years.</p>
Revised					

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4.1	Review/update town control measures.	DPW/ ConCom/ Planning Board	Review and update all in house documents and regulations concerning construction site runoff.	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/ ConCom/ Planning Board	Hand out literature and examples at time of permit.	A LID Handbook was developed to help mitigate future water quality deterioration. The handbook is available through the Planning Department and on the Town's website. LID implementation is reviewed on new developments by the Planning Board.  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.	Continue the availability of the LID handbook, and the LID implementation review on new developments.  Continue to enforce the regulations on pre- and post-construction erosion control established in the Stormwater Management Bylaw.
Revised					
4.3	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.
Revised					



4.4	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. The handbook is available through the Planning Department and on the Town's website. LID implementation is reviewed on new developments by the Planning Board.	Continue the availability of the LID handbook, and the LID implementation review on new developments.
Revised		ConCom & Planning Board		<p>The Town Hall has information on Mud &amp; Manure Management that is available to Horse Farms and/or Owners.</p> <p>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.</p> <p>An educational poster addressing stormwater pollution prevention and construction BMPs is located at the Town Hall.</p>	<p>Continue the availability of the Mud &amp; Manure Management fact sheets and provide the Fact Sheets to any new horse farms.</p> <p>Continue to enforce the regulations on pre- and post-construction erosion control established in the Stormwater Management Bylaw.</p> <p>The educational poster will be displayed at the Town Hall.</p>

## 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5.1	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, ConCom & Planning Board.	Continue to enforce the regulations on pre- and post-construction erosion control established in the Stormwater Management Bylaw.
Revised		ConCom & Planning Board			

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. The handbook is available through the Planning Department and on the Town's website. LID implementation is reviewed on new developments by the Planning Board.	Continue the availability of the LID handbook, and the LID implementation review on new developments.
Revised		ConCom & Planning Board		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.	Continue to enforce the regulations on pre- and post-construction erosion control established in the Stormwater Management Bylaw.
5.3	Work area stabilization.	Department of Public Works	Require silt barriers around or over all CBs.	Silt barriers continue to be required around and over all CBs in the area of construction projects.	Continue requiring slit barriers around and over all CBs during construction projects.
Revised		ConCom & Planning Board			
5.4	Assure current requirements meet State/Federal standards.	Department of Public Works	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.
Revised		Planning Board			

## 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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6.1	Maintain drain pipes.	Department of Public Works	Continue installing grease/oil hoods.	The DPW continued the process of examining older non-BMP style CBs for either complete replacement or retrofit with grease/oil hoods.	The DPW has a budget for stormwater items including repairs to existing structures and possible replacements/retrofits for the upcoming Permit Year.
Revised					

6.2	CB cleaning.	Department of Public Works	Clean CBs in areas of high silt build up in sump pumps.	Annual cleanings of all CBs occur every Spring and are sub-contracted out by the Town.	Continue cleaning all CBs annually. Annual cleanings will be performed in the Spring.
Revised					
6.3	Clean sand & debris build up along paved shoulders.	Department of Public Works	Conduct street cleaning once-a-year.	Annual sweeping of Town streets and parking lots occur every Spring and are sub-contracted out by the Town.	Continue sweeping all Town streets and parking lots annually. Annual street sweeping will be performed in the Spring.
Revised					
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 to allow proper flow of stormwater along the road shoulders.	Continue the Road Shoulder Improvement Program and remove debris/vegetation as needed.
Revised					

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

### 7a. Additions

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### 7b. WLA Assessment

The town will also continue to comply with current and future requirements related to the pathogen TMDL for the North Coastal Watershed. BMPs 1.1, 1.2, 1.3, 1.4, 2.4, 3.4, and 3.5 should help in meeting this TMDL.

## Part IV. Summary of Information Collected and Analyzed

The Town has GIS mapping of all known outfalls. They are currently working on GPS locating all their remaining stormwater infrastructure (catchbasins, drain manholes, etc.) to include in the GIS mapping. This additional mapping will be complete by the summer of this year.

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.