

Year 1 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name:

Title:

Street Address Line 1:

Street Address Line 2:

City:

State:

Zip Code:

Email:

Phone Number:

Fax Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)

Bacteria/Pathogens
 Chloride
 Nitrogen
 Phosphorus
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

In State:

Assabet River Phosphorus
 Bacteria and Pathogen
 Cape Cod Nitrogen
 Charles River Watershed Phosphorus
 Lake and Pond Phosphorus

Out of State:

Bacteria/Pathogens
 Metals
 Nitrogen
 Phosphorus

Clear Impairments and TMDLs

*Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.*

Year 1 Requirements

- Develop and begin public education and outreach program
- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 - The SSO inventory is attached to the email submission
 - The SSO inventory can be found at the following website:

N/A- Town of Hamilton does not have any sewers
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- IDDE ordinance complete
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - The priority ranking of outfalls/interconnections is attached to the email submission
 - The priority ranking of outfalls/interconnections can be found at the following website:
- Construction/ Erosion and Sediment Control (ESC) ordinance complete
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review
- Keep a log of catch basins cleaned or inspected
- Complete inspection of all stormwater treatment structures

Annual Requirements

- Annual opportunity for public participation in review and implementation of SWMP
- Comply with State Public Notice requirements
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- All curbed roadways have been swept a minimum of one time per year

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

The Town of Hamilton does not have a sewer system, therefore SSO's are not applicable.

The Town has a detailed template that they are modifying to meet their needs for site inspections, enforcement of sediment and erosion control measures and site plan reviews.

The Town had bidding/procurement issues for catch basin cleaning contractors that prevented them from awarding the work. They're in the process of rebidding to perform the work this fiscal year.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes No

If yes, describe below, including any relevant impairments or TMDLs:

Changes have been made to the list of receiving waters and outfalls as additional data has been collected regarding outfall ownership, outfall discharge location, and drainage system configuration as part of a comprehensive drainage mapping effort. No new applicable impairments or TMDLs have been identified as part of this effort. The list of outfalls, receiving waters, and impairments included in the Town's Stormwater Management Plan reflects these changes.

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed during the reporting period:

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP:Display/Posters Kiosks

Message Description and Distribution Method:

The Town continued to increase general public-knowledge of the impact of stormwater discharge to water bodies within the community and identified the pollutants the public can reduce in stormwater runoff.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Supplied Town offices/library/schools with displays and/or posters. Track number of posters/displays utilized. This message was displayed on the Town website on their Stormwater page.

Message Date(s):

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP:Brochures/ Pamphlets

Message Description and Distribution Method:

Continued to educate Contractors on the Town's stormwater erosion and sediment control requirements.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Track the number of industrial facilities reached.

Message Date(s): FY19

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

The Town only has one industrial property, which is Verizon. Message was posted to Town's website referencing dumpster best practices to better line up with potential issues at this facility. The town was unable to contact the facility directly since the facility is unnamed and there is no employee contact.

BMP:Stormwater Link on Website

Message Description and Distribution Method:

Updated Town's website to include Stormwater specific material, such as public education posters and the Stormwater Management Plan.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations/ Town Manager

Measurable Goal(s):

Track the interaction on the Stormwater site, 52 views.

Message Date(s): FY19

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

This was an additional effort from the Town to display public outreach items and make other documents available like the SWMP. All new MS4 related items (SWMP, public education, etc.) were posted to the Town's DPW website under a "Stormwater" tab. The Town is working with their IT department to better track the amount of views per page.

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

The Town of Hamilton posted the Stormwater Management Plan (SWMP) on their Department of Public

Works page and it is available at Town Hall for public review.

Was this opportunity different than what was proposed in your NOI? Yes No

Describe any other public involvement or participation opportunities conducted during the reporting period:

The Town of Hamilton assists their Garden Club in bi-annual clean up of both trash and yard waste. The Hamilton DPW picks up and disposes of 6-12 bags at each clean up event.

Hamilton participates in a Hazardous waste drop off day with the Town of Wenham, where residents can drop off waste. This year there was a total of 15 full car loads and 33 half car loads that participated in the event. Some of the items collected were consolidated solvents, mixed aerosols, pesticide liquids in consumer packaging, and pesticide solids in consumer packaging.

Hamilton holds an Electronic Waste Collection Day on a monthly basis allowing residents to dispose of electronic waste.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified:

Number of SSOs removed:

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period (phase I map due in year 2):

The Town has been working to develop a comprehensive map of the drainage system, including outfalls, pipes, manholes, catch basins, municipally owned stormwater treatment structures, and impaired water bodies. Catchment areas have been delineated. Drainage infrastructure has been designated in the Town's GIS. The drainage map will be continuously updated as investigations are performed during the permit term. The Town will be working to map the remainder of their open channel conveyances, and any interconnections during Permit Year 2. All existing mapping is accordance with the 2016 MS4 Permit's accuracy guidelines.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.

- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

N/A

Below, report on the number of outfalls/interconnections screened during this reporting period.

Number of outfalls screened: N/A

Below, report on the percent of total outfalls/ interconnections screened to date.

Percent of total outfalls screened: N/A

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

N/A

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period: N/A

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated: N/A

Optional: Provide any additional information for clarity regarding the catchment investigations below:

N/A

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

N/A

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.

Total number of illicit discharges identified:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

Employee Training

Describe the frequency and type of employee training conducted during the reporting period:

Employee training was conducted on June 18, 2019. The Town of Hamilton plans to train their DPW employees annually. There were 6 attendees.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The Town is aware of this requirement but has not started the process.

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

The Town is aware of this requirement but has not started the process.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town is aware of this requirement but has not started the process.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Town is aware of this requirement but has not started the process.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The Town is aware of this requirement but has not started the process.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

Please see additional notes section.

[Empty text box]

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

N/A

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected: 836

Number of catch basins cleaned: 836

Total volume or mass of material removed from all catch basins: 680 CY

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins: 836

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

N/A

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

All streets are swept a minimum of once per year.

Report on street sweeping completed during the reporting period using one of the three metrics below.

Number of miles cleaned: 44

Volume of material removed: [UNITS]

Weight of material removed: [UNITS]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

The Town sweeps all paved roadways, curbed or uncurbed, once per year.

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

The Town of Hamilton has established written procedures that can be found in Appendix I of their SWMP.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The Town is aware of this requirement but has not started the process.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

The Town is aware of this requirement but has not started the process.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The Town is aware of this requirement but has not started the process.

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

N/A

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

The Town is aware of this requirement but has not started the process.

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

N/A

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

The Town had an issue with bidding/procurement for a contractor to perform CB cleanings. They are in the process of rebidding the work with sump and invert measurement provisions to begin tracking percent full.

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

Provide any additional details on activities planned for permit year 2 below:

The Town plans the following activities for year 2 of the permit:
 BMP: Provide brochures/pamphlets to educate Contractors on stormwater erosion and sediment control

requirements.

BMP: Web Page - Update Town's web site to include vehicle maintenance, fertilizer use, parking lot sweeping, ice removal optimization, and waste/material storage for local businesses.

BMP: Update GIS Drainage Map as needed

BMP: Implement IDDE Program including starting the dry-weather stormwater outfall sampling.

BMP: As-built Plans for On-Site Stormwater Control - review existing regulations to ensure as-built plan submittal requirements are included.

BMP: Review regulations to Ensure the Requirements of the MA Stormwater Handbook are met

BMP: O&M Procedures for municipal activities and facilities that could effect MS4

BMP: Inventory all Permittee-Owned Property

BMP: Create O&M for stormwater infrastructure

BMP: Develop a Stormwater Pollution Prevention Plan (SWPPP) for required municipal facilities

BMP: Develop a Catch Basin Cleaning Optimization Plan

Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) 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, I certify that 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.

Name: Title:

Signature: Digitally signed by Timothy J. Olson
DN: cn=Timothy J. Olson, o=Town of Hamilton, ou=DPW,
email=tolson@hamiltonma.gov, c=US
Date: 2019.09.27 11:16:28 -0400 Date:

[Signatory may be a duly authorized representative]