



Mayor Michael J. Sullivan
City of Holyoke

William D. Fuqua, Superintendent
Department of Public Works

November 5, 2008

Ms. Ann Herrick - CIP
U.S. Environmental Protection Agency – Region 1
One Congress Street
Suite 1100
Boston, Ma. 02114-2030

P
11/17/08

Dear Mr. Civian,

Enclosed please find the Final Annual Report for Permit Year 5 of the City of Holyoke's General Permit for Municipal Separate Storm Sewer System.

If you have any questions please feel free to contact me at 413-322-5645.

Sincerely,

Matthew Sokop, P.E.
City Engineer
City of Holyoke

Municipality/Organization: City of Holyoke

EPA NPDES Permit Number: MAR 041011

MaDEP Transmittal Number: W-036404

**Annual Report Number
& Reporting Period:** No. 5: May 07-May 08

NPDES PII Small MS4 General Permit Annual Report

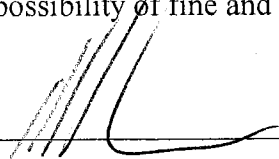
Part I. General Information

Contact Person: William D. Fuqua **Title:** General Superintendent

Telephone #: (413) 322-5645 **Email:** fuquaw@ci.holyoke.ma.us

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: Michael J. Sullivan

Title: Mayor

Date: 11-3-08

Part II. Self-Assessment

Responsibilities for some tasks under this permit have been assigned to a contract vendor, Aquarion Operations (AOS), under contract with the City as of October 2005. As such, the “Responsible Department/Person Name” has been updated for all tasks that have been completed by AOS in Permit Years 4 and 5.

A new BMP was added this year to provide a mechanism to report on a community cleanup: HOL-PP-3 provides information on the Holyoke Clean Sweep program.

The City and AOS have completed the required self-assessment and have determined that Holyoke is in compliance with permit conditions except the following provisions:

HOL-MGH-2b – Offer Plan & Training was not completed during Permit Year 1 as initially proposed. It has been changed and will consist of an update to the wastewater treatment facility’s Stormwater Pollution Prevention Plan required under the 2008 Multi-Sector General Permit for Stormwater Discharges from Industrial Activities.

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 5 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PE-1 Revised	Stream BMP Letter	Conservation / A. Zoeller	Mail letters to abutters	Sixty (60) letters were mailed to abutters of two (2) streams (Green Brook and Tannery Brook)	
HOL-PE-1a Revised	Stream BMP Pamphlet	Conservation / A. Zoeller	Distribute 200 Pamphlets	The pamphlets that were designed during Permit Year 4 were distributed. Approximately 100 pamphlets were distributed to	
HOL-PE-2a Revised	Snow Handling Policy	Conservation / A. Zoeller	Policy Developed	No Action Required. This BMP was completed in Permit Year 1.	
HOL-PE-2b Revised	Snow Handling Press Release	Conservation / A. Zoeller	Distribute to 10 Outlets	The press release was updated and re-issued on 12/19/2007.	
HOL-PE-3 Revised	Web Site	DPW / W. Fuqua	Update Web Site	No Action Required. This BMP was completed in Permit Year 4.	
HOL-PE-4 Revised	Recycling Brochure	DPW / W. Fuqua	Distribute 5000 Brochures	All 5000 brochures, including calendars, were distributed. The brochures were either direct mailed or displayed at City Hall.	
HOL-PE-5 Revised	Hazardous Waste Collection	DPW / W. Fuqua	One collection day/year	Two collection days were held: October 6, 2007 and June 7, 2008. Public notices announcing these dates were advertised in the Holyoke Sun and the Springfield Republican newspapers. It is estimated that the cost to the City was \$6,000-\$7,000.	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PE-6	Bilingual Stormwater Brochure	DPW / W. Fuqua	Distribute 5000 Brochures	Three poster PSAs were translated into Spanish and displayed at Mt. Tom Science Day August 25, 2007. Topics included reducing fertilizer use, picking up pet waste, and picking up cigarette butts.	
Revised					
HOL-PE-7	Participation in Connecticut River Stormwater Subcommittee	DPW/M. Sokop	Contribute to group and attend 50% of meetings	The City continues to participate in the Connecticut River Stormwater Subcommittee. The City representative attended over 50% of the meetings.	
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PP-1a	Storm Drain Stenciling Development	DPW / W. Fuqua	Develop program – Year 1	No Action Required. This BMP was completed in Permit Year 1 by the City and updated in Permit Year 4 by AOS.	
Revised					
HOL-PP-1b	Storm Drain Stenciling	AOS/ R. Jagelavicius	Work with one not-for-profit group	Stencils were applied to approximately 20 catchbasins on Leary Drive and Little Avenue. AOS assisted approximately 30 volunteers associated with Boys and Girls Club of Holyoke in conducting stenciling.	Leary Drive and Little Ave are streets within a housing complex. This location was chosen to assure the safety of the under aged volunteers.
Revised PY4					
HOL-PP-1c	Storm Drain Stenciling Maintenance		Deleted	No Action Required. This BMP was deleted in Permit Year 4.	
Revised PY4					
HOL-PP-2	Stormwater Public Meeting	Conservation/ A. Zoeller	Host two meetings annually	No information was available regarding this BMP at the time this annual report was prepared.	
Revised					
HOL-PP-3	Holyoke Clean Up	AOS/ R. Jagelavicius	Coordinate one clean up annually	117 volunteers participated in the Holyoke Clean Sweep April 20 through April 23, 2008. The volunteers removed litter and debris from area streets, parks and river banks. The DPW collected and disposed of the items removed.	This is a new BMP for Permit year 5.
Revised PY5					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-IDD-1a Revised	Storm Drain Mapping	DPW / W. Fuqua	Develop map – Year 1	No Action Required. This BMP was completed in Permit Year 1 by the City	
HOL-IDD-1b Revised	Outfall Inspections	AOS/ R. Jagelavicius	Inspect 20% outfalls annually	Outfall inspections of the canals occurred when the canals were drained on September 19, 20, and 21. A total of 93 outfalls were inspected using a handheld electronic data collection program. Six of the outfalls were large municipal outfalls, the remaining outfalls were privately owned (such as foundation drains).	The City GIS Map shows approximately 100 municipal outfalls, so this represents 6% of the municipal outfalls inspected. However, on a watershed basis, the area inspected covers approximately 20 percent of the urbanized area that will require inspection.
HOL-IDD-1c Revised	Stormwater Ordinance Revision	AOS/ R. Jagelavicius and DPW/W. Fuqua	Ordinance Reviewed	The ordinance was reviewed by the City in Permit Year 2 and by AOS in Permit Year 5. Section 6.5 – Performance Standards of the City's Zoning Ordinance was reviewed and identified to have language that fulfills the intent of the illicit discharge prohibition requirement. Minor adjustments to the language may be made in the next permit cycle.	
HOL-IDD-1d Revised	Detection Plan	AOS/ R. Jagelavicius	Plan Completed	AOS began conducting dry weather inspections during Permit Year 5.	
HOL-IDD-1e Revised	Elimination of Illicit Connections	AOS/ R. Jagelavicius	Eliminate 50% of Connections	No illicit connections were identified during the outfall inspections conducted, therefore none were required to be eliminated.	

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-CSRC-1	Erosion Control Ordinance	DPW / W. Fuqua		No Action Required. This BMP was completed in Permit Year 2 by the City.	
Revised					
HOL-CSRC-2a	Inspection Plan	DPW / W. Fuqua		The City Engineer and Conservation Commission Director inspect sites during construction for sediment and erosion control issues. Sites within the Resource Protection area are reviewed by the Conservation Commission Director; sites outside the Resource Protection area are reviewed by the City Engineer. Any sites requiring maintenance or adjustment of sediment or erosion control structures receive a letter documenting the issue, and requesting the issue be corrected.	
Revised					
HOL-CSRC-2b	Site Inspections	DPW / W. Fuqua		During Permit Year 5, one letter was sent out documenting sediment or erosion control issues.	
Revised					

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 5 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-PCRC-1a Revised	Basin Inventory	Conservation / A. Zoeller	Inventory All Existing Basins	No Action Required. This BMP was completed in Permit Year 1 by the City.	
HOL-PCRC-1b Revised	Annual Inspections	Conservation / A. Zoeller	Inspect 50% of Basins/yr.	Fifty percent of the basins were inspected during the summer of 2007 by the Conservation Commission.	
HOL-PCRC-1c Revised	Basin Inventory Follow-up	Conservation / A. Zoeller	Letters to Non-Compliant Owners	Of the forty (40) basins inspected, three (3) needed some form of maintenance or repair. Letters were mailed to all owners identifying the items needing attention	
HOL-PCRC-2 Revised	Stormwater Ordinance	DPW / W. Fuqua		The City has reviewed the existing content of the Zoning Ordinance that relates to stormwater and has determined that their current program fulfills the intent of the ordinance requirement of the General Permit. However, the City is evaluating the potential to develop a Low Impact Development Ordinance.	

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 5 (Reliance on non-municipal partners indicated, if any)	Comments
HOL-MGH-1	Storm Drain Mapping	DPW / W. Fuqua	Develop Map – Year 1	No Action Required. This BMP was completed during Permit Year 1.	
Revised					
HOL-MGH-2a	Emergency Plans	DPW / W. Fuqua	Revise Plan & Train	The Plans were updated by the City during Permit Year 1 and training was on-going. Additional updates are planned by AOS during the next permit cycle.	
Revised					
HOL-MGH-2b	Pollution Prevention Plan	DPW / W. Fuqua	Offer Plan & Training	The SWPPP for the wastewater treatment plant will be updated during the next permit cycle based on the 2008 MSGP.	
Revised PY 5					
HOL-MGH-3a	Catch Basin Cleaning Program	AOS/ R. Jagelavicius	Develop Plan	No Action Required. This BMP was completed during Permit Year 1.	
Revised					
HOL-MGH-3b	Catch Basin Cleaning Program	AOS/ R. Jagelavicius	Clean All Basins	An average of 90 to 120 catchbasins were cleaned each month during Permit Year 5. A total of 41.4 tons of material was removed from the catchbasins and disposed of at Granby Landfill.	
Revised					

HOL-MGH-4a	Street Sweeping Program	AOS/ R. Jagelavicius	Develop Plan	No Action Required. This BMP was completed during Permit Year 1.	
Revised					
HOL-MGH-4b	Street Sweeping Program	AOS/ R. Jagelavicius	Sweep All Streets	All streets were swept at least once during Permit Year 5. 1,173 tons of material was removed from the streets and disposed of at the Granby Landfill.	
Revised					
HOL-MGH-5	Illegal Dumping Ordinance	DPW / W. Fuqua	Review/Revise Ordinance	No Action Required. This BMP was completed during Permit Year 3.	
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *This requirement is not applicable because no waters within Holyoke have TMDLs that specify Waste Load Allocations for stormwater.*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Comments
Revised					
Revised					
Revised					
Revised					

Part IV. Summary of Information Collected and Analyzed

Information collected was described in Part III of this Annual Report.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	Y
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Y
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	2
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

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	(%)	
Estimated or actual number of outfalls	(#)	100
System-Wide mapping complete	(%)	100% Draft
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	93 (6 municipal, representing approximately 20% of the urbanized area)
Illicit discharges identified	(#)	0

Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Number of construction starts (>1-acre)	(#)	4
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	25% (1 of 4)
Fines collected	(# and \$)	\$0
Complaints/concerns received from public	(#)	Not available

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	Not available
Site inspections completed	(# or %)	Not available
Estimated volume of stormwater recharged	(gpy)	Not available

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	90-120 per month
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	500 Tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill
Cost of screenings disposal	(\$)	
Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	1,170 Tons

Operations and Maintenance (cont'd)

Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	landfill
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	
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)	
Manual control spreaders used	(y/n)	
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)	
Storage shed(s) in design or under construction	(y/n)	