



MAY 7 2009

TOWN OF HOPKINTON
DEPARTMENT OF PUBLIC WORKS
P.O. Box 209
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Hopkinton, Massachusetts 01748
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May 1, 2009

Ann Herrick - CIP
U.S. Environmental Protection Agency - Region 1
1 Congress Street, Suite 1100
Boston, MA 02114-2023

Subject: Hopkinton MS4 Annual Report for May 2009

Dear Ms. Herrick:

Transmitted under this cover is the May 2009 Annual Report. The Town has provided for funds to initiate renewing the upcoming Notice of Intent and will continue to advance the program.

Very truly yours,

J.T. Gaucher, P.E., Director
Department of Public Works

Attachment

Cc: Clayton Carlisle, Interim Town Manager

Municipality/Organization: HOPKINTON

EPA NPDES Permit Number: MAR041124

MaDEP Transmittal Number: W-040816

**Annual Report Number
& Reporting Period:** No. 6: April 08 - March 09

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: J.T. Gaucher, P.E. Title: Director Public Works

Telephone #: 508-497-9740 Email: jtgaucher@hopkintondpw.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: Clayton Carlisle

Title: Interim Town Manager

Date: 5-1-09

Part II. Self-Assessment

The Town of Hopkinton has completed the required self-assessment and has determined that our municipality is in compliance with all applicable conditions, except for the following provision:

The Town of Hopkinton has received DEP approval of its Comprehensive Wastewater Management Plan, the potential of groundwater recharge with treated wastewater effluent to help mitigate the stressed basin, and SRF Funding, the Fruit Street Wastewater Treatment Plant Design has received DEP approval.

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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 6/07/08 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.	Sponsor Hopkinton only Collection Day scheduled for September 2009
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. Continued the Rain Barrel Water Conservation Program to the residents of Hopkinton.	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	Complete 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.	Complete 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 6.	Continue program.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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.	Announce assistance with local cleanups and improve tracking of activities. Provided recycling containers on Earth Day 4/22/08.	Developed Community Fun Clean Up Program with local groups at various locations within the town.
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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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 located within the Designated MS4 Areas. An estimated 250 stormwater outfalls were inspected and located within the Towns regulated areas.	Continue GPS locating effort and add information to GIS mapping of the storm drainage facilities, such as piping system between structures. Continue the mapping of outfalls 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 Spring "09".
3-3	Implement an Illicit Discharge Detection and Elimination Plan	DPW	Develop the Illicit Discharge Detection Elimination Plan	An estimated 250 stormwater outfalls were inspected and located within the Towns regulated areas	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.	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.	Metering program and flow isolation work for the time period of April 2008 through March 2009 included flow meeting at 12 locations and flow isolation of 17,000 linear ft of pipe. I/I analysis was performed as per the DEP's 1993/I/I SSES Guidance Document with a final report submitted to DEP.	Continue program.
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	Use Volunteers to Stencil Drains			No volunteers	

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
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.	Initiate inspections as per Stormwater Management and Erosion Control Bylaw and Stormwater Regulations
4-3	Develop and Implement a Citizen Complaint Hotline	DPW Web Master	Establish & advertise hotline. Track # of complaints and remediation	Establish & advertise hotline. DPW office tracks # of complaints and remediation.	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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
5-1	Revise the Site Plan Review Submission Requirements and Procedures	Planning Board	Draft Amendment, hold public hearing, Town Meeting approval, adopt	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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
6-1	Develop a Formal Training Program for DPW Staff	DPW Human Resources	Develop manual and conduct training, track. Repeat every 2 years.	Initiate development of manual and begin training.	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 195 catch basins from April 08 to March 09 using Vacuum truck	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.	Due to lack of staff and funding a priority to streets with CB's discharging to Lake Maspenock, Whitehall Reservoir and Hopkinton Reservoir was established by the DPW.	Continue program.
6-5	Implement Stormwater Pollution Prevention Plan	DPW	Finalize SWPPP. Schedule Plan implementation, track	SWPPP has been 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 has been established for parks and cemeteries.	Continue scheduled measurable goals.

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)		95%

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	NO
Annual program budget/expenditures	(\$)	\$0

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)	YES
Community Fun Clean Up Group established	(y/n or mi.)	YES
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> ▪ days sponsored ▪ community participation ▪ material collected /Household Hazardous Waste 	(#)	One
	(#)	424 Households
	(tons and gal)	5.92 tons and 1883 gals
School curricula implemented	(y/n)	YES

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		(%)		95%
Estimated or actual number of outfalls		(#)		605
System-Wide mapping complete		(%)		70%
Mapping method(s)				
▪ Paper/Mylar		(%)		YES
▪ CADD		(%)		YES
▪ GIS		(%)		YES
Outfalls inspected		(# or %)		250
Illicit discharges identified				1
Illicit connections removed				1
% 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	(%)	
Site inspections completed	(# or %)	
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	(%)	
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	(#)	195
Storm drain cleaned	(LF or mi.)	1200 LF
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	915 Tons
Disposal or use of screenings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Beneficial use
Cost of screenings disposal	(\$)	13,720.00

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)	
Disposal of screenings (landfill, POTW, compost, beneficial use, etc.)	(location)	Beneficial use
Cost of screenings disposal	(\$)	

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	
	% K _{ac}	
	% 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)	