

Municipality/Organization: Town of Hingham, MA

EPA NPDES Permit Number: MAR041038

MADEP Transmittal Number: W-041003

Annual Report Number

& Reporting Period: No. 11: May 1, 2013 -April 30, 2014

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Randy Sylvester

Title: DPW Superintendent

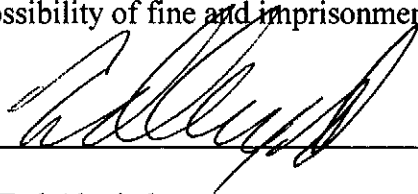
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Certification:

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.

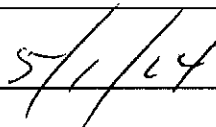
Signature:



Printed Name: Ted Alexiades

Title: Town Administrator

Date:



Part II. Self-Assessment

The Town of Hingham has completed the required self-assessment of the annual compliance review for the Phase II Stormwater Program. In accordance with the NPDES Phase II Stormwater requirements, the following topics were evaluated for the completion of the Annual Report:

1. Compliance with the Phase II Permit Conditions
2. Appropriateness of the Selected BMPs
3. Progress Towards Achieving the Program's Measurable Goals
4. Results of Any Information that has been Collected and Analyzed
5. Activities for the Next Reporting Cycle
6. Changes in Identified BMPs or Measurable Goals

The Town has determined that our municipality is in compliance with all permit conditions.

The Town would like to note the following additional activities and progress during the Year 11 reporting period:

- All DPW operations (with the exception of the Recycling and Trash Transfer Facility) are now located at the new DPW facility at 25 Bare Cove Road.
- The Town was awarded a grant for a GZA study for Walton Cove in Hingham Harbor.
 - This grant is for a feasibility and preliminary design project to address stormwater pollutants.
 - Sediment – although whatever is ultimately installed will likely address other potential stormwater pollutants.
 - Final design, permitting and construction will come in the next phase.
- The Town began work on the Hingham Climate Change Vulnerability, Risk Assessment and Adaptation Study (\$44,461).
 - The Town will identify infrastructure and facilities vulnerable to sea level rise and climate change.
 - The goal of the project is to assess levels of impact in vulnerable areas, develop recommended strategies to manage existing infrastructure, and natural resources and plan for future adaptation.
- Several cleanups were conducted in Town during the permit year:
 - ~20 volunteers performed a wetlands cleanup in the vicinity of Triphammer Pond
 - Two (2) volunteers performed cleanup activities at Foundry Pond.
 - Trash and other debris were removed from the area and the program was funded through the Bottle & Can program.
 - Ten (10) volunteers from a local church group performed a beach cleanup.

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 11	Planned Activities – Next Permit Term
1A	Distribute Brochures and Fact Sheets to Businesses & Residents	Department of Public Works (DPW)	Copies of materials.	Stormwater educational materials were made available to the public at the Town Hall and Town Public Library. The Conservation Commission maintained the stormwater display at the Town Hall.	Continue to discuss the Phase II Program at Town Department coordination meetings.
Revised				The Phase II program was discussed at Town Department coordination meetings on a quarterly basis.	Continue to make copies of handouts and brochures available at public facilities and track the number distributed. Maintain the stormwater display at public places and consider updating the content/messages.
1B	Send Out Stormwater Press Releases	DPW	Copies of articles.	A flyer was mailed to all residents advertising the 2013 Household Hazardous Waste Collection (HHWC) Day on May 18, 2013 ¹ .	Submit one press release in the Fall and one in the Spring to highlight the ongoing stormwater activities led by the Town and others and to promote the stormwater hotline.
Revised				Copies of the stormwater video “Reigning in the Storm” were made available for borrowing through the Public Library.	Additional HHWC press releases are scheduled to be completed in May 2014 for the upcoming event.
				The stormwater hotline was published in the newspaper, flyers, and on the Town website.	
1C	Develop Stormwater Section of Town Website	DPW and Town Website Manager(s)	Measure number of hits annually.	Tips for pollution prevention, the stormwater hotline and a link to a US EPA stormwater web page were posted on the DPW web page.	Update and expand Town website as the Phase II program changes and additional information becomes available.
Revised				The web page is periodically updated with new messages.	Ensure links to USEPA and other agencies and groups are maintained and updated.
¹ The collection event is also advertised at the Hingham Transfer Station with flyers, in newspaper publications, on the DPW section of the Town website and through local cable broadcasts. The information outlines proper practices for disposal of wastes to help prevent dumping.					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
1D	Create a Stormwater Educational Display	Conservation Commission	Track quantity of take home materials taken quarterly.	The educational display was maintained at the Conservation Commission office in Town Hall.	Continue to exhibit and update stormwater display materials at public facilities and track quantities of take home material distributed.
Revised				No handouts were taken by residents in Permit Year 11. A public forum on stormwater was held for the public on April 23, 2014. The Conservation Committee attended and presented at this meeting.	Evaluate ways to improve public interest and exposure to materials, such as adding display locations.
1E	Develop and Broadcast Stormwater Presentation on Local Cable Network	DPW and Town Officials	Cable TV tapes of presentations. Show annually during permit term.	The household hazardous waste collection days were broadcast weekly on cable prior to the event and on the Town website.	Continue to broadcast the stormwater videos, appropriate stormwater-related Selectmen's meetings, announcements events and other stormwater-related advertisements.
Revised	Broadcast the Progress of the Phase II Program w/ Selectmen Meetings		Use of EPA video & broadcast of Town Selectmen Meetings	Beginning in February 2011, DPW began running stormwater educational tips on the local cable network. The topic was changed several times throughout the year.	
1F	Establish a Program for Free Stormwater Video Rentals	DPW and Planning Board	Track video rentals annually.	Two copies of the EPA video "After the Storm" and a copy of "Reigning in the Storm" were advertised on the Town website and made available at the Town public library for rental; the video "Reigning in the Storm" was rented 12 times.	Continue to offer the videos "After the Storm" and "Reigning in the Storm" at the Town public library for loan.
Revised					Continue to advertise the video's availability on the Town website and cable channel. Coordinate with the elementary schools to promote the use of the videos in their curriculum.

1a. Additions – None at this time

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
2A	Establish a Stormwater Telephone Hotline	DPW and Town Website Manager(s)	Record number of phone calls to hotline, copies of advertisements.	The hotline number is provided on the Town website. One (1) call was received during the Permit Year. A resident was depositing yard waste into a catch basin (3/24/14). The resident has since been informed that this is not an acceptable practice.	Calls will continue to be tracked with records of follow-up actions.
Revised		Local Emergency Planner		Stormwater-related calls are made to the Fire Department and DPW.	Explore ways to further promote the stormwater hotline.
2B	Mark Storm Drains with Buttons or Stencils	DPW and Volunteers	50% of storm drains marked by Year 5 with door hangers placed in associated neighborhoods.	Volunteers and DPW staff will continue with this task during the 2014 fiscal year.	Continue to work with volunteers to mark additional storm drains in Town.
Revised		Conservation Commission	Downtown area marked		
2C	Develop and Implement a Native Tree/Shrub Planting Program	DPW, Conservation Commission, and Volunteers	Record the number, location, and kind of tree or shrub planted.	The Town of Hingham continued its tree/shrub replanting program as funds were available. The ongoing Train Track Cap program restored trees and landscaping with ~25 volunteers during the Summer 2013. Approximately 90 trees and shrubs were planted.	Continue existing practices for tree/shrub replacement as budget allows. Solicit volunteers to participate in future planting programs for stormwater and environmental restoration projects.
Revised					

2a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
2D	Perform Wetland and Waterbody Cleanups	DPW, Conservation Commission, and Volunteers	Track areas cleaned within the Town, amount of debris removed	~20 volunteers performed a wetlands cleanup in the vicinity of Triphammer Pond and two (2) volunteers performed cleanup activities at Foundry Pond. Trash and other debris were removed from the area and the program was funded through the Bottle & Can program. 10 volunteers from a local church group performed a beach cleanup in Permit Year 11.	Continue to coordinate volunteers and work with partnering organizations to perform cleanup activities.
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
3A	Hold Annual Household Hazardous Waste Collections	DPW	Document quantity of wastes collected annually.	The Town of Hingham participates in regional collections as part of the South Shore Recycling Cooperative. A collection event was held on May 18, 2013. A total of 259 cars were recorded for the event and approximately 13,369 lbs were collected. DPW continued its mercury thermometer exchange program.	Continue participation in the South Shore Recycling Cooperative. The annual collection event is scheduled for May 17, 2014. Evaluate ways to further promote the annual event.
Revised					
3B	Develop Primary Town Storm Drain System Map	DPW	70% of system mapped on GIS.	70% of the drainage system was mapped on GIS in Permit Year 1. The Town continued to use a GPS unit to collect data for the storm drain network during catch basin cleaning activities. System mapping is approximately 95% complete.	Continue to map the storm drain network in the field using a GPS and evaluate the most effective method for updating the existing storm drain system map in GIS.
Revised					
3C	Complete Mapping of Stormwater Outfalls	DPW and Contractor	All outfalls mapped by year 4.	All outfall locations were field verified during Permit Year 5. The total number of outfalls remains at 329. As discussed under BMP 3B, the Town continued mapping the remaining storm drain network, which will assist with future outfall and catchment assessments.	Update the outfall base map as needed and upon installation of new drainage systems.
Revised			75% of outfalls mapped by end of year 4. Source identified and removed within one year.		
3D	Evaluate Stormwater Discharges to Historic Places	DPW, Conservation Commission, and Contractor	Final list of historic places in Hingham. Results of evaluation.	This BMP was completed in June 2005.	No further action is needed at this time. Update this evaluation once the new permit is available.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
3E	Develop Illicit Discharge Prohibition Bylaw	Board of Health	Obtain authorization to control inputs to the municipal drainage system. Bylaw at Town meeting by end of year 2.	As an alternative to creating a new bylaw, the Board of Health (BOH) has enforceable regulations that encompass illicit discharge prohibition.	No further action is needed
Revised	Enforce Illicit Discharge Prohibition through the BOH	Conservation Commission	Creation of Board of Health regulations		
3F	Develop Illicit Discharge Detection and Elimination (IDDE) Plan and Implement Activities	DPW and Board of Health	All outfalls examined by year 4. Sources traced and results documented within one year of discovery.	100% of all outfall locations were field verified and screened for illicit discharges during Permit Year 5, resulting in a total of 329 outfalls. As discussed under BMP 3B, the Town continued to use a GPS unit to collect data for the storm drain network during catch basin cleaning activities.	The Town will continue field inspections of the drainage system and pursue the removal of identified illicit discharges. Continue to map the storm drain network in the field using a GPS and evaluate the most effective method for updating the existing storm drain system map in GIS. This storm drain system mapping will assist with future outfall and catchment assessments.
Revised			75% of outfalls examined by year 4.	Two (2) illicit discharges were identified during the permit term. The first was on 3/17/2014 – it was discovered that paint was poured into a storm drain on Elm Street. The second was on 3/24/2014 – a resident was depositing yard waste into a catch basin. These illicit discharges have been addressed.	
3G	Incorporate Information on Illicit Discharges into Public Education and Outreach Topics	DPW and Board of Health	Copies of materials.	As discussed under BMP 1A-1C and 1E, information on illicit discharges was advertised through existing public education avenues, including the reporting hotline.	Continue to incorporate illicit discharge information into existing public education activities.
Revised			# materials distributed.		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
3H	Setup and Advertise a Hotline for Illicit Discharges	DPW, Fire Department, and Board of Health	Log of complaints and actions taken.	Refer to BMP 2A. 1 call was received during the Permit Year.	Continue to track calls with records of follow-up actions.
Revised		Local Emergency Planner			

3a. Additions – None at this time

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
4A	Develop Erosion Control Bylaw	Planning Board	Bylaw at Town meeting by end of Year 2.	The Planning Board addressed stormwater management through modifications to existing regulations rather than the development of new Stormwater and BMP By-Laws. LID principles and practices were incorporated into the Subdivision Regulations and the off-street parking regulations of the Zoning By-Law. These changes were adopted at the 2008 Town Meeting.	Continue to enforce LID techniques in the Subdivision Regulations.
Revised		Conservation Commission	Draft bylaw end of Year 4.		
4B	Establish a Procedure for the Receipt of Information Submitted by the Public	Planning Board and DPW	Record number of phone calls to hotline, copies of articles.	Complaints regarding construction site erosion are handled by the Conservation Commission, DPW, and Planning Board, as appropriate. No calls were received through the stormwater hotline. The Town utilizes VUEWorks for asset management and to track information, work orders, etc.	Continue record keeping program with regulatory updates. Continue tracking calls and records of enforcement.
Revised		Conservation Commission			

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
4C	Conduct Inspections for Erosion Controls	Planning Board, DPW and Consultant	Inspection checklist and documented inspections.	The various departments coordinate efforts to oversee sites. Inspection and enforcement issues are handled by the most appropriate enforcement agent ² . An inspection checklist is in use to document inspections and corrective actions. Inspection activities are ongoing during the construction process by the appropriate department.	Continue inspections in accordance with the existing Zoning Bylaws and updated Planning Board Regulations.
Revised					
² Complaints regarding construction site erosion are received by staff at all of the Land Use Boards, including the Conservation Commission, Board of Health, Building Commissioner and Planning Board. Smaller issues are generally handled directly by staff from the department under whose jurisdiction the project was approved (Building, Planning, Health) or the staff with appropriate enforcement authority (Building, Conservation Commission, Health). In an effort to coordinate the Town's response, ongoing issues and more serious complaints are addressed at a weekly coordination meeting held with staff from all of the land use boards. For projects approved by the Planning Board (Subdivisions, Flexible Residential Developments), regular construction site inspections are done by a consulting inspection agent paid for by the developer in accordance with a procedure set forth in the Subdivision Rules and Regulations.					

4a. Additions – None at this time

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 11	Planned Activities – Next Permit Term
5A	Develop BMP Bylaw	Planning Board	Bylaw at Town meeting by end of Year 2.	As discussed under BMP 4A, the Planning Board addressed stormwater management through modifications to existing regulations rather than the development of new Stormwater and BMP By-Laws. LID principles and practices were incorporated into the Subdivision Regulations and the off-street parking regulations of the Zoning By-Law. These changes were adopted at the 2008 Town Meeting.	Continue to enforce LID techniques in the Subdivision Regulations.
Revised			Draft bylaw end of Year 4.		
5B	Develop and Implement Inspection Program	Planning Board, DPW, Building Inspector, and Consultant	Copies of maintenance reports received annually, plus records of inspections completed and results.	Inspections were conducted by DPW and the Building Inspector for BMPs in Town. Streets and roadways that are accepted by the Town are inspected regularly by DPW. An inspection checklist is in use to document inspections and corrective actions. DPW uses a catch basin inspection form to track cleaning activities. Operation and Maintenance (O&M) plans were considered and reviewed. Projects approved by the Planning Board, which include privately owned and maintained stormwater facilities, are required to submit an annual inspection report to the Planning Board.	Continue inspections and document inspections and corrective actions using the checklist. Coordinate with efforts for BMP 4C. Review inspection protocols and enforcement strategies to evaluate their effectiveness at minimizing pollutants discharging to streams and the MS4.
Revised					

5a. Additions – None at this time

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 11	Planned Activities – Next Permit Term
6A	Clean Catch Basins	DPW	Clean all catch basins.	Continued cleaning catch basins biannually, removing approximately 950 tons of sediment during the permit year. Catch basin inspection forms were completed to document maintenance needs. Catch basins at the Transfer Station were cleaned four or more times.	Clean each catch basin biannually, as budget allows. Monitor and record the amount of material removed from each basin.
Revised					
6B	Sweep Streets in Town	DPW	Priority plan of sweepings based on water quality impact. Volume of sweepings collected.	Continued street sweeping program in Town, which included: sweeping of downtown area biweekly depending upon visual inspection and traffic; sweeping environmentally sensitive areas 2-3 times annually, and sweeping the Transfer Station every 1-2 weeks. Approximately 400 tons of material was collected during the permit year.	Continue street sweeping program annually and evaluate future sweeping priorities. Record and log sediment quantities and when streets are swept.
Revised					Currently, street sweepings are mixed with compost and reused along non-residential roadways in town.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
6C	Develop an Inspection and Maintenance Plan	DPW	Written schedule. Records of inspections and maintenance.	The DPW continued to use the form for catch basin inspections during Permit Year 11, which includes information related to potential illicit discharges.	Reuse street sweepings in accordance with the pre-approved reuse policy by MassDEP. Evaluate reuse options for catch basin cleanings under a BUD.
Revised				The Town reused maintenance wastes at the Hingham Landfill until final closure in November 2011. Street sweepings are added to the Town compost, but catch basin cleanings are stored at the landfill for subsequent disposal. DPW conducted a Beneficial Use Determination (BUD) study for the potential reuse of maintenance wastes.	
6D	Continue Existing Pollution Prevention and Good Housekeeping Practices at the DPW Facility	DPW	Ensure existing practices are continued.	Continued existing practices for pollution prevention at the DPW Facility: indoor vehicle maintenance, immediate repair of leaking vehicles, proper handling/storage and disposal of hazardous materials and wastes, covered salt storage and indoor vehicle washing.	Continue existing practices and inform new employees of pollution prevention and good housekeeping practices.
Revised					
6E	Ensure Proper Cleaning of Vehicle Leaks at the DPW Facility	DPW	No significant vehicle leak stains at the facility.	Vehicle leaks were cleaned promptly at the facility.	Continue to prevent vehicle leaks and repair leaking vehicles promptly.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
6F	Rinse Vehicles Indoors at the DPW Facility	DPW	Record of memo.	Vehicle rinsing was conducted indoors to the best extent practicable and proper vehicle rinsing and washing activities were discussed at regular DPW meetings.	Continue proper rinsing activities and continue to include vehicle rinsing procedures in the employee training program or during staff meetings, as needed.
Revised				The oil/water separator associated with the indoor wash area is serviced twice a year.	
6G	Divert Stormwater Runoff Away From the White Building at the DPW Facility	DPW	Record of before and after photos.	This task was completed in Permit Year 3. Additionally, this building is not in use since the new DPW facility was constructed.	No further action is needed.
Revised					
6H	Ensure Covered Storage for Salt Materials at the DPW Stockyard	DPW	All salt is covered.	All salt materials are covered in the salt storage shed at the DPW Facility.	Continue to maintain all salt materials inside the salt storage shed.
Revised					
6I	Improve Covering and Evaluate BMPs for the Sand/Salt Pile at the DPW Stockyard	DPW	No rain contact with pile. No significant runoff contact with pile.	The DPW began use of a salt storage facility in July 2009 which has a holding capacity of 4,000 tons to adequately contain materials.	Utilize the storage shed for all activities to reduce potential exposure of sand and salt materials.
Revised					
6J	Construct Berms at the DPW Stockyard to Contain Earth Materials	DPW	Berms constructed. Before and after photos.	Earth berms and BMPs were maintained to prevent off-site migration of earth materials.	Continue to maintain earth berms and BMPs as needed to prevent sediment migration from the site.
Revised					
6K	Disconnect Floor Drains and Prohibit Vehicle Washing at the Tree & Park Barn Facility	DPW	Floor drains disconnected as shown by closure records. Record of memo.	Floor drains were plugged with cement in May 2009 and outside vehicle washing activities remained prohibited. Vehicles were washed at the DPW Facility.	Continue proper rinsing activities at the DPW facility and continue to include vehicle rinsing procedures in the employee training program or during staff meetings, as needed.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
6L	Prevent Stormwater Contact with Vehicle Leaks and Maintenance Areas at the Recycling Facility	DPW	No significant vehicle leak stains at the site.	Vehicles and equipment were maintained at the DPW Facility indoors and only light maintenance activities occurred at the Recycling Facility. This BMP is also being addressed as part of the facility's SWPPP.	Continue to prevent vehicle leaks and repair leaking vehicles promptly.
Revised					
6M	Store Batteries Under Cover at the Recycling Facility	DPW	No uncovered outdoor storage of batteries.	Batteries were stored indoors.	Continue storing batteries indoors.
Revised					
6N	Comply with DEP Policy for Vehicle Washing at the Recycling Facility	DPW	Record of memo.	Outdoor vehicle washing and rinsing was prohibited.	Continue to prohibit outdoor vehicle washing.
Revised					
6O	Prevent Stormwater Discharges from Recycling Bales and Loading/Unloading Areas at the Recycling Facility	DPW	No contact with plastic bales and no stormwater discharges from the unloading area.	Plastic bales were stored in a covered roll off container. The bale unloading area was swept on a regular basis to remove debris and drips.	Continue to sweep and clean (using dry methods) the bale unloading area on a regular basis to remove debris and drips.
Revised					
6P	Conduct a Feasibility Study For the Trash Trailer Bays at the Transfer Station	DPW	Copy of the feasibility study report. Plans or sketches.	The trailer bays were cleaned on a regular basis to minimize stormwater contact with debris. Dry cleaning methods such as sweeping were used where possible.	Continue cleaning procedures at the trash trailer bays to prevent stormwater contact.
Revised	Address Landfill Leachate Entering the Drainage System		Trash trailer bay cover installation, landfill closure.	The landfill was capped and closed in November 2011 and leachate issues were addressed as part of closure. This has addressed the potential for leachate to enter the drainage system.	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
6Q	Continue Existing Pollution Prevention and Good Housekeeping Practices at the Bus Depot	School Department and Contractor	Ensure existing practices are continued.	Continued the following pollution prevention practices at the Bus Depot: indoor vehicle maintenance for School Department vehicles; and bus washing using a collection system for off-site disposal of wash water.	Continue existing practices.
Revised					
6R	Modify Downspout Discharges at the Fueling Station	School Department and DPW	Downspout discharges modified as shown by before/after photos.	The downspouts were modified to divert stormwater away from the fueling area in Permit Year 3.	No further action is needed.
Revised					
6S	Install a Spill Kit at the Fueling Station	School Department	Spill kit installed. Record of memo.	The spill kit was maintained at the station with a memo posted to describe the kit and its location.	Ensure kit is fully stocked with spill materials and memo remains posted.
Revised					
6T	Ensure Compliance for Floor Drain Systems in the Bus Depot Building	School Department	Record of inspections and changes to floor drain systems, if any.	Town staff met to discuss options for addressing the floor drains.	Floor drains are scheduled to be plugged in the next few months.
Revised					
6U	Continue Existing Facility Practices at the Town Hall and Building #104	Police Department and Department of Public Works	Ensure existing practices are continued.	Continued practices at the Town Hall for washing police vehicles off-site at an approved facility.	Continue existing practices.
Revised					
6V	Ensure Compliance for Floor Drains at the North Fire Station	Fire Department	Sketches or inspection memos.	Town staff met to discuss options for addressing the floor drains. A committee was formed to address station needs.	Develop options for abandoning floor drains.
Revised					
6W	Ensure Compliance for Floor Drains and Vehicle Washing Activities at the Central Fire Station	Fire Department	Sketches or inspection memos. Record of memo.	Floor drains are connected to the sanitary sewer system for proper disposal of vehicle washing wastes.	Continue proper vehicle washing practices.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
6X	Evaluate Alternative Vehicle Washing Options at the Hingham Light Plant	Light Plant	New methods for handling vehicle wash water at the site by the end of Year 2.	Outdoor vehicle washing was prohibited. Alternative washing was evaluated as part of the evaluation for a new building for Light Plant operations.	Continue to prohibit outdoor vehicle washing practices and evaluate appropriate alternatives.
Revised			End of Year 3.		
6Y	Use IPM Program for Application of Pesticides in Town	DPW	Copy of IPM Program.	Continued practice of IPM program.	Continue existing practices and continue to document protocols.
Revised					
6Z	Use Licensed Applicators for Fertilizers and Pesticides in Town	DPW	Record quantities of fertilizers and pesticides purchased annually.	6,000 lbs of organic fertilizer were used by the town at parks and schools in Permit Year 11.	Continue existing practices and employ methods to maintain public property without the use of chemical applications.
Revised				No herbicides were purchased or used in Permit Year 11. Rodent control poison was purchased for use at the Transfer Station. Licenses were maintained for all Town employees that may need to apply chemicals.	
6AA	Calibrate Salt Spreading Equipment	DPW	Record quantity of salt purchased annually.	Salt spreading equipment was calibrated to ensure proper application rates.	Continue to calibrate salt equipment and track salt/Ice-Ban purchases.
Revised					Continue to maintain copies of records with the Stormwater Management Plan and periodically evaluate salt use and reduction effectiveness.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
6AB	Use Low Salt Applications at Designated Areas	DPW	Document application rate in Accord Pond watershed compared to other watersheds.	Low salt applications were again used to reduce salt applications in the Accord Pond watershed for water supply protection, which includes the following streets: Gardner St., Mallard Run, Winfield Rd., Accord Pond Dr., Devon Terrace, Farm Hills Rd., Peter Hobard Rd, Hazelwood Dr. and Harvest Lane. DPW continued to use a reduced application of sand at approximately 5% of the overall winter roadway treatment materials.	Continue existing practices.
Revised					
6AC	Ensure Proper Waste Disposal in Town for Hazardous and Special Wastes	DPW	Document quantity of wastes collected annually.	Tracking continued for special and regulated wastes (e.g., waste oil, batteries, light tubes, CRTs, electronic equipment) at the Hingham Transfer Station and as part of the Household Hazardous Waste Collection event held on May 18, 2013. The following amounts of materials were collected in Permit Year 11: - Oil – 1,450 gallons - Batteries – 282 units - Fluorescent Light Tubes – 1,401 lbs - Mercury – 9.57 lbs - TV's – 2,192 units - Monitors – 931 units - Computers – 20,505 lbs	Continue existing practices at the Hingham Transfer Station for the collection of special and regulated wastes and document results over time. Continue to offer Household Hazardous Waste Collections annually and track Town participation and quantities collected.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
6AD	Ensure Compliance for Snow Disposal in Town	DPW	Utilize designated snow disposal location.	Snow storage and disposal was conducted at the Town bathing beach parking lot. The buffer areas were cleaned by hand in the spring to remove accumulated materials. The parking lot is designed with vegetative buffers and sediment traps to filter snowmelt from the parking lot, before draining to Hingham Harbor.	Continue existing practices of snow disposal to ensure surface water quality protection.
Revised					Maintain vegetative buffers and sediment traps at snow disposal areas.
6AE	Ensure Water Quality Improvements are Considered for Flood Projects.	DPW	Records of flood control projects.	Flood control projects are reviewed through the Conservation Commission to ensure that water quality improvements are considered. Two (2) projects were reviewed during the permit term.	Continue review of projects through Conservation Commission to ensure that water quality improvements are considered.
Revised					
6AF	Conduct Town Employee Stormwater Training	DPW	Attendance sheet and copy of program	Pollution prevention topics were informally discussed as part of routine DPW operations meetings. Transfer Station employees received informal, on-site stormwater training.	Evaluate and update curricula to provide pollution prevention training for all DPW employees.
Revised				SPCC and SWPPP training for DPW employees occurred in March 2014.	

6a. Additions – Four Additions at this time

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
6AG	Develop and Implement a SPCC Plan at the Transfer Station	DPW	Copy of SPCC Plan & inspection records	An SPCC Plan was developed and implemented at the Transfer Station in Permit Year 5. Measures to prevent and protect against an oil release were in accordance with the SPCC Plan. The SPCC Plan update was completed in March 2014.	Continue compliance with the SPCC Plan and update as necessary.
Revised					
6AH	Conduct biannual inspections of solid waste at Transfer Station in accordance with SPCC Plan and SWPPP.	DPW	Copy of SPCC Plan & inspection records	Solid waste operations were inspected by an engineer twice to assist in meeting the requirements outlined in the facility SPCC Plan, SWPPP and MassDEP Solid Waste Regulations. DPW performs ongoing inspections as part of its routine operations.	Continue the engineer's biannual inspections for solid waste at the Transfer Station. Continue ongoing inspections by the DPW.
Revised					
6AI	Ensure Compliance for Floor Drains at the Transfer Station	DPW	Sketches or inspection memos.	The existing leaching area associated with the former floor drain system was tested and closed in July 2010. The industrial wastewater holding tank to properly handle floor drain discharges was installed in November 2011.	Continue proper waste handling and disposal practices for floor drain discharges at the site.
Revised					
6AJ	Update SWPPP for the Hingham Recycling & Trash Transfer Facility	DPW and Consultant	Updated SWPPP & coverage under the MSGP	The Hingham Recycling & Trash Transfer Facility continued to comply with the approved SWPPP.	Continue to comply with the SWPPP. Update as necessary.
Revised					

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11	Planned Activities – Next Permit Term
7A	Develop a Water Quality Strategy for 303d Waters	DPW, Conservation Commission, and Consultant	Summary of pollution prevention efforts, future needs, and responsible parties. Copy of Surface Water Quality Strategic Plan.	The Town continued with implementation of the existing SWMP to address impaired waters. The Town previously evaluated program and funding needs for the next permit term and decided to incorporate the preliminary strategy into the SWMP Update that will be required following the permit re-issuance.	Develop the water quality strategy as part of the SWMP Update that will be required following the permit re-issuance. Consider information collected as part of the Phase II Stormwater Program and any new information available from TMDL or other studies.
Revised					
7B	Implement BMP's from Water Quality Strategy	DPW, Conservation Commission, and Consultant	Photographs, logs, and BMP descriptions for completed efforts and water quality improvements.	This will commence upon developing a water quality strategy.	This will commence upon developing a water quality strategy, based on available resources and funds for implementation. Pursue funding sources for this effort.
Revised					

7b. WLA Assessment

The Town of Hingham has five 303d listed waters that are classified as Category 5 “Waters Requiring a TMDL” as follows:

1. Hingham Harbor (MA70-08), impaired for pathogens
2. Crooked Brook Meadow (MA74-01), impaired for nutrients, organic enrichment/low DO, and noxious aquatic plants
3. Foundry Pond (MA74011), impaired for nutrients, siltation and noxious aquatic plants
4. Weir River (MA74-02), impaired for pathogens
5. Weymouth Back River (MA74-13), impaired for pathogens

Water quality concerns associated with 303d waters will be addressed through the implementation of BMPs under the six minimum measures for Phase II, as outlined in the Hingham Stormwater Management Plan (SWMP). 303d waters are highlighted in the Hingham SWMP as a priority for implementation activities throughout the permit term. The WLA Assessment will be addressed as part of the Town's SWMP, as TMDL studies are completed for 303d waters in Hingham or those water bodies with watersheds in Hingham. The Town is also considering hiring a consultant to conduct water quality tests that would assess the condition of the above 303d listed waters to determine how Town efforts have affected their condition. A meeting has been scheduled with the Town Administrator and stormwater consultant to discuss Town needs for the next 5-10 years.

The Town previously reviewed the requirements of the draft Phase II Permit for the Interstate, Merrimack and South Coastal Watersheds and considered previous work/progress under the current program to develop a preliminary outline of program needs over the 5-year permit term and a budget for the first year of the permit. The Town anticipates that activities to address impaired waters will be specifically addressed in the SWMP update in Year 1 of the new permit.

Part IV. Summary of Information Collected and Analyzed

All outfall locations were field verified and screened for illicit discharges in Permit Year 5. A total of 329 outfalls have been inspected to date. The Town continued to use a GPS unit to collect data for the storm drain network during catch basin cleaning activities.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

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

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	100%
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Y
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1
▪ community participation	(%)	259 cars
▪ material collected	(tons or gal)	13,369 lbs
School curricula implemented	(y/n)	N

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted ¹
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
1. LID principles and practices were incorporated into the Subdivision Regulations and the off-street parking regulations of the Zoning By-Law and adopted at the 2008 Town Meeting. The Town previously updated its subdivision and site plan requirements to address Phase II requirements in Permit Year 1.				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	329 known
System-Wide mapping complete	(%)	95%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	329 ²
Illicit discharges identified	(#)	2
Illicit connections removed	(#) (est. gpd)	2
% of <u>properties</u> on sewer	(%)	33%
% of <u>properties</u> on septic systems	(%)	67%
2. The Hingham DPW inspects stormwater outfalls on an annual basis for drainage and erosion problems and has developed an inspection form for drainage structures and outfalls.		

Construction

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	(#)	0

Post-Development Stormwater Management

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

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/yr (at least)
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1-2/yr ³
Total number of structures cleaned	(#)	2,500
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	950 tons
Disposal or use of cleanings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill
Cost of cleanings disposal	(\$)	\$21,510 ⁴
3. Some drainage structures in the downtown area are cleaned more frequently based on the rate of sediment accumulation and historical flooding issues.		
4. Cost includes disposal of both catch basin cleanings and street sweepings.		

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)	Varies ⁵
Qty. of sand/debris collected by sweeping	(lbs. or tons)	400 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost & landfill
Cost of sweepings disposal	(\$)	\$21,510 ⁶
Street sweepers purchased/leased	(#)	2 owned
Vacuum street sweepers specified in contracts	(y/n)	N/A
5. The downtown area is typically swept 8-10 times each year. Environmentally sensitive areas, such as the roads near Accord Pond (surface drinking water supply), are swept 2-3 times each year.		
6. Cost includes disposal of both catch basin cleanings and street sweepings.		

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers (organic fertilizers only)	(lbs. or %)	6,000 lbs
▪ Herbicides	(lbs. or %)	100%
▪ Pesticides	(lbs. or %)	Rodent control RTTF
<i>The DPW performs routine inspections of town-maintained lands for pests to determine the appropriate management approach for shade trees and Town-owned lands. DPW continued to employ methods to maintain public property without the use of chemical applications. Pesticides are applied only when necessary by a Tree and Park Department licensed pesticide applicator.</i>		

Anti-/De-Icing products and ratios: <i>Prior to Permit Year 8, Ice-Ban (MgCl₂) was applied to a 75:25 sand/salt mixture with a sprayer as the materials are dispensed from trucks during de-icing activities. This salt catalyst replaced the liquid sodium chloride that was applied in the past. As a result, the Hingham DPW has observed continuous improvements in shade tree conditions along streets.</i> <i>During Permit Year 11, DPW used Ice-Ban for limited salt application areas and generally applied a mixture of 5% sand with salt. DPW estimates that the rate of application and amount of salt per storm event did not increase. On some occasions, straight salt applications are used in town.</i>	% NaCl % CaCl₂ % MgCl₂ % Sand	5%
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	Zero Velocity (some)
Estimated net reduction in typical year salt application	(lbs. or %)	0% ⁷
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	No
7. The Town reduced the amount of salt used per storm, but more salt was used this year overall due to the number of storm events.		