1024

W 040816
Transmittal Number

Facility ID (if known)

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit

Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

A. Instructions

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

Submission of this Notice of Intent constitutes notice that the entity named at item B1. of this form intends to be authorized by the DEP General Permit issued jointly with EPA for stormwater discharges from the small municipal separate storm sewer system (MS4), in the location identified at item B2. of this form. Submission of the Notice of Intent also constitutes notice that the party identified at item B1. has read, understands and meets the eligibility conditions of Part I.B. of the NPDES Small MS4 General Permit, agrees to comply with all applicable terms and conditions of the NPDES Small MS4 General Permit, and understands that continued authorization to discharge is contingent on maintaining eligibility for coverage. **In order to be granted coverage, all information required on BRP WM 08A, including the Stormwater Management Program Summary and Time Frames form, must be completed. Please read the permit and make sure you comply with all requirements, including the requirement to develop and implement a stormwater management program.**

B. Applicant Information

1. Small MS4 Operator/Owner Information:

   John T. Gaucher, P.E., Director of Public Works
   Name

   83 Wood Street
   Mailing Address

   Hopkinton — MA 01748
   City/Town — State

   508-497-9740 ✓ — jtgaucher@hopkinton.org
   Telephone Number — Email (if available)

2. Municipality Name

   Town of Hopkinton
   City/Town

3. Legal Status:

   ☐ Federal ☒ City/Town ☐ State ☐ Tribal ☐ Private

   ☐ Other public entity: _____
   Specify Public Entity

4. Other regulated MS4(s) within municipal boundaries:

   Interstate 90, Interstate 495

5. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for "listed species" and critical habitat been met?

   ☒ yes ☐ pending ☐ no

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B. Applicant Information (cont.)

6. Based on the instructions provided in Part I of the NPDES Small MS4 General Permit, have the eligibility criteria for protection of historic properties been met?

☐ yes ☒ pending ☐ no

Note: Section C may be duplicated to accommodate a larger list of receiving waters

C. Names of (Presently Known) Receiving Waters

Receiving Water:	No. of Outfalls	Listed as Impaired?	Impairment
Whitehall Reservoir (Name)	8 (Number)	☒ Yes ☐ No	Metal/Nutrient/Organ/LowDO Nox.Aq. Plants/Ex.Species
WL trib. to Whitehall Reservoir	4 (Number)	☐ Yes ☒ No	(Specify)
Lake Maspenock (Name)	8 (Number)	☐ Yes ☒ No	(Specify)
stream trib. to Lake Maspenock	2 (Number)	☐ Yes ☒ No	(Specify)
Icehouse Pond (Name)	1 (Number)	☐ Yes ☒ No	(Specify)
stream trib. to Whitehall Brook	8 (Number)	☐ Yes ☒ No	(Specify)
Bloods Pond (Name)	4 (Number)	☐ Yes ☒ No	(Specify)
brooks trib. to Whitehall Brook	6 (Number)	☐ Yes ☒ No	(Specify)
Cold Springs Brook (Name)	4 (Number)	☐ Yes ☒ No	(Specify)
Pond trib. to Cold Spring Brook	1 (Number)	☐ Yes ☒ No	(Specify)
stream trib to Echo Lake (Name)	2 (Number)	☐ Yes ☒ No	(Specify)
Whitehall Brook (Name)	2 (Number)	☐ Yes ☒ No	(Specify)
stream trib. to Echo Lake (Name)	6 (Number)	☐ Yes ☒ No	(Specify)
stream trib to Whitehall Reservoir	6 (Number)	☐ Yes ☒ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)
(Name)	(Number)	☐ Yes ☐ No	(Specify)

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D. Stormwater Management Program Summary

1. Public Education:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
1-1	Annual HHW Collection Day	See Attached	See Attached
1-2	Promote Water Conservation	See Attached	See Attached
1-3	Issue SW Press Release	See Attached	See Attached
1-4	SW Flyer to Businesses	See Attached	See Attached
1-5	Educational Info on Public Access Television	See Attached	See Attached

2. Public Participation:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
2-1	Public Presentation, Access to SWMP & Receipt of Comment	See Attached	See Attached
2-2	Public Access to Annual Report & Receipt of Comment	See Attached	See Attached
2-3	Assist w/ Local Cleanup Activities	See Attached	See Attached
2-4	SW Traveling Display	See Attached	See Attached
2-5	Participate in the SuAsCo SW Super Summit	See Attached	See Attached

D. Stormwater Management Program Summary (Cont.)

3. Illicit Discharge Detection and Elimination:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
3-1	Update Outfall Location Map	See Attached	See Attached
3-2	Adopt Illicit Discharge & Conn. SW Ordinance	See Attached	See Attached
3-3	Implement IDDEP	See Attached	See Attached
3-4	Establish SSMP	See Attached	See Attached
3-5	Conduct I/I in SS System	See Attached	See Attached

4. Construction Site Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
4-1	Develop Erosion & Sedimentation Ordinance	See Attached	See Attached
4-2	Develop Site Inspection Forms & Connduct Inspections	See Attached	See Attached
4-3	Develop Citizen Complaint Hotline	See Attached	See Attached

D. Stormwater Management Program Summary (Cont.)

5. Post Construction Runoff Control:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
5-1	Revise Site Plan Review Requirements & Procedures	See Attached	See Attached

6. Municipal Good Housekeeping:

BMP ID #	Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal
6-1	Develop a Formal Training Program	See Attached	See Attached
6-2	Develop a Formal Catch Basin Cleaning Program	See Attached	See Attached
6-3	Develop Strucutral BMP Maintenance Program	See Attached	See Attached
6-4	Formalize Parking Lot & Street Sweeping Program	See Attached	See Attached
6-5	Implement Stormwater Pollution Prevention Plan	See Attached	See Attached
6-6	Develop a Landscape & Lawncare Policy		

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D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

E. 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.

JOHN T. GAUCHER, P.E., DIRECTOR DPW
Printed Name

Signature

7/29/03
Date

Public Education and Outreach

BMP		*Measurable Goals*	*Responsible Parties*
1-1	***Annual Household Hazardous Waste Collection Day***	▪ Co-Sponsor an annual household hazardous waste collection day. ▪ Develop a flyer to distribute to all Hopkinton residents that outlines the details of the event as well as a listing of wastes being accepted at the drop-off. via a mass mailing prior to the event occurring each year. ▪ Track the number of brochures distributed to residents via a mass mailing each year. ▪ Annually advertise the event on HOPTV-8, the stations web page bulletin board, and the Town's web page. ▪ Annually send a press release advertising the event to the Middlesex Daily News and track whether or not it was printed. ▪ Track the amounts and types of waste collected each year. ▪ Track the number of Hopkinton vehicles that participate in the event each year.	Hopkinton Department of Public Works
1-2	***Promoting Water Conservation Practices for Homeowners***	▪ Continue to make the "Reduce your Use" conservation kits consistently available at the Water Department and track the number of kits distributed to residents. ▪ Continue to submit the "Reduce Your Water Use" press release to the Hopkinton Independent twice annually for publishing. This bi-weekly newspaper is delivered to every home and business in Hopkinton and reaches more that 5,400 locations. ▪ Maintain and update the water conservation tips on the Water Department's web page. ▪ Include public education regarding water conservation practices in the public education materials distributed during Drinking Water Week.	Hopkinton Water Department

1-3	***Issue Educational Stormwater Press Releases***	▪ Track that the "About your town Government…." article focused on the Town's SWMP was completed and submitted to the Hopkinton Independent. ▪ Confirm that the Hopkinton Independent published the "About your town Government…." press release. ▪ Post the "About your town Government…." press release on the Town's official web site. ▪ Track that the educational stormwater press release was completed and submitted to the Hopkinton Independent. ▪ Confirm that the Hopkinton Independent published the press release. ▪ Post the educational stormwater flyer on the Town's official web site. ▪ Track the locations in the community where the stormwater flyer has been posted.	Hopkinton Department of Public Works Hopkinton Web Master SuAsCo Watershed Community Council
1-4	***Send out Stormwater Flyer to Community Businesses***	▪ Establish means for distributing stormwater flyer to businesses. ▪ Post the stormwater flyer on the Town's official web site. ▪ Track the flyer distribution and attempt to reach 50% of businesses in the municipality such as auto shops and gas stations, commercial and retail operations with parking lots, lawn care companies, restaurants, construction and development companies.	Hopkinton Department of Public Works SuAsCo Watershed Community Council
1-5	***Place Educational Information on Hopkinton Public Access Television***	▪ Air stormwater video on HOPTV-8, the local cable station, at least twice during the Spring of 2007 and twice during the Summer of 2007. ▪ Obtain "Oil Leak" & "Fertilizer" PSAs from the Washington State Department of Ecology Water Quality Consortium. ▪ Track how frequently the PSA's are broadcast on HOPTV-8 from the Fall of 2003 through the end of the permit term. ▪ Track how frequently the "catchy" stormwater quality message is shown on the bulletin board throughout the permit term.	Hopkinton Department of Public Works SuAsCo Watershed Community Council

1-6	***Place Educational Information on the Town's Web Site***	▪ Post stormwater related information on the Department of Public Works web site. ▪ Update web site regularly.	Hopkinton Department of Public Works Hopkinton Web Master SuAsCo Watershed Community Council

Public Involvement and Participation

BMP		*Measurable Goals*	*Responsible Parties*
2-1	***Public Presentation, Access to SWMP, and Receipt of Comment***	▪ Make the Final SWMP accessible to the public via the Town's public library and web page.	Hopkinton Department of Public Works Hopkinton Web Master
2-2	***Public Access to Annual Report & Receipt of Comment***	▪ Prepare an annual report. ▪ Annually send a press release advertising the public comment period and the status of the City's SWMP to local newspapers and track whether or not it was published. ▪ Advertise the public comment period on the HOPTV-8 Bulletin Board. ▪ Receive comments on the annual report. ▪ Submit an annual report to both the EPA and MA DEP.	Hopkinton Department of Public Works
2-3	***Assist with Local Cleanup Activities***	▪ Draft and distribute an annual letter to offering assistance with local cleanup activities to neighborhood associations, homeowner associations, lake associations, schools, and civic groups active in Hopkinton. ▪ Place letter on the Town's official website. ▪ Track which entities the letters are sent to each year. ▪ Track the number of cleanup activities the DPW assists in conducting each year. ▪ Track the number of cleanup participants at each activity the DPW assists in conducting. ▪ Track which areas of Town are cleaned by each activity the DPW assists in conducting. ▪ Track the quantity of waste collected as a result of the cleanup activity.	Hopkinton Conservation Commission Hopkinton Department of Public Works

2-4	***Circulate Stormwater Traveling Display in Community***	▪ Stormwater display circulates around the community for a minimum of 3 months during the 2004 permit year. ▪ Stormwater display is posted at a minimum of 3 different public locations in the community during the 2004 permit year. ▪ Stormwater display is also used in future permit years for posting in public places or at stormwater events.	Hopkinton Department of Public Works SuAsCo Watershed Community Council
2-5	***Participate in the SuAsCo Stormwater Super Summit***	▪ Participate in the Stormwater Super Summit. ▪ Make the Stormwater Self Test available to Town residents. ▪ Compile and consider municipal and multi-watershed-wide "self test" results.	Hopkinton Department of Public Works SuAsCo Watershed Community Council

Illicit Discharge Detection and Elimination

BMP		*Measurable Goals*	*Responsible Parties*
3-1	***Update Outfall Location Map***	▪ Perform and track the outfall verification and outfall identification activities.	Hopkinton Department of Public Works Hopkinton Planning Board
3-2	***Adopt an Illicit Discharge and Connection Stormwater Ordinance***	▪ Draft an Illicit Discharge and Connection Stormwater Ordinance. ▪ Present the Illicit Discharge and Connection Stormwater Ordinance for a vote of acceptance at the annual Town Meeting.. ▪ Track the number of enforcement actions taken.	Hopkinton Department of Public Works
3-3	***Implement an Illicit Discharge Detection and Elimination Plan***	▪ Develop the Illicit Discharge Detection Elimination Plan. ▪ Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection. ▪ Trace the source of potential illicit discharges. ▪ Track the number of illicit connections found. ▪ Track the number of illicit connections repaired/replaced. ▪ Report on the success of obtaining alternative funding to assist in illicit connection removal.	Hopkinton Department of Public Works
3-4	***Establish a Formal Septic System Management Program (SSMP)***	▪ Document completion of the "Procedures for a Septic Permit" document and implement its use. ▪ Track the number of septic system pumping companies licensed by the Town each year. ▪ Track the number of septic system installers that are licensed by the Town each year. ▪ Track the number of Certificates of Compliance issued each year. ▪ Track the number of failed septic systems identified each year and action taken. ▪ Track the number of septic systems requiring routine maintenance each year and action taken. ▪ Track the number of property owners that participate in the Community Septage Management Betterment Loan Program (CSMBLP).	Hopkinton Board of Health

3-5	***Conduct I/I Removal in the Sanitary Sewer System***	▪ Complete the preliminary I/I study of the sanitary sewer system located in the center of Town. ▪ Go to Town Meeting to get approval to use the SRF funding. ▪ Conduct a detailed study of the areas of concern in order to locate I/I sources for removal. ▪ Evaluate the recommendations made in for I/I removal and develop a plan to perform the recommended activities. ▪ Perform capital improvement projects to remove I/I.	Hopkinton Department of Public Works
3-6	***Conduct Storm Drain Stenciling***	▪ Track the number of drains stenciled each year. ▪ Identify the areas where drains area stenciled each year. ▪ Send a press release to the Hopkinton Independent and other local newspapers to explain the purpose of storm drain stenciling and offer tips on how citizens can reduce urban runoff in general	Hopkinton Department of Public Works

Construction Site Stormwater Runoff Control

BMP		*Measurable Goals*	*Responsible Parties*
4-1	***Develop an Erosion and Sediment Control Ordinance***	▪ Draft the ESC Ordinance. ▪ Present the ESC Ordinance at Town Meeting for a vote of acceptance. ▪ Track the number of enforcement actions taken.	Hopkinton Planning Department Hopkinton Planning Board Hopkinton Department of Public Works Hopkinton Conservation Commission Hopkinton Facilities Department Hopkinton Building Department
4-2	***Develop a Site Inspection Form and Conduct Site Inspections***	▪ Develop a site inspection form that reflects the ESC Ordinance requirements. ▪ Track the frequency of inspections conducted for each site. ▪ Track the completion of inspection forms. ▪ Track the number of failed ESC BMPs discovered on each site.	Hopkinton Planning Board Hopkinton Department of Public Works Hopkinton Conservation Commission Hopkinton Facilities Department Hopkinton Building Department
4-3	***Develop and Implement a Citizen Complain hotline***	▪ Establish the Citizen Complaint Hotline. ▪ Advertise the Citizen Complaint Hotline. ▪ Track the number of complaints received via the Citizen Complaint Hotline. ▪ Track the problems/incidents remedied as a result of the Citizen Complaint Hotline.	Hopkinton Department of Public Works Hopkinton Web Master

Post Construction Stormwater Management in New Development & Redevelopment

BMP	*Measurable Goals*	*Responsible Parties*
5-1 ***Revise the Site Plan Review Submission Requirements and Procedures***	▪ Develop an amendment to the Site Plan Review Submission Requirements and Procedures. ▪ Submit the amendment to the Planning Board and hold a public hearing. ▪ Take the proposed amendment to Town Meeting. ▪ Adopt the amendment.	Hopkinton Planning Board

Pollution Prevention & Good Housekeeping in Municipal Operations

BMP		*Measurable Goals*	*Responsible Parties*
6-1	***Develop a Formal Training Program for DPW Staff***	▪ Develop the DPW employee training manual. ▪ Conduct training sessions with all current employees. ▪ Train all new DPW employees in accordance with the training manual. ▪ Track employees trained in accordance to the training manual. ▪ Conduct refresher training for employees after every two years of employment.	Hopkinton Department of Public Works Hopkinton Personnel Department
6-2	***Develop a Formal Catch Basin Cleaning Program***	▪ Purchase vacuum truck. ▪ Establish quadrants and prioritize quadrants for cleaning. ▪ Clean a minimum of fifty percent of the Town's catch basins each year. ▪ Document annual cleaning activities.	Hopkinton Department of Public Works - Highway Division
6-3	***Develop a Structural BMP Maintenance Program***	▪ Conduct an inventory of structural BMPs. ▪ Identify maintenance requirements and collect maintenance programs for the structural BMPs ▪ Develop a schedule for routine inspections and maintenance of the structural BMPs. ▪ Develop a guide for the appropriate maintenance activities associated with each specific BMP. ▪ Conduct inspections of structural BMPs after large storm events. ▪ Track the inspection and maintenance activities conducted of each structural BMP.	Hopkinton Department of Public Works - Highway Division
6-4	***Formalize the Existing Parking Lot and Street Sweeping Program***	▪ Conduct an inventory of all publicly owned streets and parking lots. ▪ Annually update and prioritize streets and lots for sweeping activities. ▪ Develop a schedule for conducting sweeping activities. ▪ Sweep all municipal streets and parking lots a minimum of once each year. ▪ Track how frequently each municipal street and parking lot is swept each year.	Hopkinton Department of Public Works – Highway Division

6-5	***Implement Stormwater Pollution Prevention Plan***	▪ Finalize the Wood Street facility's Stormwater Management Pollution Prevention Plan (SWPPP) ▪ Review the recommendations outlined in the SWPPP. ▪ Develop a schedule to implement the recommendations outlined in the SWPPP. ▪ Track progress in implementing the recommendations outlined in the SWPPP.	Hopkinton Department of Public Works
6-6	***Develop a Landscape and Lawn Care Policy***	▪ Develop and implement a landscape and lawn care policy for properties under the DPW's jurisdiction. ▪ Provide the policy to DPW employees and to lawn care providers contracted by the DPW.	Hopkinton Department of Public Works

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F. Storm Water Management Program TIME FRAMES

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Facility ID (if known)

	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
BMP ID #	Spring 03	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08	Next Permit
1-1	X				X				X				X				X				
1-2	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
1-3				X	X																
1-4											X										
1-5			—	—	—	—	—	—	—	—	—	—	—	—	—	—	X	X	—	—	
1-6		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
2-1		X																			
2-2									X								X				
2-3					X				X				X				X				
2-4					—	—	—	—													
2-5																	X	—	—	X	
3-1		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—					
3-2								X	X												
3-3													X	—	—	—	—	—	—	—	
3-4	—	—	—	—	X	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
3-5	X	X	—	—	—	—	—	—	—	—	—	—	—	—	—	—					
3-6					X				X				X				X				
4-1									X												
4-2									X	—	—	—	—	—	—	—	—	—	—	—	
4-3													X								
5-1					X																
6-1										X	—	—	—	—	—	—	—	—	—	—	
6-2					X	—	—		—	—	—		—	—	—		—	—	—		
6-3					X	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
6-4					X	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
6-5					X	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
6-6							X														

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7. BMPs for Meeting TMDL:

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

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E. 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.

Ronald M. Clark, Chairman
Printed Name

RM Clark
Signature

10/7/03
Date

D. Stormwater Management Program Summary (cont.)

7. BMPs for Meeting TMDL:

BMP ID #

Specify Best Management Practice	Responsible Dept./Person Name	Specify Measurable Goal

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Ronald M. Clark, Chairman
Printed Name

RM Clark
Signature

10/7/03
Date