Municipality/Organization: HOPKINTON

EPA NPDES Permit Number: MAR041124

MAY 3
2005 JUN -4 A 12: 24

MaDEP Transmittal Number: W-040816

Annual Report Number & Reporting Period: No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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

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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: Leonard A. Holden

Printed Name: Leonard A. Holden

Title: Vice Chairman Board of Selectmen

Date: 4/30/04

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 permit conditions, except for the following provision:

Part II.B.8 As a component of the SWMP the Town will incorporate the nine standards of the Massachusetts Department of Environmental Protection's (DEP) Stormwater Policy into the Town's site plan review requirements. The DEP's nine standards have already been incorporated into Subsection 8.4 (Design Standards Section 8) of the Town's Rules and Regulations Relating to the Subdivision of Land. Standard three of the DEP's policy indicates that,

> "Loss of annual recharge to groundwater should be minimized through the use of infiltration measures to the maximum extent practicable. The annual recharge from the post-development site should approximate the annual recharge from the pre-development site or existing site conditions, based on soil type."

Groundwater recharge is often overlooked as a method of mitigating stormwater discharges from developments. Inclusion of the nine standards in the Town's regulatory requirements will call for project proponents to thoroughly explore options for groundwater recharge and include them in their stormwater management plan.

Currently, the Town of Hopkinton is finalizing its Comprehensive Wastewater Management Plan which has evaluated the potential of groundwater recharge with treated wastewater effluent to help mitigate the stressed basin condition.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
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 4/5/03 with Ashland. Descriptive flyer mailed to all residents, posted on website. Spots on local Cable TV & newspaper. Number cars & types of waste tracked. Completed measurable goals.	Sponser Hopkinton only Collection Day on 6/12/04.
1-2	Promoting Water Conservation Practices	Hopkinton Water Department	Provide conservation kits. PSA's on water conservation. Public education during Drinking Water Week.	Conservation kits available and tracked. PSA sent semi-annual to all businesses and residents. Website updated. Public education promoted during Drinking Water Week. Completed measurable goals.	Continue program.
1-3	Issue Education Stormwater Press Releases	DPW Web Master SuAsCo	Complete article on SWMP and publish. Post educational stormwater flyer on website	Presentation of SWMP at televised Selectmen's Mtg received press coverage in the Metrowest Daily News and Hopkinton Independent.	Complete measurable goals carried over from Winter 03-04.
1-5	Place Education Information on Public Access Television	DPW HOPTV-8	Obtain "Oil Leak" & "Fertilizer" PSA's and air on HOPTV-8 and track.	Posted notice on website, HOPTV-8 and notified school department of "After the Storm" documentary which aired on The Weather Channel.	Complete measurable goals carried over from Fall 03.
1-6	Place Education Information on the Town's Website	DPW Webmaster	Post stormwater info on website and update regularly	Reviewed web pages created by other communities	Complete measurable goals carried over from Summer 03.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2-1	Public Presentation, Access to SWMP and Receipt of Comment	DPW	Make final SWMP accessible for public viewing.	Announced final SWMP at televised Selectmen hearing and made available for review at town hall and library.	Maintain final SWMP at town hall, library and DPW administration office.
2-3	Assist with Local Cleanup Activities	DPW ConCom	Offer assistance with local cleanup activites to groups. Track activities, participants, areas and quantities.	DPW assisted Hopkinton Marathon Committee, Hopkinton Athletic Assoc. and Boston Athletic Assoc. cleaning up after the start of the 107th running of the Boston Marathon 4/21/03	Initiate scheduled Spring 04 measurable goals.
2-4	Circulate Stormwater Traveling Display in Community	DPW SuAsCo	Display at various Town locations and track.	Exhibited Traveling Stormwater Display at televised Selectmen's Mtg and start of Boston Marathon.	Initiate scheduled Spring 04 measurable goals.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3-1	Update Outfall Location Map	DPW Planning Board	Outfall verification and identification	All drainage structures and outfalls within the ROW's have been mapped by GPS and are on GIS	Continue GPS locating effort and add infomation to GIS mapping
3-2	Adopt an Illicit Discharge and Connection Stormwater Ordinance	DPW	Draft ordinance. Approve by Town Mtg Track enforcement actions.	Scheduled Permit Year 2	Initiate draft of Illicit Discharge and Connection Ordinance
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. Furthermore, the Board of Health recently adopted supplemental regulations for subsurface disposal systems.	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.	Gained SRF Funding approval at Town Mtg. Consultant reviewed sewer pumping station records to assess problem sub-collection systems.	Conduct wet weather flow monitoring in problem sub-collection systems. Complete I/I Study.
3-6	Conduct Storm Drain Stenciling	DPW	Identify areas to be stenciled. Track # of drains stenciled. Press release and runoff reduction tips	Scheduled Permit Year 2	Initiate scheduled drain stenciling program.
Revised	*Use Volunteers to Stencil Drains*		Solicit groups for merit projects	Met with Girl Scout #2219 to develop drain stenciling program.	

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4-X			Scheduled for Permit Year Three	Scheduled for Permit Year Three	Scheduled for Permit Year Three

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5-1	Revise the Site Plan Review Submission Requirements and Procedures	Planning Board	Draft Amendment, hold public hearing, Town Meeting approval, adopt	Scheduled Permit Year 2	Initiate draft of Amendment

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6-1	Develop a Formal Training Program for DPW Staff	DPW Human Resources	Develop manual and conduct training, track. Repeat every 2 years.	Scheduled Permit Year 2	Initiate development of manual and begin training.
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.	Town has acquired Vactor 2100 vacuum catch basin cleaner with jet rodder to replace old Stetco crane unit. All drainage structures and outfalls within the ROW's have been surveyed by GPS and are on GIS to create quad maps	Initiate scheduled measurable goals. Establish and prioritize quadrants. Clean 50% of CB's/yr and document.
6-3	Develop a Structural BMP Maintenance Program	DPW – Highway Division	Inventory & identify maintenance reqm'ts. Develop schedule, track.	Scheduled Permit Year 2	Initiate scheduled measurable goals.
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.	Inventory inplace. All streets and parking lots were swept a minimum of one time. Activities tracked. Priority to streets with CB's discharging to Lake Maspenock, Whitehall Reservoir and Hopkinton Reservoir.	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	Initiate scheduled measurable goals remaining.
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.		