Municipality/Organization: City of Holyoke

EPA NPDES Permit Number:

MaDEP Transmittal Number: W- W 036404

Annual Report Number & Reporting Period: **No. 2: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: William D. Fuqua Title: General Superintendent

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

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

Printed Name: Michael J. Sullivan

Title: Mayor

Date: 12-27-06

Part II. Self-Assessment

The City of Holyoke has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions except the following provisions:

HOL-PE-3	**Web Site**
HOL-PE-6	**Bilingual Stormwater Flyers**
HOL-PP-1b	**Stenciling**
HOL-IDD-1B	**Outfall Inspections**

The above items were not completed this year due to a shortage of staff during the year. Efforts are underway to fund and hire an inspector for the department to comply with permit requirements.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
HOL-PE-1 Revised	**Stream BMP Letter**	**Conservation / A. Zoeller**	**Mail letters to abutters**	Letter mailed to Green Brook abutters	Mail Letters to abutters
HOL-PE-1a Revised	**Stream BMP Pamphlet**	**Conservation / A. Zoeller**	**Distribute 200 Pamphlets**	Pamphlet printed and made available accessible to the public in municipal offices	Distribute pamphlets.
HOL-PE-2a Revised	**Snow Handling Policy**	**Conservation / A. Zoeller**	**Policy Developed**	No action required	No action required
HOL-PE-2b Revised	**Snow Handling Press Release**	**Conservation / A. Zoeller**	**Distribute to 10 Outlets**	Issued updated release to media outlets.	Issue updated release.
HOL-PE-3 Revised	**Web Site**	**DPW / W. Fuqua**	**Update Web Site**	No action taken..	Conservation Commission to include NPDES Phase II material as part of their Web page.
HOL-PE-4 Revised	**Recycling Brochure**	**DPW / W. Fuqua**	**Distribute 5000 Brochures**	The Department received a grant to continue the production and mailing. 5,000 brochures mailed in Spring.	Distribute updated brochures..
HOL-PE-5 Revised	**Hazardous Waste Collection**	**DPW / W. Fuqua**	**One collection day/year**	One collection day held.	Hold one collection day
HOL-PE-6 Revised	**Bilingual Stormwater Brochure**	**DPW / W. Fuqua**	**Distribute 5000 Brochures**	No action taken	Distribute brochures

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
HOL-PP-1a	**Storm Drain Stenciling Development**	**DPW / W. Fuqua**	**Develop program – Year 1**	Monitor program and consider implementation methods.	No Action Required.
Revised					
HOL-PP-1b	**Storm Drain Stenciling**	**DPW / W. Fuqua**		No Action Taken.	Stencil 50% inlets
HOL-PP-1c	**Storm Drain Stenciling Maintenance**	**DPW / W. Fuqua**		No Action Required	No Action Required
Revised					
HOL-PP-2	**Stormwater Public Meeting**	**Conservation/ A. Zoeller**	**Host two meetings annually**	Two meetings were held with the Conservation Commission.	Conduct two public meetings.
Revised					
Revised					
Revised					
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
HOL-IDD-1a	**Storm Drain Mapping**	**DPW / W. Fuqua**	**Develop map – Year 1**	Modify mapping as required by new development or system improvements. Modifications were completed as part of grant received to develop and Integrated Water Resources Management Plan.	No Action Required.
Revised					
HOL-IDD-1b	**Outfall Inspections**	**DPW / W. Fuqua**	**Inspect 20% outfalls annually**	No Action Taken.	Inspect 20% of outfalls
Revised					
HOL-IDD-1c	**Stormwater Ordinance Revision**	**DPW / W. Fuqua**	**Ordinance Reviewed**	Ordinance Reviewed	No Action Required.
Revised					
HOL-IDD-1d	**Detection Plan**	**DPW / W. Fuqua**	**Plan Completed**	No Further Action Taken.	No Action Required.
Revised					
HOL-IDD-1e	**Elimination of Illicit Connections**	**DPW / W. Fuqua**	**Eliminate 50% of Connections**	No Action Required	Eliminate connections.
Revised					
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
HOL-CSRC-1	**Erosion Control Ordinance**	**DPW / W. Fuqua**		Ordinance Reviewed.	No Action Required.
Revised					
HOL-CSRC-2a	**Inspection Plan**	**DPW / W. Fuqua**		No Action Required	Develop inspection plan.
Revised					
HOL-CSRC-2b	**Site Inspections**	**DPW / W. Fuqua**		No Action Required	Inspect new construction sites.
Revised					
Revised					
Revised					

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
HOL-PCRC-1a	**Basin Inventory**	**Conservation / A. Zoeller**	**Inventory All Existing Basins**	Inventory updated with new developments.	Update inventory as needed
Revised					
HOL-PCRC-1b	**Annual Inspections**	**Conservation / A. Zoeller**	**Inspect 50% of Basins/yr.**	>50% of known basins inspected.	All known basins inspected
Revised					
HOL-PCRC-1c	**Basin Inventory Follow-up**	**Conservation / A. Zoeller**	**Letters to Non-Compliant Owners**	There were three informal communications with basin owners	Issue letters of non-compliance to owners.
Revised					
HOL-PCRC-2	**Stormwater Ordinance**	**DPW / W. Fuqua**		No Action Required	Review and revise ordinance.
Revised					
Revised					
Revised					

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
HOL-MGH-1 Revised	**Storm Drain Mapping**	**DPW / W. Fuqua**	**Develop Map – Year 1**	Modify mapping as required by new development or system improvements.	No Action Required.
HOL-MGH-2a Revised	**Emergency Plans**	**DPW / W. Fuqua**	**Revise Plan & Train**	Plan updated. training on-going	.No Action Required.
HOL-MGH-2b Revised	**Pollution Prevention Plan**	**DPW / W. Fuqua**	**Offer Plan & Training**	No Action Required	Provide plan and train.
HOL-MGH-3a Revised	**Catch Basin Cleaning Program**	**DPW / W. Fuqua**	**Develop Plan**	No Action Required	No Action Required
HOL-MGH-3b Revised	**Catch Basin Cleaning Program**	**DPW / W. Fuqua**	**Clean All Basins**	Continue cleaning schedule. Collect data on number cleaned and volume collected.	Continue cleaning schedule. Collect data on number cleaned and volume collected.
HOL-MGH-4a Revised	**Street Sweeping Program**	**DPW / W. Fuqua**	**Develop Plan**	No Action Required	No Action Required
HOL-MGH-4b Revised	**Street Sweeping Program**	**DPW / W. Fuqua**	**Sweep All Streets**	Continue program.	Continue program.
HOL-MGH-5 Revised	**Illegal Dumping Ordinance**	**DPW / W. Fuqua**	**Review/Revise Ordinance**	Review/Revise Ordinance	Review/Revise Ordinance

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

Part IV. Summary of Information Collected and Analyzed

Nothing further to report here.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

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

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	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	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	N

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination	X			
▪ Erosion & Sediment Control	X			
▪ Post-Development Stormwater Management	X			
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control	X			
▪ Post-Development Stormwater Management	X			

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100
Estimated or actual number of outfalls	(#)	139
System-Wide mapping complete	(%)	90
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	100
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	70
% of population on septic systems	(%)	30

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	(%)	100
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Compost
Cost of screenings disposal	($)	80

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	($)	29
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	25 75
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N