Municipality/Organization: **HOPKINTON**

EPA NPDES Permit Number: **MAR041124**

MaDEP Transmittal Number: **W-040816**

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

6/14/05

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:

Printed Name: F. Eric Sonnett

Title: Chairman, Board of Selectmen

Date: 5/31/05

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.

The Town of Hopkinton is has received DEP approval of 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1-1	Annual Hazardous Waste Collection Day	Dept of Public Works	Hold Haz Waste Day. Advertise through descriptive flyer and media spots. Track # of cars and quantities.	Held 6/12/04 in Hopkinton. Descriptive flyer mailed to all residents, posted on website. Spots on local Cable TV & newspaper. Number cars & types of waste tracked. Completed measurable goals.	Sponser Hopkinton only Collection Day on 6/04/05. Expand collection day to include e-waste.
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	Received SuAsCo Stormwater Flyer and Survey. Funding prevented printing and distribution to meet goal for Year 2.	Complete measurable goals in Winter 05-06.
1-4	Send out Stormwater Flyer to Community Businesses	DPW Web Master SuAsCo	Distribute and post stormwater flyer in Independeent and on website, HCAM-TV.	Year 3 Activity.	Update flyer and distribute through Independent and post on website, HCAM-TV and Hopnews. Track distribution.
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.	Did not complete measurable goals.	Obtain PSA's cited as well as research and obtain additional material for airing.
1-6	Place Education Information on the Town's Website	DPW Webmaster	Post stormwater info on website and update regularly	Did not complete measurable goals.	Obtain Educational Internet Presentations for display on the Town's Website.

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
2-1	Public Presentation, Access to SWMP and Receipt of Comment	DPW	Make final SWMP accessible for public viewing.	Completed Year 1	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 108th running of the Boston Marathon 4/19/04. E.L. Harvey picks litter every quarter along town roads traveled by their rolloff trucks.	Announce assistance with local cleanups and improve tracking of activities.
2-4	Circulate Stormwater Traveling Display in Community	DPW SuAsCo	Display at various Town locations and track.	Exhibited Traveling Stormwater Display at start of Boston Marathon.	Complete scheduled Spring 04 measurable goals by display at town hall, library and schools. Also display at election polls, town meeting and Annual PolyArts event

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
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 in Year 1. Funding and staffing constraints affected progress Year 2	Using recently acquired GPS unit, 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.	Received model plan.	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.	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.	Consultant commenced I/I Study in Fall 04. Trained Sewer Division Staff in manhole inspections to identify sources of infiltration. Town able to expand inspection program. Conducted 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	Continue scheduled drain stenciling program. Solicit volunteers.
Revised	*Use Volunteers to Stencil Drains*		Solicit groups for merit projects	Girl Scout Troop #2219 stenciled drains in three subdivisions.	

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
4-1	**Develop an Erosion and Sediment Control Ordinance**	Planning Board DPW ConCom Bldg Dept	Draft Ordinance, present at Town Meeting, track enforcement	Scheduled for Permit Year Three	Draft Ordinance, Plan for presentation at Fall Special Town Meeting
4-2	**Develop a Site Inspection Form and Conduct Inspections**	Planning Board DPW ConCom	Develop Site Inspection Form, Track frequency of Inspections, completion of inspection forms and# of failed BMP's discovered.	Scheduled for Permit Year Three	Develop inspection form, initiate inspections upon passage of ESC Ordinance
4-3	**Develop and Implement a Citizen Complaint Hotline**	DPW Web Master	Establish & advertise hotline. Track # of complaints and remediation	Scheduled for Permit Year Three	Establish & advertise hotline.

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5-1	Revise the Site Plan Review Submission Requirements and Procedures	Planning Board	Draft Amendment, hold public hearing, Town Meeting approval, adopt	Initiate draft of Amendment	Revisions approved at 2005 AnnualTown Meeting

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6-1	Develop a Formal Training Program for DPW Staff	DPW Human Resources	Develop manual and conduct training, track. Repeat every 2 years.	Unable to initiate training due to lack of staff and funding	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 able to clean 25% of catchbasins using Vactor truck. Basins not clened in several years and require longer time to clean due to compacted material.	Continue CB cleaning and track
6-3	Develop a Structural BMP Maintenance Program	DPW – Highway Division	Inventory & identify maintenance reqm'ts. Develop schedule, track.	Inventoried structural BMP's and indentified maint reqm'nts. Set cleaning in CB cleaning schedule	Inspect all sturctual BMP's and clean as necessary.
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	Continue scheduled measurable goals.
6-6	Develop a Landscape and Lawn Care Policy for Properties Under DPW Jurisdiction	DPW	Develop, implement policy. Provide policy to employees and contracted lawn services.	Ferilization schedule has been established for parks and cemeteries.	Continue scheduled measurable goals.