JUL 17

Municipality/Organization: Town of Hamilton

EPA NPDES Permit Number: MA 041196

MaDEP Transmittal Number: W-045925

Annual Report Number
& Reporting Period: No. 4: March 06-March 07

NPDES PII Small MS4 General Permit
Annual Report

Part I. General Information

Contact Person: Steve Kenney Title: Director of Public Works

Telephone #: 978-468-5580 Email: skenney@hamiltonma.gov

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: Candace P. Wheeler

Printed Name: Candace P. Wheeler

Title: Hamilton Town Administrator

Date: 7/17/07

Part II. Self-Assessment

The Town of Hamilton has successfully implemented or begun implementation the Measurable Goals noted in Hamilton's Notice of Intent. Prior to the development of Hamilton's Comprehensive Stormwater Management Program, including Measurable Goals, the Town performed an assessment of current activities, programs, and regulations that could support the NPDES Phase II Stormwater program. This assessment became the basis for modifying current activities, recommending new programs, and informing town boards and departments of their obligation toward successful implementation of Hamilton's Comprehensive Stormwater Management Program.

Hamilton is pleased to present the following summary describing Hamilton's success at implementing the fourth year of the town's Comprehensive Stormwater Management Program.

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 4	Planned Activities – Permit Year 5
1.1	Public Education of Stormwater Collection Systems & Illicit Connections	Department of Public Works	Distribute Informational Flyers	The DPW obtained and displayed an educational poster at the Town Hall and Library. The poster addressed surface and groundwater pollution prevention.	DPW will display poster at other Town Offices and Schools. Town Administrator will include poster on the Town's website. Additional literature will be identified for distribution at Town Offices, Library, and Schools.
1.2	General Public – Knowledge of Stormwater Issues and their Environmental Interaction	Department of Public Works	Supply Town Offices/ Library/ Schools with literature	The DPW obtained and displayed an educational poster at the Town Hall and Library. The poster addressed surface and groundwater pollution prevention.	DPW will display poster at other Town Offices and Schools. Town Administrator will include poster on the Town's website. Additional literature will be identified for distribution at Town Offices, Library, and Schools.
1.3	Private Groups – Identify Catch Basins leading to Open Waters	Department of Public Works	Stenciling Program	Approximately one-half of the Town's 730+ catch basins have been stenciled. Local school children, eagle scouts troops, and other volunteers assisted DPW with catch basin stenciling.	Continue program of using volunteers to stencil catch basins.
1.4	Non Point Pollution Awareness	Department of Public Works	Make contact with farms, horse farms, golf courses, etc.	The town sent out a Manure Management Fact Sheet to the local Horse Farms and Owners.	This program is expected to continue. The Town will provide the fact sheet to any new horse farms and/or new owners of existing horse farms.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
2.1	Work with private/volunteer groups	Department of Public Works	Clean Up Days for Roads and Waterways	The DPW worked with the Chebacco Lake Association and the local boy scouts during town clean up days."	The DPW will continue to supply manpower to volunteer groups.
2.2	Request Public Participation for Inspection/Monitoring	Department of Public Works	Send out Leaflets & Place Ads in Newspaper/Local TV.	The DPW requested public participation at various town events. The local boy scouts and eagle scouts inspect/monitor culverts and catch basins. Additionally, the scouts keep the catch basin surfaces free of debris.	DPW hopes local scout troops continue to participate in this portion of the program. DPW will seek assistance from other volunteers in the community.
2.3	Promote Stenciling Program	Department of Public Works	Work through Local Media and Educational Materials	The DPW requested public participation at the Selectman's meeting which is broadcast on the Media One Cable TV station and requested volunteers in the Town newspaper. Local boy scout and eagle scout troops responded and assisted DPW in stenciling approximately one half the Town's catch basins.	DPW hopes local scout troops continue to participate in this portion of the program. DPW will seek assistance from other volunteers in the community.
2.4	Education/Monitor/Assist Compliance by Commercial/Agricultural/Livestock Interests	Department of Public Works	Make contact with farms, horse farms, golf courses, etc.	The town sent out a Manure Management Fact Sheet to the local Horse Farms and Owners	This program is expected to continue. The Town will provide the fact sheet to any new horse farms and/or new owners of existing horse farms.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
3.1	Locate All Catch Basins, Sump Pumps, Stormwater Collection Systems & Culverts	Department of Public Works	Complete Mapping of System	The system map was completed for Hamilton. The map includes stormwater outfalls, culverts, catchbasins, drainage areas, water bodies and wetlands. There are a number of sump pumps discharging to catch basins. The Town's annual program of cleaning and inspecting catch basins has not identified any problems with these connections with respect to degrading water quality.	The Town will assess stormwater impacts, if any, on critical habitats and water resources. The Town will add areas of critical environmental concern to the system map if funding is available.
3.2	Determine if any Violations are present in the Stormwater System	Department of Public Works	Inspect all Catch Basins and Sump Pumps for Non Municipal Discharge Points .	Every Spring, DPW hires an outside contractor to clean and inspect all of the Town's catch basins. Two catch basins out of over 730 catch basins in the Town were found to have problems in which material was intentionally dumped into the catch basins by residents. The Town (DPW) and police continue to monitor catch basin for illegal activities.	Continue current program of annual cleaning and inspecting of catch basins. Identify and follow-up on problem catch basins.

3. Illicit Discharge Detection and Elimination, continued.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
3.3	Define Drainage Surface Area to Stormwater Collection Systems	Department of Public Works	Identify all Streams, Gullies, Roadways and Land Area that Contributes Runoff to the Drainage System	The system map was completed for Hamilton. The map includes the stormwater infrastructure and drainage areas. Although not mapped, DPW does inform residents the importance of properly functioning roadside gullies in conveying spring runoff and that they should not fill in gullies with rocks or soil.	Continue educational component of the program.
3.4	Eliminate Contributions to Water Quality Deterioration	Department of Public Works	Identify Indirect Contamination Sources	A Low Impact Development Handbook was developed to mitigate Water Quality Deterioration. All outfalls, culverts and catch basins were inspected and no evidence of indirect sources of contamination was found.	Continue inspection program utilizing volunteers.
3.5	Educate Public Works Department on the Importance of Illicit Discharge and Elimination	Department of Public Works	Create/Implement Employee Training Program	Each spring, the DPW distributes stormwater information to staff members, volunteers and contracted employees and conducts a stormwater training meeting in advance of outfall and culvert inspection and catch basin cleaning.	Continue Stormwater Education

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
4.1	Review/Update Town Control Measures	DPW/Con Com/Planning Board	Review and update all in House Documents and Regulations Concerning Construction Site Run Off	The Planning Board drafted a Stormwater Management Bylaw which includes mitigating impacts from Construction and Post Construction activities. The draft stormwater management bylaw was reviewed by Town Boards and went through the public hearing process; however, the bylaw was tabled prior to Annual Town Meeting.	Present the bylaw at special town meeting to be voted on and adopted.
4.2	Educated Contractors through Permit Process	DPW/Con Com/Planning Board	Hand Out Literature and Examples at Time of Permit	A handbook was developed to educate Contractors on Low Impact Development. The Planning Board provides the low impact development handbook to Contractors as part of the building permit process.	Continue current program.
4.3	Educate Public on Changes or Improvements	Department of Public Works	Public Meetings	All town stormwater runoff control changes and improvements are noted at the monthly, televised Selectman's' Meetings.	Continue current program.
4.4	Assure Understanding and Compliance of Runoff and Erosion Control	Department of Public Works	Send Out Flyers Concerning Runoff Control	The Planning Board provides stormwater educational materials to Contractors as part of the building permit process.	Give stormwater brochure to local contractors with building permit

5. Post-Construction Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
5.1	Assure Post Construction Requirements are Followed	Department of Public Works	Support a By Law at Town Meeting, Conduct Public Hearings	The Planning Board drafted a Stormwater Management Bylaw which includes mitigating impacts from Construction and Post Construction activities. The draft stormwater management bylaw was reviewed by Town Boards and went through the public hearing process; however, the bylaw was tabled prior to Annual Town Meeting.	Present the bylaw at special town meeting to be voted on and adopted.
5.3	Explain Permit Process to Comply with Post Construction Procedures	Department of Public Works	Educate Contractors, Engineers and Public	The Planning Board provides stormwater brochures to Contractors as part of the building permit process.	Continue practice of providing stormwater brochures to local contractors with building permit. Once bylaws are adopted, the Town can refer contractors to the bylaws as part of the Planning Board approval process.
5.3	Work Area Stabilization	Department of Public Works	Require Silt Barriers around or over all catch basins	Silt barriers are required around and over all catch basins in the area of construction projects.	Continue requirements of silt barriers around and over all catch basins
5.4	Assure Current Requirements Meet State/Federal Standards	Department of Public Works	Review all Documents and By Laws	The Planning Board drafted a Stormwater Management Bylaw which includes mitigating impacts from Construction and Post Construction activities.	Present the bylaw at special town meeting to be voted on and adopted.

6. Good Housekeeping

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
6.1	Maintain Drain Pipes	Department of Public Works	Continue Installing Grease/Oil Hoods	It is the policy of the DPW to install Grease/Oil Hoods as catch basins are installed/repaired. However, not all of the Town's existing catch basins are capable of being retrofit with this equipment and still allow for maintenance. DPW installs this equipment where it can be installed and still allow the structure to be maintained.	Continue to install Grease/oil Hoods as appropriate.
6.2	Catch Basin Cleaning	Department of Public Works	Clean CBs in areas of high silt build up in Sump Pumps	An outside contractor cleaned and inspected all of the Catch Basins.	Annually clean all Catch Basins
6.3	Clean Sand & Debris Build up along Paved Shoulders	Department of Public Works	Conduct Street Cleaning Once a Year	An outside contractor conducted street sweeping in town in late April.	Annually conduct street sweeping
6.4	Maintain Roadways	Department of Public Works	Implement a Road Shoulder Improvement Program	DPW estimates 2 to 3 miles of road shoulders were cut back. Road Shoulder improvements were incorporated into the road improvement program.	Continue annual program to cut road shoulders back

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)-

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5

7a. Additions

7b. WLA Assessment