Municipality/Organization: Town of Hingham, MA

EPA NPDES Permit Number: MAR041100

MADEP Transmittal Number: W-041003

Annual Report Number
& Reporting Period: No. 4: May 1, 2006-April 30, 2007

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Joseph Stigliani Title: DPW Superintendent

Telephone #: 781-741-1430 Email:

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: Charles Cristello

Title: Town Administrator

Date: 4/27/07

Part II. Self-Assessment

The Town of Hingham has completed the required self-assessment of the annual compliance review for the Phase II Stormwater Program. In accordance with the NPDES Phase II Stormwater requirements, the following topics were evaluated for the completion of the Annual Report:

1. Compliance with the Phase II Permit Conditions
2. Appropriateness of the Selected BMPs
3. Progress Towards Achieving the Program's Measurable Goals
4. Results of Any Information that has been Collected and Analyzed
5. Activities for the Next Reporting Cycle
6. Changes in Identified BMPs or Measurable Goals

The Town has determined that our municipality is in compliance with all permit conditions.

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
1A Revised	Distribute Brochures and Fact Sheets to Businesses & Residents	Department of Public Works (DPW)	Copies of materials.	The progress of the Phase II program was discussed at Town Department coordination meetings. Stormwater educational materials were made available to the public at the Town Hall and Town Library.	Present the progress of the Phase II program to the Town Selectmen in May 2007. Discuss the Phase II Program at Town Department coordinator meetings. Continue to make copies of handouts and flyers available at public facilities throughout the year.
1B Revised	Send Out Stormwater Press Releases	DPW	Copies of articles.	• A flyer was mailed to residents in April 2007 advertising the May 2007 Household Hazardous Waste Collection Day[1]. • A press release about current Town stormwater activities was published in the Arbor Day press release on April 10 & 24, 2007.	Continue press releases to outline the ongoing stormwater activities led by the Town and others. Discuss the availability of the stormwater video and hotline.
1C Revised	Develop Stormwater Section of Town Website	DPW and Town Website Manager(s)	Measure number of hits annually.	Additional stormwater runoff informational links were posted on the website in April 2007. Additional references were added to discuss BMPs 1A, 1B & 1F. 923 hits were recorded on the website.	The website will be updated and expanded as the Phase II program develops and hits will be measured annually.
1D Revised	Create a Stormwater Educational Display	Conservation Commission	Track quantity of take home materials taken quarterly.	The Town's stormwater outfall map, an EPA poster, and other educational material were updated and displayed at the office of the Conservation Commission at Town Hall.	Update stormwater display materials at public facilities and track quantities of take home material.

[1]The collection event is also advertised at the Hingham Transfer Station with flyers, on the DPW section of the Town website and through local cable broadcasts. The information outlines proper practices for disposal of wastes.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
1E	Develop and Broadcast Stormwater Presentation on Local Cable Network	DPW and Town Officials	Cable TV tapes of presentations. Show annually during permit term.	Information regarding local events such as the household hazardous waste collection days was broadcast weekly in advance of the event.	Broadcast a stormwater update at the Selectmen's meeting discussed in BMP 1A on the local cable channel. Broadcast the EPA videos "After the Storm" and "Reigning in the Storm" on the local cable channel as airtime is available.
Revised	Broadcast the Progress of the Phase II Program w/ Selectmen Meetings		Use of EPA video & broadcast of Town Selectmen Meetings		
1F	Establish a Program for Free Stormwater Video Rentals	DPW and Planning Board	Track video rentals annually.	Two copies of the EPA video "After the Storm" and a copy of "Reigning in the Storm" were advertised on the Town website and made available at the Town library for rental; however, no residents rented the videos.	Continue to offer the videos "After the Storm" and "Reigning in the Storm" at the Town library for rental. Continue to advertise the video rentals on the Town website and cable channel.
Revised					

1a. Additions – None at this time

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
2A	Establish a Stormwater Telephone Hotline	DPW and Town Website Manager(s)	Record number of phone calls to hotline, copies of advertisements.	The hotline number was maintained and described on the Town website and advertised in the flyer discussed in BMP 1B. 17 calls were received during the permit year and all issues were addressed.	Calls will continue to be tracked with records of follow-up actions and service updated throughout Permit Year 5.
Revised		Local Emergency Planner			
2B	Mark Storm Drains with Buttons or Stencils	DPW and Volunteers	50% of storm drains marked by year 5 with door hangers placed in associated neighborhoods.	Volunteer recruitment was unsuccessful and no progress was made on this task during this permit year.	The DPW plans to attach buttons to drains in the downtown area along with an upcoming roadway paving project. DPW will coordinate this effort with the Conservation Commission to solicit public involvement, if feasible.
Revised		Conservation Commission	Downtown area marked		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
2C	Develop and Implement a Native Tree/Shrub Planting Program	DPW, Conservation Commission, and Volunteers	Record the number, location, and kind of tree or shrub planted.	The Town of Hingham continued its tree/shrub replanting program within the public right of way and records were maintained at the Tree Department. Multiple public meetings were held to discuss the wetland restoration project at Bare Cove Park, which is a Town redevelopment project. The project includes components for habitat enhancement.	Continue existing practices for tree/shrub replacement throughout Permit Year 5. Solicit volunteers to participate in planting programs for stormwater and environmental restoration projects and coordinate efforts with the Garden Club.
Revised					

2a. Additions – None at this time

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
3A	Hold Annual Household Hazardous Waste Collections	DPW	Document quantity of wastes collected annually.	A collection event was held on May 20, 2006 and the Town of Hingham participates in regional collections as part of the South Shore Recycling Cooperative. A total of 327 cars were recorded for the May 2006 event. Residents can exchange mercury thermometers for digital thermometers at the DPW.	A collection event is scheduled for May 19, 2007. Continue participation in the South Shore Recycling Cooperative.
Revised					
3B	Develop Primary Town Storm Drain System Map	DPW	70% of system mapped on GIS.	70% of the drainage system was mapped on GIS in permit year 1.	No further action is planned at this time.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
3C	Complete Mapping of Stormwater Outfalls	DPW and Contractor	All outfalls mapped by year 4.	Sixty two (62) outfall locations were investigated in subwatersheds B, C and J. Dry weather flows were sampled at outfalls in subwatersheds B, C, F, O & P and water quality data indicated two locations with illicit discharges and several additional locations that require further investigation. The stormwater outfall map was updated.	The Town will pursue the removal of identified illicit discharges. Field verification of stormwater outfalls and mapping will be completed. Flowing outfalls that are suspected illicit discharges will be sampled for laboratory analysis and the source of the flow will be traced.
Revised			75% of outfalls mapped by end of year 4. Source identified and removed within one year.		
3D	Evaluate Stormwater Discharges to Historic Places	DPW, Conservation Commission, and Contractor	Final list of historic places in Hingham. Results of evaluation.	This BMP was completed in June 2005.	No further action is needed.
Revised					
3E	Develop Illicit Discharge Prohibition Bylaw	Board of Health	Obtain authorization to control inputs to the municipal drainage system. Bylaw at Town meeting by end of year 2.	An illicit discharge prohibition bylaw was discussed and a model bylaw was obtained for further review.	A draft bylaw will be developed and presented to Town counsel and eventually Town meeting.
Revised		Conservation Commission	Draft bylaw at end of year 4.		
3F	Develop Illicit Discharge Detection and Elimination (IDDE) Plan and Implement Activities	DPW and Board of Health	All outfalls examined by year 4. Sources traced and results documented within one year of discovery.	Progress continues to be made with outfall inspections; the total number inspected is now 188. As discussed in BMP 3C, follow-up investigations and water quality data indicated two locations with illicit discharges and several additional locations that require further investigation.	The Town plans to finish all outfall inspections and pursue the removal of identified illicit discharges.
Revised			75% of outfalls examined by year 4.		
3G	Incorporate Information on Illicit Discharges into Public Education and Outreach Topics	DPW and Board of Health	Copies of materials.	Illicit discharge information was updated on the Town's web page to discuss proper waste disposal practices.	Continue distributing illicit discharge information in flyers, meetings and press releases and incorporating materials into public education and outreach topics and activities (BMPs 1A through 1F).
Revised			# materials distributed.		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
3H	Setup and Advertise a Hotline for Illicit Discharges	DPW, Fire Department, and Board of Health	Log of complaints and actions taken.	A hotline number was established by the Local Emergency Planner in Permit year 2 (refer to BMP 2A). No complaints have been received regarding illicit discharges.	Calls will continue to be tracked with records of follow-up actions and service updated throughout Permit Year 5.
Revised		Local Emergency Planner			

3a. Additions – None at this time

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
4A	Develop Erosion Control Bylaw	Planning Board	Bylaw at Town meeting by end of year 2.	A comprehensive stormwater bylaw was discussed and a model bylaw was obtained for further review; however, the project is on hold. The Planning Board is in the process of updating its regulations to incorporate requirements for low impact development (LID) techniques through a Smart Growth Grant.	LID regulatory updates are anticipated during the permit year.
Revised		Conservation Commission	Draft bylaw end of year 4.		
4B	Establish a Procedure for the Receipt of Information Submitted by the Public	Planning Board and DPW	Record number of phone calls to hotline, copies of articles.	Complaints regarding construction site erosion are handled by the Conservation Commission, DPW and Planning Board, as appropriate.	Coordinate record keeping program with regulatory updates, track calls and records of enforcement.
Revised		Conservation Commission			
4C	Conduct Inspections for Erosion Controls	Planning Board, DPW and Consultant	Inspection checklist and documented inspections.	Construction site inspections are ongoing and are conducted by the Building Inspector, ConsCom and DPW. The various departments coordinate efforts to oversee sites and issues are handled by the most appropriate enforcement agent. An inspection checklist is in use to document inspections and corrective actions.	Continue inspections throughout the permit years in accordance with the existing Zoning Bylaws and updated Planning Board Regulations.
Revised					

4a. Additions – None at this time

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 4	Planned Activities – Permit Year 5
5A	Develop BMP Bylaw	Planning Board	Bylaw at Town meeting by end of year 2.	A comprehensive stormwater bylaw was discussed and a model bylaw was obtained for further review; however, the project is on hold. The Planning Board is in the process of updating its regulations to incorporate requirements for low impact development (LID) techniques through a Smart Growth Grant.	LID regulatory updates are anticipated during the permit year.
Revised			Draft bylaw end of year 4.		
5B	Develop and Implement Inspection Program	Planning Board, DPW, Building Inspector, and Consultant	Copies of maintenance reports received annually, plus records of inspections completed and results.	Inspections were conducted by DPW and the Building Inspector for BMPs in Town. An inspection checklist is in use to document inspections and corrective actions. Operation and Maintenance (O&M) plans were considered and reviewed.	Continue inspections and document inspections and corrective actions in accordance with updated regulations, based on changes discussed under BMP 5A. Coordinate with efforts for BMP 4C.
Revised					

5a. Additions – None at this time

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 4	Planned Activities – Permit Year 5
6A	Clean Catch Basins	DPW	Clean all catch basins.	Continued cleaning catch basins in town at least once and completing catch basin inspection forms to document maintenance needs. The inspection form was reviewed to develop a simple method for tracking sediment data.	Continue catch basin cleaning program annually. Begin recording sediment data for future cleaning priorities, along with outfall evaluation data.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
6B	Sweep Streets in Town	DPW	Priority plan of sweepings based on water quality impact. Volume of sweepings collected.	Continued street sweeping program in town that included: swept downtown area daily; and swept environmentally sensitive areas 2-3 times, such as the roads near Accord Pond (surface drinking water supply). The Transfer Station was swept every 1-2 weeks. Methods to record sediment data were evaluated.	Continue street sweeping program annually and begin recording sediment data for future sweeping priorities.
Revised					
6C	Develop an Inspection and Maintenance Plan	DPW	Written schedule. Records of inspections and maintenance.	The DPW developed a form for catch basin inspections during Permit year 1. The Town is seeking approval for use of the Hingham Landfill for maintenance generated wastes.	A disposal policy for maintenance generated wastes will be developed prior to the final closure of the Hingham Landfill. The catch basin inspection form will be updated to include information related to potential illicit discharges.
Revised					
6D	Continue Existing Pollution Prevention and Good Housekeeping Practices at the DPW Facility	DPW	Ensure existing practices are continued.	Continued ongoing practices at the DPW Facility: indoor vehicle maintenance, immediate repair of leaking vehicles, proper handling/ storing and disposing of hazardous materials and wastes, covered salt storage and indoor vehicle washing.	Continue existing practices and inform new employees of pollution prevention and good housekeeping practices.
Revised					
6E	Ensure Proper Cleaning of Vehicle Leaks at the DPW Facility	DPW	No significant vehicle leak stains at the facility.	Vehicle leaks were cleaned promptly at the facility.	Continue to ensure proper cleaning of leaks.
Revised					
6F	Rinse Vehicles Indoors at the DPW Facility	DPW	Record of memo.	Vehicle rinsing was conducted indoors to the best extent practicable and proper vehicle rinsing and washing activities were discussed at regular DPW meetings.	Continue proper rinsing activities and address vehicle rinsing as part of the employee training program or during staff meetings, as needed.
Revised					
6G	Divert Stormwater Runoff Away From the White Building at the DPW Facility	DPW	Record of before and after photos.	This task was completed in Permit Year 3.	No further action is needed.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
6H	Ensure Covered Storage for Salt Materials at the DPW Stockyard	DPW	All salt is covered.	All salt materials were covered.	Continue covering salt materials.
Revised					
6I	Improve Covering and Evaluate BMP's for the Sand/Salt Pile at the DPW Stockyard	DPW	No rain contact with pile. No significant runoff contact with pile.	Tarps were maintained to cover the sand/salt pile and the area around the pile was periodically swept to contain the pile, minimize runoff contact and the migration of sediments. The Town is pursuing the construction of a new DPW facility with a sand/salt storage shed.	Continue sweeping practices to prevent runoff from salt/sand pile. Utilize new shed when/if available.
Revised					
6J	Construct Berms at the DPW Stockyard to Contain Earth Materials	DPW	Berms constructed. Before and after photos.	Earth berms and BMPs were maintained to prevent off-site migration of earth materials.	Continue to maintain earth berms and BMPs as needed to prevent sediment migration from the site.
Revised					
6K	Disconnect Floor Drains and Prohibit Vehicle Washing at the Tree & Park Barn Facility	DPW	Floor drains disconnected as shown by closure records. Record of memo.	Continued prohibiting vehicle washing and equipment storage inside the building to ensure wastes were not disposed to the floor drains. Rubber covers were used to prevent materials from entering drains.	The Town plans to properly close floor drains at the facility in accordance with DEP requirements once the Tree and Park Department moves to its new facility and the building is vacated.
Revised					
6L	Prevent Stormwater Contact with Vehicle Leaks and Maintenance Areas at the Recycling Facility	DPW	No significant vehicle leak stains at the site.	Vehicles and equipment were maintained at the DPW Facility indoors and only light maintenance activities occurred at the Recycling Facility. This BMP is also being addressed as part of the facility's SWPPP.	Continue to prevent vehicle leak stains and repair leaking vehicles promptly.
Revised					
6M	Store Batteries Under Cover at the Recycling Facility	DPW	No uncovered outdoor storage of batteries.	Batteries were stored indoors.	Continue storing batteries indoors.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
6N	Comply with DEP Policy for Vehicle Washing at the Recycling Facility	DPW	Record of memo.	Outdoor vehicle washing and rinsing was prohibited.	Continue to prohibit outdoor vehicle washing.
Revised					
6O	Prevent Stormwater Discharges from Recycling Bales and Loading/Unloading Areas at the Recycling Facility	DPW	No contact with plastic bales and no stormwater discharges from the unloading area.	Plastic bales were stored in a covered roll off container. The bale unloading area was swept on a regular basis to remove debris and drips.	Sweep and clean (using dry methods) the bale unloading area on a regular basis to remove debris and drips.
Revised					
6P	Conduct a Feasibility Study For the Trash Trailer Bays at the Transfer Station	DPW	Copy of the feasibility study report. Plans or sketches.	The trailer bays were cleaned on a regular basis to minimize stormwater contact with debris. Coverings for the trailers are not cost effective at this time and funds were allocated toward landfill capping.	Enhance cleaning procedures at the trash trailer bays to prevent stormwater contact. Increase cleaning frequency for stormwater treatment devices at this area. Address the landfill leachate problem as part of landfill closure activities.
Revised	Address Landfill Leachate Entering the Drainage System		Trash trailer bay cover installation, landfill closure.		
6Q	Continue Existing Pollution Prevention and Good Housekeeping Practices at the Bus Depot	School Department and Contractor	Ensure existing practices are continued.	Continued the following pollution prevention practices at the Bus Depot: indoor vehicle maintenance for School Department vehicles; and bus washing using a collection system for off-site disposal of wash water.	Continue existing practices.
Revised					
6R	Modify Downspout Discharges at the Fueling Station	School Department and DPW	Downspout discharges modified as shown by before and after photos.	The downspouts were modified to divert stormwater away from the fueling area in Permit Year 3.	No further action is needed.
Revised					
6S	Install a Spill Kit at the Fueling Station	School Department	Spill kit installed. Record of memo.	The spill kit was maintained at the station with a memo posted to describe the kit and its location.	Ensure kit is fully stocked with spill materials and memo remains posted.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
6T	Ensure Compliance for Floor Drain Systems in the Bus Depot Building	School Department	Record of inspections and changes to floor drain systems, if any.	No progress has been made on this task to date.	Evaluate floor drains and modify system if needed.
Revised					
6U	Continue Existing Facility Practices at the Town Hall and Building #104	Police Department and Department of Public Works	Ensure existing practices are continued.	Continued practices at the Town Hall for washing police vehicles off-site at an approved facility and at Building #104 for indoor storage of DPW vehicles and equipment.	Continue existing practices.
Revised					
6V	Ensure Compliance for Floor Drains at the North Fire Station	Fire Department	Sketches or inspection memos.	No progress has been made on this task to date.	Evaluate floor drains and modify system if needed.
Revised					
6W	Ensure Compliance for Floor Drains and Vehicle Washing Activities at the Central Fire Station	Fire Department	Sketches or inspection memos. Record of memo.	Building renovations at the Central Fire Station are currently taking place and this work will result in a proper floor drain and vehicle washing system.	Institute proper vehicle washing practices once construction is complete.
Revised					
6X	Evaluate Alternative Vehicle Washing Options at the Hingham Light Plant	Light Plant	New methods for handling vehicle wash water at the site by the end of year 2.	No progress has been made on this task to date.	Prohibit outdoor vehicle washing and post employee memo for appropriate vehicle washing. Evaluate and implement alternative washing methods.
Revised			End of year 3.		
6Y	Use IPM Program for Application of Pesticides in Town	DPW	Copy of IPM Program.	Continued practice of IPM program.	Continue existing practices and continue to document protocols.
Revised					
6Z	Use Licensed Applicators for Fertilizers and Pesticides in Town	DPW	Record quantities of fertilizers and pesticides purchased annually.	4,000 pounds of fertilizers was purchased in permit year 3. The Town did not purchase any pesticides or herbicides. Chemical applications were minimized. Licenses were maintained for all Town employees that apply chemicals.	Continue existing practices and record quantities applied annually.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
6AA Revised	Calibrate Salt Spreading Equipment	DPW	Record quantity of salt purchased annually.	Ice-Ban was used to enhance the effectiveness of deicing operations. Salt spreading equipment was calibrated to ensure proper application rates.	Continue to calibrate salt equipment and track salt/Ice-Ban purchases. Continue to maintain copies of records with the Stormwater Management Plan and periodically evaluate salt use and reduction effectiveness.
6AB Revised	Use Low Salt Applications at Designated Areas	DPW	Document application rate in Accord Pond watershed compared to other watersheds.	Low salt applications were used in the Accord Pond watershed for water supply protection.	Continue existing practices and compare application to other watersheds.
6AC Revised	Ensure Proper Waste Disposal in Town for Hazardous and Special Wastes	DPW	Document quantity of wastes collected annually.	Tracking continued for special and regulated wastes (e.g., waste oil, batteries, light tubes, CRTs, electronic equipment) at the Hingham Transfer Station. The following amounts of materials were collected in 2006: Oil – 4,650 gallons Batteries – 340 units Fluorescent Light Tubes – 11,512 L.F. Mercury-containing devices – 36 units TV's – 1,402 units Monitors – 1,701 units	Continue existing practices at the Hingham Transfer Station for the collection of special and regulated wastes and document results over time. Continue to offer Household Hazardous Waste Collections annually and track town participation and quantities collected, if possible.
6AD Revised	Ensure Compliance for Snow Disposal in Town	DPW	Utilize designated snow disposal location.	Snow storage and disposal was conducted at the Town bathing beach parking lot. The buffer areas were cleaned by hand in the spring to remove accumulated materials. The parking lot is designed with vegetative buffers and sediment traps to filter snowmelt from the parking lot, before draining to the Hingham Harbor.	Continue existing practices of snow disposal to ensure surface water quality protection.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
6AE	Ensure Water Quality Improvements are Considered for Flood Projects.	DPW	Records of flood control projects.	A Tide Gate design was completed and is scheduled to be installed in the Summer 2007. The tide gate will address tidal and surcharge impacts that exacerbate flooding conditions during wet conditions in the downtown area.	Install Tide Gate to address tidal and surcharge impacts. Develop a review program or standard operating procedure (SOP) through DPW for new flood projects to ensure that water quality improvements are considered.
Revised					
6AF	Conduct Town Employee Stormwater Training	DPW	Attendance sheet and copy of program	SPCC training was held on November 2, 2006 for Transfer Station staff. Pollution prevention topics were informally discussed as part of routine DPW operations meetings.	Continue refresher training.
Revised					

6a. One Addition at this time

6AG	Develop and Implement a SPCC Plan at the Transfer Station	DPW	Copy of SPCC Plan & inspection records	A SPCC Plan was developed and implemented at the Transfer Station to address aboveground oil storage. Measures to prevent and protect against an oil release were developed.	Ensure compliance with the SPCC Plan.
Revised					

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 4	Planned Activities – Permit Year 5
7A	Develop a Water Quality Strategy for 303d Waters	DPW, Conservation Commission, and Consultant	Summary of pollution prevention efforts, future needs, and responsible parties. Copy of Surface Water Quality Strategic Plan.	NOI specified to begin this BMP in Permit Year 5.	Evaluate outfall data (once complete) and other water quality data and develop BMPs to address water quality of the TMDL waters, as budget is available.
Revised					
7B	Implement BMP's from Water Quality Strategy	DPW, Conservation Commission, and Consultant	Photographs, logs, and BMP descriptions for completed efforts and water quality improvements.	NOI specified to begin this BMP in Permit Year 5.	Pursue funds and begin BMP implementation for Water Quality Strategies. Document BMP implementation through photographs, logs, and BMP descriptions for completed efforts and water quality benefits.
Revised					

7a. Additions – None at this time

7b. WLA Assessment

The Town of Hingham has several 303d listed waters that are classified as Category 5 "Waters Requiring a TMDL". Water quality concerns associated with 303d waters will be addressed through the implementation of BMPs under the six minimum measures for Phase II, as outlined in the Hingham Stormwater Management Plan (SWMP). 303d waters are highlighted in the Hingham SWMP as a priority for implementation activities throughout the permit term. The WLA Assessment will be addressed as part of the Town's SWMP, as TMDL studies are completed for 303d waters in Hingham or those water bodies with watersheds in Hingham.

Part IV. Summary of Information Collected and Analyzed

Sixty two (62) outfall locations were investigated in subwatersheds B, C and J. Dry weather flows were sampled at outfalls in subwatersheds B, C, F, O & P and water quality data indicated two locations with illicit discharges and several additional locations that require further investigation. The Town is pursuing the removal of identified illicit discharges and funding for additional outfall investigations. The total number of outfalls inspected is now 188.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N/A
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1
▪ community participation	(%)	327 cars
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	No

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		

*The Town is in the process of updating its regulations to incorporate requirements for low impact development (LID) techniques through a Smart Growth Grant. The Town previously updated its subdivision and site plan requirements to address Phase II requirements in Permit Year 1.

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	188 known
System-Wide mapping complete	(%)	80%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	188*
Illicit discharges identified	(#)	2
Illicit connections removed	(#) (est. gpd)	0
% of properties on sewer	(%)	33%
% of properties on septic systems	(%)	67%
*The Hingham DPW inspects stormwater outfalls on an annual basis for drainage and erosion problems and has developed an inspection form for drainage structures and outfalls.		

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	Multiple
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	(%)	Not Assessed
Site inspections completed	(# or %)	Multiple
Estimated volume of stormwater recharged	(gpy)	Not Assessed

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1-2/yr[1]
Total number of structures cleaned	(#)	TBD
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	3,000 tons[2]
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill
Cost of screenings disposal	($)	N/A

1. Some drainage structures in the downtown area are cleaned more frequently based on the rate of sediment accumulation and historical flooding issues.
2. Approximately 3,000 tons of catch basins cleanings and street sweepings are collected each year. Estimates for each activity are not available at this time.

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)	Varies[1]
Qty. of sand/debris collected by sweeping	(lbs. or tons)	3,000 tons[2]
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Landfill
Cost of sweepings disposal	($)	N/A
Vacuum street sweepers purchased/leased	(#)	2 owned
Vacuum street sweepers specified in contracts	(y/n)	N/A

1. The downtown area is typically swept 8-10 times each year, but was swept daily due to ongoing roadway construction. Environmentally sensitive areas, such as the roads near Accord Pond (surface drinking water supply), are swept 2-3 times each year.
2. Approximately 3,000 tons of catch basins cleanings and street sweepings are collected each year. Estimates for each activity are not available at this time.

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	N/A
The DPW performs routine inspections of town-maintained lands for pests to determine the appropriateness of chemical applications for shade trees and Town-owned lands. Chemical applications are minimized to the best extent possible and Pesticides are applied only when necessary by a Tree and Park Department licensed pesticide applicator.		

Anti-/De-Icing products and ratios: *Ice-Ban ($MgCl_2$) is applied to a 75:25 sand/salt mixture with a sprayer as the materials are dispensed from trucks during de-icing activities. This salt catalyst has replaced the liquid sodium chloride that was applied in the past. As a result, the Hingham DPW has observed improvements in shade tree conditions along streets. On some occasions, straight salt applications are used in town.*	% NaCl % $CaCl_2$ % $MgCl_2$ % Sand	
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	Zero Velocity
Estimated net reduction in typical year salt application	(lbs. or %)	Not Assessed
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	Yes[1]
1. The Town of Hingham is pursuing the construction of a new DPW facility that will address salt storage and sand/salt storage.		