

Municipality/Organization: Town of Chelmsford

EPA NPDES Permit Number: MAR041185

MaDEP Transmittal Number: W-039848

Annual Report Number

& Reporting Period: No. 10: March 2012-March 2013

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Stephen Jahnle

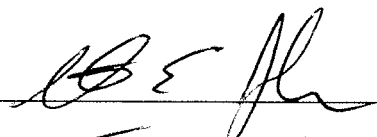
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Certification:

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: STEPHEN E. JAHNLE

Title: Town Engineer

Date: 4/25/13

Part II. Self-Assessment

The Town of Chelmsford has completed year 2 of the Stormwater Phase 2 program. In our required self-assessment study, we have determined that the Town of Chelmsford is in full compliance with all permit conditions, except for the following:

BMP # 1-2: Stormwater lesson plan for 5th grade students. The package received from the Suasco Watershed Council has been received and delivered to the school department. The school department has decided not to use the supplied materials. We are exploring other options at this time.

BMP # 1-6: Stormwater web page. Our web page is in need of updates. The Town of Chelmsford has recently updated its web site. Now that the upgrade is complete, we plan on adding significant data to the Public Works pages.

BMP # 2-2: Stormwater poster contest for 5th grade students. The school department has decided not to use the supplied materials. We are exploring other options at this time.

BMP # 2-3: Stormwater photo contest for high school students. The Suasco Watershed Council has decided to abandon this contest and replace it with a different activity.

BMP # 2-7: Develop a catch basin stenciling program. We did not stencil any last year. We are in the process of searching for groups to stencil some targeted areas as well as looking for volunteers to stencil other areas.

BMP # 3-1: Create a stormwater system map. The Town of Chelmsford recently purchased new survey equipment with GPS capabilities. In the upcoming years we plan on finalizing our full system map, which is 97% complete. We are currently compiling all the data, both in cadd/GIS and on paper plan into one complete base drawing of the entire Towns drainage system.

BMP # 4-1: Development of an erosion and sediment control by-law for construction projects. Currently the Town has authority through the site plan process to regulate erosion and sediment control based upon approvals for a specific project.

BMP # 5-1: Development of a by-law to require certain construction sites to follow MADEP Stormwater Standards 2, 3, 4 and 7. The Town has authority currently to find property owners in violation for not up keeping stormwater facilities based upon approved operation and maintenance manuals included with site plan or subdivision approvals. Our site plan stormwater by-law was re-written to clarify the language so that it specifically states compliance with MassDEP Stormwater standards.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
1-1 Revised	Stormwater flyer/survey distributed to residents	DPW/Suasco	Distribute flyers to a minimum of 75% of the residents	Flyers have been distributed to residents and copies are available with the traveling display and online via the town web site.	Continued distribution of flyers to help awareness.
1-2 Revised	Stormwater lesson plan for 5 th grade students	DPW/Suasco	Develop and distribute lesson plan to 5 th grade	The poster contest will be run by the School Department when they incorporate the lesson plan into their curriculum.	School department has decided not to use the supplied package. We are exploring other options.
1-6 Revised	Stormwater web page	DPW	Creation of a stormwater web page	A stormwater web page has been added to the DPW web page and has links, pictures and information for a variety of stormwater issues.	Our website has been re-launched. We will soon be adding links and data to our DPW pages.
1-7 Revised	Provide brochures on recycling, composting and water conservation	DPW/Recycling	Maintain a supply of brochures	Currently have a supply of brochures from the SuAsCo Watershed, EPA, Mass DEP and other organizations available	Continuation of current supply
1-3 Revised	Stormwater flyer to business community	DPW/Suasco	Flyer distributed to a minimum of 50% of businesses and a logo to be displayed for compliance	Flyer will be included in the spring newsletter.	The flyer will be updated and distributed to business this later this year.
1-4 Revised	Stormwater media campaign	DPW/Suasco	Develop a media information packet to be distributed	We received a press release from the Suasco Watershed and we plan on adding in local information to it.	The press release will be updated and run later this year.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
1-5	Stormwater video	DPW/Suasco	Show a stormwater video at one public meeting and re-air video on local cable	We received the video package from the SuAsCo Watershed. Video ran on local cable.	Continued airing of video.
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
2-1 Revised	Stormwater traveling display	DPW/SuAsCo	Display and circulate traveling display at various buildings and events	Since receiving the display, it has been set up at various town buildings with supplies of brochures	Continued rotation throughout town buildings and events
2-6 Revised	Provide support for clean up and collection days	DPW/Recycling	Provide support at least twice per year	Support has been provided for brush drop off, haz mat, town clean up.	Continued support for these days. The recycling office has entered into an agreement with other towns to provide homeowners a program for white goods and electronics.
2-7 Revised	Develop a catch basin stenciling program	DPW	Develop a program to stencil catch basins in priority areas	No stenciling was done last year.	As stated in the self-assessment, we are currently coordinating with groups to stencil.
2-2 Revised	Stormwater poster contest for 5 th grade students	DPW/SuAsCo	Hold a stormwater awareness poster contest, judge and display it.	Since we received the plan from SuAsCo later than expected, this will be implemented in the fall of 2005 with the lesson plan.	School department has decided not to use the supplied package. We are exploring other options.
2-3 Revised	Stormwater photo contest for high school students	DPW/SuAsCo	A stormwater photo contest is held, judged, and displayed	SuAsCo has decided to abandon the contest.	None at this time.
2-4 Revised	Stormwater Summit event	DPW/SuAsCo	Hold a local Stormwater event	Information has been gathered to support a public event.	Currently on hold until the issuance of the next permit.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
2-5	Participate in Suasco Super Summit and conduct and evaluation and assessment survey of public stormwater awareness.	DPW/SuAsCo	Town participation in the Suasco summit and evaluation and assessment survey results compiled.	Currently waiting on information for the summit event.	

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
3-1 Revised	Create a stormwater system map	DPW	Develop a stormwater system map, maintain and update as needed	Approximately 97% of the town drainage system mapped and all new construction added.	Continued mapping and updating of existing information. See self-assessment.
3-4 Revised	Increase number of Haz Mat days	Recycling/DPW	Make disposal easier of hazardous materials	Days have been expanded to spring and fall haz mat days, electronics days, brush drop off days and metal drop off days. There are also bins available in Town Hall for recycling of light bulbs, batteries cardboard, etc all the time.	Continued support for these days
3-2 Revised	Create an illicit discharge inspection/elimination plan	DPW	Develop a plan to locate and eliminate illicit and illegal connections	Target areas and map system for connections	We have inspected multiple areas for connections and plan on continued inspections in targeted areas as well as roadway construction projects.
3-3 Revised	Develop and implement an ordinance that prohibits illicit and illegal connections	DPW	An ordinance is developed to prevent illicit and illegal stormwater and non-stormwater connections to the system	Working to develop this into a bylaw that will best suit the Town of Chelmsford	Bylaw was approved at April 2010 Town Meeting.
Revised					
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
4-2 Revised	Plan reviews	DPW	All plans reviewed for water quality issues and concerns	Currently reviewing plans for standard water protection theories and making contractors aware of the Phase 2 program and it's requirements	Continued review of plans for revised current stormwater regulations.
4-3 Revised	Site inspections of construction projects	DPW/Community Development	Periodic inspection of ongoing sites	Have worked with contractors on installation of hay bales/straw wattles and silt fencing, construction entrances and protective measures	Continued inspections and enforcement of the proposed erosion and sediment control plans presented by the developers
4-4 Revised	All work with the public right of way inspected to prevent erosion and sediment build up	DPW	Minimize and/or prevent sediment from entering the public right of way	Have instructed all contractors to have gravel construction entrances, periodically sweep streets and all silt sack protection to existing basins where necessary	Continued inspections and enforcement.
4-1 Revised	Development of an erosion and sediment control by-law for all construction projects	DPW/Community Development	Develop and implement a by-law	See self assessment.	See self assessment.
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
5-3 Revised	Post construction inspection of regulated projects	DPW	Inspections are performed to ensure proper construction and that facilities are working as they where proposed	Design engineers are required to submit as-builts and letters certifying construction in accordance with the plans and follow up inspections by DPW to ensure the facilities are working as proposed	Continued inspection and recommend to private system owners maintain their systems in accordance with the design or proposed post construction plan along with the approved operations and maintenance manual.
5-2 Revised	Develop a list of BMP's for the post construction maintenance schedule	DPW	Develop a list as a guideline for post construction maintenance	We have worked with the local engineers and developers to have parameters for post construction maintenance of facilities.	Continued work on a finalized list to be added into our regulations. Also have worked with private property owners on maintenance of systems.
5-1 Revised	Develop a by-law to require certain construction sites to follow MADEP stormwater standards 2.3.4. and 7	DPW/ Community Development	All regulated projects required to follow same standards	See self assessment.	See self assessment
Revised					
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
6-1 Revised	Catch Basin cleaning	DPW	Continuation of current catch basin cleaning schedule	Every catch basin was cleaned last year due to the town receiving a grant to supplement the regular budget.	Catch basin cleaning is currently scheduled for the upcoming season and additional funding opportunities are being explored to ensure that all catch basins are cleaned.
6-2 Revised	Street Sweeping	DPW	Continuation of the current street sweeping program	All public streets, sidewalks and municipal parking lots are swept utilizing the town owned and operated sweepers	Continued spring sweeping schedule
6-3 Revised	Stormwater pollution plan in place and in effect for DPW facility	DPW	Maintain the current plan and update as needed	Continued maintenance of oil separator, traps and containment systems.	Ongoing operation and maintenance
6-6 Revised	Identify catch basins in poor condition and repair or replace those structures	DPW	Utilize mapping to identify facilities in poor condition and repair or replace a minimum of 5 per year	Repaired or replaced approximately 90 drainage structures.	Ongoing maintenance
6-7 Revised	DPW drainage maintenance permit	DPW	Renew drainage facility maintenance permit	Town wide permit was renewed in December 2007. Several areas were dredged or cleaned over the past winter.	Continued drainage area maintenance and renewal of our permit. Our permit has been extended through Ma. Permit extension acts.
6-4 Revised	Develop a training program for DPW employees	DPW	Employee training program established	Employees have been trained in spill prevention and recovery and proper disposal of hazardous materials	Continued training

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
Revised	Not applicable				
Revised					
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