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Municipality/Organization: Town of Monson

EPA NPDES Permit Number: MA041015

MADEP Transmittal Number: W-040562

Annual Report Number

& Reporting Period: No. 11: April 2013-March 2014

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Evan Brassard

Title: Town Administrator

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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:

Evan Brassard

Title:

Town Administrator

Date:

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I hereby certify that the information and all attachments were prepared by me or under my direct supervision and that I am a duly qualified person to prepare and submit such information. I am not aware of any falsification of the information submitted. I am not aware of any falsification of the information submitted. I am not aware of any falsification of the information submitted.

Signature
Date
Title

Part II. Self-Assessment

The Town of Monson has continued implementing the Measurable Goals noted in Monson's Notice of Intent for coverage under the 2003 NPDES Small MS4 General Permit. Monson is pleased to present the following summary describing Monson's success at implementing the eleventh year of the Town's Comprehensive Stormwater Management Program, defined as April 2013 through March 2014.

The Town continues to monitor the websites of regulatory agencies for the issuance of the revised Small MS4 General Permit. When the revised General Permit is issued, the Town will evaluate the new requirements and identify the highest priority compliance issues. The Town intends to prepare a Notice of Intent for coverage under the revised General Permit.

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 11 (Reliance on non-municipal partners indicated, if any)
1	Create a Stormwater Program	Department of Public Works, Planning Board, Conservation Commission, Board of Health, Board of Selectmen	Monson will present to the public at a public meeting The Town's Comprehensive Stormwater Management Program.	Monson's NPDES Phase II Stormwater Program was presented to the Town Administrator on March 8, 2007. This measurable goal has been achieved.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
2	Create a Stormwater Program	Board of Selectmen Department of Public Works	Monson will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Monson's Comprehensive Stormwater Management Program, including public education and outreach.	Monson's stormwater program under this permit is established. The Town continues to seek and identify funding opportunities to support protection of local bodies of water, as shown in the paragraphs below. The Town of Monson has joined the Central Massachusetts Regional Stormwater Coalition (the Coalition) with a view to sharing expense and effort related to stormwater quality issues and projects. The Coalition has created an educational website, developed packages and programs for stormwater pollution prevention and illicit discharge detection and elimination, and held training programs for the staff of member communities. A \$120,000 grant was secured through the United States Department of Housing and Urban Development during this reporting period to construct upgrades to the Park Road area drainage infrastructure. See BMP ID #19 for more details. Massachusetts Highway Department Chapter 90 program funding was used to fund improvements to Bethany Road during this reporting period. These improvements included installation of upgraded stormwater infrastructure. See BMP ID #26 for more information. The Town operates a recycling program. However, no funding assistance was received for recycling efforts in the Town during the permit year.
3	Address specific groups	Board of Selectmen Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	The Town's Source Water Protection Plan is posted on the Town's website (www.monson-ma.gov), as are schedules for local recycling events, and a link to the EPA's non-point source pollution website. In addition, brochures providing information about recycling and identification of recyclable items and household hazardous materials are provided at various municipal offices and facilities. The Coalition also provides targeted education resources. See BMP ID #4 for more details.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
4	Target groups likely to impact stormwater	Board of Selectmen, Department of Public Works, Board of Health	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	The Board of Health office has brochures available for homeowners regarding disposal of lawn clippings, proper management of recyclables, and other topics pertinent to stormwater protection. Sample brochures were included in the Permit Year 8 report. The Coalition has also created educational websites regarding stormwater issues tailored to children (http://www.centralmastormwater.org/pages/CRSC_WebDocs/kids), educators (http://www.centralmastormwater.org/pages/CRSC_WebDocs/educators) and homeowners (http://www.centralmastormwater.org/pages/CRSC_Home/Index).
5	Identify alternative information sources	Board of Selectmen, MIS Department	Monson will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: http://www.monson-ma.gov/	The snow plowing policy is posted on Monson's website to educate homeowners. The Town's trash/recycling schedule is available at Town buildings and on Monson's website www.monson-ma.gov. The Town of Monson has posted the following additional links on its website: the EPA non-point source pollution website; DEP's home page; the Chicopee River Watershed Association Stormwater Management page and "Bulky Day"/Household Hazardous Waste Collection Day press releases. A link to the Opacum Land Trust website is also provided.
6	Identify alternative information sources	Board of Selectmen, MIS Department	Monson will also post links on its website to the Chicopee River Watershed Association @ www.chicopeeriver.org , and the Connecticut River Watershed Council @ www.ctriver.org .	The Town of Monson has posted these links on its website on the Highway Department's page. Information is also provided by the Coalition as previously noted.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
7	Utilize local public access channel	Board of Selectmen	Public meeting notice and the meeting reviewing Monson's Comprehensive Stormwater Management Program will be broadcast on Monson's local access channel.	The local access channel continues to be used as a method of public outreach. The Town's household hazardous waste collection and bulky waste collection days are advertised on the local access channel, as well as the Town website and local newspapers (the Palmer Journal and the Springfield Republican). The Board of Selectmen, in public meetings broadcast on the local cable access channel, has reviewed efforts that contribute to water resource protection including: announcing hazardous waste collection days, announcing bulky waste collection days, announcing Town cleanups, reviewing draft Open Space Plan, authorizing funding for Monson High School Environmental Service Team, and recognizing volunteers and their efforts in protecting Monson's water resources. Monson's Source Water Protection Plan PowerPoint presentation has been televised on the local public access channel several times.
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Monson will appoint a liaison to the Connecticut River Watershed Association and the Chicopee River Watershed Council to disseminate information to the Town on programs and activities.	The local Conservation Commission maintains liaisons with the two watershed associations. In addition Monson maintains links on its website to the Chicopee River Watershed Association @ www.chicopeeriver.org, and the Connecticut River Watershed Council @ www.ctriver.org. The Coalition has also created educational websites regarding stormwater issues tailored to children (http://www.centralmastormwater.org/pages/CRSC_WebDocs/kids), educators (http://www.centralmastormwater.org/pages/CRSC_WebDocs/educators) and homeowners (http://www.centralmastormwater.org/pages/CRSC_Home/Index).

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
9	Promote Household Waste Recycling	Department of Public Works, Board of Health	The Town of Monson will work with the Town's contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	A hazardous waste collection day was held during this reporting period on November 2, 2013. See the attached website notification screenshot. The collection day was also publicized through the local access channel and the local newspapers, the Springfield Republican and the Palmer Journal. Recycling of other household waste is promoted through curbside pickup by a contractor.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
10	Storm drain stenciling	Department of Public Works	Monson will work with local Scout groups to develop a stenciling program. Stenciling will target Monson's subwatersheds.	Execution of the storm drain stenciling program developed during Permit Year 7 was substantially completed during Permit Year 8. Stencils displaying the words "Dump No Waste, Drains to Stream" and a fish symbol were applied to the majority of catch basins in the Town. However, this stenciling is beginning to fade. During this reporting period, the Town began to replace existing catch basin grates with grates that have the message "Dump No Waste, Drains to Waterways" permanently cast into the grate. This will eliminate the need for repeated stenciling. The Town upgraded 15 catch basins with these improved grates during the reporting period. This work will continue into the upcoming reporting year.
11	Community clean-ups	Department of Public Works, Monson Conservation Commission	Town of Monson will encourage local stream team cleanups with local residents and area Scout groups. The Paradise Lake, Stagecoach Lake, and Pulpit Rock Associations perform cleanups around their respective waterbodies. Town will provide solicitation of sponsors and notice of events on local access channel and website.	Local stream cleanup projects are encouraged and supported by the Town. One of the local organizations which the Town website links to, the Chicopee River Watershed Council, has held river cleanups during previous reporting periods. Townwide Cleanup days (sponsored by local volunteer organizations) that include picking up tires and debris in local streams are typically held twice each year, one week prior to the Bulky Day collection event. The most recent Townwide cleanup was held in May of 2013. The Town promoted the event and facilitated the efforts by accepting the collected waste at the bulky day collections.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Town of Monson provides support, including advertising and materials, to the Boy Scouts who organize the Townwide cleanups. In addition any tires and other bulky items found during the Townwide cleanup efforts are accepted at the Bulky Day collection shortly thereafter. Bulky waste collection days were sponsored by the Town on May 4 and October 5, 2013 during this reporting period. A Household Hazardous Waste Collection Day was held on November 2, 2013. These events were advertised by the Town in local newspapers, on the local access channel and on the Town website. See Attachment A.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
13	Inventory and mapping of storm drain system	Board of Selectmen, Department of Public Works	Monson will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Monson's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Monson was not able to secure additional funding and is therefore relying on local budgets and the Central Massachusetts Regional Stormwater Coalition with a view to sharing expense and effort related to stormwater quality issues and projects. The Coalition reports that it has integrated mapping from all coalition members into a single GIS-based system which can be accessed by members online. The system is expandable as member communities complete further mapping.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works, Board of Assessors	Monson will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	This BMP was completed in Permit Year Five, when the plan was both developed and executed.
15	Identification/description of problem areas	Department of Public Works	Monson will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	Monson Highway Department employees continually monitor outfalls in the course of their work. Special attention is given in the spring and fall, when Highway Department staff review how to recognize potential indicators of sewage contamination, such as discoloration and odors, and inspect all Town outfalls. Any indications that sewage might be mixed with the stormwater discharge are reported to the Board of Health. All stormwater outfalls were visually checked by Highway Department Staff during the reporting period. In addition, the Coalition has developed an IDDE documentation packet and provides cross-departmental training for member communities regarding illicit discharges.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
16	Enforcement procedures addressing illicit discharges	Planning Board, Town Council, Board of Health	Monson will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	The Stormwater Management By-law passed in 2006 prohibits discharge of sewage to the storm drains.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works, Board of Health	Monson will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	The Town of Monson has brochures available at municipal buildings detailing trash and recycling guidelines, as well as brochures on managing yard waste. Sample brochures were attached to the Permit Year 8 report. The Town also posts its bylaw regarding floor drains on the Town website. Town residents are further educated by participating in the Town sponsored Household Hazardous Waste Collection Days.
18	Initiation of recycling programs	Department of Public Works, Board of Health	Monson will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Monson has a recycling program administered through a contract with Republic Services. This program is locally funded.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
19	Watershed assessments and studies	Department of Public Works, Conservation Commission, Board of Health	Monson will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks can include design and installation of stormwater BMPs and public outreach including storm drain stenciling.	Due to the severe weather which affected Monson in June 2011, the Town was granted \$500,000 by the EOE and appointed a Disaster Recovery Manager to help allocate these funds in a previous reporting year. The funding was used to upgrade Monson's drainage in areas prone to flooding. Work included design and construction of new drainage in the Rogers Field area and design for new drainage in the Park Road area. This grant also included a budget for tree planting to offset the deforestation caused by the severe weather in 2011 and to retain and slow runoff. This work was largely finalized during this reporting year. During this reporting period, the Town secured a \$120,000 grant through the United States Department of Housing and Urban Development to complete the construction of the Park Road area drainage upgrades, which were originally designed under the EOE grant. The grant will fund replacement of the existing infrastructure. The existing drainage has been scoured by heavy runoff events, causing damage to the nearby roadway. The project will be put to bid upon the completion of the environmental review process. Additionally, the Coalition has created a stormwater BMP "toolbox"—a database that summarizes practical types of BMP's and presents design factors, technical data, and construction limitations. The Coalition has also engaged in public outreach on behalf of its member communities, including creation of educational websites regarding stormwater issues tailored to children (http://www.centralmastormwater.org/pages/CRSC_WebDocs/kids/educators) (http://www.centralmastormwater.org/pages/CRSC_WebDocs/educators) and homeowners (http://www.centralmastormwater.org/pages/CRSC_Home/Index).

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
20	Watershed assessments and studies	Department of Public Works, Sewer Department, Water Department	The Town of Monson will apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II in Monson.	The Town's source water protection plan is complete. A link to the document is posted on the Water and Sewer Department's web page.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board, Conservation Commission, Town Council, Board of Health, Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General's Office.	This BMP was completed when the Storm Water Management bylaw was adopted at the November 27, 2006 Town Meeting.

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 11 (Reliance on non-municipal partners indicated, if any)
22	Bylaw: Require post-construction runoff controls	Planning Board, Conservation Commission, Town Council, Board of Health, Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General's Office.	This BMP was completed when the Storm Water Management bylaw was adopted at the November 27, 2006 Town 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 11 (Reliance on non-municipal partners indicated, if any)
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Monson will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	The Monson Highway Department continues to maintain catch basins. The Highway Department contracts with a firm to clean catch basins each fall on a rotating schedule so that all catch basins in the Town are inspected and cleaned regularly. During cleanout they note the condition of the structure and report any suspected problems for additional assessment. Highway Department staff recorded the cleaning of 52 catch basins during August and September of this reporting period. In addition, any blockage or sediment buildup in pipes associated with these catch basins was noted. As a result, about 180 linear feet of storm drains were jet cleaned. Street sweeping is performed by Town staff twice yearly, in the spring and fall, as well as when necessary after storm events. Debris is disposed in accordance with current guidelines. The Highway Department keeps a log of street sweeping, including dates and street names. The Town estimates 80% of their paved roads were swept during the reporting period, with the focus on roads that have drainage infrastructure which discharges near or directly to waterways. The Town's Snow Plowing policy has been formalized and is posted on the Town website. Highway Department employees are re-trained regularly on vehicle maintenance practices and appropriate outside storage of sand, salt, and other materials.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Monson will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	The Highway Department keeps a daily log of all operations, including catch basin cleaning and maintenance. Catch basins are inspected on a rotating schedule each year. Cleaning is completed as needed during inspection events. Any structural issues are documented and appropriate maintenance is prioritized by the Town. Highway Department employees reported cleaning 52 catch basins during the reporting period. The annual "Report of the Water and Sewer Commissioners" for calendar year 2013 (posted on the Water and Sewer Department Web Page) states that 8,754 feet of 18-inch reinforced concrete sewer main was tested and sealed under the Town's ongoing inflow and infiltration remediation program. This is expected to have ongoing benefits to local water quality by keeping stormwater and groundwater separate from sanitary sewage.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)
25	Develop and implement training programs for municipal employees	Department of Public Works	Monson will send a minimum of three public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	In November 2013, two Highway Department staff members attended workshops sponsored by the Bay State Roads Program. The workshops focused on best practices for outfall inspections and use of GPS equipment to locate damaged infrastructure after a severe weather event. The Town plans to continue to use the Bay State Roads Program workshops as a cornerstone of the employee training program. Highway Department staff members also attended a training session at the Charlton Library organized by the Coalition. The training focused on use of tablet computers (provided by the Coalition) for stormwater infrastructure mapping and inventory. The Town plans to continue taking advantage of the training sessions provided by the Coalition. The Highway Department Director assembled his staff in November 2013 for an on the job training session regarding best practices and good housekeeping of the Highway Department yard, including proper handling of salt and sand, debris/sediment control and removal, and how to prevent and respond to spills at the municipal vehicle fuel pumps.
26	Review storm drainage infrastructure needs	Department of Public Works	Monson will incorporate storm drain infrastructure review in Monson's Chapter 90 project utilizations.	Storm drainage infrastructure is repaired on an as needed basis. During this reporting period, 84 feet of 18-inch metal culvert under High Street was noted to be in deficient condition and was replaced. Monson continues to seek other opportunities to make infrastructure improvements. During this reporting period, Massachusetts Highway Department Ch. 90 funding was used to improve Bethany Road, including the associated drainage infrastructure. Approximately 110 feet of existing storm drain which was in poor condition was replaced with 12-inch plastic storm drain. In addition, 3 catch basins were replaced, a new catch basin was installed, and about 40 feet of 12-inch plastic storm drain was added.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)- NOT APPLICABLE

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any) No TMDLs in the Town of Monson

Part IV. Summary of Information Collected and Analyzed

Not used