

Municipality/Organization: Town of Paxton

EPA NPDES Permit Number:

MassDEP Transmittal Number: W-MAR0418

Annual Report Number Year 15
& Reporting Period: April 1, 2017 – March 31, 2018

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2018)

Part I. General Information

Contact Person: Carol L. Riches 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: *Carol L. Riches*

Printed Name: Carol L. Riches

Title: Town Administrator

Date: 4/23/18

Part II. Self-Assessment

CMRSWC CIC Grant FY2014 Summary of Activities

Year 15: April 1, 2017 – March 31, 2018

In Year 15, the Town of Paxton continued to be an active participant in the Central Massachusetts Regional Stormwater Coalition (CMRSWC). The work of CMRSWC in Year 15 was funded entirely by contributions of approximately \$4,000 from each of the 28 participating Towns, including Paxton. CMRSWC is a MS4 resource for all member communities.

Overview of CMRSWC

In 2017 the CMRSWC reached 30 member towns: Auburn, Boylston, Charlton, Dudley, Grafton, Hardwick, Holden, Hopkinton, Leicester, Millbury, Northborough, Northbridge, Oxford, Palmer, Paxton, Rutland, Shrewsbury, Southbridge, Spencer, Sterling, Sturbridge, Upton, Uxbridge, Ware, Webster, West Boylston, Westborough, Wilbraham, Framingham, Lunenburg, and Marlborough.

CMRSWC was officially formed in FY2012 with 13 members, expanding to 30 FY2016. Its FY2014 work expanded efforts initiated in previous years to comply with requirements anticipated in the new Massachusetts MS4 Permit. CMRSWC's FY2015 efforts were facilitated by the consulting firms of Tata & Howard, Inc., and Verdant Water, supported by vendor PeopleGIS. However, CMRSWC members themselves continue to be responsible for putting the tools developed by the Coalition to use.

CMRSWC's Partnerships in Central Massachusetts

CMRSWC continues to be actively engaged with many water quality agencies and organizations and is committed to sharing the knowledge it has developed for the benefit of other communities. These efforts are discussed in following sections as they relate to the following organizations:

- Massachusetts Department of Environmental Protection (MassDEP)
- United States Environmental Protection Agency (USEPA)
- Other Massachusetts Stormwater Coalitions
- New England Water Environment Association (NEWEA)
- Massachusetts Municipal Association (MMA)

The Central Massachusetts Regional Stormwater Coalition (CMRSWC) is an MS4 resource for all 30 member communities. CMRSWC has three standing sub-committees to allow members to focus efforts on specific issues important to the Coalition. These sub-committees are:

- Education Sub-Committee: responsible for developing and promoting outreach and educational materials required by the MS4 permit. The Education sub-committee is also responsible for planning and scheduling the Annual Meeting, educational workshops, and other

forums for discussion of MS4 topics. The committee is CMRSWC's primary liaison to professional organizations and university partnerships.

- Technical Sub-Committee: responsible for managing Coalition's website and shared equipment resources; advising members on relevant technical issues including GIS system maintenance and upgrades.
- Legislative Sub-Committee: serves as the liaison to the Massachusetts Statewide Stormwater Collaborative; responsible for tracking MS4 related legislation and regulations and keeping the legislature and regulatory agencies informed of the concerns of member communities.

The CMRSWC Steering Committee held four meetings during this 12 month reporting cycle. The CMRSWC Annual Meeting was held on November 15, 2017 in Worcester. Members of CMRSWC also attended and actively participated in the Massachusetts Statewide Municipal Stormwater Coalition meetings.

Best Management Practices Technical Tour

On October 25, 2017, CMRSWC sponsored a technical tour and workshop for DPWs, Highway, and other staff in member communities responsible for the operations and maintenance of local roads, drainage, sidewalks, parking lots, and other public infrastructure. The tour was led by a team from Fuss & O'Neill and took attendees from 14 communities on a "road trip" to visit sites at Dennison Lubricants (Worcester), Tufts Veterinary School (North Grafton), and several Mass DCR sites. At each site, participants had the opportunity to learn about the BMPs in use at the site from a variety of staff from DCR and Mass DOT, as well as engineers and project owners. A lunch program offered additional opportunities to discuss stormwater management techniques. Handouts, presentation materials, and video footage of the tour are being offered to CMRSWC members through the website.

Member Needs Survey

In March 2018, CMRSWC contracted with Fuss & O'Neill to develop a technical needs survey that measured the concerns of member communities with respect to compliance with the updated MS4 General Permit for Stormwater Discharges (which is currently stayed pending judicial review). The survey served as a follow-up to the first coalition member survey in the fall of 2016 and asked members to rank certain programs/tasks that CMRSWC could support to assist members in complying with the MS4 Permit. The survey also requested that respondents identify the CMRSWC tools, resources, and events that they made use of during 2017 or provide feedback on why they chose not to take advantage of such tools or events.

Coalition members ranked their needs as follows:

1. Maintain the CMRSWC Website with Available Tools and Templates
2. Provide Written IDDE Program Template and Training
3. Provide NOI/SWMP Template and Training

Coalition members ranked their compliance concerns as follows:

1. Preparation of NOI and SWMP
2. Performing Outfall Inspections
3. Performing Outfall Inventory Ranking
4. Meeting TMDL Requirements
5. Developing Written Catchment Investigation Procedures
6. Designing and Constructing BMP Retrofits
7. Designing and Maintaining SWPPPs
8. Identifying and Removing Illicit/Illegal Discharges
9. Developing a Written IDDE Program
10. Mapping the Storm Sewer System

Statewide Stormwater Coalition Grant Award

CMRSWC announced at its January 8th Steering Committee Meeting a \$200,000 grant from the State to the Statewide Stormwater Coalition to develop and implement a statewide stormwater education and outreach campaign. The project will provide stormwater education materials to communities across the state, including CMRSWC member communities. The funds, issued through the Commonwealth's Fiscal Year 2018 "MS4 Municipal Assistance Grant Program," recognize the important work of stormwater coalitions and regionalized stormwater management. Materials will be made available in July 2018.

Conclusion

Working as a group, CMRSWC collectively protects regional water resources while assisting communities with meeting requirements of the MS4 permit in an efficient and cost-effective manner. Member communities continue to benefit from the use of CMRSWC tools, resources, and events to continue to implement their MS4 program with local staff and resources.

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1	Develop and distribute educational brochures	DPW Superintendent		Provided information on stormwater issues, stenciling program, etc. on the Town's website and at the Library	Continue with program
Revised					
2	Create a Town Website	Town Administrator	Create a Town Website and keep it current	Continue to place information on the website, direct people to the site and to the Coalition's site	Continue with this program
Revised					
3	Educate restaurants about grease traps etc.	Board of Health	Quarterly reports required on grease trap maintenance, cleaning and grease disposal	Reports submitted and reviewed by the Board of Health	Continue to monitor through this program
Revised					
4	Stenciling Storm Drains	DPW Superintendent	Stencil drains	Reports received and reviewed	Continue with program
Revised					
	Erect Tributary signage	DPW Superintendent	Tributary signage	Tributary signage in place	Continue with signage
Revised					
					Continue as a member of the Coalition and attend workshops and educational forums
Revised					Promote as necessary on Facebook and Website

1a. Additions

Department of Conservation and Recreation Education and Outreach Materials (Minimum Control Measures 1 and 2)

As part of the Stormwater BMP Technical Tour, Kelley Freda from the Department of Conservation and Resources presented participants with stormwater education and outreach materials available from DCR. She distributed a packet of various brochures targeting a diverse audience. These materials are available from the DCR website www.mass.gov/dcr/watersupply

Worcester Polytechnic Institute Water Resource Outreach Center (Minimum Control Measures 1 and 2)

Worcester Polytechnic Institute's (WPI) Massachusetts Water Resource Outreach Center (WROC) is dedicated to assisting Central and Eastern Massachusetts municipalities and watershed associations with their water resource needs through student project collaboration. CMRSWC has been working with the WPI-WROC and MassDEP on Interactive Qualifying Projects (IQPs) since 2012.

The CMRSWC and MassDEP sponsored a 2017 WPI-WROC project called "Stormwater Management Educational Materials for Central Massachusetts Municipalities." Municipalities are required to distribute educational materials on stormwater issues to comply with the MS4 permit; "the ultimate objective being to increase knowledge and change behavior of the public so that pollutants in stormwater are reduced." The project team used public surveys and questionnaires to assess the public's understanding of stormwater and stormwater runoff. The results showed that most people do not understand what stormwater is, how it gets into our waterbodies and the impacts it has on water quality and public health. Focusing on increasing awareness of the importance of protecting our water among our elementary school student population, the WPI students developed a stormwater toolkit featuring an activity book and stickers for children. The activity book includes opportunities for parents to participate and ask questions.

Building on the previous work for educational materials, the 2018 student team worked with stormwater experts at MassDEP, MA Department of Education representatives and school teachers from Shrewsbury and Holden to develop a 5th grade watershed curriculum that meets the new Massachusetts Next Generation science standards. Components of the curriculum include the water cycle, watersheds, stormwater runoff and other environmental features that demonstrate to children how runoff and contaminants affect water quality. The students will be presenting their findings on May 1, 2018 at 4:00 p.m. at the MassDEP Central Regional Office in Worcester.

More information is available at: <http://wp.wpi.edu/wroc/>

EnviroScape Nonpoint Source Pollution Model (Minimum Control Measures 1 and 2)

The CMRSWC owns two 3D EnviroScape® Watershed/Nonpoint Source models which are available for use by members. These models provide a hands-on, interactive demonstration of the sources and effects of water pollution and ways to prevent pollution. The CMRSWC sponsored a booth at the EcoTarium's Earth Day Celebration in April using the model to teach about stormwater education.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1	Stormwater Control Bylaw adopted May 2006	Town Administrator	Stormwater Control Bylaw updated 2012	Permitting taking place through the Planning Board. Developers & Contractors apply for stormwater permits	Continue to hold hearings
Revised					
2					
Revised					
Revised					
Revised					
Revised					
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	Storm water system map	DPW Superintendent	Map completed	Map in use as a maintenance and inspection aid	Continue program
Revised					
2.	Regulatory mechanism prohibiting stormwater discharges into storm drains`	DPW Superintendent	Adopted regulations	Educate public Stormwater Bylaw and regulations including IDDE	
Revised					
3	Education of Town employees, businesses and the public on the hazards of illegal discharges and improper waste disposal	DPW Superintendent Board of Health		Discussions and training held with the DPW working throughout the year Stormwater and Coalition workshops attended	Continue Program and outreach
Revised					
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	Bylaw requiring implementation of BMP on construction site	Town Administrator & Planning Board	Adoption of Stormwater Bylaw and permitting process	Hearings held with developers. DCR inspected sites and no problems reported	Continue with procedures that are in place and appear to be working well
Revised					
2.	Establish procedures for site inspections	Town Administrator Planning Board	Inspections	DCR inspected during dry and wet events and reported no significant problems and minor remedial activities completed	Continue with procedures that are in place and appear to be working well
Revised					
Revised					
Revised					
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	Post Construction controls included in Stormwater Management Bylaw	Planning Board	Controls in place and working	Site inspections by DCR	Continue with program
Revised					
2.	Review Open Space Plan for BMP Strategies	Open Space Committee	BMP's adopted	New plan completed and adopted	Continue with program
Revised					
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1.	Procedures and documentation for scheduled maintenance of catch basins, detention basins and other drainage structures	Town Administrator DPW Superintendent	Adopt procedures	Catch basin program in place	Continue yearly maintenance
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

6a. Additions

Videos and Templates (Minimum Control Measures 1, 3, 4, 5, 6)

As a follow-up to the Best Management Practices Technical Tour, 12 new CMRSWC videos were produced that feature the various BMPs visited on the tour, presentations from the day, and additional detailed footage recorded at the BMP sites after the event.

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2017 through March 31, 2018)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	(\$)	\$4,000
Total program expenditures since beginning of permit coverage	(\$)	**\$192,000
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		CIC
**One of thirty communities receiving a total of \$80,000 CIC Grant money		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	80%
Stormwater management committee established	(y/n)	*N
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	N/A
Shoreline cleaned since beginning of permit coverage	(mi.)	N/A
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	147
▪ community participation **	(# or %)	262 families
▪ material collected **	(tons or gal)	7,700 gallons
School curricula implemented	(y/n)	N
Paxton is in partnership with six other communities known as Wachusett Earthday Recycling Center		

*** Currently being administered through the DPW Superintendent and Town Administrator**

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	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

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	115
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened **	(# or %)	10%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	10%
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	0
Illicit connections removed **	(#); and (est. gpd)	0

Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	.04%
% of population on septic systems	(%)	99.96%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	2
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	2
Tickets/Stop work orders issued **	(# or %)	0
Fines collected **	(# and \$)	\$0
Complaints/concerns received from public **	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	2
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	Y
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	1/Yearly
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1/Yearly
Qty of structures cleaned **	(#)	150

Qty. of storm drain cleaned **	(%, LF or mi.)	25 %
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	30 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Compost

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$4000.00
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	\$23.00 per hour non contract
• Disposal cost**	(\$)	\$0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	1
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	No
• % Structures cleaned with clam shells **	(%)	100%
• % Structures cleaned with vector **	(%)	0

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	Yearly
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	Yearly
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	40 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Mooreland Cemetery
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$5,000
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	N/A
• Disposal cost**	(\$)	\$0
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	1
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	No
• % Roads swept with rotary brush sweepers **	%	100%
• % Roads swept with vacuum sweepers **	%	0

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	50%
▪ Herbicides	(lbs. or %)	50%
▪ Pesticides	(lbs. or %)	50%
Integrated Pest Management (IPM) Practices Implemented	(y/n)	No

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	90%MgCl ₂ 10%
Pre-wetting techniques utilized **	(y/n or %)	N
Manual control spreaders used **	(y/n or %)	Y 60%
Zero-velocity spreaders used **	(y/n or %)	Y 40%
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/l _n mi. or %)	+90%
Estimated net reduction or increase in typical year sand application rate **	(±lbs/l _n mi. or %)	-90%
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	N
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	100%

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Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	N
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	N
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	N

Conclusion

More than 40 representatives, including CMRSWC members, from MS4 communities participated in the MS4 Workshop in Needham. More than 35 CMRSWC members participated in the Millbury Workshop. The production of 16 videos targeting specific MS4 topics and training opportunities expands the learning opportunities to anyone with access to the web.

The enhanced MS4 templates and information sources on developing IDDE plans, SWPPPs, bylaw review, and LID, which are accessible on the Coalition's website, provide relevant tools to communities implementing their MS4 program with local staff and resources. They are just as relevant to MS4 communities choosing to partner with associations or consultants in the implementation of their MS4 requirements.

CMRSWC members receive ongoing value from the Coalition's workshops, field training, video library, and templates. CMRSWC membership provides consistency to an MS4 constituency subject to routine staff changes, questionable access to funding, and ongoing regulatory demands.