

Municipality/Organization:

EPA NPDES Permit Number: MAR 041157

MassDEP Transmittal Number: W- 036140

Annual Report Number Year 8
& Reporting Period: April 1, 2011 – March 31, 2012

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2011)

Part I. General Information

Contact Person: Edward Wagner

Title: Director, CM&D

Telephone #: 508-651-7878

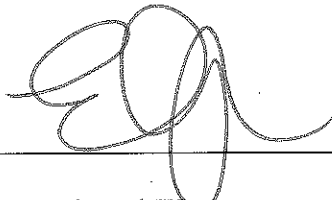
Email: Ed.Wagner@sherbornma.org

Mailing Address: 7 Butler Street, Sherborn MA 01770

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: Edward Wagner

Title: Director CM&D

Date: 04/29/12

Part II. Self-Assessment

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1.1 Revised	Advertise availability Of information	Cable TV Advisory Committee Con-Com	Increase public awareness	Town interviewed GIS providers and broadcast the meetings on local cable network. Stormwater Program Information distributed at Town Meeting	Continue to advertise and provide outreach through newspaper articles
1.2 Revised	Post SWMP on Town Website	CM&D Conservation	Public outreach	Posted updates on the new draft MS4 permit on website. All EPA Stormwater Program and Non-Point Pollution information is posted on Town website	Update on a rolling basis
1.3 Revised					
Revised					
Revised					
Revised					
Revised					

1a. Additions

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2. Public Involvement and Participation

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
2.1 Revised	Participate in the development of public programs	All Town boards and committees	Increase public involvement	Town departments interviewed GIS providers and broadcast the meetings on local cable network. EM&D, Planning Board and Conservation working to review upcoming new stormwater regulations Posted stormwater information on web site.	Meet with dept heads to discuss new requirements for stormwater and purchase appropriate software for annual monitoring . Also, discuss means of reporting requirements and activities to the public. Update Permitting Procedures Manual to add information about stormwater management permits.
2.2 Revised	Introduce SWMP at Town meetings	All town boards and committees	Increase public involvement	Presented at town meeting 2008. Discussed requirements at 2011 Town Meeting when stormwater management bylaw was adopted.	Continuing updates and presenting information at town meetings
2.3 Revised	HHW Collection	Recycling committee	Prevent pollutant discharge to MS4	Distributed HHW lists	Continue annual collection day
Revised					

2a. Additions

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
3.1 Revised	Develop system map	CM&D	Prevent pollutant discharges to MS4	Identified catch basins and manholes	Work with Con-com and Planning department to continue mapping and updates to existing catch basins, manholes, and outfalls
3.2 Revised	Procure GPS system	CM&D Con-com	Purchase system to enable mapping	Procured funding to purchase GPS system for mapping of stormwater system in urbanized areas	Update mapping system with new GPS points taken in the field
3.3 Revised	Identify and eliminate illicit connections and discharges	CM&D Con-com	Prevent pollutant discharges to MS4	Draft illicit discharge policy has been drafted. Currently waiting for adoption by the Town.	Locate all outfalls and identify and illicit discharges Continue to indentify issues and enforce regulations
3.4 Revised	Review existing wetlands by-law	Con-com	Continue to review and update	Amend as necessary	Enforce regulations
3.5 Revised	Review existing ground water by-law	Groundwater Protection committee	Continue to review and update	Enforced regulations	Continue to enforce and act on cases

3a. Additions

4. Construction Site Stormwater Runoff Control

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
4.2 Revised	Review existing policies and procedures	Planning board	Adopt updated regulations for site plan and subdivision review	Adopted revised rules and regulations pertaining to site plan and subdivision approval with updated stormwater management requirements	Review regulations for post-development impacts and update as needed.
4.3 Revised	Construction site inspection	Building inspector	Continue to review policy and inspections	Continued inspections and addressing complaints	Enforcing policy and procedures
4.4 Revised	Review existing rules and regulations	Planning board	Amend regulations as necessary	New stormwater bylaw has been passed pertaining to construction and post construction runoff control.	Approve and enforce as necessary. Add information about stormwater management permits to Permitting Procedures Manual.
Revised					

4a. Additions

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5.1	Policy of post construction runoff	Building inspector	Develop policy for post construction runoff control	Policy has been passed and implemented.	Update as necessary.
Revised					
5.2	Review existing regulations	Board of health Planning Board	Amend to enforce regulations Ensure post-construction policy is in place.	Amending regulations for BOS approval	Continue site inspections and enforce approved regulations Also, review Planning Board regulations with respect to post-construction impacts and update as necessary.
Revised					
5.3	Review site plan applications	Planning board, CM&D, Con-com, Board of health	Permit compliance	Boards, Committees and Commission review site plans to determine if the project is exempt from the Stormwater Bylaw or must file a permit and create a SWMP	Continue review by boards, committees, and commissions
Revised					
Revised					
Revised					
Revised					

5a. Additions

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6.1 Revised	Develop and implement catch basin cleaning program	CM&D	Reduce/prevent pollutant runoff for municipal operations	All identified structures have been cleaned.	Continue to clean, monitor and repair as necessary.
6.2 Revised	Annually evaluate SWMP	All boards and committees and departments	Evaluation of BMP impact, appropriateness and compliance	All departments have met multiple times in the past year to review and discuss the new MS4 requirements.	Ongoing
6.3 Revised	Implement BMP training program	All boards, committees and departments	Evaluation of BMP impact, appropriateness and compliance	Continuing with department head meetings for discussion and course of action	ongoing
6.4 Revised	Development of blanket order of conditions	CM&D, Com	Develop and submit order of conditions	CM&D and Conservation issued Blanket Order of Conditions in 2011 for CM&D General Routine Maintenance activities throughout town.	Continue to work under permit with reports sent to the Commission on an annual basis
Revised					
Revised					

6a. Additions

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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 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 5
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

All departments have been notified and are reviewing information. Meetings have been scheduled and all information will be formatted to meet the criteria of the Town of Sherborn.

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, 2006 through March 31, 2007)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	20%
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		
<ul style="list-style-type: none"> ▪ days sponsored ** ▪ community participation ** ▪ material collected ** 	(#) (# or %) (tons or gal)	1 25%
School curricula implemented	(y/n)	Y

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	(%)	65%
Estimated or actual number of outfalls	(#)	120
System-Wide mapping complete (complete storm sewer infrastructure)		
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	X
Outfalls inspected/screened **	(# or %)	35%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	45%
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	0%

% of population on septic systems	(%)	100%
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Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	0
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	0
Site inspections completed **	(# or %)	0
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	(%)	0
Site inspections (for proper BMP installation & operation) completed **	(# or %)	0
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
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1
Qty. of structures cleaned **	(#)	800
Qty. of storm drain cleaned **	(%, LF or mi.)	500ft
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	195 ton
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Dispose

Basin Cleaning Costs			
• Annual budget/expenditure (labor & equipment)**	(\$)		\$15,000
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)		N/A
• Disposal cost**	(\$)		\$15,000
Cleaning Equipment			
• Clam shell truck(s) owned/leased	(#)		1
• Vacuum truck(s) owned/leased	(#)		0
• Vacuum trucks specified in contracts	(y/n)		0
• % Structures cleaned with clam shells **	(%)		90%
• % Structures cleaned with vector **	(%)		10%

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	2
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	2
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	118 ton
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Recycle
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$15,000
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	N/A
• Disposal cost**	(\$)	\$15,000
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	1
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	0
• % 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 %)	0
▪ Herbicides	(lbs. or %)	0
▪ Pesticides	(lbs. or %)	0
Integrated Pest Management (IPM) Practices Implemented	(y/n)	N

	(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	20% NaCl 80% sand
Pre-wetting techniques utilized **	(y/n or %)	n
Manual control spreaders used **	(y/n or %)	y
Zero-velocity spreaders used **	(y/n or %)	n
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% 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)	y

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	N/A
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	N/A

• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	N/A
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Permittees must submit their annual report to:

Glenda Velez - CIP
U.S. Environmental Protection Agency - Region 1
5 Post Office Square - OEP06-01
Boston, MA 02109-3912

Permittees located in Massachusetts must also submit their annual report (**with an original certification signature page**) to:

Fred Civian
Massachusetts Department of Environmental Protection
One Winter Street - 5th Floor
Boston, MA 02108