

Received 5/1/18

Municipality/Organization: Town of Sherborn

EPA NPDES Permit Number: MAR 041157

MassDEP Transmittal Number: W- 036140

Annual Report Number Year 17
& Reporting Period: April 1, 2017– March 31, 2018

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Sean Killeen

Title: Director, CM&D

Telephone #: 508-651-7878

Email: skilleen@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: Sean Killeen

Printed Name: Sean Killeen

Title: Director CM&D

Date: 4/25/2018

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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 18
1.1	Advertise availability Of information	Cable TV Advisory Committee Farm Pond Advisory Committee	Increase public awareness	The Town currently has MapsOnline for stormwater and other valuable information for public and staff use.	Advertise and provide outreach through newspaper articles
Revised		Conservation CM&D Planning	Purchase and develop GIS system for the mapping of our stormwater discharge infrastructure		Complete posting of stormwater data on MapsOnline for public use and internal data for staff use in the field. ----- Has generated GIS map date of the town's stormwater infrastructures and discharge points into wetlands and waterways.
1.2	Post SWMP on Town Website	CM&D Conservation	Public outreach	Posted updates on the new draft MS4 permit on website.	Update on a regular basis
Revised		Conservation Planning CM&D	Public Outreach	All EPA Stormwater Program and Non-Point Pollution information is posted on Town website. ----- Posting all MS4 Annual Reports Online.	Posting all MS4 Annual Reports Online.

1.3					
Revised					
Revised					
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 18
2.1	Participate in the development of public programs	All Town boards and committees	Increase public involvement	The Town is working to develop MapsOnline with public and staff uses for stormwater mapping and management. Planning Board Posted stormwater information on web site.	All individual Town Departments will provide materials pertaining to their portion of the NPDES permit online, through information on website and data management with MapsOnline and PeopleGIS forms.
Revised					
2.2	Introduce SWMP at Town meetings	All town boards and committees	Increase public involvement	Continued review of proposed stormwater requirements. Working with AECOM (hired for stormwater review) on review and preparation.	Mapped all locations within the Town that have SWMP and provide outreach to these facilities.
Revised					

2.3	HHW Collection	Recycling committee	Prevent pollutant discharge to MS4	Distributed HHW lists	Continue annual collection day
Revised					
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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 18
3.1	Develop system map	CM&D	Prevent pollutant discharges to MS4	Stormwater maps have been developed by AECOM who was contracted to complete this work, CM&D and Conservation	Work with Conservation and Planning Department to continue mapping and adding updates to existing catch basins, drainage swales, manholes, and outfalls.
Revised					
3.2	Procure GPS system	CM&D Conservation	Purchase system to enable mapping	Completed	Continue to log changes and updates
Revised					
3.3	Identify and eliminate illicit connections and discharges	CM&D Conservation	Prevent pollutant discharges to MS4	Working on Draft for new illicit discharge policy.	Located all outfalls and identified all illicit discharges within downtown area. Continue to indentify issues and enforce regulations
Revised					
3.4	Review existing wetlands by-law	Conservation	Continue to review and update	Amend as necessary	Enforce regulations
Revised					
3.5	Review existing ground water by-law	Groundwater Protection committee	Continue to review and update	Enforced regulations	Continue to enforce and act on cases
Revised					

Revised					

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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 18
4.2	Review existing policies and procedures	Planning Board	Continue to administer and enforce the Stormwater Bylaw	Begin to adopt 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.
Revised					
4.3	Construction site inspection	Building inspector	Continue to review policy and inspections	Continued inspections and addressing complaints	Enforcing policy and procedures
Revised					
4.4	Review existing rules and regulations	Planning Board	Amend regulations as necessary	Continued review of projects falling under the Stormwater Bylaw	Approve and enforce as necessary. Add information about stormwater management permits to Permitting Procedures Manual. Draft Stormwater Bylaw Regulations
Revised					
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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 18
5.1	Policy of post construction runoff	Building inspector	Develop policy for post construction runoff control	Policy has been passed and is being implemented.	Mandate and enforce
Revised					
5.2	Review existing regulations	Board of health	Amend to enforce regulations		Continue site inspections and enforce approved regulations
Revised		Planning Board	Ensure post-construction policy is in place.		Also, review Planning Board regulations with respect to post-construction impacts and update as necessary.
5.3	Review site plan applications	Planning Board, CM&D, Conservation, Board of health	Permit compliance	Boards, Committees and Commission review site plans to determine if the project qualifies for a filing under the Stormwater Bylaw or must file a permit and create a SWMP	Continue review by boards, committees, and commissions
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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 18
6.1	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.
Revised					
6.2	Annually evaluate SWMP	All boards and committees and departments	Evaluation of BPM impact, appropriateness and compliance	Planning Board, Conservation, CM&D have met to discuss the new MS4 requirements. Secured funding for new proposed NDPES permit and have approved scope of work and hired AECOM for draft of new MS4 permitting when finalized. Attended workshops on proposed NPDES permits for proposed issuance in July 2016.	Ongoing
Revised					
6.3	Implement BMP training program	All boards, committees and departments	Evaluation of BPM impact, appropriateness and compliance	Set up CM&D staff training for review of BMP's and GPS unit	Completed and ongoing
Revised					
6.4	Development of blanket order of conditions	CM&D, Conservation	Develop and submit order of conditions	Continue to administer and enforce requirements of the General Order of	Continue to work under permit with reports sent to Conservation on an

Revised				Conditions. Review and use of the stream crossing standards for permitting of culvert replacements throughout town,	annual basis Review new regulations from under the WPA regulations and the potential addition of the stream crossing standards.
Revised					
Revised					

6a. Additions

--	--	--	--	--	--

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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 18
Revised					
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)	N
Annual program budget/expenditures **	(\$)	\$18,000
Total program expenditures since beginning of permit coverage	(\$)	\$73,000
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		Capital

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	30%
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 **	(#)	1
▪ community participation **	(# or %)	25%
▪ material collected **	(tons or gal)	
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)	(%)	50%

Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	X
Outfalls inspected/screened **	(# or %)	45%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	90%
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	(%)	0%
% of population on septic systems	(%)	100%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	90%
Site inspections completed **	(# or %)	1
Tickets/Stop work orders issued **	(# or %)	1
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	(%)	1
Site inspections (for proper BMP installation & operation) completed **	(# or %)	1
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)	20 ton
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Dispose

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$25,000
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	30/hr
• Disposal cost**	(\$)	\$25,000
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 vacator **	(%)	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)	150 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	40% NaCl 60% 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/l _n mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/l _n 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