

**Municipality/Organization:** Town of Dedham

**EPA NPDES Permit Number:** MAR041033 2004 MAY -3 P II: 38

**MaDEP Transmittal Number:** W-040861

**Annual Report Number & Reporting Period:** No. 1: March 03-March 04

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Max Kamel **Title:** Assistant Town Engineer

**Telephone #:** 781-751-9350 **Email:** mkamel@town.dedham.ma.us

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:** Paul G. Keane

**Printed Name:** Paul G. Keane, P.E.

**Title:** Commissioner Public Works

**Date:** 4/30/04

**Part II. Self-Assessment**

The town of Dedham has completed the required self assessment. During the preparation of the original Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s), the town performed a cursory review of the historical and wildlife in the area of drainage outfall locations, and determined that the eligibility criteria had been met. In an effort to provide a more comprehensive review of critical habitat, listed species, and historical places, correspondence was forwarded to several agencies. The town is currently awaiting responses to confirm that the eligibility criteria have been met. Otherwise, the town is in compliance with the remaining permit conditions.

When the original NOI was submitted, it was assumed that the reporting periods for the permit years ran from the fall through the following summer. Based on the authorization dates established for the permit, the schedule needs to be revised to reflect the proper reporting periods which run from the spring through the following winter. A new schedule is attached to reflect the proper reporting periods for permit years 1-5.

**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 1 (Reliance on non-municipal partners indicated, if any)                                  | Planned Activities -- Permit Year 2  |
|---------------|---|-------------------------------|---------------------------------|--|--|
| 1a<br>Revised | Establish advisory committee<br><i>* see note</i> | Town Administration           | Form committee within 1 year    | No work proposed in permit year 1  | Form the committee   |
| 1b<br>Revised | Submit 2 press releases                           | DPW/Town Administration       | Reach thousands of residents    | The Town is in the process of compiling information for a generic stormwater informational release.                          | The Town will post a generic stormwater release as well as an article specific to the Town's stormwater efforts. |
| 1c<br>Revised | Post article on town web page                     | DPW/Town Administration       | Reach thousands of web browsers | No work proposed in permit year 1  | The Town will post the articles from Item 1b on the website.   |
| 1d<br>Revised | Add link to town web page                         | DPW/Town Administration       | Reach thousands of residents    | No work proposed in permit year 1 -- Links added to environmental organizations and watershed groups at the Town/DPW website | Maintain the link and update it as needed  |

| 1e<br>Revised | Publish list of department names | Town Administration | Communicate with residents | List of department and department heads is posted online. A list has been mailed to all residents with new telephone numbers. | Continue to update the listing on the website as needed. |
|---------------|----------------------------------|---------------------|----------------------------|---|--|
|---------------|----------------------------------|---------------------|----------------------------|---|--|

**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 1 (Reliance on non-municipal partners indicated, if any)  | Planned Activities – Permit Year 2  |
|---------------|--|-------------------------------|------------------------------------|---|---|
| 2a<br>Revised | Develop stenciling program<br><i>* see note</i>            | DPW/Town Administration       | Educate hundreds of residents      | No work proposed in permit year 1 – all new catchbasins constructed in Town have been stenciled.  | Develop and implement a townwide catchbasin stenciling program.                                     |
| 2b<br>Revised | Work with watershed groups                                 | DPW/Town Administration       | Coordinate efforts with others     | Communicated with watershed groups and exchanged information and data with Norfolk Mosquito Control.  | Continue the open line of communication.  |
| 2c<br>Revised | Post signs in critical resource areas<br><i>* see note</i> | DPW/Town Administration       | Notify residents of critical areas | No work proposed in permit year 1   | Develop program and establish communications with Conservation Commission to implement the program. |
| 2d<br>Revised | Educate students about environment                         | DPW/Town Administration       | Involve students and families      | No work proposed in permit year 1 – Worked with High School Science Dept. to introduce GIS in environmental studies. The school acquired 500 copies of the GIS software and obtained data from the DPW. | Continue to support the efforts at the High School.   |

|               |                            |                         |                    |                               |  |
|---------------|----------------------------|-------------------------|--------------------|-------------------------------|--|
| 2c<br>Revised | Establish a suggestion box | DPW/Town Administration | Receiving feedback | No action taken on this item. | Create a form and designate a location for the suggestion box. |
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### 2a. Additions

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### 3. Illicit Discharge Detection and Elimination

| BMP ID #      | BMP Description                                  | Responsible Dept./Person Name | Measurable Goal(s)                           | Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)   | Planned Activities – Permit Year 2                                   |
|---------------|--|-------------------------------|--|--|--|
| 3a<br>Revised | Develop a mapping system                         | DPW                           | Map the drainage system                      | Developed a GIS map of the drainage system.  | Continue the QA/QC of the drainage system.                           |
| 3b<br>Revised | Locate all visible outfalls<br><i>* see note</i> | DPW                           | Inventory of outfalls                        | No work proposed in permit year 1 – Located/confirmed the location of some outfalls using GPS.   | Continue GPS effort to locate and update GIS mapping.                |
| 3c<br>Revised | Adopt new stormwater bylaws                      | Town Administration           | Enforcement of illegal environmental actions | Completed and adopted the Town Stormwater By-laws. The Town created and filled a new Code Enforcement Officer position.                          | Enforce bylaws.  |
| 3d<br>Revised | Develop a response plan<br><i>* see note</i>     | DPW/Town Administration       | Emergency response measure                   | No work proposed in permit year 1  | Begin efforts to develop a response plan.                            |
| 3e<br>Revised | Adopt a hazardous waste day                      | DPW/Town Administration       | Reduce illegal dumping of hazardous material | No work proposed in permit year 1 – The Town adopted one hazardous waste day and a daily sticker policy to dispose of larger hazardous material. | Continue conducting a yearly hazardous waste day collection program. |

3a. Additions

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4. Construction Site Stormwater Runoff Control

| BMP ID #      | BMP Description  | Responsible Dept./Person Name | Measurable Goal(s)            | Progress on Goal(s) -- Permit Year 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities -- Permit Year 2                                   |
|---------------|--|-------------------------------|-------------------------------|---|---|
| 4a<br>Revised | Review existing state and local regulations<br><i>* see note</i>             | DPW/<br>Engineering           | Update the town regulations   | In progress   | Continue review of local and state regulations                        |
| 4b<br>Revised | Develop town design and construction site review policy<br><i>* see note</i> | DPW/<br>Engineering           | Develop town standards        | In progress   | Continue efforts to establish a site plan review policy               |
| 4c<br>Revised | Create town specifications<br><i>* see note</i>                              | DPW/<br>Engineering           | Develop town specifications   | No work proposed in permit year 1   | Develop design and construction standards and details                 |
| 4d<br>Revised | Develop town inspection guidelines<br><i>* see note</i>                      | DPW/<br>Engineering           | QA/QC construction sites      | No work proposed in permit year 1   | Begin efforts to develop inspection guidelines.                       |
| 4e<br>Revised | Determine inspection responsibilities<br><i>* see note</i>                   | DPW/Town Administration       | Establish means of inspection | No work proposed in permit year 1   | Develop a list of inspection responsibilities by department and task. |

**4a. Additions**

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**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 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2   |
|---------------|--|-------------------------------|-----------------------------|--|--|
| 5a<br>Revised | Develop stormwater policy                        | Town Administration           | Encourage ground recharge   | The Town developed and approved a new stormwater policy.                                   | Enforce the newly adopted stormwater policy.   |
| 5b<br>Revised | Develop standards for BMP's<br><i>* see note</i> | DPW/Town Administration       | Regulate subdivision plans  | No work proposed in permit year 1  | Develop program to regulate subdivision plans.   |
| 5c<br>Revised | Develop bylaws and policy<br><i>* see note</i>   | DPW/Town Administration       | Regulate subdivision runoff | No work proposed in permit year 1  | Develop and regulate subdivision runoff through development and enforcement of the newly adopted policy. |

**5a. Additions**

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## 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 1 (Reliance on non-municipal partners indicated, if any)        | Planned Activities – Permit Year 2   |
|---------------|---|---|---|---|--|
| 6a<br>Revised | Implement pollution prevention program<br><i>* see note</i> | DPW/<br>Engineering                             | Develop a program within two years                              | No work proposed in permit year 1   | Begin to develop a pollution prevention program.   |
| 6b<br>Revised | Develop TV Inspection<br><i>* see note</i>                  | DPW/<br>Engineering                             | Eliminate illegal connections                                   | The Town performed TV inspection of 45,000 feet of sewer. No drains were found tied to the sewer. | Continue efforts to locate illegal connections by TV inspection. Review previous reports that have highlighted possible connections. |
| 6c<br>Revised | Develop hazardous waste training<br><i>* see note</i>       | DPW/<br>Engineering                             | Train 20 employees on hazardous waste                           | No work proposed in permit year 1   | Develop a program to train and educate employees about environmental issues.   |
| 6d<br>Revised | Sweep all paved roads                                       | DPW   | Eliminate dumping of 250 tons                                   | No work proposed in permit year 1 – The Town recently began the annual spring street sweeping.    | Continue street sweeping efforts to reduce sediment buildup in catchbasins and release to local water bodies.                        |
| 6e<br>Revised | Clean all catchbasins                                       | DPW   | Clean catchbasins every 3 years                                 | The Town has begun the spring catchbasin cleaning.  | Continue catchbasin cleaning efforts to improve system operation.  |
| 6f<br>Revised | Develop a litter management program<br><i>* see note</i>    | Conservation Commission/<br>Town Administration | Eliminate dumping and pollution to catchbasins and water bodies | No work proposed in permit year 1   | Develop a policy and/or post signs to eliminate pet waste in public roads and open space.  |
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|               |   |   |   |   |  |

### 6a. Additions

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)**

| BMP ID #      | BMP Description                                      | Responsible Dept./Person Name | Measurable Goal(s)                | Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2   |
|---------------|--|-------------------------------|-----------------------------------|--|--|
| 7a<br>Revised | Develop a landscaping policy<br><i>* see note</i>    | DPW/Town Administration       | Eliminate excessive chemicals     | No work proposed in permit year 1  | Plan a strategy and develop steps toward developing Town Bylaws.   |
| 7b<br>Revised | Develop a spill prevention plan                      | DPW/Town Administration       | Reduce spill prevention to rivers | No work proposed in permit year 1  | No work proposed in permit year 2  |
| 7c<br>Revised | Develop a training program<br><i>* see note</i>      | DPW/Town Administration       | Educate 8 employees               | No work proposed in permit year 1  | Plan a strategy and develop steps toward establishing a training program to educate employees about environmental issues.                            |
| 7d<br>Revised | Install new drainage structures<br><i>* see note</i> | DPW                           | Eliminate some TSS                | No work proposed in permit year 1  | Install some catchbasins with innovative technology in an effort to reduce TSS.  |
| 7e<br>Revised | Develop a housekeeping plan<br><i>* see note</i>     | DPW                           | Eliminate excessive TSS           | No work proposed in permit year 1  | Work with the Town recycling coordinator to develop a plan and strategies that will reduce excessive TSS and improper dumping of hazardous material. |

**7a. Additions**

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 2 |
|----------|-----------------|-------------------------------|--------------------|--|------------------------------------|
|          |                 |                               |                    |  |                                    |
|          |                 |                               |                    |  |                                    |

Note:

(\* ) Due to cuts in state and local funding, proposed work scheduled for Permit Year 2 may be delayed to Permit Year 3.

**Part IV. Summary of Information Collected and Analyzed – Not Applicable**





**Massachusetts Department of Environmental Protection**  
 Bureau of Resource Protection - Watershed Management

**BRP WM 08A NPDES Stormwater General Permit Notice of Intent**  
 for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)  
**F. Example Storm Water Management Program TIME FRAMES**

| BMP ID # | PERMIT YEAR ONE |           |         | PERMIT YEAR TWO |           |           | PERMIT YEAR THREE |              |           | PERMIT YEAR FOUR |         |              | PERMIT YEAR FIVE |           |         | Next Permit |              |           |           |         |              |  |
|----------|-----------------|-----------|---------|-----------------|-----------|-----------|-------------------|--------------|-----------|------------------|---------|--------------|------------------|-----------|---------|-------------|--------------|-----------|-----------|---------|--------------|--|
|          | Spring 03       | Summer 03 | Fall 03 | Winter 03-04    | Spring 04 | Summer 04 | Fall 04           | Winter 04-05 | Spring 05 | Summer 05        | Fall 05 | Winter 05-06 | Spring 06        | Summer 06 | Fall 06 |             | Winter 06-07 | Spring 07 | Summer 07 | Fall 07 | Winter 07-08 |  |
| 1a       |                 |           |         | X               |           | X         | X                 |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 1b       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 1c       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 1d       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 1e       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 2a       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 2b       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 2c       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 2d       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 2e       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 3a       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 3b       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 3c       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 3d       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 3e       |                 |           |         |                 | X         |           |                   |              | X         |                  |         |              | X                |           |         |             |              |           |           |         |              |  |
| 4a       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 4b       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 4c       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 4d       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 4e       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 5a       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 5b       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 5c       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 6a       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 6b       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 6c       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 6d       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 6e       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 6f       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 7a       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 7b       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 7c       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 7d       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |
| 7e       |                 |           |         |                 |           |           |                   |              |           |                  |         |              |                  |           |         |             |              |           |           |         |              |  |

Transmittal Number \_\_\_\_\_  
 Facility ID (if known) \_\_\_\_\_

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