

Municipality/Organization: Town of Douglas, MA

EPA NPDES Permit Number: MAR041106

2004 APR 30 P 10: 15

MaDEP Transmittal Number: W- 040641

**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: William J. Cundiff, P.E. **Title:** Town Engineer

Telephone #: 508-476-4000 ext 108 **Email:** WCundiff@DouglasMA.org

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: Michael Guzinski

Title: Executive Administrator

Date: April 28, 2004

Part II. Self-Assessment

The Town of Douglas has completed the required self-assessment and has determined that our municipality is in compliance with all the permit conditions.

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
2.1	Lawn & Garden Activities	Community Development / Wm. Cundiff	Cable Advertisements & Internet	Cable Advertisements have been running.	Developing the internet information and continuing with the Cable Advertisements.
2.2	Household Hazardous Waste	Community Development / Wm. Cundiff	Cable Advertisements & Internet	Cable Advertisements have been running.	Developing the internet information and continuing with the Cable Advertisements.
2.3	Pet Waste Management	Community Development / Wm. Cundiff	Cable Advertisements & Internet	Cable Advertisements have been running.	Developing the internet information and continuing with the Cable Advertisements.
2.4	Trash Management	Conservation Commission / Wm. Cundiff	Cable Advertisements & Internet	Cable Advertisements have been running.	Developing the internet information and continuing with the Cable Advertisements.
2.5	Classroom Education	School Dept. / Connie Verge	Number of Classes	Nothing completed this past year.	Planning and evaluating how to incorporate classroom education.
2.6	Stormwater Education Materials	Community Development / Wm. Cundiff	Cable Advertisements & Internet	Cable Advertisements have been running.	Developing the internet information and continuing with the Cable Advertisements.

1a. Additions

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
3.1	Storm Drain Stenciling	Highway Dept. / Ed Therrien	No. of Storm Drains Stenciled	Stenciles have been made and implementation will begin immediately with this years catch basin cleanings.	Maintain stenciling during catch basin cleaning, as needed.
3.2	Stream Cleanup & Monitoring	Conservation Commission / Wm. Cundiff	No. of Cleanup Events	The Conservation Commission has discussed and conceptualized a program for implementation in the coming year.	Implementation of a Stream Cleanup and monitoring program.
3.3	Adopt-A-Stream program	Conservation Commission / Wm. Cundiff	No. of Streams Adopted	The Conservation Commission has discussed and conceptualized a program for implementation in the coming year.	Implementation of an Adopt-A-Stream program.
3.4	Community Hotlines	Highway Dept. / Ed Therrien	No. of Calls Received	No Calls Received this year.	More advertisements on cable and internet to let people know what department to call.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4.1	Failing Septic System	Board of Health / Marlene Bacon	No. of Systems repaired	Fourteen systems have been identified to have failed since 3/10/03. Six of the fourteen have been repaired.	Continue identifying failed systems and monitoring the progress of the repairs.
4.2	Improper Wastewater Connection / Discharge	Community Development / Wm. Cundiff	Surveys Completed	Form is currently being developed for posting on the Town Website.	Complete form development and post form on website.
4.3	Sanitary Sewer Overflows	Sewer Dept. / Denis Croteau	No. of Overflows / repairs	No Overflows identified or required repairs	Continue system inspection on an annual basis. I/I evaluation required under State wastewater Permit

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5.1	Runoff Control	Community Development / Wm. Cundiff	Implementation of Requirements	Planning Board is establishing requirements for Runoff control thru Town Bylaws. Currently design standards require basic stormwater management such as post-developed flow be less than or equal to pre-developed stormwater flow.	Finalize new bylaw and Review submittals that fall under the authority of the bylaws.
5.2	Erosion Control	Community Development / Wm. Cundiff	Implementation of Requirements	Planning Board is establishing requirements for erosion control thru Town Bylaws. Currently design standards require basic erosion control measures such as erection of haybales, geotextile matting on sideslopes, establishment of vegetation as quickly as possible or similar mechanisms.	Finalize new bylaw and Review submittals that fall under the authority of the bylaws.
5.3	Sediment Control	Community Development / Wm. Cundiff	Implementation of Requirements	Planning Board is establishing requirements for Sediment control thru Town Bylaws. Currently design standards require basic sediment controls such as sediment forebays, deep sump catch basins or similar mechanisms.	Finalize new bylaw and Review submittals that fall under the authority of the bylaws.
5.4	Good Housekeeping	Community Development / Wm. Cundiff	Implementation of Requirements	Planning Board is establishing requirements for maintenance thru Town Bylaws. Currently board require submittal and approval of short term and long term operation and maintenance plans for proposed stormwater management structures prior to project approval.	Finalize new bylaw and Review submittals that fall under the authority of the bylaws.

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
6.1	Structural BMPs	Community Development / Wm. Cundiff	Implementation of Requirements	Planning Board is establishing requirements for structural Best Management practices thru Town Bylaws.	Finalize new bylaw and Review submittals that fall under the authority of the bylaws
6.2	Non-Structural BMPs	Community Development / Wm. Cundiff	Implementation of Requirements	Planning Board is establishing requirements for non-structural Best Management practices thru Town Bylaws.	Finalize new bylaw and Review submittals that fall under the authority of the bylaws

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
7.1	Operation & Maintenance	Highway Dept. / Ed Therrien	Implementation of Requirements	Inspected and cleaned catch basins, detention basins, swept streets, and minimized the use of road salt throughout the Town as part of the Towns Annual Maintenance program.	Establish an inventory of the Town-wide stormwater management structures and develop a formal inspection and maintenance plan. Continue implementing requirements as outlined in Section 7 of the original plan.

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

Although the Town of Douglas is not specifically required to implement a Waste Load Allocation (WLA) provision of the TMDL, the following information is presented herein describes efforts, nonetheless that are being implemented that will yield a specific benefit to the receiving waters.

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
8.1	Upgrade of WWTP	Sewer Dept. / Denis Croteau	Completion of Construction	All necessary permits received, Bid documents prepared and Contractor selected. Construction is underway.	Construction to be completed by September, 2005.
8.2	Implementation of Requirements	Community Development / Wm. Cundiff	Implementation of Requirements	Draft of Stormwater Bylaw has been compiled.	Begin review process with Planning Board and the Master Plan Committee.

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

No water quality information has been collected.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Mapping and Illicit Discharges

Outfall mapping complete	(%)	5 %
Estimated or actual number of outfalls	(#)	Planning
System-Wide mapping complete	(%)	0 %
Mapping method(s)		
▪ Paper/Mylar	(%)	0 %
▪ CADD	(%)	0 %
▪ GIS	(%)	50 %
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0
Illicit connections removed	(#)	0
	(est. gpd)	
% of population on sewer	(%)	10 %
% of population on septic systems	(%)	90 %

CC: CONSERVATION
COMMISSION



United States Department of the Interior

FISH AND WILDLIFE SERVICE
New England Field Office
70 Commercial Street, Suite 300
Concord, New Hampshire 03301-5087



CC: S. ZISK

RE: Town of Douglas NPDES Permit

William J. Cundiff, P.E.
Community Development Department
29 Depot Street
Douglas, MA 01516



August 6, 2003

Dear Mr. Cundiff:

I have reviewed your request for information on endangered and threatened species and their habitats for the above-referenced project. My comments are provided in accordance with Section 7 of the Endangered Species Act (ESA) of 1973, as amended (16 U.S.C. 1531-1543).

I have searched our database and find that there are no federally-listed endangered species within the town of Douglas, Massachusetts. Within the counties of Worcester, MA; Windham, CT; and Providence, RI, the federally-listed threatened plant, small-whorled pogonia (*Isotria medeoloides*) exists. Based on the project description and location, it appears that no impacts to federally-listed species and their habitats will occur. Should project plans change, or if additional information on the distribution of listed or proposed species becomes available, this determination may be reconsidered.

In order to comply with the Massachusetts Endangered Species Act and the Massachusetts Wetlands Protection Act (310 CMR 10), we suggest that you consult with the Massachusetts Natural Heritage and Endangered Species Program, 1 Rabbit Hill Road, Westborough, MA 01581-3337, telephone (508) 792-7270, for information on state-listed species that may be present.

Thank you for your cooperation and please contact me at 603-223-2541 if we can be of further assistance.

Sincerely yours,

Michael Amaral
Endangered Species Specialist
New England Field Office