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Town of Sherborn

SHERBORN, MASSACHUSETTS 01770

TOWN OFFICES: 19 Washington Street • Phone (508) 651-7850 • Fax (508) 651-7854

September 1, 2004

Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street
Worcester, MA 01608

SEP 02 2004

MUNICIPAL ASSISTANCE UNIT

RE: NPDES Phase II Small MS4 General Permit Annual Report

To Whom It May Concern:

Please find enclosed an executed copy of the Town of Sherborn's NPDES Phase II Annual Report for the period March 2003 thru March 2004.

The Town of Sherborn understands the expected reporting date and apologizes for this report's tardiness. This is attributed to a recent change in administration within the town. Mr. Robert Reed, Town Administrator and Mr. Paul Scott, Director of Community Maintenance and Development, recently vacated their positions and the filing of the completed Phase II report was not completed. The current administration, Kristine M. Irving, Interim Town Administrator and Gary Kellaher, Director of Community Maintenance and Development have worked together to put the finishing touches on this report. Again, we apologize for its tardiness and the March 2004 thru March 2005 report will be on time.

Also, with the filing of this report, the undersigned, Kristine M. Irving, Interim Town Administrator designates Gary Kellaher to be the contact person for the NPDES Phase II Small MS4 Permitting process.



Kristine M. Irving, Interim Town Administrator

If there is any additional information needed, please do not hesitate to contact me at 508-651-7878.

Respectfully,



Gary Kellaher, Director
Community Maintenance & Development

Municipality/Organization: Town of Sherborn

EPA NPDES Permit Number: MAR 041157

MaDEP Transmittal Number: W-036140

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: Gary Kellahe

Title: Director, CM & D

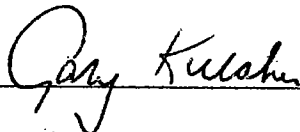
Telephone #: 508-651-7878

Email: _____

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: Gary Kellahe

Title: Director of Community Maintenance and Development

Date: _____

9-01-04

Part II. Self-Assessment

The Town of Sherborn has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the following provisions.

Part II.F Failed to submit annual report on or before May 1st. Submitted on September 1, 2004.

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
1.1	Advertise availability of information	Cable TV Advisory Committee	Increase Public Awareness	Requesting information to be advertised	Log total air time Update information
Revised					
1.2	Post SWMP on Website	Town Website Committee	Public Outreach	Implementing Posting	Update as necessary
Revised					
1.3	Provide literature to public	Board of Selectmen	Well informed public	Brochures to be designed	Distribute brochures with volunteers
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2.1	Participate in the development of public programs	All Town boards and committees	Increase public involvement	Gathering all available information	Form public committee
Revised					
2.2	Introduce SWMP at Town meetings	All Town boards and committees	Increase public involvement	SWMP Introduced to Planning Board Setting schedule for presentation	Update information as needed and present
Revised					
2.3	Continue HHW collection	Recycling Committee	Prevent/reduce pollutant discharge to MS4	Distribute HHW lists	Update lists as necessary. Continue annual collection day.
Revised					
Revised					
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3.1	Develop system map	Highway Department	Prevent/reduce pollutant discharges to MS4	Identifying structures. Assisted by Andrew Kantoriski as an Eagle Scout Project	Begin mapping process of the urbanized area.
Revised					
3.2	Identify and eliminate illicit connections/discharges	Highway Department	Prevent/reduce pollutant discharges to MS4	Identifying structures	Begin inspection procedures.
Revised					
3.3	Review existing wetlands by-law	Conservation Committee	Amend by-law to enforce permit regulations	Present amended by-laws to Board of Selectmen for approval.	Enforce regulations.
Revised					
3.4	Review existing ground water by-law	Groundwater protection committee	Amend by-law to enforce permit regulations	Preparing to present amended by-laws to Board of Selectmen and the introduction of same to Town Meeting for approval.	Enforce regulations.
Revised					
Revised					
Revised					
Revised					

3a. Additions

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4. Construction Site Storm water 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
4.1	See BMP 3.3				
Revised					
4.2	Review existing policies and procedures	Planning Board	Revise existing policies and procedures and develop storm drain connection permit requirement	On-going	
Revised					
4.3	Construction site inspection	Building Inspector	Develop requirement to inspect sites.	On-going	
Revised					
4.4	Review existing rules and regulations	Planning Board	Amend rules and regulations to enable enforcement	Process initiated	Complete revisions of rules and regulations
Revised					
Revised					
Revised					
Revised					

4a. Additions

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5. Post-Construction Storm water 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
5.1	Policy for Post construction runoff	Building Inspector	Develop policy for post construction runoff control.	On-going.	
Revised					
5.2	Review existing regulations	Board of Health	Amend to enforce permit regulations	Present regulations to Board of Selectmen for acceptance	Inspect sites and enforce approved regulations.
Revised					
5.3	Review site plan applications	Planning Board Building and Highway Departments, Conservation Committee, Board of Health	Permit compliances	On-going	
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6.1	Develop and implement catch basin program	Highway Department	Reduce/prevent pollutant run off from municipal operations	Develop, collect data, and refine program.	Continue to develop and monitor program.
6.2	Annually evaluate SWMP	All boards committees and departments	Evaluation of BMP impact, appropriateness, and compliance	On-going	
6.3	Record keeping and reporting	Highway Department	Track program	No measurable progress as yet.	
6.4	Implement BMP training program	All boards, committees and departments	Evaluation of BMP impact, appropriateness and compliance	Scheduling Department Head meetings for discussion and action.	
Revised					
Revised					
Revised					

6a. Additions

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▪ Fertilizers	(lbs. or %)	0%
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A

Anti-/De-Icing products and ratios	% NaCl	45%
	% CaCl ₂	5%
	% MgCl ₂	
	% CMA	
	% Kac	
	% KCl	
	% Sand	50%
Pre-wetting techniques utilized	(y/n)	Y - CaCl
Manual control spreaders used	(y/n)	N
Automatic or Zero-velocity spreaders used	(y/n)	Y 5
Estimated net reduction in typical year salt application	(lbs. or %)	20%
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N