

Municipality/Organization: Town of Upton

EPA NPDES Permit Number: MAR041165

MaDEP Transmittal Number: W-041350

Annual Report Number

& Reporting Period: No. 2: March 04-March 05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mr. Durwood Tetreault

Title: Director, DPW

Telephone #: (508) 529-3067

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: ALAN LESLIE ROSENFELD

Title: _____

Chair, Board of Selectmen

Date: _____

04/26/05

Part II. Self-Assessment

The Town of Upton 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 year one annual report on or before 05-01-04.

Failed to complete all of year one and year two goals as specified in the notice of intent (NOI) submitted in July 2003 due to budgetary constraints. In 2004 a budget was proposed for the services of a consultant and approved. It is anticipated that progress on each goal specified in the July 2003 NOI will be on schedule by the submission of the year three annual report.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1 Revised	Develop & distribute brochures to residents	Upton DPW	Distribution of brochures	Town has reviewed and approved brochure for distribution. (Pending distribution list by others)	Distribute brochures.
2 Revised	Develop & distribute brochures to businesses	Upton DPW	Distribution of brochures	Consultant under contract to produce and distribute brochures. Sample brochure has been created. Sample sent to Town for review.	Produce and distribute brochures. (Distribution list by others)
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6	Public meeting to discuss Stormwater management plan	Upton DPW/Board of Selectmen	Conduct a public meeting to discuss goals of the Stormwater management plan	No public meeting has been held.	Schedule a public meeting, advertise meeting, encourage participation, and conduct.
Revised					
7	Public Hearing to discuss water quality data of beach	Board of Health/Board of Selectmen	Conduct a public discussion of goals and results of water testing.	No public hearings have been held.	Schedule a public hearing, advertise hearing, encourage participation, and conduct.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
11 Revised	Develop Stormwater system map	Upton Highway Department	Creation of system map	Map of areas of concern has been completed – review pending.	Finalize after review.
12 Revised	Identify illicit discharges	Upton Highway Department	Create a list of illicit discharges	Review of completed map for illicit discharges has commenced.	Complete analysis of system map and begin process of illicit discharge elimination (if necessary).
Revised					
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
16	Develop procedures to inform public of upcoming projects	Planning Board/ Conservation Commission	Advertise to the public of upcoming activities. Develop and implement review process.	The Planning Board and Conservation Commission currently developing review process – implementation pending.	Continue review of projects as required.
Revised					
17	Develop & implement site plan review process for sites.	Planning Board/ Conservation Commission	Develop and implement review process	The Planning Board and Conservation Commission are currently developing site plan review process – implementation pending	Continue review of site plans as required.
Revised					
Revised					
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
21	Review existing non-structural BMPs	Planning Board/ Conservation Commission	Development and addition of any necessary amendments and/or bylaws.	Town consultant under contract. Review process initiated – implementation pending.	Commence with developing amendments and/or inserts to the bylaws and ordinances.
Revised					
22	Review of existing structural BMPs	Conservation Commission	Development and addition of any necessary amendments and/or bylaws.	Town consultant under contract. Review process initiated – implementation pending.	Commence with developing amendments and/or inserts to the bylaws and ordinances.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
26	Inspection of Town owned and/salt storage areas	Upton Highway Department	Conduct inspections, make recommendations, and review procedures.	Ongoing inspections and maintenance protocol implemented for Town storage.	Formalize inspection process and recommendation protocol for private concerns.
Revised					
27	Review snow removal & street sweeping procedures.	Upton Highway Department	Review procedures and make recommendations.	Review of procedures has commenced.	Finish review and submit recommendations.
Revised					
Revised					
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
	Incomplete	To Be Determined	To Be Determined	Incomplete	Pending
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Incomplete

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	(\$)	TBD

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	0%
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.)	Y
Household Hazardous Waste Collection Days		
▪ days sponsored	(#) 2	Town (BOH)
▪ community participation	(%) 20%	Town
▪ material collected	(tons or gal)	TBD
School curricula implemented	(y/n)	N

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	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

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	50 est.
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	0%
▪ CADD	(%)	50%
▪ GIS	(%)	50%
Outfalls inspected/screened	(# or %)	TBD
Illicit discharges identified	(#)	TBD
Illicit connections removed	(#) (est. gpd)	TBD
% of population on sewer	(%)	30%
% of population on septic systems	(%)	70%

Construction

Number of construction starts (>1-acre)	(#)	TBD
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	TBD
Site inspections completed	(# or %)	TBD
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	TBD

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	TBD
Site inspections completed	(# or %)	TBD
Estimated volume of stormwater recharged	(gpy)	TBD

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
Total number of structures cleaned	(#)	TBD
Storm drain cleaned	(LF or mi.)	5
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	TBD
Disposal or use of sweepings (landfill, POTW, compost, <i>recycle for sand, beneficial use, etc.</i>)	Recycle, fill	
Cost of screenings disposal	(\$)	TBD

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
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Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1
Qty. of sand/debris collected by sweeping	(lbs. or tons)	30 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(roadway fill)	
Cost of sweepings disposal	(\$)	TBD
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	Y

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	TBD
▪ Herbicides	(lbs. or %)	TBD
▪ Pesticides	(lbs. or %)	TBD

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