
Facsimile Cover Sheet

To: ANN HERRICK
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From: MIKE MADIGAN
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Date: 5/3/06
Pages including this
cover page: 16

Comments:

ANN HERRICK,
ANY QUESTIONS, PLEASE CALL.
THANKS
Mike Madigan

DEPARTMENT OF PUBLIC WORKS



Michael J. Madigan, P.E., Superintendent
Pamela J. Martin, Office Manager

25 BROOK STREET
AYER, MASSACHUSETTS 01432
Tel. (978) 772-8240
Fax (978) 772-8244

May 3, 2006

Ann Herrick
USEPA/New England
One Congress Street
Suite 1100 (CIP)
Boston, Ma 02114

Re: NPDES Phase II Year 3 Annual Report
Town of Ayer, Ma

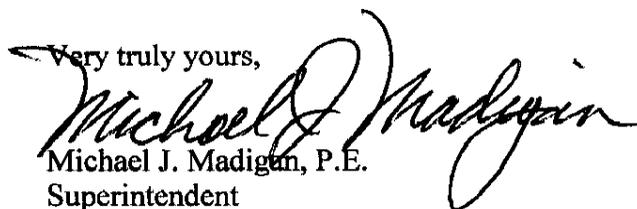
Dear Ms. Herrick:

On behalf of the Town of Ayer, Ma I am submitting the enclosed NPDES Phase II Year 3 Annual Report.

I am aware of the fact the annual report was due to be submitted by May 1, 2006. However, with town elections last week and the necessary organization of a new Board of Selectmen, the Board's first meeting was last night, May 2, 2006. The Board of Selectmen signed the annual report at that time.

The annual report will be sent to you today May 3, 2006 by certified mail and will also be faxed to you. If you have any questions regarding this matter, please contact me at (978) 772-8240.

Very truly yours,


Michael J. Madigan, P.E.
Superintendent

cc: Board of Selectmen
Shaun Suhoski, Town Administrator

Municipality/Organization: Town of Ayer

EPA NPDES Permit Number: MA 04-1179

MaDEP Transmittal Number: W-040750

**Annual Report Number
& Reporting Period:** No. 3: March 05-March 06

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Michael J. Madigan

Title: DPW Superintendent

Telephone #: 978-772-8240

Email: dpwsupt@ayer.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: Pauline Conley

Printed Name: PAULINE CONLEY

Title: VICE Chairman, Board of Selectmen

Date: May 28, 2006

Part II. Self-Assessment

The previous Town Administrator, Anita Scheipers, was ill for a portion of Permit Year 2 and left the Town of Ayer in late fall. As such, little or no action was taken on the planned activities. Michael Madigan, DPW Superintendent, was assigned the responsibility of handling the Stormwater Management Program for the Town of Ayer in April, 2006.

1) PE1: The public education “spots” for the local cable station will be finalized with the assistance of the local public access commission. These should start to be aired in July of 2007.

2) PP2: The formal Storm Water Steering Committee (SWSC) will be appointed by July, 2006. Posted public meetings will then be held periodically.

PP3: A second annual roadside cleanup will be scheduled for late summer or early fall 2007. This will be a community wide event.

PP6: The Ayer Recycling Committee has been very active in co-sponsoring hazardous waste collection days (HWCD).

3) ID1: The DPW has almost completed the draft map of the drainage system. All basins have been located and flow direction noted. Outfall locations are also being noted. The draft maps are being finalized through the assistance of citizen volunteers. The mapping should be completed by September, 2006.

ID2: Inspections for source of illicit discharges has been an ongoing project. No illicit discharges have been found or reported to date:

4) CRC2: An engineering firm has been selected to provide for part-time construction inspection.

CRC3: Chosen engineering firm will be used to provide training of DPW staff during the summer of 2006.

5) RC1: The Conservation Commission has worked with Town Counsel to prepare and present at the 2005 Annual Town Meeting a new bylaw that would cover issues of pre and post construction run-off control and other related issues. Town meeting took no action on the article and it will be put before the voters again at the 2006 annual Town Meeting.

7) TMDLs: No action has been taken as yet regarding BMPs for TMDLs.

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
PE1 Revised	Educational materials	DPW	Create educational flyers re storm water	Create flyer # 2 re lawn care. In Process	Flyers to be ready for distribution at the 5/07 annual Town Meeting and for placement at town offices.
PE2 Revised	Cable TV info spots	DPW	Create 1 infomercial About storm water by 5/06 5/07		Spot to be created and shown by July 07
PE3 Revised	Drain Stenciling	DPW	Stencil storm drains by 5/06 5/07	Drains in process of being inventoried and ID'd	Possibly Eagle Scout Project. Will contact Boy Scouts
PE4 Revised	Lawn care Workshops	SWSC/DPW	Hold 1 workshop by 5/07	Public invited to Healthy Lawn Workshop Leominster 5/05	Conduct lawn care workshop in Ayer
PE5 Revised	Educational Displays on storm water mgt	SWSC/DPW	Create 1 display for use at town functions by 5/08		
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
PP1	Establish Committee	Brd of Selectmen	Est. committee by 11/03		Appointment of Committee by Board of Selectmen by 7/06
Revised			7/06		
PP2	Public Info Meetings	SWSC	2 meetings in 2004		Post public meetings to be held by SWMC.
Revised			2 meetings in 2006		
PP3	Annual Roadside Cleanup	SWSC/DPW	Schedule 1 cleanup day by 4/05		Schedule annual cleanup for early spring 2007.
Revised			4/07		
PP4	Establish neighborhood watch groups	DPW/SWSC	Create 4 groups by 4/06		
Revised			4/07		
PP5	Reforestation	ConsCom	Establish plan to require/encourage planting of cleared areas		
Revised		And Tree Warden			
PP6	Hazardous Waste Collection Program	Ayer Recycling Committee	Conduct yearly hazardous waste collection day (HWCD)	Co-sponsored HWCD in Lunenburg fall, 2006 and Devens spring, 2006	Conduct HWCD in 2006/2007
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
ID1 Revised	System Mapping	DPW	Complete system map by 3/05 9/06	System mapping 90% complete	Complete mapping by 9/06.
ID2 Revised	ID illicit discharges	DPW	Conduct inspections by 11/05	Inspections conducted	Inspections to be continued when needed.
ID3 Revised	Prohibit illicit discharges	DPW/BoH	Establish regulatory mechanisms to prohibit by 4/06 4/07		
ID5 Revised	Eliminate illicit discharges	DPW	Show # of re-routed connections	No illicit discharges found	
Revised					
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
CRC1	Establish water quality benchmarks	DPW	Develop score sheet and do Rd 1 of testing	Limited round 1 of testing complete	Round 2 of more extensive sampling to be conducted in April, 2007.
Revised					
CRC2	Site Inspection Criteria	DPW	Develop site inspection criteria by 5/05	Consultant for site inspections chosen.	
Revised					
CRC3	Staff training re site inspections	DPW	Train all applicable staff by 5/06		Training will be done by chosen consultant by 9/06
Revised			9/06		
CRC4	Tighten regulatory controls	DPW/ConsCom	Review existing regs and propose updates as needed by 5/06		
Revised			5/07		
CRC5	Maximum compliance	DPW	Achieve overall compliance		
Revised					
Revised					

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
RC1	ID BMPs	DPW/ConsCom /Planning Board	Review existing regs and draft new as needed by 12/05	New bylaw proposed to 2005 spring town meeting but not accepted. Will try again at next town meeting.	Submit new bylaw at spring 2006 Annual Town Meeting
Revised					
RC2	Acceptance of new regs/bylaws as needed	above	Codify new by 5/06	New bylaw proposed to 2005 spring town meeting but not accepted. Will try again at next town meeting.	Submit new bylaw at spring 2006 Annual Town Meeting
Revised					
RC3	Construction Waste Mgt	DPW/Building Dept.	# of inspections in 2006	Approximately 200 site inspections conducted.	Continue site inspections.
Revised					
RC4	Evaluate Water Quality	DPW	Round 2 of testing		Round 2 of more extensive sampling to be conducted by 4/07
Revised			4/07		
Revised					
Revised					

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
GH1 Revised	Survey facilities and existing practices, etc	DPW	Do self survey	Completed	
GH2 Revised	Develop training manual	DPW	Create manual by 12/04	Completed	
GH3 Revised	Train Employees	DPW	Train ALL staff by 5/05	Completed	
GH4 Revised	Implement maintenance schedule	DPW	Implement veh and facilities maintenance schedule by 5/06	Completed	
GH5 Revised	Evaluate Program	DPW	ID of facilities with controls in place by 5/07		
Revised					

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
7.1	TMDL study	Department of Defense; NRWA		The 2 studies still in process therefore not able to define BMPs needed to address areas of concern. Reliant on outside agencies to complete.	Meet with appropriate parties and get update on project status before Nov. 2006
Revised					

Part IV. Summary of Information Collected and Analyzed

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	(%)	90%
Estimated or actual number of outfalls	(#)	TBD
System-Wide mapping complete	(%)	90%
Mapping method(s)		
▪ Paper/Mylar	(%)	90%
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0

Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	97%
% of population on septic systems	(%)	3%

Construction

Number of construction starts (>1-acre)	(#)	4
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	0
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	(%)	100%
Site inspections completed	(# or %)	100%
Estimated volume of stormwater recharged	(gpy)	TBD

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/yr
Total number of structures cleaned	(#)	650
Storm drain cleaned	(LF or mi.)	

Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Unknown
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Beneficial use
Cost of screenings disposal	(\$)	0

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	15/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	Unknown
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Beneficial use
Cost of sweepings disposal	(\$)	0
Vacuum street sweepers purchased/leased	(#)	N/A
Vacuum street sweepers specified in contracts	(y/n)	N/A

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

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	3 parts sand to 1 part salt
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N

Estimated net reduction in typical year salt application	(lbs. or %)	0%
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N