

Municipality/Organization: Town of Needham

EPA NPDES Permit Number: _____

MaDEP Transmittal Number: W-041019

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

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NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard P. Merson **Title:** Director, Dept. of Public Works

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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: Richard P. Merson

Printed Name: Richard P. Merson

Title: Director of Public Works

Date: June 27, 2006

Part II. Self-Assessment

The Town of Needham has completed the required self-assessment and has determined that our municipality is in compliance with all proposed permit applications Permit Year 3 goals except as noted in Part III of this 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-1	Classroom education on Storm Water	DPW Director	Teachers instruct classes and present materials from DPW; Volunteer outreach to youth groups and Public schools	Needham DPW in collaboration with the Needham Science Center will be hosting an auditorium presentation along with a “touch the trucks” display at local elementary schools starting May 10, 2006 Also, Mark Hollowell of the Needham DPW made a presentation on Storm water to a local Kindergarden class on 7/8/05	Continue with auditorium presentations and Truck displays throughout the Needham School system.
1-2	Flyer and Brochure Distribution and Web Site Link	DPW Director	Gather and make available one flyer and two fact sheets, Distribute flyers to Needham Residents	Storm water survey developed and distributed to residents via water bills.	Create link from Town web-site to CRWA

1-3	Using the Media	DPW Director	One local cable public service announcement, one yearly press release, and one annual storm water article	On 4/13/06 the article "Scrubbing Stormwater Clean" was published in The Needham Times. The local Board of Health distributed a "Septic System Maintenance Guide" to relevant residents. Local Cable has been supplied with the public service announcement "Protecting our communities from Stormwater pollutants" featuring Ted Danson	Continue to issue press releases in the local paper. Continue to have local cable air the PSA provided by American Oceans Campaign.
1-4	Hazardous Waste Management	DPW Director	Track amount of hazardous waste collected, continue to distribute educational materials	The Town of Needham continues to holds both Hazardous waste days yearly, and paint collection days multiple times per year. All amount information is provided in section five of the report.	Continue to offer same program to the community.
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
2-1	Adopt-a-Stream Programs	DPW Director	Adopt two streams and track quantity of trash removed	One stream was adopted: Rosemary Meadow, by Northshore Development. (781-844-3186)	Continue to clean and have cleaned adopted local water bodies.
2-2	Stencil Storm Drains	DPW Director	Stencil 50 storm drains per year	The League of Women Voters are to provide volunteers to help stencil CBs. Members of the DPW to assist.	Continue to have Town employees stencil storm drains, contact League of Women Voters and Boy Scouts to renew their participation.
2-3	Community Hotline	DPW Director	Establish a hotline, track # of calls and problems / incidents remedied	Hotline is direct number to the Needham Water & Sewer Division. Number is posted on traveling display used at Town Hall, Post Offices, and Schools etc.	Illegal Dumping reports are immediately inspected. Areas are noted and random checks ensue.
2-4	Storm Water Committee	DPW Director	Establish committee and hold annual meetings	Last meeting held on 3/20/06	Continue to hold annual meetings and discuss current issues
2-5	Pet Waste By-Law	DPW Director	# of signs posted, # of educational materials, and # of dog licenses issued	Signs are posted at areas that are problematic with pet waste deposits. These signs will be replaced if they are destroyed or vandalized.	Continue to Post signs where applicable.
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3-1	Outfall Testing Program	DPW Director	Follow-up testing for eight areas, perform study to verify need for TV inspections	All follow-up testing was completed on 3/20/06 by Beta Group Inc. Awaiting results.	Will analyze results when received and take appropriate measures for contamination if necessary.
3-2	Illegal Dumping Education	DPW Director	# of education tools distributed, # of illegal dumps reported, # of penalties given to dumpers, # of meritorious acknowledgements to citizens	Flyers concerned with stormwater and other pollution elimination issues are inserted with the water bills that are mailed yearly.	Continue established measurable goals.
3-3	Septic System Controls (Board of Health)	DPW Director	Educate residents about Septic System, Continue procedures	<ul style="list-style-type: none"> • Board of Health Educational Flyer • 14 failed systems that are currently in the process of being restored. 	Continue current program
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4-1	Policy and Procedure Review and Updates	Town Engineer	Revise existing policies and procedures, develop Storm Drain Connection Permit requirement	No action required in PY03	Continue to implementation of policies
4-2	Construction Reviews	Town Engineer	Develop requirement to inspect sites, # of inadequate sites/plans reported by inspectors, # of non-compliant permits	Continue monitoring of site plans at the planning board level – No reported incidents in PY03	Continue inspections
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5-1	Policy for Post Construction Runoff	Town Engineer	Develop town-wide policy for post-construction runoff control, a storm drain connection permit requirement, develop and implement standard construction details and policies	Continued implementation of Board of Selectmen / NPDES Policy, Standard Construction Specifications, Details and Policies	Revise Standard Construction Specifications and Details
5-2	BMP Inspection and Maintenance	Town Engineer	Inspect all Town maintained BMPs annually, document # of problems identified and remedied and changes in effluent	Continued Inspection of BMPs - DPW water quality swale - Water Quality Tanks at Broad Meadow and Elliot Schools - Detention Basins at RTS and Bridle Trail -Infiltration Basin on Heath St. development.	Continue to inspect and document issues
Revised					
Revised					

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6-1	Predictive Catch Basin Program	DPW Director	Develop, collect data, and refine program	Catch Basin debris is excavated, trucked to the Recycling Transfer Station where it is weighed, analyzed and documented for location of area removed from.	Monitor current catch basin program, Collect data in database.
6-2	Street Cleaning	DPW Director	Sweep all streets annually years 1&2, sweep twice years 3-5, sweep all parking lots annually,	Spring and Fall street sweeping programs are in place and active. All parking lots also swept twice per year. Collected debris is documented and recorded at the RTS.	Continue current sweeping program.
6-3	Pipe Inspections	DPW Director	Analyze 10% of drainage system/yr.	Visual and camera inspection of drainpipe infrastructure is ongoing, 50,000 LF of drain have been examined.	Analyze 10% (54,120Lf) of Drainage per year
6-4	Pipe Cleaning	DPW Director	Clean 4,750' of drain pipe per year, jet flush 19,000' of drain pipe/yr.	50,000 lf of drainpipe Cleaned and flushed.	Continue to meet requirements
6-5	New Pipe and Structure Installations	DPW Director	Replace 10 catch basins and 475' of drain pipe/yr.	200lf. Of various sized drain pipes replaced. 13 catchbasins replaced and/or repaired	Unable continue to meet requirements
6-6	Investigate Town Owned BMPs for Retrofit Opportunities	DPW Director	Inspect 3 structural BMPs annually, implement two retrofit projects by year five	New Infiltration Basin @ Rosemary Pool completed. Lake Drive Drainage BMP Design Completed	Lake Drive Drainage Construction Planned in PY04
6-7	Integrated Pest Management	DPW Director	Continue established program in the future	Continue established program in the future- PROGRAM SUBMITTED LAST YEAR	Continue established program in the future

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
N/A					
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N/A
Annual program budget/expenditures	(\$)	Purchase of Service = \$155,000.00
		Expenses = \$32,125
		Salaries = \$139,557.00

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	100%
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	N/A
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N/A
Household Hazardous Waste Collection Days		
▪ days sponsored	1 Day	Needham has sponsored 15 HHWC events since 1995
▪ community participation	1%	
▪ material collected	1.5 Tons	
Annual Paint Collections	17.35 Tons collected	Needham sponsors 7 paint collections annually
School curricula implemented	(y/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		

▪ Fertilizers	(lbs. or %)	Applications governed by soil testing
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A

Anti-/De-Icing products and ratios	% NaCl	2,829 Tons
	% CaCl ₂	0
	% MgCl ₂	3,699 Gal.
	% CMA	N/A
	% Kac	N/A
	% KCl	N/A
	% Sand	409 Tons
Pre-wetting techniques utilized	(y/n)	Yes
Manual control spreaders used	(y/n)	No
Automatic or Zero-velocity spreaders used	(y/n)	Yes
Estimated net reduction in typical year salt application	(lbs. or %)	565 Tons
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	No