



# Town of Northborough

Office of the Town Engineer

63 Main Street

Northborough, Massachusetts 01532-1994

Office (508) 393-5015 Fax (508) 393-6996

April 18, 2006

U.S. Environmental Protection Agency  
Water Technical Unit  
P.O. Box 8127  
Boston, MA 02114

RE: NPDES Phase II – Annual Report

Dear Sir or Madame,

Enclosed please find the annual report for the Town of Northborough's NPDES Phase II Small MS4 General Permit for year two and year three. Unfortunately, I was not able to submit the annual report for last year by the required deadline but have included both at this time. We have incorporated each of the requested review items in the summary for each section. After completing the attached self-assessment, we find that the original BMP's do not require any changes at this time. Please do not hesitate to call me at (508) 393-5015 with any questions.

Sincerely,

Fred Litchfield  
Town Engineer

cc: MASS DEP  
Town Administrator, Barry Brenner  
Acting Public Works Director, Kara Buzanoski  
Town Planner, Kathy Joubert

APR 21 2006

1. The Town of Northborough has completed the self-assessment of section 1, Public Education. We have not completed all items listed. Compliance with the permit conditions is outlined below:
  - 1b. AIR STORMWATER MESSAGE ON LOCAL CABLE CHANNEL – This has not been accomplished yet. Various messages will be posted once per month for the remainder of the permit.
  - 1c. OBTAIN AND DISTRIBUTE AUTO REPAIR SHOP BROCHURES – This was not accomplished during permit year two.
  - 1d. ADD STORMWATER INFORMATION TO TOWN'S WEBSITE – This has not yet been accomplished.
  - 1f. STORMWATER LESSON PLAN FOR FIFTH GRADE STUDENTS – The SuAsCo Watershed Community Council has prepared the lesson plan. It has not been implemented by the schools, to the best of our knowledge.
  
2. The Town of Northborough has completed the self-assessment of section 2, Public Participation, and finds we are substantially in compliance with the permit conditions as outlined below:
  - 2b. STORMWATER POSTER CONTEST FOR FIFTH GRADE STUDENTS – The SuAsCo Watershed Community Council has prepared the contest plan. It has not been implemented by the schools, to the best of our knowledge.
  - 2d. IMPLEMENT HAZARDOUS MATERIALS COLLECTION DAY – The Town of Northborough has held an annual Household Hazardous Waste Day during the fall of each year since the early 90's and during permit year one a second day was added in the spring. The Town intends to sponsor both of these events annually, as the budget allows.
  - 2e. IMPLEMENT AN ANNUAL VOLUNTEER STREAM CLEANUP DAY – The Town did have a stream cleanup day during September and intends to maintain that event annually, as the budget allows.
  
3. The Town of Northborough has completed the self-assessment of section 3, Illicit Discharge Detection and Elimination, and finds we are substantially in compliance with the permit conditions as outlined below:
  - 3a. MAP OUT FALLS AND RECEIVING WATERS – The Town has compiled all existing data on one digital map now located within the Town's GIS system. The Town has also purchased a GPS unit to field locate outfalls and staff is currently being trained on its' use. The Town expects to map appropriately 25% of the outfalls per year within the remaining term of the permit.



# Town of Northborough

Office of the Town Engineer

63 Main Street

Northborough, Massachusetts 01532-1994

Office (508) 393-5015 Fax (508) 393-6996

---

---

April 18, 2006

U.S. Environmental Protection Agency  
Water Technical Unit  
P.O. Box 8127  
Boston, MA 02114

RE: NPDES Phase II – Annual Report

Dear Sir or Madame,

Enclosed please find the annual report for the Town of Northborough's NPDES Phase II Small MS4 General Permit for year two and year three. Unfortunately, I was not able to submit the annual report for last year by the required deadline but have included both at this time. We have incorporated each of the requested review items in the summary for each section. After completing the attached self-assessment, we find that the original BMP's do not require any changes at this time. Please do not hesitate to call me at (508) 393-5015 with any questions.

Sincerely,

Fred Litchfield  
Town Engineer

cc: MASS DEP  
Town Administrator, Barry Brenner  
Acting Public Works Director, Kara Buzanoski  
Town Planner, Kathy Joubert

1. The Town of Northborough has completed the self-assessment of section 1, Public Education. We have not completed all items listed. Compliance with the permit conditions is outlined below:
  - 1b. AIR STORMWATER MESSAGE ON LOCAL CABLE CHANNEL – This has not been accomplished yet. Various messages will be posted once per month for the remainder of the permit.
  - 1c. OBTAIN AND DISTRIBUTE AUTO REPAIR SHOP BROCHURES – This was not accomplished during permit year two.
  - 1d. ADD STORMWATER INFORMATION TO TOWN'S WEBSITE – This has not yet been accomplished.
  - 1f. STORMWATER LESSON PLAN FOR FIFTH GRADE STUDENTS – The SuAsCo Watershed Community Council has prepared the lesson plan. It has not been implemented by the schools, to the best of our knowledge.
  
2. The Town of Northborough has completed the self-assessment of section 2, Public Participation, and finds we are substantially in compliance with the permit conditions as outlined below:
  - 2b. STORMWATER POSTER CONTEST FOR FIFTH GRADE STUDENTS – The SuAsCo Watershed Community Council has prepared the contest plan. It has not been implemented by the schools, to the best of our knowledge.
  - 2d. IMPLEMENT HAZARDOUS MATERIALS COLLECTION DAY – The Town of Northborough has held an annual Household Hazardous Waste Day during the fall of each year since the early 90's and during permit year one a second day was added in the spring. The Town intends to sponsor both of these events annually, as the budget allows.
  - 2e. IMPLEMENT AN ANNUAL VOLUNTEER STREAM CLEANUP DAY – The Town did have a stream cleanup day during September and intends to maintain that event annually, as the budget allows.
  
3. The Town of Northborough has completed the self-assessment of section 3, Illicit Discharge Detection and Elimination, and finds we are substantially in compliance with the permit conditions as outlined below:
  - 3a. MAP OUT FALLS AND RECEIVING WATERS – The Town has compiled all existing data on one digital map now located within the Town's GIS system. The Town has also purchased a GPS unit to field locate outfalls and staff is currently being trained on its' use. The Town expects to map appropriately 25% of the outfalls per year within the remaining term of the permit.

- 3b. REVIEW EXISTING BYLAWS AND REGULATIONS – The Town is reviewing its local bylaws to determine the appropriate location for any modifications necessary to meet guidelines and EPA requirements.
  - 3c. DEVELOP ILLICIT DISCHARGE DETECTION AND ELIMINATION PLAN –
  - 3d. DEVELOP/MODIFY GENERAL ILLICIT DISCHARGE BYLAW –
4. The Town of Northborough has completed the self-assessment of section 4, Construction Site Runoff Control, and section 5, Post Construction Runoff Control, and finds the Town is in compliance with the permit conditions.
- 4a. REVIEW EXISTING REGULATIONS, AND MONITORING & ENFORCEMENT MEASURES – The Town continues to evaluate existing regulations. The Engineering Department continues to work with developers to implement best management practices on a project-by-project basis.
  - 4b. DEVELOP/MODIFY REGULATIONS, AND MONITORING & ENFORCEMENT MEASURES – The Town continues to evaluate model bylaws.
  - 4c. PRESENT NEW REGULATIONS FOR TOWN MEETING ACTION – The bylaws are not yet available for implementation.
5. The Town of Northborough has completed the self-assessment of section 5, Post Construction Runoff Control. Sections 4 and 5 did not require any specific items to be accomplished during permit year one and will be reviewing our regulations for any possible improvements during permit year 2.
- 5a. REVIEW EXISTING REGULATIONS, AND MONITORING & ENFORCEMENT MEASURES – The Town continues to evaluate existing regulations. The Engineering Department continues to work with developers to implement best management practices on a one-on-one basis.
  - 5b. DEVELOP/MODIFY REGULATIONS, AND MONITORING & ENFORCEMENT MEASURES – The Town continues to evaluate model bylaws.
  - 5c. PRESENT NEW REGULATIONS FOR TOWN MEETING ACTION-- The bylaws are not yet available for implementation.

- 3b. REVIEW EXISTING BYLAWS AND REGULATIONS – The Town is reviewing its local bylaws to determine the appropriate location for any modifications necessary to meet guidelines and EPA requirements.
  - 3c. DEVELOP ILLICIT DISCHARGE DETECTION AND ELIMINATION PLAN –
  - 3d. DEVELOP/MODIFY GENERAL ILLICIT DISCHARGE BYLAW –
4. The Town of Northborough has completed the self-assessment of section 4, Construction Site Runoff Control, and section 5, Post Construction Runoff Control, and finds the Town is in compliance with the permit conditions.
- 4a. REVIEW EXISTING REGULATIONS, AND MONITORING & ENFORCEMENT MEASURES – The Town continues to evaluate existing regulations. The Engineering Department continues to work with developers to implement best management practices on a project-by-project basis.
  - 4b. DEVELOP/MODIFY REGULATIONS, AND MONITORING & ENFORCEMENT MEASURES – The Town continues to evaluate model bylaws.
  - 4c. PRESENT NEW REGULATIONS FOR TOWN MEETING ACTION – The bylaws are not yet available for implementation.
5. The Town of Northborough has completed the self-assessment of section 5, Post Construction Runoff Control. Sections 4 and 5 did not require any specific items to be accomplished during permit year one and will be reviewing our regulations for any possible improvements during permit year 2.
- 5a. REVIEW EXISTING REGULATIONS, AND MONITORING & ENFORCEMENT MEASURES – The Town continues to evaluate existing regulations. The Engineering Department continues to work with developers to implement best management practices on a one-on-one basis.
  - 5b. DEVELOP/MODIFY REGULATIONS, AND MONITORING & ENFORCEMENT MEASURES – The Town continues to evaluate model bylaws.
  - 5c. PRESENT NEW REGULATIONS FOR TOWN MEETING ACTION-- The bylaws are not yet available for implementation.

6. The Town of Northborough has completed the self-assessment of section 6, Municipal Good Housekeeping, and finds the Town to be in substantial compliance with the permit conditions as outlined below:
  - 6a. **IMPLEMENT STREET SWEEPING PROGRAM** – At this time the street sweeping program has been initiated and completed for this permit year.
  - 6b. **IMPLEMENT CATCH BASIN CLEANING PROGRAM** – The Town continues to conduct their catch basin cleaning program.
  - 6c, d & e. **PERFORM SITE VISITS TO EXAMINE EXISTING PRACTICES AT FACILITIES** – All three Town garages have been inspected for this permit year and were determined to be in compliance. Each of the facilities is visited annually and all follow-ups are performed as required.

1. For Year Three, the Town of Northborough has completed the self-assessment of section 1, Public Education. All but one of the items listed on our original report have been completed. Please note that the Engineering Department, which is primarily responsible for the coordination of the Phase II program, has been reduced to one full time engineer due to the retirement of the Assistant Town Engineer. We are substantially in compliance with the permit conditions as outlined below:
  - 1a. POST NON-POINT SOURCE POLLUTION POSTERS – This has been accomplished. They are posted in the Town Hall.
  - 1b. AIR STORMWATER MESSAGE ON LOCAL CABLE CHANNEL – This has been accomplished. The messages are also included in the monthly town newsletter.
  - 1d. ADD STORMWATER INFORMATION TO TOWN’S WEBSITE – This has been accomplished
  - 1g. STORMWATER FLYER SENT TO COMMUNITY BUSINESSES – This has not been accomplished.
  
2. The Town of Northborough has completed the self-assessment of section 2, Public Participation, and finds we are substantially in compliance with the permit conditions as outlined below:
  - 2c. PHOTO CONTEST FOR HIGH SCHOOL STUDENTS – This has not been accomplished. The photo teacher at the high school has retired. We will wait until the new teacher is hired.
  - 2d. IMPLEMENT HAZARDOUS MATERIALS COLLECTION DAY – The Town of Northborough has held an annual Household Hazardous Waste Day during the fall off each year since the early 90’s. A second day was added in the spring of permit year one and has continued through the current permit year. The Town intends to continue to sponsor both collection days annually, as the budget allows.
  - 2e. IMPLEMENT AN ANNUAL VOLUNTEER STREAM CLEANUP DAY  
The Town did have a stream cleanup day during September and intends to maintain that event annually, as the budget allows.
  
3. The Town of Northborough has completed the self-assessment of section 3, Illicit Discharge Detection and Elimination, and finds we are substantially in compliance with the permit conditions as outlined below:
  - 3a. MAP OUT FALLS AND RECEIVING WATERS – The Town has compiled all existing data on one digital map now located within the Town’s GIS system. The Town has also purchased a GPS unit to field