

Municipality/Organization: Ashland

EPA NPDES Permit Number: MAR041086/MADEP

MaDEP Transmittal Number: W-036190

**Annual Report Number
& Reporting Period:** June 2006 to May 2007

JUN 27 2007

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NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John D. Small

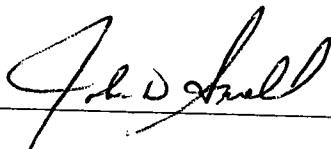
Title: DPW Director

Telephone #: (508) 881-0120

Email: dsmall@ashlandmass.com

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: John D. Small

Title: DPW Director

Date: June 15, 2007

Part II. Self-Assessment

The Town of Ashland made great strides in its NPDES PII Small MS4 General Permit requirements over the last year or so. Ashland's late start was compounded by several substantial changes in personnel in the past years, including the Town Manager, DPW Director, Water and Sewer Superintendent and Conservation Agent.

The most significant progress made during this program year was the creation of a Stormwater Committee comprised of department heads, the Conservation Commission and several interested residents, and the passage of the Ashland Stormwater Management Bylaw at Annual Town Meeting on May 2, 2007.

The Town made Low Impact Development presentations to the Technical Review Committee and to local developers and engineers. One month after this presentation one of the engineers presented plans for a 12-unit apartment complex that included rain gardens to treat stormwater runoff from the parking area and overflow from infiltration devices.

Ashland's local cable station, WACA-TV, was provided the EPA video "Reigning in the Storm" for occasional airing. Other outreach methods included storm drain stenciling, and pamphlet distribution of stormwater education materials during Ashland Earth Day and at the monthly household hazardous waste days.

Training was provided for the town's GPS unit in preparation for locating the remaining outfalls of the town's MS4. This will help achieve our goal of completing the drainage map by the end of the permit period.

One non-permit related stormwater initiative that should be mentioned was the use of town CPA funds to support the application for section 319 Non-point Source Pollution grant for Waushakum Pond in Ashland and Framingham.

In the final program year the Conservation Commission will promulgate stormwater regulations to accompany the new bylaw, the MS4 mapping will be completed, and education and outreach programs will continue to inform the public about important stormwater issues.

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 4	Planned Activities Permit Year 5
1-1	Design and Distribute Brochures	DPW/Con Com	Educate the Public Via Sewer & Water Bills and brochures	Conducted stormwater outreach at 2007 Earth Day. Distributed brochures during house hold hazardous waste day in May.	Full page flyers will be inserted in July 2007 trash bills.
1-2	Air Stormwater Information on Local CA/TV Station	DPW/Con Com	Educate the public	Met with cable station to discuss this method of outreach. Distributed of “Reining in the Storm” to the local cable station (WACA-TV) for airing.	Work with cable station to create Ashland-specific video of stormwater, including interviews with DPW director, introduction of vac-truck and clamshells used to clean catch basins and street sweeper; demonstrate cleaning catch basins and street sweeping; video of outfalls into Sudbury River. Investigate possibility of involving high school students for this project.
1-3	Form a Stormwater Committee (SWC)	Con Com	Inform the public	Formed a Stormwater Committee including the Building Inspector, DPW Director, Planning Director, Conservation Agent, Conservation Commissioners and several concerned citizens. Met to draft stormwater management bylaw.	Stormwater Committee to draft and promulgate stormwater management regulations.
1-4	Label Storm Drains	SWC	Ensure ongoing public education		Continue and expand storm drain stenciling project with goal of 50% of catch basins stenciled by end of year 5.

1-5	High School Education	SWC	Educate the younger public	Conducted stormwater presentation and storm drain stenciling activity with high school environmental science classes.	
1-6	Create Stormwater section of Website	DPW/Con Com	Activate new website	Some copy for this section of the website has been drafted.	Work with MIS department to create new stormwater section of the website with education materials, feedback forms.

1a. Additions

1-7	Make the stormwater management plan available to the general public	DPW/Con Com/MIS	Post plan to stormwater section of the website	Decision made to eliminate this goal.	
1-8	Stormwater management media campaign	Con Com	Reach out to media for local coverage on stormwater management issues	Several pitches were made to <i>Metrowest Daily News</i> beat reporter for Ashland, and coverage was discussed, but this beat reporter (Theresa Freeman) resigned and has not been replaced.	Find new MWDN reporter to pitch. Provide stories for placement in the free paper, <i>Ashland Directions</i> .
1-9	Stormwater traveling display	SWC	Develop display and showcase in three public locations.	Rudimentary stormwater educational display was created for Earth Day 2006 and displayed at Earth Day 2007. Sought funding to purchase professionally designed display through SUACO watershed association but override did not pass.	Showcase in three public locations and continue displaying at town-wide events such as Earth Day and Household Hazardous Waste Day. Consider displaying at Rediscover Ashland Day. Work with recreation department to create a stormwater poster contest as a summer activity.
1-10	Conduct stormwater education at household hazardous waste day	DPW	Show stormwater display; distribute stormwater brochures	Stormwater brochures were distributed and stormwater display was featured at May 2007 HHWD.	Conduct stormwater outreach at household hazardous waste day in May 2008.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities Permit Year 5
2-1	Enlist Local Citizens to the SWC	SWC	Involve local people in the development of the SWMP	Advertised on website, cable TV and newspaper for interested residents to join the Stormwater Committee. Garnered interest from three concerned citizens, one of whom became a new Conservation Commissioner.	Goal achieved.
2-2	Enlist local groups to label storm drains	SWC	Public aids in SW education	Contacted high school environmental club for volunteers to conduct storm drain stenciling, but no volunteers came forward.	Contact boy and girl scout troops, church youth groups to enlist volunteers to label as many storm drains as possible.
2-3	Form a Technical Committee	Highway Superintendent	Review and oversee stormwater issues	Educate Technical Review Committee about stormwater management and LID techniques by airing "Reining in the Storm" video at technical review committee meeting	Goal achieved.
2-4	Review and Comment on the General Permit	TC/SWC	Local involvement in SWMP creation	Decision made to eliminate this goal.	

2a. Additions

2-5	Stream Team	SWC	Involve residents in water quality monitoring on local streams.	New goal	Investigate interest in re-forming a stream team to conduct seasonal monthly water quality sampling around the Town. Model after the Blackstone Valley Watershed Association's volunteer water quality monitoring program.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities Permit Year 5
3-1	Create a Drainage Map	Water & Sewer Department DPW Director	Map MS4	Have secured a GPS unit and training on said unit to complete the mapping of the town's MS4.	Work towards completing drainage map, focusing on locating as many outfalls as possible.
3-2	Adopt an Illicit Discharge By-Law	Water & Sewer Department DPW Director/Con Com Agent	Town Adopts By-Law	Stormwater Management Bylaw passed at May 2007 Town Meeting. Bylaw references illicit discharges.	Draft regulations regarding illicit discharges.
3-3	Enforcement of By-Law	DPW Director DPW Director/Con Com Agent	Discourage Violations	Stormwater Management Bylaw passed at May 2007 Town Meeting. Bylaw references illicit discharges and includes provisions for fining violators of the bylaw.	Draft regulations regarding illicit discharges.
3-4	Train Staff & SWC in Outfall Inspection	TC DPW Director/Con Com Agent	Develop Inspection Program	None	Research and properly train staff
3-5	Provide Dry Weather Inspections to Outfalls	SWC, TC & DPW	Detect Illicit Discharges	None	More proactive schedule on checking all outfalls. Include DPW laborforce.

3a. Additions

3-6	Implement regular water quality sampling at outfalls	DPW/Con Com	Detect illicit discharges and problem areas	None	Seek funding for water quality kits; organize a stream team for monthly water quality sampling.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities Permit Year 5
4-1	Adopt an Erosion/Sediment Control By-Law	Con Com/DPW	Adopt By-Law	Drafted and adopted Stormwater Management bylaw which will require a stormwater permit for any alteration of 10,000 s.f. or greater, which will require the use of sediment and erosion controls.	Draft and promulgate regulations for the bylaw.
			Reviewing By-law.		
4-2	Requirements and Procedures for Site Waste	Inspection services, planning board, DPW, SWC	Include provisions to control site waste in proposed by-law. Establish inspection policy and schedule and note and correct deficiencies.	Drafted and adopted Stormwater Management bylaw which will includes requirements for site waste.	Draft and promulgate regulations for the bylaw.
4-3	Procedures for site plan review	Planning Board	Ensure by-law includes provisions for site plan review. Consider providing guidance documents and other outreach materials to developers.	Drafted and adopted Stormwater Management bylaw which will require a stormwater permit for any activity that triggers site plan review.	Goal achieved.
4-4	Procedure for enforcement	Con Com	Discourage Violations and fine violators	Drafted and adopted Stormwater Management bylaw which will extend the ConCom's jurisdiction to all projects disturbing more than 10,000 s.f. Bylaw has provisions for enforcement and fine schedule.	Draft and promulgate regulations for the bylaw.

4a. Additions

4-5	Ensure construction site operators disturbing one acre or more implement sediment and erosion controls BMPs	Inspection services, Con Com, DPW, Planning Board, SWC	Establish inspection policy and schedule. Conduct routine inspections and note and correct deficiencies.	Drafted and adopted Stormwater Management bylaw which will extend the Conservation Commission's jurisdiction to all projects disturbing more than 10,000 s.f. Bylaw has provisions for enforcement and fine schedule.	Draft and promulgate regulations for the bylaw.
4-6	Develop procedures for receipt and consideration of information submitted by the public	Inspection services, Con Com, DPW, Planning Board, SWC	Develop a form for the public to provide information and designate municipal official to receive information.	None	Include this procedure in regulations; utilize Web site for erosion hotline.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 5
5-1	Adopt Stormwater Management Policy	Water & Sewer Department DPW Director and Con Com Agent	Town Adopt By-Law	Drafted and adopted Stormwater Management bylaw which will require a stormwater permit for any activity that disturbs more than 10,000 s.f. or triggers site plan review.	Draft and promulgate regulations for the bylaw.
5-2	Procedures for review of Stormwater BMP's	Water & Sewer Department Planning Board Agent and Con.Com. Agent	Ensure Proper BMP's are in place	None	Formalize BMP requirements in stormwater regulations
5-3	Procedures for long term operation & maintenance	Water & Sewer Department DPW, Planning and Con.Com. Agent	Ensure stormwater by-law includes language providing DPW authority to ensure proper O&M of all BMPs connecting to MS4.	Drafted and adopted Stormwater Management bylaw which makes provisions for long term operation of maintenance of BMPs.	Draft and promulgate regulations for the bylaw.

5a. Additions

5-4	Identify structural and non-structural best management practices appropriate for the Town	Planning Board, DPW, Con Com, Stormwater Committee	Identify standard practices that are not acceptable in the Town.	Drafted and adopted Stormwater Management bylaw.	Draft and promulgate regulations which identify specific structural and non-structural BMPs acceptable in Ashland.
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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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 5
6-1	Catch Basin Cleaning Program	Highway Superintendent DPW Director	Prevent Sedimentation Entering MS4	Approximately 20% (300 of 1500) of the town's catch basins were cleaned in permit year 4.	Continue catch basin cleaning program and investigate ways of improving program.
6-2	Street Sweeping Program	Highway Superintendent DPW Director	Prevent Sedimentation Entering MS4	Swept approximately 85 miles of roadway and all town-owned parking lots, removing approximately 00 cubic yards of material.	Continue street sweeping program.
6-3	Procedures for Housing Salts & Hazardous Materials	Highway Superintendent DPW Director	Prevent Leachate Entering MS4	Salt stored in shed. Material from street sweeping and catch basin cleaning are disposed of properly by contractor.	Continue exiting program.
6-4	Procedures for Handle CB Cleaning	Highway Superintendent DPW Director	Prevent Leachate Entering MS4	Stored separate from other materials and properly disposed of by contractor.	Continue existing program.

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
7-1					
7-2					
7-3					

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	No	
Annual program budget/expenditures	\$0	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	90% (with bill stuffers)	
Stormwater management committee established	Yes	
Stream teams established or supported	Trying to revive	
Household Hazardous Waste Collection Days		
▪ days sponsored	13	
▪ community participation	25%	

<ul style="list-style-type: none"> material collected 	<p>CRTs/Elect: 25 tons</p> <p>Batteries: 4, 5-gallon pails</p> <p>6,624 fluorescent lamps</p> <p>6 cy oil based paint</p> <p>6, 55-gallon drums used oil filters</p> <p>2,100 gallons used oil</p> <p>21 mercury thermostats</p> <p>18 mercury thermometers</p> <p>8 mercury switches</p> <p>2 pounds elemental mercury</p>	
<p>School curricula implemented</p>	<p>High School</p>	

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	50 %	
Estimated or actual number of outfalls	200	
System-Wide mapping complete	50 %	
Mapping method(s)		
▪ Paper/Mylar	50 %	
▪ CADD	50 %	
▪ GIS	50 %	
Outfalls inspected/screened	50 %	
Illicit discharges identified	1	
Illicit connections removed	0	
% of population on sewer	70 %	
% of population on septic systems	30 %	

Construction

Number of construction starts (>1-acre)	6	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	100%	
Site inspections completed	100%	
Tickets/Stop work orders issued	0 %	
Fines collected	\$0	
Complaints/concerns received from public	0	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	All requiring site plan review	
Site inspections completed	100%	
Estimated volume of stormwater recharged (gpy)	unknown	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	1 times/yr	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	1 times/yr	
Total number of structures cleaned	300	
Qty. of screenings/debris removed from storm sewer infrastructure	50 tons	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	Recycle	
Cost of screenings disposal	\$3,250	

Average frequency of street sweeping (non-commercial/non-arterial streets)	1 times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	1 times/yr	
Qty. of sand/debris collected by sweeping	200 tons	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	Larusso Corp.	
Cost of sweepings disposal	\$5,800	
Vacuum street sweepers purchased/leased	0	
Vacuum street sweepers specified in contracts	N	

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

Anti-/De-Icing products and ratios	75% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl 25% Sand	
Pre-wetting techniques utilized	N	
Manual control spreaders used	Y	
Automatic or Zero-velocity spreaders used	N	
Salt pile(s) covered in storage shed(s)	Y	