

**Municipality/Organization:** Town of Oxford

**EPA NPDES Permit Number:** MAR041147

**MaDEP Transmittal Number:** W-041061

**Annual Report Number  
& Reporting Period:** No. 4: March 06-March 07

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Sean M. Divoll, P.E. **Title:** Assistant Director, DPW

**Telephone #:** 508-987-6006 **Email:** sdivoll@town.oxford.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:** 

**Printed Name:** Joseph M. Zeneski, P.E.

**Title:** Acting Town Manager

**Date:** April 24, 2007

## **Part II. Self-Assessment**

**The Town of Oxford has completed the required self assessment and has determined that our municipality is substantially in compliance with all permit conditions.**

**The Town of Oxford is working toward compliance with all BMP's listed by the end of permit year five. The Town has recently hired an Engineering Assistant and an Assistant Director of Public Works to assist the Town in achieving full compliance.**

### 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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1A	Develop Stormwater Section of Town Website	Highway Department and Town Website Manager (s)	Measure number of hits annually.	Stormwater section of Town Website was not developed in Year-4.	Town is planning to update website with help of outside vendor. Stormwater section will be added when website is updated.
Revised					
1B	Develop and Broadcast Stormwater Presentation on Local Cable Network	Highway Department and Conservation Commission	Cable TV tapes of shows.	No progress.	We do not have the equipment or personnel to complete this BMP.
Revised					
1C	Distribute Brochures and Fact Sheets to Businesses and Residents	Highway Department and Conservation Commission	Number of articles and copies of materials.	Not completed in Year-4.	Brochures are planned to be handed out in Year-5
Revised					
1D	Develop Stormwater Management Video	Highway Department and Conservation Commission	Number of rentals.	No progress.	We do not have the equipment or personnel to complete this BMP.
Revised					
1E	Develop a Poster Display Regarding Stormwater Issues	Highway Department and Conservation Commission	List of display locations.	Oxford Public Schools displayed posters at Earth Day celebrations.	Oxford Public Schools plan to continue displaying posters for Earth Day celebrations.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
2A	Mark Storm Drains with Buttons or Stencils	Highway Department, Conservation Commission, and Volunteers	50% of the storm drains marked by year 5 with door hangers placed in associated neighborhoods.	Oxford DPW continued to stencil storm drains	Oxford DPW plans to continue with the stenciling program in Year-5
Revised					
2B	Establish a Storm Water Telephone Hotline	Highway Department and Town Website Manager (s)	Record number of phone calls to hotline, copies of articles.	No progress.	Oxford DPW takes all stormwater calls on the main DPW phone number. Oxford DPW plans to continue taking stormwater calls on the main DPW phone number.
Revised					
2C	Conduct River, Stream, and Pond Cleanups	Highway Department, Conservation Commission, and Volunteers	Cleaner streams as documented by before and after photographs.	No progress.	Oxford DPW plans to defer coordination of stream and pond cleanups to the Conservation Commission. DPW plans to coordinate all activities with the Conservation Commission.
Revised					
2D	Establish a Native Tree and Shrub Planting Program	Highway Department, Conservation Commission, and Volunteers	Record the number, location and kind of tree or shrub planted.	No progress.	Oxford DPW plans to implement a tree planting program.
Revised					
2E	Establish a Classroom Education Program	Conservation Commission	Classroom education program implemented by year 5.	No progress. Funds not available.	Oxford DPW will coordinate with the Conservation Commission to come up with an educational plan.
Revised					

2F	Prepare Press Releases	Highway Department and Conservation Commission	Copies of press articles.	No press releases were issued.	Press releases will be issued on an as- needed basis.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
3A	Develop Town Storm Drain Outfall Map	Highway Department, Planner/Engineer, Outside Resources (possibly Worcester Polytech)	All outfalls mapped by year 5.	GIS administrator left the position in Year-4. No progress was made.	Town plans to solicit proposals from firms to develop a GIS system to use in mapping its drainage system.
Revised					
3B	Develop Illicit Discharge Prohibition Ordinance	Planning Board and Board of Health	Obtain authorization to control inputs to the municipal drainage system. Bylaw at Town meeting by end of year 2.	By-law already in place.	Continue enforcement of by-law.
Revised					
3C	Develop Illicit Discharge Detection and Elimination Plan and Implement Activities	Highway Department, Planning Board, and Board of Health	All outfalls examined by year 4. Sources traced and conclusion documented within one year of discovery.	No progress.	Oxford DPW plans to inspect drainage system for illegal connections during the mapping of the drainage system (See BMP 3A)
Revised					
3D	Incorporate Information on Illicit Discharges into Public Education and Outreach Topics	Board of Health	Copies of materials.	No progress.	Oxford DPW plans to complete this BMP in Year-5. BMP 3D is dependent on BMP 3A
Revised					

3E	Identify Department to Take Stormwater Calls	Highway Department and Board of Health	Log of complaints and actions taken.	Calls have been taken by each department. Coordination is working well.	Continue coordination effort among Oxford DPW and BOH.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4A	Develop Erosion Control Regulation	Planning Board, Board of Health, and Conservation Commission	Bylaw at Town meeting by end of year 3.	By-law already in place.	Continue enforcement of by-law.
Revised					
4B	Conduct Inspections for Erosion Controls	Planning Board, Highway Department, and Consultant	Inspection checklist and documented inspections.	Inspections have been completed.	Continue inspections.
Revised					
4C	Identify Department of Take Stormwater Calls	Planning Board and Highway Department	Record number of phone calls to hotline, copies of advertisements.	Calls have been taken by each department. Coordination is working well.	Continue coordination effort among Oxford DPW and BOH.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5A	Develop BMP Regulation	Planning Board and Selectmen	Bylaw at Town meeting by end of year 2.	By-law already in place.	Continue enforcement of by-law.
Revised					
5B	Develop and Implement Inspection Program	Planning Board, Highway Department, and Consultant	Retain copies of maintenance reports received annually, plus records of inspections completed and results.	Inspection program on-going.	Continue inspection program.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6A Revised	Clean Catch Basins	Highway Department	Clean all catch basins.	100% of all catch basins were cleaned	Continue to clean 100% of all catch basins.
6B Revised	Sweep Streets in Town	Highway Department	Priority plan of sweeping based on water quality impact. Volume of sweepings collected.	100% of streets swept	Continue to sweep 100% of all streets.
6C Revised	Develop and Inspection and Maintenance Plan	Highway Department	Written schedule and records of inspections and maintenance.	No progress.	Oxford DPW plans to implement an inspection and maintenance plan in Year-5.
6D Revised	Continue Existing Pollution Prevention and Good Housekeeping Practices at the Highway Garage	Highway Department	Ensure existing practices are continued.	Good Housekeeping on-going.	Continue on-going good housekeeping.
6E Revised	Evaluate Alternative Vehicle Washing Options at the Highway Garage	Highway Department and Consultant	New method for handling vehicle wash water at the site by the end of year 2.	No progress.	Continue evaluation process.
6F Revised	Evaluate Pollution Prevention BMPs for the Fueling Station at the Highway Garage	Highway Department and Consultant	As-built sketches or plans and photos.	Evaluation of pollution prevention measures on-going.	Continue evaluation process.

## 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
6G	Evaluate Municipal Facilities Throughout Town for Potential Stormwater Impacts	Highway Department and Consultant	As-built sketches or plans and photos.	Complete.	Re-evaluate on an as-needed basis.
Revised					
6H	Ensure Proper Waste Disposal in Town for Hazardous and Special Wastes	Highway Department and Board of Health	Document quantity of wastes collected annually.	On-going	Continue hazardous and special waste disposal vigilance.
Revised					
6I	Ensure Water Quality Improvements are Considered for Flood Projects	Highway Department	Records of Flood Control Projects	N/A.	N/A.
Revised					
6J	Conduct Town Employee Stormwater Training	Town Administrator, Highway Department, Police and Fire Departments, and Consultant	Attendance sheet and copy of program.	No progress.	Conduct training program.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
7A	Develop a Water Quality Strategy for 303d Waters	Town Engineer & Consultant	Summary of existing pollution prevention efforts, future needs, and responsible parties. Copy of surface water quality strategic plan.	No progress.	Oxford DPW plans to develop a water quality strategy. Strategy is dependent on stormwater mapping. See BMP3A
Revised					
7B	Implement BMPs from Water Quality Strategy	Town Engineer, Consultant, & Town Departments (to be determined)	Photographs, logs, and BMP descriptions for completed efforts and water quality improvements.	No progress.	See BMP 7A
Revised					

**7a. Additions**


**7b. WLA Assessment**

**Part IV. Summary of Information Collected and Analyzed**

None.

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

**The Town has brought renewed effort to bring Oxford fully into compliance with the NPDES minimum control measures. An Engineering Assistant and an Assistant Director of Public Works were hired to aid in the effort to bring the Town into full compliance.**

**Programmatic**

Stormwater management position created/staffed	(y/n)	yes
Annual program budget/expenditures	(\$)	\$15,000

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)	0%
Stormwater management committee established	(y/n)	no
Stream teams established or supported	(# or y/n)	no
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	no
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	0
▪ community participation	(%)	0
▪ material collected	(tons or gal)	0
School curricula implemented	(y/n)	yes

## 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	(%)	25%
Estimated or actual number of outfalls	(#)	?
System-Wide mapping complete	(%)	10%
Mapping method(s)		
▪ Paper/Mylar	(%)	40%
▪ CADD	(%)	0%
▪ GIS	(%)	10%
Outfalls inspected/screened	(# or %)	20 inspected
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	13%
% of population on septic systems	(%)	87%

## Construction



Number of construction starts (>1-acre)	(#)	5
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	1
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	2

### Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	95%
Site inspections completed	(# or %)	100%
Estimated volume of stormwater recharged	(gpy)	?

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	2-times
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	2-times
Total number of structures cleaned	(#)	2,250
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	900-tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		compost
Cost of screenings disposal	(\$)	0

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2-times
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	4-times

Qty. of sand/debris collected by sweeping	(lbs. or tons)	3,500-tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	compost
Cost of sweepings disposal	(\$)	0
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	0

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	20%
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A

Anti-/De-Icing products and ratios	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	30%      70%
Pre-wetting techniques utilized	(y/n)	yes
Manual control spreaders used	(y/n)	yes
Automatic or Zero-velocity spreaders used	(y/n)	no
Estimated net reduction in typical year salt application	(lbs. or %)	0%
Salt pile(s) covered in storage shed(s)	(y/n)	yes
Storage shed(s) in design or under construction	(y/n)	N/A

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