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 3, 2008
Part II. Self-Assessment

Over the last two years the Town of Ashland has worked hard to make up for several years of inaction in order to bring the Town into compliance with its NPDES PII Small MS4 General Permit.

The most significant progress made during this program year was the creation of an illicit discharge detection and elimination program. The Town contracted the services of Comprehensive Environmental Inc. to train staff in the process of illicit discharge detection, and at the same time located a significant number of previously unmapped outfalls bringing the storm drain map much closer to completion. During field work in April and May, CEI staff and the Conservation Agent inspected 169 outfalls, 73 of which were newly mapped. Of the inspected outfalls a good number – 39 – had field parameters were checked and one discharge of raw sewage was discovered. The Town of Ashland Sewer Department and Board of Health were brought in to conduct dye tests in the adjacent building. Two bathrooms in 200 Homer Ave. were found discharging into a storm drain manhole. The bathrooms were locked and are in the process of being tied into the sanitary sewer system.

The Stormwater Committee was reformed, and regulations to accompany the Stormwater Management bylaw passed at the 2007 Annual Town Meeting were drafted and promulgated by the Ashland Conservation Commission.

The Town contracted the services of Truax Corporation to clean 1,100 catch basins during the month of April.

The Town purchased educational and outreach materials from the SuAsCo Watershed Community Council. A professional stormwater display was received in time for the town’s annual Earth Day celebration and cleanup, and has been on display at the town Library.

The Town also purchased the Stormwater Matters lesson plans offered by the SuAsCo Watershed Community Council. They were distributed to 5th grade teachers for use in their weather/water cycle science units.

In summary, the Town has done a lot with little budget or dedicated resources for stormwater issues.
Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 5</th>
<th>Planned Activities Permit Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Design and Distribute Brochures</td>
<td>DPW/Con Com</td>
<td>Educate the Public Via Sewer &amp; Water Bills and brochures</td>
<td>Full page flyers educating the public on stormwater issues were inserted in July 2007 trash bills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Conducted stormwater outreach at 2007 Ashland Day and 2008 Earth Day.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Distributed brochures during monthly household hazardous waste collection days.</td>
<td></td>
</tr>
<tr>
<td>1-2</td>
<td>Air Stormwater Information on Local CA/TV Station</td>
<td>DPW/Con Com</td>
<td>Educate the public</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>1-3</td>
<td>Form a Stormwater Committee (SWC)</td>
<td>Con Com</td>
<td>Inform the public</td>
<td>Stormwater Committee met several times during this permit year and drafted Stormwater Regulations for the Stormwater Management Bylaw passed in spring 2007.</td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td>Task Description</td>
<td>Responsible Parties</td>
<td>Details</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------------------------</td>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1-4</td>
<td>Label Storm Drains</td>
<td>SWC</td>
<td>Ensure ongoing public education</td>
<td>Several high school students were enlisted to stencil storm drains in and around their neighborhoods.</td>
<td></td>
</tr>
<tr>
<td>1-5</td>
<td>High School Education</td>
<td>SWC</td>
<td>Educate the younger public</td>
<td>Conducted stormwater presentation and storm drain stenciling activity with high school environmental science classes.</td>
<td></td>
</tr>
<tr>
<td>1-6</td>
<td>Create Stormwater section of Website</td>
<td>DPW/Con Com</td>
<td>Activate new website</td>
<td>Enlisted interested college student to draft copy for a stormwater section of the website. Website is being overhauled in the next year and the new section will be added at that time.</td>
<td></td>
</tr>
</tbody>
</table>

1a. Additions

<table>
<thead>
<tr>
<th>ID</th>
<th>Task Description</th>
<th>Responsible Parties</th>
<th>Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-7</td>
<td>Make the stormwater management plan available to the general public</td>
<td>DPW/Con Com/MIS</td>
<td>Post plan to stormwater section of the website</td>
<td>Decision made to eliminate this goal.</td>
</tr>
<tr>
<td>1-8</td>
<td>Stormwater management media campaign</td>
<td>Con Com</td>
<td>Reach out to media for local coverage on stormwater management issues</td>
<td>Successfully pitched article about stormwater issues and NPDES compliance to <em>Metrowest Daily News</em>. Published articles relevant to stormwater issues in the monthly free paper, <em>Ashland Directions</em>.</td>
</tr>
<tr>
<td>1-9</td>
<td>Stormwater traveling display</td>
<td>SWC</td>
<td>Develop display and showcase in three public locations.</td>
<td>Purchased professional traveling display from the SuAsCo Community Watershed Council. Set up display at 2008 Ashland Earth Day and at the Ashland Public Library, along with survey and raffle for umbrella. Move display throughout public buildings and events.</td>
</tr>
<tr>
<td>1-10</td>
<td>Conduct stormwater education at household hazardous waste day</td>
<td>DPW</td>
<td>Show stormwater display; distribute stormwater brochures</td>
<td>Stormwater brochures were distributed and stormwater display was featured at May 2008 HHWD.</td>
</tr>
</tbody>
</table>
## 2. Public Involvement and Participation

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 5</th>
<th>Planned Activities Permit Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1</td>
<td>Enlist Local Citizens to the SWC</td>
<td>SWC</td>
<td>Involve local people in the development of the SWMP</td>
<td>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.</td>
<td>Goal achieved.</td>
</tr>
<tr>
<td>2-2</td>
<td>Enlist local groups to label storm drains</td>
<td>SWC</td>
<td>Public aids in SW education</td>
<td>Several middle and high school students were enlisted to stencil storm drains in and around their neighborhoods.</td>
<td>Ongoing program.</td>
</tr>
<tr>
<td>2-3</td>
<td>Form a Technical Committee</td>
<td>Highway Superintendent</td>
<td>Review and oversee stormwater issues</td>
<td>Educate Technical Review Committee about stormwater management and LID techniques by airing “Reining in the Storm” video at technical review committee meeting</td>
<td>Goal achieved.</td>
</tr>
</tbody>
</table>

### 2a. Additions

| 2-5 | Stream Team | SWC | Involve residents in water quality monitoring on local streams. | Failed to locate a volunteer organizer for this activity. | Goal achieved. |
### 3. Ilicit Discharge Detection and Elimination

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 5</th>
<th>Planned Activities Permit Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-1</td>
<td>Create a Drainage Map</td>
<td>Water &amp; Sewer Department</td>
<td>Map MS4</td>
<td>Have secured a GPS unit and training on said unit to complete the mapping of the town’s MS4.</td>
<td>Work towards completing drainage map, focusing on locating as many outfalls as possible.</td>
</tr>
<tr>
<td>3-4</td>
<td>Train Staff &amp; SWC in Outfall Inspection</td>
<td>TC</td>
<td>Develop Inspection Program</td>
<td>Hired Comprehensive Environmental Inc. to conduct outfall inspection, mapping and IDDE. CEI trained Conservation Agent on outfall inspection.</td>
<td>Conservation Agent to train DPW staff to conduct IDDE work.</td>
</tr>
<tr>
<td>3-5</td>
<td>Provide Dry Weather Inspections to Outfalls</td>
<td>SWC, TC &amp; DPW</td>
<td>Detect Ilicit Discharges</td>
<td>Conducted 8 days of outfall mapping and IDDE work. Inspected more than 180 outfalls, roughly 60% of the system. Discovered and eliminated ilicit discharge of raw sewage into the Sudbury River from 200 Homer Ave.</td>
<td>Continue IDDE and mapping work.</td>
</tr>
</tbody>
</table>

#### 3a. Additions

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 5</th>
<th>Planned Activities Permit Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-6</td>
<td>Implement regular water quality sampling at outfalls</td>
<td>DPW/Con Com</td>
<td>Detect illicit discharges and problem areas</td>
<td>Funding for water quality kits not found. No volunteer interest found for organization.</td>
<td>Continue seeking interested volunteers/funding.</td>
</tr>
</tbody>
</table>
### 4. Construction Site Stormwater Runoff Control

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 5</th>
<th>Planned Activities Permit Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reviewing By-law.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
### 4a. Additions

<table>
<thead>
<tr>
<th></th>
<th>Ensure construction site operators disturbing one acre or more implement sediment and erosion controls BMPs</th>
<th>Inspection services, Con Com, DPW, Planning Board, SWC</th>
<th>Establish inspection policy and schedule. Conduct routine inspections and note and correct deficiencies.</th>
<th>Stormwater Management Regulations drafted and promulgated at May 28, 2008 Ashland Conservation Commission public hearing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-5</td>
<td>Develop procedures for receipt and consideration of information submitted by the public</td>
<td>Inspection services, Con Com, DPW, Planning Board, SWC</td>
<td>Develop a form for the public to provide information and designate municipal official to receive information.</td>
<td>None</td>
</tr>
</tbody>
</table>
### 5. Post-Construction Stormwater Management in New Development and Redevelopment

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 4</th>
<th>Planned Activities – Permit Year 5</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>5a. Additions</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
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 5 (Reliance on non-municipal partners indicated, if any) | Planned Activities Permit Year 5 |
|----------|----------------------------------|------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------|
| 6-1      | Catch Basin Cleaning Program     | Highway Superintendent       | Prevent Sedimentation Entering MS4             | Truax Corp. was hired to clean catch basins. 1,100 basins were cleaned this spring.              | Budget has been allocated for annual catch basin cleaning contract. |
|          |                                  | DPW Director                 |                                               |                                                                                                |
| 6-2      | Street Sweeping Program          | Highway Superintendent       | 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. |
|          |                                  | DPW Director                 |                                               |                                                                                                |
| 6-3      | Procedures for Handling Salts & Hazardous Materials | Highway Superintendent | 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. |
|          |                                  | DPW Director                 |                                               |                                                                                                |
| 6-4      | Procedures for Handling CB Cleaning | Highway Superintendent   | Prevent Leachate Entering MS4                  | Stored separate from other materials and properly disposed of by contractor.                    | Continue existing program. |

6a. Additions

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)</th>
<th>Planned Activities Permit Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**7a. Additions**

|                      |                    |                              |                    |                                                                                 |                                  |

**7b. WLA Assessment**
### Part IV. Summary of Information Collected and Analyzed

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

#### Programmatic

<table>
<thead>
<tr>
<th>Stormwater management position created/staffed</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual program budget/expenditures</td>
<td>$25,000</td>
</tr>
</tbody>
</table>

#### Education, Involvement, and Training

<table>
<thead>
<tr>
<th>Estimated number of residents reached by education program(s)</th>
<th>90% (with bill stuffers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater management committee established</td>
<td>Yes</td>
</tr>
<tr>
<td>Stream teams established or supported</td>
<td>Failed to revive</td>
</tr>
<tr>
<td>Household Hazardous Waste Collection Days</td>
<td></td>
</tr>
<tr>
<td>- days sponsored</td>
<td>13</td>
</tr>
<tr>
<td>- community participation</td>
<td>25%</td>
</tr>
<tr>
<td>Material collected</td>
<td>CRTs/Elect:</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td></td>
<td>25 tons</td>
</tr>
<tr>
<td>Batteries:</td>
<td>225 pounds</td>
</tr>
<tr>
<td>5,240 linear feet fluorescent lamps/bulbs</td>
<td></td>
</tr>
<tr>
<td>11 propane tanks</td>
<td></td>
</tr>
<tr>
<td>9 cubic yards oil based paint</td>
<td></td>
</tr>
<tr>
<td>11 oil filters</td>
<td></td>
</tr>
<tr>
<td>2,300 gallons used oil</td>
<td></td>
</tr>
<tr>
<td>1 55-gallon drum antifreeze</td>
<td></td>
</tr>
<tr>
<td>21 mercury thermostats</td>
<td></td>
</tr>
<tr>
<td>15 mercury thermometers</td>
<td></td>
</tr>
<tr>
<td>6 mercury switches</td>
<td></td>
</tr>
<tr>
<td>1.5 pounds elemental mercury</td>
<td></td>
</tr>
</tbody>
</table>
Purchased Stormwater Matters lesson plans from the SuAsCo Watershed Community Council and distributed to all 5th grade teachers for use in their weather/water cycle science units.

<table>
<thead>
<tr>
<th>Legal/Regulatory</th>
<th>In Place</th>
<th>Under Review</th>
<th>Drafted</th>
<th>Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Phase II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phew</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Regulatory Mechanism Status (indicate with “X”)

- Illicit Discharge Detection & Elimination
- Erosion & Sediment Control
- Post-Development Stormwater Management

Accompanying Regulation Status (indicate with “X”)

- Illicit Discharge Detection & Elimination
- Erosion & Sediment Control
- Post-Development Stormwater Management

Mapping and Illicit Discharges

- Outfall mapping complete: 75%
- Estimated or actual number of outfalls: 200
- System-Wide mapping complete: 75%

Mapping method(s)

- Paper/Mylar: 25%
- CADD: 25%
- GIS: 25%
- Field: 25%

Outfalls inspected/screened: 169
Outfalls with flow: 39
New outfalls mapped: 73
Illicit discharges identified: 1
| **I illicit connections removed** | 1 |
| **% of population on sewer** | 70% |
| **% of population on septic systems** | 30% |

### Construction

| **Number of construction starts (>1-acre)** | 4 |
| **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

<p>| <strong>Average frequency of catch basin cleaning (non-commercial/non-arterial streets)</strong> | 1 times/yr |
| <strong>Average frequency of catch basin cleaning (commercial/arterial or other critical streets)</strong> | 1 times/yr |
| <strong>Total number of structures cleaned</strong> | 1,100 |</p>
<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty. of screenings/debris removed from storm sewer infrastructure</td>
<td>250 tons</td>
</tr>
<tr>
<td>Disposal or use of sweepings (investigating beneficial use for landfill cap)</td>
<td>TBD</td>
</tr>
<tr>
<td>Cost of screenings disposal</td>
<td>TBD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average frequency of street sweeping (non-commercial/non-arterial streets)</td>
<td>1 times/yr</td>
</tr>
<tr>
<td>Average frequency of street sweeping (commercial/arterial or other critical streets)</td>
<td>1 times/yr</td>
</tr>
<tr>
<td>Qty. of sand/debris collected by sweeping</td>
<td>250 tons</td>
</tr>
<tr>
<td>Disposal of sweepings (investigating beneficial use for landfill cap.)</td>
<td>TBD</td>
</tr>
<tr>
<td>Cost of sweepings disposal</td>
<td>TBD</td>
</tr>
<tr>
<td>Vacuum street sweepers purchased/leased</td>
<td>0</td>
</tr>
<tr>
<td>Vacuum street sweepers specified in contracts</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)</td>
<td></td>
</tr>
<tr>
<td>- Fertilizers</td>
<td>100</td>
</tr>
<tr>
<td>- Herbicides</td>
<td>100</td>
</tr>
<tr>
<td>- Pesticides</td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anti-/De-Icing products and ratios:</td>
<td></td>
</tr>
<tr>
<td>- 100% NaCl used on most roads.</td>
<td></td>
</tr>
<tr>
<td>- Low salt areas treated with 50% NaCl, 50% sand</td>
<td></td>
</tr>
<tr>
<td>- CaCl$_2$ is kept on hand for pretreatment but rarely used</td>
<td></td>
</tr>
<tr>
<td>Pre-wetting techniques utilized</td>
<td>N</td>
</tr>
<tr>
<td>Manual control spreaders used</td>
<td>Y</td>
</tr>
<tr>
<td>Automatic or Zero-velocity spreaders used</td>
<td>N</td>
</tr>
<tr>
<td>Salt pile(s) covered in storage shed(s)</td>
<td>Y</td>
</tr>
</tbody>
</table>