

Municipality/Organization: Ashland

EPA NPDES Permit Number: MAR041086/MADEP

MaDEP Transmittal Number: W-036190

**Annual Report Number
& Reporting Period:** June 2007 through May 2008

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John D. Small Title: DPW Director

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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: 

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 prevention program. The Town contracted the services of Comprehensive Environmental Inc. to train staff in the program, conduct 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 Commission inspected 169 outfalls, 73 of which were newly mapped. Of the inspected outfalls a good number – 39 – had no obvious source. Field parameters were checked and one discharge of raw sewage was discovered. The Town of Ashland Sewer Commission and Board of Health were brought in to conduct dye tests in the adjacent building. Two bathrooms in 2007 were found discharging into a storm drain manhole. The bathrooms were locked and are in the process of being connected to the sanitary sewer system.

The Stormwater Committee was reformed, and regulations to accompany the Stormwater Management by Ordinance adopted 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 stormwater display was received in time for the town's annual Earth Day celebration and cleanup, and had a display at the town Library.

The Town also purchased the Stormwater Matters lesson plans offered by the SuAsCo Watershed Community Council. The lesson plans 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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5	Planned Activities Permit Year
1-1	Design and Distribute Brochures	DPW/Con Com	Educate the Public Via Sewer & Water Bills and brochures	Full page flyers educating the public on stormwater issues were inserted in July 2007 trash bills. Conducted stormwater outreach at 2007 Ashland Day and 2008 Earth Day. Distributed brochures during monthly house hold hazardous waste collection days.	
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	Stormwater Committee met several times during this permit year and drafted Stormwater Regulations for the Stormwater Management Bylaw passed in spring 2007.	

1-4	Label Storm Drains	SWC	Ensure ongoing public education	Several high school students were enlisted to stencil storm drains in and around their neighborhoods.	Ongoing program as drains continually need to be relabeled.
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	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.	

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	Successfully pitched article about stormwater issues and NPDES compliance to <i>Metrowest Daily News</i> . Published articles relevant to stormwater issues in the monthly free paper, <i>Ashland Directions</i> .	
1-9	Stormwater traveling display	SWC	Develop display and showcase in three public locations.	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.
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 2008 HHWD.	

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5	Planned Activities Permit Year
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	Several middle and high school students were enlisted to stencil storm drains in and around their neighborhoods.	Ongoing program.
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.

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.	

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5	Planned Activities Permit Year
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 and Regulations passed in May 2008 address 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	Hired Comprehensive Environmental Inc. to conduct outfall inspection, mapping and IDDE. CEI trained Conservation Agent on outfall inspection.	Conservation Agent to train DPW staff to conduct IDDE work.
3-5	Provide Dry Weather Inspections to Outfalls	SWC, TC & DPW	Detect Illicit Discharges	Conducted 8 days of outfall mapping and IDDE work. Inspected more than 180 outfalls, roughly 60% of the system. Discovered and eliminated illicit discharge of raw sewage into the Sudbury River from 200 Homer Ave.	Continue IDDE and mapping work.

3a. Additions

3-6	Implement regular water quality sampling at outfalls	DPW/Con Com	Detect illicit discharges and problem areas	Funding for water quality kits not found. No volunteer interest found for organization.	Continue seeking interested volunteers/funding.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5	Planned Activities Permit Year
4-1	Adopt an Erosion/Sediment Control By-Law	Con Com/DPW	Adopt By-Law Reviewing By-law.	Stormwater Management Regulations drafted and promulgated at May 28, 2008 Ashland Conservation Commission public hearing.	Goal achieved.
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.	Stormwater Management Regulations drafted and promulgated at May 28, 2008 Ashland Conservation Commission public hearing.	Goal achieved.
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.	Stormwater Management Regulations drafted and promulgated at May 28, 2008 Ashland Conservation Commission public hearing.	Goal achieved.
4-4	Procedure for enforcement	Con Com	Discourage Violations and fine violators	Stormwater Management Regulations drafted and promulgated at May 28, 2008 Ashland Conservation Commission public hearing.	Goal achieved.

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.	Stormwater Management Regulations drafted and promulgated at May 28, 2008 Ashland Conservation Commission public hearing.	
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	

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	Stormwater Management Regulations drafted and promulgated at May 28, 2008 Ashland Conservation Commission public hearing.	Goal achieved.
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	Stormwater Management Regulations drafted and promulgated at May 28, 2008 Ashland Conservation Commission public hearing.	Goal achieved.
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.	Stormwater Management Regulations drafted and promulgated at May 28, 2008 Ashland Conservation Commission public hearing.	Goal achieved.

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.	Stormwater Management Regulations drafted and promulgated at May 28, 2008 Ashland Conservation Commission public hearing.	Goal achieved.
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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 5 (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	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.
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 existing 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	\$25,000	

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	Failed to revive	
Household Hazardous Waste Collection Days		
▪ days sponsored	13	
▪ community participation	25%	

▪ material collected

CRTs/Elect:
25 tons

Batteries:
225 pounds

5,240 linear
feet
fluorescent
lamps/bulbs

11 propane
tanks

9 cubic yards
oil based
paint

11 oil filters

2,300 gallons
used oil

1 55-gallon
drum
antifreeze

21 mercury
thermostats

15 mercury
thermometers

6 mercury
switches

1.5 pounds
elemental
mercury

Purchased Stormwater Matters lesson plans from the SuAsCo Watershed Community Council and distributed to all 5 th grade teachers for use in their weather/water cycle science units.	5 th Grade	

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	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	

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

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	1,100	

Qty. of screenings/debris removed from storm sewer infrastructure	250 tons	
Disposal or use of sweepings (investigating beneficial use for landfill cap)	TBD	
Cost of screenings disposal	TBD	

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	250 tons	
Disposal of sweepings (investigating beneficial use for landfill cap.)	TBD	
Cost of sweepings disposal	TBD	
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	100	
▪ Herbicides	100	
▪ Pesticides	100	

Anti-/De-Icing products and ratios:		
<ul style="list-style-type: none"> • 100% NaCl used on most roads. • Low salt areas treated with 50% NaCl, 50% sand • CaCl₂ is kept on hand for pretreatment but rarely used 		
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	