

JUN 29 2009

Municipality/Organization: Town of Berkley, MA

EPA NPDES Permit Number: MAR041092

MassDEP Transmittal Number: W-41005650

**Annual Report Number
& Reporting Period:** No. 5: April 1, 2007 – March 31, 2008

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NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

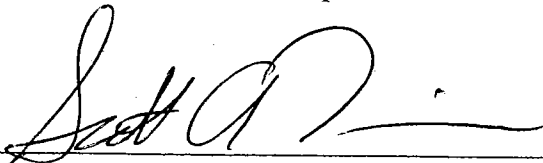
Contact Person: Mr. Scott Fournier **Title:** Highway Surveyor

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Mailing Address: 3R North Main Street, Berkley, MA 02779

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: Scott A. Fournier

Title: Highway Surveyor

Date: June 26, 2009

Part II. Self-Assessment

The Town of Berkley has completed the required self-assessment and has determined that our municipality is in compliance with many of our permit conditions, with exception of the following:

Part II.A.2 - The Town failed to implement all elements of the Storm Water Management Program by the expiration date of the permit. Specifically, the Town failed to implement water quality monitoring per BMP No. 2-2; failed to map all town-owned outfalls; failed to develop an illicit discharge identification program per BMP No. 3-3; failed to pass a post-construction stormwater management plan (although the draft was developed and was included in the Town Warrant for Town Meeting in June 2008); failed to revise Sub-division regulations per BMPs 4-1, 4-2 and 5-2, and failed to develop a stormwater pollution prevention plan for Highway No. 6-3.

Part II.F – The Town failed to submit annual report on or before May 1st. The report was submitted on June 26, 2008.

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
1-1	Create Stormwater Program and target groups likely to impact Stormwater	Board of Selectmen and Highway Surveyor	Prepare and send a mailing to residents in Year 3. Post educational materials on stormwater on public kiosks in Years 1-5.	Stormwater information has been posted on public kiosks at Town Hall and at the Highway Department.	Prepare stormwater informational flyer and distribute to residents. Continue to post stormwater educational materials on public kiosks in Town Hall and at the Highway Department.
Revised					
1-2	Target Student Audiences with stormwater information	Board of Selectmen and Highway Surveyor	Obtain copy of “After the Storm” video and provide to schools to incorporate into curriculum during Year 5.	After broadcast on local cable access (see below), the video was forwarded to the Berkeley school system for incorporation into curriculum.	Work with schools to incorporate into curriculum for subsequent years.
Revised					
1-3	Utilize Public Access Channel	Board of Selectmen and Highway Surveyor	Obtain copy of “After the Storm” video and show on Public Access Channel four times during Year 5.	The video was played on the local public access channel four times in the month of May 2007. Dates were 5/3, 5/4, and twice on 5/16.	Utilizing Public Access Channel, show “After the Storm” video at least four times during Year 6.
Revised					
1-4	Promote household hazardous waste recycling.	Recycling and Solid Waste Committee	Sponsor hazardous waste collection days annually.	The Town did not have any Hazardous Waste Days during Year 5.	Sponsor Hazardous Waste Days in Year 6.

2. Public Involvement and Participation

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 6
2-1 Revised	Hold Public Meetings on Stormwater	Board of Selectmen	Host joint meeting with local watershed groups in Year 1.	No activities were proposed for Year 5.	No activities are proposed for Year 6.
2-2 Revised	Organize volunteer water quality monitoring	Board of Selectmen	Form stream teams and conduct water quality monitoring during Years 2 – 5.	No progress has been made on this BMP.	Due to limited availability of staff, no activities are anticipated for Year 6.
2-3	Townwide Clean Ups	Board of Selectmen	Work with local community groups to conduct annual townwide clean ups.	Annual townwide clean up was conducted in the Spring.	Conduct annual clean up in Spring of 2009.
2-4 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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
3-1 Revised	Review existing bylaws	Board of Selectmen, Planning Board	Update Bylaws by end of Year 5 to address non-stormwater discharges to MS4.	The Town has obtained a draft Illicit Discharge Prohibition by-law for consideration.	Town Staff, with the assistance of a consultant, will update and/or develop a bylaw to regulate non-stormwater discharges to the MS4 during Year 6.
3-2 Revised	Map Outfalls	Highway Surveyor	Locate all outfalls by end of Year 2 and map all locations and identify receiving waters by end of Year 5.	Due to limited availability of Town Staff, no progress has been made on this BMP.	Town Staff, with the assistance of a consultant, will complete mapping of all regulated outfalls and identify receiving waters during Year 6.
3-3 Revised	Procedure for non-stormwater discharges	Highway Surveyor	Development of program to detect illicit discharges will occur during Year 2.	Further activity relative to illicit discharges will be undertaken in conjunction with outfall mapping to take place in next reporting period.	The Town will endeavor to initiate mapping and follow-up on suspected illicit discharges.
3-4 Revised	Establish Hotline	Selectmen	Provide contact information to public to report illegal dumping during Year 2.	A hotline and notification procedure has been developed and implemented by the Highway Department.	The Town will continue to monitor and respond to reports provided through the hotline system.

4. Construction Site Stormwater Runoff Control

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 6
4-1 Revised	Review Site Plan Review section of Zoning Bylaw	Planning Board	Review and identify need to draft changes to the bylaw in Year 5.	Due to staffing limitations, no progress has occurred on this BMP.	Town Staff, with the assistance of a consultant, will review local bylaws during Year 6.
4-2 Revised	Revise Site Plan Review section of Zoning Bylaw	Planning Board	Develop and draft revisions, as necessary, and adopt through Town Meeting vote in Year 5.	Due to staffing limitations, no progress has occurred on this BMP.	Town Staff, with the assistance of a consultant, will update local bylaws as necessary during Year 5.
4-3 Revised	Revise Site Inspection and Enforcement Control Measures Program	Planning Board	The program will be evaluated and if necessary modified by the end of Year 5.	Activity will be based on proposed modified by-law and/or regulations (see above).	Town Staff, with the assistance of a consultant, will review inspection and enforcement procedures and modify as necessary during Year 6.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
5-1 Revised	Review and modify Bylaws to meet requirements for post-development runoff control	Planning Board	Review existing bylaws and draft modifications by end of Year 5. Bylaw revisions will be submitted to Town meeting in Year 5.	A draft by-law was developed for review by Town officials in March 2007. The By-law was scheduled to be presented at Town Meeting on June 2, 2008 for passage.	The Town will endeavor to get the by-law passed and regulations implemented in Year 6.
5-2 Revised	Revise Subdivision Rules and Regulations	Planning Board	Review the Subdivision Rules and Regulations during Year 5. Modifications, as necessary, will be drafted and a public meeting held in Year 5. The final modifications will be presented to Board for a vote during Year 5.	Due to staffing limitations, no progress has occurred on this BMP.	Town Staff, with the assistance of a consultant, will review local regulations during Year 6.

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 6
6-1 Revised	Employee Training	Highway Surveyor	A plan to train employees will be established during Year 1 and implemented in Years 2 – 5.	The Highway Dept. conducts continual training of all employees, including initial training of new employees.	Highway Dept. will continue to implement employee training program.
6-2 Revised	Develop & Implement plan to prevent and reduce pollutant runoff from municipal operations.	Highway Surveyor	Develop plan to log and schedule, repair, install and maintain drainage system in Year 2.	Town worked toward development of a plan.	Town will continue to work toward finalizing and adopting a plan for municipal operations.
6-3 Revised	Pollution Prevention Plan	Highway Surveyor	Highway Department will review all department facilities for stormwater contamination potential and prepare a pollution prevention plan in Year 5.	Due to limited staff availability, no progress was made on this BMP.	Highway Department will endeavor to prepare a pollution prevention plan for their facilities during Year 6.
6-3 Revised	Catch Basin cleaning	Highway Surveyor	Clean and inspect all catch basins annually.	Utilizing a clam shell, the Town cleaned all catch basins during Year 5.	Continue to implement annual cleaning of all catch basins.
6-4 Revised	Street Sweeping	Highway Surveyor	Perform Street Sweeping of all town roads annually.	The Town performed street sweeping of all town roadways in Year 5.	Continue to implement annual sweeping of town roadways.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>N/A

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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2005 through March 31, 2006)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
<ul style="list-style-type: none"> ▪ days sponsored ** ▪ community participation ** ▪ material collected ** 	(#)	
School curricula implemented	(# or %)	
	(tons or gal)	
	(y/n)	

Legal/Regulatory

In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
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

	(Preferred Units)	Response
Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	0%
% of population on septic systems	(%)	100%

Construction

(Preferred Units) Response

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

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	1/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1/yr
Qty of structures cleaned **	(#)	
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**		(\$)
• Hourly or per basin contract rate **		(\$/hr or \$ per basin)
• Disposal cost**		(\$)
Cleaning Equipment		
• Clam shell truck(s) owned/leased		(#) 1
• Vacuum truck(s) owned/leased		(#)
• Vacuum trucks specified in contracts		(y/n)
• % Structures cleaned with clam shells **		(%)
• % Structures cleaned with vacator **		(%)

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or In mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of:
 ("N/A" = never used; "100%" = elimination)

▪ Fertilizers	(lbs. or %)
▪ Herbicides	(lbs. or %)
▪ Pesticides	(lbs. or %)
Integrated Pest Management (IPM) Practices Implemented	(y/n)

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used **	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)		
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated		# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas		# or y/n	
<ul style="list-style-type: none"> • Treatment units induce infiltration within 500-feet of a wellhead protection area 		# or y/n	