

APR 21 2009

**Municipality/Organization:** Town of Sharon, MA

**EPA NPDES Permit Number:** MA041061

**MaDEP Transmittal Number:** W-040625

**Annual Report Number**

**& Reporting Period:** No. 6: April 1, 2008-March 31, 2009

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Peter O'Cain

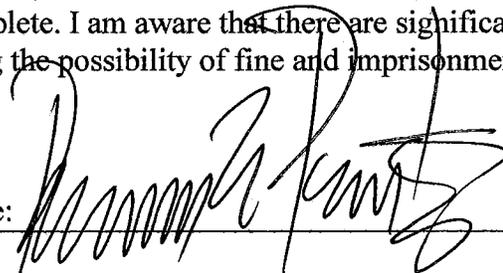
**Title:** Assistant Town Engineer

**Telephone #:** (781)784-1525, ext 16

**Email:** pocain@townofsharon.org

### 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:** Benjamin Puritz

**Title:** Town Administrator

**Date:** 4/30/09

## Part II. Self-Assessment

The Town of Sharon, Massachusetts has completed the required self-assessment and has determined that our municipal compliance with all permit conditions, except for the following provision:

1. Schedules have been modified for several BMPs, as discussed in Part III. Volunteer programs should be initiated as a stormwater educator proceeds with her work in the Sharon School system. Nancy Fyler of the Neponset River Watershed Association has been hired by the Town to work in the Sharon Public Schools as a stormwater educator.
2. The Town has decided to prioritize dry weather outfall screening efforts and conduct additional water quality monitoring since funding has become available for an intern to collect samples and bring them to a lab for evaluation. Additional monitoring should be done in May and June 2009 but only if dry weather flows found. Water quality information provided by other organizations such as the Neponset River Watershed Association will be considered in the outfall screening.
3. Water Master Plan that is currently funded and being developed and should be completed by the fall of 2009.

## 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 6 (Reliance on non-municipal partners indicated, if any)	Planned Action for Permit Year 6
1.1	Design and distribute S/W Educational Brochures	Assistant Town Engineer: Peter O'Cain David Masciarelli	Mailing list of homes contacted	Additional links to stormwater informational brochures were maintained on the Town's website in the Public Works section. The brochure "What can you do to improve water quality" is on the DPW web page.	Mail brochures annually and ensure that information is available to residents with impaired water quality.
Revised			All residents reached		
1.2	Recruit volunteers from mailing	Greg Meister: Conservation Agent	List of volunteers	The Town has hired Ms. Nancy Fyler as a stormwater educator in the Sharon School system. Ms. Fyler will act to recruit volunteers and educate students on stormwater and water quality issues.	Use our new stormwater hotline as a means of getting information to residents about stream clean-up events.
Revised					
1.3	Create Stormwater Hotline	Greg Meister	Done	The stormwater hotline was maintained and all calls were addressed by the	Maintain stormwater hotline and begin tracking calls.

Revised			Maintain hotline, # calls & record of follow-up actions		
<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 6</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 7</b>
1.4	Educate students	Teachers, conservation agent	Unknown	The Town has included education component by hiring stormwater educator that is working with in the Sharon School system. Ms. Fyler is a representative of NEWPPRA and is being paid by the Town to meet this requirement.	Continue education component with Ms. Fyler.
Revised	Stormwater Awareness Education for Students		Lesson plan developed, # students taught		
1.5	Create tributary signage	Bill Petipas: Highway Supervisor	Signs being made	Signs will have yet to be posted at the main tributaries in town. The signs will include the name of the tributary and information regarding protection of the water body and watershed.	Post signs by 2010.
Revised			Signs posted at all named tributaries		

**1a. Addition.**

1.6	Develop stormwater web site	Peter O'Cain: Assistant Town Engineer	Add a stormwater page to town's existing web site by spring 05	Stormwater page has been maintained and updated periodically with new topics and additional stormwater education resources.	Maintain the stormwater page and update periodically with new topics and additional stormwater education resources.
Revised	Develop & Maintain Stormwater Web Site		Update annually & record # of hits (if feasible)		

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) -- Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities -- Permit Year 7
2.6	Encourage public participation through adverts and brochures	Peter O'Cain Dave Masciaralli	Make 5000 brochures and send out in water bills	A copy of the brochure was maintained on the website (refer to BMP s 1.1 & 1.6) and notices were included on the Town's cable TV station throughout the year. The brochure encourages volunteer participation and lists activities.	Maintain brochure and notices on cable to encourage public participation. Seek additional support from local environmental organizations.
2.7	Stencil storm drains	Volunteers/ highway Dept.	Stencil of town's catch basins that feed impaired waterways # drains stenciled	Approximately 50% of storm drains in Town have been stenciled.	Continue to stencil storm drains in high priority drainage areas, as possible.
2.8	Organize Community clean-ups of tributaries.	Greg Meister	At least one clean-up per year. Amount of debris removed	No significant progress occurred on this task due to the lack of success in recruiting volunteers. We hope to gain volunteers through the new education program in the schools.	Organize a cleanup activity based on the progress of BMP 2.6. Seek help from Boy Scouts and other groups in Town such as students at local schools.
2.9	Residents assist with by-law enforcement.	Volunteers Peter O'Cain	Residents report violations. # calls & record of follow-up actions	No reports or calls were received during the permit term.	Log calls and track enforcement/follow-up actions.
2.10	Initiate "adopt a drain" programs/stream monitoring	Volunteers	Record number of drains adopted.	The Town has completed dry weather outfall monitoring program has not identified dry weather outfall flows first identified as being possible risks. Follow-up inspections during dry weather did not reveal outfall flows at sites initially identified.	Multiple streams will be monitored for flow and water quality. We will continue to support existing stream/lake monitoring programs and track progress, as well as provide support as staff time and budget allows. Use data collected for illicit discharge identification to perform further water quality tests and identify sources of illicit discharge, if present.

### 2a. Additions

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### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
3.11 Revised	Storm water management and illicit discharge by-law.	Peter O’Cain	Town adopts by-law prohibiting non-sw discharges.	An illicit discharge prohibition by-law was previously approved at the October 2004 Town Meeting. Applications were reviewed and approved in accordance with the by-law. No new connections or enforcement actions occurred in 2008 or 2009 to date.	Continue to enforce the by-law and record corrective actions. Continue to review applications for new connections.
3.12 Revised	Develop storm sewer map with outfalls.	April Forsman Peter O’Cain	Map of MS4 outfalls.	The drainage system map was updated and entered into a GIS database. All outfalls, catch basins and manholes have been mapped using a GPS and are on the town GIS system. All outfalls were dry weather monitored. Dry weather outfall flows were not present, so testing did not occur.	Continue to update the drainage system map based on new information and the results of BMPs 3.14 and 3.15. Any illicit discharge locations will be added to the map database. Water quality tests will be performed on outfalls that flow in dry weather.
3.13 Revised	Develop plan to detect and address non s/w discharge. Develop a Work Plan for Illicit Discharge Detection & Elimination	Greg Meister	Plan developed Record of field inspections	Incorporated drainage observations and mapping information into BMP 3.12. Developed a work plan for the detecting and eliminating illicit discharges, focusing on outfall inspections (see BMP 3.14). Our outfalls did not flow in dry weather, so no testing performed. We had an intern inspecting originally identified outfalls for dry weather flows and none were found to be flowing in subsequent inspections.	Outfalls with dry weather flows will be tested for water quality, if any found. Actions to determine sources of dry weather flows will be sought out, if water quality does not meet EPA and DEP water quality requirements.
3.14 Revised	Identify and document illicit outfalls.	Con Com, volunteers DPW	Keep record of suspected sites.	All outfalls were observed for dry weather flow in the summer of 2008.	If outfall dry weather flows are found, the Town will attempt to identify the source of the dry weather flow – illicit connections.

3.15	Monitor accomplishment of goals of reducing illicit discharge.	Peter O'Cain	Create spreadsheet with goals and percentage completed.	Dry weather discharges have been identified and reinspected and found not to flow upon subsequent inspection.	Continue to identify non-stormwater discharges and determine whether they pose a risk to surface waters. Permit connections as appropriate and document enforcement actions for illicit discharges. Identify dry flow discharges and determine source of water and the water quality.
Revised					
Revised					

### 3a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
3.16	Address non-storm discharges or flows, such as landscape irrigation, car washing and street wash water.	Peter O'Cain	Posted ways to reduce the impact of these activities on Town website and water bill mailings in year one.	Methods to address impacts from non-stormwater discharges was incorporated into brochures and information posted on the Town website.	Continue program and incorporate illicit discharge information into existing public education avenues.
Revised					

### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
4.16	Include E&S BMP's/reg's in all applicable town regulations.	Planning, zoning, Comm, Peter O'Cain	Regs modified and accepted by all applicable boards.	Section 3.3.2.21 of the Land Subdivision Rules and Regs of the Planning Board requires E&S plan. Also lot drainage section 4.5.3 refers to NPDES standards. The previously adopted Construction Activity By-Law addresses the Phase II requirements for any disturbance over 1 acre.	Continue to enforce regulations and improve if needed.
Revised					

4.17 Revised	Include construction E&S plan as part of review.	Planning, Zoning, BOH.	Approval of modified regulations.	Planning Board requires E&S plan and includes in review. Zoning by-law section 3340. The previously adopted Construction Activity By-Law addresses the Phase II requirements for any disturbance over 1 acre. Article 38 of the General By-Laws requires a complete stormwater erosion control plan and an operation and maintenance plan. All permits must go through a public hearing process.	Continue to enforce requirements.
4.18 Revised	Inspect site for E&S problems	Greg Meister Conservation Agent	Record Inspections and enforcement issues	Conservation Agent inspects all developments and construction projects over 1 acre for erosion and sedimentation control. Town Engineer also checks these items on a daily basis.	Continue to enforce requirements and document follow-up actions.
4.19 Revised	Create sanctions to ensure compliance with E&S req's	Con-Com, Board of Selectmen, Town Engineer	List of sanctions approved by Town.	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)  The current comprehensive by-law (articles 37 and 38) includes sanctions and fines	Enforce sanctions as required.
4.20 Revised	Include construction site runoff on stormwater hotline	Residents/ Volunteers	Established hotline with phone records.	Continued to advertise the hotline using existing public education avenues.	Continue to monitor hotline and advertise through existing education avenues – website primarily.

#### 4a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6	Planned Activities – Permit Year 7
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4.21	Create procedure to receive and consider information submitted by the public and include requirements for the construction site operators to control waste such as discarded building materials.	Peter O'Cain	The Town passed the construction activity by-law that requires a public hearing be held for stormwater plans submitted on lots that will have more than an acre of disturbed area. The by-law requires a SWWP that addresses construction wastes of all kinds.	Stormwater Discharges Generated by Construction Activity By-Law approved in October 2004. Approved by Attorney General in January of 2005. Public hearings were held for permit application during the permit term.	Continue to enforce Stormwater Discharges Generated by Construction Activity By-Law.
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### 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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
5.21	Planning Board/Con-Com regs. BMP for runoff control + 1 acre	Planning Board, Con-Com: Greg Meister	Passed new Construction Acticity General By-Law to address sites that are disturbed over 1 acre.	Construction Activity General By-Law passed and approved at October 2004 Town Meeting. By-Law requires a public hearing and requirements for post-construction stormwater management inspection and maintenance.	Enforce By-Law when required.
Revised					
5.22	Require operation and maintenance plans for ret/det basins	Peter O'Cain Greg Meister	Include plan requirement in Planning regs and maint fee.	Amendments to the Planning Board regulations have yet to be passed regarding detention and retention basin fees. O&M Plans for BMPs are required for all lots with over an acre of disturbance as part of the Construction Activity By-Law. The Planning Board regulation will require a maintenance fee based on the size of the detention basin to be built.	Enforce new regulation requiring payment for every foot of detention basin to be built. Funds to be used for basin maintenance, as needed.
Revised					
5.23	In addition to BMP's develop community BMP's	Peter O'Cain Greg Meister	Make a list of community BMP's, if any.	The Town has not expressed interest in developing Town-specific BMPs or a manual to address stormwater	The Planning Board is working on a low impact development requirement for the Planning Board Regulations

Revised	BMP Manual				
5.24	If community BMP's desired, add to appropriate regulations	Planning, Zoning, Con-Com Boards/ Town Engineer	Additions to appropriate regulations.	None based on the results of BMP 5.23.	Incorporate reference to the BMP Manual (if developed) into appropriate regulations.
Revised					

**5a. Additions**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) - Permit Year 6	Planned Activities - Permit Year 7
5.25	Zoning that encourages low impact development.	Peter O'Cain	Zoning that encourages low impact development	The Town has had a Conservation Subdivision Design zoning regulation for several years. The Town Planning Board Regulations section 3.2.2.1 requires, "For all subdivisions of ten (10) or more lots, two (2) or more substantially different alternative development plans, one of which shall utilize flexible development." CSD design and flexible development were encouraged and Hunter's Ridge age-qualified CSD was approved and is under construction.	Continue to encourage CSD design and flexible development (sections 4360 & 4300). Write and implement new low impact development regulations within the Planning Board Rules and Regulations for new subdivisions.

**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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 7
6.25	Develop municipal operation and maintenance plan.	Superintendent of public Works: Eric Hooper	Completed plan.	These procedures are in place but have yet to be formalized. Additions to the existing DPW Policies and Procedures Manual or a new procedures manual	We will pursue this work in 2008 and generate plan if budget allows.

Revised						
6.26	Implement operation and maintenance plan w/schedule.	Highway Dept./Bill Petipas	Maintain records of maintenance compliance.	No significant progress has occurred on this task during the permit term.	Finish plan and begin to use, if budget allows.	
Revised						
6.27	Use E&S controls for road repairs.	Highway Dept: Bill Petipas Con-Com: Greg Meister	Record work and erosion controls taken	All roadway work is assessed by the Conservation Agent and Town Engineer for erosion issues. Work is silt fenced and hay baled as needed. Any work over 1 acre has a NPDES construction permit filed. All town projects were reviewed for E&S requirements and BMP's were implemented as approved.	Continue to use erosion and sedimentation controls as needed and file for construction general permits for work over 1 acre.	
Revised						
<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 6</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 7</b>	
*6.28	Fill Drains in areas of equipment cleaning or work	Highway Dept: Bill Petipas	Drains covered or filled in.	All drains were previously covered or filled in.	None	
Revised						
6.29	Clean catch basins on regular schedule	Highway Dept: Bill Petipas	Maintain record of cleaning	Half of the catch basins in town were cleaned this year and records were maintained with the cleaning contractor (Truax). Additional funding was not available to clean more structures; however, the Town evaluated the potential to use GIS data and catch basin cleaning data to prioritize cleaning efforts.	Maintain catch basin cleaning schedule and evaluate priority cleaning areas to maximize cleaning effectiveness.	
Revised						
<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 6</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 7</b>	

**6a. Additions**

6.30	Construct Vehicle wash building with recycling wash system to eliminate pollutants from entering groundwater.	Peter O'Cain Assistant Town Engineer	Construct building and utilize for vehicle washing	The new vehicle wash building was maintained to ensure proper use for vehicle washing activities.	Utilize and maintain wash building, as needed
6.31	Added employee training to operation and maintenance plan requirements	Peter O'Cain	Operation and maintenance plan includes employee training component. Training attendance sheet	We obtained a quote for the preparation of an operation and Maintenance plan but the cost was beyond our budget at this time.	Pursue obtaining budget to generate an operation and maintenance plan.
Revised					

**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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
7.30	Utilize list of impaired bodies as a basis for areas to study	Town Engineer: Peter O'Cain	Determine how to reduce causes of impairment.	The list of impaired waters in Town and water quality data was obtained from the Neponset River Watershed Association. We have identified dry weather outfalls that have flow and will utilize information to start water quality testing in summer 2009.	Use dry flow outfalls to identify locations of illicit discharges and test the water quality of those discharges.
Revised					
7.31	Set up plan utilizing outfall mapping to reduce impairment	Town Engineer: Peter O'Cain	Written plan	Outfall locations have been mapped on GIS.	See 7.30
Revised					
7.32	Ensure WLA met by stormwater BMP's	Superintendent of Public Works: Eric Hooper	Determine if additional BMP's needed.	No work done yet. No dry weather outfalls identified on subsequent inspections.	Use dry weather flow outfalls and other data collected to begin water quality testing in summer 2009.
Revised					
7.33	Reduce pollutant discharges coming through MS4	Conservation Agent: Greg Meister/Town Engineer	Inspect water for reduction in turbidity, increase in DO	Used catch basin cleaning and roadway sweeping program to reduce turbidity and reduce pollutants.	Use catch basin cleaning and roadway sweeping program to reduce turbidity and reduce pollutants. Implement the recommendations

Revised			
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**7a. Additions**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
7.31A	Set up plan using outfall mapping to reduce impairment	Peter O’Cain	Adjust mapping as direct connection data is collected from applications submitted related to the Illicit Discharge By-Law and through catch basing cleaning process.	Outfall and direct connection information was updated on the Town drainage map and GIS system as direct connection permits were reviewed and approved. All outfalls, catch basins and manholes are on the Town GIS system.	Continue to update mapping as appropriate.

**7b. WIA Assessment**

The Town is working on reducing loads to streams through strict enforcement of our Illicit Discharge and Construction Activity By-laws. The Construction activity By-Law in combination with strict enforcement of soil and erosion control plans will help reduce the TSS entering the town waterways. Planning Board Regulations and the two new by-laws require strict compliance with all Mass DEP stormwater regulations and water quality regulations.

Our catch basin cleaning contractor (Truax) will be indicating catch basins that are high in sediment levels, so that they can be cleaned on a more frequent schedule, which is expected to maximize the efficiency of sediment removal in the basins and minimize flow to receiving waters.

As discussed in the BMPs listed above, the next steps for addressing TMDL waters is to collect samples at the dry weather flow outfalls, if any found. If so, try to determine the source of the water. The DPW has hired a summer intern that will collect samples and bring them to a lab. A spreadsheet of the outfall testing results will be generated. The outfalls that have dry weather flow have been identified and mapped (see attached spreadsheet and map).

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

The Town has completed its stormwater drainage system mapping of outfalls. A dry weather observation of all outfalls was performed and water testing will proceed in the summer of 2009, if dry weather outfall flows found..

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

**Programmatic**

Stormwater management position created/staffed	(y/n)	Y
Annual program budget/expenditures	(\$)	

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)	8,000
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N
Household Hazardous Waste Collection Days		Y
<ul style="list-style-type: none"> <li>▪ days sponsored</li> <li>▪ community participation</li> <li>▪ material collected</li> </ul>	(#) (%) (tons or gal)	1 ? 500 gallons of chemicals and we accept TV's, computers, printers, batteries, tires
School curricula implemented	(y/n)	Yes

**Legal/Regulatory**

In Place  
Prior to Under

Regulatory Mechanism Status (indicate with "X")			
▪ Illicit Discharge Detection & Elimination			X
▪ Erosion & Sediment Control	some		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	(%)		100
Estimated or actual number of outfalls (see attached spreadsheet)	(#)		237
System-Wide mapping complete	(%)		100
Mapping method(s)			
▪ Paper/Mylar	(%)		100%
▪ CADD	(%)		
▪ GIS	(%)		100%
Outfalls inspected/screened	(# or %)		
Illicit discharges identified	(#)		No consistent dry weather flows found – probably sump pump related flows.

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)	
▪ Fertilizers	(lbs. or %) 100%
▪ Herbicides	(lbs. or %) 0
▪ Pesticides	(lbs. or %) 0

Anti-/De-Icing products and ratios	% NaCl	30
	% CaCl <sub>2</sub>	0
	% MgCl <sub>2</sub>	0
	% CMA	0
	% Kac	0
	% KCl	0
	% Sand	70
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	Y
Estimated net reduction in typical year salt application	(lbs. or %)	0
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	Completed