

Municipality/Organization: Ashland

EPA NPDES Permit Number: MAR041086/MADEP

MaDEP Transmittal Number: W-036190

**Annual Report Number
& Reporting Period:** June 2009 to May 2010

APR 30 2010

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: April 28, 2010

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	Planned Activities Permit Year
1-1	Design and Distribute Brochures	DPW/Con Com	Educate the Public Via Sewer & Water Bills and brochures	Conducted stormwater outreach at 2009 Ashland Day and 2010 Earth Day. Distributed brochures during monthly house hold hazardous waste collection days.	Continue outreach via Ashland Day, Earth Day, HHWD, and bill stuffers.
1-2	Air Stormwater Information on Local CA/TV Station	DPW/Con Com	Educate the public	Goal eliminated	Goal eliminated
1-3	Form a Stormwater Committee (SWC)	Con Com	Inform the public	SWC dissolved after stormwater regulations adopted by Conservation Commission	Goal achieved.
1-4	Label Storm Drains	SWC	Ensure ongoing public education	Goal completed last year. Will revisit before paint fades.	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.	Same as last year
1-6	Create Stormwater section of Website	DPW/Con Com	Activate new website	Website activated	Goal achieved.

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	Goal eliminated.	Goal eliminated.
1-8	Stormwater management media campaign	Con Com	Reach out to media for local coverage on stormwater management issues	No stormwater articles published this calendar year.	Continue publishing stormwater-related articles.
1-9	Stormwater traveling display	SWC	Develop display and showcase in three public locations.	In this program year, the display was set up in the Ashland Public Library, Ashland Town Hall and the Ashland Community Center, in addition to the Earth Day and Ashland Day events.	Continue to 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 will be distributed at May 2010 HHWD.	Continue outreach program at HHWD.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6	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	Labels from last year's Eagle Scout project are still visible; no need to repaint this year.	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. Goal eliminated.	

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6	Planned Activities Permit Year
3-1	Create a Drainage Map	Water & Sewer Department DPW Director	Map MS4	Map completed with the exception of some missing outfalls in certain areas of town.	Haley and Ward was just contracted to complete drainage map.
3-2	Adopt an Illicit Discharge By-Law	Water & Sewer Department DPW Director/Com Agent	Town Adopts By-Law	Goal achieved with passage of Stormwater Management Bylaw in 2007.	Goal achieved.
3-3	Enforcement of By-Law	DPW Director DPW Director/Com Agent	Discourage Violations	Stormwater Management Regulations promulgated by the Conservation Commission on May 28, 2008. Regulations prohibit illicit discharges and includes provisions for fining violators of the bylaw.	Goal achieved.
3-4	Train Staff & SWC in Outfall Inspection	TC DPW Director/Com Agent	Develop Inspection Program	No progress made.	Conservation Agent or consultant to train DPW staff to conduct IDDE work.
3-5	Provide Dry Weather Inspections to Outfalls	SWC, TC & DPW	Detect Illicit Discharges	No progress made.	Haley and Ward has been contracted to complete dry weather outfall inspections.

3a. Additions

3-6	Implement regular water quality sampling at outfalls	DPW/Con Com	Detect illicit discharges and problem areas	No progress made	Goal abandoned.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6	Planned Activities Permit Year
4-1	Adopt an Erosion/Sediment Control By-Law	Con Com/DPW	Adopt By-Law Reviewing By-law.	Goal achieved.	None.
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.	Goal achieved.	None.
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.	Goal achieved.	None.
4-4	Procedure for enforcement	Con Com	Discourage Violations and fine violators	Goal achieved.	None.

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 deficiencies.	Ongoing.
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.	Ongoing. No progress made. Create form and post it to the website.

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 6 (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	100% of Catch Basins were cleaned in 2009. Min. of 25% will be cleaned in 2010 depending on funding.	Continue catch basin cleaning program.
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 50 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