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Municipality/Organization: Town of Holliston
EPA NPDES Permit Number: MAR041122
MaDEP Transmittal Number: W-041092
Annual Report Number & Reporting Period: March 09-March 10

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Paul D. Le Beau **Title:** Town Administrator
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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: Paul D. Le Beau

Title: Town Administrator

Date: 5/11/10

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 Activities – Permit Year 7
1A	Establish a classroom education program as well as cable updates on issues.	ConCom, Water, Fire/EMA, Schools	Provide information on basics of stormdrains, flooding, habitat protection, etc.	Continue Program. Added cable access TV educational programming (Safety and Environment).	Continue Program. Continue cable access TV educational programming and announcements for cleanups, flooding programs, household hazardous materials days, etc..
1B	Distribute brochures and fact sheets to residents and businesses	ConCom, Selectmen, Planning Board		Continue distribution at meetings and via town mailings and at 'Celebrate Holliston' annual community event.	Update website as appropriate with links to regional resources.
1C	Publish articles on stormwater protection in local papers.	ConCom/Conservation Associates, Planning Board		Legal notices and local press for all by-law and regulation updates (late '08). Local Holliston Reporter coverage of all Conservation Commission Meetings, including	Continuing as adjustments are contemplated.
1D	Develop stormwater section on town website	Selectmen	www.townofholliston.us	Town Website has an established stormwater management area. It can be accessed by going to www.townofholliston.us	Update website as necessary.
1E	Create stormwater educational display	Water Department/BOH	In progress	Ongoing. Posters placed in land use section of Town Hall.	Ongoing.

1a. Additions - none

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
2A	Establish a stormwater hotline	Planning Board; Building Dept. & ConCom	Record number of calls	Covanta Energy has established its own Holliston Transfer Station hotline.	Ongoing

2B	Distribute stormwater educational material during public meetings	Selectmen, Planning Board, Con Com, Water Dept.		Stormwater information available on town website. Handouts available at two public counters.	Update website as necessary. Keep pamphlets current. 2009 include mosquito info, FEMA info, and household haz. Waste as well as BMP's
2C	Conduct river and pond cleanups	ConCom and Highway Dept.	Associates undertaking cleanups of all waterways in the town	The Conservation Commission is investigating EPA funding for long-term solution to Lake Winthrop water quality issues. Highway Dept. is working on stream clearing and culvert repair	Ongoing. Phase I study completed. Available for review. Culvert repair underway in downtown residential (2 locations) as well as north end of Cedar Swamp watershed (Gorwin Dr.)
2D	Mark storm drains	Highway	50% of drains marked by year 5	Will inspect stencils for clarity and re-paint as necessary	Will inspect stencils for clarity and re-paint as necessary
2E	Native Tree/shrub planting program.	Planning Board, ConCom	Tree replacement	The Commission and PB require that native trees be used in wetland replication or remediation. The Conservation Associates continue to plant native species on conservation lands.	Planning Board site plan review and subdivision regs. now have native species preferences for private site development (commercial and residential).

2a. Additions – The Town will evaluate the feasibility of installing “No dumping” signs in areas prone to bulky item dumping. Dog Officers have been active in issuing non-criminal disposition fines with regard to dog waste and education regarding same (Town by-law provisions adopted in May 2005).

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
3A	Develop primary storm drain system map	Highway	100% of system mapped on GIS	Ongoing. As-built of new residential subdivisions being solicited.	Continue to update as needed.
3B	Complete mapping of stormwater outfalls	Highway	All outfalls mapped by Year 5.	Ongoing.	100% complete.
3C	Illicit discharge prohibition by law	Planning Board, Board of Health		Currently under the jurisdiction of the Holliston Board of Health regulations as well as by-law provisions enacted in 2008 (zoning enforcement).	Investigate strengthening regulations. Have had vehicle washing and commercial roof runoff complaints (2009).

3D	Develop illicit discharge detection and elimination plan	Highway, Board of Health	Outfalls examined by year 5. Sources traced and documented	Will start inspections during dry season. Concentrating in priority areas.	On-going, yearly inspections. Extreme rainfall events in 2009 resulted in some detection and elimination.
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3a. Additions. Town trash contractors will continue to provide curbside pickup of leaves and yard wastes (ongoing annual). Information made available on local cable access television.

3E	Hold Annual Hazardous Waste Day (HHHW).	Selectmen	Annual event planned	We held a HHHW day last fall and part of a multi-town consortium.	Ongoing annual participation. Next event on July 24, 2010.
3G	Evaluate stormwater discharge to rare or endangered species habitats	ConCom	Locating habitats is an on-going process	MNHESP estimated habitat map shows certified vernal pools and estimated polygons. Vernal pool certification is ongoing.	Continue to participate and partner with Massachusetts Natural Heritage Program BioMap Project, especially in site development review.

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 7/8
4A	Develop erosion control bylaw	Planning Board, Building Inspector	Bylaw at Town Meeting by end of year 2.	Conservation Commission rules and regulations adopted 2005. Planning Board regulations strengthened 2007 and by-law adopted May 2008.	Implementation of by-law on-going. Regulations adopted include fee schedule and enforcement provisions. Activity and enforcement noted above.
4B	Establish a procedure for the receipt of information submitted by public	Planning Board, ConCom, Board of Health	Record number of phone calls and complaints	Information regarding all local regulations are currently on the Town website with links to other resources.	Interdepartmental referrals of land use issues for follow-up (BOH, ConCom, Planning Board and Building)
4C	Develop guidance for erosion controls	ConCom/ Planning Board	Inspection checklist and document inspections	Requirements are cited in Orders of Conditions for ConCom and decisions by Planning Board. Erosion controls are inspected by Agent(s) after installation.	Look to strengthen guidelines within by-laws and regulations.

4a. Additions – Consider by-law provisions limiting development on steep slopes. Review 100% of plans and SWPPP for construction projects 1-5 acres. Goal: Inspect 100% of projects within the regulated area that discharge to the MS4. Define procedures for issuing and tracking permits. Erosion control is covered by Land Disturbance By-law (over 250 s.f. disturbance over 10% slopes).

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 7/8
5A	Develop stormwater management control bylaw	Planning Board, Building Inspector	Bylaw at Town meeting by end of year 2	By-law adopted May 2008 as noted above in self-assessment.	Investigate strengthening provisions through LJD by-law or additional regulation amendments. Regulatory activity and enforcement noted above.
5B	Develop and implement inspection program	Planning Board, Highway, ConCom, Building Inspector	Copies of maintenance reports, inspections completed and results	O&M Plans are required for detention basins and stormwater systems for developments.	Inspected during sub-division installation and yearly thereafter. Reports to Highway Dept required for commercial sites. Ongoing. In 2009 Highway inspected and maintained all residential detention basin systems installed in past 20 years.
5C	Develop BMP design standards	Planning Board, Building Inspector	Improved bylaws as adopted	Adopted by Planning Board in 2007 and 2008 after a series of hearings.	Ongoing as BMP's are field-tested. Porous pavement being considered for park parking lot.

5a. Additions - In July after a series of public hearings, the Planning Board adopted stormwater regulations that will regulate all residential subdivisions (2 or more lots) as well as commercial site development (multi-family, commercial and industrial development). The Board of Health has rescinded their stormwater regulations as a result. Additional by-law provisions were adopted May 2008. Defined procedures for issuing and tracking permits adopted shortly after in 2008 and 2009.

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 7/8
6A	Comply with DEP policy for vehicle washing at town owned facilities	Highway	Vehicle wash unit	The Highway Department has installed a vehicle wash point that incorporates a water recycling and filtration system. This facility is open to all town departments.	Done
6B	Ensure compliance for floor drain systems	Highway	Modification of floor drain systems	All town buildings with floor drain discharges have been plugged and are no longer used.	Done

6C	Evaluate and implement stormwater BMP for police station parking lot runoff	Police, Highway	Police station retrofit.	Renovations/construction underway to the Police Station.	Facility completed and occupied in 2009.
6D	Clean catch basins	Highway	Clean basins	On going program. All basins cleaned annually. Continue practice in place.	Yearly
6E	Sweep streets	Highway	Sweep Streets	On going program. All streets swept yearly and additionally as necessary. Continue practice in place.	Yearly
6F	Develop an inspection and maintenance plan	Highway	Records of inspections and maintenance.	Schedule posted at the Highway garage. Done routinely. Continue practice in place.	Yearly

6a. Additions

6I	Prevent stormwater contact with fueling station	Highway facility		Fuel blanket at the site and ongoing preventative measures in place.	Spill kits available
6J	Evaluate sediment loading to wetlands	Highway facility		Corrected with new washdown system which has been installed.	

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 7/8
7A	Develop a water quality strategy for 303d waters	Highway, Selectmen	Strategy developed. Following lead of Charles River & SuAsCo Watershed Assocs.	Still in progress. September 2009 guidelines.	Continue to work with Assoc. No surface water quality monitoring is underway. Groundwater monitoring by the Water Dept. and BoH is ongoing in wellhead areas, the former landfill site and waste transfer station site
7B	Implement BMPs from Water quality strategies	Highway, Selectmen		Still in progress.	Ongoing

7a. Additions – none