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Municipality/Organization: Town of Mansfield
EPA NPDES Permit Number: MAR 041126
MaDEP Transmittal Number: W-039460
Annual Report Number
& Reporting Period: No. 7: April 1, 2009 – March 31, 2010


NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard C. Alves, Jr., P.E. **Title:** Interim Town Engineer
Telephone #: 508-261-7377 **Email:** ralves@mansfieldma.com

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: William R. Ross
Title: Town Manager
Date: April 30, 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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
1-1	Identify existing programs to be included in SMP	Engineering	Identify number of existing programs	Completed: See Report No. 1	
1-2	Develop NPDES materials for homeowner education	Engineering	Number of pamphlets distributed	Completed: See Report No. 4.	
1-3	Distribute materials to identified programs	Engineering/ DPW	All identified programs receive materials	Completed: See Report No. 4.	
1-4	Implement Catch Basin Stenciling Program	DPW	Percentage of catch basins stenciled/ year	See report No. 6. We purchased 1000 Almetek “No dumping” (fish symbol) 4” stainless, storm drain markers and installed 98 markers on high traveled paved roads. We investigated the 98 permanent markers still remain.	We will continue with the installation of the Almetek “No Dumping” storm drain marker with the success rate of these markers still being in place.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
2-1	Sponsor Hazardous Waste Collection Day	Health	Funding passed Event held	There was no Household Hazardous Collection Day the Collection Day in 2009, due to a lack of funding.	An article was placed on the May 2009 Annual Town Meeting Warrant for funding in 2010 for the Household Hazardous Waste Collection Day.
2-2	Sponsor Recycle Center	DPW	Funding passed Recycle Center available	The Recycle Center/Compost Area is open Saturdays and Mondays for collections, including used motor oil. The center was advertised on the Town, DEP, and E-CALL website, by flyers and in the “Live Wire” publication sent out with electric bills.	Funding through operating Budget for Recycle Center since May 2008 Town Meeting Approval.
2-3	Identify existing volunteer environmental groups	Engineering	Number of groups identified	<p>We have begun to work with the Town of Mansfield Beautification Committee. Kingman Pond Dam was completed in 2009 and the Beautification Committee, with Engineering Department guidance, provided plantings and eventually park bench for people to enjoy.</p> <p>We did not meet with the Canoe River Aquifer Advisory Committee, since the Canoe River Campground Dam Rehabilitation is still on hold, due to a lack of funding.</p>	<p>Meet with the Canoe River Aquifer Advisory Committee and the Natural Resources Trust of Mansfield at their April meeting to receive their input and support for rehabilitation of the Canoe River Campground Dam. The proposed work provides for improvements of water quality from roadway stormwater discharges and protection of the environment along the Canoe River and this Area of Critical Environmental Concern.</p> <p>Continue to meet with the Mansfield Beautification Committee to beautify areas in the Town of Mansfield.</p>

2a. Additions (as added in Report No. 1)

2-4	Implementation and Review	Engineering	Number of notices	Continue to perform field GPS to locate additional outfalls, and updated the information in the 2009 Annual Town Report concerning our progress and anticipated development of the next 5-Year Plan. Updated the Town website on the Stormwater Phase II Program. Requested FY11 Capital funding for elimination of illicit discharges and construction of water quality improvements.	Update Town's website detailing the 7 th Year's Annual Report and the Stormwater Plan which has been partially funded, and is awaiting EPA/DEP Guidelines.
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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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
3-1	Create GIS Base Map	Engineering/ MIS	Stormwater map created	Completed: See Report No.1. Supports many future activities.	
3-2	Inspect outfalls, catch basins, and manholes	Engineering/ DPW	Field data entered into GIS database	Completed. See Report No. 2. Inspected and incorporated stormwater structure into the GIS database. This included inspection of 2706 CB's, 1551 MH's, and 389 outfalls.	
3-3	Draft by-law prohibiting discharges into system	Engineering/ Health	Present draft at Town Meeting for approval	Completed: See Report No. 4. Proposed by-law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
3-4	Develop plan to identify non-stormwater discharges	Engineering/ DPW	Implement plan in Permit Year 6	Continued with plan implemented in Year 5 to identify non-stormwater discharges, including illegal dumping, by periodically reviewing the identified problem sites and cleaning the sites as necessary. No new illegal dumpsites identified.	Continue with plan implementation.

3-5	Dry weather screening (identify illicit discharges)	Engineering/ DPW	Percent of outfalls screened	Field verified and GPS located all but 9 outfalls. Advised DPW that further investigation was needed to locate the remaining outfalls. Developed plan and testing parameters and requested FY11 funding for testing of one outfall previously identified as flowing under dry weather screening.	DPW to begin program to locate remaining 9 outfalls by jetting, TV camera, or excavate as required. Upon locating, Engineering to GPS their location and perform dry weather screening. Review data of all outfalls, and use GIS to organize, document and identify inspections/testing and update progress. Perform testing at outlet identified as flowing during dry weather, if funded.
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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
4-1	Review existing Planning Board Regulations	Engineering/ Planning/ ConCom	Complete review within one year	Completed: See Report No. 1	
4-2	Present recommended changes to existing regulations	Engineering/ Planning/ ConCom	Changes on Public Hearing Agenda	Completed: See Report No. 4. Proposed Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
Revised (In Report No. 2)	Comprehensive Storm-Water Management By-Law	-----	Revised By-Law for Town Meeting Warrant		
4-3	Review Site Plan By-Laws vs. EPA model	Engineering/ Building/ ConCom	Site Plan By-Laws reviewed within one year	Completed: See Report No. 4. The Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
Revised (In Report No. 2)	-----	-----	See 4-2		

4-4 ----- Revised (In Report No. 2)	Site Plan By-Law change -----	Engineering/ Building/ ConCom -----	Draft developed for presentation at Town Meeting (Year 6) ----- See 4-2	Completed: See Report No. 4. The Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting, and implemented. The Conservation Commission approved Regulations for a "Land Disturbance Permit" application, and processed 3 permits to date.	Conservation Commission to continue with review of permit Application for Land Disturbance in accordance with the Stormwater Management By-Law.
4-5	Develop control measures at construction sites	Planning/ Building/ ConCom	Inspection procedure developed	Town partially funding and consultant contract (CDM) in place to assist with the development of the next 5-year permit. See Report No. 5.	To be included in the next 5-year plan, once EPA/DEP issue new guidelines and requirements.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit 8
5-1	Review existing by- laws, ordinances and regulations	Engineering	Review completed within one year	Completed: See Report No. 1.	
5-2 ----- Revised (In Report No. 2)	Draft changes to regulations for runoff controls -----	Engineering/ Planning -----	Draft changes developed ----- See 4-2	Completed: The Stormwater By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
5-3	Select appropriate BMP's to be used by planners	Engineering/ Planning	Incorporate BMP's into Planning Board Regulations	Completed: See Report No. 4. Post Construction run-off control was included in the Comprehensive Stormwater Management By-Law, accepted on 5/23/06 at the Annual Town Meeting.	

5-4 ----- Revised (In Report No. 2)	Draft changes to by- laws for runoff control -----	Engineering/ Planning -----	Develop draft by-law and present at Town Meeting ----- See 4-2	Completed: The Stormwater By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
5-5	Develop O&M manual for BMPs	Engineering/ DPW	Creation of O&M manual	Town partially funding and consultant contract (CDM) in place to assist with the development of the next 5-year permit. See Report No. 5.	To be included in the next 5-year plan, once EPA/DEP issue new guidelines and requirements.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
6-1	Identify and map sensitive receptors within municipality	Engineering	Map created	Completed: See Report No. 1. Supports future activities.	
6-2	Review and modify current street sweeping program	DPW	Review and program modifications completed	Completed: See Report No. 4.	
6-3	Develop a CIP for equipment needs	DPW	Capital Improvements Program (CIP) created	Completed: See Report No. 4.	
6-4	Develop policies for snow removal and disposal	DPW	Inventory of possible disposal areas	Completed. See Report No. 2. Established a written policy for snow removal and disposal, with consideration given to environmental impacts.	

6-5	Conduct employee training for vehicle washing practices	DPW	Written policy for vehicle washing	Completed: A written policy for vehicle washing had previously been established. See Report No. 2. The new truck wash facility, in a new water treatment facility adjacent to the Highway Garage, became fully operational; and the written policy to support full operation of the new vehicle wash facility was finalized.	
6-6	Program for stormwater system maintenance	DPW	Written Plan	Completed. See Report No. 2. Established a written policy and schedule for catchbasin cleaning, and obtained funding of \$300,000 at the 2005 Annual Town Meeting for a vactor truck. Cleaned 50% of catchbasins in 2006; but only 100 of the remaining 50% in 2007, approximately 500 in 2008, and approximately 100 in 2009 due to lack of manpower.	Continue with catchbasin cleaning and jetting program for stormwater drain lines, as funding and manpower allows.
6-7	Develop plan for illegal dumping control	DPW	Number of signs posted	Completed. Established a written inventory of significant (illegal) dumping sites, and posted 28 signs. In Year 3, prepared an Illicit Discharge By-Law within the proposed Comprehensive Stormwater By-Law. The Stormwater By-Law was accepted at the 5/23/06 Annual Town Meeting.	

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) Not Applicable