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Municipality/Organization: Town of Monson

EPA NPDES Permit Number: MA041015

MADEP Transmittal Number: W-040562

**Annual Report Number
& Reporting Period:** No. 7: April 2009-March 2010

NPDES PII Small MS4 General Permit Annual Report


Part I. General Information

Contact Person: Gretchen Neggers **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: Edward S. Harrison

Title: Board of Selectmen - Chair

Date: 6/7/10

Part II. Self-Assessment

The Town of Monson has continued implementing the Measurable Goals noted in Monson's Notice of Intent for coverage under the 2003 NPDES Small MS4 General Permit. Monson is pleased to present the following summary describing Monson's success at implementing the seventh year of the Town's Comprehensive Stormwater Management Program, defined as April 2009 through March 2010.

The Town continues to monitor the websites of regulatory agencies for the issuance of the 2010 Small MS4 General Permit. When this 2010 General Permit is issued, the Town will evaluate the new requirements and identify the highest priority compliance issues. The Town intends to prepare a Notice of Intent for coverage under the 2010 General Permit.

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)
1	Create a Stormwater Program	Department of Public Works, Planning Board, Conservation Commission, Board of Health, Board of Selectmen	Monson will present to the public at a public meeting The Town's Comprehensive Stormwater Management Program.	The Board of Selectmen has publicly reviewed efforts that contribute to water resource protection, including announcing hazardous waste collection days, reviewing the draft Open Space Plan, authorizing funding for Monson High School Environmental Service Team, and recognizing volunteers and their efforts in protecting Monson's water resources. Monson's NPDES Phase II Stormwater Program was presented to the Town Administrator on March 8, 2007.
2	Create a Stormwater Program	Board of Selectmen Department of Public Works	Monson will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Monson's Comprehensive Stormwater Management Program, including public education and outreach.	Monson continued to identify funding opportunities to support its protection of local bodies of water; however, no funding was obtained during the permit period.
3	Address specific groups	Board of Selectmen Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	The Town's Source Water Protection Plan is posted on the Town's website, as well as recycling events and schedules, and links to the EPA's non-point source pollution website.

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)
4	Target groups likely to impact storm water	Board of Selectmen, Department of Public Works, Board of Health	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	<p>Monson Water Department's 2009 Water Quality Report was mailed to all water users, posted at Town buildings, and is posted on Monson's website www.monson-ma.gov. A copy of the Water Quality Report is attached to this report.</p> <p>The Town has posted the hydrant flushing schedule on their website to inform homeowners of possible loss in pressure or discoloration of water. The snow plowing policy is also posted on Monson's website to educate homeowners. Copies of both announcements are attached to this report.</p> <p>The Town's trash/recycling schedule is available at town buildings and on Monson's website www.monson-ma.gov.</p> <p>The Board of Health office has brochures available for homeowners regarding caring for septic systems.</p>
5	Identify alternative information sources	Board of Selectmen MIS Department	Monson will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: http://www.monson-ma.gov/	<p>The Town of Monson has posted the following links on its website: the EPA non-point source pollution website, http://www.epa.gov/owow/nps/, BFI Trash/Recycling Schedule, and a "Bulky Day" press release.</p>
6	Identify alternative information sources	Board of Selectmen MIS Department	Monson will also post links on its website to the Chicopee River Watershed Association @ www.chicopeeriver.org , and the Connecticut River Watershed Council @ www.criver.org .	<p>The Town of Monson has posted these links on its website under "Stormwater Management Links", as well as on the Highway Department's page.</p>

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)
7	Utilize local public access channel	Board of Selectmen	Public meeting notice and the meeting reviewing Monson's Comprehensive Stormwater Management Program will be broadcast on Monson's local access channel.	The Planning Board held hearings on the stormwater bylaws on 2/21/06, 3/21/06, 5/16/06, and 7/18/06. Bylaw was approved at 11/27/06 town meeting during the original 5 year permit term. Bulky Waste Collection Day information was announced on local cable access. The Board of Selectmen has publicly reviewed efforts that contribute to water resource protection, including announcing hazardous waste collection days, reviewing draft Open Space Plan, authorizing funding for Monson High School Environmental Service Team, and recognizing volunteers and their efforts in protecting Monson's water resources. Monson's Source Water Protection Plan PowerPoint presentation has been televised on the local public access channel several times.
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Monson will appoint a liaison to the Connecticut River Watershed Association and the Chicopee River Watershed Council to disseminate information to the Town on programs and activities.	Information has been disseminated through the internet; Monson has posted links on its website to the Chicopee River Watershed Association @ www.chicopeeriver.org , and the Connecticut River Watershed Council @ www.criver.org .

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)
9	Promote Household Waste Recycling	Department of Public Works, Board of Health	The Town of Monson will work with the Town's contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	<p>The Town of Monson has brochures available detailing trash and recycling guidelines.</p> <p>Bulky Waste Day is scheduled two times per year, in the spring and fall. A bulky waste day was held October 3, 2009 and May 2, 2009. Both events are announced via web postings, town meetings and televised statements.</p> <p>Hazardous Waste Collection Day is typically held biannually, yet due to budget cuts could not be held in 2009. Monson is currently considering joining a regional hazardous waste collection system.</p> <p>A Town-wide clean-up was held on April 25, 2009, in which rubbish and debris was collected, and this year's is planned for April 24, 2010.</p>

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)
10	Storm drain stenciling	Department of Public Works	Monson will work with local Scout groups to develop a stenciling program. Stenciling will target Monson's subwatersheds.	Within Permit Year 7 Monson developed a storm drain stenciling program. During the month of June 2010 the Highway Department will stencil all structures that drain to the river as required by the DEP, with an emphasis on Main Street. The stencils will display "Dump No Waste, Drains to Stream" and a fish symbol.
11	Community clean-ups	Department of Public Works, Monson Conservation Commission	Town of Monson will encourage local stream team cleanups with local residents and area Scout groups. The Paradise Lake, Stagecoach Lake, and Pulpit Rock Associations perform cleanups around their respective waterbodies. Town will provide solicitation of sponsors and notice of events on local access channel and website.	The Monson Tourism Association continued to hold its annual community wide cleanup on April 25, 2009 in which debris and waste was collected. Monson High School students have organized an Environmental Service Team and participate in Envirothon competitions. Teams compete within their state on knowledge of forestry, water, soils, and wildlife. Winners compete against other teams from throughout North America.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Monson DPW provided trash pick-up for the Annual Cleanup. DPW performs roadside clean-ups on a regular basis.

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)
13	Inventory and mapping of storm drain system	Board of Selectmen, Department of Public Works	Monson will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Monson's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Monson was not able to secure additional funding and is therefore relying on local budgets to fund Monson's IDDE program. All outfalls were mapped in the original 5 year permit term.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works, Board of Assessors	Monson will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	In original 5 year permit term, the Town of Monson contracted with a consultant to GPS locate outfalls in the regulated area. Monson also contracted dry weather inspections to be performed at regulated outfalls. All outfalls were mapped in the original 5 year permit term.
15	Identification/description of problem areas	Department of Public Works	Monson will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	A comprehensive evaluation of outfalls was performed by Monson's consultant in 2006. Monson Highway Department employees continue to monitor outfalls in the spring and fall, and are trained to note and follow up indicators of illicit discharges, such as discoloration and odor.
16	Enforcement procedures addressing illicit discharges	Planning Board, Town Council, Board of Health	Monson will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	This BMP was completed when the Town of Monson passed an Illicit Discharge bylaw at the 11/27/2006 town meeting.

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)
17	Public information program regarding hazardous wastes and dumping	Department of Public Works, Board of Health	Monson will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	The Town of Monson has brochures available detailing trash and recycling guidelines at Town buildings. Bulky Waste Day is held in the spring and fall of each year, including Permit Year 7. The next collection day is scheduled for May 1, 2010. The annual Town-wide clean-up was held on April 25, 2009, and again on April 24, 2010. Debris and rubbish were collected and disposed of.
18	Initiation of recycling programs	Department of Public Works, Board of Health	Monson will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Monson continues to seek grant funding but did not receive any in the permit period.
19	Watershed assessments and studies	Department of Public Works, Conservation Commission, Board of Health	Monson will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks can include design and installation of stormwater BMPs and public outreach including storm drain stenciling.	The Town of Monson continues to pursue appropriate funding sources but did not receive any in the permit period.
20	Watershed assessments and studies	Department of Public Works, Sewer Department, Water Department	The Town of Monson will apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II in Monson.	The Monson Sewer and Water Department worked with Massachusetts Rural Water Association to develop Monson's Source Water Protection Plan, dated March 2006. The Plan was publicly reviewed and can be accessed on Monson's website. The Town of Monson took action to further protect Monson's Zone I.

4. Construction Site Stormwater Runoff Control

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)
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board, Conservation Commission, Town Council, Board of Health, Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General's Office.	This BMP was completed when the bylaw was adopted at the 11/27/2006 town meeting.

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)
22	Bylaw: Require post-construction runoff controls	Planning Board, Conservation Commission, Town Council, Board of Health, Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General's Office.	This BMP was completed when the bylaw was adopted at the 11/27/2006 town meeting.

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)
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Monson will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	Monson Highway Department employees continue to manually clean catch basins. During cleanout they are noting condition and suspected problems for additional assessment. Due to lack of funding the Highway Department has been limited in the extent of catch basin cleaning performed within the past permit year. However, the Town has hired a contractor to thoroughly clean the catch basins with a vacuum truck this spring and summer. OJS Landscape Excavation, Inc. will be cleaning catch basins May 19 th and 20 th 2010, and is also scheduled to work after July 1 st for 8 or 9 days cleaning catch basins around Monson. Street sweeping is performed twice yearly, in the spring and fall, as well as when necessary after storm events. The Highway Department is reformatting their record keeping system and from now on will keep a more extensive log of street sweeping, include dates and street names.
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Monson will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	The Highway Department keeps a daily log of all operations, including catch basin cleaning and maintenance. In the past, all operation logs have been combined, yet the Highway Department has decided to separate logs based upon operation for ease of record keeping.
25	Develop and implement training programs for municipal employees	Department of Public Works	Monson will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	In-house education is provided to all employees regarding yard maintenance. Specifically targeted are maintenance activities regarding unloading, loading, and storage of winter salt and sand to prevent damaging runoff.
26	Review storm drainage infrastructure needs	Department of Public Works	Monson will incorporate storm drain infrastructure review in Monson's Chapter 90 project utilizations.	Monson continues to seek opportunities to make infrastructure improvements.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)- NOT APPLICABLE

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)
				No TMDLs in the Town of Monson