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Municipality/Organization: Newbury

EPA NPDES Permit Number: MAR041212

MaDEP Transmittal Number: W-040791

Annual Report Number & Reporting Period: April 1, 2009 – March 31, 2010

**NPDES PII Small MS4 General Permit
Annual Report**

Part I. General Information

Contact Person: Mr. Doug Packer **Title:** Newbury Conservation Commission (Chmn.)

Telephone #: 978-465-0862 X310 **Email:** conscom@townofnewbury.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: Charles E. Kostro

Title: Town Administrator

Date: 4/29/2010

Part II. Self-Assessment

The Town of Newbury has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
1-1	Article/brochure about stormwater to be included in the tax bill once annually	Conservation Commission	Newsletter/Brochure distributed to all households in Newbury.	Continue throughout permit term.	Deliver throughout permit term during Permit Year 8.
Revised		Greenscapes North Shore Program		Continue using Greenscapes to provide educational materials to Newbury households.	Fiscal 10-11 Partnership with Greenscapes North Shore Program for delivery of materials to Newbury households during Permit Year 8.
1-2	Educate dog owners about picking up dog waste	Town Clerk	Distribute Fact Sheet to Dog Owners.	Continue distributing Fact Sheet in Permit Year 7.	Team with Board of Health to distribute fact sheets to dog owner during Permit Year 8.
1-3	Stormwater education program for school children	Stormwater Advisory Committee	Inquire about presentation to Middle or Elementary school children. Signs posted.	Continue to make inquiries at the elementary/middle schools regarding stormwater education.	Connect with local education about the value of the program and need for its implementation during Permit Year 8.
1-4	Maintain pet waste clean-up signs at schools, parks, and beaches	Highway Department		Continue to post and maintain signs during Permit Year 7.	Highway department continues to maintain signage regarding pet waste during Permit Year 8.
1-5	Annual update of SWMP at a televised Selectmen's meeting	Highway Dept. and/or ConComm	Update Board of Selectmen on SWMP status.	Continue to update the Board of Selectmen on progress made during Permit Year 6.	Updates to Board of Selectmen have and shall continue during Permit Year 8.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
2-1	Form Stormwater Advisory Committee	Highway Dept., ConComm, Planning, Health	Form Committee within 12 months of submission of NOI. Meet twice annually thereafter during permit term.	Assuming the Stormwater Management Bylaw passes at Town Meeting in May 2009, the current Stormwater Advisory Committee will dissolve and the Planning Board will become the Stormwater Advisory Committee.	Stormwater Management Bylaw passed at Annual Town Meeting in May 2009. Advisory Committee has dissolved and implementation of the Bylaw responsibility has been assumed by the Planning Department during Permit Year 8.
2-2	Comply with state public notification guidelines at MGL Ch. 39 s. 23B.	Town Clerk	Notices posted in library and current locations.	Assuming the Stormwater Management Bylaw passes at Town Meeting in May 2009, the current Stormwater Advisory Committee will cease having meetings.	All Planning Board Meetings comply with the Open Meeting Law during Permit Year 8.
2-3	Stencil catch basins with "don't dump" message	Highway Department	Identify and prioritize catch basins to be stenciled with "Don't Dump" message.	Measure Completed.	Catch basins continued to be identified and lettered as necessary during Permit Year 8.

2a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
2-4	Household Hazardous Waste Collection	Town Clerk	Track number of brochures picked up by Town residents	During Permit Year 7, continue to provide list of household hazardous waste collections being held by neighboring communities that Newbury residents can use to drop off hazardous waste materials.	Board of Health provides list to Town Clerk, the purpose of which is to notify Newbury residents of drop-off sights that can be utilized by the Town.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
3-1	Conduct dry weather outfall screening	Highway Department	Locate Outfalls within regulated area during first year of permit term. Percent of Outfalls screened.	Perform dry weather screening at priority Outfalls during Permit Term.	Create schedule for standard intervals of dry weather screening to occur during Permit Year 8. Partnered with the Parker River Clean Water Association.
3-2	Map stormwater outfalls	Highway Department	Locate outfalls on a map within regulated area.	Measure completed.	Measure completed for Permit Year 8.
3-3	Assess need for stormwater GIS layer	Highway Department	Decision on whether to go forward with a stormwater GIS within first two years of the permit.	Measure completed for Permit Year 7.	

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
3-4	Develop and implement plan to identify and remove non-stormwater discharges	Highway Department	Number of illicit connections found and removed.	The final draft of the Stormwater Management Bylaw is currently being reviewed by the Planning Board. Prior to Town Meeting in May 2009, the Planning Board will hold a public hearing on the bylaw. The bylaw will be presented at Town Meeting in May 2009. Assuming the bylaw passes at Town Meeting, regulations will be developed to (1) prohibit illicit connections and unauthorized discharges and (2) require the removal of illicit connections. A plan to identify and remove non-stormwater discharges will also be developed.	The Stormwater Bylaw has been completed and was accepted at Annual Town Meeting in May 2009.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
3-4		Planning Board	Present to Town Meeting by end of seventh permit year	The final draft of the Stormwater Management Bylaw is currently being reviewed by the Planning Board. Prior to Town Meeting in May 2009, the Planning Board will hold a public hearing on the bylaw. The bylaw will be presented at Town Meeting in May 2009. Assuming the bylaw passes at Town Meeting, regulations will be developed to (1) prohibit illicit connections and unauthorized discharges and (2) require the removal of illicit connections. A plan to identify and remove non-stormwater discharges will also be developed.	The Stormwater Management Bylaw has been developed and addresses the removal of illicit connections and discharges for Permit Year 8.
3-5	Develop a bylaw to require inspection of construction for correct connection to a municipal sewer	Building Inspection Dept.	Draft By-Law for properties connected to a municipal sewer system by end of first permit year.	This measure will be addressed upon formation of the Stormwater Advisory Committee	The Stormwater Bylaw has been completed and was accepted at Annual Town Meeting in May 2009 and is owned by the Planning Department.
3-6	Installation of vacuum sewers on Plum Island	Board of Health	Connection of every household on Plum Island to sewer system	Because all households must connect to the sewer system, Newbury will continue sending letters and other enforcement actions during Permit Year 7 to ensure that all households are connected to the sewer system.	All households must connect to the sewer system; Newbury has proceeded with enforcement actions during Permit Year 8 to ensure that all households are connected to the sewer system.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
4-1	Construction site Erosion Sediment Control Bylaw for construction sites greater than 1 acre in area	Conservation Commission	Draft By-law by end of first permit year.	Draft By-Law to meet revised schedule.	The Stormwater Bylaw has been completed and was accepted at Annual Town Meeting in May 2009.
4-2	Require a waste management plan at construction sites larger than one acre.	Conservation Commission	Draft By-law by end of first permit year and present to Town Meeting in second permit year.	Draft By-Law for submittal to Town Meeting.	This requirement is referenced in the Stormwater Bylaw and enforced through the accompanying Regulations.
4-3	Review site plans for stormwater impacts	Conservation Commission	Policies for Site Plan Review developed. Commence Site Plan reviews by end of second permit year.	The current procedure for reviewing site plans for stormwater impacts works well. Therefore, developing a new policy for reviewing site plans is not warranted. The proposed Stormwater Management Bylaw will impose stricter standards to minimize stormwater impacts.	The Conservation Commission reviews the Stormwater Management Plan when a Notice of Intent has been filed for a particular project. If the project or a portion thereof does not fall in the jurisdiction of the Commission, then the responsibility falls upon the Planning Board as outlined in the Stormwater Bylaw.
4-4	Consider public input	Conservation Commission	Number of Public Hearings held	During Permit Year 7, hearings will continue to be publicly noticed to allow for public input.	Completed

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
4-5	Inspect erosion and sediment controls	Planning Board or their Designee	Develop procedure by end of first permit year, including inspection checklist. Commence reviews by end of second permit year.	Inspections will commence after formation of Committee and By-Law to include projects within the regulated area.	The Stormwater Bylaw requires the applicant to provide a maintenance schedule that becomes the checklist for inspection.

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
5-1	Develop a draft bylaw to apply Standards 2, 3, 4, 7, and 9 of the Massachusetts Stormwater Policy to the entire Town. Present to Town Meeting	Conservation Commission and/or Planning Board	Present to Town Meeting by end of seventh permit year	The final draft of the Stormwater Management Bylaw is currently being reviewed by the Planning Board. Prior to Town Meeting in May 2009, the Planning Board will hold a public hearing on the bylaw. The bylaw will be presented at Town Meeting in May 2009. Upon passage, the Massachusetts Stormwater Policy will apply to the entire Town.	Completed by acceptance of the Stormwater Bylaw at Annual Town Meeting in May 2009.
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Planning Board	Select BMP manual by end of sixth permit year.	The final draft of the Stormwater Management Bylaw is currently being reviewed by the Planning Board. Prior to Town Meeting in May 2009, the Planning Board will hold a public hearing on the bylaw. The bylaw will be presented at Town Meeting in May 2009 for approval	Completed by acceptance of the Stormwater Bylaw at Annual Town Meeting in May 2009.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
5-3	Develop draft bylaw that ensures long-term maintenance of private structural BMPs. Present to Town Meeting	Planning Board	Compliance with regulations, present to Town Meeting by end of second permit year.	Existing Planning Board regulations were used during Permit Year 6. During Permit Years 5 and 6, the Stormwater Advisory Committee developed a draft Stormwater Management Bylaw. Objectives in the bylaw address long-term maintenance of private structural BMPs	Completed by acceptance of the Stormwater Bylaw at Annual Town Meeting in May 2009.

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 7
6-1	Identify sensitive receptors within the Town	Highway Department	List of sensitive receptors developed, staff notified by the end of the first permit year.	Measure completed.	Measure completed.
6-2	Street sweeping	Highway Department	Percent of Streets swept annually.	During Permit Year 7, streets will be swept in the spring and as necessary during the summer and fall.	During Permit Year 8, streets will be swept in the spring and as necessary during the summer and fall.
6-3	Sidewalk sweeping	Highway Department	Percent of Sidewalks swept annually.	Sidewalks will be swept as scheduled during Permit Year 7.	Sidewalks will be swept as scheduled during Permit Year 8.
6-4	Roadway deicing	Highway Department	Amount of deicing compounds used.	Quantity of deicing compounds documented during Permit Year 7.	Quantity of deicing compounds documented during Permit Year 8.
6-5	Minimize impacts from vehicle washing	Highway Department	Establish if further vehicle washing controls are needed and if so, evaluate and select the appropriate controls (i.e. containment area).	Continue use of biodegradable soaps and other environmentally conscious procedures during Permit Year 7.	Continue use of biodegradable soaps and other environmentally conscious procedures during Permit Year 8.
6-6	Minimize impacts from vehicle maintenance	Highway Department	Amount of hazardous materials used.	Continue employee training, signage, materials inventory, and following procedures during Permit Year 7.	Continue employee training, signage, materials inventory, and following procedures during Permit Year 8.
6-7	Maintain the storm drain system	Highway Department	Number of catch basins cleaned annually	Clean catch basins in Fall 2009 for Permit Year 7.	Clean catch basins in Fall 2009 for Permit Year 8.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

The MADEP has issued a “Draft Pathogen TMDL for the Parker River Watershed.” Because it is a draft, the WLA are not final. However, the Town of Newbury is currently employing the following BMPs that will reduce pathogens to the Parker River Watershed.

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1-1	Article/brochure about stormwater to be included in the tax bill once annually	Greenscape s North Shore Coalition	Newsletter/Brochure distributed to all households in Newbury.	Continue using Greenscapes to provide educational materials to Newbury households.	Fiscal 10-11 Partnership with Greenscapes North Shore Program for delivery of materials to Newbury households during Permit Year 8.
1-2	Educate dog owners about picking up dog waste	Town Clerk	Distribute Fact Sheet to Dog Owners.	Continue distributing Fact Sheet in Permit Year 7.	Team with Board of Health to distribute fact sheets to dog owner during Permit Year 8.
1-4	Maintain pet waste clean-up signs at schools, parks, and beaches	Highway Department	Signs posted.	Continue to post signs during Permit Year 7.	Highway department continues to maintain signage regarding pet waste during Permit Year 8.
2-3	Stencil catch basins with "don't dump" message	Highway Department	Identify and prioritize catch basins to be stenciled with "Don't Dump" message.	Continue to maintain stenciled catch basins during Permit Year 7	Catch basins continued to be identified and lettered as necessary during Permit Year 8.
3-1	Conduct dry weather outfall screening	Highway Department	Locate Outfalls within regulated area during first year of permit term. Percent of Outfalls screened.	During Permit Year 7, Newbury will attempt to partner with outside entities for dry weather screening, most likely the Parker River Clean Water Association.	Create schedule for standard intervals of dry weather screening to occur during Permit Year 8. Partnered with the Parker River Clean Water Association.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
3-2	Map stormwater outfalls	Conservation Commission	Locate outfalls on a map within regulated area.	During Permit Year 7, progress will be made towards mapping all the outfalls in the Byfield section of Newbury. Upon completion of mapping the Byfield section, outfall mapping will be complete.	Measure completed for Permit Year 8.
3-4	Develop and implement plan to identify and remove non-stormwater discharges	Board of Health	Number of illicit connections found and removed.	The final draft of the Stormwater Management Bylaw is currently being reviewed by the Planning Board. Prior to Town Meeting in May 2009, the Planning Board will hold a public hearing on the bylaw. The bylaw will be presented at Town Meeting in May 2009. Assuming the bylaw passes at Town Meeting, regulations will be developed to (1) prohibit illicit connections and unauthorized discharges and (2) require the removal of illicit connections. A plan to identify and remove non-stormwater discharges will also be developed.	The Stormwater Management Bylaw has been developed and addresses the removal of illicit connections and discharges for Permit Year 8.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 7	Planned Activities – Permit Year 8
3-5	Develop a bylaw to require inspection of construction for correct connection to a municipal sewer	Building Inspection Dept.	Present to Town Meeting by end of seventh permit year	The final draft of the Stormwater Management Bylaw is currently being reviewed by the Planning Board. Prior to Town Meeting in May 2009, the Planning Board will hold a public hearing on the bylaw. The bylaw will be presented at Town Meeting in May 2009. Assuming the bylaw passes at Town Meeting, regulations will be developed to address illicit connections by requiring inspection of construction for correct connection to municipal sewers.	The Stormwater Bylaw has been completed and was accepted at Annual Town Meeting in May 2009 and is owned by the Planning Department.
3-6	Installation of vacuum sewers on Plum Island	Board of Health	Connection of every household on Plum Island to sewer system	Because all households must connect to the sewer system, Newbury will continue sending letters and other enforcement actions during Permit Year 7 to ensure that all households are connected to the sewer system.	All households must connect to the sewer system; Newbury has proceeded with enforcement actions during Permit Year 8 to ensure that all households are connected to the sewer system.
6-2	Street sweeping	Highway Department	Percent of Streets swept annually.	During Permit Year 7, streets will be swept in the spring and as necessary during the summer and fall.	During Permit Year 8, streets will be swept in the spring and as necessary during the summer and fall.
6-3	Sidewalk sweeping	Highway Department	Percent of Sidewalks swept annually.	Sidewalks will be swept as scheduled during Permit Year 7.	Sidewalks will be swept as scheduled during Permit Year 8.
6-7	Maintain the storm drain system	Highway Department	Number of catch basins cleaned annually	Clean catch basins in Fall 2009 for Permit Year 7.	Clean catch basins in Fall 2009 for Permit Year 8.