Municipality/Organization: Pembroke, MA

EPA NPDES Permit Number: MAR041054

MassDEP Transmittal Number: W-035403

Annual Report Number & Reporting Period: Year 7: May 1, 2009 – April 30, 2010

NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2010)

Part I. General Information

Contact Person: Eugene B. Fulmine Jr. Title: DPW Director

Telephone #: (781) 293-5620 Email: gfulmine@townofpembrokemass.org

Mailing Address: 100 Center Street, Pembroke, MA 02359

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: Edwin J. Thorne

Title: Town Administrator

Date: April 30, 2010
Part II. Self-Assessment

The Town of Pembroke 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

<table>
<thead>
<tr>
<th>BMP ID #</th>
<th>BMP Description</th>
<th>Responsible Dept./Person Name</th>
<th>Measurable Goal(s)</th>
<th>Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)</th>
<th>Planned Activities – Permit Year 8 (if applicable)</th>
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<tbody>
<tr>
<td>1a Revised</td>
<td>Air stormwater messages on local cable channel</td>
<td>Department of Public Works</td>
<td>Air a message every two weeks</td>
<td>Stormwater messages were developed and have been aired on the local cable access channel in previous years along with the town’s quarterly SWAC (Drainage Commission) meetings. During the seventh permit year, stormwater messages were not aired on the local cable access channel.</td>
<td>Continue to air stormwater messages on the local cable access channel for two weeks every quarter.</td>
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<tr>
<td>1b Revised</td>
<td>Distribute/post non-point source pollution posters</td>
<td>Department of Public Works</td>
<td>Post in all schools and town-owned buildings</td>
<td>The town checked and confirmed that non-point source pollution posters were still displayed in town buildings during the seventh permit year.</td>
<td>Continue to display non-point source pollution posters in Town buildings.</td>
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<tr>
<td>1c Revised</td>
<td>Include stormwater info in Consumer Confidence Report</td>
<td>Department of Public Works</td>
<td>Distribute Consumer Confidence Report yearly to all residents</td>
<td>The town included information on stormwater pollution prevention in its 2009 Consumer Confidence Report, which is distributed annually to residents. Several of the water bodies in town are drinking water sources for surrounding towns, and preventing pollution discharges from stormwater outfalls is necessary to keep these sources clean.</td>
<td>Continue to include information on stormwater pollution prevention in the Town’s Consumer Confidence Report which is distributed annually to residents.</td>
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<tr>
<td>1d Revised</td>
<td>Develop children’s coloring book on Pembroke recycling</td>
<td>Board of Health</td>
<td>Distribute coloring books outside of Board of Health office</td>
<td>The town has developed an informative coloring book to educate children on the importance of recycling, which was made available outside the Board of Heath office during the seventh permit year.</td>
<td>Continue to make the coloring book on recycling available outside the Board of Health office.</td>
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## 2. Public Involvement and Participation

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<tr>
<td>2a</td>
<td>Form Storm Water Advisory Committee</td>
<td>Department of Public Works</td>
<td>Hold quarterly meetings</td>
<td>The SWAC (Drainage Commission), which includes both town officials and local residents, met weekly throughout the seventh permit year.</td>
<td>Continue to have the SWAC (Drainage Commission) meet on a weekly basis.</td>
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<td>2b</td>
<td>Collect household hazardous waste from residents</td>
<td>Board of Health</td>
<td>Hold household hazardous waste collection day once per year</td>
<td>During the seventh permit year, on August 29th, 2009, the town held their annual household hazardous waste collection day. It was announced in the local press, on cable and at BOH and Selectmen meetings.</td>
<td>Continue to hold a Household Hazardous Waste Collection Day annually.</td>
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<td>2c</td>
<td>Implement annual, volunteer waterways clean-up day</td>
<td>Department of Public Works</td>
<td>Hold waterways clean-up day once per year beginning in the Spring of 2005 (Permit Year 3)</td>
<td>During the seventh permit year, the town held its annual, volunteer waterways clean-up on June 13 and June 14, 2009.</td>
<td>Continue to hold a volunteer waterways clean-up day annually.</td>
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<td>2d</td>
<td>Make SWMP available for public comment/review</td>
<td>Department of Public Works</td>
<td>Post SWMP in DPW office and Town library</td>
<td>Throughout the seventh permit year, copies of the Town’s Stormwater Management Plan were made available for public review and comment at the town library and at the DPW office.</td>
<td>Continue to make copies of the Town’s Stormwater Management Plan available for public review and comment at the town library and at the DPW office.</td>
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## 3. Illicit Discharge Detection and Elimination

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<tr>
<td>3a</td>
<td>Map outfalls and receiving waters</td>
<td>Department of Public Works</td>
<td>Complete mapping by end of fifth permit year</td>
<td>The town completed the mapping of all outfalls in urbanized areas during the fourth permit year, which was a year ahead of schedule. Although not required at this time, the town also completed the mapping of 2,534 catch basins and 901 storm drain manholes during the sixth permit year. No additional mapping of the storm drain system was completed during the seventh permit year.</td>
<td>The Town will continue to update their storm drain mapping as needed.</td>
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<td>3b</td>
<td>Develop illicit discharge detection &amp; elimination plan</td>
<td>Department of Public Works</td>
<td>Make recommendations for proposed plan</td>
<td>During the fifth permit year, the town made a number of recommendations regarding items to be included in their illicit discharge detection and elimination plan. These items included methods for identifying priority areas and locating illicit discharges and their sources. It also included procedures for removal of illicit discharges. All actions were documented. During the seventh permit year, the town followed the Illicit Discharge Detection and Elimination Plan that they developed during Permit Year 5.</td>
<td>The Town will continue to follow the Illicit Discharge Detection and Elimination Plan that they developed during Permit Year 5.</td>
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<td>3c</td>
<td>Review existing bylaws and regulations</td>
<td>Department of Public Works/Stormwater Advisory Committee</td>
<td>Determine whether existing bylaws/regs are adequate</td>
<td>The town reviewed the existing bylaws and regulations for requirements relating to illicit discharge detection and elimination during the third permit year. No goals related to this item were planned for Permit Year 7.</td>
<td>BMP Completed.</td>
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<td>3d</td>
<td>Develop/modify general illicit discharge bylaw</td>
<td>Department of Public Works/Stormwater Advisory Committee</td>
<td>If necessary, propose recommendations for bylaw updates</td>
<td>A general illicit discharge bylaw that meets USEPA requirements was developed during the third permit year. After having their attorneys review the general illicit discharge bylaw that was developed, the town distributed the bylaw to local town boards and commissions for their review. Based on input from these departments, the bylaw was revised during Permit Year 5.</td>
<td>BMP Completed.</td>
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<td>3e</td>
<td>Present bylaw for Town meeting action</td>
<td>Department of Public Works/Stormwater Advisory Committee</td>
<td>Make presentations for Town meeting action, if necessary</td>
<td>The bylaw was presented for Town Meeting action during Permit Year 5 and was adopted. This bylaw was enforced by the town during Permit Year 7.</td>
<td>The Town will continue to enforce the IDDE bylaw that they adopted during Permit Year 5.</td>
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## 4. Construction Site Stormwater Runoff Control

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<tr>
<td>4a</td>
<td>Review existing bylaws and regulations</td>
<td>DPW/Planning/Zoning</td>
<td>Determine whether existing bylaws/regs are adequate</td>
<td>The town reviewed the relevant sections of the Rules and Regulations Governing the Subdivision of Land, the Zoning Bylaws, and the Water Resource Protection Bylaw during the third permit year. No goals related to this item were planned for Permit Year 7.</td>
<td>BMP Completed.</td>
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<td>4b</td>
<td>Develop/modify bylaws for construction site runoff</td>
<td>DPW/Planning/Zoning</td>
<td>If necessary, propose recommendations for bylaw updates</td>
<td>In the fourth year of the permit, the town completed the development of a bylaw for the control of construction site runoff. After having their attorneys review the bylaw that was developed, the town distributed the bylaw to local town boards and commissions for their review. Based on input from these departments, the bylaw was revised during Permit Year 5.</td>
<td>BMP Completed.</td>
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<td>Revised</td>
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<td>4c</td>
<td>Present bylaw for Town meeting action</td>
<td>DPW/Planning/Zoning</td>
<td>Make presentations for Town meeting action, if necessary</td>
<td>The bylaw was presented for Town Meeting action during Permit Year 5 and was adopted. This bylaw was enforced by the town during Permit Year 7.</td>
<td>The Town will continue to enforce the bylaw that they adopted.</td>
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<td>4d</td>
<td>Review existing site inspection practices</td>
<td>DPW/Planning/Zoning</td>
<td>Determine whether existing practices are adequate</td>
<td>The town reviewed their erosion/ sedimentation control and drainage submittal requirements, as well as their site inspection practices, during the fourth permit year. No goals related to this item were planned for Permit Year 7.</td>
<td>BMP Completed.</td>
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<td>Revised</td>
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<tr>
<td>4e</td>
<td>Develop/modify site inspection practices</td>
<td>DPW/Planning/Zoning</td>
<td>If necessary, make recommendations for updating existing practices</td>
<td>During the fourth permit year, the town completed review of their construction site inspection practices. The town currently uses a consultant, Merrill Associates, who works for the Planning Board to oversee private developments. The DPW and the Conservation Commission also assist with internal site reviews. Any recommended changes to these site inspection practices were incorporated into the town’s Construction Site Runoff Control Bylaw, which was adopted during the fifth permit year. Changes to the town’s site inspection practices were enforced under this bylaw during Permit Year 7.</td>
<td>The Town will continue to enforce changes to the town’s site inspection practices under this bylaw.</td>
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<td>Revised</td>
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## 5. Post-Construction Stormwater Management in New Development and Redevelopment

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<tr>
<td>5a</td>
<td>Review existing bylaws and regulations</td>
<td>DPW/Planning/Zoning</td>
<td>Determine whether existing bylaws/regs are adequate</td>
<td>The town evaluated regulations regarding the control of post-construction stormwater runoff, including the Rules and Regulations Governing the Subdivision of Land and the Zoning Bylaws during the third permit year. No goals related to this item were planned for Permit Year 7.</td>
<td><strong>BMP Completed.</strong></td>
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<td>Revised</td>
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<tr>
<td>5b</td>
<td>Develop/modify bylaws for post-construction runoff</td>
<td>DPW/Planning/Zoning</td>
<td>If necessary, propose recommendations for bylaw updates</td>
<td>During the fourth permit year, the town developed a post-construction site runoff control bylaw that meets USEPA requirements and considers MA DEP Stormwater Management Policy Standard 3 (Recharge to Groundwater). After having their attorneys review the bylaw that was developed, the town distributed the bylaw to local town boards and commissions for their review. Based on input from these departments, the bylaw was revised during Permit Year 5.</td>
<td><strong>BMP Completed.</strong></td>
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<tr>
<td>Revised</td>
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<td>5c</td>
<td>Present bylaw for Town meeting action</td>
<td>DPW/Planning/Zoning</td>
<td>Make presentations for Town meeting action, if necessary</td>
<td>The bylaw was presented for Town Meeting action during Permit Year 5 and was adopted. This bylaw was enforced by the town during Permit Year 7.</td>
<td><strong>The Town will continue to enforce the bylaw that they adopted.</strong></td>
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<tr>
<td>5d</td>
<td>Review existing site inspection practices</td>
<td>DPW/Planning/Zoning</td>
<td>Determine whether existing practices are adequate</td>
<td>During the fourth permit year, the town completed review of their existing site inspection and maintenance practices. No goals related to this item were planned for Permit Year 7.</td>
<td><strong>BMP Completed.</strong></td>
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<td>Revised</td>
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<tr>
<td>5e</td>
<td>Develop/modify site inspection practices</td>
<td>DPW/Planning/Zoning</td>
<td>If necessary, make recommendations for updating existing practices</td>
<td>During the fourth permit year, the town completed review of their post-construction site inspection and maintenance practices. Once construction is complete, the town takes ownership of new developments, and the DPW is responsible for the maintenance and operation of stormwater controls. Any recommended changes to these site inspection practices were incorporated into the town’s Post Construction Site Runoff Control Bylaw during the fifth permit year. Changes to the town’s site inspection practices were enforced under this bylaw during Permit Year 7.</td>
<td><strong>The Town will continue to enforce changes to the town’s site inspection practices under this bylaw.</strong></td>
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### 6. Pollution Prevention and Good Housekeeping in Municipal Operations

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<tr>
<td>6a</td>
<td>Sweep streets &amp; clean catch basins</td>
<td>Department of Public Works</td>
<td>Sweep all town-owned streets and clean all catch basins once per year</td>
<td>During the seventh permit year, the Pembroke Highway Department swept all streets in town at least once. In total, approximately 120 miles of roadway were swept. The town cleans their catch basins on a continual basis. In the seventh permit year, 1,800 catch basins were cleaned.</td>
<td>Continue to sweep streets in town at least once per year and clean catch basins on a continual basis.</td>
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<tr>
<td>6b</td>
<td>Maintain filtration system at North &amp; Indian Head Rivers</td>
<td>Department of Public Works</td>
<td>Inspect baffle tank and leaching basin, and remove sediment</td>
<td>During the seventh permit year, the town inspected the filtration system installed at the confluence of the North and Indian Head Rivers and removed sediment as needed.</td>
<td>Continue to inspect the filtration system at the confluence of the North and Indian Head Rivers and clean as needed.</td>
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<td>6c</td>
<td>Train municipal employees at each facility</td>
<td>Department of Public Works</td>
<td>Target all applicable municipal facilities</td>
<td>During the third permit year, the town examined existing practices at municipal facilities, and trained employees at these facilities in construction methods to prevent soil erosion. In the seventh year of the permit, the town conducted continual follow-ups to ensure that employees working at these facilities are following the required stormwater management practices.</td>
<td>Continue to conduct follow-ups at municipal facilities to ensure that employees are following the required stormwater management practices.</td>
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<td>6d</td>
<td>Implement items in EPA env. audit report for DPW facility</td>
<td>Department of Public Works</td>
<td>Ensure action items completed and BMPs followed</td>
<td>The town made changes at the DPW Facility during the first permit year to comply with the EPA Environmental Audit Report that was completed. These changes included prohibiting municipal vehicles from being washed outside and developing a SPCC plan. The town continued to wash municipal vehicles inside and follow the SPCC plan throughout the seventh permit year.</td>
<td>Continue to follow those changes implemented at the DPW Facility in response to the environmental audit report completed for this facility.</td>
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<td>6e</td>
<td>Retrofit catch basins around Furnace and Oldham Ponds</td>
<td>Department of Public Works</td>
<td>Install vortex separators and new piping</td>
<td>Those catch basins around Furnace Pond and Oldham Pond, which were retrofitted with vortex oil/water separators during the third permit year, were maintained and cleaned regularly throughout the seventh permit year.</td>
<td>Continue to maintain and clean regularly those catch basins around Furnace Pond and Oldham Pond that were retrofitted with vortex oil/water separators.</td>
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7a. Additions

7b. WLA Assessment