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Municipality/Organization: Town of Sharon, MA

EPA NPDES Permit Number: MA041061

MaDEP Transmittal Number: W-040625

**Annual Report Number
& Reporting Period:** No. 7: April 1, 2009-March 31, 2010

NPDES PII Small MS4 General Permit Annual Report

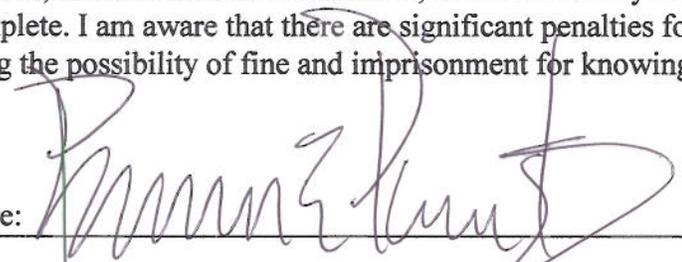
Part I. General Information

Contact Person: Peter O'Cain **Title:** Town Engineer

Telephone #: (781)784-1525, ext 16 **Email:** pocain@townofsharon.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: Benjamin Puritz BENJAMIN PURITZ

Title: Town Administrator

Date: 4/30/10

Part II. Self-Assessment

The Town of Sharon, Massachusetts has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the following provision:

1. Item 1.5, tributary signage was not done in 2009 but water conservation signage is going to be installed in 2010 and the signs are currently being fabricated at Atlantic Sign Company. The water conservation signs were part of a public education program organized and run by a hired consultant, Nancy Fyler who is a member of the Neponset River Watershed Association. Signs were designed by students as part of the education program.
2. Items 1.2 and 2.8 for tributary clean-ups has not been addressed. It is unclear whether there is a need for tributary clean-ups in Sharon. A member of the DPW staff will check portions of the main tributaries and work with groups in town to determine whether there are streams that have trash issues, where they are and what groups may be called on to assist if a clean-up is necessary.

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 Revised	Design and distribute S/W Educational Brochures	Assistant Town Engineer: Peter O’Cain David Masciarelli	Mailing list of homes contacted All residents reached	Additional links to stormwater informational brochures were maintained on the Town’s website in the Public Works section. The brochure “What can you do to improve water quality” is on the DPW web page.	Mail brochure on “Protecting Water Quality in Sharon’s Lakes and Streams” in water bills and maintain on town’s website (see attached mailings).
1.2 Revised	Recruit volunteers from mailing	Nancy Fyler Paid educator	List of volunteers	The Town has hired Ms. Nancy Fyler as a water educator in the Sharon School system. Ms. Fyler has organized a program that will include the posting of signs all over town regarding water conservation (see attached sign designs).	Use our stormwater and water educator as a means of gathering volunteers for volunteers for stream cleanups and continue public education projects. The DPW will install signs that are currently being fabricated at Atlantic Sign company.

1.3 Revised	Create Stormwater Hotline	Greg Meister	Done	Maintain hotline, # calls & record of follow-up actions	The stormwater hotline was maintained and all calls were addressed by the Stormwater Manager (Town Engineer)	Maintain stormwater hotline and track calls and follow-up actions, as needed.
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	
1.4 Revised	Educate students Stormwater Awareness Education for Students	Teachers, conservation agent	Unknown	Lesson plan developed, # students taught	The Town has hired Ms. Nancy Fyler as a stormwater educator in the Sharon School system. Ms. Fyler. Has taught 260 students water conservation, water infrastructure and has organized a program that will include the posting of signs all over town regarding water conservation (see attached sign designs)	Continue education component with Ms. Fyler. Use our new water/stormwater educator as a means of gathering volunteers for stream cleanups and continue public education projects. The DPW will install signs that are currently being fabricated at Atlantic Sign company.
1.5 Revised	Create tributary signage	Bill Petipas: Highway Supervisor	Signs being made	Signs posted at all named tributaries	Signs will have yet to be posted at the main tributaries in town: The signs will include the name of the tributary and information regarding protection of the water body and watershed.	Post signs by 2011. Post water conservation signage all over Sharon in 2010.

1a. Addition.

1.6 Revised	Develop stormwater web site Develop & Maintain Stormwater Web Site	Peter O' Cain: Assistant Town Engineer	Add a stormwater page to town's existing web site by spring 05	Update annually & record # of hits (if feasible)	Stormwater page (in water department area of website) has been maintained and updated periodically with new topics and additional stormwater education resources.	Maintain the stormwater page and update periodically with new topics and additional stormwater education resources.
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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
2.6	Encourage public participation through adverts and brochures	Peter O'Cain Dave Masciarelli	Make 5000 brochures and send out in water bills	A copy of the brochure was maintained on the website (refer to BMP s 1.1 & 1.6) and notices were included on the Town's cable TV station throughout the year. The brochure encourages volunteer participation and lists activities.	Maintain brochure and notices on cable to encourage public participation. Work with our water educator will continue in 2010.
2.7	Stencil storm drains	Volunteers/ highway Dept.	Stencil of town's catch basins that feed impaired waterways # drains stenciled	Approximately 50% of storm drains in Town have been stenciled.	Continue to stencil storm drains in high priority drainage areas, as possible. Intern money has been allotted for the summer of 2010.
2.8	Organize Community clean-ups of tributaries.	Greg Meister	At least one clean-up per year. Amount of debris removed	No significant progress occurred on this task due to the lack of success in recruiting volunteers. We hope to gain volunteers through the new education program in the schools.	Organize a cleanup activity based on the progress of BMP 2.6. Seek help from Boy Scouts and other groups in Town such as students at local schools. Use water conservation programs to minimize watering, fertilization and use appropriate car washing techniques to minimize polluted and excessive runoff.
2.9	Residents assist with by-law enforcement.	Volunteers Peter O'Cain	Residents report violations. # calls & record of follow-up actions	No reports or calls were received during the permit term.	Log calls and track enforcement/follow-up actions.
2.10	Initiate "adopt a drain" programs/stream monitoring	Volunteers	Record number of drains adopted.	The Town has completed dry weather outfall monitoring program has not identified dry weather outfall flows first identified as being possible risks. Follow-up inspections during dry weather did not reveal outfall flows at sites initially identified.	Multiple streams will be monitored for flow and water quality. We will continue to support existing stream/lake monitoring programs and track progress, as well as provide support as staff time and budget allows. Use data collected for illicit discharge identification to perform further water quality tests and identify sources of illicit discharge, if present.

2a. Additions

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
3.11	Storm water management and illicit discharge by-law.	Peter O’Cain	Town adopts by-law prohibiting non-sw discharges.	An illicit discharge prohibition by-law was previously approved at the October 2004 Town Meeting. Applications were reviewed and approved in accordance with the by-law. No new connections or enforcement actions occurred in 2009 or 2010 to date.	Continue to enforce the by-law and record corrective actions. Continue to review applications for new connections.
Revised					
3.12	Develop storm sewer map with outfalls.	April Forsman Peter O’Cain	Map of MS4 outfalls.	The drainage system map was updated in past years and entered into a GIS database. All outfalls, catch basins and manholes have been mapped using a GPS and are on the town GIS system. All outfalls were dry weather monitored. Dry weather outfall flows were not present, so testing did not occur. Two new outfalls were located and will be tested in 2010.	Continue to update the drainage system map based on new information and the results of BMPs 3.14 and 3.15. Any illicit discharge locations will be added to the map database. Water quality tests will be performed on outfalls that flow in dry weather, as identified.
Revised					
3.13	Develop plan to detect and address non s/w discharge.	Greg Meister	Plan developed	Our outfalls did not flow in dry weather in 2009, so no testing performed. We had an intern inspecting originally identified outfalls for dry weather flows and none were found to be flowing in subsequent inspections.	Outfalls with dry weather flows will be tested for water quality, if any found. Actions to determine sources of dry weather flows will be sought out, if water quality does not meet EPA and DEP water quality requirements. Two new outfalls were located in 2009 and will be dry weather tested in 2010
Revised	Develop a Work Plan for Illicit Discharge Detection & Elimination		Record of field inspections		
3.14	Identify and document illicit outfalls.	Con Com, volunteers DPW	Keep record of suspected sites.	All outfalls were observed for dry weather flow in the summer of 2008.	If outfall dry weather flows are found, the Town will attempt to identify the source of flows.

Revised					
3.15	Monitor accomplishment of goals of reducing illicit discharge.	Peter O'Cain	Create spreadsheet with goals and percentage completed.	Dry weather discharges have been identified and reinspected and found not to flow upon subsequent inspection.	Continue to identify non-stormwater discharges and determine whether they pose a risk to surface waters. Permit connections as appropriate and document enforcement actions for illicit discharges. Identify dry flow discharges and determine source of water and the water quality.
Revised					
Revised					

3a. Additions

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
3.16	Address non-storm discharges or flows, such as landscape irrigation, car washing and street wash water.	Peter O'Cain	Posted ways to reduce the impact of these activities on Town website and water bill mailings in year one.	Methods to address impacts from non-stormwater discharges were continued to be posted on the Town website (see water Department page).	Continue program and incorporate illicit discharge information into existing public education avenues. Stormwater educator will discuss these issues with students in 2010.
Revised					

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)	Planned Activities – Permit Year 8
4.16	Include E&S BMP's/req's in all applicable town regulations.	Planning, zoning, Com, Peter O'Cain	Regs modified and accepted by all applicable boards.	Section 3.3.2.21 of the Land Subdivision Rules and Regs of the Planning Board requires E&S plan. Also lot drainage section 4.5.3 refers to	Continue to enforce regulations and improve if needed.

Revised						
4.17	Include construction E&S plan as part of review.	Planning, Zoning, BOH.	Approval of modified regulations.	Planning Board requires E&S plan and includes in review. Zoning by-law section 3340. The previously adopted Construction Activity By-Law addresses the Phase II requirements for any disturbance over 1 acre. Article 38 of the General By-Laws requires a complete stormwater erosion control plan and an operation and maintenance plan. All permits must go through a public hearing process.	Continue to enforce requirements.	
Revised						
4.18	Inspect site for E&S problems	Greg Meister Conservation Agent	Record Inspections and enforcement issues	Conservation Agent inspects all developments and construction projects over 1 acre for erosion and sedimentation control. Town Engineer also checks these items on a daily basis.	Continue to enforce requirements and document follow-up actions.	
Revised						
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	
4.19	Create sanctions to ensure compliance with E&S req's	Con-Com, Board of Selectmen, Town Engineer	List of sanctions approved by Town.	The current comprehensive by-law (articles 37 and 38) includes sanctions and fines	Enforce sanctions as required.	
Revised						
4.20	Include construction site runoff on stormwater hotline	Residents/ Volunteers	Established hotline with phone records.	Continued to advertise the hotline using existing public education avenues.	Continue to monitor hotline and advertise through existing education avenues – website primarily.	
Revised						

4a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
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4.21	Create procedure to receive and consider information submitted by the public and include requirements for the construction site operators to control waste such as discarded building materials.	Peter O'Cain	The Town passed the construction activity by-law that requires a public hearing be held for stormwater plans submitted on lots that will have more than an acre of disturbed area. The by-law requires a SW/WP that addresses construction wastes of all kinds.	Stormwater Discharges Generated by Construction Activity By-Law approved in October 2004. Approved by Attorney General in January of 2005. Public hearings were held for permit application during the permit term.	Continue to enforce Stormwater Discharges Generated by Construction Activity By-Law.
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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 Year 8
5.21	Planning Board/Con-Com regs, BMP for runoff control + 1 acre	Planning Board, Con-Com: Greg Meister	Passed new Construction Acticity General By-Law to address sites that are disturbed over 1 acre.	Construction Activity General By-Law passed and approved at October 2004 Town Meeting. By-Law requires a public hearing and requirements for post-construction stormwater management inspection and maintenance.	Enforce By-Law when required.
Revised					
5.22	Require operation and maintenance plans for ret/det basins	Peter O'Cain Greg Meister	Include plan requirement in Planning regs and maint fee.	Amendments to the Planning Board regulations have yet to be passed regarding detention and retention basin fees. O&M Plans for BMPs are required for all lots with over an acre of disturbance as part of the Construction Activity By-Law. The Planning Board regulation will require a maintenance fee based on the size of the detention basin to be built.	Enforce new regulation requiring payment for every foot of detention basin to be built. Funds to be used for basin maintenance, as needed.
Revised					
5.23	In addition to BMP's develop community BMP's	Peter O'Cain Greg Meister	Make a list of community BMP's, if any.	The Planning Board is working on a low impact development requirement for the Planning Board Regulations as a	The DEP guidelines list numerous BMP's that are used for 80%TSS removal. The Town will continue to

Revised	BMP Manual				
5.24	If community BMP's desired, add to appropriate regulations	Planning, Zoning, Con-Com Boards/ Town Engineer	Additions to appropriate regulations.	None yet but being discussed.	Community BMP plan not clear but will be discussed further in 2010.
Revised					

5a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
5.25	Zoning that encourages low impact development.	Peter O'Cain	Zoning that encourages low impact development	The Town of Sharon approved 40R and 43D districts in 2009. The Sharon Commons area off South Main Street and the Post office Square area in downtown Sharon. A memorandum of understanding has been approved for the 40R districts and construction should begin in the next two years. Redevelopment of the former Charles Wilber High School has resulted in the creation of 75 apartments near the town center and near the train station. This development re-used an old school building and allows for walking access to the train station. The project minimizes sprawl, utilizes a historic abandoned building and created almost no site runoff.	Continue to encourage CSD design and flexible development (sections 4360 & 4300). Work on the possibility of implementing new low impact development regulations within the Planning Board Rules and Regulations for new subdivisions. The Economic Development Committee has been working with the MAPC and planning consultants for new smart growth development in Post Office Square. The first phase of planning has been completed and future plans are not yet known but we will continue smart-growth development for Post office Square.

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
6.25	Develop municipal operation and maintenance plan.	Superintendent of public Works: Eric Hooper	Completed plan.	Tibbets Engineering has been hired and the contract signed to develop a municipal O&M plan. See attached contract document for verification of intent.	Tibbets Engineering will complete the plan within the next two months.
6.26	Implement operation and maintenance plan w/schedule.	Highway Dept/Bill Petipas	Maintain records of maintenance compliance.	No significant progress has occurred on this task during the permit term bit a contract is in place for the plan.	Finish plan and begin to use in 2010.
6.27	Use E&S controls for road repairs.	Highway Dept: Bill Petipas Con-Com: Greg Meister	Record work and erosion controls taken	All roadway work is assessed by the Conservation Agent and Town Engineer for erosion issues. Work is silt fenced and hay baled as needed. Any work over 1 acre has a NPDES construction permit filed. All town projects were reviewed for E&S requirements and BMP's were implemented as approved.	Continue to use erosion and sedimentation controls as needed and file for construction general permits for work over 1 acre.
6.28	Fill Drains in areas of equipment cleaning or work	Highway Dept: Bill Petipas	Drains covered or filled in.	All drains were previously covered or filled in.	None
6.29	Clean catch basins on regular schedule	Highway Dept: Bill Petipas	Maintain record of cleaning	Half of the catch basins in town were cleaned this year and records were maintained with the cleaning contractor (Truax). Additional funding was not available to clean more structures; however, the Town evaluated the potential to use GIS data and catch basin cleaning data to prioritize cleaning efforts.	Awaiting new DEP permit requirements on catch basin cleaning. Will continue current schedule until permit is issued.

6a. Additions

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
6.30	Construct Vehicle wash building with recycling wash system to eliminate pollutants from entering groundwater.	Peter O’Cain Assistant Town Engineer	Construct building and utilize for vehicle washing	The new vehicle wash building was maintained to ensure proper use for vehicle washing activities.	Utilize and maintain wash building, as needed
6.31	Added employee training to operation and maintenance plan requirements	Peter O’Cain	Operation and maintenance plan includes employee training component. Training attendance sheet	Plan contract was signed recently, so education was not implemented (see attached contract for plan work).	Employees will be educated in 2010 when O&M plan is completed.
Revised					

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 8
7.30	Utilize list of impaired bodies as a basis for areas to study	Town Engineer: Peter O’Cain	Determine how to reduce causes of impairment.	Sharon has been identified as having only high bacterial levels related undoubtedly to septic system flow to groundwater.	Use dry flow outfalls to identify locations of illicit discharges and test the water quality of those discharges. Educate public through website on septic system maintenance, especially regular pumping.
Revised					
7.31	Set up plan utilizing outfall mapping to reduce impairment	Town Engineer: Peter O’Cain	Written plan	Outfall locations have been mapped on GIS.	See 7.30
Revised					
7.32	Ensure WLA met by stormwater BMP’s	Superintendent of Public Works: Eric Hooper	Determine if additional BMP’s needed.	No dry weather outfalls identified on subsequent inspections.	Use dry weather flow outfalls and other data collected to begin water quality testing in summer 2010, if needed.