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Municipality/Organization: Town of Southborough

EPA NPDES Permit Number: MAR041160

MassDEP Transmittal Number: W-040764

Annual Report Number
& Reporting Period: Year 7: April 1, 2009 – March 31, 2010

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

Part I. General Information

Contact Person: John Woodsmall, P.E. Title: Town Engineer

Telephone #: 508-485-1210 Email: jwoodsmall@southboroughma.com

Mailing Address: 147 Cordaville Road, Southborough, MA 01772

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: ~~Salvatore M. Giorlandino~~ William Boland

Title: Chairman, Board of Selectmen

Date: April 27, 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 – Future Years
1.1 Revised	Storm Water Flyer to Community Residents, Watershed survey	SuAsCo Watershed Community Council, Storm Water Committee	Flyer distributed to 75% residences, survey distributed, results received, and compiled. Results published	Takes completed during Year 2. The Town continues to provide public outreach programs.	Task Completed.
1.2 Revised	Storm Water Lesson Plan for Fifth Grade Students	SuAsCo Watershed Community Council, Storm Water Committee	Lesson plan developed, distributed, taught in at least one (1) Grade 5 class.	SuAsCo distributed lesson plan to schools.	Task Completed.
1.3 Revised	Storm Water Flyer to Community Business “Green Neighbor” Logo	SuAsCo Watershed Community Council, Storm Water Committee	Flyer developed, distributed to at least 50% local businesses. Logo displayed by at least 50% of businesses receiving flyer.	Flyers were previously provided and displayed at events in previous years.	Effectiveness of program to be evaluated in anticipation of new general permit being issued.
1.4 Revised	Storm Water Media Campaign	SuAsCo Watershed Community Council, Storm Water Committee	Media package developed, distributed to local media. Four (4) press releases developed and distributed.	Bookmarks are available at the Public Library. Postcards were provided as an insert in the June/July 2009 tax and water billings. PowerPoint presentation and stormwater self test are available on DPW’s stormwater web page. 11x17 posters are displayed in Conservation Commission office. A “Stormwater Matters” banner was placed on display in May of 2009 at Transfer Station.	Continue to display bookmarks, presentation, self-test, banner, and posters. Provide Stormwater/Rain Barrel/Compost reminder in April, 2010 bill inserts.

1.5 Revised	Storm Water Video	SuAsCo Watershed Community Council, Storm Water Committee	Storm water video developed, shown at least one public meeting/hearing, provided to local cable station.	Completed in Year 1 when the Town advertised that the Weather Channel would be showing "After the Storm."	Task completed.
1.6 Revised	Consider posting signs at publicly accessible storm water outfalls.	DPW	Map outfalls, signs developed, signs installed. Consider using volunteers where possible.	No additional outfalls were signed from what was completed in Year 2. However, various wetland layers were added to all sections of the Town's online, publicly accessible GIS website. This allows for increased understanding of locations of wetlands.	Continue to provide the wetland layers on the GIS website.
1.7 Revised	Develop Storm Water Awareness Package	Storm Water Committee, Selectmen's Office	Materials to be included in package compiled, information distributed (transfer station stickers), number of packages distributed.	A storm water display was set up at Family Fun Day on 6/11/06. Flyers were also distributed at this event. Continue to distribute "new comers" flyer.	Continue to support distribution of the New Comer Flyer to new residents.
1.8 Revised	Meet with local school officials annually to identify past activities and upcoming curriculum.	Storm Water Committee, School Department	School Department official contacted, meeting conducted, Each school has designated contact.	The School Department continues to use the curriculum provided by the SuAsCo. The DPW provided laminated maps, field-maps and stencil kits to the Mary E. Finn School Council in May, 2008, to support the storm water curriculum developed by them.	The Town plans to continue to work with school groups as the opportunity may arise to expand the storm water curriculum.
1.9 Revised	Develop Storm Drain Stenciling Program	DPW, Storm Water Committee	Program developed, volunteers organized, basins stenciled.	Stenciling was held in May, 2008 at the Mary E. Finn School as part of the new storm water curriculum. Sudbury River Watershed Organization (SRWO) performed stenciling demonstration at Riverfest 2008 and 2009. Additionally, the Conservation Commission applied to the Knox Trail Council of the Boy Scouts of America in response to the Council's request for environmental related projects for 2010. However, application was not accepted.	Continue the Stenciling Program, as opportunities arise. SRWO is no longer active, and cannot be partnered with.

1.10 Revised	Make the Storm Water Management Plan available to the general public.	Storm Water Committee	Make the plan available at the Town Hall, Library, and in schools as an environmental resource. Consider putting the plan on the website.	Task Completed Year 1. The Storm Water Management Plan and Year 6 Annual Report are also posted on the Town's website.	Task Completed. Post the Year 7 Annual Report on the Town's website.
1.11 Revised	Consider developing a Storm Water Management web page	DPW, Storm Water Committee	Consider developing a web page identifying the Town's req's and activities. Consider links to other websites such as SuAsCo, MA DEP, and USEPA. Web page developed.	The Town continues to post storm water education information on the Town's webpage. A section on the DPW web page has been created dedicated to Stormwater Management information.	Task completed Year 1. Continue to maintain and upgrade web site as needed.

1a. Additions

1.12 Revised	Provide rain barrels at a reduced cost to interested residents	DPW, Storm Water Committee, MA DEP	Number of barrels sold	A total of 43 barrels were sold at discounted rates in conjunction with the 2009 Earth Day Clean-up.	Provide discounted rain barrel sale again. A composting barrel will also be provided for sale.
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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 – Future Years
2.1 Revised	Local Storm Water Committee to assist in developing and implementing plan	Town Administrator, DPW, Cons. Comm., SW Committee	Committee established, meetings conducted, plan developed, activities conducted	The Committee met once in 2009 to present the Year 6 Annual Report to the Board of Selectmen.	Continue to coordinate with SuAsCo and the Town. The Committee will review the Year 7 Annual Report prior to submission to the Board of Selectmen. Evaluate composition of committee upon release of new general permit requirements.
2.2 Revised	Storm Water Plan Annual Meeting	Storm Water Committee	Annual meetings planned, noticed, conducted, minutes prepared. # of attendees. Comments received, considered (Plan Development, SWMPP and Annual Report)	Meeting held with Board of Selectmen at the beginning of May 2009 to present and discuss the Year 6 Annual Report.	Meet with the Board of Selectmen to present and discuss the Year 7 Annual Report.
2.3 Revised	Storm Water Traveling Display	SuAsCo Council, Storm Water Committee	Display developed, display in 3 locations in 1 st permit year. Opportunities ID'd for future displays.	A new display has been procured as part of partnership with SuAsCo Council.	Display poster at Spring 2010 Annual Town Meeting, and at other events as opportunities arise.
2.4 Revised	Storm Water Photo Contest for High School Students	SuAsCo Council, Storm Water Committee	Contest announced and held, photos received, judged, winners announced, displayed (consider for future graphic)	An open space photo contest was conducted for the Southborough Open Land Foundation in previous permit years.	Task Completed.
2.5	Storm Water Summit Special Event	SuAsCo Council, Storm Water Committee	Meet with SuAsCo Council to determine community specific or multi-community event. Event noticed, conducted, minutes recorded. Number of participants.	SuAsCo has been identified as the responsible party for the procedures for this task. No summit was held in Year 7.	Continue to remain in contact with SuAsCo Council in the event that this event is held.

Revised	SuAsCo Storm Water Super Summit	SuAsCo Council	Super Summit announced, conducted, municipal participation.	SuAsCo has been identified as the responsible party for the procedures for this task. No summit was held in Year 7.	Continue to remain in contact with SuAsCo Council in the event that this event is held.
Revised	2.6				
Revised	2.7	SuAsCo Council, Storm Water Committee	Storm Water Self Test developed, distributed to a minimum of 75% of residences. Surveys received, results analyzed community specific and watershed wide, results published.	Task completed in previous permit year.	Task Completed.
Revised	2.8	DPW, Storm Water Committee	Program developed, volunteers organized, basins stenciled.	See 1.9.	See 1.9
Revised	2.9	DPW, Storm Water Committee	Meeting conducted, activities scheduled, conducted. Results reviewed, potential actions identified, implemented.	The Upper Sudbury River monitoring study by DCR/USGS has ended (25 Southborough volunteers had participated in that study). However, Sudbury River Watershed Organization continues to conduct water quality testing and flow monitoring on Sudbury River upstream in Westborough and downstream in Hopkinton. Southborough residents continue to participate in those efforts through the Watershed Organization.	The SRWO is no longer an active group.
Revised	2.10	DPW, Storm Water Committee	Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of volunteers participating.	The DPW continues to sponsor and support the Annual Earth Day Cleanup each May. On May 2, 2009, 39 groups participated in the clean-up, including the local Boy Scouts, and local businesses acted as sponsors. Flyers and signup sheets are attached.	The Earth Day clean-up and Riverfest will continue to be held and supported. SRWO is not coordinating the Riverfest event. The Southborough Open Land Foundation (SOLF) is, and attempts will be made to

Revised					coordinate with this group for Riverfest.
2.11	Continue to sponsor, support cleanup projects	DPW, Storm Water Committee	Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of events sponsored/supported, amount of material collected, number of volunteers participating.	The Town continued to coordinate with Sudbury River Watershed Organization for the annual Riverfest event, June 13 & 14, 2009. The Town continues to sponsor and provide material for cleanup events. The Earth Day cleanup was held on May 2, 2009 (see attached flyer) and involved 39 groups. The Town also held a Household Hazard Waste (HHW) day at the DPW facilities in October.	Continue to support the Earth Day Clean-up and HHW day.
Revised					

2a. Additions

2.12	Sudbury Reservoir Earth Day Clean-up	Massachusetts Department of Conservation & Recreation (DCR)	Number of volunteers participating, amount of material collected	N/A	For the 1 st time, the DCR will sponsor a clean-up day on 4/24/10 for the Sudbury Reservoir in Southborough and Marlborough.
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3.3	Adopt by-law to effectively prohibit illicit discharges.	DPW, Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	Regulations drafted, presented and adopted at Town Meeting in April, 2006.	Task completed.
Revised					
3.4	Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.	DPW, Storm Water Committee, SuAsCo	Ensure that educational materials developed include illicit discharge awareness. Materials developed and distributed.	Many of the above mentioned activities inform the public about these hazards.	Continue efforts to inform the public in future years.
Revised					

3a. Additions

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 – Future Years
4.1	Adopt by-law to require erosion and sediment controls.	Town Planner, DPW, Conservation Commission, and Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	Regulations drafted, presented and adopted at Town Meeting in April, 2006. The by-law is managed by the Conservation Commission and the ordinance has been implemented. The Conservation Commission issues Storm Water permits for sites that meet various criteria, including all sites greater than one acre. The Town Engineer reviews all Storm Water permits and provides recommendations to the Conservation Commission. Discussions were had about streamlining permit process, and moving stormwater permit to DPW jurisdiction. Decision was made to leave permit with Conservation Commission, but to remove it from zoning code, and add it to the Wetlands Bylaw.	Task Completed. As part of the updating of the Town's Zoning By-Laws; move the Stormwater Permit process out of Zoning Bylaw and into Wetlands Bylaw process.
Revised					
4.2	Ensure that construction site operators disturbing one acre or more implement erosion and sediment controls.	Building Officials, Town Planner, DPW, Storm Water Committee, Conservation Commission	Inspection schedule established. Inspections conducted. Deficiencies noted and corrected.	Now conducted as normal site plan review. The Conservation Commission is the assigned party. On July 16, 2008 a meeting was held with Town Planner, Building Inspector, Conservation Administrator, and Town Engineer to develop process of inspections and logging inspections. Inspections are performed by Conservation Commission's wetlands scientist on a regular basis.	Task Completed. Implement online form for inspection tracking.
Revised					

4.3	<p>Ensure construction site operators disturbing one acre or more control construction wastes, and other wastes that may cause adverse impacts to water quality during construction.</p>	Building Officials, Town Planner, DPW, Storm Water Committee	<p>Ensure proposed by-law includes language to control construction wastes. Inspections conducted. Deficiencies noted and corrected.</p>	<p>Now conducted as part of normal site plan review. The Conservation Commission is the responsible party for the Storm Water by-law.</p>	Task Completed.
Revised					
4.4	<p>Develop procedures for site plan review which incorporate consideration of potential water quality impacts.</p>	Building Officials, Conservation Commission, Storm Water Committee	<p>Ensure proposed by-law, regulations, or guidance includes language for site plan review process. Consider providing guidance documents or other outreach materials for developers.</p>	<p>The Conservation Commission reviews all projects that trigger Major Site Plan review, that disturb areas of slopes greater than 15% in excess of 15,000 sf., and that disturb greater than 1 acre. All storm water permit applications are reviewed by the Town Engineer and in special cases hired consultants.</p>	Task Completed.
Revised					
4.5	<p>Develop procedures for site inspection and enforcement of control measures.</p>	Building Officials, Town Planner, DPW, Storm Water Committee	<p>Inspection schedule established. Inspections conducted. Deficiencies noted and corrected.</p>	<p>Each individual department is responsible for inspections for their respective permits. The Conservation Commission hired a wetlands scientist to conduct inspections of approved permits.</p>	See 4.2. The inspections are conducted by the wetlands scientist.
Revised					

4.6	Develop procedures for receipt and consideration of information submitted by the public.	Building Officials, Town Planner, DPW, Storm Water Committee	Develop a form for the public to provide information. Designate municipal official responsible for receiving information, identifying responsible official to investigate, and ensure appropriate response (deficiencies noted and corrected). Consider making form available on the Town's website.	The public is allowed to comment on all projects subject to hearings by Planning Board, ZBA, and Conservation Commission. The DPW has created an online work order tracking system which allows for handling of complaints. In the period of March '09 to March '10, 6 permits were applied for, and 4 permits were approved. An administrative enforcement hearing was conducted on one project under permit and construction.	Task Completed.
Revised					

4a. Additions

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 – Future Years
5.1	Identify structural and non-structural best management practices (BMPs) appropriate for the community	Town Planner, DPW, Storm Water Committee	Incorporate by reference state specific standards (i.e. acceptable practices under Wetlands Protection Act). Identify standard practices which are not acceptable in the community. Consider developing guidance documents or other outreach materials for developers outlining BMP selection as well as general guidance on proper operation and maintenance.	LID by-law and Stormwater by-law were adopted in April, 2006. Permitting process discussed as part of Zoning By-Law review. It is anticipated that Stormwater will be removed from Zoning Code and incorporated into Local Wetland Bylaw, and the LID bylaw will be incorporated fully into zoning/planning bylaw and regulations.	Task completed. Continue process of preparing Zoning By-law update, under the direction of the Town Planner.
5.2	Adopt by-law to require post-construction runoff controls.	Town Planner, DPW, Conservation Commission, and Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	Regulations drafted, presented and adopted at April, 2006 Town Meeting. The Conservation Commission has implemented a Storm Water Permit for sites over an acre, requiring Major Site Plan Approval, and/or disturbing areas of greater than 15,000 sf with slopes of 15% or greater. Also, see 5.1 for info about coordination of permitting process.	Task completed. Ease of permitting process being examined as part of Town's Zoning By-Law review being undertaken in 2010, see 5.1.

Revised						
5.3	Ensure all new development and redevelopment projects that disturb one acre or more require long term operation and maintenance of post-construction runoff controls	Town Planner, DPW, Conservation Commission, Board of Health, and Storm Water Committee	Ensure proposed by-law or regulations, language and enforceable mechanism for long term operation and maintenance of post-construction runoff controls	Both the LID and Stormwater Management Permits require long term Operations and Maintenance plans to be submitted, reviewed by Town Engineer and/or outside consultants, and to be approved by either the Conservation Commission or the Planning Board.	Task completed as part of Stormwater and LID permits implementation.	
Revised						
5.4	Ensure adequate long term operation and maintenance of BMPs	Building Officials, Town Planner, Conservation Commission, DPW, Storm Water Committee	Ensure the by-law developed in Task 5.2 includes language providing DPW authority to ensure proper operation and maintenance of all BMPs tributary to the storm sewer system. Identify structures tributary to the storm sewer system and determine the need for inspection.	This responsibility has been transferred to the Conservation Commission and the Town Planner. They are responsible for implementing the new ordinances for LID and Stormwater Management, which contains specific operation and maintenance requirements. The Conservation Commission has hired a wetland scientist to assist in the examination of BMPs. Efforts to have private owners maintain their systems at Town Center Shopping Center and Carriage Hill Condominium were initiated.	Efforts to ensure long term operation will be continued.	
Revised						

5a. Additions

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 – Future Years
6.1	Establish formal public street and parking lot sweeping program	DPW, Storm Water Committee	Continue existing program. Consider incorporating routes and schedule as a data layer in GIS. Maintain records of curb-miles swept, approximate volume of material collected. Note areas that accumulate more sediment and consider more frequent sweeping or further investigation of pollution source.	Road in the Town are swept at least once per year, primarily in the Spring. Logs were kept of quantities generated during cleaning and sweeping.	Continue to sweep roads at least once per year and maintain records. New report logs and clipboards will be provided to equipment operators to better track quantities.
Revised					
6.2	Consider including pollution prevention training for equipment operators	DPW, Storm Water Committee	Consider including pollution prevention training for equipment operators. Evaluate the existing level of awareness of equipment operators. Consider enhancing existing training (Health and Safety) with storm water awareness training.	Spill kit has been provided at the maintenance facility. Training was conducted in Year 1.	A refresher training session will be considered for fall of 2010.
Revised					

6.3	Establish formal storm sewer system inspection and maintenance program	DPW, Storm Water Committee	<p>Continue existing program. Consider an asset management program for Town's GIS. Identify the system and all public structures tributary to the system. Conduct a catch basin sediment accumulation pilot program. Establish a routine inspection and maintenance program. Maintain records of inspections conducted, # of basins cleaned, volume collected. Note areas that accumulate more sediment and consider more frequent inspection, cleaning or further investigation.</p>	<p>All basins are cleaned at least once every two years. Basins in high sediment areas are cleaned annually. Basins were cleaned in Spring and Summer 2009. 13 basins were repaired or rebuilt.</p> <p>The DPW addressed existing stormwater issues on Presidential Drive and Clifford Road. A collapsed culvert was replaced on Woodbury Road. A high level overflow culvert was installed on White Bagley Road.</p> <p>An online form based DPW work order tracking system has been implemented as of January, 2009.</p> <p>The DPW and Board of Selectmen served cease and desist order at #126 Marlborough Road, for private drainage discharge causing public safety nuisance on Marlborough Road (Route 85)</p>	<p>Maintain records for all catch basin cleanings and repairs.</p> <p>Continue use of online work order forms.</p>
Revised					
6.4	Identify, as necessary, structural modifications to the system in conjunction with future roadway improvements.	DPW	<p>Evaluate system improvement needs in conjunction with planned roadway improvements.</p>	<p>No paving was performed in 2009.</p>	<p>Continue to upgrade drainage structures as necessary with roadway projects.</p>
Revised					

6.5	Revised	Provide spill response training to mechanics and equipment operators	DPW	Develop training program. Identify staff for training. Conduct initial and annual training refresher training. Maintain training roster for each session, and include documentation in personnel files.	New staff were provided a briefing by departing staff.	A refresher training session will be considered for all DPW staff in fall of 2010.
6.6	Revised	Post spill prevention/emergency action plans prominently in areas where hazardous materials are used and stored.	DPW	Develop posters outlining spill prevention/emergency response plans. Post prominently in the garage.	Spill cleanup materials are present at the maintenance facilities. MSDS sheets are available in the maintenance garage.	As part of refresher training, the need for additional posters will be evaluated and the response plans will be developed and posted.
6.7	Revised	Conduct annual inspection of maintenance facilities.	DPW, School Department	Develop Checklist. Conduct inspections. Record and correct deficiencies.	DPW staff perform informal inspections regularly, which includes formal logged inspections of the waste oil and gasoline systems which are performed on a weekly basis.	Continue use of waste oil inspections and logs.
6.8	Revised	Publicize and support Household Hazardous Waste (HHW) Collection events.	DPW, Health Department	Coordinate with Health Department to publicize and support HHW Collection events. Record the number of attendees, volunteers. Record the types and amount of material collected.	HHW event (October, 2009) supported and collected materials tracked.	Continue with supporting annual HHW collection event.

6a. Additions

6.9 Revised	Install formalized drainage system at DPW Yard	DPW	Drainage System Installed	A formal drainage system was installed as part of the paving of the rear area of the DPW yard. Structures installed include deep sump catch basins, 1,500-gallon oil/grit separator, sediment forebay and an infiltration basin.	Work Completed.
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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)	Planned Activities – Future Years
Revised					
Revised					
Revised					
Revised					
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Revised					

7a. Additions

7b. WLA Assessment