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Municipality/Organization: Town of Upton

EPA NPDES Permit Number: MAR041165

MaDEP Transmittal Number: X-233248

Annual Report Number  
& Reporting Period: No. 6: March 09-March 10

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Blythe Robinson Title: Town Manager

Telephone #: (508) 529-6901 Email: brobinson.selectmen@upton.ma.us

#### 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: Blythe Robinson

Title: Town Manager, Town of Upton

Date: April 29, 2010

## Part II. Self-Assessment

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

Part II.F This Report is being submitted (certified mail) on May 1, 2010.

Part II.B.3 The Town has implemented comprehensive stormwater conveyance identification and mapping program To date, more than 110 outfalls, stormwater catch basins and culverts have been investigated, described, classified and mapped as a result of this program. No illicit discharges were identified. It is the intent of the Town to continue with the conveyance identification and mapping program in several areas within the community.

Part II.B.4

And

Part II.B.5 While continuing efforts are undergoing to develop, implement and enforce construction site stormwater runoff control and post-construction runoff control, the Town has not yet incorporated appropriate by-laws to assist in the enforcement of same. It is anticipated that through efforts from representatives of several Town Departments – notably the Department of Public Works, Planning Board, Conservation Commission and Code Enforcement offices - and finalization of these by-laws, the Town will significantly improve their success in addressing construction site runoff. With increasing demands placed upon the Town due to the unprecedented recent development, this has been identified as a top priority. Meetings will continue to be held in the upcoming months to better establish a stormwater committee and address education and enforcement issues relative to construction site runoff. A new Town Manager has been hired who intends to create a Stormwater Committee within town, finalize a stormwater by-law, and create an illicit discharge investigation program.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 6</b> (Reliance on non-municipal partners indicated, if any)	<b>Continued Efforts – Future Work</b>
1 Revised	Develop & distribute brochures to residents.	Upton DPW	Distribution of brochures.	Continued brochure distribution to residents. Brochures included as mail stuffers for water bills. Also available at Town Hall & Code Enforcement office.	Review different brochures, provide additional information and continue distribution.
2 Revised	Develop & distribute brochures to businesses.	Upton DPW	Distribution of brochures.	Continued brochure distribution to businesses. Brochures included as mail stuffers for water bills. Also available at Town Hall & Code Enforcement office.	Review different brochures, provide additional information and continue distribution.
3 Revised	Install watershed signage.	Upton DPW	Installation of watershed signs.	Review watershed signs and pricing options. Installed some watershed signs.	Install additional signs.
4 Revised	Develop collection program for household hazardous waste.	Upton DPW / Board of Health	Conduct collection program.	Conducted household hazardous waste collection day on April 25, 2010.	Conduct similar collection days yearly in the Spring.
5 Revised	Develop school curricula & and distribute to schools.	Upton DPW / Board of Health	Implementation of curricula.	Discussed several alternatives with school administration to include awareness/education into existing curricula. No program has been developed yet.	Develop programs to be incorporated into existing curricula.
Revised					

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Continued Efforts – Future Work
6 Revised	Public meeting to discuss Stormwater management plan.	Upton DPW/Board of Selectmen	Conduct a public meeting to discuss goals of the Stormwater management plan.	Conducted meetings with Town Depts; Alternatives have been proposed to televise pertinent material on local cable access.	Coordinate with cable access personnel.
7 Revised	Public Hearing to discuss water quality data of beach.	Board of Health/Board of Selectmen	Conduct a public discussion of goals and results of water testing.	No public hearings have been held. Routine sampling of Pratt Pond was performed.	Similar to above, utilize local cable access programming.
8 Revised	Develop and implement composting program.	Board of Health	Implementation of composting program.	Composting program was not implemented due to lack of proper location.	Investigate feasibility of locations for implementation. Alternately, initiate home composting kit program.
9 Revised	Coordinate & implement beach clean-up program.	Board of Health / Board of Selectmen	Conduct a beach clean-up.	Town scout troops conducted daily beach cleanup at Pratt Pond beach during the summer months.	Encourage and continue similar efforts annually.
10 Revised	Form citizen watch groups to identify polluters to waterways.	Board of Health / Board of Selectmen	Creation of watch group.	No public advertisement or meetings have been held.	Generate public interest and develop mission statement.

### 2a. Additions

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### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Continued Efforts – Future Work
11 Revised	Develop Stormwater system map.	Upton Highway Department	Creation of system map.	None.	Review & edit as necessary.
12 Revised	Identify illicit discharges.	Upton Highway Department	Create a list of illicit discharges.	Extend investigation to additional areas along Route 140 and Pratt Pond and areas beyond MS4 limits.	Continue to investigate illicit discharges in Town through additional dry weather and wet weather monitoring and sampling starting May 2010.
13 Revised	Commence with elimination of identified illicit discharges.	Upton Highway Department	Removal of all identified illicit discharges.	No illegal discharges identified during Permit Year 6.	Continue Monitoring discharges as funding allows. Follow up on discharges discovered by next round of monitoring and sampling.
14 Revised	Review & implement ordinances.	Board of Selectmen	Adoption of additional bylaws & regulations.	None.	The bylaw is a top priority for the new Town Manager. Implementation pending approval of by-law.
15 Revised	Develop employee training program to identify discharges.	Upton Highway Department	Implementation of training program.	No formal training program implemented. DPW employees will be targeted first for formal training.	Develop training program that will increase employee awareness and aid in illicit discharge identification and preventative methodologies.
Revised					

### 3a. Additions

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#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Continued Efforts – Future Work
16 Revised	Develop procedures to inform public of upcoming projects.	Planning Board/ Conservation Commission/ DPW	Advertise to the public of upcoming activities. Develop and implement review process.	The Planning Board and Conservation Commission developing review process – implementation pending in the stormwater by-law; progress has been slow. Please see Part II.	Continue review of projects as required.
17 Revised	Develop & implement site plan review process for sites.	Planning Board/ Conservation Commission/ DPW	Develop and implement review process.	The Planning Board and Conservation Commission are developing site plan review process – implementation pending in the stormwater by-law.	Future meeting will be scheduled to designate representatives from appropriate departments for stormwater committee.
18 Revised	Develop & implement erosion & sediment control ordinances.	Planning Board/ Conservation Commission	Develop and implement control ordinances.	The Planning Board and Conservation Commission are developing site plan review process – implementation pending in the stormwater by-law.	As above.
19 Revised	Develop construction inspection program.	Planning Board/ Conservation Commission	Implementation of inspection program.	Develop construction inspection checklist & procedures and implement inspection program. Progress ongoing but slow; please see Part II.	Continue implementation efforts.
20 Revised	Implement construction inspection program with fines for violations.	Planning Board / Conservation Commission	Implementation of inspection program and fine schedule.	No such program implemented. Will be included in the stormwater by-law.	Develop construction inspection checklist & procedures and implement inspection program. Develop fine schedule concurrently.
Revised					

### 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 6 (Reliance on non-municipal partners indicated, if any)	Continued Efforts – Future Work
21 Revised	Review existing non-structural BMPs.	Planning Board/ Conservation Commission/ DPW	Development and addition of any necessary amendments and/or bylaws.		Adoption of appropriate by-laws anticipated this upcoming year.
22 Revised	Review of existing structural BMPs.	Conservation Commission/ Planning Board/ DPW	Development and addition of any necessary amendments and/or bylaws.		As above.
23 Revised	Require O&M manuals for newly installed BMPs.	Conservation Commission/ DPW	Catalogue and review of all new structural BMPs.	Little progress on this goal.	Implement program.
24 Revised	Develop inspection program of newly installed BMPs.	Conservation Commission/ DPW	Implement new BMP inspection program.	Some progress on this goal – efforts have been reactive by the DPW relative to larger scale construction projects.	Work with developers to implement review scheduling of BMPs installed as incorporated into private NPDES permits.
25 Revised	Conduct inspections of BMPs within 1 <sup>st</sup> year of operation.	Conservation Commission / DPW	Conduct Inspections.	Conducted inspections as necessary.	Continue inspection process as necessary.

### 5a. Additions

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## 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 6 (Reliance on non-municipal partners indicated, if any)	Continued Efforts – Future Work
26 Revised	Inspection of Town owned sand/salt storage areas.	Upton Highway Department	Conduct inspections, make recommendations, and review procedures.	Ongoing inspections and maintenance protocol implemented for Town storage. No formal procedure established to date – employees typically practice good housekeeping.	Continue inspection and housecleaning efforts. Establish procedure and schedule for inspections.
27 Revised	Review snow removal & street sweeping procedures.	Upton Highway Department	Review procedures and make recommendations.	Review of procedures has commenced.	Formalize recommendations.
28 Revised	Develop & implement maintenance schedules – BMPs.	Upton Highway Department	Implement annual BMP maintenance program.	DPW has been active in identifying private BMP neglect.	Formalize identification program and issue information to citizens.
29 Revised	Develop & implement employee training program.	Upton Highway Department	Implement training program.	No formal training program implemented. DPW personnel attended pollution prevention training.	Develop training program that will increase employee awareness and aid in pollution prevention methodologies.
30 Revised	Review & Update Town's recycling program.	DPW/ Board of Health/ Board of Selectmen	Review existing program and make recommendations.	Little progress on this goal.	Create a review committee and conduct review of existing program.
Revised					

## 6a. Additions

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**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 6 (Reliance on non-municipal partners indicated, if any)	Continued Efforts – Future Work
Revised	Incomplete	To Be Determined	To Be Determined	Incomplete	Pending
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

**7a. Additions**


**7b. WLA Assessment**