

**Municipality/Organization:** Town of Holbrook, MA

**EPA NPDES Permit Number:** MA041039

**MaDEP Transmittal Number:** W-040236

**Annual Report Number  
& Reporting Period:** No. 8: March 10-March 11

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

### **Part I. General Information**

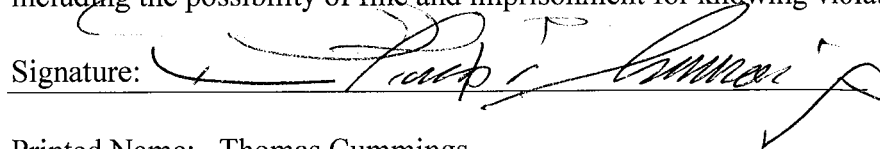
**Contact Person:** Thomas Cummings

**Title:** Superintendent of Public Works

**Telephone #:** 781-767-1800

#### **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:** Thomas Cummings

**Title:** Superintendent of Public Works

**Date:** 4-27-11

## **Part II. Self-Assessment**

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

- For BMP 2-3 did not stencil “Don’t Dump” message on catch basins. This activity will be completed by the Ecology Club in future years.
- For BMP 6-7 did not clean 50% of catch basins, were only able to clean 15% due to budget cuts.

### 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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
1-1	Include an article/flyer about stormwater with the annual Consumer Confidence Report.	Public Works Department	Article/flyer distributed annually to all residents.	Included information with the 2010 CCR, added language to the Town's website.	Include information with the 2011 CCR, update language on Town's website.
1-2	Educate Town residents about picking up dog waste.	Public Works Department and Town Clerk	Pet waste fact sheets mailed to all Holbrook residents with the annual census form.	Posted additional signage on Town properties.	Continue to post signs on Town property.
1-3	Stormwater education program for school children.	Public Works Department and Conservation Commission	Middle school principal contacted; presentation given	Gave presentation during Student Government Day in Spring.	Give presentation during Student Government Day, Spring 2012, and presentation at Ecology Club Meeting (if Ecology Club is still active).
1-4	Install and maintain signs for pet waste clean up at schools and parks.	Public Works Department	Number of signs installed, number of signs inspected.	Inspected and maintained current signs at Kennedy School, South School, Holbrook High School and Holbrook Playground.	Inspect all signs and repair as necessary during the spring and fall. 9 signs
1-5	Annual update of the Stormwater Management Plan at a televised Selectmen's meeting.	Stormwater Advisory Committee	Annual update of the SWMP at a televised Selectmen's meeting.	Gave an update of the SWMP in conjunction with the Spring Conservation Committee meeting.	Give an update of the SWMP at a spring televised Selectmen's meeting.

#### 1a. Additions

	None				
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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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
2-1	Form Stormwater Advisory Committee (SWAC)	Board of Selectmen	Form committee within six months of submission of Notice of Intent. Meet once during first year of permit, and twice annually thereafter.	The full Committee has been formed. Committee meets twice a year, the Conservation Commission meets monthly.	Hold two meetings per year with members
2-2	Comply with state public notification guidelines at MGL Chapter 39 Section 23B.	Stormwater Advisory Committee and Town Clerk	Notices posted in library and current locations	Complied with Chapter 39 Section 23B. Posted notices in library and current locations.	Continue to post notices.
2-3	Stencil catch basins with “don’t dump” message.	Public Works Department and Conservation Commission	Number of catch basins stenciled.	No Stenciling was done Permit year 2010.	Identify group to reconvene stenciling efforts.

### 2a. Additions

	None				
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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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
3-1	Conduct dry-weather outfall screening.	Public Works Department	Percent of outfalls screened once during permit term.	None, outfall screening completed in Year 1.	Consider additional sampling, as required.
3-2	Map stormwater outfalls and receiving waters.	Public Works Department	Map created.	None, BMP complete.	None, BMP complete.
3-3	Investigate the need for mapping the entire stormwater collection system in a GIS.	Stormwater Advisory Committee	Decision on whether to go forward with a stormwater GIS.	Drainage piping has been identified.	Consider adding drainage piping layer to the GIS.
3-4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4.	Public Works Department	Number of illicit connections found and removed.	No new illicit connections found.	Continue to conduct field investigations of prioritized area to locate and remove illicit connections.
3-5	Continue enforcement of the bylaw that requires inspection of new construction for correct connection to the sanitary sewer.	Plumbing Inspector and Public Works Department	Number of inspections conducted.	Inspected all sewer connections (approximately 25) in newly constructed homes between March of 2010 and March and 2011 (including existing homes that were connected following a new sewer installation project).	Continue to enforce bylaw by conducting inspections at new construction sites.

#### 3a. Additions

	None				
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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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
4-1	Develop a Construction Site Erosion and Sediment Control bylaw for construction sites greater than 1 acre in area.	Stormwater Advisory Committee, Building Inspector, Soil Removal Inspector	Draft bylaw developed and presented to Town Meeting.	None, Bylaw previously presented and accepted by Town Counsel.	None, BMP complete.
4-2	Require a waste management plan at construction sites larger than one acre.	Building Inspector, Planning Board and Conservation Commission	Waste management plan for each construction site larger than one acre.	Building Inspector reviewed all construction sites and required dumpsters for waste control. Board of Health required portable sanitation services.	Continue requiring dumpsters and portable sanitation services for building permit.
4-3	Review site plans for stormwater impacts.	Planning Board and Conservation Commission	Number of site plans reviewed for erosion and sediment control.	Planning Board and Conservation Commission reviewed all site plans associated with issuance of building permits.	Continue site plan reviews.
4-4	Consideration of public input.	Planning Board (for subdivisions) and Public Works Department (for Town water and sewer projects)	Plan for accepting public comment developed; signs posted at each construction site.	Site plan reviews are completed by the planning board and additional review by the conservation commission if applicable. Abutters are notified of upcoming projects and notices are posted in both the local newspaper and public meeting places (including contact phone numbers).	Continue reviews, notifying abutters and posting notices.
4-5	Inspection of erosion and sediment controls.	Planning Board and Conservation Commission	Number of inspections conducted.	Conservation Commission staff member and Public Works inspect all sites for proper erosion control. As necessary, the Building Department may also inspect projects.	Continue to perform inspections.

##### 4a. Additions

	None				
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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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
5-1	Develop a draft bylaw to apply Standards 2, 3, 4, 7 and 9 of the Massachusetts Stormwater Policy (MSP) to entire Town. Present the bylaw to Town	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	None, BMP complete.	None, BMP complete.
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards.	Stormwater Advisory Committee	BMP manual selected.	None, BMP complete.	None, BMP complete.
5-3	Develop a draft bylaw that ensures long-term maintenance of private structural BMPs.	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	None, BMP complete.	None, BMP complete.
5-4	Enforce the Planning Board regulations that require installation of sewers in new subdivisions.	Planning Board	New construction in compliance with Planning Board sewer regulations.	Enforced regulation.	Continue to enforce regulation.
5-5	Evaluate existing structural BMPs for efficiency.	Stormwater Advisory Committee	Create BMP inventory and maintenance plan.	The Conservation Commission's Order of Conditions for construction projects includes a list of necessary practices.	Continue listing necessary BMPs.

### 5a. Additions

5-6	None				
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## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

<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 8</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 9</b>
6-1	Identify sensitive receptors (such as wetlands, beaches, etc.) within the Town.	Public Works Department	List of sensitive receptors developed, staff notified.	None, BMP complete.	None, BMP complete.
6-2	Sweep all streets each spring.	Public Works Department	Percent of streets swept annually.	Swept all streets, maintained records of schedule and have daily estimates of volume of collected residuals.	Continue to sweep all streets in the spring, maintain records of schedule and daily volume of collected residuals.
6-3	Sweep all sidewalks each spring.	Public Works Department	Percent of sidewalks swept annually.	Swept all sidewalks, maintained records of schedule. Residuals are moved to the street gutter for later collection by street sweeper therefore there are no records of daily volume of collected residuals.	Continue to sweep all sidewalks in the spring, maintain records of schedule.
6-4	Continue existing road salting procedures.	Public Works Department	Amount of deicing compounds used.	Continued existing roadway deicing procedures: <ul style="list-style-type: none"> <li>• Use 10:1 sand/salt mixture</li> <li>• Maintain deicer volume records</li> <li>• Monitor industry standards and practices for cost effective ways to minimize deicer usage, and modify practices as appropriate.</li> <li>• Restrict deicing on industrial and commercial properties that are near sensitive receptors.</li> </ul>	Continue existing roadway deicing procedures in 2011 <ul style="list-style-type: none"> <li>• Use Ice Ban M-50 during cold temperatures (when necessary)</li> </ul>



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6-5	Minimize impacts from vehicle washing.	Stormwater Advisory Committee	Establish if further vehicle washing controls are needed, and if so, evaluate and select the appropriate controls.	Continued to use commercial car wash for small vehicles. All public works vehicle washing performed at the renovated Fire Department washing facility with proper controls.	Continue using commercial car wash for small vehicles and continue to use the Fire Department for public works vehicles.
6-6	Minimize impacts from vehicle maintenance.	Public Works Department	Employee training conducted, inventory taken.	Held employee training (for mechanics) on minimizing the use of hazardous materials. The mechanics track hazardous material waste.	Continue training and tracking.
6-7	Maintain the storm drain system.	Public Works Department	Number of catch basins cleaned annually.	Unable to clean 50% of all catch basins by Fall 2010. Cleaned approximately 15% of catch basins due to budget cuts. Funding is unavailable to have 50% of catch basins cleaned. Residual volumes were tracked by the trucks' daily dump slips.	Clean 15 % of catch basins by Fall 2011. Establish catch basins with exceptionally large residual volumes so these can be slated in the future permit years for more frequent cleaning. Clean drain pipes as necessary. Keep records of residual volumes on a daily basis.
6-8	Minimize pesticide and fertilizer use for parks and other landscaped areas.	Public Works Department and Conservation Commission	Training conducted; amount of herbicides/fertilizers used.	No herbicide or pesticides were used. Fertilizer use was limited to parks in the immediate vicinity of Holbrook Square and Holbrook Playground.	Practice green landscaping continually.
6-9	Control illegal dumping.	Board of Health and Public Works Department	Number of signs posted; number of sites cleaned up.	Held appliance collection day for residents during Fall and Spring 2010. Yard waste collection held three Saturdays per year. Participated in May 2010 South Shore Recycling Cooperative household hazardous product collection day for all residents.	Install "No Dumping" signs in any newly identified common dumping areas. Hold appliances/"white-goods" drop-off day in Spring 2011. Hold yard waste collection three Saturdays per year.

## 6a. Additions

6-10	Household Hazardous Waste Collection	Public Works Department		Did not hold HHP collection with SSRC at High School between March 2009 and March 2010.	Hold collection with the SSRC in May 2011 at Holbrook High School for all residents.
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