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**Municipality/Organization:** Town of Mansfield

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**EPA NPDES Permit Number:** MAR 041126

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**MaDEP Transmittal Number:** W-039460

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**Annual Report Number  
& Reporting Period:** No. 8: April 1, 2010 – March 31, 2011

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Richard C. Alves, Jr., P.E. Title: Town Engineer/Ass't DPW Dir.

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Telephone #: 508-261-7377 Email: ralves@mansfieldma.com

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#### 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: William R. Ross

Printed Name: William R. Ross

Title: Town Manager

Date: July 12, 2011

## Part II. Self-Assessment

The Town of Mansfield has completed the required self-assessment, and has determined that our Municipality is in substantial compliance with all permit requirements.

In particular, we are implementing our recently updated by-laws that address illicit discharge to the storm drain system and stormwater management during and after construction. We note that during the first year, the Engineering Department reviewed our existing planning and zoning by-laws, and found a number of references for the "design" of drainage in accordance with DEP Stormwater Guidelines; but few references for "construction" and "post construction" runoff control. During the second year, the results of this review were discussed with other Departments. This was accomplished by means of an informal committee of the Department Heads from Planning, Building, Conservation, Health, DPW, and Engineering; and a General By-Law was drafted, which addressed both construction runoff and post-construction maintenance. The Committee felt that using a comprehensive General By-Law would better accomplish the goals of the Stormwater Program. During the second and third year, the proposed by-law was presented to the Conservation Commission, the Planning Board, Selectmen and the public. In addition, a presentation was made and comments obtained from the Canoe River Aquifer Advisory Committee and the Natural Resources Trust. During the fourth year, a public hearing was held in preparation for the Annual Town Meeting, and the final Stormwater By-Law was accepted at the May 23, 2006 Session of the April 11, 2006 Annual Town Meeting.

During the fifth through the seventh year, we successfully implemented these by-laws, and are reviewing sites under the Stormwater Management By-Law's Land Disturbance Permit Requirements. The Town also utilized the new equipment that was purchased for the stormwater permit commitments. The Town's sewer camera equipment was used to inspect drainage lines, and its vector truck can clean out catch basins, pipes and other drainage structures.

**During this 8<sup>th</sup> year, we are continuing with the established programs and implement the new by-laws and regulations. We are utilizing our contacts with volunteer advisory groups to now enlist their input and support for stormwater improvement projects. Continued funding and improvements to the Towns drainage system will be required for the development of the next 5-year plan, and hopes to continue with improvement of its stormwater management program.**

**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      | Identify existing programs to be included in SMP | Engineering                   | Identify number of existing programs       | Completed: See Report No. 1  |                                    |
| 1-2      | Develop NPDES materials for homeowner education  | Engineering                   | Number of pamphlets distributed            | Completed: See Report No. 4.   |                                    |
| 1-3      | Distribute materials to identified programs      | Engineering/<br>DPW           | All identified programs receive materials  | Completed: See Report No. 4.   |                                    |
| 1-4      | Implement Catch Basin Stenciling Program         | DPW                           | Percentage of catch basins stenciled/ year | The Town uses the Highway Department to continue the installation of Almetek “No dumping” (fish symbol) 4” stainless, storm drain markers. We continue to investigate these permanent markers, damaged or missing logo’s, and replace on an as needed basis. |                                    |

## 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      | Sponsor Hazardous Waste Collection Day           | Health                        | Funding passed<br>Event held               | There was a Household Hazardous Collection Day the Collection Day in 2010.   | An article was placed on the May 2010 Annual Town Meeting Warrant for funding in 2011 for the Household Hazardous Waste Collection Day. |
| 2-2      | Sponsor Recycle Center                           | DPW                           | Funding passed<br>Recycle Center available | The Recycle Center/Compost Area is open Saturdays and Mondays for collections. The center was advertised on the Town and E-CALL website..  |   |
| 2-3      | Identify existing volunteer environmental groups | Engineering                   | Number of groups identified                | We worked with the Town of Mansfield Beautification Committee to beautify Mansfield. Their latest project is a Mural on the Rt. 106 wall.<br><br>Meet with the Canoe River Aquifer Advisory Committee at their April meeting to receive their input and support for rehabilitation of the Canoe River Campground Dam. The proposed work provides for improvements of water quality from roadway stormwater discharges and protection of the environment along the Canoe River and this Area of Critical Environmental Concern. This project is 95% completed | Continue to meet with the Mansfield Beautification Committee to beautify areas in the Town of Mansfield.                                |

### 2a. Additions (as added in Report No. 1)

|     |                           |             |                   |   |   |
|-----|---------------------------|-------------|-------------------|---|---|
| 2-4 | Implementation and Review | Engineering | Number of notices | Continue to perform field GPS to locate additional outfalls, and updated the information in the 2010 Annual Town Report concerning our progress and anticipated development of the next 5-Year Plan. Updated the Town website on the Stormwater Phase II Program. | Update Town's website detailing the 8 <sup>th</sup> Year's Annual Report and the development of the 2 <sup>nd</sup> 5-year Stormwater Plan which has been partially funded, and is awaiting EPA/DEP Guidelines. |
|-----|---------------------------|-------------|-------------------|---|---|

### 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      | Create GIS Base Map                                | Engineering/<br>MIS           | Stormwater map created                     | Completed: See Report No.1. Supports many future activities.   |                                    |
| 3-2      | Inspect outfalls, catch basins, and manholes       | Engineering/<br>DPW           | Field data entered into GIS database       | Completed. See Report No.2. Inspected and incorporated stormwater structure into the GIS database. This included inspection of 2706 CB's, 1551 MH's, and 389 outfalls.   |                                    |
| 3-3      | Draft by-law prohibiting discharges into system    | Engineering/<br>Health        | Present draft at Town Meeting for approval | Completed: See Report No. 4. Proposed by-law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.   |                                    |
| 3-4      | Develop plan to identify non-stormwater discharges | Engineering/<br>DPW           | Implement plan in Permit Year 6            | Continued with plan to identify non-stormwater discharges, including illegal dumping, by periodically reviewing the identified problem sites and cleaning the sites as necessary. No new illegal dumpsites identified. | Continue with plan implementation. |

|     |   |                     |                              |   |  |
|-----|---|---------------------|------------------------------|---|--|
| 3-5 | Dry weather screening (identify illicit discharges) | Engineering/<br>DPW | Percent of outfalls screened | Due to lack of funding and man power, the Town has halted additional efforts on verifying 9 outfalls which remain. Advised DPW that further investigation was needed to locate the remaining outfalls. The one outfall tested previously identified as flowing under dry weather screening is not considered an outfall in our discussion with TheIma Murphy from EPA due to the collection of groundwater. | DPW to begin program to locate remaining 9 outfalls by jetting, TV camera, or excavate as required. Upon locating, Engineering to GPS their location and perform dry weather screening. Review data of all outfalls, and use GIS to organize, document and identify inspections/testing and update progress. Perform testing at outlet identified as flowing during dry weather, as necessary. |
|-----|---|---------------------|------------------------------|---|--|

#### 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)   | Planned Activities – Permit Year 9 |
|---------------------------|---|-------------------------------------|--|--|------------------------------------|
| 4-1                       | Review existing Planning Board Regulations          | Engineering/<br>Planning/<br>ConCom | Complete review within one year            | Completed: See Report No. 1  |                                    |
| 4-2                       | Present recommended changes to existing regulations | Engineering/<br>Planning/<br>ConCom | Changes on Public Hearing Agenda           | Completed: See Report No. 4. Proposed Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting. |                                    |
| Revised (In Report No. 2) | Comprehensive Storm-Water Management By-Law         | -----                               | Revised By-Law for Town Meeting Warrant    |  |                                    |
| 4-3                       | Review Site Plan By-Laws vs. EPA model              | Engineering/<br>Building/<br>ConCom | Site Plan By-Laws reviewed within one year | Completed: See Report No. 4. The Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.      |                                    |
| Revised (In Report No. 2) | -----   | -----                               | See 4-2                                    |  |                                    |

|   |  |                                     |  |   |   |
|---|--|-------------------------------------|--|---|---|
| 4-4<br>Revised<br>(In<br>Report<br>No. 2) | Site Plan By-Law change                              | Engineering/<br>Building/<br>ConCom | Draft developed for<br>presentation at Town<br>Meeting (Year 6)<br>See 4-2 | Completed: See Report No. 4. The<br>Stormwater Management By-Law was<br>accepted at the 5/23/06 session of the<br>4/11/06 Annual Town Meeting, and<br>implemented. The Conservation<br>Commission approved Regulations for<br>a "Land Disturbance Permit"<br>application, and processed 3 permits to<br>date. | Conservation Commission to<br>continue with review of permit<br>Application for Land Disturbance in<br>accordance with the Stormwater<br>Management By-Law. |
| 4-5                                       | Develop control<br>measures at construction<br>sites | Planning/<br>Building/<br>ConCom    | Inspection procedure<br>developed  | Town partially funding and consultant<br>contract (CDM) in place to assist with<br>the development of the next 5-year<br>permit. See Report No. 5.  | To be included in the next 5-year<br>plan, once EPA/DEP issue new<br>guidelines and requirements.   |

### 5. Post-Construction Stormwater Management in New Development and Redevelopment

| BMP<br>ID #                               | BMP Description  | Responsible<br>Dept./Person<br>Name | Measurable Goal(s)                                      | Progress on Goal(s) –<br>Permit Year 8<br>(Reliance on non-municipal partners<br>indicated, if any)   | Planned Activities –<br>Permit 9 |
|---|--|-------------------------------------|---|---|----------------------------------|
| 5-1                                       | Review existing by-<br>laws, ordinances and<br>regulations | Engineering                         | Review completed<br>within one year                     | Completed: See Report No.1.   |                                  |
| 5-2<br>Revised<br>(In<br>Report<br>No. 2) | Draft changes to<br>regulations for runoff<br>controls     | Engineering/<br>Planning            | Draft changes<br>developed<br>See 4-2                   | Completed: The Stormwater By-Law<br>was accepted at the 5/23/06 session of<br>the 4/11/06 Annual Town Meeting.  |                                  |
| 5-3                                       | Select appropriate<br>BMP's to be used by<br>planners      | Engineering/<br>Planning            | Incorporate BMP's<br>into Planning Board<br>Regulations | Completed: See Report No. 4.<br>Post Construction run-off control<br>was included in the Comprehensive<br>Stormwater Management By-Law,<br>accepted on 5/23/06 at the Annual<br>Town Meeting. |                                  |

|  |  |                                   |  |  |   |
|--|--|-----------------------------------|--|--|---|
| 5-4<br>-----<br>Revised<br>(In<br>Report<br>No. 2) | Draft changes to by-<br>laws for runoff control<br>----- | Engineering/<br>Planning<br>----- | Develop draft by-law<br>and present at Town<br>Meeting<br>-----<br>See 4-2 | Completed: The Stormwater By-Law<br>was accepted at the 5/23/06 session of<br>the 4/11/06 Annual Town Meeting.                                     |   |
| 5-5  | Develop O&M manual<br>for BMPs                           | Engineering/<br>DPW               | Creation of O&M<br>manual  | Town partially funding and consultant<br>contract (CDM) in place to assist with<br>the development of the next 5-year<br>permit. See Report No. 5. | To be included in the next 5-year<br>plan, once EPA/DEP issue new<br>guidelines and requirements. |

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

| BMP<br>ID # | BMP Description  | Responsible<br>Dept./Person<br>Name | Measurable Goal(s)                               | Progress on Goal(s) –<br>Permit Year 8<br>(Reliance on non-municipal partners<br>indicated, if any)   | Planned Activities –<br>Permit Year 9 |
|-------------|--|-------------------------------------|--|---|---------------------------------------|
| 6-1         | Identify and map<br>sensitive receptors<br>within municipality | Engineering                         | Map created                                      | Completed: See Report No. 1.<br>Supports future activities.   |                                       |
| 6-2         | Review and modify<br>current street sweeping<br>program        | DPW                                 | Review and program<br>modifications<br>completed | Completed: See Report No. 4.  |                                       |
| 6-3         | Develop a CIP for<br>equipment needs                           | DPW                                 | Capital Improvements<br>Program (CIP) created    | Completed: See Report No. 4.  |                                       |
| 6-4         | Develop policies for<br>snow removal and<br>disposal           | DPW                                 | Inventory of possible<br>disposal areas          | Completed. See Report No. 2.<br>Established a written policy for snow<br>removal and disposal, with<br>consideration given to environmental<br>impacts. |                                       |



|     |   |     |                                    |  |  |
|-----|---|-----|------------------------------------|--|--|
| 6-5 | Conduct employee training for vehicle washing practices | DPW | Written policy for vehicle washing | Completed: A written policy for vehicle washing had previously been established. See Report No. 2. The new truck wash facility, in a new water treatment facility adjacent to the Highway Garage, became fully operational; and the written policy to support full operation of the new vehicle wash facility was finalized. |  |
| 6-6 | Program for stormwater system maintenance               | DPW | Written Plan                       | Completed. See Report No. 2. Established a written policy and schedule for catchbasin cleaning.<br><br>Continue with catchbasin cleaning and jetting program for stormwater drain lines, as funding and manpower allows.   |  |
| 6-7 | Develop plan for illegal dumping control                | DPW | Number of signs posted             | Completed. Established a written inventory of significant (illegal) dumping sites, and posted 28 signs. In Year 3, prepared an Illicit Discharge By-Law within the proposed Comprehensive Stormwater By-Law. The Stormwater By-Law was accepted at the 5/23/06 Annual Town Meeting.  |  |

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) Not Applicable.**