

Municipality/Organization: Newbury

EPA NPDES Permit Number: MAR041212

MaDEP Transmittal Number: W-040791

**Annual Report Number
& Reporting Period:** April 1, 2010 – March 31, 2011

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

Part I. General Information

Contact Person: Mr. Doug Packer **Title:** Newbury Conservation Commission (Chmn.)

Telephone #: 978-465-0862 X310 **Email:** conscom@townofnewbury.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: Tracy Blais

Title: Town Administrator

Date: April 28, 2011

Part II. Self-Assessment

The Town of Newbury has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	Planned Activities – Permit Year 9
1-1	Article/brochure about stormwater to be included in the tax bill once annually	Conservation Commission	Newsletter/Brochure distributed to all households in Newbury.	Deliver throughout permit term during Permit Year 8.	Continue to deliver throughout permit term during Permit Year 9.
Revised		Greenscapes North Shore Program		Fiscal 10-11 Partnership with Greenscapes North Shore Program for delivery of materials to Newbury households during Permit Year 8.	Fiscal 2011-2012 have continued relationship with MVPC Greenscape Program for delivery of materials to Newbury households during permit year.
1-2	Educate dog owners about picking up dog waste	Town Clerk	Distribute Fact Sheet to Dog Owners.	Team with Board of Health to distribute fact sheets to dog owner during Permit Year 8.	Continue support to Board of Health to distribute fact sheets to dog owners during Permit Year 9.
1-3	Stormwater education program for school children	Stormwater Advisory Committee	Inquire about presentation to Middle or Elementary school children.	Connect with local education about the value of the program and need for its implementation during Permit Year 8.	Impress upon local school the value of the program and its implementation during Year 9.
1-4	Maintain pet waste clean-up signs at schools, parks, and beaches	Highway Department	Signs posted.	Highway department continues to maintain signage regarding pet waste during Permit Year 8.	Post and maintain signage regarding pet waste during Year 9.
1-5	Annual update of SWMP at a televised Selectmen's meeting	Highway Dept. and/or ConComm	Update Board of Selectmen on SWMP status.	Updates to Board of Selectmen have and shall continue during Permit Year 8.	Keep Selectmen and Town Administrator updated regarding the progress during Permit Year 9.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	Planned Activities – Permit Year 9
2-1	Form Stormwater Advisory Committee	Highway Dept., ConComm, Planning, Health	Form Committee within 12 months of submission of NOI. Meet twice annually thereafter during permit term.	Stormwater Management Bylaw passed at Annual Town Meeting in May 2009. Advisory Committee has dissolved and implementation of the Bylaw responsibility has been assumed by the Planning Department during Permit Year 8.	Stormwater Management Bylaw passed at Annual Town Meeting in May 2009. Advisory Committee has dissolved and implementation of the Bylaw responsibility has been assumed by the Planning Department during Permit Year 9.
2-2	Comply with state public notification guidelines at MGL Ch. 39 s. 23B.	Town Clerk	Notices posted in library and current locations.	All Planning Board Meetings comply with the Open Meeting Law during Permit Year 8.	All Planning Board Meetings comply with the Open Meeting Law during Permit Year 9.
2-3	Stencil catch basins with "don't dump" message	Highway Department	Identify and prioritize catch basins to be stenciled with "Don't Dump" message.	Catch basins continued to be identified and lettered as necessary during Permit Year 8.	Catch basins continued to be identified and lettered as necessary during Permit Year 9.

2a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	Planned Activities – Permit Year 9
2-4	Household Hazardous Waste Collection	Town Clerk	Track number of brochures picked up by Town residents	Board of Health provides list to Town Clerk, the purpose of which is to notify Newbury residents of drop-off sights that can be utilized by the Town.	Board of Health provides list to Town Clerk, the purpose of which is to notify Newbury residents of drop-off sights that can be utilized by the Town for Year 9.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	Planned Activities – Permit Year 9
3-1	Conduct dry weather outfall screening	Highway Department	Locate Outfalls within regulated area during first year of permit term. Percent of Outfalls screened.	Create schedule for standard intervals of dry weather screening to occur during Permit Year 8. Partnered with the Parker River Clean Water Association.	Create schedule for standard intervals of dry weather screening to occur during Permit Year 9. Partnered with the Parker River Clean Water Association.
3-2	Map stormwater outfalls	Highway Department	Locate outfalls on a map within regulated area.	Measure completed for Permit Year 8.	Measure completed for Permit Year 9.
3-3	Assess need for stormwater GIS layer	Highway Department	Decision on whether to go forward with a stormwater GIS within first two years of the permit.		Further needs assessment will be conducted in Year 9.
3-4	Develop and implement plan to identify and remove non-stormwater discharges	Highway Department	Number of illicit connections found and removed.	The Stormwater Bylaw has been completed and was accepted at Annual Town Meeting in May 2009.	The Stormwater Bylaw has been completed and was accepted at Annual Town Meeting in May 2009.
3-4		Planning Board	Present to Town Meeting by end of seventh permit year	The Stormwater Management Bylaw has been developed and addresses the removal of illicit connections and discharges for Permit Year 8.	The Stormwater Management Bylaw has been developed and addresses the removal of illicit connections and discharges for Permit Year 9.
3-5	Develop a bylaw to require inspection of construction for correct connection to a municipal sewer	Building Inspection Dept.	Draft By-Law for properties connected to a municipal sewer system by end of first permit year.	The Stormwater Bylaw has been completed and was accepted at Annual Town Meeting in May 2009 and is owned by the Planning Department.	The municipal sewers are owned and operated by Newburyport for Plum Island.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	Planned Activities – Permit Year 9
3-6	Installation of vacuum sewers on Plum Island	Board of Health	Connection of every household on Plum Island to sewer system	All households must connect to the sewer system; Newbury has proceeded with enforcement actions during Permit Year 8 to ensure that all households are connected to the sewer system.	Newbury continues to enforce water and sewer hook-ups and will continue to do so until all households are compliant for Permit Year 9.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	Planned Activities – Permit Year 9
4-1	Construction site Erosion Sediment Control Bylaw for construction sites greater than 1 acre in area	Conservation Commission	Draft By-law by end of first permit year.	The Stormwater Bylaw has been completed and was accepted at Annual Town Meeting in May 2009.	Complete
4-2	Require a waste management plan at construction sites larger than one acre.	Conservation Commission	Draft By-law by end of first permit year and present to Town Meeting in second permit year.	This requirement is referenced in the Stormwater Bylaw and enforced through the accompanying Regulations.	Complete
4-3	Review site plans for stormwater impacts	Conservation Commission	Policies for Site Plan Review developed. Commence Site Plan reviews by end of second permit year.	The Conservation Commission reviews the Stormwater Management Plan when a Notice of Intent has been filed for a particular project. If the project or a portion thereof does not fall in the jurisdiction of the Commission, then the responsibility falls upon the Planning Board as outlined in the Stormwater Bylaw.	The Conservation Commission reviews the Stormwater Management Plan when a Notice of Intent has been filed for a particular project. If the project or a portion thereof does not fall in the jurisdiction of the Commission, then the responsibility falls upon the Planning Board as outlined in the Stormwater Bylaw for Permit Year 9.
4-4	Consider public input	Conservation Commission	Number of Public Hearings held	Completed	Complete

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	Planned Activities – Permit Year 9
4-5	Inspect erosion and sediment controls	Planning Board or their Designee	Develop procedure by end of first permit year, including inspection checklist. Commence reviews by end of second permit year.	The Stormwater Bylaw requires the applicant to provide a maintenance schedule that becomes the checklist for inspection.	The Stormwater Bylaw requires the applicant to provide a maintenance schedule that becomes the checklist for inspection for Permit Year 9.

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	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 to the entire Town. Present to Town Meeting	Conservation Commission and/or Planning Board	Present to Town Meeting by end of seventh permit year	Completed by acceptance of the Stormwater Bylaw at Annual Town Meeting in May 2009.	Complete
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Planning Board	Select BMP manual by end of sixth permit year.	Completed by acceptance of the Stormwater Bylaw at Annual Town Meeting in May 2009.	Complete
5-3	Develop draft bylaw that ensures long-term maintenance of private structural BMPs. Present to Town Meeting	Planning Board	Compliance with regulations, present to Town Meeting by end of second permit year.	Completed by acceptance of the Stormwater Bylaw at Annual Town Meeting in May 2009.	Complete

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	Planned Activities – Permit Year 9
6-1	Identify sensitive receptors within the Town	Highway Department	List of sensitive receptors developed, staff notified by the end of the first permit year.	Measure completed.	Complete
6-2	Street sweeping	Highway Department	Percent of Streets swept annually.	During Permit Year 8, streets will be swept in the spring and as necessary during the summer and fall.	During Permit Year 9, streets will be swept in the spring and as necessary during the summer and fall.
6-3	Sidewalk sweeping	Highway Department	Percent of Sidewalks swept annually.	Sidewalks will be swept as scheduled during Permit Year 8.	Sidewalks will be swept as scheduled during Permit Year 9.
6-4	Roadway deicing	Highway Department	Amount of deicing compounds used.	Quantity of deicing compounds documented during Permit Year 8.	Quantity of deicing compounds documented during Permit Year 9.
6-5	Minimize impacts from vehicle washing	Highway Department	Establish if further vehicle washing controls are needed and if so, evaluate and select the appropriate controls (i.e. containment area).	Continue use of biodegradable soaps and other environmentally conscious procedures during Permit Year 8.	Continue use of biodegradable soaps and other environmentally conscious procedures during Permit Year 9.
6-6	Minimize impacts from vehicle maintenance	Highway Department	Amount of hazardous materials used.	Continue employee training, signage, materials inventory, and following procedures during Permit Year 8.	Continue employee training, signage, materials inventory, and following procedures during Permit Year 9.
6-7	Maintain the storm drain system	Highway Department	Number of catch basins cleaned annually	Clean catch basins in Fall 2009 for Permit Year 8.	Clean catch basins in Fall 2009 for Permit Year 9.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	Planned Activities – Permit Year 9
6-8	Minimize pesticide and fertilizer use for parks and other landscaped areas	Highway Department	Training conducted; amount of herbicides/fertilizers used.	Continue to ensure that the Highway Department and licensed subcontractors follow green landscaping procedures during Permit Year 8.	Continue to ensure that the Highway Department and licensed subcontractors follow green landscaping procedures during Permit Year 9.
6-9	Control of illegal dumping	Highway Department	Number of signs posted; number of sites cleaned up.	Continue monitoring, cleaning-up dump sites and posting signs during Permit Year 8.	Continue monitoring, cleaning-up dump sites and posting signs during Permit Year 9.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

The MADEP has issued a “Draft Pathogen TMDL for the Parker River Watershed.” Because it is a draft, the WLA are not final. However, the Town of Newbury is currently employing the following BMPs that will reduce pathogens to the Parker River Watershed.

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1-2	Educate dog owners about picking up dog waste	Town Clerk	Distribute Fact Sheet to Dog Owners.	Team with Board of Health to distribute fact sheets to dog owner during Permit Year 8.	Team with Board of Health to distribute fact sheets to dog owner during Permit Year 9.
1-4	Maintain pet waste clean-up signs at schools, parks, and beaches	Highway Department	Signs posted.	Highway department continues to maintain signage regarding pet waste during Permit Year 8.	Highway department continues to maintain signage regarding pet waste during Permit Year 9.
2-3	Stencil catch basins with "don't dump" message	Highway Department	Identify and prioritize catch basins to be stenciled with “Don’t Dump” message.	Catch basins continued to be identified and lettered as necessary during Permit Year 8.	Catch basins continued to be identified and lettered as necessary during Permit Year 9.
3-1	Conduct dry weather outfall screening	Highway Department	Locate Outfalls within regulated area during first year of permit term. Percent of Outfalls screened.	Create schedule for standard intervals of dry weather screening to occur during Permit Year 8. Partnered with the Parker River Clean Water Association.	Create schedule for standard intervals of dry weather screening to occur during Permit Year 9. Partnered with the Parker River Clean Water Association.
3-2	Map stormwater outfalls	Conservation Commission	Locate outfalls on a map within regulated area.	Measure completed for Permit Year 8.	Measure completed for Permit Year 9.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Planned Activities – Permit Year 8	Planned Activities – Permit Year 9
3-4	Develop and implement plan to identify and remove non-stormwater discharges	Board of Health	Number of illicit connections found and removed.	The Stormwater Management Bylaw has been developed and addresses the removal of illicit connections and discharges for Permit Year 8.	The Stormwater Management Bylaw has been developed and addresses the removal of illicit connections and discharges for Permit Year 9.
3-5	Develop a bylaw to require inspection of construction for correct connection to a municipal sewer	Building Inspection Dept.	Present to Town Meeting by end of seventh permit year	The Stormwater Bylaw has been completed and was accepted at Annual Town Meeting in May 2009 and is owned by the Planning Department.	Complete
3-6	Installation of vacuum sewers on Plum Island	Board of Health	Connection of every household on Plum Island to sewer system	All households must connect to the sewer system; Newbury has proceeded with enforcement actions during Permit Year 9 to ensure that all households are connected to the sewer system.	99% Complete; there are a handful of households that have held-out and are being pursued by the Town of Newbury Board of Health.
6-2	Street sweeping	Highway Department	Percent of Streets swept annually.	During Permit Year 8, streets will be swept in the spring and as necessary during the summer and fall.	During Permit Year 9, streets will be swept in the spring and as necessary during the summer and fall.
6-3	Sidewalk sweeping	Highway Department	Percent of Sidewalks swept annually.	Sidewalks will be swept as scheduled during Permit Year 8.	Sidewalks will be swept as scheduled during Permit Year 9.
6-7	Maintain the storm drain system	Highway Department	Number of catch basins cleaned annually	Clean catch basins in Fall 2010 for Permit Year 8.	Clean catch basins in Fall 2011 for Permit Year 9.

Part IV. Summary of Information Collected and Analyzed

None during this period

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2009 through March 31, 2011)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	95
Estimated or actual number of outfalls	(#)	TBD
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	100
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	23
% of population on septic systems	(%)	77

Construction

(Preferred Units) Response

Number of construction starts (>1-acre) **	(#)	None
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	None
Site inspections completed **	(# or %)	None
Tickets/Stop work orders issued **	(# or %)	None
Fines collected **	(# and \$)	None
Complaints/concerns received from public **	(#)	1

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	None
Site inspections (for proper BMP installation & operation) completed **	(# or %)	None
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	None
Low-impact development (LID) practices permitted and encouraged	(y/n)	Yes

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	At least once
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	At least once
Qty of structures cleaned **	(#)	All
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	

Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vector **	(%)	

(Preferred Units) Response

Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	At least twice
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	At least twice
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or In mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	100%
• Vacuum street sweepers owned/leased	(#)	1
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	None

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/l _n mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/l _n mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	Yes
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Yes

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
<ul style="list-style-type: none"> Treatment units induce infiltration within 500-feet of a wellhead protection area 	# or y/n	