

**Municipality/Organization:** Town of Paxton

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**EPA NPDES Permit Number:** MAR0418

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**MassDEP Transmittal Number:** W-

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**Annual Report Number** Year 8  
**& Reporting Period:** April 1, 2010 – March 31, 2011

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## **NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2011)**

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

Contact Person: Carol L. Riches

Title: Town Administrator

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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: \_\_\_\_\_

Printed Name: Carol L. Riches

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Title: Town Administrator

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Date: April 19, 2011

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**Part II. Self-Assessment**

The Town of Paxton completed our town-wide mapping of all outfalls (115) on paper with inspection logs and has located outfall waypoints in an electronic file stored on a CD. No illicit discharges were found.

The Town purchased a new state of the art street sweeper in 2006 which has improved our maintenance capabilities relating to our stormwater infrastructure.

The Town joined with five other communities, Wachusett Earthday and the DCR to establish a Regional Hazardous Waste and Recycling Collection Center to help prevent hazardous materials from being dumped into the watershed.

The Paxton DPW joined the Greater Leicester Water Resource Group to share resources and collaborate on regional stormwater & other water related issues.

**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 8</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
1 Revised	Develop and distribute educational brochures	DPW Superintendent		Provided information on stormwater issues, stenciling program, etc, on the Town’s website and t the Library.	Continue Program
2 Revised	Create a Town Website	Town Administrator	Create website, keep it current	Continue to place information on the website and direct people to it.	Continue Program
3 Revised	Educate restaurants about grease traps, etc.	Board of Health	Quarterly reports required on grease trap maintenance, cleaning and grease disposal	Reports received and reviewed.	Continue Program
4	Stenciling Storm Drains	DPW Superintendent	Stencil drains	Initially completed in 2009, re-stenciling done each year as needed	Continue Program

Revised					
5	Erect Tributary signage	DPW Superintendent			Continue Program
Revised					
Revised					

**1a. Additions**


**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
1	Stormwater Control Bylaw adopted May 2006	Town Administrator		Stormwater regulations adopted by Planning Board	Update Stormwater regulation and hold public hearing. Planning to include Conservation Commission in the adoption of the regulations.
Revised					
2	Introduce “Adopt a Stream “ program		Adopt Program	No further progress	
Revised					
Revised					
Revised					

Revised					
Revised					

**2a. Additions**


**3. Illicit Discharge Detection and Elimination**

<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</b>
1 Revised	Storm water system map	DPW Superintendent	Map completed	Map in use as a maintenance and inspection	Continue Program
2 Revised	Regulatory mechanism prohibiting stormwater discharges in to storm sewer system	Town Administrator	Adopted regulations	Educate public Stormwater Bylaw and regulations	Continue Program
3 Revised	Education of Town employees, businesses and the public on the hazards of illegal discharges and improper waste disposali	DPW Superintendent Board of Health		Discussions and training held with DOW working throughout the year	Continue Program

Revised					
Revised					
Revised					

**3a. Additions**


**4. Construction Site Stormwater Runoff Control**

<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</b>
1	Bylaw requiring implementation of BMP on construction sites	Town Administrator DPW Superintendent & Planning Board	Adoption of Bylaw	Continue education of public and developers	Continue Program
Revised					
2	Establish procedures for site inspections	Town Administrator DPW Superintendent & Planning Board	Adopt procedures	Continue Program	Continue Program

Revised					
3	Methods and penalties to ensure compliance	Planning Board	Adopt procedures	Continue Program	Continue Program
Revised					

**4a. Additions**


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

<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</b>
1	Post construction controls included in Stormwater Management Bylaw	Planning Board & DPW	Controls in place	Continue Program	Continue Program
Revised					
2	Review Open Space Plan for BMP strategies	Open Space Committee	BMP's adopted	Completed	
Revised					

3	Stormwater controls as part of Master Plan	Master Plan Steering Committee	Master Plan Completed	Master Plan Implementation Committee formed and meeting monthly	Implement goals of Master Plan
Revised					

**5a. Additions**


**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</b>
1	Procedures and documentation for scheduled maintenance of catch basins, detention basins and other drainage structures	Town Administrator DPW Superintendent	Adopt procedures	Continue Program	Continue Program
Revised					

Revised					

**6a. Additions**


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

<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</b>
Revised					

Revised					
Revised					
Revised					
Revised					

**7a. Additions**


**7b. WLA Assessment**

**Part IV. Summary of Information Collected and Analyzed**

**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, 2010 through March 31, 2011)

**Programmatic**

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	(\$)	\$0
Total program expenditures since beginning of permit coverage	(\$)	\$0
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		n

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### Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	80%
Stormwater management committee established	(y/n)	n
Stream teams established or supported	(# or y/n)	n
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	n
Shoreline cleaned since beginning of permit coverage	(mi.)	n
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	25
▪ community participation **	(# or %)	2.6%
▪ material collected **	(tons or gal)	118 tons & 96gal
School curricula implemented	(y/n)	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					X
▪ Erosion & Sediment Control					X
▪ Post-Development Stormwater Management					X
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					X
▪ Erosion & Sediment Control					X
▪ Post-Development Stormwater Management					X

## Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	115
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	0
▪ GIS	(%)	100%
Outfalls inspected/screened **	(# or %)	60/0
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	115/0
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	0
Illicit connections removed **	(# ); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	.04%
% of population on septic systems	(%)	99.06%

## Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	3
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	100%
Tickets/Stop work orders issued **	(# or %)	0
Fines collected **	(# and \$)	0
Complaints/concerns received from public **	(#)	0

## Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	100%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	y
Low-impact development (LID) practices permitted and encouraged	(y/n)	y

## Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	once
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	once
Qty of structures cleaned **	(#)	300
Qty. of storm drain cleaned **	(%, LF or mi.)	100%
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	7 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	compost

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$17,000
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	\$19.50
• Disposal cost**	(\$)	0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	1
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	100%
• % Structures cleaned with vector **	(%)	0

(Preferred Units) Response

Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	once
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	once
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	320 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Mooreland Cemetery
<b>Annual Sweeping Costs</b>		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$16,400
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	n/a
• Disposal cost**	(\$)	n/a
<b>Sweeping Equipment</b>		
• Rotary brush street sweepers owned/leased	(#)	one
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	N
• % Roads swept with rotary brush sweepers **	%	100%
• % Roads swept with vacuum sweepers **	%	0

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	0%
▪ Herbicides	(lbs. or %)	0%
▪ Pesticides	(lbs. or %)	0%
Integrated Pest Management (IPM) Practices Implemented	(y/n)	n

	(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 <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	2-1 sand to salt ratio  (sand usage used sparingly)
Pre-wetting techniques utilized **	(y/n or %)	n
Manual control spreaders used **	(y/n or %)	Y 80%
Zero-velocity spreaders used **	(y/n or %)	Y 20%
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/l <sub>n</sub> mi. or %)	*10%
Estimated net reduction or increase in typical year sand application rate **	(±lbs/l <sub>n</sub> mi. or %)	*20%
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	one
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y/one

### Water Supply Protection

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

- Sanding equipment calibrated leading to better efficiency.