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**Municipality/Organization:** Town of Upton

**EPA NPDES Permit Number:** MAR041165

**MaDEP Transmittal Number:** X238200

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

## 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:** Blythe C. Robinson

**Printed Name:** Blythe Robinson

**Title:** Town Manager, Town of Upton

**Date:** May 3, 2011

## 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 April 29, 2011.

Part II.B.3 The Town has implemented comprehensive stormwater conveyance identification and mapping program To date, 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.

During this period, in anticipation of increased costs associated with the pending 2011 MS4 Permit, the Town of Upton reviewed all outfalls that were mapped and inspected in previous Permit years. As a result of this review, the Town deleted a number of structures previously reported as outfalls. Some of these structures had been mapped under a culvert mapping program and had been mis-named, while others conveyed only drainage from Route 140, which is a State Highway and therefore managed by MassHighway. The Town of Upton currently reports 72 outfalls.

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 Permit Year to better establish a stormwater committee and address education and enforcement issues relative to construction site runoff. Upton's Town Manager intends to create a Stormwater Committee within town, finalize a stormwater by-law, and create an illicit discharge investigation program. A consulting firm has been added to Upton's team to assist with these items.

**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>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.	No signs were installed this Permit year.	Install signs in the next Permit Year.
4 Revised	Develop collection program for household hazardous waste.	Upton DPW / Board of Health	Conduct collection program.	Household Hazardous Waste Collection day events were hosted on April 17, 2010 and October 23, 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 8 (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.	Currently, the Town is not planning to implement a composting program.
9 Revised	Coordinate & implement beach clean-up program.	Board of Health / Board of Selectmen	Conduct a beach clean-up.	Town scout troops conducted frequent beach cleanup at Pratt Pond beach during the summer months. The Town's Highway Department staff also performs regular cleanups at this location.	Encourage and continue similar efforts annually.
10 Revised	Form citizen watch groups to identify pollutants 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 8 (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. Town has added a consultant to the team to implement new IDDE components.	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 were identified during Permit Year 8.	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.	One DPW employee received training related to the new Stormwater Pollution Prevention Plan for the Highway Department Garage.	SWPPP training will be expanded in Year 9. Develop training program that will increase employee awareness and aid in illicit discharge identification and preventative methodologies.

### 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 8 (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.	No new construction projects were initiated in the Town during Permit Year 8. Develop construction inspection checklist & procedures and implement inspection program.	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.

## 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)	Continued Efforts – Future Work
21	Review existing non-structural BMPs.	Planning Board/ Conservation Commission/ DPW	Development and addition of any necessary amendments and/or bylaws.	In Progress	Adoption of appropriate by-laws anticipated this upcoming year.
Revised					
22	Review of existing structural BMPs.	Conservation Commission/ Planning Board/ DPW	Development and addition of any necessary amendments and/or bylaws.	In Progress.	As above.
Revised					
23	Require O&M manuals for newly installed BMPs.	Conservation Commission/ DPW	Catalogue and review of all new structural BMPs.	Little progress on this goal due to little or no new development.	Implement program as required.
Revised					
24	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.
Revised					
25	Conduct inspections of BMPs within 1 <sup>st</sup> year of operation.	Conservation Commission / DPW	Conduct Inspections.	Conducted inspections as necessary. BMPs at Town's existing developments were inspected three times during Permit Year 8 and found to be operating well. This includes three retention basins.	Continue inspection process as necessary.
Revised					

### 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 8 (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.	New Stormwater Pollution Prevention Plan was developed and implemented at the Highway Garage, and SPCC action items drafted.	Additional SPCC action items will be implemented in Year 9. 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 continues. Town contract Lloyd Truax for catch basin cleaning, and Dan Amarillo for street sweeping.	Formalize recommendations. Continue catch basin cleaning, street sweeping, and sidewalk sweeping.
28 Revised	Develop & implement maintenance schedules – BMPs	Upton Highway Department	Implement annual BMP maintenance program.	DPW has been active in addressing 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. One DPW personnel attended stormwater 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.

### 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 8 (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					

7a. Additions


7b. WLA Assessment

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

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

**Programmatic**

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	(\$)	

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)	75%
Stormwater management committee established	(y/n)	N - Pending
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Y
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	2
▪ community participation	(%)	20%
▪ material collected	(tons or gal)	NA
School curricula implemented	(y/n)	N



**Legal/Regulatory**

	In Place Prior to Phase II	Under Review	Drafted	Adopted
<b>Regulatory Mechanism Status (indicate with "X")</b>				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		X	X	
▪ Post-Development Stormwater Management		X	X	
<b>Accompanying Regulation Status (indicate with "X")</b>				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		X	X	
▪ Post-Development Stormwater Management		X	X	

**Mapping and Illicit Discharges**

Outfall mapping complete		(%)		100%
Estimated or actual number of outfalls		(#)		72
System-Wide mapping complete		(%)		100%
<b>Mapping method(s)</b>				
▪ Paper/Mylar		(%)		0%
▪ CADD		(%)		50%
▪ GIS		(%)		50%
Outfalls inspected/screened		(# or %)		85%
Illicit discharges identified		(#)		0
Illicit connections removed		(#)		0
% of population on sewer		(est. gpd)		
% of population on septic systems		(%) 30%		
		(%) 70%		

### Construction

Number of construction starts (>1-acre)	(#)	0
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	95 (existing)
Site inspections completed	(# or %)	Multiple
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	2

### Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	95
Site inspections completed	(# or %)	ongoing
Estimated volume of stormwater recharged	(gpy)	TBD

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1
Total number of structures cleaned (Approximate Values)	(#)	770
Storm drain cleaned	(LF or mi.)	None
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, <i>recycle for sand, beneficial use, etc.</i> )	Recycle, fill	Recycle
Cost of screenings disposal	(\$)	12,000
		0



Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(roadway fill)	
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	Y

Reduction in application on public land of: ("N/A" = never used, "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	2,456 tons
▪ Herbicides	(lbs. or %)	0.93
▪ Pesticides	(lbs. or %)	1.52

Anti-/De-Icing products and ratios (Approximate Values)		
Pre-wetting techniques utilized	% NaCl	2,100 Tons
Manual control spreaders used	% CaCl <sub>2</sub>	5,700 gal
Automatic or Zero-velocity spreaders used	% MgCl <sub>2</sub>	
Estimated net reduction in typical year salt application	% CMA	
Salt pile(s) covered in storage shed(s)	% K <sub>ac</sub>	
Storage shed(s) in design or under construction	% KCl	
	% Sand	360 Tons
	(y/n)	N
	(y/n)	N
	(y/n)	Y
	(lbs. or %)	
	(y/n)	Y
	(y/n)	N