

**Municipality/Organization:** Town of Easton  
**EPA NPDES Permit Number:** MAR041111  
**MassDEP Transmittal Number:** W-  
**Annual Report Number & Reporting Period:** Year 9 April 1, 2011 – March 31, 2012

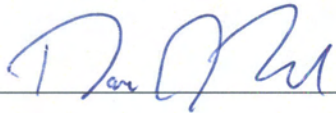
## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2012)

### Part I. General Information

Contact Person: David J. Field, P.E. Title: Director of Public Works  
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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: David J. Field, P.E.  
Title: Director of Public Works  
Date: 4/13/2012

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

**The Town of Easton has completed the required self-assessment and has determined that our municipality continues to be in compliance with all permit conditions.**

**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 9</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
1A Revised	Education Materials	DPW	Materials posted and distributed	The Green Communities Committee has increased our efforts in continuing to educate the public on such subjects as clean waters, water conservation, and stormwater management issues via posters and handouts obtained from EPA, State, and Town of Easton publications.	Easton will continue to use EPA, State, and Local posters and publications which are displayed and offered at town offices as handouts to keep the public aware of the need for <i>good</i> stormwater management, and continue to "Educate rather than Regulate" students and the public on stormwater management issues.
1B Revised	Coordinate with Others	DPW	Meeting held with others	The Green Communities Committee in addition to the Canoe River Aquifer Advisory Committee, the Natural Resources Trust (NRT), Boy and Girl Scout organizations, the Lions Club, and the public continued their support of the Stormwater Management Program during permit year 9.	Continue coordinating with others.
1C Revised	Use of Media	DPW	Local media used to promote stormwater management program	Promotion of Stormwater Management related issues and events including Easton's Street Cleanup Day, Arbor Day, Canoe River Awareness Day and Household Hazardous Waste Day, were accomplished via Easton's Town Crier web site, the Easton Journal, The Enterprise, Cable TV and Easton's website.	Continue to use local media to promote the Town's activities.
1D Revised	Citizen Watch Dog Group	DPW	Encourage Citizens to become "Watch Dogs"	The Town has maintained a "hot line" for residents to report illegal dumping into our catch basin or streams.	Continue to maintain the "hot line" and investigate reports.

**1a. Additions**


## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2A	Public Hearings	Planning and Zoning Board	Public hearings on Stormwater Management held	Completed previously.	No future public hearings are planned.
Revised					
2B	Local Interest Groups	DPW	Local interest groups contacted to support Stormwater Management Program	Involved the Canoe River Aquifer advisory Committee, the Natural Resources Trust, and the Lions Club in stormwater management.	Continue to involve local interest groups in stormwater management activities.
Revised					
2C	Street Cleanup Day	DPW	Street Cleanup Day	The DPW hosted the annual Street Cleanup Day on April 16, 2011.	Continue to host annual street cleanup days.
Revised					

### 2a. Additions


### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3A Revised	Drainage System Map	DPW	Drainage Map Developed	Existing drainage maps have been scanned and structures are now being located in the field.	Continue to fully map the existing drainage system.
3B Revised	Modify Existing Regulations	DPW and Stormwater Advisory Committee	Modification of existing regulations completed	Regulations were updated previously.	No action planned at this time.
3C Revised	Identify Illicit Discharges	DPW	Establish a dry weather sampling program	Previous stream monitoring was conducted at nine strategic locations.	No action planned at this time.
Revised					

#### 3a. Additions


#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4A Revised	Erosion/Sediment By-Laws	Stormwater Advisory Committee	Erosion and sediment control regulations in place	Completed previously.	No action planned.
4B Revised	Sanctions	Board of Selectmen	Sanctions written into by-laws	Fines of \$100 have been added to the by-laws	No action planned
4C Revised	BMP's for Erosion and Sediment Control	Planning and Zoning Board	Erosion and sediment control requirements written into by-laws	Completed previously.	No action planned.
4D Revised	Control of Construction Wastes	Conservation agent and Building Dept.	Site inspections conducted to assure compliance	The Conservation Agent and the Building Department inspect all construction sites for compliance with stormwater management program.	Continue to inspect all construction sites.
4E Revised	Information from Public	Stormwater Advisory Committee	Establish a "Hot Line" for citizens to report violations.	Easton's "Hot Line" remains in place and residents are reminded in their water bills to report violations.	Continue to maintain "hot line."
4F Revised	Inspection and Enforcement	Conservation and Building Department	Inspection and enforcement procedures in place	The Conservation agent or its representative inspects and enforces BMP requirements at construction sites.	Continue to inspect all construction sites for compliance with stormwater management program.

#### 4a. Additions


### 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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5A	Enforce Existing Regulations	Federal, State, and Local Interests	Each agency enforces respective regulations	Stormwater regulations developed by the State, EPA, and Easton have been enforced as needed.	Continue to enforce regulations as needed.
Revised					
5B	Multi-Department Reviews	Planning and Zoning Board	Multi-Department reviews are conducted on all site plan and subdivision projects	The Conservation Commission, Planning Board, Building Inspection department, DPW, Fire Department, and Police Department review all aspects of projects.	Continue to perform multi-department reviews of projects.
Revised					
5C	O&M of BMP's	Planning & Zoning Board	O&M requirements stated in Stormwater Management By-Laws	Completed previously.	No action planned.
Revised					
Revised					

#### 5a. Additions




## 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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6A Revised	Develop/Implement/Enforce Good Housekeeping	DPW	Train DPW staff of good housekeeping	Training conducted previously. No action in year 9.	Continue to train new employees as needed.
6B Revised	Good Housekeeping	DPW	Adequate housekeeping implemented by the DPW	Parks and open space maintenance exercised proper use of pesticides and disposed of grass and leaves by composting. The Highway Division disposed of street sweepings properly and routinely cleaned catch basins. Fleet maintenance and washing were done in accordance with Wellhead Protection By-Laws, as well as adequately covering salt and sand storage facilities. Hazardous wastes were disposed of during annual HHZ days. During new construction and land disturbance strict erosion and sedimentation control measures were exercised.	Continue to use good housekeeping practices during daily activities.
6C Revised	Scheduling	DPW	Schedules developed for DPW O&M activities	Use of a work order system has enhanced the ability to schedule, track, plan, and organize routine DPW operations.	Continue to utilize work order system to ensure proper O&M is performed.

### 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 9</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities</b>
Revised					
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, 2011 through March 31, 2012)

**Programmatic**

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/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)	
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	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ 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	(%)	
% of population on septic systems	(%)	

### Construction

(Preferred Units) Response

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

### Post-Development Stormwater Management

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

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	
Qty of structures cleaned **	(#)	
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 vactor **	(%)	

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	
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	(#)	
• Vacuum street sweepers owned/leased	(#)	
• 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 %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/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	
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/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	

### 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	

• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	
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