

**Municipality/Organization:** Littleton, MA

**EPA NPDES Permit Number:** MA041204

**MaDEP Transmittal Number:** W-035458

**Annual Report Number  
& Reporting Period:** Year 9 April 1, 2011 – March 31, 2012

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Keith A. Bergman **Title:** Town Administrator

**Telephone #:** (978) 540-2460 **Email:** kbergman@littletonma.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:** Keith A. Bergman

**Title:** Town Administrator

**Date:** 24 - April - 2012

## Part II. Self-Assessment

The Town of Littleton has completed the required self-assessment and has determined that our municipality is generally in compliance with the conditions of the permit. See Part III for status of BMPs.

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 10 (if applicable)
1A Revised	Stormwater Flyer for Residents	Water Dept	Flyer distributed to a minimum of 75% of residents	BMP Completed Year 1. The Town of Littleton has been utilizing materials provided by the SuAsCo Watershed Community Council to assist in compliance with public education and outreach. In Permit Year 9, the Town has purchased customized residential and business flyers, which they plan to distribute accordingly upon receipt. In Year 9, the Littleton Electric Light and Water Dept. sponsored a field trip to their facility for fourth graders from the Littleton school district and sixth graders from the Boxborough school district. Water conservation awareness and stormwater management are discussed with students. As part of the visit, there was a demonstration on erosion and an educational stormwater video was shown.	BMP Completed Year 1. The Town will continue to obtain materials from SuAsCo, including stormwater brochures for distribution to residents.  The Town will continue to hold educational workshops that focus on stormwater with local area students.
1B Revised	Stormwater Lesson Plan for Fifth Graders	Water Dept.	Develop/distribute lesson plan for grade 5 level. Lesson plan taught in one or more classrooms.	In Permit Year 9, the Town purchased customized stormwater flyers for distribution to local businesses. In addition, the Watts & Drops newsletter produced by the Littleton Electric Light and Water Dept., was distributed to local business owners and residents in the spring and winter. The newsletter provided information regarding water conservation, including specific irrigation tips aimed at reducing water usage.	The Littleton Electric Light & Water Dept. will continue to distribute the Watts & Drops Newsletter with information on water conservation/proper disposal/stormwater management to local business owners.
1C Revised	Stormwater Flyer for Community Businesses	Water Dept	Develop flyer and distribute to 50% of businesses	BMP Completed Year 4. In previous permit years, the Town obtained a PowerPoint and Media Toolkit from SuAsCo for media distribution. The Littleton Electric Light and Water Dept. includes LID/BMP materials in their newsletter, and along with the Clean Lakes Committee, they promote the sale of rain barrels and low maintenance/drought tolerant grass seed. The seed can be purchased at cost at LELWD headquarters.	BMP Completed Year 4. The Town will continue to promote and implement stormwater management/water conservation practices through the Watts & Drops newsletter, the Clean Lakes Committee and the Littleton Independent.
1D Revised	Stormwater Media Campaign	Water Dept	Media Info Package delivered to Media	In Year 9, the stormwater video provided to the Town by the SuAsCo Watershed Community Council was shown to 4 <sup>th</sup> grade and 6 <sup>th</sup> grade students as part of a field trip they took to the Littleton Electric Light & Water Dept.	The Town will continue to obtain materials from SuAsCo, including stormwater videos that can be shown to students and aired on the local cable access channel.
1E Revised	Stormwater Video	Water Dept	Show stormwater video at a minimum of one public meeting; Air stormwater video at least once on local cable station	The Town has been utilizing materials provided by the SuAsCo Watershed Community Council to assist in compliance with public education and outreach. In Permit Year 9, the Town purchased customized residential and business flyers, which they plan to distribute upon receipt.	The Clean Lakes Committee will continue to distribute information to residents on ways they can help to improve lake water quality.
1F Revised	Littleton-Specific Stormwater Flyers	Water Dept	Distribute Littleton-specific along with SuAsCo brochures		

<p><b>IG</b></p> <p>Revised</p>	<p>Community Education: Hazardous Waste Day and Recycling advertised</p>	<p>Highway / Water Dept.</p>	<p>Continue to write At Least One Article Per Year in the Local Paper and post announcements elsewhere</p>	<p>Littleton has mandatory recycling. Recycling information is posted at <a href="http://www.littletonma.org">www.littletonma.org</a>. Recyclable materials are accepted in the bins at the local transfer station. Flyers and postcards are distributed outlining the recycling program. Along with 8 other communities, Littleton is a member of the North Central Regional Solid Waste Cooperative. This facility was established through grant funding from MassDEP. The center, which is located in Devens, is open to residents and pre-qualified businesses within the nine member communities. It is open the first Wednesday and the following Saturday of each month from March through December. It allows hazardous waste to be collected up to 20 times per year at one central location. Flyers were distributed outlining disposal fees and items that can be disposed of at the facility.</p>	<p>Littleton will continue with its current recycling program, and will continue participation in the new regional Household Hazardous Waste Collection Facility located in Devens.</p>
<p><b>IH</b></p> <p>Revised</p>	<p>Business Education</p>	<p>Water Dept</p>	<p>Expand Commending Businesses for Environmental Practices</p>	<p>In Year 9, the Watts &amp; Drops newsletter, produced by the Littleton Electric Light and Water Dept., was distributed to local business owners and residents in the spring and winter. The newsletter provided information regarding water conservation, including specific irrigation tips aimed at reducing water usage.</p>	<p>The Littleton Electric Light &amp; Water Dept. will continue to distribute the Watts &amp; Drops Newsletter with information on water conservation/proper hazardous materials disposal/stormwater management to local business owners.</p>
<p><b>II</b></p> <p>Revised</p>	<p>Stormwater Flyer for Agriculture</p>	<p>Water Dept</p>	<p>Develop flyer and distribute to agricultural land owners</p>	<p><b>BMP Completed Year 3.</b> In previous permit years, pamphlets produced by the Clean Lakes Committee were distributed to agricultural land owners within Town and provided information on protection of water quality through stormwater management.</p>	<p><b>BMP Completed Year 3.</b> The Littleton Electric Light &amp; Water Dept. will continue to distribute the Watts &amp; Drops Newsletter with stormwater information to agricultural land owners.</p>
<p><b>IJ</b></p> <p>Revised</p>	<p>Newsletter/Newspaper Articles</p>	<p>Water Dept</p>	<p>Write at least one article in Watts and Drops newsletter and newspaper per year</p>	<p>In Year 9, the Watts &amp; Drops newsletter, produced by the Littleton Electric Light and Water Dept., was distributed to local business owners and residents in the spring and winter. The newsletter provided information regarding water conservation, including specific irrigation tips aimed at reducing water usage.</p>	<p>The Watts &amp; Drops newsletter will continue to contain information that focuses on water conservation/proper hazardous materials disposal/stormwater management. In addition, the Town will place stormwater-related information in the Littleton Independent as needed.</p>
<p><b>IK</b></p> <p>Revised</p>	<p>Stormwater Info on Town Website</p>	<p>Water Dept</p>	<p>Provide storm water links by year 2; provide Littleton specific information by year 4</p>	<p>In Year 9, copies of the Watts and Drops spring and winter newsletter were posted on the Littleton Electric Light and Water Dept. (LELWD)'s website which can be accessed through the Town's website. These newsletters provided information regarding water conservation, including specific irrigation tips aimed at reducing water usage. In addition, this website contains meeting minutes for the Clean Lakes Committee. A copy of the Town's Low Impact Development Best Management Practices Manual is also posted on the Town's website.</p>	<p>The Town's website and the LELWD's website will continue to provide information on stormwater management, hazardous materials management and outdoor water conservation.</p>

## 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 - Permit Year 10 (if applicable)
2A Revised	Stormwater Traveling Display	Water Dept.	Display circulates for a min of 3 months per year; Display is posted at a min of 3 locations per year	The Town of Littleton has been utilizing kiosks with stormwater information provided by the SuAsCo Watershed Community Council to assist with public involvement. During Year 9, kiosks containing information regarding stormwater management practices were on display at Fay Park.	The Town will continue to have kiosks provided by SuAsCo on display for the public at selected locations throughout Town.
2B Revised	Poster Contest for Fifth Graders	Water Dept.	Poster contest is held and entries are received, judged and displayed	The Town did not hold a stormwater poster contest for fifth graders during Year 9, although poster contests were held in previous years with help from the SuAsCo Watershed Community Council.	With the help of SuAsCo, the Town will try to hold another poster contest with fifth grade students.
2C Revised	Photo Contest for High Schoolers	Water Dept.	Photo contest is held and entries are received, judged and displayed	The Town was unable to hold a stormwater photo contest with the high school students as this initiative was more difficult to implement in the high school curriculum.	The Town will continue to focus their efforts on holding stormwater poster contests with the fifth graders.
2D Revised	Stormwater Summit Event	Water Dept.	Hold Local or multi community stormwater summit year 4	<b>BMP Completed Year 4.</b> During Year 9, the Clean Lakes Committee continued to hold an annual meeting with local watershed associations on strategies being utilized for stormwater management and in lake restoration efforts. During Year 9, the Long Lake Neighborhood Association held a Long Lake spring clean-up event.	<b>BMP Completed Year 4.</b> The Clean Lakes Committee will continue to hold an annual meeting with local watershed associations on stormwater management and lake restoration efforts.
2E Revised	Stormwater Super Summit Event	Water Dept.	Municipal participation in the Stormwater Super Summit		The Long Lake Neighborhood Association will continue to hold an annual Long Lake spring clean-up event.
2F Revised	Annual Public Meeting/Hearing Regarding Plan Status and Reports to EPA	Selectmen	Hold meeting in April prior to May 1 submission of report	During Year 9, public meetings were held by the Clean Lakes Committee, the Planning Board and through Town Meeting. Stormwater management initiatives were discussed at these meetings.	Public meetings will continue to be held by the Clean Lakes Committee, the Planning Board and through Town Meeting, and new stormwater management initiatives will be discussed.
2G Revised	Involve Watershed Groups: Clean Lakes Committee, Spectacle, Mill, Long, & Forge Ponds	Water Dept. & Local Groups	Continue meetings at least 4 times/yr; Continue annual cleanup days; Educational Information Shared by Town;	During Year 9, the Clean Lakes Committee held an annual meeting with local watershed associations on strategies being utilized for stormwater management and in lake restoration efforts. In addition, the Town, along with the Clean Lakes Committee, made available to residents, rain barrels and low-impact drought tolerant grass seed as part of their water conservation efforts as they have in years past. In Year 9, a local boy scout used storm drain markers obtained from SuAsCo to label 400 catch basins to educate the public and prevent illegal dumping into the storm drain system.	The Clean Lakes Committee will continue to hold an annual meeting with local watershed associations on stormwater management and lake restoration efforts.
2H Revised	Involve Children's groups (such as 4H, scouts)	Water Dept	Children's groups at least once per year help distribute or display educational information		The Town will continue to seek out and utilize local youth groups to assist with stenciling of catch basins in additional areas as resources allow.

### 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 - Permit Year 10 (if applicable)
3A Revised	REQUIRED: Illicit Discharge Bylaw / Regulatory Mechanism	Water Dept / Highway  Water Dept has assumed lead role.	Develop draft bylaw; involve and educate public, municipal officials, etc.	No additional changes were made to the Town's bylaw during Year 9 with respect to illicit discharge detection and elimination. Bylaw changes made in previous permit years include: LID/BMP Stormwater Manual developed and referenced in bylaws to maximize the attenuation and infiltration of stormwater; and Board of Health Reg. on floor drains in manufacturing facilities and containment areas.	Possible additional bylaw changes to promote better stormwater management
3B Revised	REQUIRED: Storm Drain Map	Highway	Compile existing record plans and surveyed data. Find and locate drainage outfalls in the field.	No additional mapping was completed in Year 9. In past permit years, 100% of available plans have been compiled onto a town-wide drainage system map so substantially all outfalls have been identified. Approx. 50% of structures have been located by GPS.	The Town will continue to map additional outfalls in urbanized areas as needed as a result of new construction.
3C Revised	REQUIRED: Illicit Discharge Detection and Elimination Plan	Highway	Determine Priority Areas and Discuss Plan Visually Screen Outfalls During Dry Weather (at least 20% each year)	Illicit discharges are reported to the Board of Health and the Water & Highway Departments follow-up to investigate the source of these discharges. The Highway Department visually screens drainage structures, including outfalls, for illicit discharges during annual cleaning.	The Town will continue to implement their IDDE Plan, and visually inspect drainage structures for illicit discharges during routine cleaning & maintenance.
3D Revised	REQUIRED: Illicit Discharge Education for General Public & Businesses	Water Dept.	Include illicit discharge education in the community, business, and Littleton specific flyers.	In Year 9, a local boy scout used storm drain markers obtained from SuAsCo to label 400 catch basins to educate the public and prevent illegal dumping into the storm drain system. In addition, the Town revamped their household hazardous waste program. Along with 8 other communities, Littleton is now a member of the North Central Regional Solid Waste Cooperative. This facility was established through grant funding from MassDEP. The center, which is located in Devens, is open to residents and pre-qualified businesses within the nine member communities. Open the first Wednesday and the following Saturday of each month from March through December, it allows hazardous waste to be collected up to 20 times per year at one central location.	The Town will continue to stencil catch basins in additional areas as resources allow. The Town will also continue participation in the new regional Household Hazardous Waste Collection Facility located in Devens.
3E Revised	REQUIRED: Illicit Discharge Education for Municipal Employees	Water Dept.	Include illicit discharge education in training under measure 6	During previous permit years, a spill response/containment plan was developed for the LELWD and Highway employees. This plan, which the Town continued to implement during Year 9, included mapping of the storm drain system on and around highways to determine the likely path that a spill would take if it were to occur on a major highway. In Permit Year 9, spill response/incident response training of municipal employees was conducted by the Littleton Fire Dept.	The spill response/containment plan that was developed will continue to be implemented by the Town.

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 - Permit Year 10 (if applicable)
4A	REQUIRED: Construction Site Runoff Bylaw / Regulatory Mechanism	Water Dept / Planning	Initial discussions; Review current local/state regulations; Review proposed samples. Develop draft bylaw, involve and educate public etc. Implement bylaw by year 3.	At the May 5, 2007 Town Meeting, amendments to the Town's existing Zoning Bylaw were adopted. The Town incorporated by reference a Low Impact Design/Best Management Practices Manual into the bylaw. The Town continued to enforce this new section of their Zoning Bylaw that they adopted during Year 9.	The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
Revised					
4B	REQUIRED: BMP's for Construction Site Erosion, Sediment, and Waste Controls	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in bylaw. Implement bylaw by year 3.	See 4-A	See 4-A
Revised					
4C	REQUIRED: Construction Site Plan Review Procedures	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in bylaw. Implement review by year 3.	See 4-A	See 4-A
Revised					
4D	REQUIRED: construction Site Inspection and Enforcement Procedures	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in bylaw. Implement inspections by year 3.	See 4-A	See 4-A
Revised					
4E	REQUIRED: Response to Public – "Stormwater Hotline"	Water Dept	Implement "storm water hotline". Advertise and test hotline. Implement hotline by year 3.	In Year 9, stormwater management issues remained the responsibility of the Highway and Water Departments through a 24-hour per day, 7-day per week call center. Illicit discharges were also reported to the Board of Health.	The Highway & Water Department will continue to operate their 24-hour per day, 7-day per week call center. The Board of Health will also continue to receive reports of illicit discharges.
Revised					

### 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 – Permit Year 10 (if applicable)
5A Revised	REQUIRED: Post-Construction Site Runoff Bylaw / Regulatory Mechanism	Water Dept / Planning	Initial discussion; Review current local/state regulations; Review proposed samples. Develop draft bylaw, involve and educate public. Float new bylaw by year 3 for one year comment period.	<b>BMP Completed Year 5.</b> At the May 5, 2007 Town Meeting, amendments to the Town's existing Zoning Bylaw were adopted. The Town incorporated by reference a Low Impact Design/Best Management Practices Manual into the bylaw. During Year 9, the Town continued to enforce this new section of their Zoning Bylaw that they adopted.	<b>BMP Completed Year 5.</b> The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
5B Revised	REQUIRED: Choose Structural and Non-Structural BMP's	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in draft bylaw. Implement bylaw in year 3.	<b>BMP Completed Year 5.</b> The Low Impact Design/Best Management Practices Manual incorporated by reference into the Town's Zoning Bylaw focuses on BMPs that minimize water quality impacts and maintain pre-development runoff conditions. During Year 9, the Town continued to enforce this new section of their Zoning Bylaw that they adopted.	<b>BMP Completed Year 5.</b> The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
5C Revised	REQUIRED: Long-Term BMP Operation and Maintenance Procedures	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in draft bylaw. Implement bylaw in year 3.	<b>BMP Completed Year 5.</b> The Low Impact Design/Best Management Practices Manual incorporated by reference into the Town's Zoning Bylaw requires on-going operation and maintenance of BMPs. During Year 9, the Town continued to enforce this new section of their Zoning Bylaw that they adopted.	<b>BMP Completed Year 5.</b> The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
5D Revised	REQUIRED: Structural BMP Implementation Procedures	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in the draft bylaw. Implement bylaw in year 3.	<b>BMP Completed Year 5.</b> The Low Impact Design/Best Management Practices Manual incorporated by reference into the Town's Zoning Bylaw focuses on structural BMPs that minimize water quality impacts and maintain pre-development runoff conditions. During Year 9, the Town continued to enforce this new section of their Zoning Bylaw that they adopted.	<b>BMP Completed Year 5.</b> The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.



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 - Permit Year 10 (if applicable)
6A Revised	REQUIRED: Employee Training to Prevent/Reduce Stormwater Pollution	Highway / Water Dept.	Assess who, when, and what topics; Create schedule and checklist. Sample/test training.	During Permit Year 9, employee training was completed on good housekeeping practices in municipal operations as they relate to stormwater pollution prevention. During previous permit years, a spill response/containment plan was developed for the Littleton Electric Light & Water Dept. and Highway employees. This plan, which the Town continued to implement during Year 9, included mapping of the storm drain system on and around highways to determine the likely path that a spill would take if it were to occur on one of the major highways that go through Littleton. In Permit Year 9, spill response/incident response training of municipal employees was conducted by the Littleton Fire Dept.	The spill response/containment plan that was developed will continue to be implemented by the Town.
6B Revised	REQUIRED: Maintenance/Inspection of Storm Sewers and Structural/Non-Structural Controls	Highway	Develop New/Improved Schedules and Procedures.  No change to existing operational procedures warranted.	The Town continued to maintain and inspect their storm drainage system, and make repairs as needed during Year 9. Catch basins are cleaned and streets were swept on an annual basis. Debris in catch basins has been reduced due to elimination of the use of sand as part of the Town's de-icing operations. The Town continued to sweep major roadways more than once per year on an as needed basis.	The Town will continue to maintain and inspect their storm drainage system, and make repairs as needed. Catch basins will continue to be cleaned and streets will be continued to be swept on an annual basis.
6C Revised	REQUIRED: Pollutant Source Reduction/Elimination from Municipal Facilities & Activities	Highway	Fully implement proposed BMP's	<b>BMP Completed Year 1.</b> During Year 9, the Town continued to follow the SPCC Plan developed for the DPW Garage, maintain implemented BMPs and focus on reduction of pollutants generated from municipal facilities and activities.	<b>BMP Completed Year 1.</b> The Town will continue to follow the SPCC Plan developed for the DPW Garage, maintain implemented BMPs and focus on reduction of pollutants generated from municipal facilities and activities.
6D Revised	REQUIRED: Waste Disposal Procedures from Storm Sewers & Municipal Facilities/Activities	Highway	Assess existing waste disposal procedures. Develop draft procedures.	<b>BMP Completed Year 3.</b> In Year 9, the Town continued to follow their established waste disposal procedures for street sweeping and cleaning of their drainage system, which were previously evaluated and determined to be adequate.	<b>BMP Completed Year 3.</b> The Town will continue to follow their established waste disposal procedures for street sweeping and cleaning of their drainage system.
6E Revised	Reduction of Sand in De-icing Operations	Highway	Reduction/elimination of sand in de-icing operations to reduce street sweeping/catch basin waste.	In Year 9, the Town continued their use of sodium chloride with a magnesium chloride mixer for de-icing. The use of sand in de-icing is no longer in use throughout Town. This has reduced the amount of sediment found in catch basins and the amount of sediment associated with street sweeping operations.	The Town will continue to use sodium chloride with a magnesium mixer for de-icing.

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

*In Littleton, there are no approved TMDLs for water bodies that the MS4 discharges into where the pollutant is likely to be found in stormwater discharges from the MS4. There are impaired waters in Littleton that the MS4 discharges into and that require the development of a TMDL, as listed on the Final 2010 Integrated List of Waters, including Long Pond, Mill Pond, Spectacle Pond, Reedy Meadow Brook, and Beaver Brook. Once TMDLs for these waters are approved, further evaluation is required to determine whether the pollutant of concern is likely to be found in stormwater discharges from the MS4.*

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 – Permit Year 10 (if applicable)
Revised					
Revised					
Revised					
Revised					

**7a. Additions**

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**7b. WLA Assessment**

*Not applicable.*

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

*No additional information has been collected or analyzed outside of what was listed in Part III above.*