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**Municipality/Organization:** Town of Monson

**EPA NPDES Permit Number:** MA041015

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**MADEP Transmittal Number:** W-040562

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**Annual Report Number**

**& Reporting Period:** No. 9: April 2011-March 2012

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Gretchen E. Neggers

**Title:** Town Administrator

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**Telephone #:** 413-267-4100

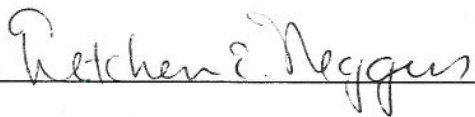
**Email:** townadmin@monson-ma.gov

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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:** Gretchen E. Neggers

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**Title:** Town Administrator

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**Date:** April 23, 2012

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## Part II. Self-Assessment

The Town of Monson has continued implementing the Measurable Goals noted in Monson's Notice of Intent for coverage under the 2003 NPDES Small MS4 General Permit. Monson is pleased to present the following summary describing Monson's success at implementing the ninth year of the Town's Comprehensive Stormwater Management Program, defined as April 2011 through March 2012.

The Town continues to monitor the websites of regulatory agencies for the issuance of the 2012 Small MS4 General Permit. When this 2012 General Permit is issued, the Town will evaluate the new requirements and identify the highest priority compliance issues. The Town intends to prepare a Notice of Intent for coverage under the 2012 General Permit.

**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)
1	Create a Stormwater Program	Department of Public Works, Planning Board, Conservation Commission, Board of Health, Board of Selectmen	Monson will present to the public at a public meeting The Town's Comprehensive Stormwater Management Program.	Monson's NPDES Phase II Stormwater Program was presented to the Town Administrator on March 8, 2007. This measurable goal has been achieved.
2	Create a Stormwater Program	Board of Selectmen Department of Public Works	Monson will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Monson's Comprehensive Stormwater Management Program, including public education and outreach.	Monson continued to identify funding opportunities to support its protection of local bodies of water; however, no funding was obtained during the permit period.  No funding assistance was received for recycling efforts in the Town during the permit year.
3	Address specific groups	Board of Selectmen Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	The Town's Source Water Protection Plan is posted on the Town's website, as are schedules for local recycling events, and a link to the EPA's non-point source pollution website. In addition, brochures providing information about recycling and identification of recyclable items and household hazardous materials are provided at various municipal offices and facilities.

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)
4	Target groups likely to impact storm water	Board of Selectmen, Department of Public Works, Board of Health	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance. Monson will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: <a href="http://www.monson-ma.gov/">http://www.monson-ma.gov/</a>	The Board of Health office has brochures available for homeowners regarding disposal of lawn clippings, managing equine waste, and other topics pertinent to storm water protection. Sample brochures were included in the Permit Year 8 report.
5	Identify alternative information sources	Board of Selectmen MIS Department	Monson will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: <a href="http://www.monson-ma.gov/">http://www.monson-ma.gov/</a>	The snow plowing policy is posted on Monson’s website to educate homeowners. A copy is attached to this report.  The Town’s trash/recycling schedule is available at Town buildings and on Monson’s website <a href="http://www.monson-ma.gov">www.monson-ma.gov</a> .  The Town of Monson has posted the following additional links on its website: the EPA non-point source pollution website; DEP’s home page; and “Bulky Day” press releases. A link to the Opacum Land Trust website is also provided.
6	Identify alternative information sources	Board of Selectmen MIS Department	Monson will also post links on its website to the Chicopee River Watershed Association @ <a href="http://www.chicopeeriver.org">www.chicopeeriver.org</a> , and the Connecticut River Watershed Council @ <a href="http://www.ctriver.org">www.ctriver.org</a> .	The Town of Monson has posted these links on its website on the Highway Department’s page.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) - Permit Year 9
7	Utilize local public access channel	Board of Selectmen	Public meeting notice and the meeting reviewing Monson's Comprehensive Stormwater Management Program will be broadcast on Monson's local access channel.	<p>(Reliance on non-municipal partners indicated, if any)</p> <p>The Board of Selectmen, in public meetings broadcast on the local cable access channel, has reviewed efforts that contribute to water resource protection including announcing hazardous waste collection days, reviewing draft Open Space Plan, authorizing funding for Monson High School Environmental Service Team, and recognizing volunteers and their efforts in protecting Monson's water resources.</p> <p>Monson's Source Water Protection Plan PowerPoint presentation has been televised on the local public access channel several times.</p> <p>At this time, the local newspapers and Town website are being used to publicize stormwater related issues.</p>
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Monson will appoint a liaison to the Connecticut River Watershed Association and the Chicopee River Watershed Council to disseminate information to the Town on programs and activities.	<p>The local Conservation Commission maintains liaisons with the two watershed associations. In addition Monson maintains links on its website to the Chicopee River Watershed Association @ <a href="http://www.chicopeeriver.org">www.chicopeeriver.org</a>, and the Connecticut River Watershed Council @ <a href="http://www.ctriver.org">www.ctriver.org</a>.</p>
9	Promote Household Waste Recycling	Department of Public Works, Board of Health	The Town of Monson will work with the Town's contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	<p>Hazardous Waste Collection Day is held every 18 months. The most recent collection was held on October 22, 2011. It was publicized in local newspapers, including the Palmer Journal and Springfield Republican, on the Town website, and a banner advertizing the event was hung across Main Street. See Attachment A.</p>

**2. Public Involvement and Participation**

<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)
10	Storm drain stenciling	Department of Public Works	Monson will work with local Scout groups to develop a stenciling program. Stenciling will target Monson's subwatersheds.	Execution of the storm drain stenciling program developed during Permit Year 7 was substantially completed during Permit Year 8. Stencils displaying the words "Dump No Waste, Drains to Stream" and a fish symbol have been applied to the majority of catch basins in the Town. Repainting of faded or damaged stencil work is planned for this upcoming summer. Additionally, all new and replacement catch basin covers are ordered with the message "Dump No Waste, Drains to Waterways" cast into the cover.
11	Community clean-ups	Department of Public Works, Monson Conservation Commission	Town of Monson will encourage local stream team cleanups with local residents and area Scout groups. The Paradise Lake, Stagecoach Lake, and Pulpit Rock Associations perform cleanups around their respective waterbodies. Town will provide solicitation of sponsors and notice of events on local access channel and website.	Local stream cleanup projects are encouraged and supported by the Town. No specific stream area cleanups were reported during the permit year. However, Townwide Cleanup days that include picking up tires and debris in local streams are typically held twice each year, one week prior to the Bulky Day collection event. The most recent Townwide cleanup was held on April 30, 2011. The Town advertised this event on the Town website.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Town of Monson provides support, including advertising and materials, to the Boy Scouts who organize the annual community cleanup. In addition any tires and other bulky items found during the Townwide cleanup efforts are accepted at the Bulky Day collections the following week.  Bulky waste collection days were sponsored by the Town on May 1, 2011 and October 1, 2011 during this reporting period. These events were advertised by the Town in local newspapers (the Palmer Journal and Springfield Republican), on the Town website, and by means of a banner hung over Main Street. See Attachment B.

### 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)
13	Inventory and mapping of storm drain system	Board of Selectmen, Department of Public Works	Monson will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Monson's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Monson was not able to secure additional funding and is therefore relying on local budgets to fund Monson's IDDE efforts.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works, Board of Assessors	Monson will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	This BMP was completed in Permit Year Five, when the plan was both developed and executed.
15	Identification/description of problem areas	Department of Public Works	Monson will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	Monson Highway Department employees continually monitor outfalls, with special attention in the spring and fall. Highway Department staff are trained to recognize potential indicators of sewage contamination, such as discoloration and odors. Any indications that sewage might be mixed with the stormwater discharge are reported to the Board of Health. All stormwater outfalls were visually checked by Highway Department Staff during the reporting period.
16	Enforcement procedures addressing illicit discharges	Planning Board, Town Council, Board of Health	Monson will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	The Stormwater Management By-law passed in 2006 prohibits discharge of sewage to the storm drains.

<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)
17	Public information program regarding hazardous wastes and dumping	Department of Public Works, Board of Health	Monson will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	The Town of Monson has brochures available at Town buildings detailing trash and recycling guidelines, as well as brochures on managing yard waste and equine land use. Sample Brochures were attached to the Permit Year 8 report.
18	Initiation of recycling programs	Department of Public Works, Board of Health	Monson will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Monson continues to seek grant funding but did not receive any in the permit period.
19	Watershed assessments and studies	Department of Public Works, Conservation Commission, Board of Health	Monson will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks can include design and installation of stormwater BMPs and public outreach including storm drain stenciling.	The Town of Monson continues to pursue appropriate funding sources but did not receive any in the permit period.
20	Watershed assessments and studies	Department of Public Works, Sewer Department, Water Department	The Town of Monson will apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II in Monson.	The Town of Monson continues to pursue appropriate funding sources but did not receive any in the permit period.



**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 9</b> (Reliance on non-municipal partners indicated, if any)
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board, Conservation Commission, Town Council, Board of Health, Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General's Office.	This BMP was completed when the Storm Water Management bylaw was adopted at the November 27, 2006 Town meeting.

**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 9</b> (Reliance on non-municipal partners indicated, if any)
22	Bylaw: Require post-construction runoff controls	Planning Board, Conservation Commission, Town Council, Board of Health, Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General's Office.	This BMP was completed when the Storm Water Management bylaw was adopted at the November 27, 2006 Town meeting.

**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)
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Monson will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	<p>Monson Highway Department employees continue to manually clean catch basins. Highway Department staff clean catch basins each summer on a rotating schedule so that all catch basins in the Town are inspected and cleaned regularly. During cleanout they note the condition of the structure and report any suspected problems for additional assessment. Highway Department staff reported cleaning 109 catch basins during this reporting period.</p> <p>Street sweeping is performed twice yearly, in the spring and fall, as well as when necessary after storm events, and debris is disposed in accordance with current guidelines. The Highway Department keeps a log of street sweeping, including dates and street names.</p> <p>The Town's Snow Plowing policy has been formalized and is posted on the Town website. Public Works employees are re-trained regularly on vehicle maintenance practices and appropriate outside storage of sand, salt, and other materials.</p>
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Monson will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	<p>The Highway Department keeps a daily log of all operations, including catch basin cleaning and maintenance. Catch basins are inspected on a rotating schedule each year. Cleaning is completed as needed during inspection events. Any structural issues are documented and appropriate maintenance is prioritized by the Town. Highway Department employees reported cleaning 109 catch basins during the reporting period.</p>

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)
25	Develop and implement training programs for municipal employees	Department of Public Works	Monson will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	In-house training sessions regarding yard maintenance and other stormwater issues were held. Training sessions target maintenance activities surrounding unloading, loading, and storage of winter salt and sand to prevent damaging runoff, proper fueling of Town vehicles, management of any accidental fuel spills, and identifying illicit discharges.
26	Review storm drainage infrastructure needs.	Department of Public Works	Monson will incorporate storm drain infrastructure review in Monson's Chapter 90 project utilizations.	Storm drainage infrastructure is repaired on an as needed basis. Monson continues to seek opportunities to make infrastructure improvements.

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)- NOT APPLICABLE**

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)
				No TMDLs in the Town of Monson

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

Not used