

Municipality/Organization: Newbury

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EPA NPDES Permit Number: MA RO 41212

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MassDEP Transmittal Number: W-040791

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Annual Report Number & Reporting Period: Year 10  
April 1, 2012 – March 31, 2013

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## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2013)

### Part I. General Information

Contact Person: Mr. Doug Packer Title: Newbury Conservation Agent

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Telephone #: 978-465-0862 x. 310 Email: dep@townofnewbury.org

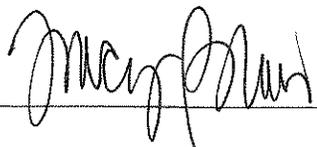
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Mailing Address: Town Hall, 25 High Road, Newbury, MA 01951

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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: 

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Printed Name: Tracy Blais

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Title: Town Administrator

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Date: 4/26/13

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Part II. Self-Assessment

The principal activities this year, besides continuation of tasks required under the 2003 permit, involved positioning ourselves to conform to the new Massachusetts North Coastal requirements for when this permit is issued.

Principal general activities include:

1. Recruitment of volunteers
2. Development of relationships with abutting towns with whom we share a watershed
3. Development of relationships with various environmental organizations, with a view toward their help with our public education
4. Pricing of test kits and reagents to assure proper budgeting

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 11
1-1 Revised	Article/brochure about stormwater to be included in the tax bill once annually	Stormwater Committee	Newletter/Brochure distributed to all households in Newbury	Stormwater bookmarks were delivered to all households with October tax-bill.	Similar mailings are planned
Revised	Continued Participation in the Greenscapes North Shore Program	Stormwater Committee	Annual Contract with	Town no longer involved with Greenscapes Program. This is replaced by distributed materials developed by the town and from other sources	Continue to distribute Greenscapes material already on hand
1-2 Revised	Educate dog owners about picking up dog waste	Stormwater Committee	Distribute fact sheet to Dog Owners	Town Clerk and Police delivered revised handout to dog license applicants.	Will continue this program
1-3 Revised	Stormwater education program for school children	Stormwater Committee	Inquire about presentation to Middle or Elementary school children	Organized "Stormwater Faire" for April 27, 2013 for elementary school children.	Will continue youth education initiatives
1-4 Revised	Maintain pet waste clean-up signs at schools, parks and beaches	DPW	Signs posted	Signage was maintained.	Will continue to maintain signage
1-5 Revised	Annual update of SWMP at a televised Selectmen's meeting	Stormwater Committee	Update Board of Selectmen on SWMP status.	Chairman of Board of Selectman was updated monthly.	Will update entire Board of Selectman at regular meeting.

**1a. Additions**


\* Joint venture with Newburyport and Rowley, an US Fish and Wildlife, Parker River Headquarters

**2. Public Involvement and Participation**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 11
2-1	Form Stormwater Advisory Committee	DPW, Con Com, Board of Health,	Form committee within 12 months of submission of NOI. Meet twice annually thereafter during permit term.	Stormwater Committee did not meet during this period due to lack of new draft permit. However, individual members have been active in various permit tasks.	Committee will be reactivated when new draft permit is issued
Revised		Planning Board			
2-2	Comply with state public notification guidelines at MGL Ch. 39 s.23B	Town Clerk	Notices posted in Town Hall, library and other locations	All relevant meetings complied with open meeting	All relevant meetings will comply with open meeting law
Revised					
2-3	Stencil catch basins with "don't dump" message	DPW	Identify and prioritize catch basins to be stenciled with "Don't Dump" message.	Catch basin stencils were still readable	Catch basin stencils will be up-graded as necessary
Revised					
2-4	Household Hazardous Waste Collection	Board of Health	Track number of brochures picked up by Town Residents	Revised handout re: Stormwater was Distributed at transfer station	Handouts will continue. Hazardous material drop-off days Are being scheduled.
Revised					
Revised					
Revised					

**2a. Additions**

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### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goals)	Progress on Goals) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 11
3-1	Conduct dry weather outfall screening	Stormwater Management	Locate outfalls within regulated area during first year of permit term. Percent of outfalls screened.	90% of outfalls have been checked for dry weather flow. None found	Balance of outfalls will be checked and upstream checks to be started for underwater outfalls
Revised		Committee			
3-2	Map stormwater outfalls	Stormwater Management Committee	Locate outfalls on a map within regulated area	Work continues on producing large scale map, including numbering system and ID of all structures.	Complete large-scale map with all structures having an ID number
Revised					
3-3	Assess need for stormwater GIS layer	-DO-	Decision on whether to go forward with a stormwater GIS within first two years of the permit.	Decision made to use paper maps	Task 3-3 is complete
Revised					
3-4	Develop and implement plan to identify and remove non-stormwater discharges	DPW	Number of illicit connections found and removed. Present to Town Meeting by end of 7 <sup>th</sup> permit year	MS4 catch basins checked during spring cleanup program	Return to fall cleanup and checking schedule
Revised					
3-5	Develop a by-law to require inspection of construction for correct connection to a municipal sewer	Building Dept	Draft by-law for properties connected to a municipal sewer system by end of first permit year.	Illicit discharge by-law passed by May 2009 town meeting	Tasks complete
Revised					

3-6 Revised	Installation of vacuum sewers on Plum Island	Board of Health	Connection of every household on Plum Island to sewer system	Hook-ups are almost complete	Continue to enforce hook-ups
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**3a. Additions**

			Obtained pricing of testing material for budgeting	Organize testing program	
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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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 11
4-1	Construction site Erosion Sediment Bylaw for construction sites greater than 1 acre in size	Planning Board	Draft by-law by end of first permit year	Stormwater rules and regulations draft revision complete	Task 4-1 complete
Revised		Conservation Commission			
4-2	Require a waste management plan at construction sites larger than one acre	Planning Board	Draft by-law by end of first permit year and present to Town Meeting in second permit year	-Do-	Task 4-2 complete
Revised					
4-3	Review site plans for stormwater impacts	Planning Board	Policies for Site Plan Review developed. Commence Site Plan Reviews by end of second permit year	Required by current and proposed Stormwater Rules & Regulations	Task 4-3 complete
Revised		Conservation Commission			
4-4	Consider public input	Planning Board Conservation Commission	Number of public hearings held	Public input sought for document revisions. Flyer on erosion control techniques being attached to building permit applications	Will hold public hearings for subdivision and stormwater rules and regulations revisions.
Revised		Planning Board		Attached to building permit applications	Continue handing out erosion control flyers
4-5	Inspect erosion and sediment controls	Building Inspector	Develop procedure by end of first permit year, including inspection checklist. Commence reviews by end of second permit year.	Stormwater bylaw in place	Task 4-5 complete

Revised		Conservation Commission			
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**4a. Additions**

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### 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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 11
5-1	Develop a draft bylaw to apply Standards 2,3,4,7, and 9 of the Massachusetts Stormwater Policy to the entire Town. Present to Town Meeting.	Planning Board	Present to Town Meeting by end of 7 <sup>th</sup> permit year.	Subdivision and Stormwater rules and regulations are in final stages of revision	Hold public hearing and adopt revised rules and regulations. Initial Task 5-1 complete
Revised					
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Planning Board	Select BMP manual by end of 6 <sup>th</sup> permit year.	Included by reference in proposed Stormwater rules and regulations	Hold public hearing and adopt revised rules & regulations
Revised					
5-3	Develop draft bylaw that ensures long-term maintenance of private structural BMPs. Present to town meeting	Planning Board	Compliance with regulations, present to Town Meeting by end of second permit year.	Stormwater bylaw passed at Town Meeting May 2009	Task 5-3 complete
Revised					
Revised					
Revised					



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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 11
6-1 Revised	Identify sensitive receptors within the Town	Conservation Commission	List of sensitive receptors developed, staff notified by the end of 1 <sup>st</sup> permit year	Measure completed	Task 6-1 complete
6-2 Revised	Street Sweeping	DPW	Percent of streets swept annually	Streets are being swept twice per year	Continue sweeping streets twice per year
6-3 Revised	Sidewalk Sweeping	DPW	Sidewalks will be swept as scheduled during permit year 9	Sidewalks are swept annually	Continue sweeping sidewalks annually
6-4 Revised	Roadway deicing	DPW	Amount of deicing compounds used	Quantity of de-icing compounds documented permit year 10	Continue documenting quantity of de-icing compounds
6-5	Minimize impacts from vehicle washing	DPW	Establish if further vehicle washing controls are needed and if so, evaluate and select the appropriate controls (i.e. containment area)	Continued use of biodegradable soaps, etc. during permit year 10	Continue use of biodegradable soaps
6-6 Revised	Minimize impacts from vehicle maintenance	DPW	Amount of hazardous materials used	Continued employee training, signage, materials, inventory, etc.	Continue employee training, signage, materials, inventory, etc

6a. Additions

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6. Pollution Prevention and Good Housekeeping in Municipal Operations (CONTINUED)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 11
6-7	Maintain the storm drain system	DPW	Number of catch basins cleaned annually	MS4 catch basins were cleaned and tracked in spring of 2013 (end of permit year)	Return to fall clean-out and tracking cycle
Revised					
6-8	Minimize pesticide and fertilizer use for parks and other landscaped areas	DPW	Training conducted; on the amount of herbicides/fertilizers used	DPW and licensed subcontractors followed green landscaping procedures	Continue to follow green landscaping procedures
Revised					
6-9	Control of illegal dumping	DPW	Number of signs posted; number of sites cleaned up	Continued monitoring and cleaning up dump sites and posting signs	Continue monitoring of clean-up operations
Revised		Police Dept			
Revised					
Revised					
Revised					

6a. Additions


7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 11
1-1	Article/brochure about stormwater to be included in the tax bill once annually	Stormwater Committee	Newspaper/Brochure distributed to all households in Newbury	Stormwater bookmarks were delivered to all households with October tax bill	Similar mailings are planned
Revised					
Revised		Stormwater Committee	Distribute fact sheet to Dog Owners	Town no longer involved with the Greenscapes Program	Will continue to distribute greenscapes material already on hand
1-2	Educate dog owners about picking up dog waste	Town Clerk Police Dept	Distribute fact sheet to Dog Owners	Town clerk and police delivered revised handout to dog license applicants	Will continue this program
Revised					
1-4	Maintain pet waste clean-up signs at schools, parks and beaches	DPW	Signs posted	Organized "Stormwater Faire" for April 27, 2013 for elementary school children	Will continue youth education initiatives
Revised					
2-3	Stencil catch basins with "don't dump" message	DPW	Identify and prioritize catch basins to be stenciled with "Don't Dump" message	Catch basin stencils were still readable	Catch basin stencils will be up-graded as necessary
Revised					
3-1	Conduct dry weather outfall screening	Stormwater Committee	Locate outfalls within regulated area during first year of permit term. Percent of outfalls screened.	90% of outfalls have been checked for dry weather flow. None found	Balance of outfalls will be checked and upstream checks to be started for underwater outfalls
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) (CONTINUED)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 11
3-2 Revised	Map stormwater outfalls	Stormwater Committee	Locate outfalls on a map within regulated area	Work continues on producing large scale map, including numbering system and ID of all structures.	Complete large-scale map with all structures having an ID number
3-4 Revised	Develop and implement plan to identify and remove non-stormwater discharges	DPW	Number of illicit connections found and removed	M&E catch basins checked during spring cleanout program	Return to fall cleanout and checking schedule
3-5	Develop a by-law to require inspection of construction for correct connection to a municipal sewer	Planning Board	Present to Town Meeting by end of 7 <sup>th</sup> permit year.	Illicit discharge by-law passed by May 2009 Town Meeting	Tasks complete
3-6 Revised	Installation of vacuum sewers on Plum Island	Board of Health	Connection of every household on Plum Island to sewer system	Hook-ups are almost complete	Continue to enforce hook-tips
6-2 Revised	Street sweeping	DPW	Percent of streets swept annually	Streets are being swept twice per year	Continue sweeping streets twice per year
6-3	Sidewalk sweeping	DPW	Percent of sidewalks swept annually	Sidewalks are swept annually	Continue sweeping sidewalks annually

Revised					
6-7 Revised	Maintain the storm drain system	DPW	Number of catch basins cleaned annually	MS4 catch basins were cleaned and tracked in spring of 2013 (end of permit year)	Return to fall clean-out and tracking cycle

**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, 2012 through March 31, 2013)

**Programmatic**

	(Preferred Units)	Response
Stormwater management position created/staffed (volunteer)	(y/n)	Y
Annual program budget/expenditures **	(\$)	\$6900
Total program expenditures since beginning of permit coverage	(\$)	\$8300
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		GEN. FUND

**Education, Involvement, and Training**

Estimated number of property owners reached by education program(s)	(# or %)	100%
Stormwater management committee established	(y/n)	Y
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)	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					
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	(%)	100
Estimated or actual number of outfalls	(#)	80
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100
Mapping method(s)		
▪ Paper/Mylar	(%)	100
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	20%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	90%
Illicit discharges identified **	(#)	-0-
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	(%)	23
% of population on septic systems	(%)	77

**Construction**

	(Preferred Units)		Response
Number of construction starts (>1-acre) **	(#)		-0-
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)		N/A
Site inspections completed **	(# or %)		N/A
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	(%)		-0-
Site inspections (for proper BMP installation & operation) completed **	(# or %)		-0-
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)		N
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)		At least once
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)		At least once
Qty of structures cleaned **	(#)		215
Qty. of storm drain cleaned **	(%, LF or mi.)		
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)		39 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)		landfill/compost

Basin Cleaning Costs			
• Annual budget/expenditure (labor & equipment)**	(\$)		
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)		\$13/basin
• Disposal cost**	(\$)		included
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 vacator **	(%)		-0-

		(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/YR)		2
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/YR)		2
Qty. of sand/debris collected by sweeping **	(lbs. or tons)		
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)		fill
Annual Sweeping Costs			
• Annual budget/expenditure (labor & equipment)**	(\$)		
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)		
• Disposal cost**	(\$)		
Sweeping Equipment			
• Rotary brush street sweepers owned/leased	(#)		1
• 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 %)	NA
■ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	N

Average Ratio of Anti-/De-Icing products used \*\*

(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)

(Preferred Units)	Response
% NaCl	100
% CaCl <sub>2</sub>	0
% MgCl <sub>2</sub>	0
% CMA	0
% Kac	0
% KCl	0
% Sand	0

Pre-wetting techniques utilized \*\*

Manual control spreaders used \*\*

Zero-velocity spreaders used \*\*

Estimated net reduction or increase in typical year salt/chemical application rate

Estimated net reduction or increase in typical year sand application rate \*\*

% of salt/chemical pile(s) covered in storage shed(s)

Storage shed(s) in design or under construction

100% of salt/chemical pile(s) covered in storage shed(s) by May 2008

	(y/n or %)	
	(y/n or %)	
	(y/n or %)	
	(±lbs/ln mi. or %)	
	(±lbs/ln mi. or %)	
	(%)	100
	(y/n or #)	-
	(y/n)	Y

**Water Supply Protection**

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	NA
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	NA
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	NA