

Municipality/Organization: Town of Oxford

EPA NPDES Permit Number: MAR041147

MaDEP Transmittal Number: W-041061

**Annual Report Number
& Reporting Period:** No. 10: March 12-March 13

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Sean M. Divoll, P.E. **Title:** Director of Public Works

Telephone #: 508-987-6006 **Email:** sdivoll@town.oxford.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:  _____

Printed Name: Joseph M. Zeneski _____

Title: Town Manager _____

Date: 29 April 2013 _____

Part II. Self-Assessment

The Town of Oxford has completed the required self assessment and has determined that our municipality is substantially in compliance with all permit conditions except for the following:

The Town of Oxford is working toward full compliance with all BMP's listed.

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 – Next Permit Period
1A Revised	Develop Stormwater Section of Town Website	Highway Department and Town Website Manager (s)	Measure number of hits annually.	A Stormwater Website has been developed and is linked to the Town Website.	Continue to update the website as-needed.
1B Revised	Develop and Broadcast Stormwater Presentation on Local Cable Network	Highway Department and Conservation Commission	Cable TV tapes of shows.	No progress.	We do not have the equipment or personnel to complete this BMP.
1C Revised	Distribute Brochures and Fact Sheets to Businesses and Residents	Highway Department and Conservation Commission	Number of articles and copies of materials.	Fact sheets and brochures were handed out at the Land Management Office window at Town Hall.	Continue to hand out fact sheets and brochures.
1D Revised	Develop Stormwater Management Video Obtain a Stormwater Management Educational Video rather than create our own	Highway Department and Conservation Commission	Number of rentals.	Two documentary videos have been obtained: 1.) “Liquid Assets” developed by the Pennsylvania State University 2.) “Reining in the Storm”, Massachusetts Edition, developed by the Northern Virginia Regional Commission.	Periodically broadcast the documentaries on the Oxford Cable Access channel.
1E Revised	Develop a Poster Display Regarding Stormwater Issues	Highway Department and Conservation Commission	List of display locations.	Oxford Public Schools displayed posters at Earth Day celebrations.	Oxford Public Schools plan to continue displaying posters for Earth Day celebrations.

1a. Additions

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 – Next Permit Period
2A Revised	Mark Storm Drains with Buttons or Stencils	Highway Department, Conservation Commission, and Volunteers	50% of the storm drains marked by year 5 with door hangers placed in associated neighborhoods.	100% of catch basins were stenciled	Oxford DPW plans to continue with the stenciling program in the next Permit Period
2B Revised	Establish a Storm Water Telephone Hotline	Highway Department and Town Website Manager (s)	Record number of phone calls to hotline, copies of articles.	Oxford DPW fielded six calls.	Oxford DPW takes all stormwater calls on the main DPW phone number. Oxford DPW plans to continue taking stormwater calls on the main DPW phone number.
2C Revised	Conduct River, Stream, and Pond Cleanups	Highway Department, Conservation Commission, and Volunteers	Cleaner streams as documented by before and after photographs.	Several cleanup activities were conducted by volunteers on the French River and along Barbers Hollow Brook.	Continue to coordinate/encourage volunteer cleanup projects.
2D Revised	Establish a Native Tree and Shrub Planting Program	Highway Department, Conservation Commission, and Volunteers	Record the number, location and kind of tree or shrub planted.	Oxford DPW continues to annually maintain the trees.	Oxford DPW will continue to work with local organizations to identify opportunities to continue planting native trees and shrubs in town.
2E Revised	Establish a Classroom Education Program	Conservation Commission	Classroom education program implemented by year 5.	An Educational Website has been developed and includes a Classroom Educational Program addressing stormwater management, water quality issues and monitoring activities.	Work with the School Department to incorporate the Educational Program into the school's curriculum.

2F	Prepare Press Releases	Highway Department and Conservation Commission	Copies of press articles.	No press releases were issued.	Press releases will be issued on an as-needed basis.
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Period
3A Revised	Develop Town Storm Drain Outfall Map	Highway Department, Planner/Engineer, Outside Resources (possibly Worcester Polytech)	All outfalls mapped by year 5.	The DPW has completed mapping the entire storm drain system. The inventory has been incorporated into an integrated stormwater mapping and inspection system.	Continue fine-tuning the GIS mapping system
3B Revised	Develop Illicit Discharge Prohibition Ordinance	Planning Board and Board of Health	Obtain authorization to control inputs to the municipal drainage system. Bylaw at Town meeting by end of year 2.	By-law already in place.	Continue enforcement of by-law.
3C Revised	Develop Illicit Discharge Detection and Elimination Plan and Implement Activities	Highway Department, Planning Board, and Board of Health	All outfalls examined by year 4. Sources traced and conclusion documented within one year of discovery.	Illicit discharges have been noted. An Illicit Discharge Standard Operating Procedure has been developed to aid in detection and elimination.	Oxford DPW plans to follow up on all illicit connections in the following permit period
3D Revised	Incorporate Information on Illicit Discharges into Public Education and Outreach Topics	DPW	Over 200 handouts entitled “Homeowner Tips for Cleaner Stormwater” were handed out	An Educational Website has been developed that addresses illicit discharge and includes a Resource Toolbox for homeowners. Illicit Discharge hand-outs have been made available at the Town Hall for the public and were handed out at Bulk Item Drop Off Days.	Oxford DPW plans to continue to update the website with additional information and resources. New informational brochures will be created and distributed.

3E	Identify Department to Take Stormwater Calls	Highway Department and Board of Health	Log of complaints and actions taken.	Calls have been taken by each department. Coordination is working well.	Continue coordination effort among Oxford DPW and BOH.
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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Period
4A Revised	Develop Erosion Control Regulation	Planning Board, Board of Health, and Conservation Commission	Bylaw at Town meeting by end of year 3.	By-law already in place.	Continue enforcement of by-law.
4B Revised	Conduct Inspections for Erosion Controls	Planning Board, Highway Department, and Consultant	Inspection checklist and documented inspections.	Inspections have been completed.	Continue inspections.
4C Revised	Identify Department of Take Stormwater Calls	Planning Board and Highway Department	Record number of phone calls to hotline, copies of advertisements.	Calls have been taken by each department. Coordination is working well.	Continue coordination effort among Oxford DPW and BOH.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Period
5A Revised	Develop BMP Regulation	Planning Board and Selectmen	Bylaw at Town meeting by end of year 2.	By-law already in place.	Continue enforcement of by-law.
5B Revised	Develop and Implement Inspection Program	Planning Board, Highway Department, and Consultant	Retain copies of maintenance reports received annually, plus records of inspections completed and results.	Inspection program on-going.	Continue inspection program.

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Period
6A Revised	Clean Catch Basins	Highway Department	Clean all catch basins.	100% of all catch basins were cleaned	Continue to clean 100% of all catch basins.
6B Revised	Sweep Streets in Town	Highway Department	Priority plan of sweeping based on water quality impact. Volume of sweepings collected.	100% of streets swept	Continue to sweep 100% of all streets.
6C Revised	Develop an Inspection and Maintenance Plan	Highway Department	Written schedule and records of inspections and maintenance.	Inspections and repair are noted in a log by the Operations Manager. An electronic inspection system has been developed using mobile devices.	Oxford DPW will continue with its inspection and maintenance plan in the next permit period.
6D Revised	Continue Existing Pollution Prevention and Good Housekeeping Practices at the Highway Garage	Highway Department	Ensure existing practices are continued.	Good Housekeeping on-going.	Continue on-going good housekeeping.
6E Revised	Evaluate Alternative Vehicle Washing Options at the Highway Garage	Highway Department and Consultant	New method for handling vehicle wash water at the site by the end of year 2.	Request for a new DPW building feasibility study has been submitted to the Finance Committee for review. Funding remains a challenge.	Meet with Finance Committee for recommendation for funding at a future Town Meeting.
6F Revised	Evaluate Pollution Prevention BMPs for the Fueling Station at the Highway Garage	Highway Department and Consultant	As-built sketches or plans and photos.	A Fuel and Oil Handling Standard Operation Procedure has been developed.	Continue evaluation process.

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 – Next Permit Period
6G Revised	Evaluate Municipal Facilities Throughout Town for Potential Stormwater Impacts	Highway Department and Consultant	As-built sketches or plans and photos.	Complete.	Re-evaluate on an as-needed basis.
6H Revised	Ensure Proper Waste Disposal in Town for Hazardous and Special Wastes	Highway Department and Board of Health	Document quantity of wastes collected annually.	On-going	Continue hazardous and special waste disposal vigilance.
6I Revised	Ensure Water Quality Improvements are Considered for Flood Projects	Highway Department	Records of Flood Control Projects	N/A.	N/A.
6J Revised	Conduct Town Employee Stormwater Training	Town Administrator, Highway Department, Police and Fire Departments, and Consultant	Attendance sheet and copy of program.	A Stormwater Management education presentation for Town employees has been developed.	Conduct training program.

6a. Additions

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 10 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Period
7A Revised	Develop a Water Quality Strategy for 303d Waters	Town Engineer & Consultant	Summary of existing pollution prevention efforts, future needs, and responsible parties. Copy of surface water quality strategic plan.	All roadways scheduled for reconstruction are now constructed with deep sump catch basins and cleanable outfalls.	Continue drainage improvements.
7B Revised	Implement BMPs from Water Quality Strategy	Town Engineer, Consultant, & Town Departments (to be determined)	Photographs, logs, and BMP descriptions for completed efforts and water quality improvements.	No progress.	See BMP 7A

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

None.

Part V. Program Outputs & Accomplishments (OPTIONAL)

The Town has brought renewed effort to bring Oxford fully into compliance with the NPDES minimum control measures. Programmatic

Stormwater management position created/staffed	(y/n)	yes
Annual program budget/expenditures	(\$)	\$15,000

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	30%
Stormwater management committee established	(y/n)	no
Stream teams established or supported	(# or y/n)	no
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Appr. 3 miles
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	0
▪ community participation	(%)	0
▪ material collected	(tons or gal)	0
School curricula implemented	(y/n)	no

Legal/Regulatory

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

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	289
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	0%
▪ CADD	(%)	0%
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	20 inspected
Illicit discharges identified	(#)	0
Illicit connections removed	(#)	0
	(est. gpd)	
% of population on sewer	(%)	13%
% of population on septic systems	(%)	87%

Construction

Number of construction starts (>1-acre)	(#)	5
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	3

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	95%
Site inspections completed	(# or %)	100%
Estimated volume of stormwater recharged	(gpy)	?

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	2-times
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	2-times
Total number of structures cleaned	(#)	1,882
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	900-tons
Disposal or use of screenings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		landfill
Cost of screenings disposal	(\$)	0
Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2-times

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	4-times
Qty. of sand/debris collected by sweeping	(lbs. or tons)	1,500-tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	landfill
Cost of sweepings disposal	(\$)	0
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	no

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	20%
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	20%

Anti-/De-Icing products and ratios	% NaCl	95%
	% CaCl ₂	
	% MgCl ₂	5%
	% CMA	
	% K _{ac}	
	% KCl	
	% Sand	
Pre-wetting techniques utilized	(y/n)	yes
Manual control spreaders used	(y/n)	yes
Automatic or Zero-velocity spreaders used	(y/n)	no
Estimated net reduction in typical year salt application	(lbs. or %)	25%
Salt pile(s) covered in storage shed(s)	(y/n)	yes
Storage shed(s) in design or under construction	(y/n)	N/A