

4/18/13
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Municipality/Organization: _____

EPA NPDES Permit Number: MAR 041157 _____

MassDEP Transmittal Number: W- 036140 _____

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

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

Part I. General Information

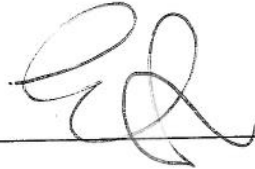
Contact Person: Edward Wagner _____ **Title:** Director, CM&D _____

Telephone #: 508-651-7878 _____ **Email:** Ed.Wagner@sherbornma.org _____

Mailing Address: 7 Butler Street, Sherborn MA 01770 _____

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: Edward Wagner _____

Title: Director CM&D _____

Date: 04/16/13 _____

Part II. Self-Assessment

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 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|----------------|---------------------------------------|-------------------------------------|---------------------------|---|---|
| 1.1 Revised | Advertise availability Of information | Cable TV Advisory Committee Con-Com | Increase public awareness | Town involved in final interviews with GIS providers. The Town will choose a GIS providers by end of fiscal year to develop mapping system. | Advertise and provide outreach through newspaper articles |
| 1.2 Revised | Post SWMP on Town Website | CM&D Conservation | Public outreach | Posted updates on the new draft MS4 permit on website. All EPA Stormwater Program and Non-Point Pollution information is posted on Town website | Update on a rolling basis |
| 1.3 Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |

1a. Additions

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| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|----------------|---|--------------------------------|------------------------------------|--|--|
| 2.1 Revised | Participate in the development of public programs | All Town boards and committees | Increase public involvement | Town involved in final interviews with GIS providers CM&D, Planning Board and Conservation working to review upcoming new stormwater regulations Posted stormwater information on web site. | Purchase of GIS programs to run mapping system needed to house data for upcoming stormwater requirements. Some portions of data will be available to the public. . Update Permitting Procedures Manual to add information about stormwater management permits. |
| 2.2 Revised | Introduce SWMP at Town meetings | All town boards and committees | Increase public involvement | Discussed Stormwater Permitting requirements at 2012 Town Meeting when Town appropriated funding for implementation of MS4 Permitting requirements annually under current and proposed new permitting. | Continue providing updates and presenting information at town meetings |
| 2.3 Revised | HHW Collection | Recycling committee | Prevent pollutant discharge to MS4 | Distributed HHW lists | Continue annual collection day |

2a. Additions

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3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|----------------|---|----------------------------------|-------------------------------------|---|---|
| 3.1 Revised | Develop system map | CM&D | Prevent pollutant discharges to MS4 | Identified outfalls, catch basins, drainage swales, and manholes | Work with Con-com and Planning department to continue mapping and updates to existing catch basins, drainage swales, manholes, and outfalls |
| 3.2 Revised | Procure GPS system | CM&D Con-com | Purchase system to enable mapping | Procured funding to purchase GPS system for mapping of stormwater system in urbanized areas | Update mapping system with new GPS points taken in the field of outfalls, catch basins, drainage swales, and manholes |
| 3.3 Revised | Identify and eliminate illicit connections and discharges | CM&D Con-com | Prevent pollutant discharges to MS4 | Working on Draft for new illicit discharge policy. | Locate all outfalls and identify and illicit discharges Continue to indentify issues and enforce regulations |
| 3.4 Revised | Review existing wetlands by-law | Con-com | Continue to review and update | Amend as necessary | Enforce regulations |
| 3.5 Revised | Review existing ground water by-law | Groundwater Protection committee | Continue to review and update | Enforced regulations | Continue to enforce and act on cases |
| Revised | | | | | |

3a. Additions

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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 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|----------------|---|-------------------------------|--|--|---|
| 4.2 Revised | Review existing policies and procedures | Planning board | Adopt updated regulations for site plan and subdivision review | Adopted revised rules and regulations pertaining to site plan and subdivision approval with updated stormwater management requirements | Review regulations for post-development impacts and update as needed. |
| 4.3 Revised | Construction site inspection | Building inspector | Continue to review policy and inspections | Continued inspections and addressing complaints | Enforcing policy and procedures |
| 4.4 Revised | Review existing rules and regulations | Planning board | Amend regulations as necessary | Continued review of projects falling under the Stormwater Bylaw | Approve and enforce as necessary. Add information about stormwater management permits to Permitting Procedures Manual. Draft Stormwater Bylaw Regulations |
| Revised | | | | | |

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 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|----------------|------------------------------------|---|--|---|--|
| 5.1 Revised | Policy of post construction runoff | Building inspector | Develop policy for post construction runoff control | Policy has been passed and is being implemented. | mandate and enforce |
| 5.2 Revised | Review existing regulations | Board of health Planning Board | Amend to enforce regulations Ensure post-construction policy is in place. | Amending regulations for BOS approval | Continue site inspections and enforce approved regulations Also, review Planning Board regulations with respect to post-construction impacts and update as necessary. |
| 5.3 Revised | Review site plan applications | Planning board, CM&D, Con-com, Board of health | Permit compliance | Boards, Committees and Commission review site plans to determine if the project is exempt from the Stormwater Bylaw or must file a permit and create a SWMP | Continue review by boards, committees, and commissions |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |

5a. Additions

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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 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|----------------|--|---|--|--|--|
| 6.1 Revised | Develop and implement catch basin cleaning program | CM&D | Reduce/prevent pollutant runoff for municipal operations | All identified structures have been cleaned. | Continue to clean, monitor and repair as necessary. |
| 6.2 Revised | Annually evaluate SWMP | All boards and committees and departments | Evaluation of BPM impact, appropriateness and compliance | Planning Board, Conservation, CM&D have met to discuss the new MS4 requirements. Approved scope of work and hired AE Com for draft of new MS4 permitting when finalized. | Ongoing |
| 6.3 Revised | Implement BMP training program | All boards, committees and departments | Evaluation of BPM impact, appropriateness and compliance | . Setting up CM&D staff training for review of BMP's. | ongoing |
| 6.4 Revised | Development of blanket order of conditions | CM&D, Com | Develop and submit order of conditions | CM&D and Conservation issued Blanket Order of Conditions in 2011 for CM&D General Routine Maintenance activities throughout town. DEP is amending regulations (310 CMR 10.00) on CM&D maintenance within Buffer Zones of Wetland Resources as minor exempt activity. | Continue to work under permit with reports sent to the Commission on an annual basis |
| Revised | | | | | |
| Revised | | | | | |

6a. Additions

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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 4 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 5 |
|----------|-----------------|-------------------------------|--------------------|--|------------------------------------|
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |

7a. Additions

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7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

All departments have been notified and are reviewing information. Meetings have been scheduled and all information will be formatted to meet the criteria of the Town of Sherborn.

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, 2006 through March 31, 2007)

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 %) | 20% |
| Stormwater management committee established | (y/n) | N |
| Stream teams established or supported | (# or y/n) | N |
| Shoreline clean-up participation or quantity of shoreline miles cleaned ** | (y/n or mi.) | N/A |
| Shoreline cleaned since beginning of permit coverage | (mi.) | N/A |
| Household Hazardous Waste Collection Days | | |
| <ul style="list-style-type: none"> ▪ days sponsored ** ▪ community participation ** ▪ material collected ** | (# or %) | 1 25% |
| School curricula implemented | (y/n) | Y |

Legal/Regulatory

| Regulatory Mechanism Status (indicate with "X") | In Place Prior to Phase II | Reviewing Existing Authorities | Drafted | Draft in Review | Adopted |
|--|----------------------------|--------------------------------|---------|-----------------|---------|
| ▪ 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

| | (Preferred Units) | Response |
|--|---------------------|----------|
| Outfall mapping complete | (%) | 65% |
| Estimated or actual number of outfalls | (#) | 120 |
| System-Wide mapping complete (complete storm sewer infrastructure) | | |
| Mapping method(s) | | |
| ▪ Paper/Mylar | (%) | |
| ▪ CADD | (%) | |
| ▪ GIS | (%) | X |
| Outfalls inspected/screened ** | (# or %) | 35% |
| Outfalls inspected/screened (Since beginning of permit coverage) | (# or %) | 45% |
| 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 | (%) | 0% |

| | | |
|-----------------------------------|-----|------|
| % of population on septic systems | (%) | 100% |
|-----------------------------------|-----|------|

Construction

| | (Preferred Units) | Response |
|--|-------------------|----------|
| Number of construction starts (>1-acre) ** | (#) | 0 |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control ** | (%) | 0 |
| Site inspections completed ** | (# or %) | 0 |
| 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) | y |
| 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) | 1 |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets) ** | (times/yr) | 1 |
| Qty of structures cleaned ** | (#) | 800 |
| Qty. of storm drain cleaned ** | (%, LF or mi.) | 500ft |
| Qty. of screenings/debris removed from storm sewer infrastructure ** | (lbs. or tons) | 35 ton |
| Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) ** | (location) | Dispose |

| Basin Cleaning Costs | | | |
|---|-------------------------|--|----------|
| • Annual budget/expenditure (labor & equipment)** | (\$) | | \$15,000 |
| • Hourly or per basin contract rate ** | (\$/hr or \$ per basin) | | N/A |
| • Disposal cost** | (\$) | | \$15,000 |
| Cleaning Equipment | | | |
| • Clam shell truck(s) owned/leased | (#) | | 1 |
| • Vacuum truck(s) owned/leased | (#) | | 0 |
| • Vacuum trucks specified in contracts | (y/n) | | 0 |
| • % Structures cleaned with clam shells ** | (%) | | 90% |
| • % Structures cleaned with vacor ** | (%) | | 10% |

| | (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) | 100 ton |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) ** | (location) | Recycle |
| Annual Sweeping Costs | | |
| • Annual budget/expenditure (labor & equipment)** | (\$) | \$15,000 |
| • Hourly or lane mile contract rate ** | (\$/hr. or ln mi.) | N/A |
| • Disposal cost** | (\$) | \$15,000 |
| Sweeping Equipment | | |
| • Rotary brush street sweepers owned/leased | (#) | 1 |
| • Vacuum street sweepers owned/leased | (#) | 0 |
| • Vacuum street sweepers specified in contracts | (y/n) | 0 |
| • % Roads swept with rotary brush sweepers ** | % | 100% |
| • % Roads swept with vacuum sweepers ** | % | 0% |

Reduction (since beginning of permit coverage) in application on public land of:
 (“N/A” = never used; “100%” = elimination)

| | | |
|--|-------------|---|
| ▪ Fertilizers | (lbs. or %) | 0 |
| ▪ Herbicides | (lbs. or %) | 0 |
| ▪ Pesticides | (lbs. or %) | 0 |
| Integrated Pest Management (IPM) Practices Implemented | (y/n) | N |

| | (Preferred Units) | Response |
|--|---------------------|----------|
| Average Ratio of Anti-/De-Icing products used ** | % NaCl | 20% NaCl |
| (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas) | % CaCl ₂ | 80% sand |
| | % MgCl ₂ | |
| | % CMA | |
| | % Kac | |
| | % KCl | |
| | % Sand | |
| Pre-wetting techniques utilized ** | (y/n or %) | n |
| Manual control spreaders used ** | (y/n or %) | y |
| Zero-velocity spreaders used ** | (y/n or %) | n |
| 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) | (%) | 100% |
| Storage shed(s) in design or under construction | (y/n or #) | n |
| 100% of salt/chemical pile(s) covered in storage shed(s) by May 2008 | (y/n) | y |

Water Supply Protection

| | | |
|---|----------|-----|
| Storm water outfalls to public water supplies eliminated or relocated | # or y/n | N/A |
| Installed or planned treatment BMPs for public drinking water supplies and their protection areas | # or y/n | N/A |

| | # or y/n | N/A |
|---|----------|-----|
| <ul style="list-style-type: none"> • Treatment units induce infiltration within 500-feet of a wellhead protection area | | |