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Municipality/Organization: Town of Holbrook, MA

EPA NPDES Permit Number: MA041039

MaDEP Transmittal Number: W040236

Annual Report Number  
& Reporting Period: No. 11: April 1, 2013 -March 31, 2014

## NPDES PII Small MS4 General Permit Annual Report


### Part I. General Information

Contact Person: Benjamin Ecord Title: Superintendent of Public Works

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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: Benjamin Ecord

Title: Superintendent of Public Works

Date: \_\_\_\_\_

## **Part II. Self-Assessment**

Except where noted herein, the Town of Holbrook's stormwater management activities for the eleventh year of the General Permit (April 1, 2013 through March 31, 2014) were in conformance with the Notice of Intent and schedule submitted in July 2003. The Town developed a Stormwater Management Plan with program priorities for 2003-2008 including:

1. Achieving regulatory compliance, particularly EPA and DEP Phase II NPDES permit requirements;
2. Incorporating storm water protection measures into municipal activities;
3. Focusing activities on target pollution reduction (e.g. Section 303.d. waters and protecting the Town's water supply);
4. Ensuring that the Program is current and innovative; and
5. Providing Program administration.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<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 11</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 12</b> (if applicable)
1-1	Include an article/flyer about stormwater with the annual consumer Confidence Report.	Public Works Department	Article/flyer distributed annually to all residents.	Due to DPW leadership transition this past year, this BMP was not completed during this permit year.	Include information with the 2014 CCR, update language on Town's website.
1-2	Educate Town residents about picking up dog waste.	Public Works Department and Town Clerk	Pet waste fact sheets mailed to all Holbrook residents with the annual census form.	Posted additional signage on Town properties (Summer Park)	Continue to post signs on Town property.
1-3	Stormwater education program for school children.	Public Works Department and Conservation Commission	Middle school principal contacted; presentation given.	Due to DPW leadership transition this past year, this BMP was not completed during this permit year.	Give presentation during Student Government Day, Spring 2014, and new group being formed.
1-4	Install and maintain signs for pet waste clean up at schools and parks.	Public Works Department	Number of signs installed, number of signs inspected.	Inspected and maintained all current signs.	Inspect all signs and repair as necessary during the spring and fall. 9 signs.
1-5	Annual update of the Stormwater Management Plan at a televised Selectmen's meeting.	Stormwater Advisory Committee	Annual update of the SWMP at a televised Selectmen's meeting.	Stormwater Advisory Committee did not meet this permit year	Give an update of the SWMP at a spring televised Selectmen's meeting.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12 (if applicable)
2-1	Form Stormwater Advisory Committee (SWAC)	Board of Selectmen	Form committee within six months of submission of Notice of Intent. Meet once during first year of permit, and twice annually thereafter.	Due to DPW leadership transition, the Committee, which had been formed, did not meet this permit year.	Re-form the committee and hold a meeting this upcoming permit year to discuss new EPA General Permit mandates.
2-2	Comply with state public notification guidelines at MGL Chapter 39 Section 23B.	Stormwater Advisory Committee and Town Clerk	Notices posted in library and current locations	See 2-1.	Continue to post notices prior to SWAC meetings.
2-3	Stencil catch basins with “don’t dump” message.	Public Works Department and Conservation Commission	Number of catch basins stenciled.	No Stenciling was done in Permit year 2013-2014.	Identify group to re-commence stenciling efforts.

## 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12 (if applicable)
3-1	Conduct dry-weather outfall screening.	Public Works Department	Percent of outfalls screened once during permit term.	None, screening at over 100 outfalls was completed in Year 1.	Additional sampling upon report of illicit discharge. Await new EPA General Permit sampling parameters prior to additional proactive sampling.
3-2	Map stormwater outfalls and receiving waters.	Public Works Department	Map created.	None, BMP complete.	None, BMP complete.

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3-3	Investigate the need for mapping the entire stormwater collection system in a GIS.	Stormwater Advisory Committee	Decision on whether to go forward with a stormwater GIS.	Due to leadership transition, the Committee, which had been formed, did not meet this permit year	Commence work on MS4 connectivity.
3-4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4.	Public Works Department	Number of illicit connections found and removed.	No new illicit connections found.	Continue to conduct field investigations to locate and remove reported illicit connections.
3-5	Continue enforcement of the bylaw that requires inspection of new construction for correct connection to the sanitary sewer.	Plumbing Inspector	Number of inspections conducted.	Inspected sewer connection in newly constructed homes during permit year (including existing homes that were connected following a new sewer installation project).	Continue to enforce bylaw by conducting inspections at new construction sites.

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12 (if applicable)
4-1	Develop a Construction Site Erosion and Sediment Control bylaw for construction sites greater than 1 acre in area.	Stormwater Advisory Committee, Building Inspector, Soil Removal Inspector	Draft bylaw developed and presented to Town Meeting.	None, Bylaw previously presented and accepted by Town Meeting	None, BMP complete.
4-2	Require a waste management plan at construction sites larger than one acre.	Building Inspector, Planning Board and Conservation Commission.	Waste management plan for each construction site larger than one acre.	Building Inspector reviewed all construction sites and required dumpsters for waste control. Board of Health required portable sanitation services.	Continue requiring dumpsters and portable sanitation services for building permit.

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4-3	Review site plans for stormwater impacts.	Planning Board and Conservation Commission	Number of site plans reviewed for erosion and sediment control.	Planning Board and Conservation Commission reviewed all site plans associated with issuance of building permits.	Continue site plan reviews.
4-4	Consideration of public input.	Planning Board (for subdivisions) and Public Works Department (for Town water and sewer projects)	Plan for accepting public comment developed; signs posted at each construction site.	Site plan reviews are completed by the planning board and additional review by the conservation commission if applicable. Abutters are notified of upcoming projects and notices are posted in both the local newspaper and public meeting places (including contact phone numbers).	Continue reviews, notifying abutters and posting notices.
4-5	Inspection of erosion and sediment controls.	Planning Board and Conservation Commission	Number of inspections conducted.	Conservation Commission staff member and Public Works inspect all sites for proper erosion control. As necessary, the building Department may also inspect projects.	Continue to perform inspections.

### 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 11</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 12</b> (if applicable)
5-1	Develop a draft bylaw to apply Standards 2, 3, 4, 7 and 9 of the Massachusetts Stormwater policy (MSP) to entire Town. Present the bylaw to Town.	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	None. Bylaw adopted at Town Meeting.	None, BMP complete.

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5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards.	Stormwater Advisory Committee	BMP manual selected.	None, BMP complete.	None, BMP complete.
5-3	Develop a draft bylaw that ensures long-term maintenance of private structural BMP's.	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	None, BMP complete.	None, BMP complete.
5-4	Enforce the Planning Board regulations that require installation of sewers in new subdivisions.	Planning Board	New construction in compliance with Planning Board sewer regulations.	Enforced regulation.	Continue to enforce regulation.
5-5	Evaluate existing structural BMP's for efficiency.	Stormwater Advisory Committee	Create BMP inventory and maintenance plan.	The Conservation Commission's Order of Conditions for construction projects includes a list of necessary practices.	Continue listing necessary BMP's.

## 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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12 (if applicable)
6-1	Identify sensitive receptors (such as wetlands, beaches, etc.) within the Town. Sweep all streets each spring.	Public Works Department	List of sensitive receptors developed, staff notified.	None, BMP complete.	None, BMP complete.
6-2	Sweep all streets each spring.	Public Works Department	Percent of streets swept annually.	Swept all 55 miles of streets, maintained records of schedule and have daily estimates of volume of collected residuals held by Public Works Department. Town purchased new street sweeper	Continue to sweep all streets in the spring, maintain records of schedule and daily volume of collected residuals.
6-3	Sweep all sidewalks each spring.	Public Works Department	Percent of sidewalks swept annually.	Swept all sidewalks, maintained records of schedule. Residuals are moved to the street gutter for later collection by street sweeper therefore there are no records of daily volume of collected residuals.	Continue to sweep all sidewalks in the spring, maintain records of schedule.
6-4	Continue existing road salting procedures.	Public Works Department	Amount of deicing compounds used.	Continued existing roadway deicing procedures: <ul style="list-style-type: none"> <li>• Use 10:1 sand/salt mixture</li> <li>• Maintain deicer volume records</li> <li>• Monitor industry standards and practices for cost effective ways to minimize deicer usage, and modify practices as appropriate</li> <li>• Restrict deicing on industrial and commercial properties that are near sensitive receptors.</li> </ul>	Continue existing roadway deicing procedures.



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6-5	Minimize impacts from vehicle washing.	Stormwater Advisory Committee	Establish if further vehicle washing controls are needed, and if so, evaluate and select the appropriate controls.	Town used commercial car washes and Fire Department vehicle washing facility to the maximum extent practicable.	Continue using commercial car wash for small vehicles and continue to use the Fire Department to the maximum extent practicable.
6-6	Minimize impacts from vehicle maintenance.	Public Works Department	Employee training conducted, inventory taken.	Developed list of potential training for next permit year.	Continue training and tracking.
6-7	Maintain the storm drain system.	Public Works Department	Number of catch basins cleaned annually.	Cleaned approximately 15% of catch basins using new Catch Basin cleaning machine purchased by the Town. Cleaned drain pipes as necessary.	Clean 25% of catch basins. Track residual volumes on a daily basis.
6-8	Minimize pesticide and fertilizer use for parks and other landscaped areas.	Public Works Department and Conservation Commission	Training conducted; amount of herbicides/fertilizers used.	No herbicide or pesticides were used. Fertilizer use was limited to parks in the immediate vicinity of Holbrook Square and Mary Wales Park.	Practice green landscaping continually.
6-9	Control illegal dumping.	Board of Health and Public Works Department	Number of signs posted; number of sites cleaned up.	Town sponsoring e-waste collection during the Spring 2014. Yard Waste Collection conducted in Spring 2014. Bulky waste collection conducted in winter 2013.	Install “No Dumping” signs in any newly identified common dumping areas. Continue 2013 collection events into 2014-2015.
6-10	Household Hazardous Waste Collection	Public Works Department		Held HHW collection in Winter 2013	Hold collection in 2014-2015.

**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.*