

Municipality/Organization: Littleton, MA

EPA NPDES Permit Number: MA041204

MaDEP Transmittal Number: W-035458

**Annual Report Number
& Reporting Period:** Year 11 April 1, 2013 – March 31, 2014

NPDES PII Small MS4 General Permit Annual Report

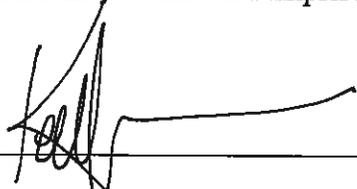
Part I. General Information

Contact Person: Keith A. Bergman **Title:** Town Administrator

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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: Keith A. Bergman _____

Title: Town Administrator _____

Date: 4/30/2014 _____

Part II. Self-Assessment

The Town of Littleton has completed the required self-assessment and has determined that our municipality is generally in compliance with the conditions of the permit. See Part III for status of BMPs.

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 12 (if applicable)
1A	Stormwater Flyer for Residents	Water Dept	Flyer distributed to a minimum of 75% of residents	BMP Completed Year 1. The Town of Littleton has been utilizing materials provided by the SuAsCo Watershed Community Council to assist in compliance with public education and outreach. In Permit Year 11, the Town received tri-fold posters and flyers that were distributed at the Littleton Public Library.	BMP Completed Year 1. The Town will continue to obtain materials from SuAsCo, including stormwater brochures for distribution to residents.
Revised					
1B	Stormwater Lesson Plan for Fifth Graders	Water Dept	Develop/distribute lesson plan for grade 5 level. Lesson plan taught in one or more classrooms.	In Year 11, the Littleton Electric Light and Water Dept. continued to sponsor a field trip to their facility for fourth graders from the Littleton school district and sixth graders from the Boxborough school district. Water conservation awareness, stormwater management and erosion control are discussed with students.	The Town will continue to hold educational workshops that focus on stormwater with local area students.
Revised					
1C	Stormwater Flyer for Community Businesses	Water Dept	Develop flyer and distribute to 50% of businesses	In Year 11, the Watts & Drops newsletter produced by the Littleton Electric Light and Water Dept. was distributed to local business owners and residents in the spring and fall. The newsletter provided information regarding water conservation, including specific irrigation tips aimed at reducing water usage. It also discussed the community notification system now in place for use in emergency situations such as hazardous waste spills, etc.	The Littleton Electric Light & Water Dept. will continue to distribute the Watts & Drops Newsletter with information on water conservation/proper hazardous materials disposal/stormwater management to local business owners.
Revised					
1D	Stormwater Media Campaign	Water Dept	Media Info Package delivered to Media	BMP Completed Year 4. In previous permit years, the Town obtained a PowerPoint and Media Toolkit from SuAsCo for media distribution. The Littleton Electric Light and Water Dept. includes LID/BMP materials in their newsletter, and along with the Clean Lakes Committee, they promote the sale of low maintenance/drought tolerant grass seed. The seed can be purchased at cost at LELWD headquarters.	BMP Completed Year 4. The Town will continue to promote and implement stormwater management/water conservation practices through the Watts & Drops newsletter, the Clean Lakes Committee and the Littleton Independent.
Revised					
1E	Stormwater Video	Water Dept	Show stormwater video at a minimum of one public meeting; Air stormwater video at least once on local cable station	In Year 11, a video provided by the AWWA discussing water conservation measures was shown to Littleton 4 th graders and Boxborough 6 th graders during their field trip to the Littleton Electric Light and Water Dept.	The Town will continue to obtain water conservation/stormwater videos that can be shown to students and aired on the local cable access channel.
Revised					

1F	Littleton-Specific Stormwater Flyers	Water Dept	Distribute Littleton-specific along with SuAsCo brochures	In Year 11, the Town, through its Clean Lakes Committee, continued to provide educational materials to watershed groups through handouts presented at meetings. The Watts & Drops newsletter produced by the Littleton Electric Light and Water Dept. was also distributed to local business owners and residents in the spring and fall. The newsletter provided information regarding water conservation, including specific irrigation tips aimed at reducing water usage.	The Clean Lakes Committee will continue to distribute information to residents on ways they can help to improve lake water quality.
Revised					
1G	Community Education: Hazardous Waste Day and Recycling advertised	Highway / Water Dept.	Continue to write At Least One Article Per Year in the Local Paper and post announcements elsewhere	Littleton has mandatory recycling. Recycling information is posted at www.littletonma.org . Recyclable materials are accepted in the bins at the local transfer station. Flyers and postcards are distributed outlining the recycling program. Along with 8 other communities, Littleton is a member of the North Central Regional Solid Waste Cooperative. This facility was established through grant funding from MassDEP. The center, which is located in Devens, is open to residents and pre-qualified businesses within the nine member communities. It is open the first Wednesday and the following Saturday of each month from March through December. It allows hazardous waste to be collected up to 20 times per year at one central location. Flyers were distributed outlining disposal fees and items that can be disposed of at the facility.	Littleton will continue with its current recycling program, and will continue participation in the new regional Household Hazardous Waste Collection Facility located in Devens.
Revised					
1H	Business Education	Water Dept	Expand Commending Businesses for Environmental Practices	In Year 11, the Watts & Drops newsletter produced by the Littleton Electric Light and Water Dept. was distributed to local business owners and residents in the spring and fall. The newsletter provided information regarding water conservation, including specific irrigation tips aimed at reducing water usage. It also discussed the community notification system now in place for use in emergency situations such as hazardous waste spills, etc.	The Littleton Electric Light & Water Dept. will continue to distribute the Watts & Drops Newsletter with information on water conservation/proper hazardous materials disposal/stormwater management to local business owners.
Revised					
1I	Stormwater Flyer for Agriculture	Water Dept	Develop flyer and distribute to agricultural land owners	BMP Completed Year 3. In previous permit years, pamphlets produced by the Clean Lakes Committee were distributed to agricultural land owners within Town and provided information on protection of water quality through stormwater management.	BMP Completed Year 3. The Littleton Electric Light & Water Dept. will continue to distribute the Watts & Drops Newsletter with stormwater information to agricultural land owners.
Revised					
1J	Newsletter/Newspaper Articles	Water Dept	Write at least one article in Watts and Drops newsletter and newspaper per year	In Year 11, the Watts & Drops newsletter produced by the Littleton Electric Light and Water Dept. was distributed to local business owners and residents in the spring and fall. The newsletter provided information regarding water conservation, including specific irrigation tips aimed at reducing water usage. It also discussed the community notification system now in place for use in emergency situations such as hazardous waste spills, etc.	The Watts & Drops newsletter will continue to contain information that focuses on water conservation/proper hazardous materials disposal/stormwater management. In addition, the Town will place stormwater-related information in the Littleton Independent as needed.
Revised					

1K	Stormwater Info on Town Website	Water Dept	Provide storm water links by year 2; provide Littleton specific information by year 4	In Year 11, copies of the Watts and Drops spring and fall newsletter were posted on the Littleton Electric Light and Water Dept. (LELWD)'s website which can be accessed through the Town's website. These newsletters provided information regarding water conservation, including specific irrigation tips aimed at reducing water usage. It also discussed the community notification system now in place for use in emergency situations such as hazardous waste spills, etc. In addition, this website contains meeting minutes for the Clean Lakes Committee.	The Town's website and the LELWD's website will continue to provide information on stormwater management, hazardous materials management and outdoor water conservation.
Revised					

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)
2A	Stormwater Traveling Display	Water Dept.	Display circulates for a min of 3 months per year; Display is posted at a min of 3 locations per year	The Town of Littleton has been utilizing kiosks with stormwater information provided by the SuAsCo Watershed Community Council to assist with public involvement. During Year 11, kiosks containing information regarding stormwater management practices were on display at the Boat Launch Area/Town Beach and the Wetland Park Area of Long Lake.	The Town will continue to have kiosks provided by SuAsCo on display for the public at selected locations throughout Town.
Revised					
2B	Poster Contest for Fifth Graders	Water Dept.	Poster contest is held and entries are received, judged and displayed	The Town did not hold a stormwater poster contest for fifth graders during Year 11, although poster contests were held in previous years with help from the SuAsCo Watershed Community Council.	With the help of SuAsCo, the Town will try to hold another poster contest with fifth grade students.
Revised					
2C	Photo Contest for High Schoolers	Water Dept.	Photo contest is held and entries are received, judged and displayed	The Town was unable to hold a stormwater photo contest with the high school students as this initiative was more difficult to implement in the high school curriculum.	The Town will continue to focus their efforts on holding stormwater poster contests with the fifth graders.
Revised					
2D	Stormwater Summit Event	Water Dept	Hold Local or multi community stormwater summit year 4	BMP Completed Year 4. During Year 11, the Clean Lakes Committee continued to hold an annual meeting with local watershed associations on strategies being utilized for stormwater management and in lake restoration efforts.	BMP Completed Year 4. The Clean Lakes Committee will continue to hold an annual meeting with local watershed associations on stormwater management and lake restoration efforts.
Revised					
2E	Stormwater Super Summit Event	Water Dept.	Municipal participation in the Stormwater Super Summit	During Year 11, the Long Lake Neighborhood Association held a Long Lake spring clean-up event.	The Long Lake Neighborhood Association will continue to hold an annual Long Lake spring clean-up event.
Revised					
2F	Annual Public Meeting/Hearing Regarding Plan Status and Reports to EPA	Selectmen	Hold meeting in April prior to May 1 submission of report	During Year 11, public meetings were held by the Clean Lakes Committee, the Planning Board and through Town Meeting. Stormwater management initiatives were discussed at these meetings.	Public meetings will continue to be held by the Clean Lakes Committee, the Planning Board and through Town Meeting, and new stormwater management initiatives will be discussed.
Revised					
2G	Involve Watershed Groups: Clean Lakes Committee, Spectacle, Mill, Long, & Forge Ponds	Water Dept. & Local Groups	Continue meetings at least 4 times/yr; Continue annual cleanup days; Educational Information Shared by Town;	During Year 11, the Clean Lakes Committee held an annual meeting with local watershed associations on strategies being utilized for stormwater management and in lake restoration efforts. In addition, the Town, along with the Clean Lakes Committee, made available to residents, low-impact drought tolerant grass seed as part of their water conservation efforts as they have in years past.	The Clean Lakes Committee will continue to hold an annual meeting with local watershed associations on stormwater management and lake restoration efforts.
Revised					

2H	Involve Children's groups (such as 4H, scouts)	Water Dept	Children's groups at least once per year help distribute or display educational information	In previous years, the Town had boy scouts use storm drain markers to label catch basins to educate the public and prevent illegal dumping into the storm drain system. No storm drain stenciling was performed in Year 11.	The Town will continue to seek out and utilize local youth groups to assist with stenciling of catch basins in additional areas as resources allow.
Revised					

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)
3A	REQUIRED: Illicit Discharge Bylaw / Regulatory Mechanism	Water Dept / Highway	Develop draft bylaw; involve and educate public, municipal officials, etc.	No additional changes were made to the Town's bylaw during Year 11 with respect to illicit discharge detection and elimination. Bylaw changes made in previous permit years include: LID/BMP Stormwater Manual developed and referenced in bylaws to maximize the attenuation and infiltration of stormwater; and Board of Health Reg. on floor drains in manufacturing facilities and containment areas.	Possible additional bylaw changes to promote better stormwater management
Revised		Water Dept has assumed lead role.			
3B	REQUIRED: Storm Drain Map	Highway	Compile existing record plans and surveyed data. Find and locate drainage outfalls in the field.	During Year 11, additional mapping of storm drains located on state highways was completed by the Fire Dept. In past permit years, 100% of available plans were compiled onto a town-wide drainage system map so substantially all outfalls have been identified. Approx. 50% of structures have been located by GPS.	The Town will continue to map additional outfalls in urbanized areas as needed as a result of new construction.
Revised					
3C	REQUIRED: Illicit Discharge Detection and Elimination Plan	Highway	Determine Priority Areas and Discuss Plan Visually Screen Outfalls During Dry Weather (at least 20% each year)	During Year 11, the Highway Department continued to visually screen drainage structures, including outfalls, for illicit discharges, on a limited basis during annual cleaning. Illicit discharges are reported to the Board of Health and the Water & Highway Departments follow-up to investigate the source of these discharges.	The Town will continue to implement their IDDE Plan, and visually inspect drainage structures for illicit discharges during routine cleaning & maintenance.
Revised					
3D	REQUIRED: Illicit Discharge Education for General Public & Businesses	Water Dept.	Include illicit discharge education in the community, business, and Littleton specific flyers.	In Year 11, the Watts & Drops newsletter discussed the community notification system now in place for use in emergency situations such as hazardous waste spills, etc. In previous permit years, the Town completed storm drain stenciling.	The Town will continue to educate the community regarding illicit discharges through flyers provided by SuAsCo, its Watts & Drops newsletter and its storm drain stenciling program as resources allow.
Revised					
3E	REQUIRED: Illicit Discharge Education for Municipal Employees	Water Dept.	Include illicit discharge education in training under measure 6	During previous permit years, a spill response/containment plan was developed for the LELWD and Highway employees. This plan, which the Town continued to implement during Year 11, included mapping of the storm drain system on and around highways to determine the likely path that a spill would take if it were to occur on a major highway. In Permit Year 11, no additional municipal employee training was conducted.	The spill response/containment plan that was developed will continue to be implemented by the Town.
Revised					

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)
4A	REQUIRED: Construction Site Runoff Bylaw / Regulatory Mechanism	Water Dept / Planning	Initial discussions; Review current local/state regulations; Review proposed samples. Develop draft bylaw, involve and educate public etc. Implement bylaw by year 3.	At the May 5, 2007 Town Meeting, amendments to the Town’s existing Zoning Bylaw were adopted. The Town incorporated by reference a Low Impact Design/Best Management Practices Manual into the bylaw. The Town continued to enforce this new section of their Zoning Bylaw that they adopted during Year 11.	The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
Revised					
4B	REQUIRED: BMP’s for Construction Site Erosion, Sediment, and Waste Controls	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in bylaw. Implement bylaw by year 3.	See 4-A	See 4-A
Revised					
4C	REQUIRED: Construction Site Plan Review Procedures	Water Dept / Planning	Assess existing and brainstorm proposed Prepare draft to include in bylaw. Implement review by year 3.	See 4-A	See 4-A
Revised					
4D	REQUIRED: construction Site Inspection and Enforcement Procedures	Water Dept / Planning	Assess existing and brainstorm proposed Prepare draft to include in bylaw. Implement inspections by year 3.	See 4-A	See 4-A
Revised					
4E	REQUIRED: Response to Public – “Stormwater Hotline	Water Dept	Implement “storm water hotline”. Advertise and test hotline. Implement hotline by year 3.	In Year 11, stormwater management issues remained the responsibility of the Highway and Water Departments through a 24-hour per day, 7-day per week call center. Illicit discharges were also reported to the Board of Health. The Watts & Drops newsletter discussed the community notification system now in place for use in emergency situations such as hazardous waste spills, etc.	The Highway & Water Department will continue to operate their 24-hour per day, 7-day per week call center. The Board of Health will also continue to receive reports of illicit discharges.
Revised					

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 12 (if applicable)
5A	REQUIRED: Post-Construction Site Runoff Bylaw / Regulatory Mechanism	Water Dept / Planning	Initial discussion; Review current local/state regulations; Review proposed samples. Develop draft bylaw, involve and educate public. Float new bylaw by year 3 for one year comment period.	BMP Completed Year 5. At the May 5, 2007 Town Meeting, amendments to the Town's existing Zoning Bylaw were adopted. The Town incorporated by reference a Low Impact Design/Best Management Practices Manual into the bylaw. During Year 11, the Town continued to enforce this new section of their Zoning Bylaw that they adopted.	BMP Completed Year 5. The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
Revised					
5B	REQUIRED: Choose Structural and Non-Structural BMP's	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in draft bylaw. Implement bylaw in year 3.	BMP Completed Year 5. The Low Impact Design/Best Management Practices Manual incorporated by reference into the Town's Zoning Bylaw focuses on BMPs that minimize water quality impacts and maintain pre-development runoff conditions. During Year 11, the Town continued to enforce this new section of their Zoning Bylaw that they adopted.	BMP Completed Year 5. The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
Revised					
5C	REQUIRED: Long-Term BMP Operation and Maintenance Procedures	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in draft bylaw. Implement bylaw in year 3.	BMP Completed Year 5. The Low Impact Design/Best Management Practices Manual incorporated by reference into the Town's Zoning Bylaw requires on-going operation and maintenance of BMPs. During Year 11, the Town continued to enforce this new section of their Zoning Bylaw that they adopted.	BMP Completed Year 5. The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
Revised					
5D	REQUIRED: Structural BMP Implementation Procedures	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in the draft bylaw. Implement bylaw in year 3.	BMP Completed Year 5. The Low Impact Design/Best Management Practices Manual incorporated by reference into the Town's Zoning Bylaw focuses on structural BMPs that minimize water quality impacts and maintain pre-development runoff conditions. During Year 11, the Town continued to enforce this new section of their Zoning Bylaw that they adopted.	BMP Completed Year 5. The Town will continue to enforce this new section of their Zoning Bylaw that they adopted.
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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities - Permit Year 12 (if applicable)
6A	REQUIRED: Employee Training to Prevent/Reduce Stormwater Pollution	Highway / Water Dept.	Assess who, when, and what topics; Create schedule and checklist. Sample/test training.	During Permit Year 11, employee training was conducted in November 2013 on good housekeeping practices in municipal operations as they relate to stormwater pollution prevention.	The Town will continue to complete employee training on how to prevent/reduce stormwater pollution through good housekeeping practices.
Revised					
6B	REQUIRED: Maintenance/Inspection of Storm Sewers and Structural/Non Structural Controls	Highway	Develop New/Improved Schedules and Procedures.	The Town continued to maintain and inspect their storm drainage system, and make repairs as needed during Year 11. Catch basins were cleaned and streets were swept on an annual basis. Debris in catch basins has been reduced due to elimination of the use of sand as part of the Town's de-icing operations. The Town continued to sweep major roadways more than once per year on an as needed basis.	The Town will continue to maintain and inspect their storm drainage system, and make repairs as needed. Catch basins will continue to be cleaned and streets will be continued to be swept on an annual basis.
Revised			No change to existing operational procedures warranted.		
6C	REQUIRED: Pollutant Source Reduction/Elimination from Municipal Facilities & Activities	Highway	Fully Implement proposed BMP's	BMP Completed Year 1. During Year 11, the Town continued to follow the SPCC Plan developed for the DPW Garage, maintain implemented BMPs and focus on reduction of pollutants generated from municipal facilities and activities. The Town also began discussions about revising and updating the SPCC Plan for the DPW Garage.	BMP Completed Year 1. The Town will look at revising and updating the SPCC Plan for the DPW Garage.
Revised					
6D	REQUIRED: Waste Disposal Procedures from Storm Sewers & Municipal Facilities/Activities	Highway	Assess existing waste disposal procedures. Develop draft procedures.	BMP Completed Year 3. In Year 11, the Town continued to follow their established waste disposal procedures for street sweeping and cleaning of their drainage system, which were previously evaluated and determined to be adequate.	BMP Completed Year 3. The Town will continue to follow their established waste disposal procedures for street sweeping and cleaning of their drainage system.
Revised					
6E	Reduction of Sand in De-icing Operations	Highway	Reduction/elimination of sand in de-icing operations to reduce street sweeping/catch basin waste.	In Year 11, the Town continued their use of sodium chloride with a magnesium chloride mixer for deicing. The use of sand in de-icing is no longer in use throughout Town. This has reduced the amount of sediment found in catch basins and the amount of sediment associated with street sweeping operations.	The Town will continue to use sodium chloride with a magnesium mixer for deicing.
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

In Littleton, there are no approved TMDLs for water bodies that the MS4 discharges into where the pollutant is likely to be found in stormwater discharges from the MS4. There are impaired waters in Littleton that the MS4 discharges into and that require the development of a TMDL, as listed on the 2012 Integrated List of Waters, including Beaver Brook, Bennetts Brook, Long Pond, Mill Pond, Reedy Meadow Brook, and Spectacle Pond. Once TMDLs for these waters are approved, further evaluation is required to determine whether the pollutant of concern is likely to be found in stormwater discharges from the MS4.

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)
Revised					

7a. Additions

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7b. WLA Assessment

Not applicable.

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.