

Municipality/Organization: Town of Reading

EPA NPDES Permit Number: MAR041056

MaDEP Transmittal Number: W-040966

**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: George J. Zambouras

Title: Town Engineer

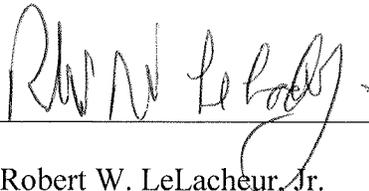
Telephone #: (781) 942-9082

Email: gzambouras@ci.reading.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: Robert W. LeLacheur, Jr.

Title: Town Manager

Date: April ²⁹ 15, 2014

Part II. Self-Assessment

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

BMP #3 – Present Annual Report to Town Meeting: In anticipation of the issuance of the new MS4 permit an annual report was not provided at the Annual Town Meeting in 2013. An update will be provided at the Subsequent Town Meeting in the Fall 2014

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
1	Research available public educational materials	Community Services/Public Works	Compilation of educational materials	Continued to research and update collection of public education materials for use in future programs.	Ongoing BMP for research and updating of materials, no additional planned activities
2	Develop a Public Education Plan	Community Services/Public Works	Development of plan	Public Education Plan developed and included in the Town’s Storm Water Handbook	BMP complete. Review and update existing plan, for compliance with new MS4 permit when issued.
3	Present Annual Report to Town Meeting	Public Works	Make presentation	Report was not provided at Town Meeting	BMP ongoing, next planned report Town Meeting in Fall 2014
4	Implement Public Education Plan	Community Services/Public Works	Meet schedules identified in the plan	Continue Public Education Activities identified in the Public Education Plan. - Continued informational updates in the Community News Letter, Mailings with water billings, RCTV bulletin board, and quarterly Community Connection; maintained Stormwater Hot Line, updated Stormwater page on Towns web site, distributed spring clean-up poster; and established storm water displays at Friends & Family Day Library Day and at Town offices. Gave stormwater presentation at Middle School Science Fair.	Continue with Public Education Activities identified in the Public Education Plan, Town wide events and expand outreach in public schools.
Revised					

1a. Additions

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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
5	Establish a Stormwater Management Advisory Committee	General Services/Board of Selectmen	Establish Committee	BMP completed in year 1. Committee accomplished all goals. Committee was dissolved and all duties now under direction of Board of Selectman. No activities were planned for year 9.	BMP Complete, no planned activities
6	Comply with Public Meeting Laws for Committee meetings	Public Works	Keep records of postings/advertising	The Water, Sewer and Storm Water Management Advisory Committee was dissolved on June 2007, All power and duties transferred to Board of Selectman which meet weekly. All meetings are duly posted and/or advertised in accordance with State Law	Continue meetings, develop and review new regulations and policies as necessary.
7	Develop a Public Involvement/Participation Plan	Community Services/Public Works	Development of plan	Completed development of the public participation plan.	Continue with public outreach. Review and modify existing plan as needed to comply with new MS4 permit when issued.
8	Solicit volunteers for public participation plan	Community Services/Public Works	Keep records of organizations contacted	Volunteer group performed clearing of trails adjacent to and within conservation areas; continue outreach to businesses for participation in catch basin stenciling or other volunteer programs.	Continue solicitation for local organizations and groups for public involvement.
9	If sufficient volunteers are identified, implement plan	Community Services/Public Works	Keep records of public involvement/participation activities	Following the graduation of the existing participants no Reading High School students volunteered to continue the catch basin stenciling program during the reporting period..	Continue to solicit High School students to participate in the stenciling program and to solicit volunteers for participation in public participation events.
Revised					

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
10	Develop outfall map using existing information	Public Works	Map developed	Consultant located and incorporated missing outfalls into GIS stormwater mapping system. . Completed field inspection of GIS stormwater layer mapping conflicts and issues. Began field verification of all mapping.	BMP Complete, Complete field verification of GIS based stormwater mapping system.
11	Review exiting by-laws to determine if a new by-law is necessary	Community Services/Public Works	Report on adequacy of existing by-laws	A partial review of current laws was performed to identify new regulations that may be required to comply under anticipated new MS4 permit	BMP Complete, Review existing by-laws for compliance upon issuance of new MS4 permit.
12	If necessary, develop non-storm water by-law	Community Services/Public Works	Write by-law and bring to Town Meeting	Review of sewer use regulation previously completed.	BMP complete. No planned activities
13	Develop three year plan to identify and eliminate illicit discharges	Public Works	Plan developed	Plan completed - Continued funding of Stormwater Enterprise fund through fees - Review existing plan for compliance with new MS4 permit regulations. - Reviewed draft illicit discharge detection and elimination protocol	BMP Complete, Revise and develop final IDDE plan to comply with anticipated new MS4 permit when issued.
14	Implement 3-year illicit discharge detection program	Public Works	Complete each phase of the program by dates outlined in plan	- Consultant completed screened of 33% of Town’s outfalls. continuing with illicit detection inspection, outfall sampling. Identified 1 additional potential cross connection, research continues to determine cause and removal from system.	Consultant to continue with illicit detection based on outfall inspection and sampling. Expect to completion an additional 33% of system by Fall of 2014.
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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
15	Review existing by-laws and regulations	Community Services/Public Works	Summary report of regulatory review prepared	Review completed. No additional work possible until new MS4 permit is issued.	BMP complete. Review existing laws and regulations for compliance with anticipated new MS4 permit when issued.
16	If necessary, develop new erosion control by-law	Community Services/Public Works	New by-law brought to Town Meeting	Existing regulations previously amended, no new activities were planned. No additional work planned until new MS4 permit is issued.	BMP complete. Review regulations for compliance with new MS4 permit when issued.
17	If necessary, amend existing erosion control regulations	Community Services/Public Works	Regulations amended	Subdivision Regulations were previously amended to expand application of Stormwater Management control. No new amendments need determined.	BMP complete. Review regulations periodically to determine need for amendments to meet new stormwater regulations or standards based on new permit requirements.
18	Revise/resubmit by-law if not approved by Town Meeting	Community Services/Public Works	By-law revised and resubmitted to Town Meeting	No planned activities. No new by-laws determined at this time.	No planned activities. Submit new by-laws to Town Meeting for approval if deemed necessary based on new MS4 permit when issued.
19	Enforce new by-laws or regulations	Community Services	Keep records of enforcement	Stormwater management (SWMP) and record keeping are required on all conservation, site plan, special permit and subdivision submittals. - Inspected and monitored private construction activities for compliance with SWMP. - Received record drawings of private stormwater devices to update database. -Continued requiring annual reporting of all stormwater O & M for all developments. -Implemented requirement for annual reporting of stormwater O & M for all new private sites permitted	Continue enforcement of erosion control program through existing regulations. Continue to monitor private stormwater management devices for compliance with approved SWMP. Continue to update database of all privately owned regulated stormwater management devices. Continued to require the establishment of approved stormwater O & M plan for all developments and site improvements.

Revised					
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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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
20	Review existing by-laws and regulations	Community Services/Public Works	Summary report of regulatory review prepared	Review completed. No additional work required until new MS4 permit is issued.	BMP complete. Review existing laws and regulations for compliance when new MS4 permit is issued.
21	If necessary, develop post-construction runoff by-law	Community Services/Public Works	New by-law brought to Town meeting	The Town has incorporated compliance with the DEP Stormwater Management Policy into its Subdivision Rules and Regulations, Site Plan Rules and Conservation Commission Rules and Regulations. A new by-law is not necessary at this time. Continued requiring annual reporting of all stormwater O & M for all developments	BMP complete. No planned activities
22	Inventory existing BMPs that are under Town jurisdiction	Public Works	All BMPs inventoried	Inventory of BMP's previously completed via ACAD mapping. Conversion to GIS database ongoing. Updated inventory for new BMP's installed.	Ongoing updating and field verification of BMP inventory as necessary. Continue to update GIS mapping and database for new BMP installed.
23	Develop five-year O&M plan for Town-owned BMPs	Community Services/Public Works	O&M Plan written	Completed, O&M plan developed for identified BMP's. Updated plan for newly installed BMP's. Completed revised draft O&M plan for Town owned properties based on anticipated new MS4 permit requirements.	Continue to monitor and update O&M plan based on field verification and changes in inventory as necessary. Modify plan as needed when new MS4 permit is issued.
23A	River Stabilization	Public Works	River erosion control and stabilization	Consultant completed hydraulic model report for the Aberjona and Saugus River and prepared a listing of recommended improvements for flood prevention and stream stabilization. Report was presented to Town officials.	Develop capital plan for implementation of improvements

23B	Aberjona River Watershed BMP Development Study	Public Works	Implement pollution BMP (s) within basin	Town incorporated recommended BMP (604B grant within the Aberjona Basin) into future park and playground improvement.	BMP complete no additional work planned until project is funded in Town's Capital Improvement Program
24	Begin implementation of five-year O&M Plan	Public Works	Records of O&M activities maintained in accordance with O&M schedule	Implemented O&M plan and recorded maintenance and repair activities. Repaired damaged drainage structures, cleaned conduits and dredged swales as permitted subject to available funding. Incorporated stormwater treatment devices in West Street roadway improvement project, construction to start fall 2014.	Prepare additional drainage repair and waterway restoration contracts funded in Capitol Plan. Install storm water treatment devices where possible in proposed projects. Update plan as required to comply with new Ms4 permit when issued.

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
25	Evaluate Town's current good housekeeping practices	Public Works	Report prepared on good housekeeping practices	Evaluation completed, continue implementation and monitoring Town's practices. Continued with update to employees at annual DPW meeting	BMP completed. Continue to monitor Town's practices. Review practices and recommend improvements as necessary to meet new MS4 permit.
26	Develop written O&M plan to formalize Town's practices	Public Works	O&M Plan developed	Written O&M plan previously developed no updates determined.	Update O&M plan as needed and to comply with new MS4 permit.
27	Implement O&M Plan	Public Works	Records of O&M activities maintained	Continued activities of final O&M plan.	Continue activities of O&M plan
28	Sweep all Town owned streets and parking lots once per year	Public Works	All streets and parking lots swept, records maintained	All Town owned parking lots and streets were swept during the reporting period and records were kept.	Continue street sweeping a minimum of once per year.
29	Clean all Town owned catch basins once per year	Public Works	All catch basins cleaned, records maintained	All accessible Town owned catch basins were cleaned and records were kept. Repaired 8 damaged and/or inaccessible catch basins during year. No unknown catch basins were identified. New stormwater devices were added to GIS stormwater map	Continue catch basin cleaning a minimum of once per year. Identify damaged catch basins for repair. Continue to verify list of catch basins and stormwater devices through field inspection and GIS mapping.
30	Provide one household hazardous waste drop off per year	Community Services/Public Works	Household hazardous waste drop-off conducted	Household hazardous waste drop-offs were conducted on May 2013 and September 2013	Two household hazardous waste drop-offs are planned - May 2014 and September 2014
31	Provide used oil drop-off at the Public Works Garage at least 10 hours per week	Public Works	Used oil drop-off maintained, records of used oil maintained	Used oil drop-off at the Public Works garage is held Monday-Friday 7:30 AM-2:30 PM and Saturdays 9:00 AM-12:00 PM	Used oil drop-off expected to continue during the same hours as last year

32	Recycle Town generated tires, batteries, scrap metal, used oil	Public Works	Identified materials recycled, records kept	The Town recycled all its used tires, vehicle batteries, scrap metal, electronics and used oil in accordance with various contracts with recyclers. Town continued expanded recycling program to weekly pickup off all recycling. Town previously expanded recycling to include Styrofoam, textiles and is researching recycling of other products.	The Town intends to continue to expand and improve its recycling programs
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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
Revised					

7a. Additions

7b. WLA Assessment

No TMDLs have been established for any of the receiving waters.

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

** Reflects Annual Totals or Amounts

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures**	(\$)	\$392,846

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established (Committee Dissolved – Now under authority of Board of Selectman)	(y/n)	100%
Stream teams established or supported	(# or y/n)	Y
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N
Household Hazardous Waste Collection Days **		
▪ days sponsored	(#)	
▪ community participation	(%)	2
▪ material collected	(tons or gal)	390 (vehicles)
School curricula implemented – Recycling Program	(y/n)	
		Y

Legal/Regulatory

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

Accompanying Regulation Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	300
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	0 %
▪ CADD	(%)	100 %
▪ GIS	(%)	100 %
Outfalls inspected/screened (all inspected –number represents amount screened)	(# or %)	33 %
Illicit discharges identified	(#)	8 (1 pending further review)
	X	
Illicit connections removed	(#) (est. gpd)	7
% of population on sewer	(%)	97%
% of population on septic systems	(%)	3%

Construction

Number of construction starts (>1-acre)**	(#)	3
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**	(#)	4

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
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)	1 time/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	2 time/yr
Total number of structures cleaned **	(#)	2870
Storm drain cleaned **	(LF or mi.)	600 LF
Qty. of screenings/debris removed from storm sewer infrastructure**	(lbs. or tons)	1050 tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal**	(\$)	
Drainage ditch/swale cleaned**		300 ft
Drainage ditch/swale bank stabilization/repaired**		0 ft

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1 time/yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2 times/yr
Qty. of sand/debris collected by sweeping**	(lbs. or tons)	300 Tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	N

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

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	32% CaCl ₂
Pre-wetting techniques utilized	(y/n)	Y
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N