

APR 28 2014

Municipality/Organization: _____

EPA NPDES Permit Number: MAR 041157

MassDEP Transmittal Number: W- 036140

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

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NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2014)

Part I. General Information

Contact Person: Edward Wagner

Title: Director, CM&D

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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: 04/29/14

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
1.1	Advertise availability of information	Cable TV Advisory Committee Farm Pond Advisory Committee	Increase public awareness	Developed Stormwater flyer for Farm Pond discussing improvements achieved for improvement of the pond for stormwater run-off	Advertise and provide outreach through newspaper articles
Revised		Con-Com CM&D Planning	Purchase and develop GIS system for the mapping of our stormwater discharge infrastructure	Secured funding and acquired PeopleGIS for staff and public use. The Town is currently in the process of developing a mapping system for stormwater and other valuable information	Proposed Pond Management document portions of it discuss stormwater effects and other possible improvements. Review of impervious areas surrounding Farm Pond. Develop GIS mapping of the towns stormwater infrastructures and discharge points into wetlands and waterways.
1.2	Post SWMP on Town Website	CM&D Conservation Conservation Planning CM&D	Public outreach 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 regular basis Update on a regular basis
Revised				Work of have Mapsonline available to the public with current stormwater information	
1.3					
Revised					

Revised						
Revised						
Revised						

1a. Additions

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
2.1 Revised	Participate in the development of public programs	All Town boards and committees	Increase public involvement	Town secured money for the funding of the purchase of GIS and chose GIS provider (People GIS) and is now currently working with the provider to create MapsOnline to be available to the town staff and to begin adding current stormwater infrastructure locations to these maps. CM&D, Planning Board and Conservation working to review upcoming new stormwater regulations Posted stormwater information on web site.	All stormwater structures within the urban zied area of Sherborn will be mapped and available for town staf and certain portions will be available to the public
2.2	Introduce SWMP at Town meetings	All town boards and committees	Increase public involvement	Continued review of proposed stormwater requirements. Working with	Continue providing updates and presenting information at BOS

Revised									
2.3	HHW Collection	Recycling committee	Prevent pollutant discharge to MS4	AECOM (hired for stormwater review) on review and preparation. Received funding at the 2012 Town Meeting for Stormwater requirements	Distributed HHW lists				
Revised									
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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
3.1 Revised	Develop system map	CM&D	Prevent pollutant discharges to MS4	Identified outfalls, catch basins, drainage swales, and manholes work with AECOM, Planning, and Con Com to achieved the above tasks and purchased GPS system for development of map	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 and associated money for other stormwater permit requirements. Purchased GIS system and setting up mapsonline.	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 identify 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

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
4.2 Revised	Review existing policies and procedures	Planning board	Continue to administer and enforce the Stormwater Bylaw	Begin to adopt 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

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
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.		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 qualifies for a filing under the Stormwater Bylaw or must file a permit and create a SWMP	Continue review by boards, committees, and commissions
Revised					
Revised					
Revised					

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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
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. Secured funding for new proposed NDPES permit and have approved scope of work and hired AECOM 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	Continue to administer and enforce requirements of the General Order of Conditions. Review and use of the stream crossing standards for permitting of culvert replacements throughout town,	Continue to work under permit with reports sent to the Commission on an annual basis Review new regulations from under the WPA regulations and the potential addition of the stream crossing standards.
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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
Revised					
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)	N
Annual program budget/expenditures **	(\$)	\$18,000
Total program expenditures since beginning of permit coverage	(\$)	\$73,000
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		Capital

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	30%
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 ** 	(#)	1
	(# or %)	25%
	(tons or gal)	
School curricula implemented	(y/n)	Y

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	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

	(Preferred Units)	Response
Outfall mapping complete	(%)	65%
Estimated or actual number of outfalls	(#)	120
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	50%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	X
Outfalls inspected/screened **	(# or %)	45%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	90%
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	0
Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	0%

% of population on septic systems	(%)	100%
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Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	90%
Site inspections completed **	(# or %)	1
Tickets/Stop work orders issued **	(# or %)	1
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	(%)	1
Site inspections (for proper BMP installation & operation) completed **	(# or %)	1
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)**		(\$)	\$25,000
• Hourly or per basin contract rate **		(\$/hr or \$ per basin)	30/hr
• Disposal cost**		(\$)	\$25,000
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)	200 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 % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	40% NaCl 60% sand
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)		
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

● Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	N/A
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Permittees must submit their annual report to:

Glenda Velez - CIP
U.S. Environmental Protection Agency - Region 1
5 Post Office Square - OEP06-01
Boston, MA 02109-3912

Permittees located in Massachusetts must also submit their annual report (**with an original certification signature page**) to:

Fred Civian
Massachusetts Department of Environmental Protection
One Winter Street - 5th Floor
Boston, MA 02108