

Part II. Self-Assessment

The Department of Public Works has completed the Phase IA Roadwork Project which is the first step of a 5-Phase Capital Road and Drainage Improvement Plan. This work included replacement of 4,500 feet of drainage with new catch basins and two downstream defender units to improve water quality in Sippican Harbor. The department received approval for the needed engineering funding for Phase IB which will include similar drainage improvements. As of this report we have a 90% completed plan. Once this engineering plan has been completed we will request the necessary funding at the Annual Town Meeting to complete Phase IB.

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1-1 Revised	Educational Flyer	DPW – Rob Zora	Flyer printed and delivered	Flyer has been prepared and distributed	Print and mail annually with May water & sewer bills.
1-2 Revised	Annual Meeting Hearing	DPW – Rob Zora	Meeting advertised and held	Stormwater meetings held with Town Engineers CDM - Smith and working committee on Phase IB Project	On-Going meeting to be held with engineers on stormwater issues and projects.
1-3 Revised	Posting of Maps	DPW – Rob Zora	Maps displayed	Maps on display at Town Hall and DPW office	Maps displayed, On-Going
1-4 Revised	Web Page	Webmaster	Page developed and maintained	On-Going	On-Going
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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2-1 Revised	Public participation	Board of Health and DPW	Maintain a complaint report file	On-Going	On-Going
2-2 Revised	Stormwater Management Committee	DPW – Rob Zora	Meet once a year	Held with CDM Smith. Towns engineer review sampling program held for meeting.	Meeting semi annually, Aug and Nov
2-3 Revised	Annual Selectmen’s meeting	DPW – Rob Zora	Meeting advertised and held	Meeting with Selectmen and Town Engineers, CDM Smith	On-Going, meeting as needed
2-4 Revised	Storm Drain Stenciling	DPW – Rob Zora	Documentation of number of catch basins	Stenciled and Painting need to be redone	Repainted, On-Going yearly
2-5 Revised	Hazardous Material Collection	DPW – Rob Zora	Documentation of Hazardous Material collection	May 3, 2014	On-Going, held yearly in May
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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3-1	Discharge Identification	Harbormaster and Marine Department	Production of maps	All located and checked yearly	On-Going
Revised					
3-2	Drainage mapping	Harbormaster and Marine Department	Production of maps	Displayed – Town Hall, Library and DPW office	On-Going
Revised					
3-3	Illicit Discharge Identification	DPW and Board of Health	Quantity illicit discharges and correct	Fall	On-Going
Revised					
3-4	Illicit Discharge Identification	Board of Health	Necessary Regulation changes made	None	On-Going
Revised					
3-5	Board of Health Training	Board of Health	Meeting held	Winter	On-Going annually
Revised					
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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4-1	Conservation Committee Bylaw Review	Conservation Committee	Submission of articles at Town Meeting if necessary	On-Going Annually no articles	On-Going Annually
Revised					
4-2	Planning Board Subdivision Regulation Review	Planning Board	Submission of articles at Town Meeting if necessary	No articles	On-Going Annually
Revised					
4-3	Planning Board Zoning Bylaw Review Change	Planning Board	Submission of articles at Town Meeting if necessary	On-Going annually no articles	On-Going Annually
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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5-1 Revised	Conservation Committee By-Law	Conservation Committee	Reviewed Wetland By-Law	On-Going	On-Going
5-2 Revised	Planning Board Subdivision Regulations Review	Planning Board	Necessary regulation changes made	Review, On-Going	Review, On-Going
5-3 Revised	Planning Board, Zoning and new Zoning By-Law review	Planning Board	Submission of town meeting articles if necessary	Review by March	On-Going
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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6-1 Revised	DPW Policy Guide	DPW – Rob Zora	Preparation of policy guide	On-Going	On-Going
6-2 Revised	DPW Annual Training	DPW – Rob Zora	Completion of annual training	Annual in January	On-Going in January
6-3 Revised	DPW Permit Filing	DPW – Rob Zora	Copies of permits on file	Permits filed, On-Going	Permits filed, On-Going
Revised					
Revised					
Revised					

6a. Additions

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

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, 2010 through March 31, 2011)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures **	(\$1500)	Estimate
Total program expenditures since beginning of permit coverage	(\$8000)	Estimate
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)	DPW Budget	

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	85
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	Y - May
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	1
▪ community participation **	(# or %)	unknown
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	N

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	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	(%)	100
Estimated or actual number of outfalls	(#)	127
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100
Mapping method(s)		
▪ Paper/Mylar	(%)	100
▪ CADD	(%)	100
▪ GIS	(%)	100
Outfalls inspected/screened **	(# or %)	0
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	0
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	(%)	75
% of population on septic systems	(%)	25

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	1
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 **	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100
Site inspections (for proper BMP installation & operation) completed **	(# or %)	100
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	N
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 **	(#)	175
Qty. of storm drain cleaned **	(%, LF or mi.)	2 Miles Est.
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	10 Tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Compost

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	3,000
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	N/A
• Disposal cost**	(\$)	0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	1 owned
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vactor **	(%)	350

	(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)	150 Ton
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Town Compost
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	10,000
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	Town, in house
• Disposal cost**	(\$)	0
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	0
• Vacuum street sweepers owned/leased	(#)	1 owned
• Vacuum street sweepers specified in contracts	(y/n)	N
• % Roads swept with rotary brush sweepers **	%	0
• % Roads swept with vacuum sweepers **	%	100

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	N/A
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	10% 80%
Pre-wetting techniques utilized **	(y/n or %)	N
Manual control spreaders used **	(y/n or %)	N
Zero-velocity spreaders used **	(y/n or %)	Y
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	Less
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	Less
% of salt/chemical pile(s) covered in storage shed(s)	(%)	0
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)	No, covered only

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	Y
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	Y
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	N