

Municipality/Organization: Town Of Randolph, MA

EPA NPDES Permit Number: MA 041055

MaDEP Transmittal Number: _____

**Annual Report Number
& Reporting Period:** No. 12: March 14-March 15

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: David Zecchini **Title:** Superintendent-DPW

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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: David C. Murphy

Title: Town Manager

Date: 5/15

Part II. Self-Assessment

The Town of Randolph completed its Storm Water Management Plan (SWMP) in May 2004. While some of the Best Management Practices (BMPs) identified in the Notice of Intent (NOI) and the SWMP have been conducted, more were initiated during Year 11 of the permit period.

Updates to previously submitted information:

Part I.B.2(e) The Town's permit eligibility with regard to the Endangered Species Act was pending at the time of the NOI submission, and is still considered to be pending. The Town inspected all Town-owned drainage outfalls during Year 4 of the permit period, and sampled any outfalls that exhibited signs of dry weather flow or other indications of potential illicit discharge. This information will be used to help determine eligibility with respect to the Endangered Species Act. The Town is attempting to gather enough information to complete this eligibility requirement by the end of Year 13.

Part I.B.2(k) The Town is in the process of evaluating the source of any discharges that would cause or contribute to in-stream exceedance of water quality standards and will continue during Year 13 of the permit program.

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

Part II.B.1-6 Any Provisions of Part II.B.1-6 that have not been met are detailed in Part III below. In particular, although several BMP's were implemented in Year 7, some of the BMPs were not implemented in Year 7 of the permit period and the illicit discharge and elimination BMPs will be attempted in Year 13.

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 – Permit Year 13
1-1	Flyer, Brochure Distribution	DPW-Water Division	Insert handout with water bill. Display at Town Hall, DPW office, and local library.	Handouts were finalized.	Flyers and brochures to be included in water and sewer bills and displayed at Town Hall.
1-2	Public Notices	DPW, Board of Health	Display informational advertisements in local Moneysaver and Buzz publications.	Advertisement finalized.	Advertisement to be run in 2015.
1-3	Classroom Education	School Department	Introduce storm water management to schools, targeting the 5 th grade.	There were no education programs conducted in Year 12.	DPW to meet with School Department during 2015-2016 school year towards possible inclusion into 2016-2017 school curriculum.
1-4	Television, Internet Media	DPW	Notices on cable TV, create storm water piece, create web site.	Public service announcement not created. Town web site still under development.	Create public service announcement to air on local cable access channel. Post information on Town web site, once established. Targeting Fall of 2015.

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
2-1	Community Storm Water Hotline, Weblink	DPW, Town Council	Create hotline and weblink for residents to contact DPW	Town currently developing comprehensive web site.	Development of storm water hotline and weblink will follow the development of the Town web site.
2-2	Storm Drain Stenciling Program	DPW, Volunteers	Stencil drains near water supplies, use Boy Scout volunteers.	Town gathering storm drain stenciling materials.	Begin stenciling program, stencil approximately 100 catch basins in summer of Year 13.
2-3	School Poster Project Contest	DPW, School Department	Student educational projects, display projects.	DPW to meet with School Department during 2015-2016 school year.	Have student posters posted in Spring of 2016.
2-4	Volunteer Programs	DPW, School Department	Pond cleanup days, Adopt-a-Pond/Stream programs.	Volunteer “Keep Randolph Clean” done in Spring of 2014	Continue “Keep Randolph Clean” volunteer event for Summer of 2015.
2-5	Recycling/Diposal Programs	Board of Health, DPW	Recycle, properly dispose of glass, plastic, metal, oil, paint, etc.	Town issues annual recycling guide to residents, including curbside schedule, “cheat sheet”, and phone numbers for additional information. Town also conducts annual hazardous waste collection day.	Continued guidance to residents and scheduling of annual hazardous waste collection days. Annual hazardous waste collection is in October of every year.

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
3-1	Illicit Discharge Bylaw	Town Council, Conservation Commission, Board of Health	Create bylaw to prosecute illegal dumping activities.	Illicit discharge bylaw has not yet been created by the Town.	Coordination with Planning Department to begin process of creating discharge bylaw.
3-2	Illegal Dumping Education, Enforcement	DPW, Board of Health, Conservation Commission, Police Department	Issue notice to residents, prosecute illegal dumping. Post signs warning of consequences of illegal dumping.	DPW personnel monitor illegal dumping situation, issue warnings to those caught dumping illegally. Town finalized flyers for education purposes.	Town will begin distributing flyers education, as described in SWMP.
3-3	Inspection/Sampling Program	DPW	Inspect discharges, sample if warranted, monitor results.		Town will further investigate to determine source of contamination, and will remove illicit connections.
3-4	Drainage Mapping Update	DPW-Engineering Division	Update drainage maps, specifications, and outfall and structure condition.	Town has completed drainage map of outfalls and structures using GPS in Year 4.	Town will continue to update drainage map when new pipes and structures are installed, particularly in new developments.

3a. Additions

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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 – Permit Year 13
4-1	Lot Grading/ Construction Bylaw	DPW- Engineering Division	Enforce bylaw during construction activities.	Continued enforcement of Town bylaw through engineering controls.	Continued enforcement of Town bylaw through engineering controls.
4-2	Construction Site Inspections	DPW- Engineering Division	Conduct routine site inspections, sign on, sign off system.	Town maintains an ongoing inspection process, including a sign off system when development sites are in compliance with construction regulations.	Continued inspections to ensure compliance with Town regulations.

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
5-1	Subdivision Management	Planning Board, DPW-Engineering Division, Conservation Commission	Obtain as-built drawings, compare to planning regulations.	Continuing to regulate the development of new subdivisions, requiring approval of subdivision plans, drawings, etc. Subdivisions are inspected both during and after development.	Continued monitoring of subdivision development activities.
5-2	BMP Inspection, Maintenance	DPW-Engineering Division	Routine inspections of BMP structures and designs.	Conservation Commission routinely monitors the various BMP structures and designs located within the Town.	Continued monitoring of BMP structures and designs, and enforcement actions where appropriate.
5-3	Private Development Drainage Bylaw	Town Council, Planning Board, Board of Selectmen, Conservation Commission	Bylaw to keep private developments in compliance.	Currently governing private development drainage through the use of Conservation Commission and Planning Board measures and controls.	Town in process of developing bylaw to govern post-construction drainage systems in private developments.

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
6-1	Catch Basin Cleaning Program	DPW-Highway Division	Routine cleaning of all catch basins, monitor structure condition.	More intensive cleaning schedule for all catch basins. Town created a priority cleaning schedule and developed “Cloud”-based program for record keeping and predictive maintenance schedule.	Continued cleaning efforts.
6-2	Street Sweeping	DPW-Highway Division	Routine street sweeping, proper disposal practices.	Currently sweep all streets and most Town-owned parking lots once per year. Busier streets swept twice per year or more, as deemed necessary. Incorporated all Town-owned parking lots into sweeping program.	Continued cleaning efforts.
6-3	Drainage Pipe Inspection	DPW-Engineering and Highway Divisions	Inspect pipes, repair as needed, record condition.	Funds maintained for ongoing inspections for drainage pipes on an as-needed basis.	Continue pipe inspection and maintenance database.
6-4	Drainage Pipe Cleaning	DPW-Highway Division	Clean, flush pipes as needed, record condition.	Cleaning of pipes continues to be conducted on an as-needed basis. Incorporated drainage pipe cleaning activities into maintenance database, recording cleaning dates, condition, etc.	Continue pipe cleaning on an as-to needed basis.
6-5	Structure Updates, Replacements	DPW-Highway Division	Repair, replace manholes and catch basins as needed.	Structure maintenance is performed on an as-needed basis.	Incorporate structure maintenance log into inspection and maintenance database.

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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
2-2	Storm Drain Stenciling Program	DPW, Volunteers	Stencil drains near water supplies, use Boy Scout volunteers.	Town gathering storm drain stenciling materials.	Begin stenciling program, stencil approximately 100 catch basins in summer of Year 13.
3-1	Illicit Discharge Bylaw	Town Council, Conservation Commission, Board of Health	Create bylaw to prosecute illegal dumping activities.	Illicit discharge bylaw has not yet been created by the Town.	Coordination with Planning Board and Town Council to begin process of creating discharge bylaw.
3-2	Illegal Dumping Education, Enforcement	DPW, Board of Health, Conservation Commission, Police Department	Issue notice to residents, prosecute illegal dumping. Post signs warning of consequences of illegal dumping.	DPW personnel monitor illegal dumping situation, issue warnings to those caught dumping illegally. Town distributed flyers and signs for education, as described in SWMP and posted illegal dumping signs.	Town will continue posting illegal dumping signs.
3-3	Inspection/Sampling Program	DPW	Inspect discharges, sample if warranted, monitor results.		Town will further investigate to determine source of contamination, and will remove illicit connections.
6-2	Street Sweeping	DPW-Highway Division	Routine street sweeping, proper disposal practices.	Currently sweep all streets and most Town-owned parking lots once per year. Busier streets swept twice per year or more, as deemed necessary. Town incorporated all Town-owned parking lots into sweeping program.	

7a. Additions

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7b. WLA Assessment

The cleaning of all Town-owned catch basins provides a tremendous amount of benefit by removing waste and pollutants from storm water, prior to outfall into the Town's water and wetland resource areas. Sweeping all Town-owned streets also prevents sand, dirt, and debris from carrying pollutants into the drainage system. Also, pipe cleaning and inspection on an as-needed basis prevents a buildup of pollutant carrying sediments from entering into resource areas.

Part IV. Summary of Information Collected and Analyzed

In November 2006, the DPW completed a storm drain discharge inspection, inventory, and environmental sampling program. The dry weather sampling program involved inspecting and sampling each drainage discharge after three consecutive days of dry weather. Samples were taken and analyzed for the following parameters:

- Ammonia Nitrogen (>0.4 mg/l indicates sewage contamination)
- Surfactants (>.1mg/l indicates sewage contamination)
- Fecal Coliform Bacteria (>200 colonies/100 ml indicates sewage contamination)
- Enterococcus Group (>200 colonies/100 ml indicates sewage contamination)
- Total Dissolved Solids (TDS)
- Nitrate Nitrogen
- Fluoride
- Phosphorous
- Total Metals, including arsenic, barium, cadmium, chromium, copper, iron, lead, magnesium, manganese, mercury, nickel, and zinc

A total of 23 outfalls were inspected and sampled for the above parameters. Approximately 3,000 ml of water taken was from each outfall using proper sampling techniques. The results indicate at least 11 possible illicit connections.

Part V. Program Outputs & Accomplishments

Programmatic

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	(\$)	~85,000

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	0
Stormwater management committee established	(y/n)	No
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N/A
Household Hazardous Waste Collection Days		
• days sponsored	(#)	1
• community participation	(%)	N/A
• material collected	(tons or gal)	Unknown
School curricula implemented	(y/n)	No

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	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

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	~450
System-Wide mapping complete	(%)	100%
Mapping method(s)		
• Paper/Mylar	(%)	2%
• CADD	(%)	0%
• GIS	(%)	98%
Outfalls inspected/screened	(# or %)	23
Illicit discharges identified	(#)	0
Illicit connections removed	(#)	0
% of population on sewer	(%)	99.9%
% of population on septic systems	(%)	0.1%

Construction

Number of construction starts (>1-acre)	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	Ongoing
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	Few Minor

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections completed	(# or %)	Ongoing
Estimated volume of stormwater recharged	(gpy)	Unknown

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1 time every 3 years
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1 time/year
Total number of structures cleaned	(#)	~100
Storm drain cleaned	(LF or mi.)	~500 (ft)
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Not Measured
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Fill Material
Cost of screenings disposal	(\$)	N/A

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1 times/year
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2 times/year
Qty. of sand/debris collected by sweeping	(lbs. or tons)	Not Measured
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Fill Material
Cost of sweepings disposal	(\$)	N/A
Vacuum street sweepers purchased/leased	(#)	2 Owned
Vacuum street sweepers specified in contracts	(y/n)	No

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
• Fertilizers	(lbs. or %)	Unknown
• Herbicides	(lbs. or %)	Unknown
• Pesticides	(lbs. or %)	Unknown
Anti-/De-Icing products	Products	Ice Ban Magic and Sand
Pre-wetting techniques utilized	(y/n)	Yes
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	Yes
Estimated net reduction in typical year salt application	(lbs. or %)	Unknown

Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	No