

Municipality/Organization: Town of Reading

EPA NPDES Permit Number: MAR041056

MaDEP Transmittal Number: W-040966

**Annual Report Number
& Reporting Period:** No. 12: April 1, 2014 – March 31, 2015

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: George J. Zambouras

Title: Town Engineer

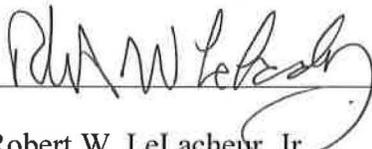
Telephone #: (781) 942-9082

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:

4/8/15

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 identifying the impacts of the new permit was not provided at Town Meeting in 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 12 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 13 |
|-----------------|---|--------------------------------------|---------------------------------------|---|--|
| 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 | As the new MS4 permit has not been issued a report was not provided at Town Meeting | BMP ongoing, next planned report Town Meeting in Fall 2015 pending issuance of new MS4 permit |
| 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 12 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 13 |
|----------|---|-------------------------------------|---|--|---|
| 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 12 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 13 |
|----------|--|---------------------------------|--|---|---|
| 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. Completed field verification, to extent practicable, of all stormwater mapping. | BMP Complete, Continue to perform field verification of GIS based stormwater mapping system as maintenance or improvements are performed on 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 <ul style="list-style-type: none"> - 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 60% of Town's outfalls. All high risk areas screened. Continuing with illicit detection inspection and outfall sampling. Continued to research the 1 identified potential cross connection, to determine cause and removal from system. | Initial BMP completed. Expect to continue with illicit detection based on new MS4 permit guidelines when issued. |
| Revised | | | | | |

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 |
|----------|--|---------------------------------|--|--|---|
| 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 implemented during reporting period. | 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 as necessary based on new MS4 permit when issued. |

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|---------|------------------------------------|--------------------|-----------------------------|--|---|
| 19 | Enforce new by-laws or regulations | Community Services | Keep records of enforcement | <p>Stormwater management (SWMP) and record keeping are required on all conservation, site plan, special permit and subdivision submittals.</p> <ul style="list-style-type: none"> - 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 | <p>Continue enforcement of erosion control program through existing regulations.</p> <p>Continue to monitor private stormwater management devices for compliance with approved SWMP.</p> <p>Continue to update database of all privately owned regulated stormwater management devices.</p> <p>Continued to require the establishment of approved stormwater O & M plan for all developments and site improvements.</p> |
| Revised | | | | | |

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 |
|----------|--|---------------------------------|--|---|---|
| 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 completed. Updated inventory for new BMP's installed. | Continue to update GIS mapping and database for new BMP's 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. Proposed capital improvement developed in final report. | BMP complete. No additional work required until proposed improvements are funded. |

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| 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 delayed until May 2015. | 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. |
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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 |
|----------|---|---------------------------------|--|---|---|
| 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. No new practices developed during reporting period. | 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 developed during reporting period. | 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 61 damaged and/or inaccessible catch basins during year. No unknown catch basins were identified. | Continue catch basin cleaning a minimum of once per year. Identify damaged catch basins for repair. Develop method of recording system maintenance into stormwater system GIS database. |
| 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 2014 and September 2014 | Two household hazardous waste drop-offs are planned - May 2015 and September 2015 |
| 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 |

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| 32 | Recycle Town generated tires, batteries, scrap metal, used oil | Public Works | Identified materials recycled, records kept | <p>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.</p> <p>Town previously expanded recycling to include Styrofoam, textiles and is researching recycling of other products. No additional changes during reporting period.</p> | The Town intends to continue to explore options 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 12 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 13 |
|----------|-----------------|-------------------------------|--------------------|--|-------------------------------------|
| Revised | | | | | |

7a. Additions

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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) | Y |
| Annual program budget/expenditures** | (\$) | \$369,650 |
| | | |
| | | |

Education, Involvement, and Training

| | | |
|---|---------------|----------------|
| Estimated number of residents reached by education program(s) | (# or %) | 100% |
| Stormwater management committee established (Committee Dissolved – Now under authority of Board of Selectman) | (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.) | |
| Household Hazardous Waste Collection Days ** | | |
| ▪ days sponsored | (#) | 2 |
| ▪ community participation | (%) | |
| ▪ material collected (vehicle participation estimated) | (tons or gal) | 350 (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 | | X | | |
| ▪ Erosion & Sediment Control | | | | X |
| ▪ Post-Development Stormwater Management | | | | X |

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

Mapping and Illicit Discharges

| | | |
|--|--------------------|------------------------------|
| Outfall mapping complete | (%) | 100% |
| Estimated or actual number of outfalls | (#) | 290 |
| 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 %) | 100 % |
| Illicit discharges identified | (#) | 8 (1 pending further review) |
| Illicit connections removed | (#) (est. gpd) | 7 |
| % of population on sewer | (%) | 97% |
| % of population on septic systems | (%) | 3% |
| | | |
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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 %) | 1 |
| Fines collected | (# and \$) | 0 |

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| 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) | |
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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 ** | (#) | 2750 |
| Storm drain cleaned ** | (LF or mi.) | 400 LF |
| Qty. of screenings/debris removed from storm sewer infrastructure** (estimated) | (lbs. or tons) | 1000 tons |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) | | |
| Cost of screenings disposal** | (\$) | |
| Drainage ditch/swale cleaned** | | 0 ft |
| Drainage ditch/swale bank stabilization/repaired** | | 0 ft |

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|--|----------------|------------|
| 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** (estimated) | (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 |

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