

**Municipality/Organization:** Town of Sutton

**EPA NPDES Permit Number:** MAR 041241

**MaDEP Transmittal Number:** W- 040565

**Annual Report Number  
& Reporting Period: No. 12: April 2014-March 2015**

7/21/15  
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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Matt Stencil **Title:** Highway Superintendent

**Telephone #:** (508) 865-8743 **Email:** mstencil@town.sutton.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:** James Smith

**Title:** Town Administrator

**Date:** April 5, 2014

## Part II. Self-Assessment

**The Town of Sutton has completed the required self-assessment and has determined that our municipality is in compliance of most permit conditions, with the following exceptions:**

*Part II.A.2* - The Town failed to implement all elements of the Storm Water Management Program by the expiration date of the permit. Specifically, the Town did not meet the necessary provisions of the General Permit Part II.B.3 (a), which requires that the town minimally locate and map all outfall structures which discharge to waters of the Commonwealth. Progress has been made toward completing this goal. Our new GIS mapping system is being used for this requirement and some areas have been done. All drainage structures have been mapped and outfall mapping is ongoing and will continue in 2015.

**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	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Sutton will present its draft Comprehensive Stormwater Management Program to the public at a public meeting.	Goal completed in prior reporting periods.	<ul style="list-style-type: none"> <li>o Sutton will consider goals for next permit term after general permit has been issued.</li> </ul>
2	Create a Stormwater Program	Department of Public Works	Sutton will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	<ul style="list-style-type: none"> <li>o Sutton worked with the Manchaug Pond Association to secure a second 319 grant that will help control storm water run-off into that body of water. 2 BMP's have been installed.</li> </ul>	<ul style="list-style-type: none"> <li>o Sutton will install the remaining 2 BMP's with the funding provided by the 319 grant in the summer of 2015.</li> </ul>
3	Address specific groups	Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	<ul style="list-style-type: none"> <li>▪ Activities as described in previous reporting periods continued.</li> <li>▪ From the DEP grant: Town distributed Recycling Matters, a hand out describing recycling benefits to the environment.</li> </ul>	Brochures will continue to be printed and made available.

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	Target groups likely to impact storm water	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance. Sutton will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: <a href="http://www.suttonma.org/">http://www.suttonma.org/</a> Town will work with Lake Singletary Watershed Association in the collection and dissemination of data from the Association's 8-year sampling program.	See BMP 3	See BMP 3
5	Identify alternative information sources	Department of Public Works MIS Department	The Town of Sutton will contact the Blackstone River Watershed Council to review opportunities in Sutton. These opportunities include hosting a watershed association meeting in Sutton with notice on website and local access channel, and televising a meeting reviewing watershed activities or needs specific to Sutton. Public meeting notice and a meeting reviewing Sutton's Comprehensive Stormwater Management Program will be posted on Sutton's local access channel.	No further activity in this reporting period.	Sutton will reconsider appropriate information and distribution scenarios during development of the next five year stormwater program.
6	Identify alternative information sources	Department of Public Works MIS Department	The Town of Sutton will continue to remain involved with these organizations.	The Town continues to remain involved with these organizations.	Continued involvement with local watershed associations will be a component of the Town's next five-year program.
	Utilize local public access channel	Department of Public Works	The Town of Sutton posted dates and times of stream & lake clean ups on local public access channel. A week prior to events.	The Town of Sutton will continue to post notices regarding Sutton's Comprehensive Stormwater Program on local cable access a week prior to events.	The Town of Sutton will continue to post notices regarding Sutton's Comprehensive Stormwater Program on local cable access a week prior to events.

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8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Sutton will appoint a liaison to the Blackstone River Watershed Council to disseminate information to the Town on programs and activities.	<ul style="list-style-type: none"> <li>o The Town has a liaison to the Blackstone River Watershed Council.</li> </ul>	<ul style="list-style-type: none"> <li>o The Town will continue to coordinate with the liaison to the Blackstone River Watershed Council to disseminate information to the Town on programs and activities.</li> </ul>
9	Promote Household Waste Recycling	Department of Public Works Board of Health	<ul style="list-style-type: none"> <li>o The Town of Sutton will work with its contracted waste hauler and the Board of Health to continue sponsoring Hazardous Waste Collection Days.</li> </ul>	<ul style="list-style-type: none"> <li>o A local environmental company is providing hazardous material drop off for all homeowners.</li> <li>o The Town has included a mercury and fluorescent lamp recovery program in its recycling operations.</li> </ul>	<ul style="list-style-type: none"> <li>o These events will continue.</li> <li>o The Town will attempt to identify funding assistance to support the collection of extremely- hazardous waste materials.</li> </ul>
10	Storm drain stenciling	Department of Public Works	Sutton will work with community groups in continuing its support of storm drain stenciling by volunteers.	No further activity in this reporting period.	Sutton will continue to work with community groups in continuing its support of storm drain stenciling.

## 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
11	Community clean ups	Department of Public Works Sutton Conservation Commission	Town of Sutton will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.	<ul style="list-style-type: none"> <li>o The Lake Singletary Watershed Association had a spring clean up in recognition of Earth Day 2014.</li> <li>o Earth Day clean up around Manchaug Lake was sponsored by the Manchaug Lake Association, with trucks and disposal provided by the Highway Dept.</li> <li>o Arbor Day activities were sponsored by the Sutton Planning Department with help from the Highway Dept. and school groups.</li> </ul>	Stream and Pond clean ups are expected to continue during Permit Year 12. Arbor Day activities will also continue.
12	Community clean ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	<ul style="list-style-type: none"> <li>o The Town of Sutton continues to provide tools and disposal for the clean up events.</li> <li>o All Town roads and parking lots were cleared of sand/winter debris. This material was used for back-fill on road projects or mixed with compost at the transfer station.</li> <li>o Catch basin sumps were cleaned and the material mixed with compost for town use.</li> </ul>	The Town of Sutton will continue to support these events. Sutton will also continue to sweep all streets and lots, and clean all catch basins annually.

### 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
13	Inventory and mapping of storm drain system	Department of Public Works	Sutton will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	<ul style="list-style-type: none"> <li>o As part of the IDDE Program, the Town reviewed and inventoried all available plan data to support mapping of the storm drain system.</li> <li>o New high-resolution GIS maps have been created.</li> <li>o New GPS equipment was purchased</li> <li>o All drain structures were mapped</li> <li>o Outfall mapping is continuing</li> </ul>	<ul style="list-style-type: none"> <li>o The Town of Sutton has requested funds to continue to support the IDDE Program.</li> <li>o The Town of Sutton will make use of all funding opportunities and continue to search for all applicable opportunities.</li> <li>o Sutton will continue to map outfalls</li> </ul>
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Sutton will develop and implement a plan to map all outfalls and receiving bodies of water, contingent upon Town Meeting approval of funding.	<ul style="list-style-type: none"> <li>o The Town has created a GIS base map for storm drain features, with particular focus on identifying all town-owned outfalls. This is an ongoing activity. Additionally the Town created a database describing the location of all outfalls and the names of all waters that receive discharges from those outfalls.</li> <li>o During annual cleaning of catch basins and drains, the town Highway Department identifies and records the following information: location, number/ landmark, type, sump depth, inlet size, outlet size, overall condition, and defects.</li> </ul>	<ul style="list-style-type: none"> <li>o The Town will continue the process of mapping existing outfalls using the new equipment</li> <li>o GIS base map. The Town will update the database describing the location of all outfalls and the names of all waters that receive discharges from those outfalls.</li> <li>o Sutton will continue to map outfalls</li> </ul>
15	Identification/description of problem areas	Department of Public Works	Sutton will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent upon Town Meeting approval of funding.	<ul style="list-style-type: none"> <li>o No further activity in this reporting period.</li> </ul>	<ul style="list-style-type: none"> <li>o As part of the IDDE Program, the Town of Sutton will continue to GPS survey outfalls and identify potential sources of illicit discharges beginning with prioritized areas identified in the IDDE Plan.</li> <li>o The Town of Sutton will continue to promote projects that disconnect illegal connections to the storm drain system.</li> </ul>

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16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Sutton will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	An Illicit Discharge Bylaw was passed by voters at the May 2009 Annual Town Meeting.	<ul style="list-style-type: none"> <li>o The new by-law will be enforced by the Town. The Town understands that an active by-law is required under the MS4 permit conditions.</li> </ul>
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Sutton will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	o Programs continue as described in previous reporting periods.	The Town will continue this educational outreach.
18	Initiation of recycling programs	Planning Board Board of Health	Sutton will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	<ul style="list-style-type: none"> <li>o The Sutton School System has continued its recycling program.</li> <li>o The Town of Sutton received a Central Mass Municipal Recycling Council Award for its recycling program.</li> </ul>	<ul style="list-style-type: none"> <li>o The Town of Sutton will continue to apply for DEP's Recycling Grant Program. This grant will provide outreach material to the community.</li> </ul>



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
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Sutton will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of Environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks may include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality in Aldrich Pond, Clark Reservoir, Dark Brook Pond, Marble Pond, Merrill Pond No. 3, Merrill Pond No. 4, No. 1 Pond, No. 2 Pond, Schoolhouse Pond, Sutton Falls, Swans Pond, Town Farm Pond, Welsh Pond, Whiting Pond, and Woodbury Pond. These water bodies have been identified as impaired and on DEP's 303d list.	<p>In collaboration with the Commonwealth of Massachusetts Riverways Adopt-A-Stream Program, the Blackstone River Watershed Association conducted a river survey along the Mumford River on Saturday May 6, 2006. The data collected from the survey are being used to determine which factors are negatively affecting the river. Action plans have been created, a final report has been prepared and made available to local town officials. A copy of the report was submitted in a previous reporting period.</p> <ul style="list-style-type: none"> <li>o The Lake Singletary Association has been sampling outfalls to determine future 319 grant work.</li> <li>o The town has agreed to assist the Lake Singletary association with their 319 Grant process.</li> </ul>	<ul style="list-style-type: none"> <li>o The Town of Sutton will continue to support watershed assessments and studies.</li> <li>o The Town will attempt to identify key individuals who might be interested in sampling of impaired bodies of water as identified by DEP's 303d list.</li> </ul>

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	Watershed assessments and studies	Department of Public Works Public Water Suppliers	The Town of Sutton will encourage the three PWS located in town to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zone II. These plans can include stormwater management programs. The proposed tasks will include a public education component. The Lake Singletary Watershed Association will be consulted and asked to provide educational data from their studies and monitoring of Lake Singletary for posting on Sutton's local access channel and website.	<ul style="list-style-type: none"> <li>o The Wilkinsonsville Water Department received DEP approval for two new wells. They have developed wellhead protection plans and stormwater management plans. The Zone II areas were implemented Nov. 16<sup>th</sup> 2006.</li> <li>o The Manchaug Water Department has received 1.48 million dollars from the American Recovery and Reinvestment Act for a 125,000 gallon per day filtration facility. This new plant is in operation.</li> </ul>	The Town of Sutton will ascertain the availability of funds from the Water Protection Program.

#### 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
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Sutton will review model by-law developed by DEP in consultation with the Attorney General's Office.	<ul style="list-style-type: none"> <li>The Town has developed and implemented stricter stormwater and erosion controls; a copy of the Sutton Wetland and Riverfront District Administration Bylaw was included in the previous reporting period.</li> </ul>	<ul style="list-style-type: none"> <li>The Town's Planning Coordinator is working with the Conservation Commission and Highway Department to develop language to be added to the general by-laws. This new language is intended to extend stormwater controls as described in the District By-law to areas outside of current Conservation Commission jurisdiction and as dictated by the NPDES requirements.</li> </ul>

#### 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
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Sutton will review model by-law developed by DEP in consultation with the Attorney General's Office.	See BMP 21 above.	<ul style="list-style-type: none"> <li>See BMP 21 above.</li> </ul>

## 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
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Sutton will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	<ul style="list-style-type: none"> <li>The Town continues to operate in accordance with plans described in previous reporting periods.</li> </ul>	<ul style="list-style-type: none"> <li>The Town of Sutton Highway Facility will continue to use BMPs and the O&amp;M schedule as applicable.</li> </ul>
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Sutton will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	<ul style="list-style-type: none"> <li>During catchbasin and drain cleaning, the Town of Sutton Highway Department on a yearly basis identifies and records the following information: location, number/landmark, type, sump depth, inlet size, outlet size, overall condition, and defects.</li> <li>See BMP 23.</li> </ul>	<ul style="list-style-type: none"> <li>The Town of Sutton Highway Facility will continue to use BMPs and the O&amp;M schedule as applicable. Maintenance BMPs.</li> </ul>
25	Develop and implement training programs for municipal employees	Department of Public Works	Each year, Sutton will send a minimum of 5 public works employees to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	<ul style="list-style-type: none"> <li>Sutton continued its training program.</li> </ul>	<ul style="list-style-type: none"> <li>The Town of Sutton will continue its training program.</li> </ul>
26	Review storm drainage infrastructure needs	Department of Public Works	Sutton will incorporate storm drain infrastructure review in its Chapter 90 project utilizations.	<ul style="list-style-type: none"> <li>The Town of Sutton Highway Department cleans catch basins yearly and sweeps all streets yearly.</li> </ul>	<ul style="list-style-type: none"> <li>The Town of Sutton will continue the storm drainage infrastructure inspections, including using CCTV to inspect pipes.</li> </ul>

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) NOT 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
				No TMDLs in the Town of Sutton	

**Part IV. Summary of Information Collected and Analyzed**

Sampling and analysis has not been performed.