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**Municipality/Organization:** Town of Monson

**EPA NPDES Permit Number:** MA041015

**MADEP Transmittal Number:** W-040562

**Annual Report Number  
& Reporting Period:**

**No. 13: April 2015-March 2016**

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Evan Brassard

**Title:** Town Administrator

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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:** Evan Brassard

**Title:** Town Administrator

**Date:** 4/21/2016

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## **Part II. Self-Assessment**

The Town of Monson has continued implementing the Measurable Goals noted in Monson's Notice of Intent for coverage under the 2003 NPDES Small MS4 General Permit. Monson is pleased to present the following summary describing the Town's success at implementing the thirteenth year of the Comprehensive Stormwater Management Program, defined as April 2015 through March 2016.

The Town has noted the issuance of the revised Small MS4 General Permit. The Town will evaluate the new requirements and identify the highest priority compliance issues. The Town intends to prepare a Notice of Intent for coverage under the revised General Permit.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)</b>
1	Create a Stormwater Program	Department of Public Works, Planning Board, Conservation Commission, Board of Health, Board of Selectmen	Monson will present to the public at a public meeting The Town’s Comprehensive Stormwater Management Program.	Monson’s NPDES Phase II Stormwater Program was presented to the Town Administrator on March 8, 2007. This measurable goal has been achieved.
2	Create a Stormwater Program	Board of Selectmen Department of Public Works	Monson 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 Monson’s Comprehensive Stormwater Management Program, including public education and outreach.	Monson’s stormwater program under this permit is established. The Town continues to seek and identify funding opportunities and use local funding to support protection of local bodies of water, as shown in the paragraphs below.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)
3	Address specific groups	Board of Selectmen Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	The Town’s Source Water Protection Plan is posted on the Town’s website ( <a href="http://www.monson-ma.gov">www.monson-ma.gov</a> ), as are schedules for local recycling events, and a link to the EPA’s non-point source pollution website. In addition, brochures providing information about recycling and identification of recyclable items and household hazardous materials are provided at various municipal offices and facilities. The Town’s floor drain regulations are posted on the website as well.
4	Target groups likely to impact stormwater	Board of Selectmen, Department of Public Works, Board of Health	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.	The Board of Health office has brochures available for homeowners regarding disposal of lawn clippings, proper management of recyclables, proper management and operation of Title 5 septic systems, and other topics pertinent to stormwater protection. Sample brochures were included in the Permit Year 8 report.
5	Identify alternative information sources	Board of Selectmen, MIS Department	Monson will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: <a href="http://www.monson-ma.gov/">http://www.monson-ma.gov/</a>	The Town of Monson has posted the following additional links on its website: the EPA non-point source pollution website; DEP’s home page; the Chicopee River Watershed Association Stormwater Management page, Connecticut River Watershed Council, and “Bulky Day”/Household Hazardous Waste Collection Day press releases. A link to the Opacum Land Trust website is also provided.  The snow plowing policy is posted on Monson’s website to educate homeowners. The Town’s trash/recycling schedule is available at Town buildings and on Monson’s website <a href="http://www.monson-ma.gov">www.monson-ma.gov</a> .
6	Identify alternative information sources	Board of Selectmen, MIS Department	Monson will also post links on its website to the Chicopee River Watershed Association @ <a href="http://www.chicopeeriver.org">www.chicopeeriver.org</a> , and the Connecticut River Watershed Council @ <a href="http://www.ctriver.org">www.ctriver.org</a> .	The Town of Monson has posted these links on its website on the Highway Department’s page.

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7	Utilize local public access channel	Board of Selectmen	Public meeting notice and the meeting reviewing Monson’s Comprehensive Stormwater Management Program will be broadcast on Monson’s local access channel.	<p>The local access channel continues to be used as a method of public outreach. The Town’s bulky waste and household hazardous waste collection days are advertised on the local access channel, as well as the Town website and local newspapers (the Palmer Journal and the Springfield Republican).</p> <p>In past reporting years, the Board of Selectmen, in public meetings broadcast on the local cable access channel, has reviewed efforts that contribute to water resource protection including: announcing hazardous waste collection days, announcing bulky waste collection days, announcing Town cleanups, reviewing draft Open Space Plan, authorizing funding for Monson High School Environmental Service Team, and recognizing volunteers and their efforts in protecting Monson’s water resources. In addition, Monson’s Source Water Protection Plan PowerPoint presentation has been televised on the local public access channel several times.</p>
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Monson will appoint a liaison to the Connecticut River Watershed Association and the Chicopee River Watershed Council to disseminate information to the Town on programs and activities.	The local Conservation Commission maintains liaisons with the two watershed associations. In addition Monson maintains links on its website to the Chicopee River Watershed Association ( <a href="http://www.chicopeeriver.org">www.chicopeeriver.org</a> ) and the Connecticut River Watershed Council ( <a href="http://www.ctriver.org">www.ctriver.org</a> ).
9	Promote Household Waste Recycling	Department of Public Works, Board of Health	The Town of Monson will work with the Town’s contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	<p>The Town held a household hazardous waste collection day on November 7, 2015. It was advertised to the public, including through the Town website and in local newspapers.</p> <p>Recycling of other household waste is promoted through curbside pickup by a contractor. The recycling schedule is posted on the Town Website. In addition, bulky waste collection days were held by the Town on May 2 and October 5 of this reporting year.</p>

**2. Public Involvement and Participation**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)</b>
10	Storm drain stenciling	Department of Public Works	Monson will work with local Scout groups to develop a stenciling program. Stenciling will target Monson’s subwatersheds.	Execution of the storm drain stenciling program developed during Permit Year 7 was substantially completed during Permit Year 8. Stencils displaying the words “Dump No Waste, Drains to Stream” and a fish symbol were applied to the majority of catch basins in the Town. However, this stenciling is beginning to fade. During this reporting period, the Town continued to replace existing catch basin grates with grates that have the message “Dump No Waste, Drains to Waterways” permanently cast into the grate. This will eliminate the need for repeated stenciling. The Town upgraded 6 catch basins in the Main Street area with these improved grates during the reporting period. This work will continue into the upcoming reporting year.
11	Community clean-ups	Department of Public Works, Monson Conservation Commission	Town of Monson will encourage local stream team cleanups with local residents and area Scout groups. The Paradise Lake, Stagecoach Lake, and Pulpit Rock Associations perform cleanups around their respective waterbodies. Town will provide solicitation of sponsors and notice of events on local access channel and website.	Local stream and townwide cleanup projects are encouraged and supported by the Town. One of the local organizations which the Town website links to, the Chicopee River Watershed Council, has held river cleanups during previous reporting periods. The Town accepts waste from the Townwide and stream cleanups during the bulky waste collection days.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Bulky waste collection days were sponsored by the Town on the first Saturday of May and October during this reporting period. These events were advertised by the Town in local newspapers, with a banner over Main Street, on the local access channel and on the Town website. In addition, household hazardous waste collection was held on November 7, 2015.

### 3. Illicit Discharge Detection and Elimination

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b> (Reliance on non-municipal partners indicated, if any)
13	Inventory and mapping of storm drain system	Board of Selectmen, Department of Public Works	Monson 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 Monson’s Comprehensive Stormwater Management Program, including public education and outreach.	The Town has contracted an outside consultant to begin mapping the stormwater system from existing data in the permitted area. This work is being done with Town funding. The current phase is defined as “Initial Stormwater Mapping” and will include review of the 1991 Bay State Gas Company plans to identify any surveyed stormwater infrastructure for about 1.6 miles of Main Street. The consultant will digitize the existing stormwater pipes, outfalls, catch basins and manholes as depicted in the 1991 plans and add them to the existing GIS database which depicts outfalls within the permitted area.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works, Board of Assessors	Monson will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	This BMP was completed in Permit Year Five, when the plan was both developed and executed.
15	Identification/description of problem areas	Department of Public Works	Monson will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	Monson Highway Department employees continually monitor outfalls in the course of their work. Special attention is given in the spring and fall, when Highway Department staff review how to recognize potential indicators of sewage contamination, such as discoloration and odors, and inspect all Town outfalls. Any indications that sewage might be mixed with the stormwater discharge are reported to the Board of Health. All stormwater outfalls were visually checked by Highway Department Staff during the reporting period.
16	Enforcement procedures addressing illicit discharges	Planning Board, Town Council, Board of Health	Monson 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.	The Stormwater Management By-Law passed in 2006 prohibits discharge of sewage to the storm drains.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)
17	Public information program regarding hazardous wastes and dumping	Department of Public Works, Board of Health	Monson will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	The Town of Monson has brochures available at municipal buildings detailing trash and recycling guidelines, as well as brochures on managing yard waste and operating a Title 5 septic system. Sample brochures were attached to the Permit Year 8 report. The Town also posts its bylaw regarding floor drains on the Town website. Town residents are further educated by participating in the Town sponsored Household Hazardous Waste Collection Days.
18	Initiation of recycling programs	Department of Public Works, Board of Health	Monson will apply for funding assistance from DEP’s Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Monson has a recycling program administered through a contract with an outside waste hauler. This program is locally funded.
19	Watershed assessments and studies	Department of Public Works, Conservation Commission, Board of Health	Monson 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 can include design and installation of stormwater BMPs and public outreach including storm drain stenciling.	The Town is currently relying on local funding for stormwater infrastructure improvements and public outreach, including installation of catch basin grates cast with a permanent “no dumping” message.
20	Watershed assessments and studies	Department of Public Works, Sewer Department, Water Department	The Town of Monson will apply for funding assistance from DEP’s Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II in Monson.	The Town’s source water protection plan is complete. A link to the document is posted on the Water and Sewer Department’s web page.

**4. Construction Site Stormwater Runoff Control**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)</b>
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board, Conservation Commission, Town Council, Board of Health, Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General’s Office.	This BMP was completed when the Storm Water Management bylaw was adopted at the November 27, 2006 Town Meeting.

**5. Post-Construction Stormwater Management in New Development and Redevelopment**

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22	Bylaw: Require post-construction runoff controls	Planning Board, Conservation Commission, Town Council, Board of Health, Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General’s Office.	This BMP was completed when the Storm Water Management bylaw was adopted at the November 27, 2006 Town Meeting.

**6. Pollution Prevention and Good Housekeeping in Municipal Operations**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b> (Reliance on non-municipal partners indicated, if any)
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Monson 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.	<p>The Highway Department Foreman keeps a written record of all operations and maintenance activities and plans future work based on that record. The Monson Highway Department continues to maintain catch basins. Highway Department staff recorded the cleaning of 109 catch basins during this reporting period. During cleanout they note the condition of the structure and report any suspected problems for additional assessment. In addition, any blockage or sediment buildup in pipes associated with these catch basins was noted. 240 linear feet of drain line was cleaned in association with this work.</p> <p>8 catch basins were repaired (risers and grates replaced) on an as needed basis.</p> <p>Street sweeping is performed by Town staff twice yearly, in the spring and fall, as well as when necessary after storm events. Debris is disposed in accordance with current guidelines. The Highway Department keeps a log of street sweeping, including dates and street names. The Town estimates 75% of their paved roads were swept during the reporting period, with the focus on roads that have drainage infrastructure which discharges near or directly to waterways.</p> <p>The Town’s Snow Plowing policy has been formalized and is posted on the Town website. Highway Department employees are re-trained regularly on vehicle maintenance practices and appropriate outside storage of sand, salt, and other materials.</p>

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24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Monson will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	<p>The Highway Department keeps a daily log of all operations, including catch basin cleaning and maintenance. Catch basins are inspected on a rotating schedule each year. Cleaning is completed as needed during inspection events. Any structural issues are documented and appropriate maintenance is prioritized by the Town. Highway Department employees reported cleaning 109 catch basins during the reporting period.</p> <p>The Town continues to maintain its sewer collection system so as to prevent infiltration/inflow (I/I) from becoming an issue. In this reporting period, new manhole cover gaskets were installed to cut down on noise and I/I; this is considered regular annual maintenance work to keep the system in good condition. In addition, the Water and Sewer Department regularly jet cleans sewers near restaurants and similar establishments (where fats, oils and grease are more likely to enter the system). This reduces any chances of a blockage which could cause an overflow and contaminate receiving waters.</p>
25	Develop and implement training programs for municipal employees	Department of Public Works	Monson will send a minimum of three public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	<p>The Highway Department Director assembled his staff during this reporting year for an on the job training session regarding best practices and good housekeeping of the Highway Department yard, including proper handling of salt and sand and proper debris/sediment control and removal. Additionally, a three hour training regarding how to prevent and respond to spills at the municipal vehicle fuel pumps was held.</p> <p>The members of the Board of Health attended the Massachusetts Association of Heath Boards annual certification program on November 7, 2015 in Taunton MA. Continuing education topics included the BOH's role in recycling, responding to oil leaks and spills, and preparing for the effects of severe rain events.</p>

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26	Review storm drainage infrastructure needs	Department of Public Works	Monson will incorporate storm drain infrastructure review in Monson’s Chapter 90 project utilizations.	Storm drainage infrastructure is replaced/repared on an as-needed basis. As noted above, 8 catch basins were repaired during this reporting period. However, no Ch. 90 money was used for new infrastructure in the permitted area during this reporting period.

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)- NOT APPLICABLE**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 13</b> (Reliance on non-municipal partners indicated, if any)
				No TMDLs in the Town of Monson

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

Not used