

**Municipality/Organization:** Town of Oxford

**EPA NPDES Permit Number:** MAR041147

**MaDEP Transmittal Number:** W-041061

**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:** Sean M. Divoll, P.E. **Title:** Director of Public Works

**Telephone #:** 508-987-6006 **Email:** sdivoll@town.oxford.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:** Brian Palaia

**Title:** Town Manager

**Date:** 4-28-14

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

The Town of Oxford has successfully conducted activities addressing the Minimum Control Measures of the NPDES Phase II Stormwater Permit during Year 13 of the permitting period.

In addition to meeting requirements set out in the Town of Oxford's Best Management Practices Plan, the Town of Oxford continued to be an active participant in the Central Massachusetts Regional Stormwater Coalition.

Specific activities and goals achieved during Year 13 are outlined in Part III of this Annual Report.

### 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 13	Planned Activities – Next Permit Period
1A	Develop Stormwater Section of Town Website	Highway Department and Town Website Manager (s)	Measure number of hits annually.	The Stormwater Management website continues to be updated with information for Town residents and Town staff.	Continue to update the website as-needed.
Revised				Additionally, the CMRSWC website is continually updated with coalition project information and educational materials.	
1B	Develop and Broadcast Stormwater Presentation on Local Cable Network	Highway Department and Conservation Commission	Cable TV tapes of shows.	No progress on developing a stormwater presentation due to lack of equipment and personnel to develop presentation. An EPA video was broadcast as noted below in BMP 1D.	Research other sources for developing a local stormwater presentation.
Revised					
1C	Distribute Brochures and Fact Sheets to Businesses and Residents	Highway Department and Conservation Commission	Number of articles and copies of materials.	Fact sheets and brochures continued to be handed out at the Land Management Office window at Town Hall. An online Stormwater Toolbox has been made available for businesses and residents.	Continue to develop and distribute fact sheets and information flyers.
Revised	<i>In addition to hard copy brochures and fact sheets, provide an online reference tool.</i>				

<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>	<b>Planned Activities – Next Permit Period</b>
1D	Develop Stormwater Management Video	Highway Department and Conservation Commission	Number of rentals.	<i>Reduce Runoff: Slow it Down, Spread it Out, Soak it In!</i> video has been broadcast on the local cable channel. The program is a compilation of four videos co-produced by the EPA and The Weather Channel.	Periodically broadcast the documentaries on the Oxford Cable Access channel.
Revised	Obtain a Stormwater Management Educational Video rather than create our own		Number of times broadcast.		
1E	Develop a Poster Display Regarding Stormwater Issues	Highway Department and Conservation Commission	List of display locations.	Stormwater posters continue to be displayed at the Town Hall alongside the Land Management office.	Continue to display posters and updated information.
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 13	Planned Activities – Next Permit Period
2A	Mark Storm Drains with Buttons or Stencils	Highway Department, Conservation Commission, and Volunteers	50% of the storm drains marked by year 5 with door hangers placed in associated neighborhoods.	100% of catch basins were stenciled in previous permit years.	Oxford DPW plans to continue with the stenciling program in the next Permit Period to re-stencil faded markings.
Revised					
2B	Establish a Storm Water Telephone Hotline	Highway Department and Town Website Manager (s)	Record number of phone calls to hotline, copies of articles.	Oxford DPW fielded over 23 stormwater related calls. An automated tracking system has been developed to record stormwater-related issues using PeopleGIS software.	Oxford DPW plans to continue taking stormwater calls on the main DPW phone number.
Revised	We have determined that a separate 'hotline' is not necessary or feasible. Oxford DPW takes all stormwater calls on the main DPW phone number.				
2C	Conduct River, Stream, and Pond Cleanups	Highway Department, Conservation Commission, and Volunteers	Cleaner streams as documented by before and after photographs.	Multiple cleanup activities were conducted throughout the year by volunteers in the French River and Barbers Hollow Brook.	Continue to coordinate/encourage volunteer cleanup projects.
Revised					
2D	Establish a Native Tree and Shrub Planting Program	Highway Department, Conservation Commission, and Volunteers	Record the number, location and kind of tree or shrub planted.	The Cemetery Tree Planting Program continued with the planting of 17 Sugar Maple trees in the North Cemetery. An additional 12 trees and 20 shrubs were also planted throughout the Town.	Trees shall be replaced throughout Town as needed.  The Seedling Shrub Program is planned to be an annual event.
Revised				200 Dogwood shrubs were distributed throughout the town thru the Seedling Shrub Program	

<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>	<b>Planned Activities – Next Permit Period</b>
2E	Establish a Classroom Education Program	Conservation Commission	Classroom education program implemented by Year 5.	An Educational Section of the CMRSWC website includes Classroom Educational Programs addressing stormwater management, water quality issues and monitoring activities.	Work with the School Department to incorporate Stormwater Educational Programs into the school's curriculum.
Revised					
2F	Prepare Press Releases	Highway Department and Conservation Commission	Copies of press articles.	No press releases were issued.	Press releases will be issued on an as-needed basis.
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 13	Planned Activities – Next Permit Period
3A	Develop Town Storm Drain Outfall Map	Highway Department, Planner/Engineer, Outside Resources (possibly Worcester Polytech)	All outfalls mapped by Year 5.	The DPW has completed mapping the entire storm drain system. The inventory has been incorporated into an integrated stormwater mapping and inspection system.	Continue fine-tuning the GIS mapping system
Revised					
3B	Develop Illicit Discharge Prohibition Ordinance	Planning Board and Board of Health	Obtain authorization to control inputs to the municipal drainage system. Bylaw at Town meeting by end of Year 2.	Illicit Discharge By-law was adopted in 2005.	Continue enforcement of by-law.
Revised					
3C	Develop Illicit Discharge Detection and Elimination Plan and Implement Activities	Highway Department, Planning Board, and Board of Health	All outfalls examined by Year 4. Sources traced and conclusion documented within one year of discovery.	The DPW continued to follow up on illicit discharge reports by using field screening kits.  Department heads participated in an IDDE Education and Communication Training Workshop.	Oxford DPW will continue to follow up on all illicit connections in the following permit period
Revised					
3D	Incorporate Information on Illicit Discharges into Public Education and Outreach Topics	DPW	Copies of materials.	Information on Illicit Discharge has been made available on the Town’s website and the CMRSWC website and includes a Resource Toolbox for homeowners.  Illicit Discharge hand-outs have been made available at the Town Hall for the public and were handed out at Bulk Item Drop Off Days.	Oxford DPW plans to continue to update the website with additional information and resources. New informational brochures will be created and distributed.
Revised					

<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>	<b>Planned Activities – Next Permit Period</b>
3E	Identify Department to Take Stormwater Calls	Highway Department and Board of Health	Log of complaints and actions taken.	The Oxford DPW and Board of Health continue to take illicit discharge calls.  An automated tracking system has been developed to record stormwater-related issues.	Continue coordination effort among Oxford DPW and BOH.
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 13	Planned Activities – Next Permit Period
4A	Develop Erosion Control Regulation	Planning Board, Board of Health, and Conservation Commission	Bylaw at Town meeting by end of Year 3.	A Stormwater Management and Land Disturbance By-law was adopted in 2005.	Continue enforcement of by-law.
Revised					
4B	Conduct Inspections for Erosion Controls	Planning Board, Highway Department, and Consultant	Inspection checklist and documented inspections.	Erosion Control Inspections have been conducted by DPW personnel and the Conservation Commission.	Continue inspections.
Revised					
4C	Identify Department to Take Stormwater Calls	Planning Board and Highway Department	Record number of phone.	The Oxford DPW and Planning Board continue to take stormwater-related calls.	Continue coordination effort among Oxford DPW and Planning Board.
Revised				An automated tracking system has been developed to record stormwater-related issues.	

#### 4a. Additions


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

<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>	<b>Planned Activities – Next Permit Period</b>
5A	Develop BMP Regulation	Planning Board and Selectmen	Bylaw at Town meeting by end of Year 2.	A Stormwater Management By-law was adopted in 2005.	Continue enforcement of by-law.
Revised					
5B	Develop and Implement Inspection Program	Planning Board, Highway Department, and Consultant	Retain copies of maintenance reports received annually, plus records of inspections completed and results.	Inspection program on-going.	Continue inspection program.
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 13	Planned Activities – Next Permit Period
6A Revised	Clean Catch Basins	Highway Department	Clean all catch basins.	100% of all catch basins were cleaned at least once in the spring. High impact basins were cleaned again in the fall.	Continue to clean 100% of all catch basins.
6B Revised	Sweep Streets in Town	Highway Department	Priority plan of sweeping based on water quality impact. Volume of sweepings collected.	100% of streets were swept in the spring. High impact streets were swept again in the fall.	Continue to sweep 100% of all streets.
6C Revised	Develop an Inspection and Maintenance Plan	Highway Department	Written schedule and records of inspections and maintenance.	Inspections and repair are noted in a log by the Operations Manager.  An electronic inspection system has been developed using mobile devices.	Oxford DPW will continue with its inspection and maintenance plan in the next permit period. DPW personnel will be trained for mobile device use in the next permit period.
6D Revised	Continue Existing Pollution Prevention and Good Housekeeping Practices at the Highway Garage	Highway Department	Ensure existing practices are continued.	Good Housekeeping on-going.	Continue on-going good housekeeping.
6E Revised	Evaluate Alternative Vehicle Washing Options at the Highway Garage	Highway Department and Consultant	New method for handling vehicle wash water at the site by the end of Year 2.	Request for a new DPW building feasibility study has been submitted to the Finance Committee for review. Funding remains a challenge.	Meet with Finance Committee for recommendation for funding at a future Town Meeting.
6F Revised	Evaluate Pollution Prevention BMPs for the Fueling Station at the Highway Garage	Highway Department and Consultant	As-built sketches or plans and photos.	A Fuel and Oil Handling Standard Operation Procedure has been developed and was followed.	Continue to implement the Fuel and Oil Handling Standard.

<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>	<b>Planned Activities – Next Permit Period</b>
6G	Evaluate Municipal Facilities Throughout Town for Potential Stormwater Impacts	Highway Department and Consultant	As-built sketches or plans and photos.	Complete.	Re-evaluate on an as-needed basis.
Revised					
6H	Ensure Proper Waste Disposal in Town for Hazardous and Special Wastes	Highway Department and Board of Health	Document quantity of wastes collected annually.	On-going	Continue hazardous and special waste disposal vigilance.
Revised					
6I	Ensure Water Quality Improvements are Considered for Flood Projects	Highway Department	Records of Flood Control Projects	N/A.	N/A.
Revised					
6J	Conduct Town Employee Stormwater Training	Town Administrator, Highway Department, Police and Fire Departments, and Consultant	Attendance sheet and copy of program.	Town staff attended an IDDE Education and Communication Training Workshop in June 2015.	Stormwater Training sessions are scheduled for the next permit period.
Revised					

**6a. Additions**

--	--	--	--	--	--

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)**

<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)	<b>Planned Activities – Next Permit Period</b>
7A	Develop a Water Quality Strategy for 303d Waters	Town Engineer & Consultant	Summary of existing pollution prevention efforts, future needs, and responsible parties. Copy of surface water quality strategic plan.	All roadways scheduled for reconstruction are now constructed with deep sump catch basins and cleanable outfalls.	Continue drainage improvements.
Revised					
7B	Implement BMPs from Water Quality Strategy	Town Engineer, Consultant, & Town Departments (to be determined)	Photographs, logs, and BMP descriptions for completed efforts and water quality improvements.	No progress.	See BMP 7A
Revised					

**7a. Additions**


**7b. WLA Assessment**

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

None.

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

**The Town has brought renewed effort to bring Oxford fully into compliance with the NPDES minimum control measures.  
Programmatic**

Stormwater management position created/staffed	(y/n)	yes
Annual program budget/expenditures	(\$)	\$15,000

**Education, Involvement, and Training**

Estimated number of residents reached by education program(s)	(# or %)	30%
Stormwater management committee established	(y/n)	no
Stream teams established or supported	(# or y/n)	yes
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	yes
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	0
▪ community participation	(%)	0
▪ material collected	(tons or gal)	0
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	(#)	289
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	0%
▪ CADD	(%)	0%
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	2
Illicit discharges identified	(#)	0
Illicit connections removed	(# ) (est. gpd)	0
% of population on sewer	(%)	13%
% of population on septic systems	(%)	87%

### 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 %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	3

### Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	95%
Site inspections completed	(# or %)	100%
Estimated volume of stormwater recharged	(gpy)	?

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	2-times
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	2-times
Total number of structures cleaned	(#)	1,882
Storm drain cleaned	(LF or mi.)	230 lf
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	900-tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		landfill
Cost of screenings disposal	(\$)	0



Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2-times
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	4-times
Qty. of sand/debris collected by sweeping	(lbs. or tons)	1,500-tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	landfill
Cost of sweepings disposal	(\$)	0
Vacuum street sweepers purchased/leased	(#)	0
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 %)	20%
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	20%

Anti-/De-Icing products and ratios	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	95%  5%
Pre-wetting techniques utilized	(y/n)	no
Manual control spreaders used	(y/n)	yes
Automatic or Zero-velocity spreaders used	(y/n)	no
Estimated net reduction in typical year salt application	(lbs. or %)	N/A
Salt pile(s) covered in storage shed(s)	(y/n)	yes
Storage shed(s) in design or under construction	(y/n)	N/A