

**Municipality/Organization:** Town of Randolph, MA

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**EPA NPDES Permit Number:** MA 041055

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**MassDEP Transmittal Number:**

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**Annual Report Number  
& Reporting Period:** No. 13: March 15 – April 16

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## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Richard A. Brewer Jr. 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: 

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Printed Name: Richard A. Brewer Jr

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Title: DPW Superintendent

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Date:

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

The Town has completed the required self-assessment and has determined that the municipality is in compliance with all permit conditions except as noted. The DPW Department is under new leadership since November 2015 and looks forward to the continued assessment of its MS4 program.

**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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14
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. CCR information included with Moneysaver.	Advertisement to be run in 2016.
1-3	Classroom Education	School Department	Introduce storm management to schools, targeting the 5 <sup>th</sup> grade.	There were no education programs conducted in Year 13.	DPW to meet with School Department during 2016-2017 school year towards possible inclusion into 2017-2018 school curriculum. This was delayed 1 year.
1-4	Television, Internet Media	DPW	Notices on cable TV, create storm water piece, create web site.	Public service announcement not created. Town website 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 2016.

**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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
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 in 2016
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 14.
2-3	School Poster Project Contest	DPW, School Department	Student educational projects, display projects	DPW to meet with School Department during the 2016-2017 school year.	Have student posters posted in Spring of 2016 (pending meeting)
2-4	Volunteer Programs	DPW, School Department	Pond cleanup days, Adopt-a-Pond/Stream programs.	Volunteer “Keep Randolph Clean” done on April 30, 2016.	Continue “Keep Randolph Clean” volunteer event. Large banners were posted in 4 locations prior to 4/30/16.
2-5	Recycling/Disposal Programs	Board of Health, DPW	Recycle, properly dispose of glass, plastic, metal, oil, paint, etc.	Town issues animal 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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
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 by law.
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 educational 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 14.	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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
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. There was one new subdivision development in 2015.
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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
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 in utility cloud 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 programs.	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, recorded 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


**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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 14
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 14.
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 illegally dumping signs.
3-3	Inspection/Sampling Program	DPW	Inspect discharges, sample if warranted, monitor results.	No changes	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**

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

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

(Since beginning of permit coverage unless specified otherwise by a \*\*, which indicates response is for period covering April 1, 2010 through March 31, 2011)

**Programmatic**

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

**Education, Involvement, and Training**

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	

## Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					

## Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

### Construction

(Preferred Units) Response

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

### Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

### Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	
Qty of structures cleaned **	(#)	
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vector **	(%)	

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	

▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl <sub>2</sub> % MgCl <sub>2</sub> % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	

### Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	