

**Municipality/Organization:** Town of Acton

**EPA NPDES Permit Number:** MAR041238

**MaDEP Transmittal Number:** W-

**Annual Report Number  
& Reporting Period:**

**Year 14: April 2016 – March 2017**

## **NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2017)**

### **Part I. General Information**

**Contact Person:** Corey York

**Title:** DPW Director

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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:** Steve Ledoux

**Title:** Town Manager

**Date:** May 1, 2017

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

During the 2016-2017 permit year the Town of Acton continued to implement tasks similar to those outlined in the 5-Year Plan under the 2003 NPDES Small Municipal Separate Storm Sewer Systems MS4 permit, while preparing for compliance with the forthcoming 2016 permit. The majority of the specific tasks that the Town identified in its 5-Year Permit were completed in the prior periods; however, ongoing operations and maintenance activities continue to be performed.

One significant accomplishment in this permit year was the drafting of regulations for the Stormwater Management and Erosion & Sediment Control Bylaw (Chapter X) that was approved at Special Town Meeting in November 2015. We expect the Board of Selectmen to promulgate these regulations after a public hearing this spring. Another accomplishment was the detection and elimination of an illicit discharge of oil-laden groundwater into the Town's MS4 on Revolutionary Way. The connection was discontinued, the DEP was alerted, and the homeowner worked with a LSP to address the contamination.

Acton continues to permit all commercial and industrial properties regulated by Chapter U, "Discharges to the Municipal Storm Drain System." Annual permits are now being issued to these properties and fees from those permits are being used to fund stormwater monitoring.

In preparation for the reissued 2016 MS4 General Permit, the Town of Acton conducted a comprehensive program evaluation in Permit Year 14. The program evaluation consisted of a review of current program activities against requirements of the reissued permit to identify key areas for program improvement. In addition to the assessment of impending permit requirements, on December 8, 2016, the Town DPW hosted a series of training/workshops with staff and Department leads from Wastewater, Health, Highway, Recreation, Planning, Building, and Natural Resources to review future permit requirements. The training/workshops were facilitated to discuss current program challenges and strengths as a basis for development of the Town of Acton 5-year stormwater program plan (to be developed in FY2018). The program evaluation also included a review the Town's drainage system GIS against required mapping elements in the new permit to identify needs for improvements to GIS database structure and/or geographic data gaps.

### 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 14<br>(Reliance on non-municipal partners indicated, if any)                               | Planned Activities  |
|----------|--|-------------------------------|--|--|---|
| PE-1     | Partner w/Local Organization             | Land Use Dept.                | Provide financial contribution/                  | None   | Will work with SUASCO Watershed Community Council on implementation of new MS4 permit |
| Revised  |  | Land Use Director             | Partner with SUASCO Community Assistance Program |  |   |
| PE-2     | Provide Stormwater Information Display   | Land Use Dept.                | SUASCO Community Assistance Program              | None   | Will work with SUASCO Watershed Community Council on implementation of new MS4 permit |
| Revised  |  | Land Use Director             | Provides public display                          |  |   |
| PE-3     | Provide CMMCP Information Display        | Land Use Dept.                | Central Massachusetts Mosquito Control Project   | Place display in the lobby of the Town Hall and provide additional material to the Town Clerk and Health Department Offices. | Continue Information Program with CMMCP detailing wetland mitigation efforts.         |
| Revised  |  | Land Use Director             | Provides public information display              |  |   |
| PE-4     | Provide Stormwater Presentation          | Land Use Dept.                | SUASCO Community Assistance Program              | None   | Will work with SUASCO Watershed Community Council on implementation of new MS4 permit |
| Revised  |  | Land Use Director             | Provides Stormwater Powerpoint Presentation      |  |   |
| PE-5     | Provide Innovative Reports to the public | Land Use Dept.                | Division of Ecological Restoration (DER)         | None   | None  |
| Revised  |  | Land Use Director             | Innovative Program                               |  |   |

#### 2a. Additions

|      |                      |                   |                        |   |   |
|------|----------------------|-------------------|------------------------|---|---|
| PE-6 | Catch Basin Labeling | Engineering Dept. | Label all catch basins | New goal: work with Eagle Scout or community organization to label all catch basins in town | Engineering Dept. has been labeling catch basins as part of GIS/mapping exercise. |
| New  |                      | Engineering Dept. |                        |   |   |

## 2. Public Involvement and Participation

| BMP ID # | BMP Description                               | Responsible Dept./Person Name | Measurable Goal(s)   | Progress on Goal(s) – Permit Year 14<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities   |
|----------|---|-------------------------------|--|--|--|
| PP-1     | Partner with Local Organization               | Land Use Dept.                | Provide stormwater information with SUASCO                       | None   | Participate with SUASCO with new MS4 Permit, where appropriate |
| Revised  |   | Land Use Director             |  |  |  |
| PP-2     | Organize Public Presentations                 | Land Use Dept.                | Use OARS Nashoba Brook stormwater information at public meetings | None   |  |
| Revised  |   | Land Use Director             |  |  |  |
| PP-3     | Intra-Community cooperation and participation | Land Use Dept.                | Promote Stormwater Management Program                            | None   |  |
| Revised  |   | Land Use Director             |  |  |  |
| PP-4     | Inter-Community cooperation                   | Land Use Dept.                | Partner with the Acton Stream Team                               | None   |  |
| Revised  | And participation                             | Land Use Director             |  |  |  |
| PP-5     | Regulation Education effort                   | Land Use Dept.                | Present Discharges to Storm Drain System Bylaw to citizens       | None   |  |
| Revised  |   | Land Use Director             |  |  |  |
| PP-6     | Intra-Community cooperation and participation | Land Use Dept.                | Work with watershed partner in promoting Stormwater activities   | None   |  |
| Revised  |   | Land Use Director             |  |  |  |

### 2a. Additions

|      |                      |                   |                        |   |   |
|------|----------------------|-------------------|------------------------|---|---|
| PP-7 | Catch Basin Labeling | Land Use Dept.    | Label all catch basins | New goal: work with Eagle Scout or community organization to label all catch basins in town | Engineering Dept. has been labeling catch basins as part of GIS/mapping exercise. |
| New  |                      | Land Use Director |                        |   |   |

### 3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description                            | Responsible Dept./Person Name | Measurable Goal(s)                              | Progress on Goal(s) – Permit Year 14<br>(Reliance on non-municipal partners indicated, if any)  | Planned Activities   |
|----------|--|-------------------------------|---|---|--|
| ID-1     | Clean Watershed Needs                      | Land Use Dept.                | Identify areas where stormwater issues          | Continued the review and implementation of appropriate measures as noted in Woodard & Curran's Clean Watershed Needs Report (2008-2027) | Continue the evaluation and prioritization of the recommendations of the Clean Watershed Needs Report              |
| Revised  |  | Land Use Director             | Need to be addressed                            |   |  |
| ID-2     | Develop monitoring programs in conjunction | Land Use Dept.                | Team with the Organization of the Assabet River | Continued financial support with OAR to sample, analyze and report two sampling sites on the Assabet River and Nashoba Brook            | Continue with the financial support of OAR   |
| Revised  | With local watershed organizations         | Land Use Director             |   |   |  |
| ID-3     | Address Illicit Discharge Related to       | Land Use Dept.                | Permit and inspect stormwater discharges        | Permit all commercial properties with stormwater discharges to the public way and inspected each. 328 properties in total.              | Continue to permit and inspect commercial discharges to the public way   |
| Revised  | Non-profit car wash events                 | Land Use Director             |   |   |  |
| ID-4     | Identify and prioritize locations with     | Land Use Dept.                | Use GIS to correlate risk properties            | Inspected facilities with 25 gallons or 25 pounds of hazardous materials. 123 properties in total.                                      | Continue inspection of hazardous material/waste storage facilities   |
| Revised  | Potential illicit discharges               | Land Use Director             | With protected resources                        |   |  |
| ID-5     | Develop stormwater permitting program      | Land Use Dept.                | Permit all properties with direct or indirect   | Use GIS to identify and permit properties that fall under the requirements of Chapter U of the Town's Bylaws.                           | Continue identifying and permitting properties that fall under the requirements of Chapter U of the Town's Bylaws. |
| Revised  |  | Land Use Director             | Discharges to the town's stormwater system      |   |  |
| ID-6     | Develop a stormwater monitoring program    | DPW                           | Hire interns to locate drainage infrastructure  | VHB completed GIS map of drainage system and installed ESRI apps on iPads to field check data.  | Continue to work with student interns in developing a stormwater monitoring program.                               |
| Revised  |  | DPW Director                  |   |   |  |

#### 3a. Additions

|      |  |              |                              |  |   |
|------|--|--------------|------------------------------|--|---|
| ID-7 | Eliminate illicit discharges when detected | DPW/Land Use | Eliminate illicit discharges | Staff located and eliminated the discharge a sump pump on Revolutionary Way after receiving complaints of diesel fumes at the outfall. | Continue eliminating any illicit discharges found |
|      |  |              |                              |  |   |

#### 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                                     | Responsible Dept./Person Name | Measurable Goal(s)              | Progress on Goal(s) – Permit Year 14<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities |
|----------|---|-------------------------------|---------------------------------|--|--------------------|
| CS-1     | Develop and implement watershed regulatory strategy | Land Use Dept.                | Prioritize recommendations of   | None   |                    |
| Revised  |   | Land Use Director             | The regulatory improvement plan |  |                    |
| CS-2     | Analyze impacts of stormwater bylaw                 | Land Use Dept.                | Created GIS maps                | None   |                    |
| Revised  |   | Land Use Director             |                                 |  |                    |
| Revised  |   |                               |                                 |  |                    |
| Revised  |   |                               |                                 |  |                    |
| Revised  |   |                               |                                 |  |                    |
| Revised  |   |                               |                                 |  |                    |

##### 4a. Additions

|      |  |                      |                     |  |   |
|------|--|----------------------|---------------------|--|---|
| CS-3 | Develop regulations for stormwater bylaw X | Land Use/Engineering | Develop regulations | Developed regulations, application and fee structure for Chapter X, Stormwater Management and Erosion & Sediment Control Bylaw | Board of Selectmen public hearing and regulation promulgation |
|      |  |                      |                     |  |   |

## 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 14<br>(Reliance on non-municipal partners indicated, if any)                                 | Planned Activities  |
|----------|-----------------------------------|-------------------------------|---|--|---|
| PC-1     | Develop/Implement protection for  | Land Use Dept.                | Develop and implement Town Rules & Regs | Developed regulations, application and fee structure for Chapter X, Stormwater Management and Erosion & Sediment Control Bylaw | Board of Selectmen public hearing and regulation promulgation |
| Revised  | Pre and Post Construction         | Land Use Director             | For Pre and Post Construction           |  |   |
| PC-2     | Develop/ Implement protection for | Land Use Dept.                | Publicly present Town Rules and Regs    | Developed regulations, application and fee structure for Chapter X, Stormwater Management and Erosion & Sediment Control Bylaw | Board of Selectmen public hearing and regulation promulgation |
| Revised  | Pre and Post Construction         | Land Use Director             | For Pre and Post Construction           |  |   |
| PC-3     | Develop/ Implement protection for | Land Use Dept.                | Develop and implement Town Bylaw        | Developed regulations, application and fee structure for Chapter X, Stormwater Management and Erosion & Sediment Control Bylaw | Board of Selectmen public hearing and regulation promulgation |
| Revised  | Pre and Post Construction         | Land Use Director             | For Pre and Post Construction           |  |   |
| Revised  |                                   |                               |   |  |   |
| Revised  |                                   |                               |   |  |   |
| Revised  |                                   |                               |   |  |   |

### 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 14<br>(Reliance on non-municipal partners indicated, if any)                                    | Planned Activities  |
|----------|-----------------------------------|-------------------------------|---|---|---|
| GH-1     | Improvements                      | Public Works Director         | Upgrade stormwater infrastructure                               | Install culverts, berms and catch basins to upgrade the stormwater system   | Continue the upgrade of the storm water system  |
| Revised  |                                   | Land Use Director             |   |   |   |
| GH-2     | Audit Current Town Facilities     | Public Works                  | Audit wastewater facilities impact to Abutting Assabet River    | Wastewater Treatment Facility conducted annual Slope, Stability & Erosion Report and Wetlands Monitoring Report.                  | Wastewater Treatment Facility will continue annual audit and submit a report.                   |
| Revised  |                                   | Director Of Public Works      |   |   |   |
| GH-3     | Operation and Management Program  | Public Works                  | Upgrade stormwater mapping                                      | Hired VHB with grant funding to complete GIS stormwater layer and build ESRI app for field-checking data and logging inspections. | Continue to upgrade data and maps of stormwater system  |
| Revised  |                                   | Director of Public Works      |   |   |   |
| GH-4     | Stream and Wetland Management     | CMMCP                         | Ensure clear waterways and removal of debris from wetlands      | CMMCP contracted to visually inspect streams and wetlands and remove debris from wetlands and streams.                            | Continue stream and wetland management.   |
| Revised  |                                   |                               |   |   |   |
| GH-5     | Stream and Wetland Management     | Public Works Director         | Prepare for new NPDES Permit                                    | Participate in public review process of NPDES MS4 permit, provide comments and develop implementation plan                        | File NOI within 90 days of final MS4 permit   |
| Revised  |                                   |                               |   |   |   |
| GH-6     | Storm Water System Identification | Land Use Dept.                | Identify wetlands or ponds under stress from stormwater impacts | Remove invasive water chestnuts from Robbins Mill Pond and Ice House Pond   | Continue to identify wetlands, ponds and streams that are under stress from stormwater impacts. |
| Revised  |                                   | Land Use Director             |   |   |   |

### 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 14 (Reliance on non-municipal partners indicated, if any) | Planned Activities  |
|----------|--------------------------------|-------------------------------|---|--|---|
| TMDL-1   | Check Current Impairment List. | Land Use Dept.                | There are no completed studies for receiving waters in Acton. | Monitored the CWRMP/MEPA process of Assabet communities.                                     | Check list annually to determine new implementation requirements. |
| Revised  |                                | Land Use Director             |   |  |   |
| Revised  |                                |                               |   |  |   |
| Revised  |                                |                               |   |  |   |
| Revised  |                                |                               |   |  |   |
| Revised  |                                |                               |   |  |   |
| Revised  |                                |                               |   |  |   |

### 7a. Additions

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