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

**EPA NPDES Permit Number:** MAR041059

**MADEP Transmittal Number:** W-040276

**Annual Report Number  
& Reporting Period:** No. 13: March 16-March 17

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Brendan O'Regan Title: Director, Dept. of Public Works

Telephone #: 781-231-4145 Email: boregan@saugus-ma.gov

#### 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: Brendan O'Regan

Title: Director of Public Works

Date: \_\_\_\_\_

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

The Town of Saugus has completed the required self-assessment and has determined that our municipality is in substantial compliance with all permit conditions.

The major outstanding item is creation of the Bylaw

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### 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 16 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Year 17
1-1	Include an article/brochure about stormwater in the annual Consumer Confidence Report	Department of Public Works	Article/brochure distributed annually to residents	Mailing with annual Consumer Confidence Report delayed because of a lack of Staffing.	Brochure will be again considered with future mailings. Working on selecting brochure to send.
1-2	Include stormwater information in water and sewer bills once per year	Department of Public Works	Inserts mailed in consumer water and sewer bills once per year	Mailing with annual water and sewer bills delayed because of a lack of funding.	See above.
1-3	Offer to give stormwater presentation to school children	Department of Public Works or Conservation Commission	School superintendent contacted	Transition in School Superintendent position	Continue efforts to contact school superintendent to offer stormwater presentations to school children.
1-4	Maintain signs for pet waste cleanup at schools and parks	Department of Public Works	Number of signs inspected	The DPW maintained and repaired signs as necessary	Continue to maintain and inspect signs.
1-5	Give an annual update of the Stormwater Management Plan at a televised Selectmen's meeting	Department of Public Works or Conservation Commission	Annual update	Hearings / public meetings held regarding I/I removal program and sump pump survey program. Updates given to BOS at Public Mtgs.	Annual report given to Town Manager for Board of Selectmen
1-6	Staff a table with information about stormwater at Founder's Day each year	Department of Public Works or Conservation Commission	Table staffed each year, number of brochures handed out	Unable to do this year due to staff reductions.	Hope to Staff table in September 2017.

#### 1a. Additions

	Standard letter on developments includes language on stormwater compliance issues			Continued since 2014	Will Continue to perform this effort.
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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 16 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Year 17
2-1	Comply with state public notification guidelines at MGL Chapter 39 Section 23B	Town Clerk	Notices posted in current locations	Notices posted.	Continue to post notices.
2-2	Provide in-kind support for citizen clean-ups	Department of Public Works	Number of clean-ups for which services are provided.	Provided in-kind services for Saugus River clean up. DPW supported efforts along the Saugus River and Riverside Cemetery. The town continues efforts in remote locations. Appliances, furniture, etc. removed from these locations. Extensive cleanup of parks and Fields. Also inmates from local correctional facility and volunteers from local church group perform much effort. Clean up at Earth Day event.	Continue to provide in-kind support for citizen clean-ups and parks and fields work.

### 2a. Additions

	None				
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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 16 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Year 17
3-1	Conduct dry-weather outfall screening	Department of Public Works	Percent of outfalls screened	Completed in Fall 2003	Develop scope to comply with revised rule.
3-2	Map stormwater outfalls and receiving waters	Department of Public Works	Map created	Completed. Map on file at DPW office. Create numbering system for maps. Input maps into work order system.	Map updated as time allows.
3-3	Map the stormwater collection system in a GIS	Department of Public Works	GIS of stormwater system created	GIS has been created and delivered to the Town. Field work to locate outfalls has been completed. Map has been created. Added unique identifiers to all stormwater infrastructure.	Town will maintain the GIS as time allows.
3-4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4	Department of Public Works	Number of illicit connections found and removed	Outfall screening Memorandum has been completed and is on file	No outfalls tested positive for illicit connections.
3-5	Develop a bylaw governing discharges to the municipal sewer system (MS4). The objectives of the bylaw will be to prevent pollutants from entering the MS4, prohibit illicit connections and unauthorized discharges to the MS4, and require the removal of illicit connections.	Town Attorney	Draft bylaw developed and presented to Town Meeting	Obtained model draft bylaw language. Working on the development of a draft bylaw. Information given to Town Attorney to create bylaw.	Town Attorney to create bylaw

#### 3a. Additions

	Clean catch basins and reset frames and covers and if issues identified then work performed.				
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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 16 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Year 17
4-1	Develop a Construction Site Erosion and Sediment Control Bylaw	Town Attorney	Draft bylaw developed and presented to town meeting	Obtained model draft bylaw language. Working on the development of a draft bylaw.	Town Attorney to develop Bylaw
4-2	Require a waste management plan at construction sites	Planning Board, Conservation Commission	Regulatory mechanism in place for requiring a waste management plan for all construction sites greater than 1 acre	Included in the Order of Conditions from the Conservation Commission. Considering incorporating into local stormwater management bylaws.	Incorporate requirement into appropriate regulations or site plan review procedures. Alternatively, “piggyback” on one of the other bylaws being developed.
4-3	Continue to review site plans for stormwater impacts	Planning Board, Inspection Services, Conservation Commission	Protocol for site plan review developed	Internal protocol exists for review of site stormwater plans by the Planning Board, Town Engineer, DPW Director, Con Comm and, if needed, by an outside consultant. Letter goes to all seeking building permits that SW Mgmt practices must be met.	Continue site plan reviews for stormwater impacts.
4-4	Consider public input for new construction	Planning Board, Department of Public Works	Number of public hearings, complaint log kept	Continue public hearings for new subdivisions by the Planning Board.	Continue public hearings for new subdivisions. Continue logging public complaints.
4-5	Continue inspection of erosion and sediment controls	Planning Board, Inspection Services, Conservation Commission	Number of inspections conducted.	Inspections of erosion and sediment controls are being conducted by the Conservation Commission, Planning Board and Clerk of the Works.	Continue conducting Town inspections by Planning Board and ConComm.

#### 4a. Additions

	None				
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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 16 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Year 17
5-1	Continue enforcing the storm drainage general requirements and the Hillside Protection Bylaws	Planning Board	Number of new project plans reviewed for compliance with Storm Drainage General Requirements and the Hillside Protection bylaw	Projects were reviewed for compliance with the Storm Drainage General Requirements and for compliance with the Hillside Protection bylaw	Continue in Year 16.
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Town Engineer and Town Attorney	BMP Manual Selected	Selected Massachusetts DEP and CZM, “Stormwater Management, Volume Two: Stormwater Technical Handbook”, March, 1997.	Completed
5-3	Develop a draft bylaw that ensures long-term maintenance of private structural BMPs	Town Attorney and Planning Board	Draft bylaw developed and presented to Town Meeting	Obtained model draft bylaw language. Working on the development of a draft bylaw.	Town Attorney to develop bylaw

#### 5a. Additions

	None				

## 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 16 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Year 17
6-1	Identify sensitive receptors (such as wetlands, beaches, etc.) within the Town	Department of Public Works	List of sensitive receptors developed, staff notified	Identified Saugus River, Rumney Marsh and Lynn Reservoirs as sensitive receptors	Done
6-2	Sweep all streets twice a year	Department of Public Works	Percent of streets swept annually	All streets swept twice per year. Major streets swept at least 7 times per year and this has increased most recently. Parking lots swept 4 times per year. New vendor selected and increase costs will be spent in future years.	Sweep streets before the end of June and in the Fall. Records of sweeping schedule and daily residuals volumes will be tracked. New Vendor begins in April 2017 and increased cost has been allocated.
6-3	Calibrate salt spreaders twice per year and monitor industry standards and practices	Department of Public Works	Maintain documentation of amount of deicers used.	Salt spreaders were adjusted as needed to dispense proper rates during storms. Additional training takes place and drastic increase in tracking of these chemicals results in reduced amounts used.	DPW will track deicing standards and practices. The amount and types of deicer used next winter will be documented.
6-4	Minimize impacts from vehicle maintenance	Department of Public Works	Employee training held; materials inventory developed.	Environmental Compliance Audit completed, May 2003. No exceptions to regulatory standards noted for Wetlands and Stormwater runoff. SPCC plan developed.	Spill prevention control and countermeasure plan to be followed.
6-5	Maintain the storm drainage system	Department of Public Works	Number of catch basins cleaned annually	Cleaned Town's catch basins. Clean over 1,000 CBs	Clean of approximately 33% of Town's catch basins between April 1, 2017 and December 31, 2017
6-6	Train staff to minimize chemical applications in parks and other landscaped areas	Department of Public Works	Employee training held; materials inventory developed	No fertilizers were applied.	Practice fertilizer and herbicide management throughout permit year.
6-7	Control illegal dumping	Department of Public Works	Number of signs posted; number of cleanups supported	DPW cleaned sites where illegal dumping was reported.	Document illegal dumping locations. Install and maintain signs to discourage illegal dumping.
6-8	Hold Annual Household Hazardous Waste Drop-off Day	Inspection Services	At least one household hazardous waste drop-off day per year	The annual household hazardous waste day was held in October, as scheduled.	An annual household hazardous waste day will be held.

6-9	Plant a new tree to replace every tree removed by the Town each year	Department of Public Works and Tree Committee	The same number or more trees planted than cut down each year.	The Town is actively managing trees requiring the purchase of a sapling to replace healthy trees removed. Plant 2 to 3 trees.	To replace downed trees.
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6a. Additions

	Entire DPW site Swept. CHaRM Center paved so that runoff sediment is reduced. Installation and repair of of \$20,000 in berms to prevent erosion. Attend Stormwater seminars.				
	Brook Cleaning	Department of Public Works	Clean Brooks as needed	Clean Brooks in 3 to 5 locations through out Town	Clean Brooks as needed