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Municipality/Organization: Town of Holbrook, MA

EPA NPDES Permit Number: MA041039

MaDEP Transmittal Number: W040236

**Annual Report Number
& Reporting Period: No. 15: April 1, 2017 – April 30, 2018**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: **Christopher Pellitteri** Title: **Superintendent of Public Works**

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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: **Christopher Pellitteri**

Title: **Superintendent of Public Works**

Date: **4/25/18**

Part II. Self-Assessment

Except where noted herein, the Town of Holbrook's stormwater management activities for the fifteenth year of the General Permit were in conformance with the Notice of Intent and schedule submitted in July 2003. The Town developed a Stormwater Management Plan with program priorities for 2003-2008 including:

1. Achieving regulatory compliance, particularly EPA Phase II NPDES permit requirements;
2. Incorporating storm water protection measures into municipal activities;
3. Focusing activities on targeting pollution reduction (e.g. Section 303(d) waters and protecting the Town's water supply);
4. Ensuring that the Program is current and innovative; and
5. Providing Program administration.

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16 (if applicable)
1-1	Include an article/flyer about stormwater with the annual consumer Confidence Report.	Public Works Department	Article/flyer distributed annually to all residents.	Information included with the latest CCR, and information posted on the Town’s website.	Continue with CCR notice and web site posting.
1-2	Educate Town residents about picking up dog waste.	Public Works Department and Town Clerk	Pet waste fact sheets mailed to all Holbrook residents with the annual census form.	Continued with program.	Continue to post signs on Town property.
1-3	Stormwater education program for school children.	Public Works Department and Conservation Commission	Middle school principal contacted; presentation given.	EPA’s Stormwater Challenge placemat crossword puzzle for school-age children is posted on the Town’s web site.	Continue with web site posting.
1-4	Install and maintain signs for pet waste clean up at schools and parks.	Public Works Department	Number of signs installed, number of signs inspected.	Inspected and maintained all current signs.	Inspect all signs and repair as necessary.
1-5	Annual update of the Stormwater Management Plan at a televised Selectmen’s meeting.	Stormwater Advisory Committee	Annual update of the SWMP at a televised Selectmen’s meeting.	Updates to Selectmen as part of budgeting process. Televised meeting is on hold pending changes to budgeting based on changes to permit.	Update Selectmen on potential budget impacts of new permit during budgeting process.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16 (if applicable)
2-1	Form Stormwater Advisory Committee (SWAC)	Board of Selectmen	Form committee within six months of submission of Notice of Intent. Meet once during first year of permit, and twice annually thereafter.	Committee is on hold until compliance with new permit requirements is necessary.	Update Selectmen on new permit during budget process. Discuss timing and necessity of new committee with Selectmen.
2-2	Comply with state public notification guidelines at MGL Chapter 39 Section 23B.	Stormwater Advisory Committee and Town Clerk	Notices posted in library and current locations	See 2-1.	Post notices prior to SWAC meetings.
2-3	Stencil catch basins with “don’t dump” message.	Public Works Department and Conservation Commission	Number of catch basins stenciled.	No changes.	Focus stenciling in catchment areas with reported illicit discharges.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16 (if applicable)
3-1	Conduct dry-weather outfall screening.	Public Works Department	Percent of outfalls screened once during permit term.	None, screening at over 100 outfalls was completed in Year 1.	Await new EPA General Permit sampling parameters for impaired waters prior to additional proactive sampling.
3-2	Map stormwater outfalls and receiving waters.	Public Works Department	Map created.	None, BMP complete.	None, BMP complete.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16 (if applicable)
3-3	Investigate the need for mapping the entire stormwater collection system in a GIS.	Stormwater Advisory Committee	Decision on whether to go forward with a stormwater GIS.	Budgeting analysis begun.	Finalize budgeting analysis to comply with new permit mapping requirements.
3-4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4.	Public Works Department	Number of illicit connections found and removed.	No changes.	Continue to conduct field investigations to locate and remove reported illicit connections.
3-5	Continue enforcement of the bylaw that requires inspection of new construction for correct connection to the sanitary sewer.	Plumbing Inspector	Number of inspections conducted.	Five new homes constructed and sold in permit year.	Continue to enforce bylaw by conducting inspections at new construction sites.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16 (if applicable)
4-1	Develop a Construction Site Erosion and Sediment Control bylaw for construction sites greater than 1 acre in area.	Stormwater Advisory Committee, Building Inspector, Soil Removal Inspector	Draft bylaw developed and presented to Town Meeting.	None, Bylaw previously presented and accepted by Town Meeting.	None, BMP complete.
4-2	Require a waste management plan at construction sites larger than one acre.	Building Inspector, Planning Board and Conservation Commission.	Waste management plan for each construction site larger than one acre.	One ongoing development on Westdale Road. Dumpsters and portable sanitation services required for building permit.	Continued requiring dumpsters and portable sanitation services for building permit.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16 (if applicable)
4-3	Review site plans for stormwater impacts.	Planning Board and Conservation Commission	Number of site plans reviewed for erosion and sediment control.	Planning Board and Conservation Commission reviewed all site plans associated with issuance of building permits.	Continue site plan reviews.
4-4	Consideration of public input.	Planning Board (for subdivisions) and Public Works Department (for Town water and sewer projects)	Plan for accepting public comment developed; signs posted at each construction site.	Site plan reviews are completed by the planning board and additional review by the conservation commission if applicable. Abutters are notified of upcoming projects and notices are posted in both the local newspaper and public meeting places (including contact phone numbers).	Continue reviews, notifying abutters and posting notices.
4-5	Inspection of erosion and sediment controls.	Planning Board and Conservation Commission	Number of inspections conducted.	One ongoing development on Westdale Road. Conservation Commission staff member and Public Works inspect all sites for proper erosion control. As necessary, the building Department may also inspect projects.	Continue to perform inspections.

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16 (if applicable)
5-1	Develop a draft bylaw to apply Standards 2, 3, 4, 7 and 9 of the Massachusetts Stormwater policy (MSP) to entire Town. Present the bylaw to Town.	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	None. Bylaw adopted at Town Meeting.	None, BMP complete.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards.	Stormwater Advisory Committee	BMP manual selected.	None, BMP complete.	None, BMP complete.
5-3	Develop a draft bylaw that ensures long-term maintenance of private structural BMP's.	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	None, BMP complete.	None, BMP complete.
5-4	Enforce the Planning Board regulations that require installation of sewers in new subdivisions.	Planning Board	New construction in compliance with Planning Board sewer regulations.	One ongoing development on Westdale Road. Enforced regulation.	Continue to enforce regulation.
5-5	Evaluate existing structural BMP's for efficiency.	Stormwater Advisory Committee	Create BMP inventory and maintenance plan.	The Conservation Commission's Order of Conditions for construction projects includes a list of necessary practices.	Continue listing necessary BMP's.

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 15 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 16 (if applicable)
6-1	Identify sensitive receptors (such as wetlands, beaches, etc.) within the Town.	Public Works Department	List of sensitive receptors developed, staff notified.	None, BMP complete.	None, BMP complete.
6-2	Sweep all streets each spring.	Public Works Department	Percent of streets swept annually.	Swept all 55 miles of streets, maintained records of schedule and have daily estimates of volume of collected residuals held by Public Works Department.	Continue to sweep all streets in the spring, and maintain records of schedule and daily volume of collected residuals.
6-3	Sweep all sidewalks each spring.	Public Works Department	Percent of sidewalks swept annually.	Swept sidewalks and maintained records of schedule. Residuals are moved to the street gutter for later collection by street sweeper; therefore there are no records of daily volume of collected residuals.	Continue to sweep sidewalks in the spring, maintain records of schedule.
6-4	Continue existing road salting procedures.	Public Works Department	Amount of deicing compounds used.	Continued existing roadway deicing procedures: <ul style="list-style-type: none"> Continued with sand/salt mixture Maintained deicer volume records Monitored industry standards and practices for cost effective ways to minimize deicer usage, and modify practices as appropriate Restrict deicing on industrial and commercial properties that are near sensitive receptors. Restrict deicing on Weymouth St. near Great Pond. 	Continue existing roadway deicing procedures.

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6-5	Minimize impacts from vehicle washing.	Stormwater Advisory Committee	Establish if further vehicle washing controls are needed, and if so, evaluate and select the appropriate controls.	Town used commercial car washes and Fire Department vehicle washing facility.	Continue using commercial car wash for small vehicles and continue to use the Fire Department.
6-6	Minimize impacts from vehicle maintenance.	Public Works Department	Employee training conducted, inventory taken.	Potential training available on website SEMAstormwater.org.	Continue training and tracking.
6-7	Maintain the storm drain system.	Public Works Department	Number of catch basins cleaned annually.	Cleaned approximately 20% of catch basins using Town’s catch basin cleaning machine. Cleaned drain pipes as necessary.	Clean 20% of catch basins. Track residual volumes on a daily basis.
6-8	Minimize pesticide and fertilizer use for parks and other landscaped areas.	Public Works Department and Conservation Commission	Training conducted; amount of herbicides/fertilizers used.	No herbicide or pesticides were used. Fertilizer use was limited to parks in the immediate vicinity of Holbrook Square and Mary Wales Park.	Practice green landscaping continually.
6-9	Control illegal dumping.	Board of Health and Public Works Department	Number of signs posted; number of sites cleaned up.	No changes from 2016.	Install “No Dumping” signs in any newly identified common dumping areas. Continue collection events into 2018.
6-10	Household Hazardous Waste Collection	Public Works Department		HHW collection held summer 2017.	Hold collection in 2018.

Part IV: Summary of Information Collected and Analyzed

No additional information has been collected or analyzed outside of what was listed in Part III above.