04

6/4/04 received

Municipality/Organization: Town of Ashland

EPA NPDES Permit Number: BRP-WM-08A

MaDEP Transmittal Number: W-036190

Annual Report Number & Reporting Period: No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Stephen Soma, P.E. Title: Director 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: Stephen Soma

Title: Director of Public Works

Date: 4/27/04

Part II. Self-Assessment

Town of Ashland has been in sever turmoil over the past 12 months with a new Town Manager coming in, the Highway Superintendent and Director leaving the Department and more recently the new Town Manager leaving after a very short time.

The DPW has basically had two people running three departments and in several other aspects been severely understaffed. Thus June the Administration is expecting a new Highway Superintendent and a new Director is now in place who has an Engineering background and is a Professional Engineer.

In general aN SWC has been formed but with the past turn=moil it has fallen by the wayside. Milestones are to get SWC up and running again in June with the help of additional members and volunteers.

We have formed a more aggressive street sweeping and CB Cleaning program including a tracking database and are well on our way to developing a Stormwater plan of the Town.

A stenciling program has been started and is seeing a lot of interest from local youth croups including the Boy Scouts and Girl Scouts, and the Ashland Stream Team.

Between the new Director and assisted by the ConCom agent a more vigilant stance and approach has been take to oversee and monitor private development projects in complying with Phase II Stormwater requirements and much training of personnel has been done.

Recently in conjunction with the Ashland Stream Team volunteers, and health agent and DPW area streams were visited and cleaned up of major debris and visually inspected for potential illegal discharges.

With the DPW being better staffed as coming this June the overall efforts to comply and hopefully exceed the requirements of the NPDES permit is goal number one.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1-1	Design and Distribute Brochures	Water & Sewer Department	Educate the Public Via Sewer & Water Bills	Examples brochures have been accumulated and designs are now being discussed	Educate the Public Via Sewer & Water Bills, hand out during May 1 Earth Day, provide handouts for schools
Revised		SWC			
1-2	Air Stormwater Information on Local CA/TV Station	Water & Sewer Department	Educate the Public	Minimal progress; Currently considering proposal from SUASCO	Use CATV and Town Website to inform public
Revised		SWC			
1-3	Form a Stormwater Committee (SWC)	Con. Com	Inform the Public	Committee has been formed between Con Com, Stream Team. Conservation agent and DPW	Set milestones for meeting BMP's
Revised					
1-4	Label Storm Drains	SWC	Ensure Ongoing Public Education	Stencil examples ordered and being tested in field for longevity	Stencil all CB's at Curb Inlets
Revised					
1-5	High School Education	SWC	Educate the Younger Public	Examples brochures have been accumulated and designs are now being discussed	Educate school children and hold a grade five contest surrounding clean water importance
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2-1	Enlist Local Citizens to the SWC	SWC	Involve Local People in the Development of the SWMP	A "Stream Team" of volunteers has been formed , Earth Day '04 involves visiting out of site areas around stream beds for clean up.	Elevated public involvement by use of Web Sites and Cable TV
Revised					
2-2	Enlist Local Groups to label Storm Drains	SWC	Public Aids in SW Education	Stencil examples ordered and being tested in field for longevity	Aim for 50% minimal CB markings
Revised					
2-3	Form a Technical Committee	DPW Director	Review and Oversee Stormwater Issues	Town has now hired a Professional Engineer as employee to take part in the Technical Review of Public and Private Projects.	Finalize a town wide drainage plan and take a vigilant and proactive stance on checking outfalls for violations
Revised					
2-4	Review and Comment on the General Permit	TC/SWC	Local Involvement in SWMP Creation	Minimal effort	
Revised					
2-5	Publicize in Local Papers and Cable Television	TC/SWC	Inform General Public	Examples brochures have been accumulated and designs are now being discussed	Educate the Public Via Sewer & Water Bills, hand out during May 1 Earth Day, provide handouts for schools
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3-1	Create a Drainage Map	Water & Sewer Department	Map MS4	Hired a consultant firm to develop Map. Mapping 50% to 90% complete	Seek funding for 5 year plan on stormwater management, maintenance and testing. Complete map and take a vigilante stance on checking outfalls.
Revised		DPW Director			
3-2	Adopt an Illicit Discharge By-Law	Water & Sewer Department	Town Adopts By-Law	Finished research and attended seminars on Stormwater including writing by-laws	Write Bylaws and prepare them for implementation
Revised		DPW Director			
3-3	Enforcement of By-Law	DPW Director	Discourage Violations	Minimal effort;	Involve Town Council on developing by-law. Investigate illegal discharge and set fine schedule
Revised					
3-4	Train Staff & SWC in Outfall Inspection	TC	Develop Inspection Program	Minimal Effort; Classes to be attended ; Have estimates from CEI for in house training.	Research and properly train Staff
Revised					
3-5	Provide Dry Weather Inspections to Outfalls	SWC,TC & DPW	Detect Illicit Discharges	Minimal inspection due to limited staff. More active role expected in '04-'05	More proactive schedule on checking all outfalls
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4-1	Draft an Erosion/Sediment control By-Law	Con. Com	Adopt By-Law	Finished research and attended seminars on Stormwater including writing by-laws	Write Bylaws and prepare them for implementation
Revised					
4-2		Con. Com	Construction Activity		
Revised					
4-3	Requirements and Procedures for Site Waste	Con. Com	Construction Activity	Minimal Efforts	
Revised					
4-4	Procedures for site plan review	Planning Board	Construction Activity	Procedures are in place and involve the input of Engineers.	
Revised					
4-5	Procedures for enforcement	Con. Com	Discourage Violations	Vigilant stance is maintained between Director and Con Com Agent	
Revised					
Revised					

4a. Additions

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5-1	Adopt Stormwater Management Policy	Water & Sewer Department	Town Adopt By-Law	Finished research and attended seminars on Stormwater including writing by-laws	Write Bylaws and prepare them for implementation
Revised					
5-2	Procedures for review of Stormwater BMP's	Water & Sewer Department	Ensure Proper BMP's are in place	BMP Review now a part of Tech review of all Public and Private development	Formalize BMP requirements in Town Rules and Regulations
Revised					
5-3	Procedures for Longterm Operations & Maintenance	Water & Sewer Department	Ensure Longevity of BMP's	BMP Review now a part of Tech review of all Public and Private development	Formalize BMP requirements in Town Rules and Regulations
Revised					
Revised					
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6-1	Catch Basin Cleaning Program	Highway Department	Prevent Sedimentation Entering MS4	Develop a system of assuring proper cleaning of drainage structures as part of Roadway Inventory efforts	Purchase new equipment to support goals of cleaning each basin on a 5-year rotation basis
Revised					
6-2	Street Sweeping Program	Highway Department	Prevent Sedimentation Entering MS4	All Streets are swept at least once with highly traveled areas several times	Maintain Program
Revised					
6-3	Procedures for Housing Salts & Hazardous Materials	Highway Department	Prevent Leachate Entering	Investigated options for handling material properly	Join local groups and organizations to share knowledge on proper handling and options for material disposal/reuse
Revised					
6-4	Procedures for Handle CB Cleaning	Highway Department	Prevent Leachate Entering	Investigated options for handling material properly	Join local groups and organizations to share knowledge on proper handling and options for material disposal/reuse
Revised					
6-5	Municipal Employee Training	Highway Department	Education Employees	Education progress on construction activities within a wetland. Formal training program has yet to be established	Join local groups and organizations to share knowledge on different ways of educating employees
Revised					
Revised					

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
7-1	Identify Category 5 Outfalls	Water & Sewer Department	Identify Cat. 5 Inspection Points	Minimal efforts	Identify Cat 5Outfalls
Revised					
7-2	Water Quality Testing at Outfalls	Water & Sewer Department	Detect Source	Minimal Effort; Classes to be attended ; Have estimates from CEI for in house training	
Revised					
7-3	Identify Illicit Discharge Source	DPW Director	Enforce Illicit Discharge By-Law	Finished research and attended seminars on Stormwater including writing by-laws	
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Brochures for public education, stenciling project plan, CB Cleaning data base, Information and design guidelines for providing TSS removal from private development projects, Examples of Illicit discharge bylaws; Design requirements for technical review of plans for BMP design.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents 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.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	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

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

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 completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

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)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

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)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

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

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	