04

Municipality/Organization: **Town of Ayer**

EPA NPDES Permit Number:

MaDEP Transmittal Number: **W-040750**

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

MAY - 5 2004

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Anita Scheipers Title: Town Administrator

Telephone #: 978-772-8210 Email: ta@ayer.ma.us

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: James M. Fay

Title: Chairman, Board of Selectmen

Date: April 30, 2004

Part II. Self-Assessment

PE1: The Public Education flyer # 1 is complete, but distribution is intended to begin at the town meeting on May 10, as well as being placed at the kiosks at various town buildings.

PP1: The formal Storm Water Steering Committee (SWSC) has not yet been appointed by the Selectmen. It is intended to have this
Four member group be appointed on May 18, 2004 and the start-up meeting of this group will be the week of May 24th.

CRC1: The score sheet for the water testing criteria is in process of being finalized. It should be ready to use by the end of May after acceptance by the SWSC. The first round of testing is anticipated to be completed by Oct 2004.

BMP's for Meeting TMDLs: The studies are not yet completed, thus the activities identification are still on hold. These studies are being conducted by a regional group and the Department of Defense.

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
PE1	Educational materials	DPW	Create educational flyers re storm water	Flyers are ready for distribution at te May 10 town meeting and for placement at town offices, etc.	Create flyer # 2 re lawn care.
Revised					
PE2	Cable TV info spots	DPW	Create 1 infomercial About storm water by 5/06		Spot to be created and shown by March 05
Revised					
PE3	Drain Stenciling	DPW	Stencil storm drains by 5/06	Drains in process of being inventoried and ID'd	
Revised					
PE4	Lawncare Workshops	SWSC/DPW	Hold 1 workshop by 5/07		
Revised					
PE5	Educational Displays on storm water mgt	SWSC/DPW	Create I display for use at town functions by 5/08		
Revised					
Revised					

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
PP1	Establish Committee	Brd of Selectmen	Est. committee by 11/03	Formal committee not yet appointed.	Informal volunteers handling activity to date. Appointment of committee on 5/18. 1st mtg in week of May 24th.
Revised					
PP2	Public Info Meetings	SWSC	2 meetings in 2004	Meetings intended to be held in July and November. Exact dates TBD.	
Revised					
PP3	Annual Roadside Cleanup	SWSC/DPW	Schedule 1 cleanup day by 4/05	.	Schedule annual cleanup for May 05.
Revised					
PP4	Establish neighborhood watch groups	DPW/SWSC	Create 4 groups by 4/06		
Revised					
PP5	Reforestation	ConsCom	Establish plan to require/encourage planting of cleared areas		
Revised		And Tree Warden			
Revised					

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
ID1	System Mapping	DPW	Complete system map by 3/05	Mapping is 25% complete	Complete mapping by 3/05
Revised					
ID2	ID illicit discharges	DPW	Conduct inspections by 11/05		
Revised					
ID3	Prohibit illicit discharges	DPW/BoH	Establish regulatory mechanisms to prohibit by 4/06		
Revised					
ID5	Elliminate illicit discharges	DPW	Show # of re-routed connections	In process	
Revised					
Revised					
Revised					

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
CRC1	Establish water quality benchmarks	DPW	Develop score sheet and do Rd 1 of testing	Score sheet in process. To be accepted by end of May	Round 1 of testing to be completed by Oct '04.
Revised					
CRC2	Site Inspection Criteria	DPW	Develop site inspection criteria by 5/05		
Revised					
CRC3	Staff training re site inspections	DPW	Train all applicable staff by 5/06		
Revised					
CRC4	Tighten regulatory controls	DPW/ConsCom	Review existing regs and propose updates as needed by 5/06		
Revised					
CRC5	Maximum compliance	DPW	Achieve overall compliance		
Revised					
Revised					

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
RC1	ID BMPs	DPW/ConsCom /Planning Board	Review existing regs and draft new as needed by 12/05	Review of existing regs in process.	Create recommended updates by end of year
Revised					
RC2	Acceptance of new regs/bylaws as needed	above	Codify new by 5/06		
Revised					
RC3	Construction Waste Mgt	DPW/Building Dept.	# of inspections in 2006		
Revised					
RC4	Evaluate Water Qulaity	DPW	Round 2 of testing		
Revised					
Revised					
Revised					

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
GH1	Survey facilities and existing practices, etc	DPW	Do self survey	Completed	
Revised					
GH2	Develop training manual	DPW	Create manual by 12/04	Completed	
Revised					
GH3	Train Employees	DPW	Train ALL staff by 5/05	Completed	
Revised					
GH4	Implement maintenance schedule	DPW	Implement veh and facilities maintenance schedule by 5/06	In process	
Revised					
GH5	Evaluate Program	DPW	ID of facilities with controls in place by 5/07		
Revised					
Revised					

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	TMDL study	Department of Defense; NRWA		The 2 studies still in process therefore not able to define BMPs needed to address\areas of concern. Reliant on outside agencies to complete.	Meet with appropriate parties and get update on project status before May 30th.
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	($)	Not separately itemized from regular departmental activities

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	75%
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N/A
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	N/A
▪ community participation	(%)	N/A
▪ material collected	(tons or gal)	N/A
School curricula implemented	(y/n)	N

Legal/Regulatory

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

Mapping and Illicit Discharges

Outfall mapping complete	(%)	20%
Estimated or actual number of outfalls	(#)	TBD
System-Wide mapping complete	(%)	25%
Mapping method(s)		
▪ Paper/Mylar	(%)	25%
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	0
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	95%
% of population on septic systems	(%)	5%

Construction

Number of construction starts (>1-acre)	(#)	2
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections completed	(# or %)	100%
Estimated volume of stormwater recharged	(gpy)	TBD

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/yr
Total number of structures cleaned	(#)	840
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.)		Beneficial use
Cost of screenings disposal	($)	0

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/yr

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	20/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	Unknown
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Beneficial use
Cost of sweepings disposal	($)	0
Vacuum street sweepers purchased/leased	(#)	N/A
Vacuum street sweepers specified in contracts	(y/n)	N/A

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

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	3 parts sand to 1 part salt
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	0%
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N