Municipality/Organization: Town of Charlton

EPA NPDES Permit Number: MAR041100 2004 MAY -3 P 11:57

MaDEP Transmittal Number: W- 036476

Annual Report Number
& Reporting Period: No. 1: May 1, 2003-April 30, 2004

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Karen Gauvin Title: Conservation Commission Agent

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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: Jill R. Myers

Printed Name: Jill R. Myers

Title: Town Administrator

Date: 4/29/04

Part II. Self-Assessment

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

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
1A	Public Ed for residents.	Board of Selectmen/Jill Myers, Town Administrator	Annual article in the Charlton Gazette	***Two* articles published in Gazette, a free paper that is delivered to every address in Charlton.**	Increase # of articles. Seek other outlets e.g. cable channel.
Revised					
1B	Stormwater Education for students.	Board of Selectmen/Jill Myers, Town Administrator	Posters in Public Schools w/ permission.	**No activity planned for Year 1 BUT have recruited a middle school teacher to help with stormwater education at school.**	Posters in schools. Will *try* to expand school stormwater education with the help of the teacher.
Revised					
1C	Public Ed community reachout.	Board of Selectmen/Jill Myers, Town Administrator	Charlton website posts stormwater info.	Scheduled for year 3.	Gear up. Assemble web talent & materials during year 2.
Revised					
1D	Stormwater Education Survey.	Boar Board of Selectmen/Jill Myers, Town Administrator	Conduct survey in Gazette w/ permission.	Planned for year 4.	Planned for year 4.
Revised					

1a. No 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
2A	Community participation.	Board of Selectmen /Chairman	Establish a Stormwater Panel.	**Established the Stormwater Panel.**	The panel will develop recommendations for enhancing the SWMP.
Revised					
2B	SWMP recommendations.	Board of Selectmen/Members	Board of Selectmen considers the recommendations.	Scheduled for year 2.	Board of Selectmen considers implementing the recommendations & publishing the Panel's recommendations in the Gazette.
Revised					
2C	Community participation/Household hazardous waste collection.	Household Hazardous Waste Committee	Annual Hazardous waste day (depends on funding).	**Held a very successful Hazardous Waste Day. AHEAD of original (NOI) schedule.**	Two Hazardous Waste Collections.
Revised					
2D	Community participation.	Household Hazardous Waste Committee	Publish the results of Hazardous Waste Collection in the Gazette w/ permission.	Planned for year 4.	Planned for year 4.
Revised					

2a. No additions at this time.

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
3A	Hazardous Waste Education.	Household Hazardous Waste Committee	Annual Hazardous Waste Day (depending on funding).	**Held a Hazardous Waste day. See. 2C. Educational component in Gazette article advertising the event.**	An annual Hazardous Waste Collection with handouts.
Revised					
3B	Identification of Illicit Connections.	Highway/Gerry Foskett	Will seek appropriation to train employees.	Planned for year 2.	Train Employees about stormwater and identification of illicit connections and discharges.
Revised					
3C	Storm Drainage System Map.	Planning Board/Alan Gordon & Consultant	Begin mapping (depending on funding).	**No activity was planned for year 1 but located existing maps and identified areas covered by subdivision plans.**	Locate as many outfalls as able.
Revised					
3D	Illicit Connection Data.	Highway/Gerry Foskett	Use data to assess progress.	Planned for year 4.	Planned for year 4.
Revised					

3a. No additions at this time.

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
4A	Construction Site Runoff Inspection Checklist.	Building Inspector/ Curt Meskus	Seek approval to develop SW quality checklist.	**Approval was given. The checklist has been developed.**	N/A
Revised					
4B	Construction Site Runoff Inspection Checklist.	Building Inspector/ Curt Meskus	Seek approval to implement the checklist.	Planned for year 2.	Implement use of the checklist for inspections and for developer education.
Revised					
4C	Construction Site Runoff Control Education.	Planning Board/Alan Gordon	Require Erosion Control.	Planned for year 3.	Draft necessary amendments for Planning Board Regulations.
Revised					
4D	Construction Site Runoff - Site Plan.	Planning Board/Alan Gordon	Require Construction in Phases.	Planned for year 4.	Planned for year 4.
Revised					

4a. No additions at this time.

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
5A	Assess Existing Post Construction Runoff Program	Planning Board/Building Inspector	Meet with Board & Inspector to Review	**Existing regulatory controls have been reviewed.**	See 5B.
Revised					
5B	Develop stormwater ordinance	Planning Board/Building Inspector	Seek Approval to review Subdivision bylaws	Scheduled for year 2.	Use the review results from BMP 5A in development of a stormwater ordinance and or amendments to current bylaws.
Revised					
5C	Review stormwater ordinance	Planning Board Building Insp. Board of Selectmen	Plan to Seek Town Meeting Approval	Planned for year 3.	Planned for year 3.
Revised					
5D	Revisit stormwater ordinance	Planning Board/Building Inspector/Board of Selectmen	Review for any Changes	Planned for year 4.	Planned for year 4.
Revised					

5a. No additions at this time.

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
6A	Municipal Good Housekeeping: Highway	Highway Gerry Foskett	Develop Catch Basin & Street Sweeping Schedule	**Schedule is in place.**	Clean all catch basins and sweep all streets once a year, (minimum).
Revised					
6B	Municipal Good Housekeeping. Earth Day.	Board of Selectmen, Board of Health Conservation Commission	Seek approval to provide assistance with Earth Day & Stream Clean Up.	**Planned for year 2 but already accomplished. Earth Day town clean up activities will have taken place by the time this report is submitted.**	Make the clean-up an annual event.
Revised					
6C	Municipal Good Housekeeping: Highway.	Highway Gerry Foskett	Review Cleaning Schedule & Revise if needed.	Scheduled for year 3.	Scheduled for year 3.
Revised					
6D	Municipal Highway.	Highway Gerry Foskett	Meet with Highway to talk about any updates.	Scheduled for year 4.	Scheduled for year 4.
Revised					

6a. No additions at this time.

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
Revised					
Revised					
Revised					
Revised					
Revised					

7a. No additions at this time.

7b. WLA Assessment

While several water bodies in Charlton have TMDLs, it is necessary to locate outfalls and determine their ownership and drainage collection areas before it will be possible to assess waste loads for which the Town of Charlton is responsible and to devise appropriate BMPs. At present Charlton is focusing on the location and identification of outfalls. It is not yet possible to foresee what BMPs will be both effective and feasible.

Part IV. Summary of Information Collected and Analyzed

The program is still in its infancy. No significant amount of information has yet been collected.

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)	**y**
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	(#)	**1**
▪ 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)	y
Storage shed(s) in design or under construction	(y/n)	