**Municipality/Organization:** **Dalton**

**EPA NPDES Permit Number:** **MA041004** 04 MAY -3 P 11:58

**MaDEP Transmittal Number:** **W-036254**

**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: Ken Walto Title: Town Manager

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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: Kenny E. Walto

Printed Name: Ken Walto

Title: Town Manager

Date: 4/23/04

## Part II. Self-Assessment

***The results of the self-assessment review of compliance with all permit conditions for the Town of Dalton is included here. This self-assessment consists of a statement of full compliance. Information regarding the status of compliance with the minimum control measures is included in Part III of the annual report and is not included here.***

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

## Part III. Summary of Minimum Control Measures

***The BMP, responsible party, and measurable goal information from the Town of Dalton's NOI have been transcribed here. A description of the progress made toward achieving the measurable goals during the prior year and what activities are planned for next year are included in the last two columns, respectively. Changes that revise/replace or add components to the storm water management program have not been proposed.***

***The implementation schedule included within the NOI has not been revised.***

## 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 | Educational Brochures | Stormwater Committee | Develop and distribute brochures per attached plan | • Researched relevant and available educational brochures on the impacts of stormwater available through EPA, DEP, Watershed Associations and others.<br><br>(The Berkshire Regional Planning Commission is currently in the process of completing an outreach program with informative pamphlets to be distributed in Year 2.) | • Develop educational brochures on practices for reducing pollutants<br>• Distribute brochures in tax bills<br>• Distribute brochures to building permit and other permit applicants |
| Revised | | | | | |
| 1.2 | Educational Display | Local School | Create display for Town Hall and town library | • None to date | • No activity scheduled for Year 2<br>• Preparation of educational display for town hall/library scheduled for Years 4 & 5 |
| 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 |
|---|---|---|---|---|---|
| 2.1 | Involve public in planning process | Select Board | Establish a Stormwater Committee | • Developed and approved SWMP<br>• Initial steps taken to convene a Stormwater Committee with members of DPW, Con Com, Planning, Inspectors and public.<br>• The formalization of the Stormwater Committee by the Select Board is scheduled for June 2003. | • Conduct 4 meetings of Stormwater Committee during Year 2<br>• Invite public to stormwater planning meetings and arrange cable broadcast |
| Revised | | | | | |
| 2.2 | Storm drain labeling | Housatonic Valley Association | Label storm drains in defined neighborhoods | • HVA has met with teachers to discuss storm drain labeling with elementary children | • Conduct storm drain labeling with elementary school |
| Revised | | | | | |
| 2.3 | River clean-up | Housatonic Valley Association | Conduct semi-annual river clean-ups | • None to date | • Organization of river clean-up and clean-up activities scheduled for Spring of Years 2 and 4 |
| 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 |
|---|---|---|---|---|---|
| 3.1<br>Revised | Detect and eliminate illicit discharges | Public Works | See attached plan | • Draft program manual outlining schedules and tasks<br>• Identified priority areas of town based on age of infrastructure, water quality concerns, etc.<br><br>(The Berkshire Regional Planning Commission is currently developing a report detailing how to conduct and coordinate an illicit discharge detection sampling program including a volunteer monitoring program.) | • Set-up stormwater hotline<br>• Set-up disconnection record log<br>• Develop an inspection certification process<br>• Respond to public input and water quality sampling results<br>• Develop and implement mail and phone contact processes for property owners with potential illicit discharges |
| 3.2<br>Revised | Storm system map | Public Works | Map 20% of outfalls per year | • Developed storm sewer system map (20% of outfalls this year)<br><br>(The Berkshire Regional Planning Commission developed a GIS based map.) | • Develop storm sewer system map (20% of outfalls this year) |
| 3.3<br>Revised | Prohibit non-stormwater discharges | Stormwater Committee | Develop bylaw | • Began to evaluate model bylaws and propose General Bylaw prohibiting non-stormwater discharges<br>• Identified enforcement authority for stormwater prohibition<br><br>(The Berkshire Regional Planning Commission is currently assessing the status of local regulations, policies and resources that may be used in developing appropriate stormwater programs.) | • Evaluate model bylaws and propose General Bylaw prohibiting non-stormwater discharges<br>• Define penalties, fees, sanctions for non-compliance with stormwater prohibition<br>• Pass general bylaw prohibiting existing and future non-stormwater connections to the storm sewer system |

| | | | | | |
|---|---|---|---|---|---|
| 3.4 | Illicit discharge training | Public Works/Stormwater Committee | See attached plan | • DPW employees participated in illicit discharge detection and elimination workshop | • Train Stormwater Committee members to recognize illicit connections<br>• Develop educational brochure about program and requirements |
| Revised | | | | | |
| 3.5 | Investigate non-stormwater discharges | Public Works | Collect data | • Ongoing investigation into sanitary connections<br>• No sanitary connections have been identified<br>• Identified sanitary connections scheduled for immediate disconnection | • Investigate dry-weather discharges within 24-48 hours – conduct upstream visual inspections<br>• Conduct smoke or dye tests where necessary<br>• Conduct field inspections of publicly reported problems<br>• HVA will collect and keep records of water quality sampling results<br>• HVA will report potential illicit connection problems to DPW<br>• Investigate potential problems based on water quality sampling results<br>• Disconnect sanitary connections immediately |
| 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 |
|---|---|---|---|---|---|
| 4.1 | Regulate construction run-off | Stormwater Committee | Develop bylaw | • Review of model bylaws for sediment and erosion control for all construction sites>= 1 acre<br><br>(The Berkshire Regional Planning Commission is currently assessing the status of local regulations, policies and resources that may be used in developing appropriate stormwater programs.) | • Work with Planning Board to develop bylaw as part of Zoning, Subdivision and Special Permit regulations |
| Revised | | | | | |
| 4.2 | Promote the use of BMPs | Permit granting boards | Develop training and review procedures | • Planned opportunities for board members to receive site plan/BMP training (NEMO) | • Develop site plan review procedures<br>• Provide information on stormwater BMPs to developers and permit applicants |
| Revised | | | | | |
| 4.3 | Enforce regulations | Building Inspector | Develop inspection and enforcement procedure | • Training on NPDES Phase II regulations and requirements<br>• Improved Con Com capacity for inspection and enforcement through authorizing use of Berkshire Conservation Agent, as needed. | • Develop site inspection / enforcement procedures<br>• Improve capacity of Building/Zoning inspectors enforcement in upland areas through training |
| Revised | | | | | |
| 4.4 | Sanctions | Building Inspector | Define penalties, fees, sanctions for non-compliance | • None to date | • Determine cost of typical inspection process and define appropriate penalties, fees, and sanctions for non-compliance<br>• Approve the use of sanctions for non-compliance that may include monetary and non-monetary penalties |
| Revised | | | | | |
| 4.5 | Incorporate public input | Public Works/Building Inspector | Set-up Stormwater hotline | • Preliminary identified a contact person/department | • Reassess identified contact person/department and reassign as necessary<br>• Continued advertisement of stormwater hotline |
| 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 |
|---|---|---|---|---|---|
| 5.1 | Regulate post-construction run-off | Stormwater Committee/Planning Board | Develop or amend bylaws | • Review of model bylaws to control/reduce runoff in all new and re-development sites >= 1 acre<br><br>(The Berkshire Regional Planning Commission is currently assessing the status of local regulations, policies and resources that may be used in developing appropriate stormwater programs.) | • Develop bylaws to control/reduce runoff in all new and re-development sites >= 1 acre<br>• Work with Stormwater Committee to develop bylaw as part of Zoning, Subdivision and Special Permit regulations |
| Revised | | | | | |
| 5.2 | Promote the use of BMPs | Permit granting boards | Develop training and review procedures | • Planned opportunities for board members to receive site plan/BMP training (NEMO) | • Develop site plan review procedures<br>• Recommend BMPs and Performance Standards for Subdivision/Special Permit regulations |
| Revised | | | | | |
| 5.3 | Require operation and maintenance plans | Stormwater Committee/Permit granting boards | Develop bylaw and record keeping system | • None to date | • Encourage public reporting of problems and the use of stormwater hotline<br>• Require Operation and Maintenance plans<br>• Develop a record-keeping system for O&M plans |
| 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 |
|---|---|---|---|---|---|
| 6.1 | Reduce runoff from municipal operations | Public Works | Develop pollution prevention program | • Developed SWPPP for Highway Garage<br>• Established record-keeping for regular pollution prevention activities | • Develop a pollution prevention program for municipal buildings and parks, including contracted activities |
| Revised | | | | | |
| 6.2 | Maintain and inspect public properties | Public Works | Adopt operation and maintenance program | • Cleaning and inspection at transfer station catch basin<br>• Annual inspection of highway garage and transfer station in accordance with SWPPP | • Adopt Operation and Maintenance plans for municipal buildings and facilities<br>• Quarterly monitoring at transfer station catch basin<br>• Adopt Operation and Maintenance plans for municipal land and parks |
| Revised | | | | | |
| 6.3 | Municipal housekeeping training | Stormwater Committee | See attached plan | • Plan opportunities for municipal employees and board members to pursue pollution prevention training | • Plan opportunities for municipal employees and board members to pursue pollution prevention training |
| Revised | | | | | |

## 7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

***This item is applicable only to those municipalities with MS4 discharges into a water body that has an approved total maximum daily load (TMDL) and where the municipality is required to implement storm water waste load allocation (WLA) provisions of the TMDL.***

| **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 not yet developed | | | | |
| Revised | | | | | |

## Part IV. Summary of Information Collected and Analyzed

***The results of information or data, if any, that was collected and analyzed during Permit Year 1, but was not included elsewhere in the report or requires further elaboration has been included here. Information and data within this section may include results/trends from any storm or receiving water quality monitoring, beach monitoring or closure statistics, assessment of particular BMP performance, or financial impact of program implementation.***

*The Housatonic Valley Association (HVA) has conducted water quality monitoring of the East Branch of the Housatonic River during Year 1. HVA is currently in the process of summarizing water quality results and analyzing trends.*

## Part V. Program Outputs & Accomplishments (OPTIONAL)

***The Town of Dalton has elected not to include estimated program results and accomplishments that have been realized during Year 1.***