Municipality/Organization: **Town of Dedham**

EPA NPDES Permit Number: **MAR041033**

2004 MAY -3 P 11: 38

MaDEP Transmittal Number: **W-040861**

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: Max Kamel

Title: Assistant Town Engineer

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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: Paul G. Keane

Printed Name: Paul G. Keane, P.E.

Title: Commissioner Public Works

Date: 4/30/04

Part II. Self-Assessment

The town of Dedham has completed the required self assessment. During the preparation of the original Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s), the town performed a cursory review of the historical and wildlife in the area of drainage outfall locations, and determined that the eligibility criteria had been met. In an effort to provide a more comprehensive review of critical habitat, listed species, and historical places, correspondence was forwarded to several agencies. The town is currently awaiting responses to confirm that the eligibility criteria have been met. Otherwise, the town is in compliance with the remaining permit conditions.

When the original NOI was submitted, it was assumed that the reporting periods for the permit years ran from the fall through the following summer. Based on the authorization dates established for the permit, the schedule needs to be revised to reflect the proper reporting periods which run from the spring through the following winter. A new schedule is attached to reflect the proper reporting periods for permit years 1-5.

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	Establish advisory committee	Town Administration	Form committee within 1 year	No work proposed in permit year 1	Form the committee
Revised	* *see note*				
1b	Submit 2 press releases	DPW/Town Administration	Reach thousands of residents	The Town is in the process of compiling information for a generic stormwater informational release.	The Town will post a generic stormwater release as well as an article specific to the Town's stormwater efforts.
Revised					
1c	Post article on town web page	DPW/Town Administration	Reach thousands of web browsers	No work proposed in permit year 1	The Town will post the articles from Item 1b on the website.
Revised					
1d	Add link to town web page	DPW/Town Administration	Reach thousands of residents	No work proposed in permit year 1 – Links added to environmental organizations and watershed groups at the Town/DPW website	Maintain the link and update it as needed
Revised					

1e Revised	Publish list of department names	Town Administration	Communicate with residents	List of department and department heads is posted online. A list has been mailed to all residents with new telephone numbers.	Continue to update the listing on the website as needed.

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
2a Revised	Develop stenciling program * *see note*	DPW/Town Administration	Educate hundreds of residents	No work proposed in permit year 1 – all new catchbasins constructed in Town have been stenciled.	Develop and implement a townwide catchbasin stenciling program.
2b Revised	Work with watershed groups	DPW/Town Administration	Coordinate efforts with others	Communicated with watershed groups and exchanged information and data with Norfolk Mosquito Control.	Continue the open line of communication.
2c Revised	Post signs in critical resource areas * *see note*	DPW/Town Administration	Notify residents of critical areas	No work proposed in permit year 1	Develop program and establish communications with Conservation Commission to implement the program.
2d Revised	Educate students about environment	DPW/Town Administration	Involve students and families	No work proposed in permit year 1 – Worked with High School Science Dept. to introduce GIS in environmental studies. The school acquired 500 copies of the GIS software and obtained data from the DPW.	Continue to support the efforts at the High School.

2e Revised	Establish a suggestion box	DPW/Town Administration	Receiving feedback	No action taken on this item.	Create a form and designate a location for the suggestion box.

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
3a Revised	Develop a mapping system	DPW	Map the drainage system	Developed a GIS map of the drainage system.	Continue the QA/QC of the drainage system.
3b Revised	Locate all visible outfalls * *see note*	DPW	Inventory of outfalls	No work proposed in permit year 1 – Lcated/confirmed the location of some outfalls using GPS.	Continue GPS effort to locate and update GIS mapping.
3c Revised	Adopt new stormwater bylaws	Town Administration	Enforcement of illegal environmental actions	Completed and adopted the Town Stormwater By-laws. The Town created and filled a new Code Enforcement Officer position.	Enforce bylaws.
3d Revised	Develop a response plan * *see note*	DPW/Town Administration	Emergency response measure	No work proposed in permit year 1	Begin efforts to develop a response plan.
3e Revised	Adopt a hazardous waste day	DPW/Town Administration	Reduce illegal dumping of hazardous material	No work proposed in permit year 1 – The Town adopted one hazardous waste day and a daily sticker policy to dispose of larger hazardous material.	Continue conducting a yearly hazardous waste day collection program.

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
4a Revised	Review existing state and local regulations * *see note*	DPW/ Engineering	Update the town regulations	In progress	Continue review of local and state regulations
4b Revised	Develop town design and construction site review policy * *see note*	DPW/ Engineering	Develop town standards	In progress	Continue efforts to establish a site plan review policy
4c Revised	Create town specifications * *see note*	DPW/ Engineering	Develop town specifications	No work proposed in permit year 1	Develop design and construction standards and details
4d Revised	Develop town inspection guidelines * *see note*	DPW/ Engineering	QA/QC construction sites	No work proposed in permit year 1	Begin efforts to develop inspection guidelines.
4e Revised	Determine inspection responsibilities * *see note*	DPW/Town Administration	Establish means of inspection	No work proposed in permit year 1	Develop a list of inspection responsibilities by department and task.

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
5a	Develop stormwater policy	Town Administration	Encourage ground recharge	The Town developed and approved a new stormwater policy.	Enforce the newly adopted stormwater policy.
Revised					
5b	Develop standards for BMP's	DPW/Town Administration	Regulate subdivision plans	No work proposed in permit year 1	Develop program to regulate subdivision plans.
Revised	* *see note*				
5c	Develop bylaws and policy	DPW/Town Administration	Regulate subdivision runoff	No work proposed in permit year 1	Develop and regulate subdivision runoff through development and enforcement of the newly adopted policy.
Revised	* *see note*				

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
6a	Implement pollution prevention program	DPW/ Engineering	Develop a program within two years	No work proposed in permit year 1	Begin to develop a pollution prevention program.
Revised	* *see note*				
6b	Develop TV Inspection	DPW/ Engineering	Eliminate illegal connections	The Town performed TV inspection of 45,000 feet of sewer. No drains were found tied to the sewer.	Continue efforts to locate illegal connections by TV inspection. Review previous reports that have highlighted possible connections.
Revised	* *see note*				
6c	Develop hazardous waste training	DPW/ Engineering	Train 20 employees on hazardous waste	No work proposed in permit year 1	Develop a program to train and educate employees about environmental issues.
Revised	* *see note*				
6d	Sweep all paved roads	DPW	Eliminate dumping of 250 tons	No work proposed in permit year 1 – The Town recently began the annual spring street sweeping.	Continue street sweeping efforts to reduce sediment buildup in catchbasins and release to local water bodies.
Revised					
6e	Clean all catchbasins	DPW	Clean catchbasins every 3 years	The Town has begun the spring catchbasin cleaning.	Continue catchbasin cleaning efforts to improve system operation.
Revised					
6f	Develop a litter management program	Conservation Commission/ Town Administration	Eliminate dumping and pollution to catchbasins and water bodies	No work proposed in permit year 1	Develop a policy and/or post signs to eliminate pet waste in public roads and open space.
Revised	* *see note*				

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

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
7a	Develop a landscaping policy	DPW/Town Administration	Eliminate excessive chemicals	No work proposed in permit year 1	Plan a strategy and develop steps toward developing Town Bylaws.
Revised	* *see note*				
7b	Develop a spill prevention plan	DPW/Town Administration	Reduce spill prevention to rivers	No work proposed in permit year 1	No work proposed in permit year 2
Revised					
7c	Develop a training program	DPW/Town Administration	Educate 8 employees	No work proposed in permit year 1	Plan a strategy and develop steps toward establishing a training program to educate employees about environmental issues.
Revised	* *see note*				
7d	Install new drainage structures	DPW	Eliminate some TSS	No work proposed in permit year 1	Install some catchbasins with innovative technology in an effort to reduce TSS.
Revised	* *see note*				
7e	Develop a housekeeping plan	DPW	Eliminate excessive TSS	No work proposed in permit year 1	Work with the Town recycling coordinator to develop a plan and strategies that will reduce excessive TSS and improper dumping of hazardous material.
Revised	* *see note*				

7a. Additions

Note:
(*) Due to cuts in state and local funding, proposed work scheduled for Permit Year 2 may be delayed to Permit Year 3.

Part IV. Summary of Information Collected and Analyzed – Not Applicable

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit Notice of Intent

for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

F. Example Storm Water Management Program TIME FRAMES

Transmittal Number

Facility ID (if known)

Page ___ of ___

	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
BMP ID #	Spring 03	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08	Next Permit
1a							X				X				X				X		
1b				X		X		X		X		X		X		X		X		X	
1c																					
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