Municipality/Organization: **Town of Franklin**

EPA NPDES Permit Number: MAR041117

MaDEP Transmittal Number: **W- 041238**

2004 NOV 24 P 8: 26

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: William Fitzgerald, Jr Title: DPW Director

Telephone #: (508) 520-4910 Email: Bfitzgerald@franklin.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: William Fitzgerald, Jr

Title: DPW Director

Date: 11/24/04

Part II. Self-Assessment

The Town of Franklin has completed the required self assessment and have determined that our municipality is in compliance with all permit conditions, except for the following provisions:

Part II.F **Failed to submit annual report on or before May 1, 2004. Submitted November 15, 2004.**

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	Recycling Education for Home Owners	DPW/William Fitzgerald	Distribute 3 times/year	Distributed 4 times	Continue to mail 3-4 times per year
Revised					
1B	Education Information on the Web Site	DPW/William Fitzgerald. Plan/Conservation. Morgan Harriman	Web Site Information developed and posted for year 2	Updates are posted on the Town's web site quarterly and as needed. www.franklin.ma.us	Contracted with water conservation educator/web designer. Other education updates including solid waste will be provided on web site.
Revised					
1C	Education on Waste DisposalWater Conservation	DPW/William Fitzgerald	Materials Available in all Public Buildings	✱ mailers on the trash program three time per year. ✱ Periodic Web site postings ✱ Press Releases in local newspapers ✱ E-mail address provided for citizen inquiries recycle@franklin.ma.us) dpw@franklin.ma.us	Continue Year 1 activities in addition to: ✱ Cable Access Presentations ✱ Displays at Town Events ✱ Rain Barrel Sale
Revised					
1D	Water Resource Information and Protection Signs	DPW/William Fitzgerald	Five Signs Posted/Year beginning in year 2	No action	No action
Revised					
1E	Public Education with Charles River Watershed Association	DPW/William Fitzgerald, Plan/Conservation Morgan Harriman	Number of Coordinated Programs for year 2	Applied for a grant with Charles River Watershed Association.	Continue to try to get grants jointly with the CRWA.
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
2A	Storm Drain Stenciling		Average Ten Catch Basins/Year (year 2)	No Action.	Stencil 10 Storm Drains with local Youth Organizations.
Revised					
2B	Outreach Efforts with Charles River Watershed Association	DPW/William Fitzgerald Plan/Conservation Richard Vacca	Number of Coordinated Programs Starting Year 2	No action	Coordinate local pond & stream cleanup event with CRWA and local YMCA Youth Volunteers and/or High School students.
Revised					
2C	Public Meetings to Encourage Volunteers	DPW/William Fitzgerald Plan/Conservation Richard Vacca Morgan Harriman	Meetings held with the Public Starting Year 2	Advertised healthy landscape seminar jointly with Wrentham.	Plan Franklin's special program with the Franklin Garden Club. Conduct healthy landscape seminar.
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
3A	Storm Water Map Development	DPW/William Fitzgerald	Completed Map Showing Collection System Outfalls	Completed Map	None
Revised					
3B	Develop Non-Storm Water Discharge Ordinance	DPW/William Fitzgerald	Ordinance Adopted by Town	Reviewing current regulations to determine need for new ordinances.	Make draft recommendations for new or revised ordinances.
Revised					
3C	Develop Illicit Detection Implementation Plan	DPW/William Fitzgerald	Plan Developed	Developed Scope of Work	Complete Plan
Revised					
3D	Perform Dry Weather Outfall Assessments	DPW/William Fitzgerald	Prioritized Areas and Number of Outfalls Assessed	No action	Year 3 action item.
Revised					
3E	Develop Procedures for Removing Illicit Connections	DPW/William Fitzgerald	Procedures Developed and Number of Locations Identified	No action	Develop procedures.
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
4A	Ordinance Development for Waste Control	DPW/William Fitzgerald Plan/Conservation Bill Yadisernia Richard Vacca	Ordinance Adopted by Town	No action	Meetings with town departments to review existing requirements and determine how best to implement new requirements.
Revised					
4B	Formalization of Site Plan Review Procedures	DPW/William Fitzgerald Plan/Conservation Bill Yadisernia	Site Plan Review Procedures Adopted by Town	No action	Meetings with town departments to review existing procedures and determine how best to implement new procedures.
Revised					
4C	Revised Ordinance to Address Storm Water Pollution	DPW/William Fitzgerald Plan/Conservation Bill Yadisernia Richard Vacca	Revised Ordinance Adopted by the Town	No action	Meetings with town departments to review existing requirements and determine how best to implement new requirements.
Revised					
4D	Best Management Practice Manual for Developers	DPW/William Fitzgerald Plan/Conservation Bill Yadisernia Richard Vacca	Handbook Completed and Adopted by Town	Manual Completed	Review how manual is used and how manual can be included as part of Town storm water ordinance revisions.
Revised					
4E	Formalization of Inspection Procedures	DPW/William Fitzgerald Plan/Conservation Bill Yadisernia Richard Vacca	Inspection Procedures Adopted by Town	No action	Meetings with town departments to review existing requirements and determine how best to implement new requirements
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
5A	Procedures for Long Term O&M	DPW/William Fitzgerald Plan/Conservation Bill Yadisernia	Adoption of Procedures by Town	No action	Meetings with town departments to review existing requirements and determine how best to implement new requirements
Revised					
5B	Review Procedures for Post Construction Impacts	DPW/William Fitzgerald Plan/Conservation Bill Yadisernia Richard Vacca	Adoption of Procedures by Town	No action	Meetings with town departments to review existing requirements and determine how best to implement new requirements
Revised					
5C	Best Management Handbook for Developers	DPW/William Fitzgerald Plan/Conservation Bill Yadisernia	Handbook Completed and Adopted by Town	Manual completed	Review how manual is used and how manual can be included as part of Town storm water ordinance revisions.
Revised					
Revised					

5a. Additions

5D	Low – impact development grant	DPW/William Fitzgerald	Apply for low-impact development grant	Applied for low impact development grant with DEP.	

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	Standard Operating Procedures	DPW/William Fitzgerald	Ten Procedures Developed	No action	Reviewing existing procedures and begin to develop new procedures.
Revised					
6B	Employee Training	DPW/William Fitzgerald	Four Employee Training Sessions	No action	Will review training material content based on review of current procedures.
Revised					
6C	Parking Lot and Road Sweeping	DPW/William Fitzgerald	Schedule Developed and Areas Prioritized for Cleaning	Continued routine street sweeping.	Reviewing existing procedures and begin to develop new procedures.
Revised					
6D	Spill Response and Prevention	DPW/William Fitzgerald	Procedures and Inventory Completed	No action	Reviewing existing procedures and begin to develop new procedures.
Revised					
6E	Catch Basin Cleaning	DPW/William Fitzgerald	Schedule Developed and Areas Prioritized for Cleaning	Continued routine Catch Basin cleaning.	Reviewing existing procedures and begin to develop new procedures.
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
	NOT APPLICABLE				
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Not Applicable

Part IV. Summary of Information Collected and Analyzed

Not Applicable

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		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	(%)	100
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	100
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)	

Transmittal Number W 041238

Facility ID (if known)

Page_____ of _____

BMP ID #		)UR		PERMIT YEAR FIVE				
		06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08	Next Permit
	1. Public Ed and Outreach							
1A	Recy Ed							
1B	Web site							
1C	Ed Waste/Water							
1D	Wtr Resource ID/Signs							
1E	CRWA joint Progr							
	2. Public Involv & Participation							
2A	storm drain stenciling							
2B	Outreach w/CRWA							
2C	Pub Mtgs/Volunteers							
	3. Illicit Discharge Detect/Elim							
3A	Stormwater Map dvlpmt							
3B	non-stormwater discharge ord							
3C	illicit detection imple plan							
3D	dry weather outfall assess							
3E	Illic conn removal proced							
	4. Constr site stormwater controls							
4A	waste control ord							
4B	formilize Site plan review proced							
4C	revised ord to addr stormwater poll							
4D	BMP manual for developers							
4E	Formalize inspect procedures							
	5. Post Constr Mgt/dvlpmt & redeve							
5A	long term O&M proced							
5B	review proced for post-constr impacts							
5C	BMP Handbook for developers							
	6. P2/Good Housekeep./Munic Ops							
6A	SOP's							
6B	Emplyee training							
6C	Pkg lot & road sweeping							
6D	spill response & prevention							
6E	catch basin cleaning							

TOWN OF FRANKLIN

DEPARTMENT OF PUBLIC WORKS

Franklin Municipal Building
150 Emmons Street
Franklin, MA 02038-2095

2004 NOV 24 P 8: 26

23 November, 2004

U. S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

Re: Annual Report, EPA NPDES Permit Number: –MAR04117

Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street
Worcester, MA 01608

Re: MADEP Transmittal Number: W-041238

To Whom It May Concern:

Please find enclosed the Annual Report, as required by the SMSSSS general permit (Stormwater Phase II).

If you have any questions, please do not hesitate to contact me.

Sincerely,

William A. Fitzgerald, Jr.
Director

Phone: (508) 520-4910 • Fax: (508) 520-4939 • E-mail: DPW@franklin.ma.us

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