W.C. Cammett Engineering, Inc.
297 Elm Street P.O. Box 329
Amesbury, MA 01913
(978) 388-2157

LETTER OF TRANSMITTAL

04

DATE 2/18/05	JOB NO. 03005
ATTENTION	
RE: NPDES Phase II MS4 General Permit	
Annual Report	
Groveland, MA	

TO United States Environmental Protection Agency
Municipal Assistance Unit (CMU)
One Congress Street – Suite 1100
Boston, Massachusetts 02114-2023

WE ARE SENDING YOU ☒ Attached ☐ Under separate cover via _____ the following items:

☐ Shop drawings ☐ Prints ☐ Plans ☐ Samples ☐ Specifications

☐ Copy of letter ☐ Change order ☐ _____

COPIES	DATE	NO.	DESCRIPTION
1	2/18/05		NPDES Phase II MS4 General Permit Annual Report

THESE ARE TRANSMITTED as checked below:

☐ For approval ☐ Approved as submitted ☐ Resubmit _____ copies for approval

☐ For your use ☐ Approved as noted ☐ Submit _____ copies for distribution

☐ As requested ☐ Returned for corrections ☐ Return _____ corrected prints

☐ For review and comment ☐ _____

☐ FOR BIDS DUE _____ 20 _____ ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS _____

COPY TO MA DEP

SIGNED: _____
Lee Thibodeau, PE

If enclosures are not as noted, kindly notify us at once.

FEB 22 2005

Municipality/Organization: Town of Groveland

EPA NPDES Permit Number: MA041195

MaDEP Transmittal Number: W-035834

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: Barbara Sheehan Title: Chairman - Board of Selectmen

Telephone #: 978-374-0470 Email:

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: Barbara A. Sheehan

Printed Name: BARBARA A. SHEEHAN

Title: Chairman Board of Selectman

Date: 2/16/05

FEB 22 2005

Part II. Self-Assessment

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

A.) A Stormwater Committee was formed after an initial informational meeting with the Board of Selectmen. The formation of the committee took more time than planned, therefore, Minimum Control Measures 1A and 1B are behind schedule.
B.) Failed to document concerns and responses (ID# 2A) since BMP #1A is behind schedule.
C.) Failed to submit annual report on or before May 1st, 2004. Submitted November, 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	Public Education Seminars	Board of Selectmen	Number per year	Formation of Stormwater Committee generated from initial meeting with the Board of Selectmen	Stormwater Committee to hold public seminar
Revised					
1B	Storm water education flyers	Board of Selectmen	Number of flyers dist. per year	Formation of Stormwater Committee generated from initial meeting with the Board of Selectmen	Stormwater Committee to develop flyers
Revised					
1C	Storm water web page	Board of Selectmen	Number of web page visits	None	
Revised					
1D	Local cable station campaign	Board of Selectmen	Number of times shown	None	
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	Comment & Q&A at seminars	Board of Selectmen	Document concerns & respond	Newly formed Stormwater Committee to respond to public comments	Respond after meetings
Revised					
2B	Volunteer cleanup & monitoring	Board of Selectmen	# of volunteers & accomplishments	None to date	
Revised					
2C	Local business partnerships	Board of Selectmen	# per year & accomplishments	None to date	
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 Drain System Map	Board of Selectmen	Identify & remove illicit discharges	Ongoing research for plans and maps depicting known outfalls in MS4 area.	Develop MS4 area map depicting all catchbasins and outfalls.
Revised					
3B	Ordinance prohibiting illicit discharges	Board of Selectmen	Adoption of ordinance	None	
Revised					
3C	Plan to detect illicit discharges	Board of Selectmen	# of illicit discharges identified	None	
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 for erosion & sediment control at construction sites	Board of Selectmen	Adoption of ordinance	Research and initial draft of Erosion & Sediment Control Bylaw ongoing by Cammett Engineering.	Adopt bylaw
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	Enforce MA DEP WPA Storm water management policy on sites >1ac.	Board of Selectmen	Adoption of Site Plan review Zoning By-Law	All new subdivisions and site plans comply with MA DEP WPA Stormwater Management Policy	Maintain conformance
Revised					

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	Develop municipal O&M plan	Office of the Road Commissioner	# of structures/streets cleaned, amount of employee training	Main arterials are swept and catchbasins cleaned twice/year. Non-arterials are swept and catchbasins cleaned once/year.	Maintain O&M
Revised					
6B	Upgrade inadequate drainage systems	Office of the Road Commissioner	Number of upgrades per year		
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
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	Yes
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	Yes
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	(#)	None yet
▪ 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)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	2
Total number of structures cleaned	(#)	930
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.)		compost
Cost of screenings disposal	($)	N/A

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

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2
Qty. of sand/debris collected by sweeping (includes storm sewer debris)	(lbs. or tons)	250 cy
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	None yet
Vacuum street sweepers specified in contracts	(y/n)	

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	1400 ton 2000 ton
Pre-wetting techniques utilized - *Will start winter 2005/2006*	(y/n)	no
Manual control spreaders used	(y/n)	yes
Automatic or Zero-velocity spreaders used	(y/n)	no
Estimated net reduction in typical year salt application - *Will start winter 2005/2006*	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	yes
Storage shed(s) in design or under construction - *Center St. shed built 2003/2004*	(y/n)	