Municipality/Organization: Town of Harwich 02

EPA NPDES Permit Number: MAR041120

2004 APR 28 P 10: 33

MaDEP Transmittal Number: W-035480

Annual Report Number
& Reporting Period: **No. 1: March 03-March 04**

MAY 3 - 2004

MUNICIPAL ASSISTANCE UNIT

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Joseph J. Borgesi P.E. Title: Town Engineer

Telephone #: 508-430-7508 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: Wayne C. Melville

Printed Name: Wayne C. Melville

Title: Town Administrator

Date: 4/26/04

Part II. Self-Assessment

Our most important project for the coming period will be to get the entire drainage system mapped and available for field verification.

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
E1	Channel 18	Assist. Admin	Video Production	Information gathering ongoing interdepartment	Production and display of video
Revised					
E2	Hand outs and Flyers	Various Dept.	Provided at Public Facilities	Handouts available at various facilities	Continued and additional hand outs available at various public facilities
Revised					
E3	Posters	Various Departments	Posters displayed at all Town Facilities	Posters displayed at all Municipal facilities	Continue to display and update posters at Municipal Facilities
Revised					
E4	Town Web Site	Assist Admin	Post Plan	Plan being expanded and explained for posting on web site	Final plan posting on web site
Revised					
Revised					
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
P1	Town Web Site	Assist. Admin	Provide Response	Plan being posted and explained for posting on web site	Posting on web site with response area
Revised					
P2	Public Hearings	ByLaws/ Various Depts.	Enact ByLaws	ByLaws being prepared and reviewed by ByLaw Review Committee	ByLaws approval and inclusion for adoption at 2005 Annual Town Meeting
Revised					
P3	Hazardous Waste Collection	DPW Director	Reduce Hazardous Waste	Increase number of Hazardous waste collection days	Flyers prepared and hazardous waste days increased
Revised					
P4	Oil, Antifreeze etc.	DPW director	Increase amount collected	Increase ease and availability of recycling facility	Facility open daily and antifreeze and oil filter recycling facility available
Revised					
Revised					
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
D1	Locate discharge to water	Harbormaster	Reduce number of Discharges	Mapping of existing drainage system is needed to field verify locations	Mapping of system will be completed and field verification begun
Revised					
D2	Locate discharge areas	Consultant	Fly Over	Basic flyover information purchased from consultant	Additional information purchased with location of storm water structures and outfalls
Revised					
Revised					
Revised					
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
S1	Construction site Bylaw	Planning Dept.	Approval of ByLaw	Work begun on drafting of ByLaw	Adoption of ByLaw by Planning Board and Submission to 2005 Annual Town Meeting
Revised					
Revised					
Revised					
Revised					
Revised					
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
C1	Construction site ByLaw	Planning Dept	Approval of ByLaw	Work begun on drafting of ByLaw	Adoption of ByLaw by Planning Board and Submission to 2005 Annual Town Meeting for Approval
Revised					
Revised					
Revised					
Revised					
Revised					
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
G1	Street Sweeping	DPW Director	All Roads swept Annually	Street sweeping program reviewed and all roads included for sweeping	All roads to be swept for 2005
Revised					
G2	Review Town Property for Drainage	DPW Director	Locate Problems and repair	Inspection of Town Facilities begun	Complete inspections and begin implementation of remediation
Revised					
Revised					
Revised					
Revised					
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
M1	Continue Drainage installation	DPW Director	Improve entire System	36 new drainage systems installed throughout the Town	Continuation of Town Installation of Drainage systems throughout the Town
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

The community has been successful in establishing a Pond committee that has begun sampling 18 ponds in Harwich for various

chemicals to determine pollution loads .
Harwich is also a member of the Pleasant Bay Resource Management Alliance with Chatham and Orleans.The alliance has over 100 volunteers who collect water samples throughout the bay from June to September.

Part IV. Summary of Information Collected and Analyzed

The samples are analyzed for Nitrates and Phosphates as well as color and turbidity in order to establish a baseline for future testing.