(04)

Municipality/Organization: **Town of Holbrook, MA**

EPA NPDES Permit Number: **MA041039**

MaDEP Transmittal Number: **W-040236**

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: Thomas Cummings Title: Superintendent of Public Works

Telephone #: 781-767-1800

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: THOMAS R. CUMMINGS

Title: SUPERINTENDENT OF PUBLIC WORKS

Date: FEBRUARY 24, 2005

Part II. Self-Assessment

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

- Submission of the first annual report, which was due May 1, 2004.
- Create a Stormwater Advisory Committee. The Committee will be created within 3 months of submission of this report.
- The stormwater education program for children was deferred until Year 2.
- The BMP for catch basin cleaning stipulates cleaning 50% of the catch basins each year. We did not clean catch basins in Year 1 but will be cleaning 100% of the basins in Year 2.

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
1-1	Include an article/flyer about stormwater with the annual Consumer Confidence Report.	Public Works Department	Article/flyer distributed annually to all residents.	BMP slated for Year 2.	Mail article/flyer to residents in the second quarter of the year.
1-2	Educate Town residents about picking up dog waste.	Public Works Department and Town Clerk	Pet waste fact sheets mailed to all Holbrook residents with the annual census form.	BMP slated for Year 2.	Include fact sheet with the census form mailing.
1-3	Stormwater education program for school children.	Public Works Department and Conservation Commission	Middle school principal contacted; presentation given	Current principal retired. Program was deferred for input from new principal.	Contact Principal. Give presentation.
1-4	Install and maintain signs for pet waste clean up at schools and parks.	Public Works Department	Number of signs installed, number of signs inspected.	Inspected and maintained current signs.	Install signs at schools. Inspect all signs and repair as necessary during the spring and fall.
1-5	Annual update of the Stormwater Management Plan at a televised Selectmen's meeting.	Stormwater Advisory Committee	Annual update of the SWMP at a televised Selectmen's meeting.	BMP slated for Year 2.	Give an update of the SWMP at a spring televised Selectmen's meeting

1a. Additions

	None				

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	Form Stormwater Advisory Committee (SWAC)	Board of Selectmen	Form committee within six months of submission of Notice of Intent. Meet once during first year of permit, and twice annually thereafter.	Turnover of elected officials and staff made formation of SWAC difficult.	Form Stormwater Advisory Committee. Hold two meetings during the year.
2-2	Comply with state public notification guidelines at MGL Chapter 39 Section 23B.	Stormwater Advisory Committee and Town Clerk	Notices posted in library and current locations	Complied with Chapter 39 Section 23B.	Continue to post notices.
2-3	Stencil catch basins with "don't dump" message.	Public Works Department and Conservation Commission	Number of catch basins stenciled.	BMP slated for Year 2	Identify and train youth organization to stencil catchbasins. Stencil 25 catchbasins beginning with those draining to Lake Holbrook, Sylvan Lake and the Cochato River.

2a. Additions

	None				

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	Conduct dry-weather outfall screening.	Public Works Department	Percent of outfalls screened once during permit term.	Dry weather screening was completed. Follow-up screening slated for Year 5.	Follow-up screening slated for Year 5.
3-2	Map stormwater outfalls and receiving waters.	Public Works Department	Map created.	Outfall layer added to the Town's GIS and a map created.	BMP complete.
3-3	Investigate the need for mapping the entire stormwater collection system in a GIS.	Stormwater Advisory Committee	Decision on whether to go forward with a stormwater GIS.	BMP slated for Year 2.	Investigate the need for mapping the entire stormwater collection system in a GIS and decide on whether to go forward with a stormwater GIS.
3-4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4.	Public Works Department	Number of illicit connections found and removed.	Developed a plan for identification and removal of non-stormwater discharges to the MS4	Conduct field investigations of prioritized area to locate and remove illicit connections.
3-5	Continue enforcement of the bylaw that requires inspection of new construction for correct connection to the sanitary sewer.	Plumbing Inspector and Public Works Department	Number of inspections conducted.	Continued to enforce bylaw.	Continue to enforce bylaw.

3a. Additions

	None				

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	Develop a Construction Site Erosion and Sediment Control bylaw for construction sites greater than 1 acre in area.	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	BMP slated for Year 2.	Develop draft bylaw.
4-2	Require a waste management plan at construction sites larger than one acre.	Planning Board and Conservation Commission	Waste management plan for each construction site larger than one acre.	BMP slated for Year 2.	Require and review waste management plans.
4-3	Review site plans for stormwater impacts.	Planning Board and Conservation Commission	Number of site plans reviewed for erosion and sediment control.	Developed protocol. Currently using procedures to evaluate erosion and sediment controls at the new Public Safety Building.	Continue site plan reviews.
4-4	Consideration of public input.	Planning Board (for subdivisions) and Public Works Department (for Town water and sewer projects)	Plan for accepting public comment developed; signs posted at each construction site.	BMP slated for Year 3.	BMP slated for Year 3.
4-5	Inspection of erosion and sediment controls.	Planning Board and Conservation Commission	Number of inspections conducted.	BMP slated for Year 2.	Develop a procedure for conducting Town inspections, including a formal checklist and identification of appropriate board or committee.

4a. Additions

	None				

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	Develop a draft bylaw to apply Standards 2, 3, 4, 7 and 9 of the Massachusetts Stormwater Policy (MSP) to entire Town. Present the bylaw to Town	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	BMP slated for Year 2.	Develop draft bylaw and present to Town Meeting.
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards.	Stormwater Advisory Committee	BMP manual selected.	Selected Massachusetts DEP and CZM, "Stormwater Management, Volume Two: Stormwater Technical Handbook", March 1997.	BMP complete.
5-3	Develop a draft bylaw that ensures long-term maintenance of private structural BMPs.	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	BMP slated for Year 2.	Develop draft bylaw including provisions for long-term BMP maintenance.
5-4	Enforce the Planning Board regulations that require installation of sewers in new subdivisions.	Planning Board	New construction in compliance with Planning Board sewer regulations.	Enforced regulation.	Continue to enforce regulation.
5-5	Evaluate existing structural BMPs for efficiency.	Stormwater Advisory Committee	Create BMP inventory and maintenance plan.	BMP slated for Year 2.	Create a BMP inventory, including location, vendor/manufacturer and maintenance requirement.

5a. Additions

	None				

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	Identify sensitive receptors (such as wetlands, beaches, etc.) within the Town.	Public Works Department	List of sensitive receptors developed, staff notified.	Developed a list of sensitive receptors: Lake Holbrook, Sylvan Lake, and the Cochato River. Sent memo to staff notifying them of these sensitive receptors.	BMP complete.
6-2	Sweep all streets each spring.	Public Works Department	Percent of streets swept annually.	Swept all streets, maintained records of schedule and daily have estimates of volume of collected residuals.	Continue to sweep all streets in the spring, maintain records of schedule and daily volume of collected residuals.
6-3	Sweep all sidewalks each spring.	Public Works Department	Percent of sidewalks swept annually.	Swept all sidewalks, maintained records of schedule. Residuals are moved to the street gutter for later collection by street sweeper therefore there are no records of daily volume of collected residuals.	Continue to sweep all sidewalks in the spring, maintain records of schedule.
6-4	Continue existing road salting procedures.	Public Works Department	Amount of deicing compounds used.	Continued existing roadway deicing procedures: • Used liquid calcium chloride during cold temperatures • Used 8:1 sand/salt mixture • Monitored industry standards and practices for cost effective ways to minimize deicer usage.	Continue existing roadway deicing procedures: • Use liquid calcium chloride during cold temperatures • Use 8:1 sand/salt mixture • Investigate calibration equipment. If warranted and feasible, purchase equipment, and calibrate annually thereafter. • Maintain deicer volume records • Monitor industry standards and practices for cost effective ways to minimize deicer usage, and modify practices as appropriate.

6-5	Minimize impacts from vehicle washing.	Stormwater Advisory Committee	Establish if further vehicle washing controls are needed, and if so, evaluate and select the appropriate controls.	Continued to use commercial car wash for small vehicles. Stopped all washing at public works garage. Established that further washing will be moved to a renovated Fire Department washing facility with proper controls.	Move all washing of public works vehicles to Fire Department washing facility. (Washing of publics works vehicles will cease until new facility is ready.)
6-6	Minimize impacts from vehicle maintenance.	Public Works Department	Employee training conducted, inventory taken.	BMP slated for Year 2.	Continue minimizing the use of hazardous materials through employee training.
6-7	Maintain the storm drain system.	Public Works Department	Number of catch basins cleaned annually.	Because of budget cycle issues, catch basin cleaning was deferred to Permit Year 2. Thus, the goal of catch basin cleaning, to clean ½ of the catch basins each year, will be met over the two-year period.	Continue catch basin cleaning program with goal of cleaning 50% of catch basins each year. Establish catch basins with exceptionally large residual volumes so these can be slated in the future permit years for more frequent cleaning. Clean drain pipes as necessary. Keep records of residual volumes on a daily basis.
6-8	Minimize pesticide and fertilizer use for parks and other landscaped areas.	Public Works Department and Conservation Commission	Training conducted; amount of herbicides/fertilizers used.	Training not needed for herbicide or pesticide use since the Town no longer uses these products. Fertilizer use was limited to parks in the immediate vicinity of Holbrook Square.	Practice green landscaping continually.
6-9	Control illegal dumping.	Board of Health and Public Works Department	Number of signs posted; number of sites cleaned up.	Identified and illegal dumping areas.	Install "No Dumping" signs in common dumping area and train staff how to monitor, identify and report illegal dumping. Catch basin cleaning contractor will provide a report where illegal dumping is observed.

6a. Additions

	None				

3/4/05 received

ATTACHMENT

Instructions: Complete and Include With Your Response

DECLARATION

I declare under penalty of perjury that I am Thomas R. Cummings
[Name]

the Superintendent of Public Works of the City/Town of Holbrook, Massachusetts,
[Title]

that I am authorized to respond on behalf of the City/Town and that the foregoing is a complete, true, and correct response.

Executed on February 28, 2005
[Date]

[Signature]

Thomas R. Cummings,
Superintendent of Public Works
[Type Name and Title]

Not included in prior mailing

Town of Holbrook
Public Works Department
50 North Franklin Street
Holbrook, Massachusetts
02343

Office of the Superintendent
(781) 767-1800
Fax (781) 767-0705

2/28/05 Received

February 24, 2005

Ms. Shelly Puleo, CMU
USEPA, Region One
Municipal Assistance Unit
1 Congress Street, Suite 1100
Boston, MA 02114-2203

Re: Annual Report, No. 1
NPDES Stormwater General Permit

Dear Ms. Puleo:

Enclosed please find signed Annual Report as requested.

Should you have any questions please contact my office.

Very truly yours,

Thomas R. Cummings, Superintendent
Public Works Department

Encl. (1)