TOWN OF HOLLISTON
INCORPORATED MAY 3RD 1724

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2004 MAY -3 P 11:49

April 30, 2004

U.S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Worcester, MA 01608

Enclosed please find the NPDES Phase II General Permit Annual Report for the Town of Holliston.

If you require further information, please contact me at (508) 429-0608.

Thank you.

Sincerely,

Andrea Minihan

Andrea Minihan
Administrative Assistant

SELECTMEN'S OFFICE
TOWN HALL, 703 WASHINGTON STREET, HOLLISTON, MASSACHUSETTS 01746-2168
TEL: 508-429-0608 FAX: 508-429-0684
Website: www.townofholliston.us

Municipality/Organization: Town of Holliston

EPA NPDES Permit Number: MAR041122 2004 MAY -3 P 11: 49

MaDEP Transmittal Number: W-

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: Paul D. Le Beau Title: Town Administrator

Telephone #: 508-429-0608 Email: lebeaup@holliston.k12.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: Paul D. Le Beau

Title: Town Administrator

Date: April 30, 2004

Part II. Self-Assessment

The Town of Holliston established a stormwater management team comprised of representatives in the Highway Department, Water Department, Planning Board, Conservation Commission, Board of Health and Selectmen's office. We meet quarterly in order to discuss progress made on the program and establish new goals. Over the past year, we have made a lot of progress in the areas of self and public education as well as improving the physical plants at town owned buildings.

All BMP id numbers from 6K through 6W have been completed by the Water and Highway Departments, as of the submission of this report.

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 a classroom education program.	ConCom, Water	Copies of curriculum attached to permit application	The Acting Water Superintendent, as project manager has routinely visited the middle school and presented a program. There is also an annual Water Day.	Incorporate more stormwater management materials into the programs already established.
Revised					
1B	Distribute brochures and fact sheets to residents and businesses	ConCom, Selectmen	Copies of materials attached	Information being made available at Town Meeting in May and Household Hazardous Waste day in the Fall.	Continue distribution at meetings and via town mailings.
Revised					
1C	Publish articles on stormwater protection in local papers.	ConCom	In progress	Conservation Associates are researching topics for future articles.	
Revised					
1D	Develop stormwater section on town website	Selectmen	Copies of materials attached	Town Website has an established stormwater management area. It can be accessed by going to www.townofholliston.us	Update website as necessary.
Revised					
1E	Create stormwater educational display	Water Department	In progress		
Revised					

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

2A Revised	Establish a stormwater hotline	ConCom	Record number of calls	In progress, not set up as of the date of this report although calls come into the office routinely requesting the Agent to inspect areas of concern.	Second year goal
2B Revised	Distribute stormwater educational material during public meetings	Selectmen	Copies of materials attached.	Stormwater information available at May Town Meeting and town website.	
2C Revised	Conduct river and pond cleanups	ConCom	Associates undertaking cleanups of all waterways in the town	In progress. Associates will be reporting to the Conservation Commission.	Second year goal
2D Revised	Mark storm drains	Highway	50% of drains marked by year 5	Not yet started.	Begin marking program in the fall.
2E Revised	Native Tree/shrub planting program.	ConCom	Tree replacement	61 trees planted by Conservation Associates in the Washington St. downtown area	Begin marking program in the fall.

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
3A Revised	Develop primary storm drain system map	Highway	70% of system mapped on GIS	The Town does not have GIS capability. To be done in conjunction with 3B.	Ongoing.
3B Revised	Complete mapping of stormwater outfalls	Highway	All outfalls mapped by Year 5.	This project is in process and will be completed in conjunction with 3A.	Ongoing.
3C	Illicit discharge prohibition bylaw	Planning Board, Board of Health		Currently under the jurisdiction of the Holliston Board of Health regulations.	

Revised					
3D	Develop illicit discharge detection and elimination plan	Highway, Board of Health	Outfalls examined by year 5. Sources traced and documented		
Revised					

3a. Additions

3E	Hold Annual Hazardous Waste Day.	Selectmen	Annual event planned	In progress of scheduling a day for the town in the fall. We are also involved in a reciprocal program with other area towns.	
3G	Evaluate stormwater discharge to rare or endangered species habitats	ConCom	Locating habitats is an on-going process	MNHESP estimated habitat map shows certified vernal pools and estimated polygons. ConCom Bylaws and regs were created to protect end species habitat.	

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	Develop erosion control bylaw	Planning Board, Building Inspector	Bylaw at Town Meeting by end of year 2.	Currently under the jurisdiction of the Board of Health regulations.	
Revised					
4B	Establish a procedure for the receipt of information submitted by public	ConCom	Record number of phone calls	Information regarding wetlands/regulations are currently on the ConCom website with links to other resources.	
Revised					

4C	Develop guidance for erosion controls	Planning Board, Highway, Building, ConCom	Inspection checklist and document inspections	Currently under the jurisdiction of the Board of Health regulations. Requirements are cited in Orders of Conditions. Erosion controls are inspected by Agent after installation.	
Revised					

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
5A	Develop stormwater management control bylaw	Planning Board, Building Inspector	Bylaw at Town meeting by end of year 2.	Currently under the jurisdiction of the Board of Health.	
Revised					
5B	Develop and implement inspection program	Planning Board, Highway, ConCom, Building Inspector	Copies of maintenance reports, inspections completed and results	O&M Plans are required for detention basins and stormwater systems for developments.	
Revised					
5C	Develop BMP design standards	Planning Board, Building Inspector	Improved bylaws as adopted	Currently under the jurisdiction of the Board of Health.	
Revised					

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
6A	Comply with DEP policy for vehicle washing at town owned facilities	Highway	Vehicle wash unit	Awaiting Town Meeting approval for capital expenditure of a wash down unit. See attached Town Meeting Article.	
Revised					
6B	Ensure compliance for floor drain systems	Highway	Modification of floor drain systems	All town buildings with floor drain discharges have been plugged and are no longer used.	
Revised					
6C	Evaluate and implement stormwater BMP for police station parking lot runoff	Police, Highway		Not yet done.	
Revised					
6D	Clean catch basins	Highway	Clean basins	On going program. All basins cleaned semi-annually.	Continue practice in place.
Revised					
6E	Sweep streets	Highway	Sweep Streets	On going program. All streets swept yearly and additionally as necessary.	Continue practice in place.
Revised					
6F	Develop an inspection and maintenance plan	Highway	Records of inspections and maintenance.	Schedule posted at the Highway garage. Done routinely	Continue practice in place.
Revised					

6a. Additions

6I	Prevent stormwater contact with fueling station	Highway		Fuel blanket at the site and ongoing preventative measures in place.	

6J	Evaluate sediment loading to wetlands	Highway		Corrected with new washdown system and approval at Town Meeting.	

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
7A	Develop a water quality strategy for 303d waters	Highway, Selectmen	Strategy developed	Not yet started.	
Revised					
7B	Implement BMPs from Water quality strategies	Highway, Selectmen		Not yet started.	
Revised					

7a. Additions – none

7b. WLA Assessment

Through improvements at the Highway Department and with the addition of a new washdown unit (pending Town Meeting approval) all town vehicles will be washed at the Highway Department. This will decrease the waste load allocation on many wetland areas in town including ones adjacent to the Highway Department, Fire Station, Police Department , Water Department foundry and Golf Course. Additionally, the Water Department has removed the stored material behind the foundry eliminating the migration of silt into neighboring sensitive wetland areas.

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	($)	0

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	To be determined
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.)	N/A
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)1	Plus participation in consortium
▪ community participation	(%)	Varies
▪ material collected	(tons or gal)	Varies
School curricula implemented	(y/n)	Yes

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination	BOH regs for subdiv.			

▪ Erosion & Sediment Control	BOH regs for subdiv.			
▪ Post-Development Stormwater Management	BOH regs for subdiv.			
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination	BOH regs for subdiv.			
▪ Erosion & Sediment Control	BOH regs for subdiv.			
▪ Post-Development Stormwater Management	BOH			

Mapping and Illicit Discharges

Outfall mapping complete	(%)	70
Estimated or actual number of outfalls	(#)	25
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	(%)	0
% of population on septic systems	(%)	100

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100 %

Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	Yes – 4
Fines collected	(# and $)	In process
Complaints/concerns received from public	(#)	30

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/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/yr
Total number of structures cleaned	(#)	1,740
Storm drain cleaned	(LF or mi.)	N/A
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	245
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Compost recycling
Cost of screenings disposal	($)	0

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	605
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Recycling Ctr.

Cost of sweepings disposal	($)	0
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	No

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers ALL ORGANIC MATERIAL USED	(lbs. or %)	100 %
▪ Herbicides	(lbs. or %)	100 %
▪ Pesticides	(lbs. or %)	100 %

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	State bid specs.
Pre-wetting techniques utilized	(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	(lbs. or %)	15%
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	No