2004 MAY 10 A 9:36

CDM Transmittal

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CDM

One Cambridge Place
50 Hampshire Street
Cambridge, MA 02139
Phone: 617-452-6306
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To:		**From:**	Alan D. Roscoe, P.E.
Organization/ Address:	U.S. Environmental Protection Agency Water Technical Unit P.O. Box 8127 Boston, MA 02114	**Date:**	May 1, 2004

Re: Phase II SWMP Annual Report – Permit No. MAR 041212

Job #:

Via: *Mail:* **XX** *Overnight:* *Courier:*

Enclosed please find:

For your information	XX	**Approved**	
For your review	XX	**Approved as noted**	
For your signature		**Returned to you for correction**	

Message:

A copy of the Annual Report is enclosed.

Signed

Municipality/Organization: **Newbury**

EPA NPDES Permit Number: **MAR041212**

MaDEP Transmittal Number: **W-040791**

2004 MAY 10 A 9:36

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: Mr. Timothy Leonard Title: Highway Department Superintendent

Telephone #: 978-265-5097 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: Richard Joy

Printed Name: Richard Joy

Title: Chmn. Newbury Board of Selectmen

Date: April 30, 2004

Part II. Self-Assessment

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

Part I.B.2 (e) (vi) The National Marine Fisheries Service (NMFS) response with regard to permit eligibility of the Endangered Species Act was forwarded after completion and submittal of the SWMP. The NMFS has provided documentation (attached) that the MS4 discharges from the Town of Newbury are not likely to adversely affect the specific species protected under the jurisdiction of National Oceanic and Atmospheric Administration (NOAA) Fisheries.

This response echoes the findings in the reply from the U.S. Department of the Interior, Fish and Wildlife Service.

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	Article/brochure about stormwater to be included in the tax bill once annually	Stormwater Advisory Committee	Newsletter/Brochure distributed to all households in Newbury.	Brochure from EPA website entitled "Protecting Water Quality from Urban Runoff" to be included in the property tax bill in July '04	Continue throughout permit term
1-2	Educate dog owners about picking up dog waste	Town Clerk	Distribute Fact Sheet to Dog Owners.	Fact Sheet distributed to all dog owners with license renewals	Continue throughout permit term
1-3	Stormwater education program for school children	Stormwater Advisory Committee	Inquire about presentation to Middle or Elementary school children.	Inquiry made to retired science teacher who wishes to volunteer to present stormwater education program	Implement education program
1-4	Maintain pet waste clean-up signs at schools, parks, and beaches	Highway Department	Signs posted.	Signs are posted.	Continue throughout permit term
1-5	Annual update of SWMP at a televised Selectmen's meeting	Highway Dept. and/or ConComm	Update Board of Selectmen on SWMP status.	The Board of Selectmen will be updated on progress and will receive a copy of this annual report	Continue throughout permit term

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
2-1	Form Stormwater Advisory Committee	Highway Dept., ConComm, Planning, Health	Form Committee within 12 months of submission of NOI. Meet twice annually thereafter during permit term.	Advisory Committee will be formed prior to the end of July '04. Membership is likely to include the Conservation Commission Chairman, Highway Department Superintendent, and one other member.	Measure completed
2-2	Comply with state public notification guidelines at MGL Ch. 39 s. 23B.	Town Clerk	Notices posted in library and current locations.	Once formed, meetings and notices will comply with the Open Meeting Law.	Continue throughout permit term
2-3	Stencil catch basins with "don't dump" message	Highway Department	Identify and prioritize catch basins to be stenciled with "Don't Dump" message.	The catch basins within the regulated area have been identified and prioritized for stenciling (about 27 catch basins within regulated area)	Perform stenciling of highest priority catch basins
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
3-1	Conduct dry weather outfall screening	Highway Department	Locate Outfalls within regulated area during first year of permit term. Percent of Outfalls screened.	Outfalls within regulated area are located.	Perform dry weather screening at priority Outfalls during Permit Term
3-2	Map stormwater outfalls	Highway Department	Locate outfalls on a map within regulated area.	Outfalls will be mapped by end of July '04.	Measure completed
3-3	Assess need for stormwater GIS layer	Highway Department	Decision on whether to go forward with a stormwater GIS within first two years of the permit.	Due to small size of regulated area within Newbury, the likely Advisory Committee members do not see urgent need for stormwater GIS at this time.	This evaluation will be conducted by the Advisory Committee and results will be reported in the next annual report as per schedule
3-4	Develop and implement plan to identify and remove non-stormwater discharges	Highway Department	Number of illicit connections found and removed.	No progress to report at this time, but applicant is on schedule to complete in next annual report	Stormwater Advisory Committee to address and provide plan by end of second permit year as per schedule.
3-5	Develop a bylaw to require inspection of construction for correct connection to a municipal sewer	Building Inspection Dept.	Draft By-Law for properties connected to a municipal sewer system by end of first permit year.	Due to small number of sewer connections within regulated area of Newbury, this BMP has not received priority.	This measure will be addressed upon formation of the Stormwater Advisory Committee
Revised			Draft By-Law by end of second permit year.		

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
4-1	Construction site Erosion Sediment Control Bylaw for construction sites greater than 1 acre in area	Conservation Commission	Draft By-law by end of first permit year.	Stormwater management activities are presently conducted by Conservation Commission and Highway Dept. Formal creation of the Stormwater Advisory Committee is necessary prior to promulgating regulations. Committee will be in place prior to July '04.	Draft By-Law to meet revised schedule
Revised			Draft By-law by end of second permit year.		
4-2	Require a waste management plan at construction sites larger than one acre.	Conservation Commission	Draft By-law by end of first permit year and present to Town Meeting in second permit year.	Stormwater management activities are presently conducted by the Conservation Commission and Highway Dept. Formal creation of the Stormwater Advisory Committee is needed prior to promulgating regulations. Committee will be in place prior to July '04.	Draft By-Law for submittal to Town Meeting
Revised			Draft By-law by end of second permit year.		
4-3	Review site plans for stormwater impacts	Conservation Commission	Policies for Site Plan Review developed. Commence Site Plan reviews by end of second permit year.	The Conservation Commission and Planning Board perform independent Site Plan reviews for stormwater impacts.	Creation of the Stormwater Advisory Committee will standardize review procedures and will cover development within the regulated area of Newbury
4-4	Consider public input	Conservation Commission	Number of Public Hearings held	On schedule	Public input will be considered during Stormwater Advisory Committee meetings
4-5	Inspect erosion and sediment controls	Building Inspection Dept.	Develop procedure by end of first permit year, including inspection checklist. Commence reviews by end of second permit year.	Conservation Commission currently performs inspections of erosion controls for projects adjacent to wetlands.	Inspections will commence after formation of Committee and By-Law to include projects within the regulated area.
Revised			Develop procedures and commence reviews by end of second permit year		

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
5-1	Develop a draft bylaw to apply Standards 2, 3, 4, 7, and 9 of the Massachusetts Stormwater Policy to the entire Town. Present to Town Meeting	Conservation Commission and/or Stormwater Advisory Committee	Develop By-Law by end of first permit year, and present to Town Meeting by end of second year.	Stormwater Standards are presently administered by the Conservation Commission for projects under the jurisdiction of the Wetlands Protection Act.	Form Stormwater Advisory Committee, Develop by-Law and present for Town Meeting
Revised			Draft By-law by end of second permit year.		
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Conservation Commission and/or Stormwater Advisory Committee	BMP manual selected by end of first permit year.	Intended members of the Committee have indicated that adoption of Mass. Stormwater Guidelines as standard manual is likely.	Form Stormwater Advisory Committee and develop By-Law
Revised			Select BMP manual by end of second permit year.		
5-3	Develop draft bylaw that ensures long-term maintenance of private structural BMPs. Present to Town Meeting	Conservation Commission and/or Stormwater Advisory Committee	Compliance with regulations, present to Town Meeting by end of second permit year.	Planning Board has regulations in place.	Stormwater Advisory Committee will adopt maintenance provision as part of By-Law. On schedule to complete by end of second permit year.

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
6-1	Identify sensitive receptors within the Town	Highway Department	List of sensitive receptors developed, staff notified by the end of the first permit year.	On schedule to be completed by July '04	Measure completed
6-2	Street sweeping	Highway Department	Percent of Streets swept annually.	Scheduled for May '04	Continue throughout permit term
6-3	Sidewalk sweeping	Highway Department	Percent of Sidewalks swept annually.	Scheduled for May '04	Continue throughout permit term
6-4	Roadway deicing	Highway Department	Amount of deicing compounds used.	Quantity of deicing compounds documented	Continue throughout permit term
6-5	Minimize impacts from vehicle washing	Highway Department	Establish if further vehicle washing controls are needed, and if so, evaluate and select the appropriate controls (i.e. containment area).	Environmentally conscious procedures followed	Continue use of biodegradable soaps and determine need for further controls by end of permit term
6-6	Minimize impacts from vehicle maintenance	Highway Department	Amount of hazardous materials used.	Employee training, signage, materials inventory, and procedures followed	Continue throughout permit term
6-7	Maintain the storm drain system	Highway Department	Number of catch basins cleaned annually	On schedule to be completed by July '04	Continue throughout permit term

6-8	Minimize pesticide and fertilizer use for parks and other landscaped areas	Highway Department	Training conducted; amount of herbicides/fertilizers used.	Green landscaping procedures followed during first permit year	Continue throughout permit term
6-9	Control of illegal dumping	Highway Department	Number of signs posted; number of sites cleaned up.	Access to a dumping site (Forest Street) was closed off	Continue monitoring, cleaning-up dump sites and posting signs throughout permit term.

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>* ***Not 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					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

None during this period

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				
▪ 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)	
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)	