Town of Northborough

Office of the Town Engineer
63 Main Street
Northborough, Massachusetts 01532-1994
Office (508) 393-5015 Fax (508) 393-6996

04

MAY 13

May 10, 2004

U.S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

RE: NPDES Phase II – Annual Report

Dear Sir or Madame,

Enclosed please find the annual report for the Town of Northborough's NPDES Phase II Small MS4 General Permit. We have incorporated each of the requested review items in the summary for each section. After completing the attached self-assessment, we find that the original BMP's do not require any changes at this time. Please do not hesitate to call me at (508) 393-5015 with any questions.

Sincerely,

Fred Litchfield

Fred Litchfield
Town Engineer

cc: MASS DEP
Town Administrator, Barry Brenner
Assistant Public Works Director, Kara Buzanoski
Town Planner, Kathy Joubert

Municipality/Organization: **Northborough**

MAY 13

EPA NPDES Permit Number: MAR041143

MaDEP Transmittal Number: **W-035921**

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: Frederic E. Litchfield, Jr., P.E. Title: Town Engineer

Telephone #: (508) 393-5015 Email: flitchfield@town.northborough.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: Barry M. Brenner

Printed Name: Barry M. Brenner

Title: Town Administrator

Date: May 10, 2004

1. The Town of Northborough has completed the self-assessment of section 1, Public Education, and we have not completed all items listed on our original report. Although we intend to complete all tasks, we found the time to accomplish each item was insufficient as the permit was issued by the EPA to the Town on October 3, 2003. The Engineering Department, which is primarily responsible for the coordination of the Phase II program, has also been reduced to one full time engineer due to the retirement of the Assistant Town Engineer and budget constraints as outlined below:

   1a. DISTRIBUTE/POST NON-POINT SOURCE POLLUTION POSTERS TO SCHOOLS AND TOWN BUILDINGS -This was not accomplished during this school year because of the late permit date. It will be completed for next school year and will be completed every other year.

   1b. AIR STORMWATER MESSAGE ON LOCAL CABLE CHANNEL – This has not been accomplished yet but will be completed later this year and various messages will be posted once per month for the remainder of the permit.

   1c. OBTAIN AND DISTRIBUTE AUTO REPAIR SHOP BROCHURES – This was not scheduled for permit year one and will be accomplished during permit year two.

   1d. ADD STORMWATER INFORMATION TO TOWN'S WEBSITE – This has not been accomplished but will be accomplished during permit year two.

   1e. STORMWATER FLYER TO COMMUNITY RESIDENTS – The Town has contracted with the SuAsCo Watershed Community Council to prepare the flyer, which was mailed out to all landowners within the Town as an insert with the tax bills in the spring of 2004.

2. The Town of Northborough has completed the self-assessment of section 2, Public Participation, and finds we are substantially in compliance with the permit conditions as outlined below:

   2a. STORMWATER TRAVELING DISPLAY
   As stated earlier, the Town has contracted with SuAsCo Watershed Community Council and the Traveling Display has been on display in the Town Hall in the Engineering Department. However, we did not meet our goal of having it on display at three different public locations within permit year one and do intend to reach that goal within permit year two.

   2b. IMPLEMENT HAZARDOUS MATERIALS COLLECTION DAY – The Town of Northborough has held an annual Household Hazardous Waste Day during the fall off each year since the early 90's and during permit year one a second day was added in the spring. The Town intends to sponsor both of these events annually, as the budget allows.

   2c. IMPLEMENT AN ANNUAL VOLUNTEER STREAM CLEANUP DAY – The Town did have a stream cleanup day during September of year one and intends to maintain that event annually, as the budget allows.

3. The Town of Northborough has completed the self-assessment of section 3, Illicit Discharge Detection and Elimination, and finds we are substantially in compliance with the permit conditions as outlined below:

   3a. MAP OUT FALLS AND RECEIVING WATERS – The Town has compiled all existing data on one digital map now located within the Town's GIS system. The Town has also purchased a GPS unit to field locate outfalls and staff is currently being trained on its' use. The Town expects to map appropriately 25% of the outfalls per year within the remaining term of the permit.

   3b. REVIEW EXISTING BYLAWS AND REGULATIONS – The Town is reviewing its local bylaws to determine the appropriate location for any modifications necessary to meet guidelines and EPA requirements.

4. The Town of Northborough has completed the self-assessment of section 4, Construction Site Runoff Control, and section 5, Post Construction Runoff Control, and finds the Town is in compliance with the permit conditions. Sections 4 and 5 did not require any specific items to be accomplished during permit year one and will be reviewing our regulations for any possible improvements during permit year 2.

5. The Town of Northborough has completed the self-assessment of section 6, Municipal Good Housekeeping, and finds the Town is in substantial compliance with the permit conditions as outlined below:

   6a. IMPLEMENT STREET SWEEPING PROGRAM – At this time the street sweeping program has been initiated and completed for the first permit year.

   6b. IMPLEMENT CATCH BASIN CLEANING PROGRAM – The Town has been cleaning catch basins for approximately the last twenty years. The Town has also purchased a used vacuum truck to remove sand and sediment from existing drainage structures.

   6c, d & e. PERFORM SITE VISITS TO EXAMINE EXISTING PRACTICES AT FACILITIES – All three Town garages have been inspected for the first permit year and were determined to be in compliance. Each of the facilities will be visited annually and all follow-ups will be performed as required.