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**Municipality/Organization:** **Town Of Randolph**

**EPA NPDES Permit Number:** **MA 041055**

2004 SEP 17 P 2:54

**MaDEP Transmittal Number:** **W- 045317**

**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: David Zecchini Title: Superintendent-DPW

Telephone #: 781-961-0940 Email: dzecchini@townofrandolph.com

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: Daniel Lam

Title: Chairman- Board of Selectmen

Date: 9 - 13 - 2004

**Part II. Self-Assessment**

The Town of Randolph completed its Storm Water Management Plan (SWMP) in May 2004. While some of the Best Management Practices (BMPs) identified in the Notice of Intent (NOI) and the SWMP have been conducted, many more will be initiated during Year 2 of the permit period. Activities of particular note that will be initiated during Year 2 include storm drainage outfall inspections and sampling, structure mapping locating using GPS technology, and drainage system mapping development, for which the Town has appropriated $100,000.

Updates to previously submitted information:

**Part I.B.2(e)** The Town's permit eligibility with regard to the Endangered Species Act was pending at the time of the NOI submission, and is still considered to be pending. BETA Group, Inc. (BETA), the Town's SWMP consultant, will inspect all Town-owned drainage outfalls during year two of the permit period, and will sample any outfalls that exhibit signs of dry weather flow. This information will be used to help determine eligibility with respect to the Endangered Species Act. The Town is attempting to gather enough information to complete this eligibility requirement by the end of Year 2.

**Part I.E.1(i)** The NOI was signed by William Alexopoulos – Chairman of the Board of Selectmen. The new chairman of the Board of Selectmen, Daniel Lam, will be responsible for signing all forthcoming materials related to the Town's SWMP requirements.

The Town 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(k)** As noted above, the Town has a goal of completing the dry-weather sampling in year two. When that is complete, the Town will identify any discharges that would cause or contribute to in-stream exceedance of water quality standards.

**Part II.B.1-6** Any Provisions of Part II.B.1-6 that have not been met are detailed in Part III below. In particular, many of the public education and involvement BMPs were not scheduled to be implemented until Year 2 of the permit period.

**Part II.F** The Town failed to submit an annual report on or before May 1st. The report was submitted in September 2004.

## 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 | Flyer, Brochure Distribution | DPW-Water Division | Insert handout with water bill. Display at DPW office. | Town in process of developing materials to distribute to residents. | Begin displaying handouts at Town Hall, DPW, and library. Include flyers with water bills. |
| 1-2 | Public Notices | DPW, Board of Health | Display informational advertisements in local Moneysaver and Buzz publications. | Public notices not planned for year one. | Develop press release and article for inclusion into locally circulated newspapers. |
| 1-3 | Classroom Education | School Department | Introduce storm water management to schools, target specific grades. | School education programs conducted in year one. | DPW to meet with School Department during 2004-2005 school year towards possible inclusion into 2005-2006 school curriculum. |
| 1-4 | Television, Internet Media | DPW | Notices on cable TV, create storm water piece, create web site. | Public service announcement not yet created. Town web site under development. | Create public service announcement to air on local cable access channel. Post information on Town web site, once established. |
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### 1a. Additions

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## 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 | Community Storm Water Hotline, Weblink | DPW | Create hotline and weblink for residents to contact DPW | Town currently working on development of comprehensive web site. | Development of storm water hotline and weblink will follow the development of the Town web site. |
| 2-2 | Storm Drain Stenciling Program | DPW | Stencil drains near water supplies, use Boy Scout volunteers. | Town gathering storm drain stenciling materials. | Begin stenciling program, stencil approximately 100 catch basins in Year 2. |
| 2-3 | School Poster, Project Contest | School Department | Student educational projects, display projects. | School education programs not planned for year one. | DPW to meet with School Department during 2004-2005 school year. |
| 2-4 | Volunteer Programs | DPW, School Department | Pond cleanup days, Adopt-a-Pond/Stream programs. | Volunteer programs not planned for year one. | Develop volunteer event for Spring 2005. |
| 2-5 | Recycling/Disposal Programs | Board of Health, DPW | Recycle, dispose of glass, plastic, metal, oil, paint | Town issues annual recycling guide to residents, including curbside schedule, "cheat sheet", and phone numbers for additional information. Town also conducts annual hazardous waste collection day. | Continued guidance to residents and scheduling of annual hazardous waste collection days. |
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## 2a. Additions

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## 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 | Illicit Discharge Bylaw | Town Council, Conservation Commission, Board of Health | Create bylaw to prosecute illegal dumping activities. | Illicit discharge bylaw has not yet been created by the Town. | Coordination with Board of Selectmen and Town Council to begin process of creating discharge bylaw. |
| 3-2 | Illegal Dumping Education, Enforcement | DPW, Board of Health, Conservation Commission | Issue notice to residents, prosecute illegal dumping. | DPW personnel monitor illegal dumping situation, issue warnings to those caught dumping illegally. | Town will begin creating flyers and signs for education, as described in SWMP. |
| 3-3 | Inspection/ Sampling Program | DPW | Inspect discharges, sample if warranted, monitor results. | Town has appropriated funds to begin inspection/sampling program. | Conduct inspection and sampling program. |
| 3-4 | Drainage Mapping Update | DPW-Engineering Division | Update drainage maps, specifications, and outfall and structure condition. | Drainage mapping update scheduled to begin in Year 2. | Begin to update drainage maps based upon outfall inspections and structure GPS data collection. |
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## 3a. Additions

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## 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 | Lot Grading/ Construction Bylaw | DPW-Engineering Division | Enforce bylaw during construction activities. | Continued enforcement of Town bylaw through engineering controls. | Continued enforcement of Town bylaw through engineering controls. |
| 4-2 | Construction Site Inspections | DPW-Engineering Division | Conduct routine site inspections, sign on, sign off system. | Town maintains an ongoing inspection process, including a sign off system when development sites are in compliance with construction regulations. | Continued inspections to insure compliance with Town regulations. |
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## 4a. Additions

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## 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 | Subdivision Management | Planning Board, DPW-Engineering Division | Obtain as-built drawings, compare to planning regulations. | Continuing to regulate the development of new subdivisions, requiring approval of subdivision plans, drawings, etc. Subdivisions are inspected both during and after development. | Continued monitoring of subdivision development activities. |
| 5-2 | BMP Inspection, Maintenance | DPW-Engineering Division | Routine inspections of BMP structures and designs. | Conservation Commission routinely monitors the various BMP structures and designs located within the Town. | Continued monitoring of BMP structures and designs, and enforcement actions where appropriate. |
| 5-3 | Private Development Drainage Bylaw | Town Council | Bylaw to keep private developments in compliance. | Currently governing private development drainage through the use of Conservation Commission and Planning Board measures and controls. | Town in process of developing bylaw to govern drainage systems in private developments. |
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## 5a. Additions

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## 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 | Catch Basin Cleaning Program | DPW-Highway Division | Routine cleaning of all catch basins, monitor structure condition. | More intensive cleaning schedule for all catch basins. In process of creating a priority cleaning schedule. | Continued cleaning efforts. Completion of priority cleaning schedule. |
| 6-2 | Street Sweeping | DPW-Highway Division | Routine street sweeping, proper disposal practices. | Currently sweep all streets and most Town-owned parking lots once per year. Busier streets swept twice per year or more, as deemed necessary. | Develop priority street sweeping schedule. Incorporate all Town-owned parking lots into sweeping program. |
| 6-3 | Drainage Pipe Inspection | DPW-Engineering and Highway Divisions | Inspect pipes, repair as needed, record condition. | Funds maintained for ongoing inspections for drainage pipes on an as-needed basis. | Create inspection and maintenance database for drainage pipe system. Record service dates, actions. |
| 6-4 | Drainage Pipe Cleaning | DPW-Highway Division | Clean, flush pipes as needed, record condition. | Cleaning of pipes continues to be conducted on an as-needed basis. | Incorporate drainage pipe cleaning activities into maintenance database, recording cleaning dates, condition, etc. |
| 6-5 | Structure Updates, Replacements | DPW-Highway Division | Repair, replace manholes and catch basins as needed. | Structure maintenance is performed on an as-needed basis. | Incorporate structure maintenance log into inspection and maintenance database. |
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## 6a. Additions

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## 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 |
|---|---|---|---|---|---|
| 2-2 | Storm Drain Stenciling Program | DPW | Stencil drains near water supplies, use Boy Scout volunteers. | Town gathering storm drain stenciling materials. | Begin stenciling program, stencil approximately 100 catch basins in Year 2. |
| 3-1 | Illicit Discharge Bylaw | Town Council, Conservation Commission, Board of Health | Create bylaw to prosecute illegal dumping activities. | Illicit discharge bylaw has not yet been created by the Town. | Coordination with Board of Selectmen and Town Council to begin process of creating discharge bylaw. |
| 3-2 | Illegal Dumping Education, Enforcement | DPW, Board of Health, Conservation Commission | Issue notice to residents, prosecute illegal dumping. | DPW personnel monitor illegal dumping situation, issue warnings to those caught dumping illegally. | Town will begin creating flyers and signs for education, as described in SWMP. |
| 3-3 | Inspection/ Sampling Program | DPW | Inspect discharges, sample if warranted, monitor results. | Town has appropriated funds to begin inspection/sampling program. | Conduct inspection and sampling program. |
| 6-2 | Street Sweeping | DPW-Highway Division | Routine road sweeping, proper disposal practices. | Currently sweep all streets and most Town-owned parking lots once per year. Busier streets swept twice per year or more, as deemed necessary. | Develop priority street sweeping schedule. Incorporate all Town-owned parking lots into sweeping program. |
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### 7a. Additions

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### 7b. WLA Assessment

The cleaning of all Town-owned catch basins provides a tremendous amount of benefit by removing waste and pollutants from storm water, prior to outfall into the Town's water and wetland resource areas. Sweeping all Town-owned streets also prevents sand, dirt, and debris from carrying pollutants into the drainage system. Also, pipe cleaning and inspection on an as-needed basis prevents a buildup of pollutant carrying sediments from entering into resource areas.

## Part IV. Summary of Information Collected and Analyzed

The Town did not conduct any soil, sediment, or water sampling during Year 1 of the permit period. Therefore, there is no data to summarize.

As stated in Part II, the Town plans to conduct drainage outfall inspections and sampling during Year 2. Laboratory analytical data should be available by the time the Year 2 Annual Report is submitted.