04

Municipality/Organization: **Town of Reading**

EPA NPDES Permit Number: **MAR041056**

2004 APR 30 P 10: 20

MaDEP Transmittal Number: **W-040966**

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: ~~Joseph~~ Joe E. Delaney Title: Town Engineer

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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: Peter I. Hechenbleikner

Title: Town Manager

Date: April 29, 2004

Part II. Self-Assessment

The Town of Reading has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

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	Research available public educational materials	Community Services/Public Works	Compilation of educational materials	Have compiled numerous brochures, web sites, posters, etc. on which our future public education efforts will be based	None
2	Develop a Public Education Plan	Community Services/Public Works	Development of plan	None	Based on the material compiled last year, the Town will develop its Public Education Plan
3	Present Annual Report to Town Meeting	Public Works	Make presentation	Report delivered to Town Meeting on April 26, 2004	Update to be reported to Town Meeting in April 2005
4	Implement Public Education Plan	Community Services/Public Works	Meet schedules identified in the plan	None	None
Revised					

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
5	Establish a Stormwater Management Advisory Committee	General Services/Board of Selectmen	Establish Committee	Responsibility for overseeing the Storm Water Program was placed on the existing Water and Sewer Advisory Committee now called the Water, Sewer and Storm Water Management Advisory Committee	None
6	Comply with Public Meeting Laws for Committee meetings	Public Works	Keep records of postings/advertising	All Water, Sewer and Storm Water Management Advisory Committee meetings were duly posted and/or advertised in accordance with State Law	Continue meetings
7	Develop a Public Involvement/Participation Plan	Community Services/Public Works	Development of plan	None	Development of the public participation plan
8	Solicit volunteers for public participation plan	Community Services/Public Works	Keep records of organizations contacted	None	None
9	If sufficient volunteers are identified, implement plan	Community Services/Public Works	Keep records of public involvement/participation activities	None	None
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
10	Develop outfall map using existing information	Public Works	Map developed	Map approximately 50% completed	Complete map
11	Review exiting by-laws to determine if a new by-law is necessary	Community Services/Public Works	Report on adequacy of existing by-laws	Review completed, report being drafted	Complete report
12	If necessary, develop non-storm water by-law	Community Services/Public Works	Write by-law and bring to Town Meeting	None	Draft By-Law and bring to Town Meeting for approval
13	Develop three year plan to identify and eliminate illicit discharges	Public Works	Plan developed	None	Develop plan for illicit discharge detection and elimination
14	Implement 3-year illicit discharge detection program	Public Works	Complete each phase of the program by dates outlined in plan	None	None
Revised					

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
15	Review existing by-laws and regulations	Community Services/Public Works	Summary report of regulatory review prepared	Review completed, report being drafted	Complete report
16	If necessary, develop new erosion control by-law	Community Services/Public Works	New by-law brought to Town Meeting	None	The Town has incorporated the DEP Stormwater Management Policy into its Subdivision Rules and Regulations, Site Plan Rules and Conservation Commission Rules and Regulations. Therefore, it appears that this BMP will not be necessary.
17	If necessary, amend existing erosion control regulations	Community Services/Public Works	Regulations amended	None	Regulations will be amended as necessary based on the recommendations of the regulatory review report
18	Revise/resubmit by-law if not approved by Town Meeting	Community Services/Public Works	By-law revised and resubmitted to Town Meeting	None	None
19	Enforce new by-laws or regulations	Community Services	Keep records of enforcement	None	None
Revised					

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
20	Review existing by-laws and regulations	Community Services/Public Works	Summary report of regulatory review prepared	Review completed, report being drafted	Complete report
21	If necessary, develop post-construction runoff by-law	Community Services/Public Works	New by-law brought to Town meeting	None	The Town has incorporated the DEP Stormwater Management Policy into its Subdivision Rules and Regulations, Site Plan Rules and Conservation Commission Rules and Regulations. Therefore, it appears that this BMP will not be necessary.
22	Inventory existing BMPs that are under Town jurisdiction	Public Works	All BMPs inventoried	None	Inventory should be completed before winter 04/05
23	Develop five-year O&M plan for Town-owned BMPs	Community Services/Public Works	O&M Plan written	None	None
24	Begin implementation of five-year O&M Plan	Public Works	Records of O&M activities maintained in accordance with O&M schedule	None	None
Revised					

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
25	Evaluate Town's current good housekeeping practices	Public Works	Report prepared on good housekeeping practices	Evaluation complete, report being drafted	Complete report
26	Develop written O&M plan to formalize Town's practices	Public Works	O&M Plan developed	None	O&M plan to be written by the end of year 2
27	Implement O&M Plan	Public Works	Records of O&M activities maintained as outlined in O&M plan	None	None
28	Street Sweep all Town owned streets and parking lots once per year	Public Works	All streets and parking lots swept, records maintained	All Town owned parking lots and streets were swept in the first year of the permit	Continue street sweeping once per year
29	Clean all Town owned catch basins once per year	Public Works	All catch basins cleaned, records maintained	All Town owned catch basins were cleaned in the first year of the permit	Continue catch basin cleaning once per year
30	Provide one household hazardous waste drop off per year	Community Services/Public Works	Household hazardous waste drop-off conducted	Household hazardous waste drop-off was conducted in October, 2003	Household hazardous waste drop-off will be conducted on May 22, 2004 and again in October, 2004 in conjunction with the Town of Wakefield
31	Provide used oil drop-off at the Public Works Garage at least 10 hours per week	Public Works	Used oil drop-off maintained, records of used oil maintained	Used oil drop-off at the Public Works garage was held Monday-Friday 8:00 AM-2:30 PM and Saturdays 9:00 AM-12:00 PM	Used oil drop-off expected to continue during the same hours as last year
32	Recycle Town generated tires, batteries, scrap metal, used oil	Public Works	Identified materials recycled, records kept	The Town recycled all its used tires, vehicle batteries, scrap metal and used oil in accordance with various contracts with recyclers	The Town intends to continue its recycling programs
Revised					

6a. Additions

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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

No TMDLs have been established for any of the receiving waters.

Part IV. Summary of Information Collected and Analyzed

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)	