Municipality/Organization: **Town of Rochester**

EPA NPDES Permit Number: MAR041153

2004 SEP 30 P 3:29

MaDEP Transmittal Number: **W-041369**

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: Laurell J. Farinon Title: Conservation Agent

Telephone #: 508-763-3871 extension 13 Email: lfarinon@townofrochester.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: James F. Huntoon

Printed Name: James F. Huntoon

Title: Town Administrator

Date: August 18, 2004

Part II. Self-Assessment

The area of Phase II designated urbanized areas represents less than 12 percent of the total 39 square mile total area of the Town of Rochester. The Town of Rochester has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the following provision"

Failed to submit annual report on or before May 1st, 2004. Submitted on August 20, 2004.

2004 SEP 30 P 3:29

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	Stormwater Management Program Educational Flyer	Highway Surveyor	Flyer prepared and distributed according to timeline	Educational flyer was developed and made available at the Rochester Highway Department, Town Hall and Plumb Library	Continue to make educational flyer available at the Rochester Highway Department, Town Hall and Plumb Library
Revised					
1-2	Annual Public Hearing	Town Administrator/ Board of Selectmen	Meeting advertised and held per schedule	A meeting of the Stormwater Management Committee was held on May 17, 2004 at 7:00 p.m. in the Town Hall Conference Room	An annual public hearing by the Stormwater Management Committee will be held in the Spring of 2005
Revised					
1-3	Posting of large format Stormwater Map	Highway Surveyor	Map displayed	The large format Stormwater Map has been prepared and is displayed at the Highway Barn on Ryder Road in Rochester	Continue to display Stormwater Map. Revise map as necessary.
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
2-1	Public Participation and Citizen Actions	Board of Health and Highway Surveyor	Board of Health and Highway Surveyor maintain a complaint report file (2005)	Completed the flyer (BMP 1-1) Complaint log to be in place by Winter 2005	Complaint log to be in place by Winter 2005.
Revised					
2-2	Stormwater Management Committee	Board of Selectmen – appointing authority	Committee established. Reviewed SWMP at annual hearing.	The Committee was formally established in late 2003. An annual meeting was held on May 17, 2004	Host public hearing. Receive public comment on content and schedule for consideration by Stormwater Management Committee.
Revised					
2-3	Annual Board of Selectmen's Meeting Review	Board of Selectmen	Meetings advertised and held per schedule	A duly advertised public hearing was held on May 17, 2004	Host public hearing and receive public comment.
Revised					
2-4	Storm Drain Stenciling Program	Highway Surveyor	Town will stencil a minimum of 10 catch basins per year until all known basins are stenciled	Identified priority basins for stenciling. Stenciling to be done Summer – Fall 2004	Continue stenciling a minimum of 10 catch basins per year
Revised					
2-5	Hazardous Material Collection Day	Highway Surveyor	Host annual Hazardous Waste Collection event	Hosted an event on May 1, 2004 at the Carver/Marion/Wareham transfer station in Rochester	Host annual event to be held at the Rochester Transfer Station as part of the Carver/Marion/Wareham Regional Refuse Disposal District
Revised					
Revised					

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	Discharge Identification	Highway Surveyor	Field identification of discharge pipes in the urbanized area. Map locations to be transferred to GIS database. Project to be completed by winter 2007	Initiated GPS location of outfalls. Awaiting a software upgrade prior to loading into GIS.	Continue GPS location of outfalls to produce a map. Draft map will be posted at Town Hall, Highway Barn, and Library.
Revised					
3-2	Drainage Network Mapping	Highway Surveyor	Field identification of discharge pipes in the Doggett Brook and East Branch of the Sippican drainage areas. Map locations to be transferred to GIS database. Project to be completed by winter 2007	Initiated GPS location of outfalls. Awaiting a software upgrade prior to loading into GIS.	Continue GPS location of outfalls to produce a map. Draft map will be posted at Town Hall, Highway Barn, and Library
Revised					
3-3	Illicit Discharge Identification	Highway Surveyor/Board of Health Agent	During field identification, note presence of unusual odors, non-stormwater materials or unusual pipes. Report illicit connections. Project to be completed by winter 2007	Initiated field identification of outfalls.	
Revised					

3-4	Illicit Discharge Enforcement	Board of Health	Quantify illicit discharges identified and corrected. Review of Existing Enforcement authority to determine its adequacy	Initiated review of existing mechanisms to determine adequacy of authority to regulate illicit discharges.	Continue review of existing mechanisms to determine adequacy of authority to regulate illicit discharges.
Revised					
3-5	Board of Health training	Board of Health	Annual training meetings held, list of staff participating	Annual training to begin Winter of 2005	Continue annual training.
Revised					
3-6	Public Information on Illicit Connection	Highway Surveyor and Board of Health	Board of Health and Highway Surveyor maintain a complaint report file	Complaint report file to be initiated in Spring 2005	
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
4-1	Conservation Commission Bylaw Review	Conservation Commission	Submission of Articles to Town Meeting if needed	Initiated review of existing State and Local bylaws and regulations.	Complete review of existing State and Local bylaws and regulations. Submission of articles to Town Meeting if needed. (March 2005)
Revised					
4-2	Planning Board Subdivision Regulation Review	Planning Board	Necessary regulation changes made.	Initiated review of existing State and Local bylaws and regulations.	Complete review of existing State and Local bylaws and regulations. Submission of articles to Town Meeting if needed. (March 2005)
Revised					
F4-3	Planning Board, Zoning and Non-zoning bylaw review change	Planning Board	Necessary regulation changes made.	Initiated review of existing State and Local bylaws and regulations.	Complete review of Site Plan Review process and subdivision regulations to determine if regulatory changes are needed. Submission of articles to Town Meeting if needed. (March 2005)
Revised					
Revised					
Revised					
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
5-1	Conservation Commission Bylaws	Conservation Commission	Submission of articles to Town Meeting if needed.	Initiated review of existing state and local bylaws and regulations to determine if they adequately address the requirements of permit.	Complete review of existing state and local bylaws to determine if regulatory changes are needed. Submission of articles to Town Meeting if needed. (March 2005)
Revised					
5-2	Planning Board Subdivision Regulations Review and Change	Planning Board	Necessary regulation changes made.	Initiated review of existing State and Local bylaws and regulations.	Complete review of existing state and local bylaws to determine if regulatory changes are needed. Submission of articles to Town Meeting if needed. (March 2005)
Revised					
5-3	Planning Board Zoning and Non-Zoning Bylaws Review	Planning Board	Necessary regulation changes made.	Initiated review of the Site Plan Review process to determine if regulatory changes are needed.	Complete review of existing Site Plan Review process to determine if changes are needed. Submission of articles to Town Meeting if needed (March 2005).
Revised					
Revised					
Revised					
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
6-1	Highway Department Policy Guide	Highway Surveyor	Preparation of Policy Guide	Initiated development of a Stormwater Management Policy Guide	Complete preparation of Policy Guide (October 2004)
Revised					
6-2	Highway Department Annual Training	Highway Surveyor	Completion of Annual Training sessions, documentation of participation	Initiated research into conducting an annual training session.	Complete first annual training session (Winter 2005)
Revised					
6-3	Highway Department Permit Filing	Highway Surveyor	Copies of permits on file	Worked with Conservation Commission to make filings as necessary for stormwater improvements	Continue to work with Conservation Commission to make filings as necessary for stormwater improvements.
Revised					
Revised					
Revised					
Revised					

6a. Additions

Part IV. Summary of Information Collected and Analyzed

N/A

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	($)	no dedicated
		budget - utilized
		existing staff

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
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
▪ community participation	(%)	
▪ material collected 2500 gallons waste used/engine oil, 75 auto batteries, 125 tires	(tons or gal)	*
School curricula implemented 25 propane tanks, 1 55-gallon drum anti freeze, 1-55 gallon drum used oil filters	(y/n)	N

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		X		
▪ Post-Development Stormwater Management		X		
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		X		
▪ Post-Development Stormwater Management		X		

Mapping and Illicit Discharges

Outfall mapping complete	(%)	20
Estimated or actual number of outfalls	(#)	Not Known
System-Wide mapping complete	(%)	20
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS ✓	(%)	✓
Outfalls inspected/screened	(# or %)	20
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	0
% of population on septic systems	(%)	100

Construction

Number of construction starts (>1-acre) within Phase II area	(#)	0
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	N/A
Site inspections completed	(# or %)	N/A
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	0
Site inspections completed	(# or %)	N/A
Estimated volume of stormwater recharged	(gpy)	N/A

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)	