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Municipality/Organization: Town of Saugus, MA

EPA NPDES Permit Number: MAR041059 MAY 3

MaDEP Transmittal Number: **W-040276** 2005 ~~JUN~~ 4 A 12: 12

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 Attubato Title: Director, Dept. of Public Works

Telephone #: 781-231-4145 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: Joseph Attubato

Printed Name: JOSEPH ATTUBATO

Title: Saugus Public Works Dir.

Date: 4-29-04

Part II. Self-Assessment

The Town of Saugus has completed the required self-assessment and has determined that our municipality is in substantial 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
1-1	Include an article/brochure about stormwater in the annual Consumer Confidence Report	Department of Public Works	Article/brochure distributed annually to residents	Began investigating appropriate brochure(s) to include in CCR	First mailing slated for summer '04
1-2	Include stormwater information in water and sewer bills once per year	Department of Public Works	Inserts mailed in consumer water and sewer bills once per year	Began investigating appropriate insert for water and sewer bill	First mailing slated for winter '04-'05.
1-3	Offer to give stormwater presentation to school children	Department of Public Works or Conservation Commission	School superintendent contacted	BMP slated to begin in permit year 2	Contact school superintendent to offer to give stormwater presentation
1-4	Maintain signs for pet waste cleanup at schools and parks	Department of Public Works	Number of signs inspected.	The DPW signs and repaired as necessary	Continue to maintain and inspect signs
1-5	Give an annual update of the Stormwater Management Plan at a televised Selectmen's meeting	Department of Public Works or Conservation Commission	Annual update	BMP slated to begin in permit year 2	Provide first update to selectmen at televised meeting
1-6	Staff a table with information about stormwater at Founder's Day each year	Department of Public Works or Conservation Commission	Table staffed each year, number of brochures handed out	BMP slated to begin in permit year 2	Staff table at Founder's Day, give out brochures.

1a. Additions

	None				

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	Comply with state public notification guidelines at MGL Chapter 39 Section 23B	Town Clerk	Notices posted in current locations	Notices posted.	Continue to post notices.
2-2	Provide in-kind support for citizen clean-ups	Department of Public Works	Number of clean-ups for which services are provided.	Provided in-kind services for Saugus River clean up.	Continue to provide in-kind support for citizen clean-ups.

2a. Additions

	None				

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	Department of Public Works	Percent of outfalls screened	Done in Fall 2002. Few potential illicit connections were identified.	None. Another round of dry weather field screening is slated for Year 5 of the permit
3-2	Map stormwater outfalls and receiving waters	Department of Public Works	Map created	Completed. Map on file at DPW office.	Map will be checked and updated if new outfalls are installed/located.
3-3	Map the stormwater collection system in a GIS	Department of Public Works	GIS of stormwater system created	GIS has been created. Field work to locate outfalls has been completed. Map has been created, and is currently going through quality control checks	GIS will be delivered to the Town. Town will maintain the GIS.
3-4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4	Department of Public Works	Number of illicit connections found and removed	Outfall screening Memorandum delivered to Town. Since no illicit connections are suspected, the plan is limited to follow-up dry weather field screening in Year 5 of the permit.	Begin plan implementation.
3-5	Develop a bylaw governing discharges to the municipal sewer system (MS4). The objectives of the bylaw will be to prevent pollutants from entering the MS4, prohibit illicit connections and unauthorized discharges to the MS4, and require the removal of illicit connections.	Town Attorney	Draft bylaw developed and presented to Town Meeting	Obtained model draft bylaw language	Develop draft bylaw by end of Permit Year 2. Present to Town Meeting in Year 3

3a. Additions

	None				

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	Develop a Construction Site Erosion and Sediment Control Bylaw	Town Attorney	Draft bylaw developed and presented to Town Meeting	Obtained model draft bylaw language	Develop draft bylaw by end of Permit Year 2. Present to Town Meeting in Year 3
4-2	Require a waste management plan at construction sites	Planning Board, Conservation Commission	Regulatory mechanism in place for requiring a waste management plan for all construction sites greater than 1 acre	Slated to begin in Year 2	Incorporate requirement into appropriate regulations or site plan review procedures. Alternatively, "piggyback" on one of the other bylaws being developed.
4-3	Continue to review site plans for stormwater impacts	Planning Board, Inspection Services, Conservation Commission	Protocol for site plan review developed	Slated to begin in Year 2	Develop internal protocol during Year 2. Begin site plan reviews for stormwater impacts in Year 3
4-4	Consider public input for new construction	Planning Board, Department of Public Works	Number of public hearings, complaint log kept	Slated to begin in Year 2	Continue public hearings for new subdivisions. Establish a protocol for logging public complaints
4-5	Continue inspection of erosion and sediment controls	Planning Board, Inspection Services, Conservation Commission	Number of inspections conducted.	Slated to begin in Year 2	Develop a procedure for conducting Town inspections

4a. Additions

	None				

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	Continue enforcing the storm drainage general requirements and the Hillside Protection Bylaws	Planning Board	Number of new project plans reviewed for compliance with Storm Drainage General Requirements and the Hillside Protection bylaw	Projects were reviewed for compliance with the Storm Drainage General Requirements and for compliance with the Hillside Protection bylaw	Continue
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Town Engineer and Town Attorney	BMP Manual Selected	Selected Massachusetts DEP and CZM, "Stormwater Management, Volume Two: Stormwater Technical Handbook", March, 1997.	Done
5-3	Develop a draft bylaw that ensures long-term maintenance of private structural BMPs	Town Attorney and Planning Board	Draft bylaw developed and presented to Town Meeting	Obtained model draft bylaw language	Include provisions in a new bylaw for long-term BMP maintenance by end of Permit Year 2. Present to Town Meeting in Year 3

5a. Additions

	None				

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 (such as wetlands, beaches, etc.) within the Town	Department of Public Works	List of sensitive receptors developed, staff notified	Slated for winter 2003-2004	Complete BMP in first half of 2004
6-2	Sweep all streets twice a year	Department of Public Works	Percent of streets swept annually	All streets swept twice a year	Sweep streets before the end of June, then again before the end of November. Records of sweeping schedule and daily residuals volumes will be tracked.
6-3	Calibrate salt spreaders twice per year and monitor industry standards and practices	Department of Public Works	Maintain documentation of amount of deicers used.	Salt spreaders were adjusted as needed to dispense proper rates during storms.	DPW will track deicing standards and practices. The amount and types of deicer used next winter will be documented
6-4	Minimize impacts from vehicle maintenance	Department of Public Works	Employee training held; materials inventory developed.	Slated for one year after submission of SWMP (July, 2004)	An inventory will be developed during Year 2.
6-5	Maintain the storm drainage system	Department of Public Works	Number of catch basins cleaned annually	50% of the Town's catch basins were cleaned between July 1, 2003 and March 31, 2004	Clean 50% of Town's catch basins between April 1 2005 and March 31, 2006.
6-6	Train staff to minimize chemical applications in parks and other landscaped areas	Department of Public Works	Employee training held; materials inventory developed	Conduct training before July 1, 2004	Practice fertilizer and herbicide management throughout permit year
6-7	Control illegal dumping	Department of Public Works	Number of signs posted; number of cleanups supported	DPW cleaned sites were illegal dumping was reported.	Document illegal dumping locations. Install and maintain signs to discourage illegal dumping.
6-8	Hold Annual Household Hazardous Waste Drop-off Day	Inspection Services	At least one household hazardous waste drop-off day per year	The annual household hazardous waste day was held, as scheduled.	An annual household hazardous waste day will be held.
6-9	Plant a new tree to replace every tree removed by the Town each year	Department of Public Works and Tree Committee	The same number or more trees planted than cut down each year.	Plan will be developed by July 1, 2004	Funding mechanisms will be investigated in Year 2. Program will being in Year 3.

6a. Additions

	None				