TOWN OF SCITUATE

RICHARD H. AGNEW, Town Administrator

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29 April 2004

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United States Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

TO WHOM IT MAY CONCERN:

RE: NPDES General Permit for Storm Water Discharges From Small Municipal Separate Storm Sewer Systems (MS4 General Permit)
ANNUAL REPORT for
Scituate, Massachusetts

In accordance with the requirements of the MS4 General Permit the Town of Scituate, as a municipality covered by the Permit, respectfully submits it's Annual Report.

Very truly yours,

Richard Agnew
Town Administrator

C: DPW
CEI

Municipality/Organization: Town of Scituate

EPA NPDES Permit Number:

MaDEP Transmittal Number: W-

Annual Report Number
& Reporting Period: No. 1: May 1, 2003-April 30, 2004

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard Agnew Title: Town Administrator

Telephone #: (781) 545-8731 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:

Printed Name: Richard Agnew

Title: Town Administrator

Date: 29 April 04

Part II. Self-Assessment

The Town of Scituate has completed the required self-assessment of the annual compliance review for the Phase II Stormwater Program. In accordance with the NPDES Phase II Stormwater requirements, the following topics were evaluated for the completion of the Annual Report:

1. Compliance with the Phase II Permit Conditions
2. Appropriateness of the Selected BMPs
3. Progress Towards Achieving the Program's Measurable Goals
4. Results of Any Information that has been Collected and Analyzed
5. Activities for the Next Reporting Cycle
6. Changes in Identified BMPs or Measurable Goals

The Town 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
1A	Develop Stormwater Section of Town Website.	Town Website Manager	Measure number of hits twice per year.	Planned for Permit Year 2.	Develop website and start measuring hits.
Revised					
1B	Distribute Fact Sheets to Businesses and Residences.	DPW, Conservation	Copies of the materials.	The Town did not distribute fact sheets during Permit Year 1 due to budget constraints.	Distribute fact sheets twice per year.
Revised					
1C	Develop a Poster Display Regarding Stormwater Issues.	DPW, Conservation	List of display locations.	Planned for Permit Year 2.	Develop a poster display regarding stormwater issues.
Revised					

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
2A	Mark Storm Drains with Stencils During Cleaning.	DPW	10% of Storm Drains Marked by Year 1.	No storm drains were marked during Permit Year 1 due to budget constraints.	Mark storm drains in highest priority subwatershed.
Revised					
2B	Conduct River, Stream, and Pond Cleanups.	Volunteer Groups	Cleaner streams documented by before and after photos.	Planned for Permit Year 3.	Planned for Permit Year 3.
Revised					
2C	Establish a Stormwater Telephone Hotline.	DPW	Record number of phone calls to hotline, copies of articles.	Stormwater problem calls are currently taken by the DPW. A log is kept of all calls. The phone number will be posted on the Town's website early in Permit Year 2.	Continue to operate hotline and record the number of phone calls.
Revised					
2D	Public Meetings to Discuss Stormwater Issues.	DPW, Conservation	Minutes from each meeting (annual).	Planned for Permit Year 2.	Hold an annual public meeting to discuss stormwater issues.
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
3A	Develop Town Storm Drain Outfall GIS Map.	DPW	Entire system mapped and outfall locations verified.	The entire system has been mapped and over 1/3 of the outfall locations have been verified.	The remaining outfalls will be verified in Year 2.
Revised					
3B	Develop Illicit Discharge Detection and Elimination Plan.	DPW	30% of all outfalls will be sampled by year 2.	An Illicit Discharge Detection and Elimination Plan is being developed.	Sampling will take place in Year 2.
Revised					
3C	Develop Illicit Discharge Prohibition Ordinance.	DPW, BOH	Bylaw at Town meeting by end of year 3.	Planned for Permit Year 3.	Planned for Permit Year 3.
Revised					

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
4A	Develop Erosion Control Regulation.	DPW	Bylaw at Town Meeting by End of Yr 3.	Planned for Permit Year 3.	Planned for Permit Year 3.
Revised					
4B	Develop Design Standard Guidelines for Erosion Control.	DPW	Inspection checklist and documented inspections.	Planned for Permit Year 2.	Develop design standard guidelines for erosion control.
Revised					
4C	Procedure for Receiving Info Submitted by the Public.	DPW	Record number of phone calls to hotline, copies of articles.	Stormwater problem calls are currently taken by the DPW. A log is kept of all calls. The phone number will be posted on the Town's website early in Permit Year 2.	Continue to operate hotline and record the number of phone calls.
Revised					

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
5A	Develop BMP Regulation.	DPW	Bylaw at Town Meeting - Yr 3.	Planned for Permit Year 3.	Planned for Permit Year 3.
Revised					
5B	Develop and Implement Inspection Program.	DPW	Copies of maintenance reports plus inspection records.	Planned for Permit Year 2.	Develop and implement an Inspection Program.
Revised					
5C	Develop BMP Design Standards.	DPW	Improved Bylaws - Yr 4.	Planned for Permit Year 4.	Planned for Permit Year 4.
Revised					

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
6A	Clean Catch Basins.	DPW	Clean all Basins – Ongoing.	The catch basins did not require cleaning in Year 1 because they all were cleaned the previous year.	2000 catch basins will be cleaned in Year 2.
Revised					
6B	Sweep Streets in Town.	DPW	Volume of sweepings collected-report annually.	The sweeper is run from April until October collecting approximately 650 yards of sweepings per year.	Record the volume of sweepings collected annually.
Revised					
6C	Ensure Proper Disposal for Hazardous Wastes.	DPW, BOH	Document quantity of wastes collected annually.	The Town sponsored one hazardous waste day and 162 residents participated.	No hazardous waste collection due to funding cuts.
Revised					
6D	Develop an Inspection and Maintenance Plan.	DPW	Written schedule, records of inspections and maintenance.	Planned for Permit Year 2.	Develop an Inspection and Maintenance Plan.
Revised					

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
7A	Develop a Water Quality Strategy for 303d Waters	DPW	Copy of Water Quality Strategy Plan, summary effort	Planned for Permit Year 2.	Develop a water quality strategy for 303d waters based on year 2 sampling and year 1 outfall observations..
Revised					
7B	Implement BMPs from Water Quality Strategy	DPW	Summary of efforts and water quality improvements	Planned for Permit Year 5.	Planned for Permit Year 5.
Revised					
7C	Categorize Drainage System	DPW	Map of system categorization by end of Yr 3	Planned for Permit Year 2.	Categorize drainage system.
Revised					
7D	Evaluate Hydraulic Capacity in Areas of Concern	DPW	Report detailing results by end of Yr 3	Phase I: Assessing the situation is complete.	Evaluate hydraulic capacity in areas of concern.
Revised					

7b. WLA Assessment

No Total Maximum Daily Load (TMDL) has been completed for any surface water in Scituate.

Part IV. Summary of Information Collected and Analyzed

The entire Town's drainage system has been mapped using GIS. 1/3 of the outfalls have been visually inspected. Detailed records of each outfall were kept.

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	(#)	**1**
▪ community participation	(%)	**2% of households**
▪ 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	(%)	**100%**
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	**Approximately 100%**
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	**33%**
Illicit discharges identified	(#)	**0**
Illicit connections removed	(#) (est. god)	**0**
% 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	(gyps)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	**Every other year**
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	**Every other year**
Total number of structures cleaned	(#)	**0**
Storm drain cleaned	(LF or mi.)	**0**
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)	**Once per year**
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	**Once per year**
Qty. of sand/debris collected by sweeping	(lbs. or tons)	**650 yards**

Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	**0**
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	% Nail % $CaCl_2$ % $MgCl_2$ % CMA % Kay % MCL % 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)	**Yes**
Storage shed(s) in design or under construction	(y/n)	