Municipality/Organization: **Town of Sharon, MA**

EPA NPDES Permit Number: **MA041061** 2004 APR 30 P 10: 17

MaDEP Transmittal Number: **W- 040625**

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: Peter O'Cain Title: Assistant Town Engineer

Telephone #: (781)784-1525, ext 16 Email: sharondpw@yahoo.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: Peter M. O'Cain

Printed Name: Peter O'Cain

Title: Assistant Town Engineer

Date: 4/8/04

Part II. Self-Assessment

The Town of Sharon, Massacvhusetts has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except the following provisions (BMP's on the time frame flow chart):

BMP 3.13: We have not yet developed a formal plan to detect and address non-stormwater discharge but are working with the Conservation Commission on this issue. Sharon has very little industry, so this issue is currently being addressed with a non-formal plan of identifying illegal outfalls while performing catch basin cleanings. To date, no illegal outfalls have been detected.

BMP 4.19: Create sanctions to ensure compliance with E&S requirements: The by-law is being worked on but cannot be approved until November of 2004 at the next Town Meeting.

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	Design and distribute S/W Educational Brochures	Assistant Town Engineer: Peter O'Cain David Masciarelli	Mailing List of homes contacted.	5000 brochures have been printed and are being sent out with water bills currently	Send out Brochures again.
Revised					
1.2	Recruit volunteers from mailing	Greg Meister: Conservation Agent	Volunteers from lake management committee have been recruited but no resident volunteers	Peter O'Cain was interviewed on public television regarding the stormwater management plan and volunteers were asked to call our hotline in the brochures, in the interview and on community bulletin board postings on Sharon Public Television	Continue television recruiting and await response from water bill brochures. Work with the conservation Commission and "Friends of Conservation" group to recruit stormwater volunteers.
Revised					
1.3	Create Stromwater Hotline	Greg Meister	Done	Peter O'Cain accomplished this task through brochure mailings etc.	Continue to maintain Stormwater hotline
Revised					
1.4	Educate students	Teachers, conservation agent	Unknown	Peter O'Cain posted notices on community Television regarding "stormwater TV" programs on the Weather Channel, which included air dates. Working with schools on education plan.	Work with Peter Nichol at Sharon High School and work with School Superintendent Claire KJackson on implementing Stormwater awareness program.
Revised					
1.5	Create tributary signage	Bill Petipas: Highway Supervisor	Signs being made	Signs have yet to be posted but are currently being made.	Post signs in the summer of 2004
Revised					
Revised					

1a. Additions

1.6	Develop Stormwater web site	Peter O'Cain: Assistant Town Engineer	Add a stormwater page to town's existing web site by spring 05	None to date	Prepare and post content

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
2.6	Encourage public participation through adverts and brochures	Peter O'Cain Dave Masciarelli	Make 5000 brochures and send out in water bills	Done	None at this time.
Revised					
2.7	Stencil storm drains	Volunteers/ highway Dept.	Stencil of town's catch basins that feed impaired waterways	Planning has begun but will begin stenciling in summer of 04.	Continue program as needed.
Revised					
2.8	Organize Community clean-ups of tributaries.	Greg Meister	At least one clean-up per year.	None to date.	Continue program.
Revised					
2.9	Residents assist with by-law enforcement.	Volunteers Peter O'Cain	Residents report violations.	No reports to date.	Continue program.
Revised					
2.10	Initiate "adopt a drain" programs/stream monitoring	Volunteers	Record number of drains adopted.	No drains adopted. Stream monitoring will be performed on some streams and the lake this summer but further testing needs to be organized-possibly by lake management.	Continue program.
Revised					
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
3.11	Storm water management and illicit discharge by-law.	Peter O'Cain	Town adopts by-law prohibiting non-sw discharges.	By-law has been written but needs refining and review by Town committees. Looking for a November Town Meeting approval.	Complete by-law by year two
Revised					
3.12	Develop storm sewer map with outfalls.	April Forsman Peter O'Cain	Map of MS4 outfalls.	Map done on mylars. Will be transferring to GIS in the next year.	Complete GIS portion of mapping
Revised					
3.13	Develop plan to detect and address non s/w discharge.	Greg Meister	Plan developed	We are currently planning on utilizing a DPW employee to follow the catch basin cleaning company to identify illicit connections and check mapping produced.	Continue identification of outfalls, if needed
Revised					
3.14	Identify and document illicit outfalls.	Con Com, volunteers DPW	Keep record of suspected sites.	We will utilize information gathered from 3.13 as a basis for documentation.	Continue identification of outfalls, if needed
Revised					
3.15	Monitor accomplishment of goals of reducing illicit discharge.	Peter O'Cain	Create spreadsheet with goals and percentage completed.	We must first determine the extent of illicit discharge and then we can address whether we have any illicit discharge to address.	To be determined
Revised					
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
4.16	Include E&S BMP's/req's in all applicable town regulations.	Planning, zoning, Con-com, Peter O'Cain	Regs modified and accepted by all applicable boards.	Section 3.3.2.21 of the Land Subdivision Rules and Regs of the Planning Board requires E&S plan. Also lot drainage section 4.5.3 refers to NPDES standards.	Continue to enforce regulations and improve if needed.
Revised					
4.17	Include construction E&S plan as part of review.	Planning, Zoning, BOH.	Approval of modified regulations.	Planning Board requires E&S plan and includes in review. Zoning By-Law section 3340.	Continue to enforce requirements.
Revised					
4.18	Inspect site for E&S problems	Greg Meister Conservation Agent	Record Inspections and enforcement issues	Conservation Agent inspects all developments and construction projects over 1 acre for erosion and sedimentation control. Town Engineer also checks these items as possible.	Continue to enforce requirements.
Revised					
4.19	Create sanctions to ensure compliance with E&S req's	Con-Com, Board of Selectmen, Town Engineer	List of sanctions approved by Town.	Currently have comprehensive by-law that includes sanctions. By-law being edited and reviewed by Town agenicies and should be accepted at Town Meeting in November.	Enforce sanctions as required.
Revised					
4.20	Include construction site runoff on stormwater hotline	Residents/Volunteers	Established hotline with phone records.	Hotline established, sent out brochures to all households and advertised on TV.	Continue to monitor hotline and send out brochures yearly.
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
5.21	P Board/Con-com regs, BMP for runoff control +1 acre	Planning Board, Con-Com: Greg Meister	Update regs if needed,	Covered in Planning Board and Zoning By-laws and will be included in upcoming comprehensive stormwater by-law in November.	Enforce regulations once approved.
Revised					
5.22	Require operation and maintenance plans for ret/det basins	Peter O'Cain Greg Meister	Include plan requirement in Planning regs and maint fee.	Regulations pending acceptance by Planning Board currently.	Enforce new regulation requiring payment for every foot of detention basin to be built. Funds to be used for basin maintenance, as needed.
Revised					
5.23	In addition to BMP's develop community BMP's	Peter O'Cain Greg Meister	Make a list of community BMP's, if any.	None as of April 26, 2004.	Not sure what community BMP's will arise at this time.
Revised					
5.24	If community BMP's desired, add to appropriate regulations	Planning, Zoning, Con-Com Boards/ Town Engineer	Additions to appropriate regulations.	None as of April 26, 2004.	Not sure what community BMP's will arise at this time.
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
6.25	Develop municipal operation and maintenance plan.	Superintendent of public Works:Eric Hooper	Completed plan.	Working on plan at this time.	Finish plan and adopt it for use.
Revised					
6.26	Implement operation and maintenance plan w/schedule.	Highway Dept/Bill Petipas	Maintain records of maintenance compliance.	Working on plan at this time.	Finish plan and adopt it for use.
Revised					
6.27	Use E&S controls for road repairs.	Highway Dept: Bill Petipas Con-Com: Greg Meister	Record work and erosion controls taken	All roadway work is assessed by Conservation Agent and Town Engineer for erosion issues. Work is silt fenced and hay baled as needed. Any work over 1 acre has a NPDES construction permit filed.	Continue to use erosion and sedimentation controls as needed and file for construction general permits for work over 1 acre.
Revised					
6.28	Fill Drains in areas of equipment cleaning or work	Highway Dept: Bill Petipas	Drains covered or filled in.	All drains covered or filled in.	None
Revised					
6.29	Clean catch basins on regular schedule	Highway Dept: Bill Petipas	Maintain record of cleaning	Half the catch basins in town are cleaned yearly and records kept by private contractor.	Maintain catch basin cleaning schedule. Investigate possibly increasing number cleaned yearly.
Revised					
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
7.30	Utilize list of impaired bodies as a basis for areas to study	Town Engineer: Peter O'Cain	Determine how to reduce causes of impairment.	Trying to gather support fron Conservation Commission and Lake Management Committee.	Begin gathering data on impaired bodies as basis for determination of improvement in stormwater quality.
Revised					
7.31	Set up plan utilizing outfall mapping to reduce impairment	Town Engineer: Peter O'Cain	Written plan	Trying to gather support fron Conservation Commission and Lake Management Committee.	None
Revised					
7.32	Ensure WLA met by stormwater BMP's	Superintendent of Public Works: Eric Hooper	Determine if additional BMP's needed.	No work done yet. Considering increase in catch basin cleaning and street sweeping.	Test water for WLA compliance
Revised					
7.33	Reduce pollutant discharges coming through MS4	Conservation Agent: Greg Meister/Town Engineer	Inspect water for reduction in turbidity, increase in DO	Trying to gather support from Conservation Commission and Lake Management Committee.	Use catch basin cleaning and roadway sweeping program to reduce turbidity and reduce pollutants. Use water sampling to compare water quality from year to year.
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

None as of April 2004.

Part IV. Summary of Information Collected and Analyzed

No information gathered at this point. Streams have been identified as turbid or low in DO but we are currently working on solutions to these problems.

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)	