Municipality/Organization: Town of Sutton

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NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: PATRICIA E. NEDOROSCIK Title: TOWN ADMINISTRATOR

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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: Patricia E. Nedoroscik

Printed Name: PATRICIA E. NEDOROSCIK

Title: TOWN ADMINISTRATOR

Date: May 3, 2004

Part II. Self-Assessment

The Town of Sutton has successfully implemented or begun implementation of several Measurable Goals noted in its Notice of Intent. Prior to the development of its Comprehensive Stormwater Management Program, including Measurable Goals, the Town had an assessment performed of current activities, programs, and regulations that could support the NPDES Phase II Stormwater program. This assessment became the basis for modifying current activities, recommending new programs, and informing town boards and departments of their obligation toward successful implementation of Sutton's Comprehensive Stormwater Program.

Sutton is pleased to present the following summary describing its success at implementing the first year's Comprehensive Stormwater Management Program.

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	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Sutton will present its draft Comprehensive Stormwater Management Program to the public at a public meeting.	Sutton has completed *Stormwater Management Phase II Assessment* report. Copies are available for review by town departments and the public. The development of Sutton's Comprehensive Stormwater Management Program included active participation by the Town Administrator, DPW Director, and Town Planner.	Sutton will schedule a public meeting to review its Comprehensive Stormwater Program. This meeting is tentatively scheduled for May 18, 2004.
2	Create a Stormwater Program	Department of Public Works	Sutton will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	o Sutton applied for a SRF funding for sewer construction. This project will disconnect documented illegal connections into the stormwater system that disposes into the Mumford River and eventually to the Blackstone River. o Sutton applied and received funding from the DEP recycling grant program. o The Town of Millbury received a 319 grant to reduce non-point source pollution around Lake Singletary in both Sutton and Millbury by upgrading 20 storm drains and 3 detention swales around the lake plus supporting tasks that will measure the success of the program, and provide educational programs. The Lake Singletary Watershed Association is a partner in this grant program.	Sutton will continue to identify funding opportunities to support its protection of local bodies of water.

1. Public Education and Outreach (cont.)

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	Address specific groups	Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	o The Town is in receipt of EPA educational materials on disk for easy printing and distribution. o Sutton provided handouts and literature to residents pertaining to a workshop titled, *Healthy Laws and Landscaping*. o Other brochures available to the public include, *Watch Your Waste*, a bookmark describing recycling, o An informational brochure related to Transfer Station waste disposal information and recycling is available at the Town Hall. o Local newsletters available in the Town with information regarding stormwater/environmental protection include: ▪ *Chalk Talk* a newsletter of the Sutton Elementary School and Early Learning Center and ▪ *Singletary Sun* a newsletter of the Lake Singletary Watershed Association. o The DEP recycling grant program in conjunction with the towns of Northbridge and Sutton sponsored a free workshop titled, *Healthy Laws and Landscaping* on April 20 at the Northbridge Town Hall. Handouts and literature regarding the workshop were available at town offices. Information regarding the event was also published in the local newspaper. The event was broadcast on local cable access.	Brochures will continue to be printed and made available at town buildings. *Chalk Talk* advertised The event "Marion's Camp Cleanup Day" for April 24, which provided cleanup at the end of Tuttle Road on the shores of Lake Singletary. The *Singletary Sun* advertises programs such as Earth Day, weed pulling, and a 319 grant stormwater system upgrade.

1. Public Education and Outreach (cont'd)

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	Target groups likely to impact storm water	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	See BMP 3	See BMP 3
5	Identify alternative information sources	Department of Public Works MIS Department	Sutton will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: http://www.suttonma.org/ Town will work with Lake Singletary Watershed Association in the collection and dissemination of data from the Association's 8-year sampling program. Data will be posted on town website along with relevant BMPs for target audiences.	This BMP begins Permit Year 2.	Sutton will post links to the EPA and DEP on its website.
6	Identify alternative information sources	Department of Public Works MIS Department	The Town of Sutton will contact the Blackstone River Watershed Council to review opportunities in Sutton. These opportunities include hosting a watershed association meeting in Sutton with notice on website and local access channel, and televising a meeting reviewing watershed activities or needs specific to Sutton.	The Town of Sutton currently works with the Lake Singletary Watershed Association. The Town of Sutton sponsored a warrant article for Town meeting regarding assisting the association with their weed control program.	o The Town of Sutton will contact the Blackstone River Watershed Council to determine opportunities within Sutton. o Town of Sutton Town meeting will decide whether to support the warrant article for the Lake Singletary Watershed Association weed control program.

1. Public Education and Outreach (cont'd)

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	Utilize local public access channel	Department of Public Works	Public meeting notice and a meeting reviewing Sutton's Comprehensive Stormwater Management Program will be posted on Sutton's local access channel.		The Town of Sutton will post the Board of Selectmen meeting notice regarding to the review of Sutton's Comprehensive Stormwater Program on local cable access a week prior to the event.
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Sutton will appoint a liaison to the Blackstone River Watershed Council to disseminate information to the Town on programs and activities.	This BMP begins Permit Year 2.	The Town will consider candidates for the position of liaison to the Blackstone River Watershed Council.
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Sutton will work with its contracted waste hauler and the Board of Health to continue sponsoring Hazardous Waste Collection Days.	o The Town of Sutton supports ongoing hazardous waste collection at the transfer station. o The Sutton Middle School recycling program has developed a program for recycling ink cartridges.	o These events will continue. o The Town will attempt to identify funding assistance to support the collection of extremely-hazardous waste materials.
10	Storm drain stenciling	Department of Public Works	Sutton will work with local Girl Scout Troop in continuing its support of storm drain stenciling by scouts.	The Millbury High School Environmental Council stenciled several storm drains in Sutton on April 9, 2004.	

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
11	Community clean ups	Department of Public Works Sutton Conservation Commission	Town of Sutton will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.	o Several Eagle Scouts provided stream team clean up of Manchaug Lake during Permit Year 1. o A volunteer group provided stream team clean up at Marion's Camp on the shores of Lake Singletary. This event was posted in the newsletter, *Chalk Talk.* o Several Girl Scouts provided stream team clean up along the Mumford River during Permit Year 1.	Stream team clean ups are expected to continue during Permit Year 2.
12	Community clean ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Town of Sutton provided tools and disposal for the stream team events.	The Town of Sutton will continue to support these events.

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
13	Inventory and mapping of storm drain system	Department of Public Works	Sutton will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	Several funding applications for stormwater protection activities within the Town of Sutton were completed during Permit Year 1: o The Town of Sutton applied for an SRF funding for sewer construction. This project will disconnect documented illegal connections into the stormwater system that dispose into the Mumford River and eventually to the Blackstone River. o Sutton applied and received funding from the DEP recycling grant program. o The Town of Millbury received a 319 grant to reduce non-point source pollution around Lake Singletary in both Sutton and Millbury by upgrading 20 storm drains and 3 detention swales around the lake plus supporting tasks that will measure the success of the program, and provide educational programs. The Lake Singletary Watershed Association is a partner in this grant program.	The Town of Sutton will make use of all funding opportunities and continue to search for all applicable opportunities.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Sutton will develop and implement a plan to map all outfalls and receiving bodies of water, contingent upon Town Meeting approval of funding.	o During annual cleaning of catchbasins and drains, the town Highway Department identifies and records the following information: location, number/ landmark, type, sump depth, inlet size, outlet size, overall condition, and defects. o The Town Administrator, DPW Director, and Town Planner met with a professional engineering and mapping firm in October 2003 to review alternatives for mapping and inspecting of Sutton's storm sewer system.	The Town in considering using this recording method for mapping purposes.

3. Illicit Discharge Detection and Elimination (cont'd)

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	Identification/ description of problem areas	Department of Public Works	Sutton will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent upon Town Meeting approval of funding.	Sutton applied for SRF funding for sewer construction. This project will disconnect documented illegal connections into the stormwater system that dispose into the Mumford River and eventually to the Blackstone River.	The Town of Sutton will continue to promote projects that disconnect illegal connections to the storm drain system.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Sutton will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	This BMP was not scheduled for Permit Year 1.	This BMP is not scheduled for Permit Year 2.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Sutton will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	o An informational brochure related to Transfer Station waste disposal and recycling information is available at the Town Hall. o The Sutton Middle School recycling program has developed a program for recycling ink cartridges.	The Town will continue this educational outreach.
18	Initiation of recycling programs	Planning Board Board of Health	Sutton will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	o The Town of Sutton applied for and received a 2004 DEP municipal recycling grant. This grant will provide outreach material to the community. o The Sutton Middle School recycling program has developed a program for recycling ink cartridges.	The Town of Sutton applied for and received a 2004 DEP municipal recycling grant. This grant will provide outreach material to the community.

3. Illicit Discharge Detection and Elimination (cont'd)

BMP ID #	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Sutton will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of Environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks may include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality in Aldrich Pond, Clark Reservoir, Dark Brook Pond, Marble Pond, Merrill Pond No. 3, Merrill Pond No. 4, No. 1 Pond, No. 2 Pond, Schoolhouse Pond, Sutton Falls, Swans Pond, Town Farm Pond, Welsh Pond, Whiting Pond, and Woodbury Pond. These waterbodies have been identified as impaired and on DEP's 303d list.	o The Town of Sutton completed several applications for funding during Permit Year 1. o Sutton applied for SRF funding for sewer construction. This project will disconnect documented illegal connections into the stormwater system that dispose into the Mumford River and eventually to the Blackstone River. o Sutton applied and received funding from the DEP recycling grant program. o The Town of Millbury received a 319 grant to reduce non-point source pollution around Lake Singletary in both Sutton and Millbury by upgrading 20 storm drains and 3 detention swales around the lake plus supporting tasks that will measure the success of the program, and provide educational programs. The Lake Singletary Watershed Association is a partner in this grant program. o Several Eagle Scouts provided a stream team clean up of Manchaug Lake during Permit Year 1. o A volunteer group provided stream team clean up at Marion's Camp on the shores of Lake Singletary. This event was posted in the newsletter, *Chalk Talk*. o Several Girl Scouts provided stream team clean up along the Mumford River during Permit Year 1.	The Town of Sutton will continue to support watershed assessments and studies.

3. Illicit Discharge Detection and Elimination (cont.)

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	Watershed assessments and studies	Department of Public Works Public Water Suppliers	The Town of Sutton will encourage the three PWS located in town to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zone II. These plans can include stormwater management programs. The proposed tasks will include a public education component. The Lake Singletary Watershed Association will be consulted and asked to provide educational data from their studies and monitoring of Lake Singletary for posting on Sutton's local access channel and website.	The Water Protection Program was unavailable during Permit Year 1.	o The Town of Sutton will ascertain the availability of funds from the Water Protection Program in Permit Year 2. o The Town of Sutton will consider partnering with the PWS in mapping infrastructure.

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
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Sutton will review model by-law developed by DEP in consultation with the Attorney General's Office.	This BMP was not scheduled for Permit Year 1.	o The Town of Sutton will seek information regarding the model bylaw. o A multi-department work session will be scheduled to review requirements of Sutton's Comprehensive Stormwater Management Program, including new by-laws and regulations.

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
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Sutton will review model by-law developed by DEP in consultation with the Attorney General's Office.	This BMP was not scheduled for Permit Year 1.	o The Town of Sutton will seek information regarding the model bylaw. o A multi-department work session will be scheduled to review requirements of Sutton's Comprehensive Stormwater Management Program, including new by-laws and regulations.

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
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Sutton will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	The Town of Sutton Highway Facility has a Stormwater Management Plan that includes municipal Operations and Maintenance BMPs.	The Town of Sutton Highway Facility will continue to use BMPs and the O&M schedule as applicable.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont'd)

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
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Sutton will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	During catchbasin and drain cleaning, the Town of Sutton Highway Department on a yearly basis identifies and records the following information: location, number/landmark, type, sump depth, inlet size, outlet size, overall condition, and defects.	The Town of Sutton Highway Facility will continue to use BMPs and the O&M schedule as applicable.
25	Develop and implement training programs for municipal employees	Department of Public Works	Each year, Sutton will send a minimum of 5 public works employees to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	The Town of Sutton provided several training opportunities to its employees during Permit Year 1: o Two (2) employees attended training on proper disposal of street sweepings and catch basin disposal. o Two (2) employees attended training on proper maintenance of streets including street sweeping. o One (1) employee attended training on emergency hazardous waste material and fire extinguisher handling. After taking this training, this employee then trained the entire highway department staff.	The Town of Sutton will continue its training program.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont'd)

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
26	Review storm drainage infrastructure needs	Department of Public Works	Sutton will incorporate storm drain infrastructure review in its Chapter 90 project utilizations.	o The Town of Sutton Highway Department cleans catch basins yearly and sweeps all streets yearly. o During yearly catchbasin and drain cleaning, the Town of Sutton Highway Department identifies and records the following information: location, number/landmark, type, sump depth, inlet size, outlet size, overall condition, and defects.	The Town of Sutton will continue the storm drainage infrastructure inspections.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)- *NOT 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
				No TMDLs in the Town of Sutton	