Municipality/Organization: Townsend MA

EPA NPDES Permit Number: MAR041203

MaDEP Transmittal Number: W- 036204

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: Kathleen Arayo Title: Land Use Coordinator

Telephone #: 978-597-1703 Email: Kathleen.Arayo@Townsend.ma.us

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: Kathleen C Arayo

Printed Name: Kathleen Arayo

Title: Land Use Coordinator

Date: 8/22/04

Self Assessment

Public Education: The Town has done well to meet our public outreach goals. Although fiscal constraints interfered with Earth Day activities, our voluntary participation program to clean street areas of rubbish, etc. We are re-evaluating ways to address Stream clean up.

Public Participation:

Our Advisory Committee is comprised of the Land Use Coordinator, Conservation Agent and Highway Superintendent.

The Town's Hazardous Waste Collection day has been highly successful. Budget cuts have continued to limit the amount of waste we can take in. The event is well advertised and participation is very good. Unfortunately, we had had to turn vehicles away.

Waste Oil Collection is conducted the first Saturday of every month. Participation is high and the oil collected is recycled for use at our Highway Department.

Illicit Discharge and Receiving Waters.
Again, fiscal cutbacks have not allowed for the purchasing of any GPS equipment. The Highway Superintendent has record of Outfalls and Receiving Waters but we are lacking the resources to create professional mapping.

We have established a Bylaw Review Committee. The process has been slow but steady. A report is expected to be finalized at the end of 2004. Until we complete this exercise we are not ready to move forward with bylaw presentation.

Construction Site Runoff Control

Current practices are being review. This is an area we need improvement. Our Conservation Agent makes continued site inspections on all on-going projects with orders of conditions. In most cases, sites are managed well. The Commission has formed a sub-committee to review regulations. Recommendation for bylaw will follow and be forwarded to the Bylaw Review Committee.

Post Construction Runoff Control

Again progress toward bylaw recommendation is awaiting the first phase of our Bylaw Review.

Municipal Good Housekeeping

Despite being unable to fund replacing an employee the Highway Department has completed its annual street sweeping. The Highway Department also cleaned catch basins annually versus once every two years.

Site Visits included the Fire Department. Good practices were found to be in place. In FY05 a new fire station will be completed and the washing of all equipment will take place at this site where there is a contained drain system.

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.a Revised	Distribute Non-Point Source Pollution Posters	Land Use Coor K. Araujo	Posters Dist. to schools/town bldgs	Posts distributed to schools. on display in Townhall	Distribute Flyers to schools
1.b Revised	Air Storm Water message on Cable	LUC K Araujo	messages posted on Town Webpage	Tips on Web site	Continue
1C Revised	Obtain + Distribute Auto Repair Shop Brochures	LUC KCA	Mail to auto Repair shops	In complete.	Continue next year
1d Revised	Storm water fact sheets Available to public	LUC KCA	Available in town hall	Available in town hall	Continue
Revised					
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
2a Revised	Form Advisory Committee	LUC KCA	hold Qtrly Meetings	Meetings not held regularly due to staffing	Continue to work toward regular meetings
2b Revised	Adopt a Highway Program	LUC K. Araujo		Street cleaning done in conjunction w/schools (residents sign up to clean up specific streets	Continue
2C Revised	Hazardous Waste Day	LUC K Araujo	hold annual	Complete	Continue
2d Revised	Waste oil collection Days	LUC K. Araujo	hold monthly	held 1st saturday each month	
2e Revised	Annual Stream Clean up Day	LUC K. Araujo	7x of Stream back cleaned annually	No progress due to budget cut backs to get volunteer program	Work w/schools to start volunteer program
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
3a Revised	Map Outfalls + Recieving Waters	LUC K Araujo	Map 25% Annual	Not complete. Fiscal cut backs did not allow equipment purchase	Cutbacks For FY05 will not allow for GPS purchase. Still trying to find funding
3b Revised	Review Existing bylaws	LUC K. Araujo	Bylaw Review Committee Form	Review Bylaws Committee to make recommendation	Continue w/ Review + recommendation
3c Revised	Develop Illicit ~~Discharge Detection~~ Elimination Plan	LUC K Araujo	Not done	Staffing turnover impacted ability to complete. Re-evaluating when at full staff	Get staffing in place
3d Revised	Develop/Modify General Illicit Bylaw	LUC KCA	Not done		
3e Revised	Present Action for ATM	LUC KCA	not done	see note above	
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
4a Revised	Review Existing Site Insp. Practices	LUC			
4b Revised	Develop Modify Site Inspection program	LUC			
4c Revised	Review Existing Bylaw/Regs	LUC			
4d Revised	Develop/Modify Bylaw for Construction Runoff	LUC			
4e Revised	Present Action for ATM	LUC			
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
5a Revised	Review Existing Site Inspection Practices	Hwy Dept	Determine if practices fulfill EPA Requirements		
5b Revised	Develop Modify Inspection + Maintenace Practices	Hwy Dept	Make recommendation for modifying existing practices		
5c Revised	Review Existing Bylaw/Regs	LUC	Part of Bylaw Review Committee		
5d Revised	Develop/Modify Bylaw for Post Construction Runoff	LUC	Part of Bylaw Review Committee		
5e Revised	Present at ATM				
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
6a Revised	Street sweep program	Hwy	Sweep all streets Annually	all streets swept May/June annually	Continue Annually
6b Revised	Catch basin Cleaning program	Hwy	Clean every 2 years	Catch basins Cleaned June	Continue Annual Clean up
6C Revised	Perform site visits to Examine practices at All Facilities		all facilities	Fire department completed [illegible]	Highway Department
6d Revised	Train municipal Employees at each Town facility		All facilities	Fire Department visited good practices in place	New station being Constructed Allows washing of Equipment
6e Revised	Perform f/u to ensure practices met	LUC	Target all municipal facilities	Flow chart [illegible]	Into contained system
Revised					

6a. Additions

Construction

Number of construction starts (>1-acre)	(#)	17	17
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	3	(3) 5%
Site inspections completed	(# or %)		3
Tickets/Stop work orders issued	(# or %)		Ø
Fines collected	(# and $)	Ø	Ø
Complaints/concerns received from public	(#)		1

Post-Development Stormwater Management

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

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	Annual
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	Annual
Total number of structures cleaned	(#)	100
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	not calculated
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		compost + recycle
Cost of screenings disposal	($)	Ø

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	Annual

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	Annual
Qty. of sand/debris collected by sweeping	(lbs. or tons)	not calculated
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	0 (compost recycled)
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	own sweeper

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	N/A
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	n
Manual control spreaders used	(y/n)	y
Automatic or Zero-velocity spreaders used	(y/n)	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)	in place