Municipality/Organization: Town of West Newbury MA-01985

EPA NPDES Permit Number: MAR 041231

MaDEP Transmittal Number: W- 21004703

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

AUG 12 2004

MUNICIPAL ASSISTANCE UNIT

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Gary Bill Title: Highway Supt.

Telephone #: 978-363-1106 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: Gary J. Bill

Printed Name: Gary J. Bill

Title: Highway Supt.

Date: 8-6-04

Part II. Self-Assessment

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	Public Education seminars	Selectmen	1 every year alternating school / Town	none planned for 04	Plan to get bids from outside sources that make presentations
Revised					
					seek approval at Fall Town Meeting to start in 05
Revised					
1B	flyers and pamphlets	Selectmen + Health Dept.	1,650 flyers sent	a recycling Info sheet and Item disposal sheet have been sent out since Dec 2003	same mailing yearly
Revised					
1C	Stormwater info on the web page	Selectmen + Tahnology Comm.	Place on the web pages seperate pages concerning Education + Info	No specific time frame planned	Get the Technology Comm. to help set up the pages to include
Revised					storm water issues Recycling & hazardous waste and Info sources

1a. Additions

1A	Seminars				Include other towns for School/Seminairs

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	Q and A Sessions	Selectmen	1 Every Year alternating School/Public	none Planned	To coincide with the seminars in 1A
Revised					
Revised					
2B	Clean up + Monitoring	Open Space Comm	1 Every Year	none planned. but	Advertise for a day of volunteer clean up
Revised					
				The Local Football Team Did a cleanup in May 2004	The Highway Dept. puts out Rubbish containers in Urban
Revised					Locations and is picked up weekly
Revised					

2a. Additions

2B	Cleanup + Monitor	W.N Boy Scouts	1 or 2 / year	1 Eagle Project in works for 2004	work with the Scouts to Monitor
					Trails etc.

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	Storm Drain System Map	Highway Dept.	Produce a Map	Have contacted Merrimack Valley Planning and recieved a proposal waiting for funds from the new fiscal year	Should be done by end of the year
Revised					
Revised					
Revised					
3B	Adoption of the By-law	Selectmen		Postponed to get additional input. review model By-laws and consultant input + recomendations	work on draft to have ready by The end of 2005
Revised					
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
4A	Construction By-Law	Selectmen	By-Law	Gathering Examples to review.	Add the construction By-Law together with #3B
Revised					
Revised					
Revised					
Revised					
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
5A	Enforcement of By-Law	Selectmen	Add Enforcement Regs to the By-Law	none	Referencing the By-Law come up with Enforcement Regs in 2006
Revised					
Revised					
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
6A	Municipal Operation + Maintenance Plan	Highway + Conservation	Extend to all Mun. facilities	Plan recieved and reviewed for new Ballpark	Review number of facilities in the urban areas and come up with a operation + main. Plan. Review 1/yr
Revised					
Revised					
Revised					
6B	Upgrade of inadequate drainage systems	Road Superintendent	1 street/yr.	Many streets in the urbanized area have been done at least 3 streets done this year.	yearly inspections of culvert/swale conditions and upgrade when needed.
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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	($)	

(No funds appropriated this Year 2004)

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	1,650 Households
Stormwater management committee established	(y/n)	none planned
Stream teams established or supported	(# or y/n)	none planned
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1 Earth day
▪ 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				

N/A
2004

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	(%) 0	
% of population on septic systems	(%) 100	

N/A
2004

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%) 100	100%
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	(%) ~ 90	Just a guess
Site inspections completed	(# or %)	~ 90%
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/yr
Total number of structures cleaned	(#)	417
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	104 yds^3
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		See below
Cost of screenings disposal	($)	Taken up
		by Highway

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

1. Catch basin debris combined with a roadside shoulder mix to stabilize roadside shoulders after paving.

Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1/yr.
Qty. of sand/debris collected by sweeping	(lbs. or tons)	20 yrds^3
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	See below 1.
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 %)	N/A
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	75% 25%
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	None
Estimated net reduction in typical year salt application	(lbs. or %)	None
Salt pile(s) covered in storage shed(s)	(y/n)	Yes
Storage shed(s) in design or under construction	(y/n)	N/A

1. Sweepings are mixed in with a roadside shoulder mix to stabilize road side shoulders after paving.