6/13/05 received

Municipality/Organization: **Town of Ayer**

EPA NPDES Permit Number:

MaDEP Transmittal Number: **W- 040750**

Annual Report Number & Reporting Period: **No. 2: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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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.

Part II. Self-Assessment

1) PE2: The public education "spots" for the 2 local cable stations are being finalized with assistance access commission. These should start to be aired in July of 2005.

2) PP2: The formal Storm Water Steering Committee (SWSC) been appointed by the Selectmen. This meeting once every 4 to 8 weeks as needed to oversee the work of the various entities responsible for con activities. The members of this group are Citizens and Conservation Commission members David Bodu DPW Supt. Michael Madigan, Citizen and Selectman Frank Maxant, Citizen and Brd of Health memb and Citizen Julia Corenzwit. These public meetings are posted and have been attended by a SMALL nu interested in learning more of the program activities. We have worked with surrounding communities t townspeople to regional public education meetings in other communities. Ayer has a special Storm Wat info meeting planned as part of the Conservation Committee meeting in August 2005.

Our second annual roadside cleanup was postponed due to weather issues. This is intended to take plac early fall. The DPW is working with the Community Service section of the juvenile court system to get c court ordered to perform community service hours to assist in cleanup of parks and certain roadways th

3) ID1: The DPW has almost completed the draft map of the system. All basins have been located and fl well as outfall locations. The draft maps are being finalized through help of citizen volunteers. These sh end of 2005.

ID2: DPW is still in process of looking at sources of illicit discharge. A consultant was used to establish to be problem areas. These are being investigated by DPW with hopes of meeting the Nov 2005 deadline.

4) CRC2: Site inspection criteria are being finalized and DPW is in process of seeking consultants to us and project by project basis to inspect as needed. This should be in place by end of 2005.

CRC3: Staff training on inspections will be done by chosen consultant ot add an extra layer of oversight consultants not available.

5) RC1: The ConCom worked with Town Counsel to prepare and present to the annual town meting a

cover issues of pre and post construction run-off control and other related issues. We used the Town of basis for our model. Town meeting took no action on the article and it is anticipated that we will put th voters again at the next town meeting.

6) GH3: All DPW employees have been trained by a consultant per the completed DPW housekeeping training manual.

7) TMDLs: No action has been taken as yet regarding BMPs for TMDLs.

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 Permit Y
PE1	Educational materials	DPW	Create educational flyers re storm water	Flyers are ready for distribution at the May 10 town meeting and for placement at town offices, etc.**DONE**	Create fl **Process**
Revised					
PE2	Cable TV info spots	DPW	Create 1 infomercial About storm water by 5/06		**Spot to b July 05**
Revised					
PE3	Drain Stenciling	DPW	Stencil storm drains by 5/06	Drains in process of being inventoried and ID'd	
Revised					
PE4	Lawncare Workshops	SWSC/DPW	Hold 1 workshop by 5/07		
Revised					
PE5	Educational Displays on storm water mgt	SWSC/DPW	Create I display for use at town functions by 5/08		
Revised					
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 Permit Y
PP1	Establish Committee	Brd of Selectmen	Est. committee by 11/03	Formal committee not yet appointed.	Informal to date. A on 5/18. 24th.Don
Revised					
PP2	Public Info Meetings	SWSC	2 meetings in 2004		**Public P the SWM weeks wi attendan**
Revised					
PP3	Annual Roadside Cleanup	SWSC/DPW	Schedule 1 cleanup day by 4/05	.	**Re - Sch late sum**
Revised					
PP4	Establish neighborhood watch groups	DPW/SWSC	Create 4 groups by 4/06		
Revised					
PP5	Reforestation	ConsCom	Establish plan to require/encourage planting of cleared areas		
Revised		And Tree Warden			
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 Permit Y
ID1	System Mapping	DPW	Complete system map by 3/05	Mapping is 25% complete	Complete mapping through
Revised					
ID2	ID illicit discharges	DPW	Conduct inspections by 11/05		Inspectio deadline.
Revised					
ID3	Prohibit illicit discharges	DPW/BoH	Establish regulatory mechanisms to prohibit by 4/06		
Revised					
ID5	Elliminate illicit discharges	DPW	Show # of re-routed connections	In process	
Revised					
Revised					
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 Permit Y
CRC1	Establish water quality benchmarks	DPW	Develop score sheet and do Rd 1 of testing	Score sheet in process. To be accepted by end of May. **Completed**	Round 1 by Oct '0
Revised					
CRC2	Site Inspection Criteria	DPW	Develop site inspection criteria by 5/05		**Choosing inspectio**
Revised					
CRC3	Staff training re site inspections	DPW	Train all applicable staff by 5/06		**Training consultai**
Revised					
CRC4	Tighten regulatory controls	DPW/ConsCom	Review existing regs and propose updates as needed by 5/06		
Revised					
CRC5	Maximum compliance	DPW	Achieve overall compliance		
Revised					
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 Permit Y
RC1	ID BMPs	DPW/ConsCom /Planning Board	Review existing regs and draft new as needed by 12/05	Review of existing regs in process.	Create re of year. I spring te accepted town me
Revised					
RC2	Acceptance of new regs/bylaws as needed	above	Codify new by 5/06		New byl 2005 tow accepted town me
Revised					
RC3	Construction Waste Mgt	DPW/Building Dept.	# of inspections in 2006		
Revised					
RC4	Evaluate Water Qulaity	DPW	Round 2 of testing		
Revised					
Revised					
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 Permit Y
GH1	Survey facilities and existing practices, etc	DPW	Do self survey	Completed	
Revised					
GH2	Develop training manual	DPW	Create manual by 12/04	Completed	
Revised					
GH3	Train Employees	DPW	Train ALL staff by 5/05		**Complet**
Revised					
GH4	Implement maintenance schedule	DPW	Implement veh and facilities maintenance schedule by 5/06	In process	
Revised					
GH5	Evaluate Program	DPW	ID of facilities with controls in place by 5/07		
Revised					
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applic*

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 Permit Y
7.1	TMDL study	Department of Defense; NRWA		The 2 studies still in process therefore not able to define BMPs needed to address\areas of concern. Reliant on outside agencies to complete.	**Meet wit get upda Nov. 200**
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

Part IV. Summary of Information Collected and Analyzed

Legal/Regulatory

	In Place Prior to Phase II	Under Review	D
Regulatory Mechanism Status (indicate with "**X**")			
▪ Illicit Discharge Detection & Elimination			X
▪ Erosion & Sediment Control			X
▪ Post-Development Stormwater Management			X
Accompanying Regulation Status (indicate with "**X**")			
▪ Illicit Discharge Detection & Elimination		X	
▪ Erosion & Sediment Control		X	
▪ Post-Development Stormwater Management		X	

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	(#)

ed	(#) (est. gpd)	0
er	(%)	97%
c systems	(%)	3%

starts (>1-acre)	(#)	2
construction starts adequately regulated for erosion and sediment control	(%)	100%
ed	(# or %)	100%
s issued	(# or %)	0
	(# and $)	0
eived from public	(#)	0

mwater Management

development/redevelopment projects adequately regulated for post- control	(%)	100%
ed	(# or %)	100%
rmwater recharged	(gpy)	TBD

enance

tch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/yr
tch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/yr
es cleaned	(#)	650
	(LF or mi.)	

; removed from storm sewer infrastructure	(lbs. or tons)	
›ings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Beneficial use
sal	($)	0

·eet sweeping (non-commercial/non-arterial streets)	(times/yr)	1/yr
·eet sweeping (commercial/arterial or other critical streets)	(times/yr)	15/yr
cted by sweeping	(lbs. or tons)	Unknown
andfill, POTW, compost, beneficial use, etc.)	(location)	Beneficial use
sal	($)	0
purchased/leased	(#)	N/A
specified in contracts	(y/n)	N/A

on public land of: ("N/A" = never used; "100%" = elimination)		
	(lbs. or %)	N/A
	(lbs. or %)	N/A
	(lbs. or %)	N/A

and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	3 parts sand to 1 part salt
tilized	(y/n)	N
; used	(y/n)	Y
ity spreaders used	(y/n)	N

in typical year salt application	(lbs. or %)	0%
orage shed(s)	(y/n)	Y
n or under construction	(y/n)	N