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Municipality/Organization:	**Town of Berkley, MA**
EPA NPDES Permit Number:	**MAR041092**
MassDEP Transmittal Number:	**W-41005650**
Annual Report Number & Reporting Period:	**No. 2: April 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mr. Scott Fournier Title: Highway Surveyor

Telephone #: (508) 824-8380 Email: BerHig@comcast.net

Mailing Address: 3R North Main Street, Berkley, MA 02779

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: Julie E Taylor

Printed Name: JULIE E TAYLOR

Title: Chair Board of Selectman

Date: 4/26/07

Part II. Self-Assessment

The Town of Berkley has completed the required self-assessment and have determined that our municipality is in compliance with all permit conditions, except for the following provisions:

Part II.F *Failed to submit annual report on or before May 1, 2005.*

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1-1	Create Stormwater Program and target groups likely to impact Stormwater	Board of Selectmen and Highway Surveyor	Prepare and send a mailing to residents in Year 3. Post educational materials on stormwater on public kiosks in Years 1-5.	Stormwater information has been posted on public kiosks at Town Hall and at the Highway Department.	Prepare stormwater informational flyer and distribute to residents. Continue to post stormwater educational materials on public kiosks in Town Hall and at the Highway Department.
Revised					
1-2	Target Student Audiences with stormwater information	Board of Selectmen and Highway Surveyor	Partner with schools to create displays for Town Meeting	Due to budget constraints and limited staff availability no progress was made on this BMP.	Due to limited availability of Highway Department staff, no activities are proposed for Year 3
Revised			Obtain copy of "After the Storm" video and provide to schools to incorporate into curriculum during Year 5.		
1-3	Utilize Public Access Channel	Board of Selectmen and Highway Surveyor	Develop a stormwater video involving students and show on public access channel during year 2.	Due to limited staff availability no progress was made on this BMP.	No activities will occur until Year 5.
Revised			Obtain copy of "After the Storm" video and show on Public Access Channel four times during Year 5.		
1-4	Promote household hazardous waste recycling.	Recycling and Solid Waste Committee	Sponsor hazardous waste collection days annually.	The town sponsored and held Hazardous Waste Days during Year 2.	Sponsor Hazardous Waste Days in Year 3.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2-1	Hold Public Meetings on Stormwater	Board of Selectmen	Host joint meeting with local watershed groups in Year 1.	No activities were proposed for Year 2.	No activities are proposed for Year 3.
Revised					
2-2	Organize volunteer water quality monitoring	Board of Selectmen	Form stream teams and conduct water quality monitoring during Years 2 – 5.	No progress has been made on this BMP.	Due to limited availability of staff, no activities are anticipated for Year 3.
Revised					
2-3	Townwide Clean Ups	Board of Selectmen	Work with local community groups to conduct annual townwide clean ups.	Annual townwide clean up was conducted in the Spring.	Conduct annual clean up in Spring of 2005.
2-4					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3-1	Review existing bylaws	Board of Selectmen, Planning Board	Update Bylaws by end of Year 2 to address non-stormwater discharges to MS4.	Due to limited availability of Town Staff, no progress has been made on the development or update of bylaws.	Due to limited availability of Town Staff, no additional activities will occur until Year 5.
Revised			Update Bylaws by end of Year 5.		
3-2	Map Outfalls	Highway Surveyor	Locate all outfalls by end of Year 2 and map all locations and identify receiving waters by end of Year 5.	Due to limited availability of Town Staff, no progress has been made on this BMP.	Due to limited availability of Town Staff, no additional activities are anticipated until Year 5.
Revised					
3-3	Procedure for non-stormwater discharges	Highway Surveyor	Development of program to detect illicit discharges will occur during Year 2.	Town implements a policy that requires visual inspection of catch basins annually for signs of illicit discharges.	No additional activities are planned for Year 3.
Revised					
3-4	Establish Hotline	Selectmen	Provide contact information to public to report illegal dumping during Year 2.	Due to budget and staffing constraints, no progress was made on this BMP.	Due to budget and staffing constraints, no activities are anticipated during Year 3.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4-1	Review Site Plan Review section of Zoning Bylaw	Planning Board	Review and identify need to draft changes to the bylaw in Year 1.	Due to staffing limitations, no progress has occurred on this BMP.	No additional activities are anticipated until Year 5.
Revised			Review and identify need to draft changes to the bylaw in Year 5.		
4-2	Revise Site Plan Review section of Zoning Bylaw	Planning Board	Develop and draft revisions, as necessary, in Year 2 and adopt in Year 3.	Due to staffing limitations, no progress has occurred on this BMP.	No additional activities are anticipated until Year 5.
Revised			Develop and draft revisions, as necessary, and adopt in Year 5.		

4a. Additions

4-3	Revise Site Inspection and Enforcement Control Measures Program	Planning Board	The program will be evaluated and if necessary modified by the end of Year 5.	No activities are proposed for Year 2.	No activities are anticipated until Year 5.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5-1	Review and modify Bylaws to meet requirements for post-development runoff control	Planning Board	Review existing bylaws and draft modifications by end of Year 2. Bylaw revisions will be submitted to Town meeting in Year 2.	Due to staffing limitations, no progress has occurred on this BMP.	No additional activities are anticipated until Year 5.
Revised			Review existing bylaws and draft modifications by end of Year 5. Bylaw revisions will be submitted to Town meeting in Year 5.		
5-2	Revise Subdivision Rules and Regulations	Planning Board	Review the Subdivision Rules and Regulations during Year 1. Modifications, as necessary, will be drafted and a public meeting held in Year 2. The final modifications will be presented to Board for a vote during Year 2.	Due to staffing limitations, no progress has occurred on this BMP.	No additional activities are anticipated until Year 5.
Revised			Review the Subdivision Rules and Regulations during Year 5. Modifications, as necessary, will be drafted and a public meeting held in Year 5. The final modifications will be presented to Board for a vote during Year 5.		

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6-1	Employee Training	Highway Surveyor	A plan to train employees will be established during Year 1 and implemented in Years 2 – 5.	The Highway Dept. conducts continual training of all employees, including initial training of new employees.	Highway Dept. will continue to implement employee training program.
Revised					
6-2	Develop & Implement plan to prevent and reduce pollutant runoff from municipal operations.	Highway Surveyor	Develop plan to log and schedule, repair, install and maintain drainage system in Year 2.	Town worked toward development of a plan.	Town will continue to work toward finalizing and adopting a plan for municipal operations.
Revised					
6-3	Pollution Prevention Plan	Highway Surveyor	Highway Department will review all properties for stormwater contamination potential and prepare a pollution prevention plan in Year 2.	Due to limited staff availability, no progress was made on this BMP.	Due to limited staff availability, no activities are anticipated during Year 3.
Revised			Highway Department will review all properties for stormwater contamination potential and prepare a pollution prevention plan in Year 5.		

6a. Additions

6-3	Catch Basin cleaning	Highway Surveyor	Clean and inspect all catch basins annually.	Utilizing a clam shell, the Town cleaned all catch basins during Year 2.	Continue to implement annual cleaning of all catch basins.
6-4	Street Sweeping	Highway Surveyor	Perform Street Sweeping of all town roads annually.	The Town performed street sweeping of all town roadways in Year 2.	Continue to implement annual sweeping of town roadways.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>N/A*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment