MAY 12 2005

05

1100

April 29, 2005

U. S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

Re: NPDES Stormwater General Permit Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) Town of Charlton, MA

To Whom It May Concern:

Enclosed for your records is the NPDES Stormwater General Permit 2004-2005 Annual Report for the Town of Charlton, MA. The Annual Report has simultaneously been filed with the Massachusetts DEP.

If you have any questions or require any additional information, please do not hesitate to call me at 508-248-2247 or our Consultant, Rich Niles with Comprehensive Environmental Inc. at (800)725-2550 ext. 307.

Sincerely,

Karen Gauvin

Karen Gauvin
Conservation Commission Agent

cc: Massachusetts Department of Environmental Protection, Worcester Office
Rich Niles, Comprehensive Environmental Inc.

Enclosure – NPDES Phase II Small MS4 General Permit 2004-2005 Annual Report

Municipality/Organization: Town of Charlton

EPA NPDES Permit Number: MAR041100

MADEP Transmittal Number: W- 036476

Annual Report Number
& Reporting Period: No. 1: May 1, 2004-April 30, 2005

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Karen Gauvin Title: Conservation Commission Agent

Telephone #: 508-248-2247 Email: kgauvin615@aol.com

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: Jill R Myers

Printed Name: Jill R. Myers

Title: Town Administrator

Date: 4/25/05

Part II. Self-Assessment

The Town of Charlton has completed the required assessment and determined that our municipality is in compliance with all permit conditions. However, permit eligibility with respect to endangered species and historic properties was marked as pending on the Town's Phase II Notice of Intent (NOI). The Town recently filed information requests with the Massachusetts Historical Commission and Natural Heritage and Endangered Species Program to confirm permit eligibility.

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
1A	Public Ed for Residents	Board of Selectmen/ Jill Myers, Town Administrator	Annual article in the Charlton Gazette	Three articles published in Gazette (a free paper that is delivered to every address in Charlton) on Household Hazardous Waste Disposal and one article published on composting yard waste. Articles and events are broadcast on the local cable network.	Continue publishing articles on stormwater and broadcasting related events and information on the local cable network.
Revised			Cable broadcasts		
1B	Stormwater Education for Students	Board of Selectmen/Jill Myers, Town Administrator	Posters in public schools w/ permission	A middle school teacher presented stormwater education to students at local public schools. Posters were hung in conspicuous places within the schools, Town Hall and Library.	Funding will be sought to try and continue the school education program. Continue to display posters in schools and other places in Town.
Revised					
1C	Public Ed Community Reachout	Board of Selectmen/Jill Myers, Town Administrator	Charlton website posts stormwater info.	Household Hazardous Waste Disposal information was posted on the Town website.	Expand website to include stormwater information and associated web links (EPA/DEP). Record # of hits to the website.
Revised			Record # of website hits.		
1D	Stormwater Education Survey	Board of Selectmen/Jill Myers, Town Administrator	Conduct survey in Gazette w/ permission	Planned for year 4.	Planned for year 4.
Revised					

1a. One Addition at this time

1E	Distribute Education Flyers	BOS/Jill Myers, Town Administrator	Hand out Flyers at Hazardous Waste Collection Events.	Planned for year 3.	Recruit the local Boy Scout Chapter to hand out flyers to residents at Household Hazardous Waste Collection Events.
Revised					

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
2A	Community Participation	Board of Selectmen /Chairman	Establish a Stormwater Panel.	The Stormwater Panel met twice during the permit year.	A "Year 2 closeout letter" will be distributed to members of the Stormwater Panel and other Town staff to discuss the progress of the SWMP and upcoming Year 3 activities.
Revised					
2B	SWMP Recommendations	Board of Selectmen/Members	Board of Selectmen considers the recommendations.	Town Selectmen and Town Administrator have been informed of the Stormwater Panel, recommendations and progress of the SWMP.	Board of Selectmen and Town Administrator will review the Panel's recommendations and publish information in the Gazette, as appropriate.
Revised					
2C	Community Participation/Household Hazardous Waste Collection	Household Hazardous Waste Committee	Annual Hazardous waste day (depends on funding).	Two very successful Hazardous Waste Collection Events were held on June 12, 2004 and October 30, 2004 and a third event is scheduled for April 30, 2005.	Hold at least two Hazardous Waste Collection Events and distribute stormwater education handouts (refer to BMP 1E).
Revised					
2D	Community Participation	Household Hazardous Waste Committee	Publish the results of Hazardous Waste Collection in the Gazette w/ permission.	Planned for year 3.	Begin tracking amount of hazardous waste collected and post on Town web site.
Revised					

2a. One addition at this time.

2E	Earth Day Town and Stream Clean Up Activity	Board of Selectmen, Board of Health, Conservation Commission	Number of volunteers and trash/debris collected.	Earth Day Town clean up activities were performed on April 22, 2005.	Begin tracking amount of volunteers participating in event and trash/debris collected and post on Town website. Identify specific streams to be cleaned, track streams cleaned and clean new areas each year.
Revised			Before and after photos.		

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
3A	Hazardous Waste Education	Household Hazardous Waste Committee	Annual Hazardous Waste Day (depending on funding).	Two very successful Hazardous Waste Collection Events were held on June 12, 2004 and October 30, 2004 and a third event is scheduled for April 30, 2005 (See BMP 2C).	Hold at least two Hazardous Waste Collection Events and distribute stormwater education handouts (refer to BMP 1E).
Revised					
3B	Identification of Illicit Connections	Highway/Gerry Foskett	Will seek appropriation to train employees.	Employees were trained by a consultant on April 15, 2005 about stormwater and identification of illicit connections and discharges.	Annually review training program in-house and track attendance annually.
Revised					
3C	Storm Drainage System Map	Planning Board/Alan Gordon & Consultant	Begin mapping (depending on funding).	The Highway Department began drafting a map showing known outfall locations.	Develop an initial base map of outfalls and update with newly installed or located outfalls to map.
Revised		Highway & Conservation Commission	Initial base map by end of year 3.		
3D	Illicit Connection Data	Highway/Gerry Foskett	Use data to assess progress.	Planned for year 4.	Planned for year 4.
Revised					

3a. Two additions at this time.

3E	Illicit Discharge Ordinance	Planning Board/Alan Gordon & Consultant	Plan to seek Town meeting approval.	Planned for year 3.	Identify responsible Town department. Begin developing an illicit discharge prohibition ordinance and enforcement measures.
Revised					
3F	Outfall Screening Strategy and Inspections Illicit Discharges	DPW/ Conservation Commission	All outfalls inspected for illicit discharges by end of permit term.	Impaired (303d) water bodies and urban areas were identified as a priority for outfall screening. The Town has a sample Plan to guide illicit discharge detection and elimination activities.	Begin inspecting outfalls in the highest priority areas.
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
4A	Construction Site Runoff Inspection Checklist	Building Inspector/ Curt Meskus	Seek approval to develop SW quality checklist.	An initial checklist was developed in Year 1. Sample checklists were reviewed for consideration with upcoming regulatory amendments.	Revise checklist as needed with introduction of new stormwater ordinance or bylaw amendments (see also 5C).
Revised					
4B	Construction Site Runoff Inspection Checklist	Building Inspector/ Curt Meskus	Seek approval to implement the checklist.	The Town began work to incorporate construction site runoff control into the building inspector's checklists, since revisions are currently in progress.	Review existing regulatory controls and draft requirements to comply with Phase II. Incorporate runoff controls and begin using the checklist for inspections and for developer education.
Revised	Develop Erosion Control Regulation	Planning Board	Regulation at Town Meeting in Year 3.		
4C	Construction Site Runoff Control Education	Planning Board/Alan Gordon	Require Erosion Control.	The Highway Department and Conservation Commission currently handle complaints for construction site issues in Town. Erosion control requirements are planned for year 3.	Draft necessary amendments for Stormwater Regulations.
Revised	Procedure for Public Input	Highway & Conservation Commission	Record number of calls regarding site runoff.		
4D	Construction Site Runoff - Site Plan	Planning Board/Alan Gordon	Require Construction in Phases.	Planned for year 4.	Planned for year 4.
Revised					

4a. No additions at this time.

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
5A	Assess Existing Post Construction Runoff Program	Planning Board/Building Inspector	Meet with Board & Inspector to Review.	Existing regulatory controls were reviewed in Year 1.	N/A
Revised					
5B	Develop Stormwater Ordinance	Planning Board/Building Inspector	Seek Approval to review Subdivision bylaws.	Subdivision bylaws were amended to reference the MA Stormwater Management Policy.	Begin developing a stormwater ordinance and/or amending current bylaws to comply with Phase II.
Revised					
5C	Review Stormwater Ordinance	Planning Board Building Insp. Board of Selectmen	Plan to Seek Town Meeting Approval.	Planned for year 3.	Draft a stormwater ordinance and/or amendments of current bylaws.
Revised					
5D	Revisit Stormwater Ordinance	Planning Board/Building Inspector/Board of Selectmen	Review for any Changes.	Planned for year 4.	Planned for year 4.
Revised					

5a. No additions at this time.

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
6A	Municipal Good Housekeeping: Highway	Highway Gerry Foskett	Catch basin & street sweeping schedule.	All catch basins in Town were cleaned at least once and some areas prone to sediment build up were cleaned twice. All streets were swept one to two times based on accumulated sediment. DPW maintains a record of cleanings and storm drain system maintenance needs.	Continue existing practices for storm drain system inspection and maintenance.
Revised	Storm Drain System Inspection and Maintenance		Inspect and maintain storm drain system at least annually.		
6B	Municipal Good Housekeeping: Earth Day	Board of Selectmen, Board of Health Conservation Commission	Seek approval to provide assistance with Earth Day & Stream Clean Up.	Earth Day Town clean up activities performed in April.	Begin tracking number of volunteers participating in event and trash/debris collected and post on Town website (see 2E).
Revised					
6C	Municipal Good Housekeeping: Highway	Highway Gerry Foskett	Review cleaning schedule & revise if needed.	Scheduled for year 3.	Review and revise cleaning schedule as needed.
Revised			Storm drain system cleaning review.		
6D	Municipal Highway	Highway Gerry Foskett	Meet with Highway to talk about any updates.	Scheduled for year 4.	Scheduled for year 4.
Revised					

6a. Two additions at this time.

6E	Evaluate Municipal Facilities for Stormwater Impacts	Highway Gerry Foskett	Pollution Prevention Inspection Checklist, Record of Inspections and Maintenance	Scheduled for year 3.	Begin tracking inspections and maintenance to address stormwater impacts at municipal facilities.
Revise					
6F	Conduct Town Employee Stormwater Training	Highway Gerry Foskett	Attendance sheet and copy of program.	Stormwater training for pollution prevention and good housekeeping was held on April 15, 2005 for DPW staff.	Review program in-house and track attendance annually.
Revised					

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
Revised					
Revised					
Revised					

7a. Two additions at this time.

7A	Map Outfalls to TMDL Waters	Highway, Conservation Commission	All outfalls mapped to TMDL waters by end of year 3.	Scheduled for year 3.	Map outfalls in the vicinity of 303d waters with a completed TMDL study.
Revise					
7B	Evaluate Existing Data for TMDL Waters to Develop BMPs	Conservation Commission	Data sheets, list of potential BMP recommendations.	Scheduled for Year 4.	Scheduled for Year 4.
Revised					

7b. WLA Assessment

While several water bodies in Charlton have TMDLs, it is necessary to locate outfalls and determine their ownership and drainage collection areas before it will be possible to assess waste loads for which the Town of Charlton is responsible and to devise appropriate BMPs. At present Charlton is focusing on completing the mapping of known outfalls. It is not yet possible to foresee what BMPs will be both effective and feasible.

Part IV. Summary of Information Collected and Analyzed

No significant data has yet been collected or analyzed.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	($)	None

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management panel established	(y/n)	Yes
Stream teams supported	(# or y/n)	Yes
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Yes
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	3
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented*	(y/n)	Yes

*Funding is no longer available for the school curriculum that was implemented in permit year 2; however, the Town will continue to pursue stormwater education in schools by similar or other means.

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
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	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

Number of construction starts (>1-acre)	(#)	92*
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	2
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	3
*This figure is based on the number of ongoing building permits and does not reflect the actual number of active construction projects, since some permits are old or work has not begun. Construction starts have not been sorted by acreage to determine the exact number of starts >1 acre.		

Post-Development Stormwater Management

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

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1-2
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill
Cost of screenings disposal	($)	
Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1-2
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Landfill

Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	1 owned
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 %)	
▪ Pesticides	(lbs. or %)	
Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/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)	