Municipality/Organization: **Groton**

EPA NPDES Permit Number: **#ma041193**

MaDEP Transmittal Number: **W-041197**

Annual Report Number
& Reporting Period: **No. 1: March 04-March 05**

MAY 18 2005

NPDES PII Small MS4 General Permit
Annual Report

Part I. General Information

Contact Person: Robert T Delaney Jr Title: Highway Surveyor

Telephone #: 978-448-1162 Email: grotonhighway@prodigy.net

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:

Printed Name: Robert T Delaney Jr

Title: Highway Surveyor
Date: 5/5/05

Part II. Self-Assessment

The Town Of Groton has completed its self assessment and has determined we are in compliance with the permit except for the following provisions.
Submission of report by May 1 2005

BMP 6b. Signed contract in hand to create new SPCC plan.

At this time it also seems that there is no affect from our known discharges to any of the federally listed endangered species or critical habitat. When any new discharges are located they will be reviewed with any listed locations and species.

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	Yearly flyer in tax bills	Tom Delaney/ highway	Reach all home owners	Complete	next flyer in July electric bill
Revised	*Flyers will reach more people in electric bill*				
1b	Hazardous waste day	Board of Health/Recycling	Reduce waste	Fall 04 collection	Fall 05 scheduled pending funding
Revised					
1c	Increase recycling efforts within the Town	Board of Health/ recycling	Reduce waste	Have gone to a pay as you throw system and increased recycling 10-15%	Continue efforts
Revised					
1d	Water conservation equipment	Water Department	Reduce water use	Department continues to distribute water saving devices.	Continue with program.
Revised					

1a. Additions

1e	Educational programming	Highway	Inform public of educational programming	Cable TV advertised Storm Water on the Weather Channel broadcasted locally on town cable.	Continue to show once every quarter
1f	Low Impact Development Workshop	Planning Board	Public and contractor education	Trying to promote alternatives to major developments. Workshop June or July	

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	Stenciling	Tom Delaney/ Highway	Stencil Basins to Waterways	Searching for volunteers	Trying to get help from eagle scout to do this project
Revised					
2b	Stream Cleaning and Ditch maintenance	Tom Delaney/ Highway	Increase water Flows	300+- feet of inlets and road side ditches cleaned and Rip Rapped	Continue to clean drop inlets and rip-rap all inlets and outfalls of all known pipes.
Revised					
2c	Increase cooperation with Nashua River Watershed Association	Tom Delaney/ Highway MRWA	Assist when we can to improve water quality	Continue to pickup debris from stream cleaning days.	Continue Cooperation with NWRA
Revised					

2a. Additions

2d	Installation of water crossing signs	Highway/NRWA	Mark streams that cross under roadways	Signage at all major perennial streams	All others

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	Visual inspection	Tom Delaney/ Highway	Detect illegal hookups	No hookups found in Groton Center where the bulk of the homes next to basins are located.	Continue to inspect basins.
3b	Bylaw prohibiting hookups into Town System	Tom Delaney/ Highway	Prohibit Discharge into MS4	Policy is forthcoming but nothing in writing. 2 requests to hook into system denied by Highway through Planning Boards Site Plan Review.	Have policy or bylaw formally put into place.
3c	Mapping of Basins and Outfalls	Tom Delaney/ Highway	Map System	Water Department has hired a full time GIS employee who will assist in this program. Most outfalls visually located	Continue with progress toward goal.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4a	Bylaw Subdivision Regulation	Planning Board	No net increase of water runoff from sites.	Bylaw in place	Revisit and make additions if and when necessary when our education of new and better requirements improve.
Revised					
4b	Town of Groton Wetlands Bylaw	Conservation Commission	Strict Regulations	50 foot no disturb bylaw in place and increased buffer to 200	In Place
Revised					
4c	Site Plan Review	Planning Board	Water Management in projects	Bylaws in place regarding any storm water management	In place
Revised					
4d	Erosion Control Bylaw	Planning Board	Sedimentation and erosion control.	Bylaws in place for erosion Control as well as an enforcement officer and a system in place for fines.	In place
Revised					
4e	Bylaw for open drainage in New construction	Planning Board/ Highway	Open drainage for ground water recharge	Working toward this goal of open drainage concept.	In progress of getting educated on techniques and other bylaws.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5a	Subdivision Regulation	Planning Board	No net increase of water flows from new construction	In Place	
Revised					
5b	Site Plan Review	Planning Board	Storm Water Management Plan required for developments	In Place	
Revised					
5c	Erosion Control Bylaw	Earth removal Committee	Erosion and Sedimentation control	In Place	
Revised					

5a. Additions

5d	Expanded Post construction Bylaw	Earth Removal Planning Board	Revise Bylaw to mimic state regulations	Under review for Fall Town Meeting	

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	Environmental assessment	Tom Delaney/ Highway dept	Town facility assessment and environmental compliance	Completed	Follow recomondations
6b	Spill response	Tom Delaney/ Highway dept	Spill plan	Have contract in hand for new Spill Plan by 7 Generations Inc	Update as needed
6c	Illegal Dumping Control	Tom Delaney/ Highway dept	Reduce illegal dumping	Many areas blocked and cleaned up. Signs installed and easier access for composting facility for public.	Continue as needed
6d	Oil Recycling	Tom Delaney/ Highway dept/ Transfer Station	Continue oil collection and Used oil heat technology	Continue with current uses	Continue
6e	Increased frequency of Street Sweeping	Tom Delaney/ Highway dept	Increase sweeping in environmentally sensitive areas	In Place	Continue

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
7a	Increase Basin Cleaning	Tom Delaney/ Highway dept	Increase Cleanings in sensitive areas	In Place	Continue
Revised					
7b	Salt Spreader calibrations to reduce salt usage	Tom Delaney/ Highway dept	Reduce Salt use by 10%	In Place	Continue
Revised					
7c	Oil traps on Basins in Sensitive areas	Planning Board\ Tom Delaney/ Highway dept	Oil traps in New Subdivisions on all catch Basins	In Place	Continue
Revised					
7d	Conversion to Leaching Basins when Practical	Tom Delaney/ Highway dept	Recharge ground water when possible	0 Converted 4 built	Continue
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Year 1
Basin Inspections list is being compiled and will be integrated into the mapping phase of our Plan. Details will include if there was an illicit connection, type, condition, oil trap condition if present, dates cleaned, etc..
No other data to report at this time.
Year 2
Nothing new to report at this time. No illicit connections have been discovered during repairs, inspections and cleanings.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	N	
Annual program budget/expenditures	$3500	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	100% of electric customers	
Stormwater management committee established	N	
Stream teams established or supported	Y	
Shoreline clean-up participation or quantity of shoreline miles cleaned	Y	
Household Hazardous Waste Collection Days		
▪ days sponsored	1 June 18 05	June 19th 04
▪ community participation	20%	
▪ material collected	$30k	$30k
School curricula implemented	N	

Legal/Regulatory

Regulatory Mechanism Status (indicate with "**X**")	Review	Drafted	Adopted	In place
▪ Illicit Discharge Detection & Elimination	X	X		
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination	X	X		
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X

Mapping and Illicit Discharges

Outfall mapping complete	10(%)	
Estimated or actual number of outfalls	15-20	
System-Wide mapping complete	0(%)	
Mapping method(s)		
▪ Paper/Mylar	0	
▪ CADD	0	
▪ GIS	10(%)	
Outfalls inspected/screened	10	
Illicit discharges identified	0	
Illicit connections removed	0	
% of population on sewer	10%	
% of population on septic systems	90%	

Construction

Number of construction starts (>1-acre)	16	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	100%	
Site inspections completed	100%	
Tickets/Stop work orders issued	4	
Fines collected	1@50	
Complaints/concerns received from public	many	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	100%	New that have plan
Site inspections completed	100%	New That have plan
Estimated volume of stormwater recharged	UNKNOWN	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	Every 3 years	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	When needed	
Total number of structures cleaned	30+-	
Storm drain cleaned	500LF	
Qty. of screenings/debris removed from storm sewer infrastructure	100 tons	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	Compost/landfil l	
Cost of screenings disposal	0	

Average frequency of street sweeping (non-commercial/non-arterial streets)	1 per year	

Average frequency of street sweeping (commercial/arterial or other critical streets)	2 per year	
Qty. of sand/debris collected by sweeping	300 tons	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	Compost pile at town recycling facility	
Cost of sweepings disposal	labor	
Vacuum street sweepers purchased/leased	0	
Vacuum street sweepers specified in contracts	N	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	0%	
▪ Herbicides	N/A	
▪ Pesticides	N/A	

Anti-/De-Icing products and ratios	60% NaCl 10% $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl 30% Sand	
Pre-wetting techniques utilized	Y	
Manual control spreaders used	Y	
Automatic or Zero-velocity spreaders used	Y	
Estimated net reduction in typical year salt application	10-15 %	
Salt pile(s) covered in storage shed(s)	Y	
Storage shed(s) in design or under construction	Y	