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Municipality/Organization: **Town of Needham**

EPA NPDES Permit Number: MAR041237

MaDEP Transmittal Number: **W-041019**

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard P. Merson Title: Director, Dept. of Public Works

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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.

Signature:

Printed Name:

Title:

Date:

Revised					

1a. Additions

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	Adopt-a-Stream Programs	DPW Director	Establish two adopt-a-stream groups and track quantity of trash removed	North Shore Development & Meridian Assoc. committed to cleaning local brook tributary to Rosemary Meadow.	Continue to establish adopt-a-stream groups. GPA & Maple St Developer proposes to clean local brook.
2-2	Stencil Storm Drains	DPW Director	Stencil 50 storm drains per year	Town employees continued to stencil catch basins as needed.	Continue to have town employees paint catch basins, contact Boy Scouts to renew their participation in the program.
2-3	Community Hotline	DPW Director	Establish a hotline, track # of calls and problems / incidents remedied	Hotline established, number is a direct line to the Water & Sewer Div. Number is printed on flyers and fact sheets.	Track number of calls, problems, and incidents.
2-4	Storm Water Committee	DPW Director	Hold annual meetings	Annual meeting was held in Nov 04.	Continue to hold annual meetings and discuss current issues.
2-5	Pet Waste By-Law	DPW Director	Create public awareness of pet waste issues	Developed signs to post in public areas, including Broadmeadow School.	Post signs in all public areas where applicable.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4-1	Policy and Procedure Review and Updates	Town Engineer	Revise existing policies and procedures, develop a storm drain permit requirement	Existing policies are currently being analyzed and reviewed as required. Storm drain permit requirement already established prior to permit year 1.	Continue to monitor current policies and procedures.
4-2	Construction Reviews	Town Engineer	Develop requirement to inspect sites, # of inadequate sites/plans reported by inspectors, # of non-compliant permits	Two sites under development were inspected, no inadequacies found.	Continue monitoring construction sites.
Revised					

4a. 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6-1	Predictive Catch Basin Program	DPW Director	Develop, collect data, and refine program	Program remains in place for the cleaning and documentation of catch basins.	Monitor current catch basin program.
6-2	Street Cleaning	DPW Director	Sweep all streets annually years 1&2, sweep twice years 3-5, sweep all parking lots annually, document activities.	Spring and Fall street sweeping program in place and active. All parking lots also swept twice a year. Collected debris is documented and recorded at the RTS.	Continue current street sweeping program.
6-3	Pipe Inspections	DPW Director	Analyze 10% of drainage system/yr. (54,120Lf) 50% to be analyzed by Year 5.	Completed inspection of 54,000+Lf of drainage system.	Analyze 10% (54,120Lf) of drainage system
6-4	Pipe Cleaning	DPW Director	Clean 4,750' of drain pipe per year, jet flush 19,000' of drain pipe/yr. Clean 25% by year 5.	Completed required amounts of cleaning and jet flushing.	Continue to meet requirements
6-5	New Pipe and Structure Installations	DPW Director	Replace 10 catch basins and 475' of drain pipe/yr.	Completed 475+Lf of drain pipe; replacement of ten catch basins is currently underway.	Continue to meet requirements
6-6	Investigate Town Owned BMPs for Retrofit Opportunities	DPW Director	Inspect 3 structural BMPs annually, implement two retrofit projects by year five	Inspection of 3+ BMP's annually is complete	Continue current program.
6-7	Integrated Pest Management	DPW Director	Continue established program in the future	Continue program	Continue program; have operators licensed for pest management.

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
N/A					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

▪ community participation	(%)	2% (based on 9800 households)
▪ material collected	(tons or gal)	2.33 Tons
School curricula implemented	(y/n)	Yes

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	(%)	100%
Estimated or actual number of outfalls	(#)	295
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	45%
Illicit discharges identified	(#)	N/A

Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	342.05 Tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	Landfill	Fall River Ma.
Cost of screenings disposal	($)	$1864.38

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2/year
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2/year
Qty. of sand/debris collected by sweeping	(lbs. or tons)	581.13 Tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Landfill
Cost of sweepings disposal	($)	$4067.91
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	No

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	133 lbs.
▪ Herbicides	(lbs. or %)	Limited to no use
▪ Pesticides	(lbs. or %)	Limited to no use

Anti-/De-Icing products and ratios	% NaCl	4,808 Tons
	% $CaCl_2$	0
	% $MgCl_2$	3108.5 Gal.
	% CMA	N/A
	% Kac	N/A
	% KCl	N/A
	% Sand	1,114 Tons