Municipality/Organization: **Town Of Randolph**

EPA NPDES Permit Number: **MA 041055**

MaDEP Transmittal Number: **W- 045317**

SEP 15 2005

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: David Zecchini Title: Superintendent-DPW

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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: Paul K. Fernandes

Printed Name: Paul K. Fernandes

Title: Chairman- Board of Selectmen

Date: 9/12/05

Part II. Self-Assessment

The Town of Randolph completed its Storm Water Management Plan (SWMP) in May 2004. While some of the Best Management Practices (BMPs) identified in the Notice of Intent (NOI) and the SWMP have been conducted, more will be initiated during Year 4 of the permit period. The Board of Public Works attempted to secure local funds for planned Year 2 activities. Following Town Meeting Acceptance, Bond Council blocked access to these funds. Activities that will be initiated during Year 3 include the submission of a Clean Water PEF in August 2005 for State Revolving Fund Loans for storm water management activities. Once funding is available, the Town will begin working on planned projects, including storm drainage outfall inspections and sampling, structure locating and mapping using GPS technology, and drainage system mapping development, will all be conducted. If the Town's application for state funds is approved, the funding will be available in May 2006. All funding would then be available for use in July 2006.

Updates to previously submitted information:

Part I.B.2(e) The Town's permit eligibility with regard to the Endangered Species Act was pending at the time of the NOI submission, and is still considered to be pending. The Town will inspect all Town-owned drainage outfalls during years four and five of the permit period, and will sample any outfalls that exhibit signs of dry weather flow. This information will be used to help determine eligibility with respect to the Endangered Species Act. The Town is attempting to gather enough information to complete this eligibility requirement by the end of Year 4.

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

Part I.B.2(k) The Town had a goal of completing the dry-weather sampling in years two and three. A delay in the securing of state funding has delayed this process. Once funding is secured, and match town funding is appropriated, the Town will identify any discharges that would cause or contribute to in-stream exceedance of water quality standards.

Part II.B.1-6 Any Provisions of Part II.B.1-6 that have not been met are detailed in Part III below. In particular, many of the public education and involvement BMPs were not implemented in Year 2 of the permit period, and the illicit discharge and elimination BMPs will be conducted beginning in Year 4, once funding is secured.

Part II.F The Town failed to submit an annual report on or before May 1st. The report was submitted in September 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	Flyer, Brochure Distribution	DPW-Water Division	Insert handout with water bill. Display at DPW office.	Town in process of developing materials to distribute to residents.	Begin displaying handouts at Town Hall, DPW, and library. Include flyers with water bills.
1-2	Public Notices	DPW, Board of Health	Display informational advertisements in local Moneysaver and Buzz publications.	Public notices not conducted in year two.	Develop press release and article for inclusion into locally circulated newspapers.
1-3	Classroom Education	School Department	Introduce storm water management to schools, target specific grades.	There were no education programs conducted in Year 2.	DPW to meet with School Department during 2005-2006 school year towards possible inclusion into 2006-2007 school curriculum.
1-4	Television, Internet Media	DPW	Notices on cable TV, create storm water piece, create web site.	Public service announcement not yet created. Town web site still under development.	Create public service announcement to air on local cable access channel. Post information on Town web site, once established.

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	Community Storm Water Hotline, Weblink	DPW	Create hotline and weblink for residents to contact DPW	Town currently working on development of comprehensive web site.	Development of storm water hotline and weblink will follow the development of the Town web site.
2-2	Storm Drain Stenciling Program	DPW	Stencil drains near water supplies, use Boy Scout volunteers.	Town gathering storm drain stenciling materials.	Begin stenciling program, stencil approximately 100 catch basins between Year 3 and Year 4.
2-3	School Poster, Project Contest	School Department	Student educational projects, display projects.	School education programs not conducted in year two.	DPW to meet with School Department during 2005-2006 school year.
2-4	Volunteer Programs	DPW, School Department	Pond cleanup days, Adopt-a-Pond/Stream programs.	Volunteer programs not conducted in year two.	Develop volunteer event for Spring 2006.
2-5	Recycling/Disposal Programs	Board of Health, DPW	Recycle, dispose of glass, plastic, metal, oil, paint	Town issues annual recycling guide to residents, including curbside schedule, "cheat sheet", and phone numbers for additional information. Town also conducts annual hazardous waste collection day.	Continued guidance to residents and scheduling of annual hazardous waste collection days.

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	Illicit Discharge Bylaw	Town Council, Conservation Commission, Board of Health	Create bylaw to prosecute illegal dumping activities.	Illicit discharge bylaw has not yet been created by the Town.	Coordination with Board of Selectmen and Town Council to begin process of creating discharge bylaw.
3-2	Illegal Dumping Education, Enforcement	DPW, Board of Health, Conservation Commission	Issue notice to residents, prosecute illegal dumping.	DPW personnel monitor illegal dumping situation, issue warnings to those caught dumping illegally.	Town will begin creating flyers and signs for education, as described in SWMP.
3-3	Inspection/ Sampling Program	DPW	Inspect discharges, sample if warranted, monitor results.	Town has applied for state loan to help fund inspection/sampling program.	If state funding is obtained, begin inspection and sampling program in Year 4.
3-4	Drainage Mapping Update	DPW-Engineering Division	Update drainage maps, specifications, and outfall and structure condition.	Drainage mapping update not conducted in Year 2. Applied for state loan to fund drainage mapping update.	Once state funding is obtained, begin to update drainage maps based upon outfall inspections and structure GPS data collection (Year 4).

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	Lot Grading/ Construction Bylaw	DPW-Engineering Division	Enforce bylaw during construction activities.	Continued enforcement of Town bylaw through engineering controls.	Continued enforcement of Town bylaw through engineering controls.
4-2	Construction Site Inspections	DPW-Engineering Division	Conduct routine site inspections, sign on, sign off system.	Town maintains an ongoing inspection process, including a sign off system when development sites are in compliance with construction regulations.	Continued inspections to insure compliance with Town regulations.

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
5-1	Subdivision Management	Planning Board, DPW-Engineering Division	Obtain as-built drawings, compare to planning regulations.	Continuing to regulate the development of new subdivisions, requiring approval of subdivision plans, drawings, etc. Subdivisions are inspected both during and after development.	Continued monitoring of subdivision development activities.
5-2	BMP Inspection, Maintenance	DPW-Engineering Division	Routine inspections of BMP structures and designs.	Conservation Commission routinely monitors the various BMP structures and designs located within the Town.	Continued monitoring of BMP structures and designs, and enforcement actions where appropriate.
5-3	Private Development Drainage Bylaw	Town Council	Bylaw to keep private developments in compliance.	Currently governing private development drainage through the use of Conservation Commission and Planning Board measures and controls.	Town in process of developing bylaw to govern post-construction drainage systems in private developments.

5a. 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	Catch Basin Cleaning Program	DPW-Highway Division	Routine cleaning of all catch basins, monitor structure condition.	More intensive cleaning schedule for all catch basins. In process of creating a priority cleaning schedule.	Continued cleaning efforts. Completion of priority cleaning schedule.
6-2	Street Sweeping	DPW-Highway Division	Routine street sweeping, proper disposal practices.	Currently sweep all streets and most Town-owned parking lots once per year. Busier streets swept twice per year or more, as deemed necessary.	Develop priority street sweeping schedule. Incorporate all Town-owned parking lots into sweeping program.
6-3	Drainage Pipe Inspection	DPW-Engineering and Highway Divisions	Inspect pipes, repair as needed, record condition.	Funds maintained for ongoing inspections for drainage pipes on an as-needed basis.	Create inspection and maintenance database for drainage pipe system. Record service dates, actions.
6-4	Drainage Pipe Cleaning	DPW-Highway Division	Clean, flush pipes as needed, record condition.	Cleaning of pipes continues to be conducted on an as-needed basis.	Incorporate drainage pipe cleaning activities into maintenance database, recording cleaning dates, condition, etc.
6-5	Structure Updates, Replacements	DPW-Highway Division	Repair, replace manholes and catch basins as needed.	Structure maintenance is performed on an as-needed basis.	Incorporate structure maintenance log into inspection and maintenance database.

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
2-2	Storm Drain Stenciling Program	DPW	Stencil drains near water supplies, use Boy Scout volunteers.	Town gathering storm drain stenciling materials.	Begin stenciling program, stencil approximately 100 catch basins between Year 3 and Year 4.
3-1	Illicit Discharge Bylaw	Town Council, Conservation Commission, Board of Health	Create bylaw to prosecute illegal dumping activities.	Illicit discharge bylaw has not yet been created by the Town.	Coordination with Board of Selectmen and Town Council to begin process of creating discharge bylaw.
3-2	Illegal Dumping Education, Enforcement	DPW, Board of Health, Conservation Commission	Issue notice to residents, prosecute illegal dumping.	DPW personnel monitor illegal dumping situation, issue warnings to those caught dumping illegally.	Town will begin creating flyers and signs for education, as described in SWMP.
3-3	Inspection/ Sampling Program	DPW	Inspect discharges, sample if warranted, monitor results.	Town has applied for state loan to help fund inspection/sampling program.	If state funding is obtained, begin inspection and sampling program in Year 4.
6-2	Street Sweeping	DPW-Highway Division	Routine road sweeping, proper disposal practices.	Currently sweep all streets and most Town-owned parking lots once per year. Busier streets swept twice per year or more, as deemed necessary.	Develop priority street sweeping schedule. Incorporate all Town-owned parking lots into sweeping program.

7a. Additions

7b. WLA Assessment

The cleaning of all Town-owned catch basins provides a tremendous amount of benefit by removing waste and pollutants from storm water, prior to outfall into the Town's water and wetland resource areas. Sweeping all Town-owned streets also prevents sand, dirt, and debris from carrying pollutants into the drainage system. Also, pipe cleaning and inspection on an as-needed basis prevents a buildup of pollutant carrying sediments from entering into resource areas.

Part IV. Summary of Information Collected and Analyzed

The Town did not conduct any soil, sediment, or water sampling during Year 2 of the permit period. Therefore, there is no data to summarize.

As stated in Part II, the Town plans to conduct drainage outfall inspections and sampling during Year 4, if state funding is secured. Laboratory analytical data should be available by the time the Year 4 Annual Report is submitted.