Municipality/Organization: Town of Sherborn

EPA NPDES Permit Number: MAR 041157

MaDEP Transmittal Number: W-036140

Annual Report Number & Reporting Period: No. 2: MARCH 2004 MARCH 2005

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Gary Kellaher Title: Director, CM & D

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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: Gary Kellaher

Printed Name: Gary Kellaher

Title: Director of Community Maintenance and Development

Date:

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Part II. Self-Assessment

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1.1	Advertise availability of information	Cable TV Advisory Committee	Increase Public Awareness	Advertising information	Updating information
Revised					
1.2	Post SWMP on Website	Town Website Committee	Public Outreach	Updating Posting	Update as necessary
Revised					
1.3	Provide Literature to public	Board of Selectmen	Well informed public	Obtaining updated brochures	Distribute with updates
Revised					
Revised					
Revised					
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
2.1	Participate in the development of public programs	All Town Boards and Committees	Increase Public Involvement	Continuing to gather pertinent information	Form public committee
Revised					
2.2	Introduce SWMP at Town meetings	All Town Boards and Committees	Increase Public Involvement	SWMP introduced to Planning Board and Conservation Committee	Continue to update information and present to other Boards and Committees
Revised					
2.3	HHW Collection	Recycling Committee	Prevent/Reduce pollutant discharge to MS4	Distribute updates HHW lists	Continue annual collection day
Revised					
Revised					
Revised					
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3.1	Develop System Map	Highway Department	Prevent/Reduce pollutant discharges to MS4	Identifying structures and outfalls. Obtained GPS unit.	Work with Planning Department for the mapping process
Revised					
3.2	Identify and eliminate illicit connections/discharges	Highway Department	Prevent/Reduce pollutant discharges to MS4	Identify structures and outfalls	Resume inspection procedures
Revised					
3.3	Review existing wetlands by-law	Conservation Committee	Amend by-law to enforce permit regulations	Present amended by-laws to Board of Selectmen for approval	Enforce regulations
Revised					
3.4	Review existing ground water by-law	Groundwater Protection Committee	Amend by-lay to enforce permit regulations	Preparing to present amended by-laws to Board of Selectmen and introduction of same to Town Meeting for approval	Enforce regulations
Revised					
Revised					
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4.2	Review existing policies and procedures	Planning Board	Develop storm drain connection permit requirement	On-going	
Revised					
4.3	Construction site inspection	Building Inspector	Develop requirement to inspect sites	Develop Policy and Procedures for site inspections	Enforce Policy and Procedures
Revised					
4.4	Review existing rules and regulations	Planning Board	Amend rules and regulations to enable enforcement	Update Rules and Regulations as necessary	Enforce Rules and Regulations
Revised					
Revised					
Revised					
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5.1	Policy of post construction runoff	Building Inspector	Develop policy for post construction runoff control	On-going	
Revised					
5.2	Review existing regulations	Board of Health	Amend to enforce permit regulations	Present amended regulations to Board of Selectmen for approval	Inspect sites and enforce approved regulations
Revised					
5.3	Review site plan applications	Planning Board Building and Highway Departments, Conservation Committee, Board of Health	Permit compliances	On-going	
Revised					
Revised					
Revised					
Revised					

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6.1	Develop and implement Catch Basin program	Highway Department	Reduce/Prevent pollutant runoff for municipal operations	Continuing to collect data	Continue to develop and monitor program
Revised					
6.2	Annually evaluate SWMP	All Boards, Committees, and Departments	Evaluation of BMP impact, appropriateness and compliance	On-going	
Revised					
6.3	Record keeping and reporting	Highway Department	Track program	On-going	
Revised					
6.4	Implement BMP training program	All Boards, Committees and Departments	Evaluation of BMP impact, appropriateness and compliance	Continue to schedule Department Head Meetings for discussion and action	Continue training
Revised					
Revised					
Revised					

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
7.1	Check outfall flow	Highway Department	Locate and Identify problems	Make corrections as needed. Continuing regular maintenance	Regular maintenance
Revised					
7.2	Pollutant source removal	Highway Department	Prevention of pollutants	On-going	
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Progress is being tracked and modifications and improvements will continue to be implemented.

Part IV. Summary of Information Collected and Analyzed

All departments are notified and reviewing information. All department, boards and committees will set-up meetings for all available information to be formatted to meet the criteria of the Town of Sherborn.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	($)	

Education, Involvement, and Training

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

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

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	(%)	0
% of population on septic systems	(%)	100

Construction

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

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
Total number of structures cleaned	(#)	150 ~~ton~~
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	7 ton
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Recycle
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2
Qty. of sand/debris collected by sweeping	(lbs. or tons)	350 ton
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Highway Garage
Cost of sweepings disposal	($)	N/A
Vacuum street sweepers purchased/leased	(#)	1
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 %)	N/A
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	35% 5% 60%
Pre-wetting techniques utilized	(y/n)	Y-CaCl
Manual control spreaders used	(y/n)	1
Automatic or Zero-velocity spreaders used	(y/n)	5
Estimated net reduction in typical year salt application	(lbs. or %)	10%
Salt pile(s) covered in storage shed(s)	(y/n)	Y

Storage shed(s) in design or under construction	(y/n)	N