Fuss & O'Neill Inc. *Consulting Engineers*

☐146 Hartford Road, Manchester, CT 06040
TEL: (860) 646-2469 FAX: (860) 533-5143

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☐56 Quarry Road, Trumbull, CT 06611
TEL: (203) 374-3748 FAX: (203) 374-4391

☐610 Lynndale Court, Suite E, Greenville, NC 27858
TEL: (252) 355-1370 FAX: (252) 355-8186

☐378 Northlake Blvd., Suite 281, North Palm Beach, FL 33408
TEL & FAX: (561) 848-7594

☐1419 Richland Street, Columbia, SC 29201
TEL: (803) 376-6034 FAX: (803) 376-6035

☐24 Madison Avenue Extension, Albany, NY 12203
TEL: (518) 218-0600 FAX: (518) 518-0606

☐80 Washington Street, Suite 301, Poughkeepsie, NY 12601
TEL: (800) 394-8081 FAX: (845) 452-5186

Letter of Transmittal

To:	United States Environmental Protection Agency	Date:	April 29, 2005
	Water Technical Unit	Project No:	2002219.A10
	1 Congress Street, Suite 1100	Re:	Phase II Annual Report-Year2
	Boston, MA 02114		Town of Southborough, MA
		Telephone No:	

We are sending you: ☒ Attached ☐ Under Separate Cover ☒ via Courier

☐ Shop Drawings ☐ Prints ☐ Plans ☐ Specifications
☐ Copy of Letter ☐ Change Order ☐ Reports ☒ Other

Copies	Date	No.	Description
1	4/2004	1	Storm Water Management Plan Annual Report-Year 2. Town of Southborough

☐ For approval ☐ Returned loaned prints ☐ Furnish as submitted
☐ As requested ☐ Return signed original ☐ Furnish as noted
☒ For your use ☐ For bids due ☐ Rejected
☐ For review & comment ☐ Submit _____ copies for distribution ☐ Resubmit _____ copies for approval

To Whom it May Concern,

We are submitting the attached annual report on behalf of our client, the Town of Southborough.

Thank you,
Jennifer

C: file (w/attachment), K.Galligan (w/attachment), D. Audet (w/o attachment)	**Signed:** Jennifer L. Smith

F:\P2002\219\A10\Annual Report\Year 2\trans_USEPA-jls042905.doc

Municipality/Organization:	Town of Southborough
EPA NPDES Permit Number:	MAR041160
MaDEP Transmittal Number:	**W-040764**
Annual Report Number & Reporting Period:	**No. 2: March 04-March 05**

Rec'd 5/2/05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Karen M. Galligan Title: Staff Engineer

Telephone #: 508-485-1210 Email: kgalligan@southboroughma.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: Bonnie J. Phaneuf

Printed Name: Bonnie J. Phaneuf

Title: Chairman, Board of Selectmen

Date: 4/26/05

Municipality/Organization: Town of Southborough

EPA NPDES Permit Number: MAR041160

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NPDES PII Small MS4 General Permit Annual Report

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Contact Person: Karen M. Galligan Title: Staff Engineer

Telephone #: 508-485-1210 Email: kgalligan@southboroughma.com

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Signature:

Printed Name: Bonnie J. Phaneuf

Title: Chairman, Board of Selectmen

Date:

Part II. Self-Assessment

The Town of Southborough has completed the required self-assessment and has determined that our municipality is in compliance with all permits conditions.

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	Storm Water Flyer to Community Residents, Watershed survey	SuAsCo Watershed Community Council, Storm Water Committee	Flyer distributed to 75% residences, Survey distributed, results received and compiled. Results published.	Educational pamphlets (see attached pamphlet) were distributed with June water bill mailing. Approximately 81% of households received the pamphlet. Survey was part of pamphlet and also traveled with exhibit, eight (8) completed.	Task Completed
Revised					
1.2	Storm Water Lesson Plan for Fifth Grade Students	SuAsCo Watershed Community Council, Storm Water Committee	Lesson plan developed, distributed, taught in at least one (1) Grade 5 class.	None. SuAsCo continues to develop the lesson plan.	Lesson plan distributed in Year 3
Revised					
1.3	Storm Water Flyer to Community Businesses "Green Neighbor" Logo	SuAsCo Watershed Community Council, Storm Water Committee	Flyer developed, distributed to at least 50% local businesses. Logo displayed by at least 50% of businesses receiving flyer.	None	Planned for Year 3
Revised					
1.4	Storm Water Media Campaign	SuAsCo Watershed Community Council, Storm Water Committee	Media package developed, distributed to local media. Four (4) Press releases developed and distributed.	Article published regarding Riverfest on June 12, 2004.	Planned for Year 4
Revised					

1. Public Education and Outreach (continued)

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
1.5	Storm Water Video	SuAsCo Watershed Community Council, Storm Water Committee	Storm water video developed, shown at least one public meeting/hearing, provided to local cable station.	Completed in Year 1 when the Town advertised that the Weather Channel would be showing "After the Storm."	
Revised					
1.6	Consider posting signs at publicly accessible storm water outfalls	DPW	Map outfalls, signs developed, signs installed. Consider using volunteers where possible.	Two (2) Sudbury River signs posted at Sudbury River Roadway crossings. Outfalls mapped.	Identify locations to post signs. Decide on sign design.
Revised					
1.7	Develop Storm Water Awareness Package	Storm Water Committee Selectmen's Office	Materials to be included in package compiled, Information distributed (transfer station stickers), Number of packages distributed.	USEPA placemats and stickers distributed on 4th Grade Community Reading Day on November 3, 2004. Forty-six (46) placemats and sixty (60) stickers were distributed to the students. "New comers" flyer developed.	Begin to distribute New Comer Flyer to new residents.
Revised	Flyers considered more appropriate than package considering limited funding.				
1.8	Meet with local school officials annually to identify past activities and upcoming curriculum	Storm Water Committee, School Department	School Department official contacted, meeting conducted, Each school has designated contact.	None	Meet with Schools Representative(s) in Year 3.
Revised					

1. Public Education and Outreach (continued)

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
1.9	Develop Storm Drain Stenciling Program	DPW, Storm Water Committee	Program developed, volunteers organized, basins stenciled	Stenciling done by Sudbury River Watershed Association (formerly SWaMP) and other local stream teams and scout troops at Riverfest (see attached text on the Sudbury River Watershed Organization's Storm Drain Stenciling Project). Approximately forty-four (44) basins were stenciled during the event.	Additional stenciling in future years. Task Completed
Revised					
1.10	Make the Storm Water Management Plan available to the general public	Storm Water Committee	Make the plan available at Town Hall, Library, and in schools as an environmental education resource. Consider putting the plan on the website	Task completed Year 1	Task Completed
Revised					
1.11	Consider developing a Storm Water Management Web page	DPW, Storm Water Committee	Consider developing a web page identifying the Town's requirements and activities. Consider links to other websites such as SuAsCo, MA DEP, and USEPA. Web page developed.	Task completed Year 1	Maintain and update website
Revised					

1a. Additions

1.12	4th Grade Reading Day			SW Materials distributed (see BMP ID# 1.7)	Asked back for next year to discuss storm water

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	Local Storm Water Committee to assist in developing and implementing plan	Town Administrator, DPW, Storm Water Committee	Committee established, meetings conducted, plan developed, activities conducted.	Year 2 items completed by Phase II Stormwater Committee, information collected.	Continue to coordinate with Town, SuAsCo and consultant
Revised					
2.2	Storm Water Plan Annual Meeting	Storm Water Committee	Annual meetings planned, noticed, conducted, minutes prepared. Number of attendees. Comments received, considered. (Plan Development, Final Plan, and Annual Report).	Meeting held with Selectmen on April 6, 2004 (see attached meeting posting).	Year 3 meeting planned
Revised					
2.3	Storm Water Traveling Display	SuAsCo Watershed Community Council, Storm Water Committee	Display developed, displayed in three (3) locations in first permit year. Opportunities identified for future displays.	Exhibit and survey displayed throughout the Town. The exhibit has been displayed at approximately ten (10) locations in Year 2.	Task completed and will continue to show display.
Revised					

2. Public Involvement and Participation (continued)

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
2.4	Storm Water Poster Contest for Fifth Grade Students	SuAsCo Watershed Community Council, Storm Water Committee	Contest announced and held, posters received, posters judged, winners announced, displayed (consider for future graphic).	None. Part of SuAsCo lesson plan. SuAsCo continues to develop.	Developed by SuAsCo for Year 3
Revised					
2.5	Storm Water Photo Contest for High School Students	SuAsCo Watershed Community Council, Storm Water Committee	Contest announced and held, photos received, judged, winners announced, displayed (consider for future graphic).	None	Planned for Year 3
Revised					
2.6	Storm Water Summit Special Event	SuAsCo Watershed Community Council, Storm Water Committee	Meet with SuAsCo Watershed Community Council to determine community specific or multi-community event. Event noticed, conducted, minutes recorded. Number of participants.	None. SuAsCo project. SuAsCo continues to develop	Planned for Year 4
Revised					
2.7	SuAsCo Storm Water Super Summit	SuAsCo Watershed Community Council	Super Summit announced conducted, municipal participation.	None. SuAsCo project. SuAsCo continues to develop	Planned for Year 5
Revised					

2. Public Involvement and Participation (continued)

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
2.8	Evaluation and Assessment of Public Awareness of Storm Water	SuAsCo Watershed Community Council, Storm Water Committee	Storm Water Self Test developed, distributed to a minimum of 75% of residences. Surveys received, results analyzed community specific and watershed wide, results published.	Survey distributed with pamphlet in water bill (reached 81% of households) and with traveling exhibit. Eight (8) surveys mailed back. Distribution goal met.	Task Completed. Consider making a second attempt in Year 4.
Revised					
2.9	Develop Storm Drain Stenciling Program	DPW, Storm Water Committee	Program developed, volunteers organized, basins stenciled	Stenciling done by Sudbury River Watershed Association (formerly SWaMP) and other local stream teams and scout troops at Riverfest (see attached text on the Sudbury River Watershed Organization's Storm Drain Stenciling Project). Approximately forty-four (44) basins were stenciled during the event.	Additional stenciling in future years. Task Completed
Revised					
2.10	Coordinate with Sudbury River Watershed Association (formerly SWaMP), and others to consider results of water quality monitoring	DPW, Storm Water Committee	Meeting conducted, activities scheduled, conducted. Results reviewed, potential actions identified, implemented.	None.	Continue to coordinate with Sudbury River Watershed Association (formerly SWaMP)
Revised					

2. Public Involvement and Participation (continued)

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
2.11	Identify and coordinate with potential volunteers, to include "neighborhood watch" groups, Boy and Girl Scout organizations, school groups/clubs, local and regional environmental advocates.	DPW, Storm Water Committee	Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of volunteers participating.	Scout groups participated in the Earth Day 2004 clean up effort. The Town coordinated with the Sudbury River Watershed Organization for Riverfest (June 12, 2004). It was attended by approximately 75 people as well as State Senator Pam Resor. The day included a storm water stenciling demonstration, canoe rides, pixie houses, and the unveiling of two signs provided by the Southborough Public Works that identify the Sudbury River at Southborough's roadway crossings.	Riverfest will be held again in Year 3.
Revised					
2.12	Continue to sponsor, support cleanup projects	DPW, Storm Water Committee	Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of events sponsored/supported, amount of material collected, number of volunteers participating.	Spring cleanup (Earth Day, May 1, 2004) and HHW day supported (see attached HHW spreadsheet for quantities collected). Earth Day 2004 involved approximately 500 people including students from St. Mark's and Fay Schools, five (5) scout troops and residents from thirty-four (34) different addresses.	Repeat efforts in Year 3
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3.1	Complete implementation GIS to include Storm Sewer System	DPW	Mapping completed, consider integration of asset management system	Survey and mapping of outfalls completed. Outfall locations integrated into Town's GIS.	Task completed in Year 2.
Revised					
3.2	Verify outfall locations. Conduct outfall survey. Investigate suspected illicit discharges	DPW	Number of outfalls located. Survey of outfalls completed. Investigations identified, prioritized, conducted. Suspected illicit connections investigated. Source identified and scheduled for removal. Enforcement actions taken or referred to other entity such as police, Health Department, MA DEP or USEPA.	Mapping and dry weather survey of outfalls completed. This survey has been integrated into the Town's GIS.	Plan to pursue possible illicit discharges and sample flowing outfalls in Year 3
Revised					

3. Illicit Discharge Detection and Elimination (continued)

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
3.3	Adopt by-law to effectively prohibit illicit discharges.	DPW, Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	Identified areas to change illicit discharge regulations	Draft regulations Year 3 Implementation Year 4
Revised					
3.4	Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste	DPW, Storm Water Committee, SuAsCo Watershed Community Council	Ensure that educational materials developed include illicit discharge awareness. Materials developed and distributed.	Many of the above mentioned activities informs the pubic about these hazards, including by not limited to, storm drain stenciling, annual meeting, flyer in water bills.	Planned for Year 3
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	Adopt by-law to require erosion and sediment controls.	Town Planner, DPW, Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	Town Planner will oversee new regulations	Draft regulation Year 3 Implementation regulation Year 4
Revised					
4.2	Ensure that construction site operators disturbing one acre or more implement erosion and sediment controls	Building Officials, Town Planner, DPW, Storm Water Committee	Inspection schedule established. Inspections conducted. Deficiencies noted and corrected.	None	Responsible parties will be assigned during by law development process.
Revised					
4.3	Ensure construction site operators disturbing one acre or more control construction wastes, and other wastes that may cause adverse impacts to water quality during construction	Building Officials, Town Planner, DPW, Storm Water Committee	Ensure proposed by-law includes language to control construction wastes. Inspections conducted. Deficiencies noted and corrected.	None	Responsible parties will be assigned during by law development process.
Revised					

4. Construction Site Stormwater Runoff Control (continued)

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
4.4	Develop procedures for site plan review which incorporate consideration of potential water quality impacts	Building Officials, Town Planner, DPW, Storm Water Committee	Ensure proposed by-law, regulations, or guidance includes language for site plan review process. Consider providing guidance documents or other outreach materials for developers.	Town Planner responsible for review	Establish review criteria
Revised					
4.5	Develop procedures for site inspection and enforcement of control measures	Building Officials, Town Planner, DPW, Storm Water Committee	Inspection schedule established. Inspections conducted. Deficiencies noted and corrected.	Town Planner will oversee	Establish review criteria
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
4.6	Develop procedures for receipt and consideration of information submitted by the public	Building Officials, Town Planner, DPW, Storm Water Committee	Develop a form for the public to provide information. Designate municipal official responsible for receiving information, identifying responsible official to investigate, and ensure appropriate response (deficiencies noted and corrected). Consider making form available on the Town's website	None	Will be developed during by-law development process.
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
5.1	Identify structural and non-structural best management practices (BMPs) appropriate for the community	Town Planner, DPW, Storm Water Committee	Incorporate by reference state specific standards (i.e. acceptable practices under Wetlands Protection Act). Identify standard practices which are not acceptable in the community. Consider developing guidance documents or other outreach materials for developers outlining BMP selection as well as general guidance on proper operation and maintenance.	None	Identify during by-law development process.
Revised					
5.2	Adopt by-law to require post-construction runoff controls	Town Planner, DPW, Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	None	Draft regulation Year 3 Implementation regulation Year 4
Revised					

5. Post-Construction Stormwater Management in New Development and Redevelopment (continued)

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
5.3	Ensure all new development and redevelopment projects that disturb one acre or more require long term operation and maintenance of post-construction runoff controls	Town Planner, DPW, Storm Water Committee	Ensure proposed by-law or regulations, language and enforceable mechanism for long term operation and maintenance of post-construction runoff controls.	None	Establish Program Year 3 Implement Program Year 4
Revised					
5.4	Ensure adequate long term operation and maintenance of BMPs	Building Officials, Town Planner, DPW, Storm Water Committee	Ensure the by-law developed in Task 3.3 includes language providing DPW authority to ensure proper operation and maintenance of all BMPs tributary to the storm sewer system. Identify structures tributary to the storm sewer system and determine the need for inspection.	None	Establish Program Year 3 Implement Program Year 4
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6.1	Establish formal public street and parking lot sweeping program	DPW, Storm Water Committee	Continue existing program. Consider incorporating routes and schedule as a data layer in GIS. Maintain records of curb-miles swept, approximate volume of material collected. Note areas that accumulate more sediment and consider more frequent sweeping or further investigation of pollutant source.	In Year 2, 64 curb miles were swept, removing 282 cubic yards (352.5 tons) of material.	Continue to track both quantities
Revised					
6.2	Consider including pollution prevention training for equipment operators	DPW, Storm Water Committee	Consider including pollution prevention training for equipment operators. Evaluate the existing level of awareness of equipment operators. Consider enhancing existing training (Health and Safety) with storm water awareness training.	Spill kit in maintenance facility. Training in Year 1.	Develop and post spill response posters in maintenance facility. Provide a training session
Revised					

6. Pollution Prevention and Good Housekeeping in Municipal Operations (continued)

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
6.3	Establish formal storm sewer system inspection and maintenance program	DPW, Storm Water Committee	Continue existing program. Consider integrating an asset management program in the Town's GIS. Identify the system and all public structures tributary to the system. Conduct a catch basin sediment accumulation pilot program. Establish a routine inspection and maintenance program. Maintain records of inspections conducted, number of basins cleaned, approximate volume of material collected. Note areas that accumulate more sediment and consider more frequent inspection, cleaning or further investigation.	Tracked number of catch basins cleaned and material removed. In Year 2, 616 basins were cleaned; removing 216 cubic yards of material. The DPW responded to nine (9) complaints concerning blocked catch basins and swales, twelve (12) complaints concerning street runoff causing a flood condition in their yard, ten (10) complaints concerning wash outs or sink holes and sixteen (16) complaints of collapsing catch basins.	Develop a formal inspection and maintenance program to include regular maintenance and response to citizen complaints.
Revised					
6.4	Identify, as necessary, structural modifications to the system in conjunction with future roadway improvements.	DPW	Evaluate system improvement needs in conjunction with planned roadway improvements.	The Town rebuilt two (2) existing basins from the ground up. Other repairs were completed on approximately twenty (20) basins and six (6) new basins were installed in existing roadways	Continue to upgrade drainage structures as necessary with roadway projects
Revised					

6. Pollution Prevention and Good Housekeeping in Municipal Operations (continued)

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
6.5	Provide spill response training to mechanics and equipment operators	DPW	Develop training program. Identify staff for training. Conduct initial and annual refresher training. Maintain training roster for each session, and include documentation in personnel files.	None	Develop and post spill response posters in maintenance facility. Provide a training session
Revised					
6.6	Post spill prevention/emergency action plans prominently in areas where hazardous materials are used and stored.	DPW	Develop posters outlining spill prevention/emergency response plans. Post prominently in the garage	Spill cleanup materials at maintenance facilities	Develop and post spill response posters in maintenance facility. Develop and post response plans
Revised					
6.7	Conduct annual inspection of municipal maintenance facilities.	DPW, School Department	Develop Checklist. Conduct inspections. Record and correct deficiencies.	DPW garage audit completed in Year 1. Employees of the DPW inspected the waste oil tanks and waste oil room as well as the gasoline dispenser, tank covers, and stage 2 vapor recovery system on a weekly basis.	Continue with annual inspections of maintenance facilities
Revised					

6. Pollution Prevention and Good Housekeeping in Municipal Operations (continued)

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
6.8	Publicize and support Household Hazardous Waste (HHW) Collection events	DPW, Health Department	Coordinate with Health Department to publicize and support HHW Collection events. Record the number of attendees, volunteers. Record the types and amounts of material collected.	HHW and Spring clean-up event supported and collected materials tracked. 4.4 tons of waste was collected for proper disposal (see attached HHW spreadsheet for quantities collected)	Continue with supporting annual clean-up events
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) (NOT 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					
Revised					
Revised					
Revised					

7a. Additions (Not Applicable)

7b. WLA Assessment (Not Applicable)

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	75%
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	Yes
Shoreline clean-up participation or quantity of shoreline miles cleaned (Riverfest)	(y/n or mi.)	Yes – 75 people
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1
▪ community participation	(%)	
▪ material collected	(tons or gal)	4.4 tons
School curricula implemented	(y/n)	Yes
SuAsCo exhibit	(# location)	10
4th Grade Community Reading Day	(# of people)	45

Legal/Regulatory

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

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100
Estimated or actual number of outfalls	(#)	188
System-Wide mapping complete	(%)	30
Mapping method(s)		
▪ Paper/Mylar	(%)	N/A
▪ CADD	(%)	N/A
▪ GIS	(%)	100
Outfalls inspected/screened	(# or %)	188 outfalls
Illicit discharges identified (require further investigation)	(#)	10
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	0
% of population on septic systems	(%)	100
▪ Septic System inspections	(#)	173 (12 failed and 20 passed conditionally)

▪ New septic systems installed	(#)	242

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	(#)	
New subdivision streets with completed inspections	(#)	4
Building permits opened (all construction projects)	(#)	402

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)	
New subdivision streets with completed inspections	(#)	4

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/year
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/year
Total number of structures cleaned	(#)	616
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(cy)	216
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	
DPW responses to complaints (blocked catch basins and swales, street runoff flooding yard, washouts, sink holes, collapsing catch basins)	(#)	47

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/year
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2/year
Qty. of sand/debris collected by sweeping	(tons)	352.5 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	1 brush sweeper
Vacuum street sweepers specified in contracts	(y/n)	No
Material collected at transfer station for proper disposal or recycling (Residents)		
▪ Newspaper	(tons)	499.1 tons
▪ Yard waste collected at transfer station	(tons)	472.5 tons
▪ Commingled material for recycling	(tons)	335.9 tons
▪ White goods and scrap metal	(tons)	280.8 tons
▪ Cathode ray tubes	(tons)	49.8 tons
▪ Redeemable cans for charity	(tons)	1.9 tons
Municipal Hazardous Waste to proper disposal		
▪ Part washer fluid	(# of times fluid disposed of & replaced)	4
▪ Antifreeze	(gallons)	20 gallons
▪ Waste Oil (burned in permitted waste oil burner of gas powered unit heaters in garage storage bay)	(gallons in '03-'04 heating season)	207

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management Plan (IPM) in place for Town	(y/n)	Yes

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/year
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2/year
Qty. of sand/debris collected by sweeping	(tons)	352.5 tons
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▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management Plan (IPM) in place for Town	(y/n)	Yes

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	50% NaCl 50% Sand
Pre-wetting techniques utilized	(y/n)	No
Manual control spreaders used	(y/n)	Yes
Automatic or Zero-velocity spreaders used	(y/n)	Yes
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	No
Storage shed(s) in design or under construction	(y/n)	No
Salt pile covered with impermeable tarp	(y/n)	Yes

Have you ever wondered where all the water goes when it rains or after the snow melts? Some of it seeps into the ground or evaporates, but much of it runs off over the land or through storm drains and then flows into our streams and ponds. This runoff water is called **"stormwater."**

Stormwater picks up litter, sand, bacteria, oil, and other chemicals as it flows over the land, and it carries these pollutants to our streams, ponds, and wetlands. Runoff from paved surfaces, such as roads, parking lots, and rooftops, may contribute large amounts of polluted stormwater.

Simply by putting fewer pollutants on the land, stormwater will be cleaner as it flows into our lakes and rivers. Cleaning up stormwater not only benefits your neighborhood and town, it benefits the entire network of water bodies and land that make up our watershed. We all need clean water for drinking, swimming, fishing, boating, and for protecting wildlife.

Keeping stormwater clean is in your best interest. Please read on to see how you can help.

Enter the

"SuAsCo Raffle for Stormwater Umbrellas"!

Detach and send the self-test panel with your answers and contact information to:

SuAsCo Watershed Community Council
P.O. Box 176
Maynard, MA 01754

Please keep the rest of the brochure.

The stormwater raffle will take place on June 30, 2004!

Our town is working hard to protect water quality by keeping pollutants out of stormwater. We're also trying to prevent flooding and erosion by managing stormwater flow. Our community has to comply with new federal and state stormwater requirements, and we need your help.

STORMWATER matters.

You'll see this stormwater logo a lot as our community and other cities and towns throughout Massachusetts reach out to residents for help in keeping stormwater clean. Please follow the tips in this flyer and save it as a useful reference. And please participate in our town's stormwater programs.

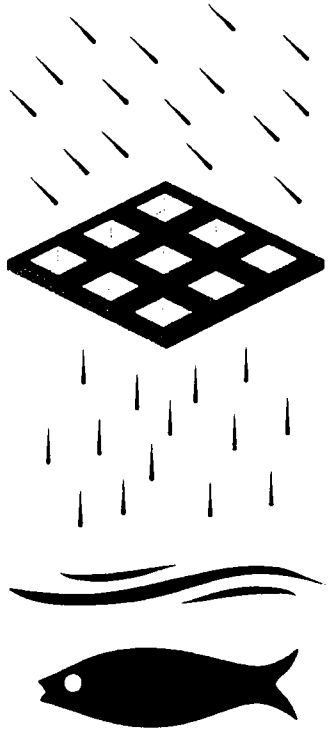
For more information about what our town is doing to clean up stormwater, you can contact:

John Boland, Superintendent
Southborough Department of Public Works
Phone: 508-485-1210
E-mail: jboland@southboroughma.com
Town web site: www.southboroughma.com

This brochure was created by the SuAsCo Watershed Community Council, a non-profit alliance of businesses, municipalities, environmental organizations, and state/federal/regional government agencies. For more information about stormwater, you can also visit the SuAsCo web site at **www.SuAsCo.org**

SuAsCo Watershed Community Council

Help spread the word: Stormwater Matters!



STORMWATER matters™

What is stormwater? Why should I care about it?

The word "stormwater" is new to me: ☐ yes ☐ no

Try this self-test before reading on.
Multiple answers are possible.

1) The water that flows into a storm drain in the street most likely:
- ☐ a goes to a wastewater treatment plant
- ☐ b goes to the nearest stream, pond, or wetland
- ☐ c stays in the drain until it seeps into the ground.

2) Used motor oil can be:
- ☐ a recycled by household hazardous waste collection programs
- ☐ b accepted by the place where purchased with a receipt
- ☐ c put down a storm drain because it will be treated there.

3) When I wash my car, it is best to:
- ☐ a use a commercial car wash
- ☐ b wash it on the street
- ☐ c wash it on the lawn.

4) If I use too much fertilizer on my lawn, the rain will:
- ☐ a push it deeper into the soil
- ☐ b wash it into the nearest stream or pond
- ☐ c dissolve it and make it harmless.

5) The best way to dispose of pet waste is:
- ☐ a put it in a storm drain
- ☐ b leave it on the lawn or curb
- ☐ c put it in the trash or flush it down the toilet.

6) Polluted stormwater might impair the quality of:
- ☐ a my drinking water
- ☐ b my favorite boating or swimming spot
- ☐ c the environment for aquatic species.

7) Stormwater is a problem for:
- ☐ a "big business" to fix
- ☐ b the government to fix
- ☐ c town residents to fix.

8) My age bracket is:
☐ < 20 ☐ 20 – 50 ☐ > 50

Name

Address

Town

Phone

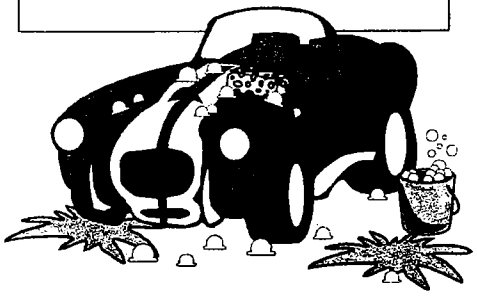
Tips for Keeping Stormwater Clean

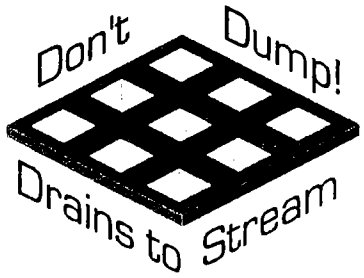
Pollutants from Cars:

Gas and Oil
Antifreeze
Metals
Detergents

Car care tips:

- Maintain your car to prevent fluid leaks
- Recycle motor oil, antifreeze, tires, and batteries
- Use a commercial carwash that treats and/or recycles the wash water
- If you wash your car at home, wash it on the lawn so that the water can seep into the soil, and use low-phosphate detergents in small amounts





- NEVER pour or sweep ANYTHING down a storm drain!

  This includes:

  Pet waste
  Motor oil
  Paint
  Litter
  Leaves
  Sand

- Don't block storm drains with refuse or debris

Would you want to swim in any of this?

Stormwater on parking lots and streets flows into storm drains so that the pavement won't be flooded. Storm drains have underground pipes that channel the stormwater directly to a nearby water body, usually without any treatment or cleansing. So whatever flows down a storm drain comes out in a nearby water body, such as a wetland, stream, or pond.

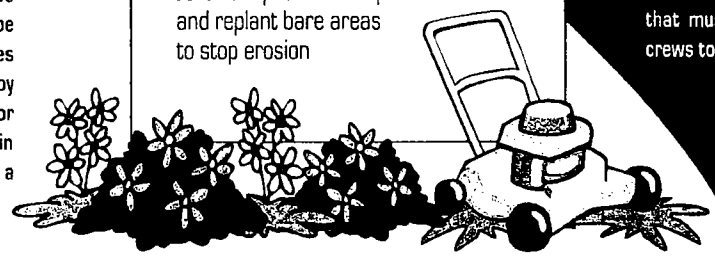
Using more fertilizer or pesticide than the label calls for wastes the product and doesn't help the lawn. The extra fertilizer or pesticide may wash away into a storm drain and out to a nearby wetland, stream, or pond where it can harm aquatic plants and animals.

Pollutants from Lawns:

Fertilizer
Pesticides Herbicides

Lawn care and garden tips:

- Use fertilizer, pesticides, and herbicides sparingly
- Try using organic lawn care methods
- Mow 2 to 3 inches high to encourage dense growth and deter weeds
- Mulch lawn clippings and leaves
- Do not overwater your lawn
- Reduce lawn size in favor of rock gardens or natural vegetation
- Cover soil piles with tarps and replant bare areas to stop erosion



More ways that YOU can help

- Pick up after your pet and dispose of droppings in the toilet or trash
- Aim your roof downspouts away from paved surfaces or into a rain barrel
- Dispose of paint, oil, and other household chemicals at a local hazardous waste collection day
- Support community efforts to keep stormwater clean
- Coordinate a neighborhood storm drain stenciling day
- Join a stream team to help care for your neighborhood stream
- Learn more about stormwater

Other Stormwater Pollutants:

Salt **Sand**
Bacteria **Chemicals**

Our town performs many activities that are critical to keeping stormwater clean. Street sweepers pick up sand and winter debris so that these pollutants won't be washed into storm drains. Most storm drains have catch basins to trap heavy particles that must be cleaned out regularly by our town crews to keep the drains clear.

Enter the
"SuAsCo Raffle for Stormwater Umbrellas"!

Detach and send the completed survey with your contact information to the SuAsCo Watershed Community Council. Multiple answers are possible.

The stormwater raffle will take place on June 30, 2004!

Cut along this edge

The word "stormwater" is new to me: ☐ yes ☐ no

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- ☐ a "big business" to fix
- ☐ b the government to fix
- ☐ c town residents to fix.

8) My age bracket is:
☐ < 20 ☐ 20 – 50 ☐ > 50

9) I completed this survey
☐ before ☐ after
reading the flyer or display

Name
Address
Town
Phone

Stormwater is the runoff water after it rains or snows. Stormwater picks up litter, sand, and chemicals as it flows over the land and into storm drains, and it carries these pollutants to our streams, ponds, and wetlands. Simply by putting fewer pollutants on the land, we can help keep stormwater clean. Cleaner stormwater means cleaner water for drinking, swimming, fishing, boating, and for protecting wildlife.

STORMWATER matters.

SuAsCo Watershed Community Council
P.O. Box 176
Maynard, MA 01754

STORMWATER matters.

RECEIVED, FILED AND POSTED IN THE OFFICE OF THE TOWN CLERK MARCH 10, 2004 AT 12:15 PM

Paul J. Berry

PAUL J. BERRY, TOWN CLERK

MEETING OF PHASE II STORMWATER COMMITTEE

RECEIVED
MAR 31 2005
FUSS & O'NEILL
PROVIDENCE, RI

Date: March 10, 2004

Meeting with Board of Selectmen

Paul J. Berry, Town Clerk
Town House
17 Common Street
Southborough, MA 01772

Dear Mr. Berry:

There will be a meeting of the Phase II Stormwater Committee on

Tuesday, April 6, 2004, at 7:00 PM, in Hearing Room
(Day) (Date) (Time) (Room)

Town House, 17 Common Street, Southborough, MA
(Building/Address)

Very Truly yours,

Peter S. Bemis
Chairman

Sudbury River Watershed Organization's
Storm Drain Stenciling Project
Southborough MA

Our Project had two components, participation in River Fest and an afternoon of stenciling storm drains.

River Fest June 12, 2004

River Fest is an event held throughout the SuAsCo (Sudbury, Assabet and Concord Rivers) Watershed. The goal is to get people out and enjoying the rivers. This is particularly important in the Southborough area, as the river is not visible or easily assessable because train tracks run alongside it for most of Southborough. It is important to get people to know and enjoy the river if you want them to care about having clean water in the river.

To accomplish this we had a **Family Fun Day on the Sudbury River.** Sponsored by the Sudbury River Watershed Organization and the Southborough Open Space Preservation Commission, the event featured a Nature Walk with Fairy House Building, a Scavenger Hunt, Free Canoe Rides and a Fishing Demo with rods and bait available for all to use. The event was a huge success and had over 75 people participating.

The beauty of the event was that it was held on the shores of the Sudbury River in both Hopkinton and Southborough and was a collaborative venture with volunteers from both towns. We made the point that the River doesn't know what town it is in, so we have to work together for protection. We have to think regionally.

We started the Day with a presentation on the bridge between Southborough and Hopkinton over the Sudbury River (Bridge Street). Southborough supplied a cruiser with two officers to direct traffic. For the event, Southborough's DPW had installed new Sudbury River signs at this location and also on the bridge at Route 85. We had an unveiling of the sign officiated by our State Senator Pamela Resor. Town Officials in attendance included Southborough Selectman William Christensen, Hopkinton Board of Health Member Nancy Peters, Southborough Planning Board Member Charles Gaffney and the Southborough Open Space Preservation Commission – Frederica Gillespie, Meme Luttrell, Bill McCarthy, Ralph Iannone, and Laurie Bourdon.

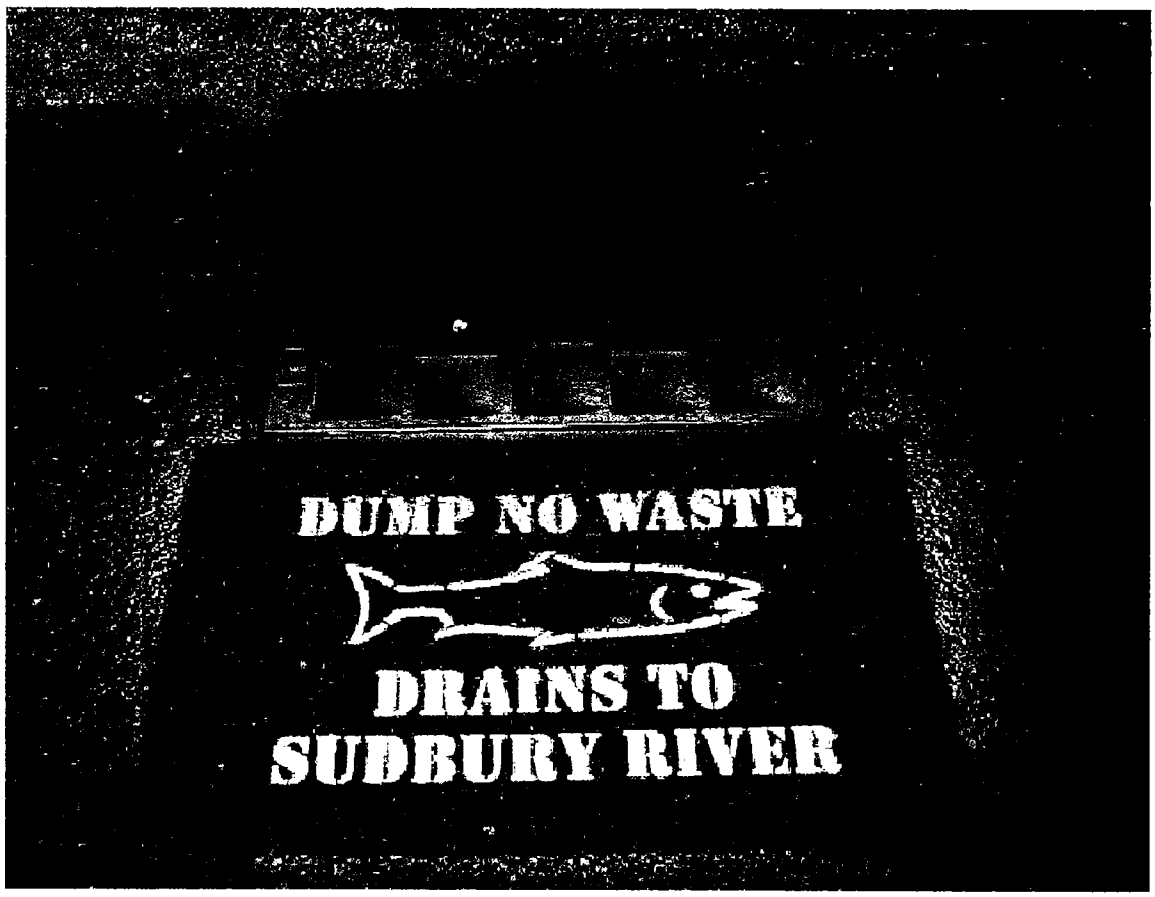
After the Sudbury River Sign Unveiling, we had a presentation of awards to Hopkinton Girl Scout Troop #2219 that had received a Gold Star Award for their Stenciling Project, which had resulted in over 50 drains being stenciled in Hopkinton.

To provide education at River Fest we had the Hopkinton Girl Scouts demonstrate stenciling on two storm drains on Bridge Street, Southborough. They also had a table with displays of their badge work on stenciling. Additionally we had display tables from the Sudbury River Watershed Organization and the Ashland Stream Team, both of which included Storm Water information. We also used Southborough's SuAsCo Watershed Community Council's Display Board and passed out the "Storm Water Matters" Pamphlet.

While everyone was having a great time out and enjoying the river, we were able to give them a healthy dose of Stormwater education.

Storm Drain Stenciling Project

The Sudbury River Watershed Organization (SRWO) received a grant from the State Riverways Program to stencil storm drains in the four towns of the Upper Sudbury River Watershed, which includes Westborough, Hopkinton, Southborough and Ashland. For the Southborough component we had a group of volunteers from both the SRWO and the Southborough Open Space Preservation Commission. We broke up into 3 groups and stenciled 50 Storm drains in the Southville Road and Highland Street area.



Between River Fest and Storm Drain Stenciling Project we had over 25 volunteers provide over 100 hours of service. In addition to the volunteers, we worked with the Southborough Stormwater Committee and the Town DPW as well as the Police Department. The DPW also provided Orange Safety Cones to us. The installation of the road signs identifying the Sudbury River will have a long-term affect. Many people didn't even know the Sudbury River ran through Southborough.

Last year's activities were so successful that everyone is looking forward to holding another River Fest this year on June 12, 2005. We will have a Storm Drain Stenciling and Storm Water Education component again this year.

HOUSEHOLD HAZARDOUS WASTE DAY

	DESCRIPTION	UOM	QTY	POUNDS	UNIT PRICE	EXTENSION	MANIFEST #	PG/LN
156465	**Paints - consolidated Flammables**	55 gal drum	7	2800	$ 340.00	$ 2,380.00	NJA 5200751	1A
680735	**1 gal paint cans**	CYD box	1	900	$ 600.00	$ 600.00	WI K270690	1B
680734	**Inorganic Acids**	55 gal drum	1	400	$ 385.00	$ 385.00	WI K270690	2B
903889	**Corrosive Alkaline**	55 gal drum	1	400	$ 385.00	$ 385.00	WI K270690	2C
680732	**Pesticides - Solid**	55 gal drum	3	1200	$ 385.00	$ 1,155.00	WI K270690	1D
680731	**Pesticides - Liquid**	55 gal drum	2	800	$ 385.00	$ 770.00	WI K270690	2A
156467	**Aerosols - Flammable**	55 gal drum	2	800	$ 385.00	$ 770.00	WI K270690	1A
680736	Flammable Liquids	55 gal drum	3	1200	$ 385.00	$ 1,155.00	WI K270690	1C
156466	**Household Haz waste**	5 gal drum	4	40	$ 150.00	$ 600.00	NJA 5200753	
	Fusee (Railway or Highway)							1A
	MEK Peroxide							1D
	Hydroquinone, Perchloroethylene, Alconox, Cyanuric Acid, Oxalic Acid							2A
	Amine Based Film Chemicals							2C
156466	**Household Haz waste**	14 gal drum	4	240	$ 200.00	$ 800.00	NJA 5200753	
	Sodium Nitrate, Sodium Hydroxide							1B
	Hydrogen Peroxide, Calcium Hypochlorite							1C
	Ammonia Solution, Ammonium Hydroxide							2B
	Acetic Acid, Film Conditioner, Film Stabilizer, Film Bath (Formaldehyde)							2D
TOTAL				**8,780**		**$ 9,000.00**		

Auto Batteries Framingham Salvage 100 Each