Municipality/Organization: Town of Sutton

EPA NPDES Permit Number: MAR041241

MaDEP Transmittal Number: W- 040565

Annual Report Number & Reporting Period: **No. 2: April 2004-April 2005**

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NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mark Brigham Title: Highway Superintendent

Telephone #: (508) 865-8743 Email: mbrigham@town.sutton.mass.us

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: Patricia Nedoroscik

Printed Name: Patricia Nedoroscik

Title: Town Administrator

Date: Nov 9, 2005

Part II. Self-Assessment

The Town of Sutton has successfully implemented or begun implementation of several Measurable Goals noted in its Notice of Intent. Prior to the development of its Comprehensive Stormwater Management Program, including Measurable Goals, the Town had an assessment performed of current activities, programs, and regulations that could support the NPDES Phase II Stormwater program. This assessment became the basis for modifying current activities, recommending new programs, and informing town boards and departments of their obligation toward successful implementation of Sutton's Comprehensive Stormwater Program.

In accordance with Sutton's Comprehensive Stormwater Management Program the Town began development of an Illicit Discharge Detection and Elimination (IDDE) Program in Permit Year 2. Included in this submission is Section 6 from Sutton's IDDE Plan which describes proposed IDDE tasks and schedule.

Sutton is pleased to present the following summary describing its success at implementing the second year's Comprehensive Stormwater Management Program.

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	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Sutton will present its draft Comprehensive Stormwater Management Program to the public at a public meeting.	Sutton scheduled a public meeting to review its Comprehensive Stormwater Program.	Sutton intends to continue implementation of the Comprehensive Stormwater Program.
2	Create a Stormwater Program	Department of Public Works	Sutton will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	o Sutton applied and received funding from the DEP recycling grant program for 2005. o The Town of Millbury received a 319 grant to reduce non-point source pollution around Lake Singletary in both Sutton and Millbury by upgrading 20 storm drains and 3 detention swales around the lake plus supporting tasks that will measure the success of the program, and provide educational programs. The Lake Singletary Watershed Association is a partner in this grant program. o Sutton applied for SRF funding for sewer construction. This project will disconnect documented illegal connections into the stormwater system that dispose into the Mumford River and eventually to the Blackstone River.	Sutton will continue to identify funding opportunities to support its protection of local bodies of water.

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	Address specific groups	Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	o The Town is in receipt of EPA educational materials on disk for easy printing and distribution. o Sutton provided handouts and literature to residents pertaining to a workshop titled, *Healthy Laws and Landscaping*. o Other brochures available to the public include, *Watch Your Waste*, a bookmark describing recycling, o An informational brochure related to Transfer Station waste disposal information and recycling is available at the Town Hall. o Local newsletters available in the Town with information regarding stormwater/environmental protection include: ▪ *Chalk Talk* a newsletter of the Sutton Elementary School and Early Learning Center and ▪ *Singletary Sun* a newsletter of the Lake Singletary Watershed Association.	Brochures will continue to be printed and made available at town buildings. *Chalk Talk* and *The Singletary Sun* will continue to advertise programs such as Earth Day, weed pulling, and 319 grant stormwater system upgrades and storm drain stenciling.
4	Target groups likely to impact storm water	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	See BMP 3	See BMP 3

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	Identify alternative information sources	Department of Public Works MIS Department	Sutton will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: http://www.suttonma.org/ Town will work with Lake Singletary Watershed Association in the collection and dissemination of data from the Association's 8-year sampling program. Data will be posted on town website along with relevant BMPs for target audiences.	Sutton has not posted links to EPA or DEP website. The Town of Sutton continues to work with the Lake Singletary Watershed Association. Data has not yet been posted on the Town website. The Blackstone River Coalition has two sampling points for Water Quality analysis in the Town of Sutton. The Blackstone River Watershed Association has developed *an Upper Blackstone River Watershed Wetlands Restoration Plan* that includes the Town of Sutton.	Sutton will post links to the EPA and DEP on its website. The Town will provide a link to the Lake Singletary Watershed Association's website on the Town's website. The Town will provide a link to the Blackstone River Coalition's website on the Town's website. The Town will provide a link to the Blackstone Watershed Association's website on the Town's website.
6	Identify alternative information sources	Department of Public Works MIS Department	The Town of Sutton will contact the Blackstone River Watershed Council to review opportunities in Sutton. These opportunities include hosting a watershed association meeting in Sutton with notice on website and local access channel, and televising a meeting reviewing watershed activities or needs specific to Sutton.	The Town of Sutton currently works with the Lake Singletary Watershed Association and the Blackstone River Watershed Council.	o The Town of Sutton will contact the Blackstone River Watershed Council to determine opportunities within Sutton. o Town of Sutton will continue to coordinate with the Lake Singletary Watershed Association and support their programs.

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
7	Utilize local public access channel	Department of Public Works	Public meeting notice and a meeting reviewing Sutton's Comprehensive Stormwater Management Program will be posted on Sutton's local access channel.	The Town of Sutton posted the Board of Selectmen meeting notice regarding the review of Sutton's Comprehensive Stormwater Program on local cable access a week prior to the event.	The Town of Sutton will continue to post notices regarding Sutton's Comprehensive Stormwater Program on local cable access a week prior to events.
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Sutton will appoint a liaison to the Blackstone River Watershed Council to disseminate information to the Town on programs and activities.	The Town has a liaison to the Blackstone River Watershed Council. In April 2004, the Lake Singletary Watershed Council gave a presentation to the Millbury Jr. Sr. High Environmental Council at Millbury H.S. to discuss enlisting their cooperation with the LSWA conducting a storm drain stenciling/decaling project in and around Lake Singletary. Sutton Education Foundation Trust Awarded a Grant in 2004-2005 for a Clean Water Festival to the High School Science Program. This project is phase II of last year's grant. In collaboration with the Watershed Association and the Blackstone River School Organization, the students will participate in nature trail improvements, the Student Congress/Water Festival and analyze 'Street Runoff'.	The Town will continue to coordinate with the liaison to the Blackstone River Watershed Council to disseminate information to the Town on programs and activities

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
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Sutton will work with its contracted waste hauler and the Board of Health to continue sponsoring Hazardous Waste Collection Days.	o The Town of Sutton supports ongoing hazardous waste collection at the transfer station. o The Sutton Middle School recycling program has developed a program for recycling ink cartridges. o Sutton applied and received funding from the DEP recycling grant program for 2005.	o These events will continue. o The Town will attempt to identify funding assistance to support the collection of extremely-hazardous waste materials.
10	Storm drain stenciling	Department of Public Works	Sutton will work with local Girl Scout Troop in continuing its support of storm drain stenciling by scouts.	The Millbury High School Environmental Council stenciled several storm drains in Sutton in April 2004.	Sutton will continue to work with community groups including the local Girl Scout Troop in continuing its support of storm drain stenciling by scouts.

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
11	Community clean ups	Department of Public Works Sutton Conservation Commission	Town of Sutton will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.	The Lake Singletary Watershed Association had a spring clean-up in recognition of Earth Day 2005. Several Girl Scouts provided stream team clean up along the Mumford River during Permit Year 2.	Stream team clean ups are expected to continue during Permit Year 3.
12	Community clean ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Town of Sutton provided tools and disposal for the stream team events.	The Town of Sutton will continue to support these events.

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
13	Inventory and mapping of storm drain system	Department of Public Works	Sutton will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	Sutton applied and received funding from the DEP recycling grant program. The Town of Millbury received a 319 grant to reduce non-point source pollution around Lake Singletary in both Sutton and Millbury by upgrading 20 storm drains and 3 detention swales around the lake plus supporting tasks that will measure the success of the program, and provide educational programs. The Lake Singletary Watershed Association is a partner in this grant program. Sutton applied for SRF funding for sewer construction. This project will disconnect documented illegal connections into the stormwater system that dispose into the Mumford River and eventually to the Blackstone River. Through Town funding the Town of Sutton has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town reviewed and inventoried all available plan data to support mapping of the storm drain system.	The Town of Sutton has requested funds to continue to support the IDDE Program at Town meeting. The Town of Sutton will make use of all funding opportunities and continue to search for all applicable opportunities.

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
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Sutton will develop and implement a plan to map all outfalls and receiving bodies of water, contingent upon Town Meeting approval of funding.	The Town of Sutton has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town created a GIS base map. Utilizing existing plan data and information gathered in field survey the process of mapping existing outfalls on the GIS base map has begun. Additionally the Town created a database describing the location of all outfalls and the names of all waters that receive discharges from those outfalls. The database of existing outfalls is included in this submission. Outfalls identified during field survey were digitally photographed. During annual cleaning of catchbasins and drains, the town Highway Department identifies and records the following information: location, number/ landmark, type, sump depth, inlet size, outlet size, overall condition, and defects.	The Town will continue the process of mapping existing outfalls on the GIS base map. The Town will update the database describing the location of all outfalls and the names of all waters that receive discharges from those outfalls contingent on funding from Town Meeting.

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
15	Identification/ description of problem areas	Department of Public Works	Sutton will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent upon Town Meeting approval of funding.	The Town of Sutton has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town prioritized areas of town for potential sources of Illicit Discharges Based upon the following "hot spots" presented in the NEIWPC's *Illicit Discharge Detection and Elimination Manual*: • Commercial/Industrial areas • Older areas of Town • Areas where there have been repeated complaints • Locations identified from ambient water quality sampling. • Sutton applied for SRF funding for sewer construction. This project will disconnect documented illegal connections into the stormwater system that dispose into the Mumford River and eventually to the Blackstone River.	The Town of Sutton has requested funding for Town Meeting approval to support the implementation of the IDDE Plan. As part of the IDDE Program, the Town of Sutton will GPS survey outfalls and identify potential sources of illicit discharges beginning with prioritized areas identified in the IDDE Plan. The Town of Sutton will continue to promote projects that disconnect illegal connections to the storm drain system.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Sutton will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	The Town of Sutton has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town has collected a variety of model bylaws that could be included in local by-laws for review.	Sutton will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed at Town Meeting.

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
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Sutton will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	o An informational brochure related to Transfer Station waste disposal and recycling information is available at the Town Hall. o The Sutton Middle School program is continuing a recycling program for recycling ink cartridges.	The Town will continue this educational outreach.
18	Initiation of recycling programs	Planning Board Board of Health	Sutton will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	o The Sutton Middle School program is continuing a recycling program for recycling ink cartridges. o The Town of Sutton applied for and received 2004 and 2005 DEP municipal recycling grants. These grants provide outreach material to the community.	The Town of Sutton will continue to apply for DEP's Recycling Grant Program. This grant will provide outreach material to the community.

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
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Sutton will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of Environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks may include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality in Aldrich Pond, Clark Reservoir, Dark Brook Pond, Marble Pond, Merrill Pond No. 3, Merrill Pond No. 4, No. 1 Pond, No. 2 Pond, Schoolhouse Pond, Sutton Falls, Swans Pond, Town Farm Pond, Welsh Pond, Whiting Pond, and Woodbury Pond. These waterbodies have been identified as impaired and on DEP's 303d list.	o Sutton applied for SRF funding for sewer construction. This project will disconnect documented illegal connections into the stormwater system that dispose into the Mumford River and eventually to the Blackstone River. o Sutton applied and received funding from the DEP recycling grant program. o The Town of Millbury received a 319 grant to reduce non-point source pollution around Lake Singletary in both Sutton and Millbury by upgrading 20 storm drains and 3 detention swales around the lake plus supporting tasks that will measure the success of the program, and provide educational programs. The Lake Singletary Watershed Association is a partner in this grant program.	The Town of Sutton will continue to support watershed assessments and studies.

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
20	Watershed assessments and studies	Department of Public Works Public Water Suppliers	The Town of Sutton will encourage the three PWS located in town to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zone II. These plans can include stormwater management programs. The proposed tasks will include a public education component. The Lake Singletary Watershed Association will be consulted and asked to provide educational data from their studies and monitoring of Lake Singletary for posting on Sutton's local access channel and website.	The Water Protection Program was unavailable during Permit Year 2. The Wilkinsonville Water Department is awaiting DEP approval for two new wells. They will pursue funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management. The Whitinsville Water Department is not pursuing funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management. The Manchaug Water Department is not pursuing funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management.	The Town of Sutton will ascertain the availability of funds from the Water Protection Program in Permit Year 3.

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
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Sutton will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Town of Sutton has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town has collected a variety of model bylaws that could be included in local by-laws for review.	Sutton will review whether local authority is appropriate. New by-laws, if necessary, will be proposed to Town Meeting.

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
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Sutton will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Town of Sutton has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town has collected a variety of model bylaws that could be included in local by-laws for review.	Sutton will review whether local authority is appropriate. New by-laws, if necessary, will be proposed to 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
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Sutton will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	The Town of Sutton Highway Facility has a Stormwater Management Plan that includes municipal Operations and Maintenance BMPs. The Town of Sutton has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. As part of the IDDE Program, the Town has a summary of recommendations developed as water quality-friendly maintenance practices, EPA and DEP Fact Sheets pertaining to Municipal Operations and Maintenance.	The Town of Sutton Highway Facility will continue to use BMPs and the O&M schedule as applicable.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont'd)

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
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Sutton will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	During catchbasin and drain cleaning, the Town of Sutton Highway Department on a yearly basis identifies and records the following information: location, number/landmark, type, sump depth, inlet size, outlet size, overall condition, and defects. See BMP 23.	The Town of Sutton Highway Facility will continue to use BMPs and the O&M schedule as applicable.
25	Develop and implement training programs for municipal employees	Department of Public Works	Each year, Sutton will send a minimum of 5 public works employees to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	The Town of Sutton continued its training program.	The Town of Sutton will continue its training program.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont'd)

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
26	Review storm drainage infrastructure needs	Department of Public Works	Sutton will incorporate storm drain infrastructure review in its Chapter 90 project utilizations.	o The Town of Sutton Highway Department cleans catch basins yearly and sweeps all streets yearly. o During yearly catchbasin and drain cleaning, the Town of Sutton Highway Department identifies and records the following information: location, number/landmark, type, sump depth, inlet size, outlet size, overall condition, and defects.	The Town of Sutton will continue the storm drainage infrastructure inspections.

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
				No TMDLs in the Town of Sutton	

Part IV. Summary of Information Collected and Analyzed

Sampling and analysis has not been performed.

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

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)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	

▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

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

6. IDDE Program Implementation

6.1 Coordination with Town Departments

A successful Stormwater Management Program depends on the participation of all Town departments, local businesses, local environmental action groups, and all Town residents. The ongoing implementation of Sutton's Illicit Discharge Detection and Elimination (IDDE) Program requires the Town to complete the mapping of all storm sewer outfalls, inspect all outfalls for dry-weather flows, identify and remove the source of illicit and illegal discharges, adopt and enforce by-laws prohibiting illicit discharges to Sutton's storm sewer system, and educate local businesses and residents on the dangers of illegal dumping.

Sutton's Notice of Intent identified Measurable Goals that require championing by several municipal departments. The Board of Health schedules local hazardous waste collection days, thereby reducing the likelihood of illegal dumping. The Conservation Commission enforces the Massachusetts Department of Environmental Protection's Stormwater Management Policy. Phase II, however, requires Sutton to develop, implement, and enforce a program to reduce pollutants in stormwater runoff from construction activities that disturb equal to or greater than one acre of land. Sutton is also required to develop, implement, and enforce a program to reduce pollutants in post-construction runoff from construction activities that disturb equal to or greater than one acre of land. Participation by Planning Boards, Conservation Commissions, Building Inspectors, and Boards of Health are integral to the successful adoption and enforcement of these programs.

Education of and participation by Sutton's residents are vital in successfully protecting Sutton's local bodies of water and drinking water supply. Sutton can provide for the distribution of educational materials regarding the impact on water quality of residential activities such as lawn fertilizing, disposal of household wastes, vehicle washing, and pet waste disposal. These materials are available from the Environmental Protection Agency's (EPA) website at www.epa.gov and Massachusetts Department of Environmental Protection Agency's website at www.state.ma.us/dep. Distribution opportunities include Town Meetings, School Activities, Transfer Station, Library, and local businesses.

The education and participation of local boards, committees, and the general public is crucial to the successful appropriation of resources and the successful adoption and enforcement of local water quality protection regulations.

Stormwater workshops for Town employees, public review of Sutton's Comprehensive Stormwater Management Program, and the creation of a stormwater committee can contribute to the successful implementation of Sutton's stormwater program, including Sutton's Illicit Discharge Detection and Elimination (IDDE) Program.

6.2 Annual Requirements and Reporting

The Town of Sutton is required to prepare an Annual Report. In Massachusetts, reports must be filed annually with EPA and DEP on May 1st in years 2004 through 2008 (inclusive). Appendix D contains Sutton's first Annual Report.

6.3 IDDE Program

6.3.1 Town-Wide Base Mapping

In Phase 1 of Sutton's Illicit Discharge Detection and Elimination Program (IDDE) Guertin Elkerton & Associates, Inc. (GE&A) developed a Town-wide map using available information from Massachusetts Geographic Information Systems (MassGIS). These maps prioritize drainage basins within the Town of Sutton for investigation of potential illicit discharges. Mapping layers used to generate these maps include the following:

Town boundary (scale 1:12,000)

Hydrological features (scale 1:25,000).

Land use (scale 1:25,000).

Major basins (scale 1:24,000)

Sub-Basins (scale 1:24,000)

Soil Characteristics (scale 1:25,000)

TIGER Census 2000 Roads (1:100,000)

In order to inventory the existing storm sewer system GE&A proposes that a map book be created. This Map Book would divide the Town into fourteen tiles at a scale of 1" = 400'. Each tile will be presented as a 24" x 36" sheet. Using available Town data mapping layers and additional MassGIS data, the map book may include the following:

Town parcel map data

Massachusetts Highway Department (MHD) Roads (scale 1:100,000),

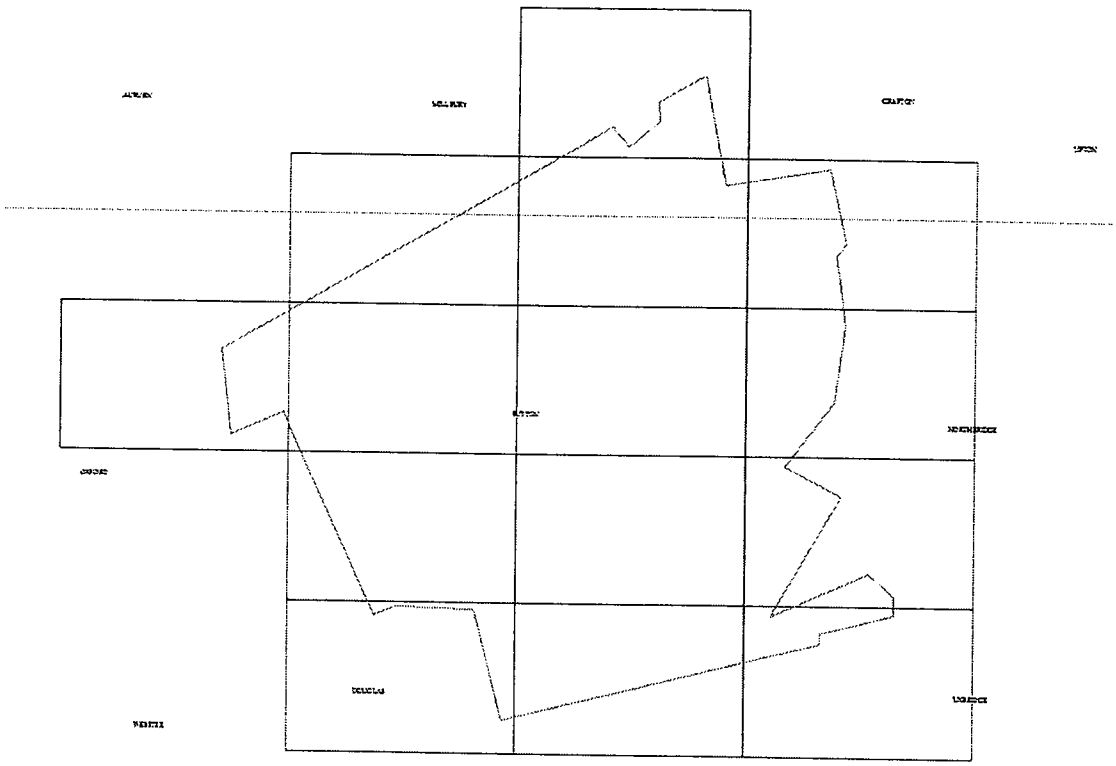
Roads and trails (scale 1:5000),

Train lines (scale 1:5000),

Topographic contours (scale 1:5000 or 3 meter intervals)

A description of data layers is available at http://www.mass.gov/mgis/laylist.htm.

This will provide GE&A with a base map upon which all subsequent data collected will be mapped.



Deliverable: A fourteen sheet Map Book showing a base map for the entire Town of Sutton at a scale of 1" = 400', and corresponding electronic files (.pdf).

6.3.2 Collect and Inventory Sources Materials

Guertin Elkerton & Associates, Inc. proposes to complete the review of source documents begun in Phase 1 of the IDDE Program development. This task will identify locations of outfalls, catchbasins, and manholes based on available maps and