TOWN OF MANSFIELD, MASSACHUSETTS
Engineering Department
Six Park Row, Mansfield, MA 02048
Phone (508) 261-7377
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2005 MAY -5 AM 8:39

LETTER OF TRANSMITTAL

TO:
U.S. Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, MA 02114

DATE: 4/29/05	JOB:
ATTENTION:	
RE:	NPDES Phase II,
	EPA NPDES Permit No.
	MAR041126
	DEP Transmittal No.
	W-039460

WE ARE SENDING YOU:

☒ Attached ☐ Plans ☐ Samples ☐ Change Order
☐ Prints ☐ Specifications ☐ Copy of Letter ☐ Other

COPIES	DATE	NO.	DESCRIPTION
1	4/29/05	2	Annual Report No. 2

THESE ARE TRANSMITTED AS CHECKED BELOW:

☐ For approval ☐ Approved as submitted ☐ Resubmit for approval
☒ For your use ☐ Approved as noted ☐ Other

REMARKS:

Enclosed is a copy of Annual Report No. 2 for the Town of Mansfield's NPDES Phase II Stormwater General Permit, with an original certification signature page.

COPY TO: DEP

SIGNED: John D. Sullivan Jr.
John D. Sullivan, Jr., Town Engineer

R:\Engineering\Stormwater Phase II\Annual Report Form\TransEPAAnnualReport2 042905.doc

Municipality/Organization: Town of Mansfield

EPA NPDES Permit Number: MAR 041126

MaDEP Transmittal Number: **W-039460**

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John D. Sullivan, Jr. Title: Town Engineer

Telephone #: 508-261-7377 Email: jsullivan@mansfieldma.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: for Ilidio M. Azinheira Acting Town Manager

Printed Name: John O. D'Agostino

Title: Town Manager

Date: April 29, 2005

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1-1	Identify existing programs to be included in SMP	Engineering	Identify number of existing programs	Completed: See Report No. 1	
1-2	Develop NPDES materials for homeowner education	Engineering	Number of pamphlets distributed	Based on the documents and materials reviewed during the Year 1, we prepared a summary of the background of the Stormwater Phase II Program with basic questions and answers regarding why stormwater runoff is a concern, and what the adverse effects can be. This was posted on the Town's website, along with summary of our first annual report.	Include material as inserts with the water bills
1-3	Distribute materials to identified programs	Engineering/ DPW	All identified programs receive materials	Scheduled for Year 3	Distribute educational materials
1-4	Implement Catch Basin Stenciling Program	DPW	Percentage of catch basins stenciled/ year	Scheduled to start in Year 4	

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	Sponsor Hazardous Waste Collection Day	Health	Funding passed Event held	The Household Hazardous Collection Day was held April 3, 2004. It was advertised on the Town website, by press releases in local newspapers (Sun Chronicle and Mansfield Buzz), with flyers in all Town buildings, and flyers sent home with all elementary school children. Funding ($15,000) passed under Article 7 at the May 2004 Town Meeting, to fund the Hazardous Waste Collection Day scheduled for April 9, 2005.	Sufficient funding already exists for the next scheduled Hazardous Waste Collection Day scheduled for April, 2006; so no Funding article was required on the May, 2005 Annual Town Meeting warrant. Town to pursue working through the Southeast Regional Recycling Partnership (SERPP) to allow residents to use regional town's Hazardous Waste Collection Events.
2-2	Sponsor Recycle Center	DPW	Funding passed Recycle Center available	Funding passed at May 2004 Town Meeting as a DPW budget line item, and the Recycle Center/Compost Area was open Saturdays and Mondays for collections, including used motor oil. The center was advertised on the Town, DEP, and E-CALL website, by flyers and in the "Live Wire" publication sent out with electric bills.	Funding for Recycle Center included in DPW Budget for May 2005 Town Meeting Approval.
2-3	Identify existing volunteer environmental groups	Engineering	Number of groups identified	Identified volunteer environmental groups, including the Canoe River Advisory Committee and the Natural Resources Trust of Mansfield (NRT). The Town intends to work with these outside groups for the distribution of materials, and for public outreach.	Distribute educational material to identified volunteer groups.

2a. Additions (as added in Report No. 1)

2-4	Implementation and Review	Engineering	Number of notices	Published implementation information in the 2004 Annual Town Report describing the NPDES Program and the 5-Year Plan. Provided an informational sheet on the Town website for the Stormwater Phase II Program, and a summary of the 1st years annual report. Notice placed on Town website in May for the 5/09/04 & 6/26/04 televised EPA documentary, "After the Storm".	Update Town website detailing the progress on the 5-Year Stormwater Plan.

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	Create GIS Base Map	Engineering/ MIS	Stormwater map created	Completed: See Report No.1. Supports many future activities.	
3-2	Inspect outfalls, catch basins, and manholes	Engineering/ DPW	Field data entered into GIS database	Inspected the public stormwater structures identified on the GIS Drainage Map, and incorporated the inspection information into the GIS database. This included inspection of 2706 CB's, 1551 MH's, and 389 outfalls.	
3-3	Draft by-law prohibiting discharges into system	Engineering/ Health	Present draft at Town Meeting for approval	Reviewed the existing Board of Health Regulations, and drafted an Illicit Discharge By-Law, as part of the proposed Comprehensive Stormwater Management By-Law.	Obtain input for the proposed Comprehensive Stormwater Management By-Law, and prepare By-Law for Spring 2006 Town Meeting warrant article.
3-4	Develop plan to identify non-stormwater discharges	Engineering/ DPW	Implement plan in Permit Year 5	Scheduled for Year 4	
3-5	Dry weather screening (identify illicit discharges)	Engineering/ DPW	Percent of outfalls screened	Scheduled for Year 5	

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	Review existing Planning Board Regulations	Engineering/ Planning/ ConCom	Complete review within one year	Completed: See Report No. 1	
4-2 --------- Revised	Present recommended changes to existing regulations ---------- Comprehensive Storm-Water Management By-Law	Engineering/ Planning/ ConCom ----------	Changes on Public Hearing Agenda ---------- Revised By-Law for Town Meeting Warrant	Reviewed deficiencies in current regulations and By-Laws with other Departments, and established an informal committee of the Department Heads from Planning, Building, Conservation, Health, DPW, and Engineering. The concensus of the Committee was to prepare a Comprehensive Stormwater Management By-Law, which has been drafted.	Obtain input for the proposed Comprehensive Stormwater Management By-Law, and prepare By-Law for Spring 2006 Town Meeting warrant article.
4-3 --------- Revised	Review Site Plan By-Laws vs. EPA model ----------	Engineering/ Building/ ConCom ----------	Site Plan By-Laws reviewed within one year ---------- See 4-2	Review completed ahead of the Scheduled Year 3 completion; due to the Committee concensus to prepare a Comprehensive Stormwater Management By-Law.	Review completed in Year 2, instead of the scheduled completion in Year 3.
4-4 --------- Revised	Site Plan By-Law change ----------	Engineering/ Building/ ConCom ----------	Draft developed for presentation at Town Meeting (Year 5) ---------- See 4-2	Scheduled for Years 4 and 5; but Site Plan changes considered as part of the Comprehensive Stormwater Management By-Law, which has been drafted.	Obtain input for the proposed Comprehensive Stormwater Management By-Law, and prepare By-Law for Spring 2006 Town Meeting warrant article
4-5	Develop control measures at construction sites	Planning/ Building/ ConCom	Inspection procedure developed	Scheduled for next permit	

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	Review existing by-laws, ordinances and regulations	Engineering	Review completed within one year	Completed: See Report No.1.	
5-2 --------- Revised	Draft changes to regulations for runoff controls ----------	Engineering/ Planning ----------	Draft changes developed ---------- See 4-2	See 4-2	Obtain input for the proposed Comprehensive Stormwater Management By-Law, and prepare By-Law for Spring 2006 Town Meeting warrant article.
5-3	Select appropriate BMP's to be used by planners	Engineering/ Planning	Incorporate BMP's into Planning Board Regulations	Discussed results of first year review with Planning Department, and concluded that the design regulations, which encourage wet retention basins and infiltration basins, satisfactorily met the stormwater Best Management Practices per the DEP Guidelines; however Post Construction runoff needed to be addressed. Post Construction run-off control was included in the proposed Comprehensive Stormwater Management By-Law.	
5-4 --------- Revised	Draft changes to by-laws for runoff control ----------	Engineering/ Planning ----------	Develop draft by-law and present at Town Meeting ---------- See 4-2	See 4-2	Obtain input for the proposed Comprehensive Stormwater Management By-Law, and prepare By-Law for Spring 2006 Town Meeting warrant article.
5-5	Develop O&M manual for BMPs	Engineering/ DPW	Creation of O&M manual	Scheduled for next permit.	

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	Identify and map sensitive receptors within municipality	Engineering	Map created	Completed: See Report No. 1. Supports future activities.	
6-2	Review and modify current street sweeping program	DPW	Review and program modifications completed	Established written documentation for the existing street sweeping program and disposal areas. .	Review the existing street sweeping program for improvements.
6-3	Develop a CIP for equipment needs	DPW	Capital Improvements Program (CIP) created	Identified the major need was for a vactor truck to support the clean out of structures under the Stormwater Management Program, and submitted a CIP request ahead of the Year 3 Scheduled timeframe.	Purchase the vactor truck, or resubmit CIP request for funding.
6-4	Develop policies for snow removal and disposal	DPW	Inventory of possible disposal areas	Established a written policy for snow removal and disposal, with consideration given to environmental impacts.	
6-5	Conduct employee training for vehicle washing practices	DPW	Written policy for vehicle washing	Included an updated truck wash facility in the design of a new water treatment facility adjacent to the Highway Garage, with operation expected in 2005. Established a written policy for vehicle washing.	Review the written policy with respect to the new truck wash facility, and revise policy as necessary.
6-6	Program for stormwater system maintenance	DPW	Written Plan	Established a written policy and schedule for catchbasin cleaning, and submitted a CIP request for a vactor truck.	. Purchase the vactor truck, or resubmit CIP request for funding.
6-7	Develop plan for illegal dumping control	DPW	Number of signs posted	Established a written inventory of significant (illegal) dumping sites, and posted 28 signs. Included an Illicit Discharge by-law within the Comprehensive Stormwater By-Law.	Develop plan to combat illegal dumping.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *Not Applicable*

Attachment 1

Implementation Schedule

(as included with N.O.I.)

Massachusetts Department of Environmental Protection

Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit Notice of Intent

for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

F. Storm Water Management Program TIME FRAMES

Transmittal Number W039460

Facility ID (if known)

	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
BMP ID #	Spring 03	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08	Next Perm
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Part II. Self-Assessment

The Town of Mansfield has completed the required self assessment, and has determined that our Municipality is in substantial compliance with all permit requirements.

We note that during the first year, the Engineering Department reviewed our existing planning and zoning by-laws, and found a number of references for the "design" of drainage in accordance with DEP Stormwater Guidelines; but few references for "construction" and "post construction" runoff control. During this second year, the results of this review were discussed with other Departments. This was accomplished by means of an informal committee of the Department Heads from Planning, Building, Conservation, Health, DPW, and Engineering.

Our initial thoughts had been to develop regulation changes to control runoff during construction for the Subdivision Regulations, then the Zoning By-Laws for Site Plans; and then ultimately to develop an ordinance (or by-law) to cover post construction runoff control. After our review of the EPA model, and as a result of initial discussions between April and October ,2004, meetings were held on 11/18/04, 1/18/05 and 2/28/05 by the committee; and the consensus was to develop a comprehensive General By-Law that could then be referenced in the Conservation Commission Regulations, Planning Board Regulations and Zoning By-Laws. This proposed General By-Law has now been drafted, and addresses both construction runoff and post-construction maintenance. The proposed by-law was presented to the Conservation Commission on March 14,2005, and the Planning Board on 4/27/05. Once their comments are obtained and addressed, a presentation will be made to the Selectmen and the public, in preparation for public hearings and presentation at the Annual Town Meeting in 2006. The Committee felt that using a comprehensive General By-Law would better accomplish the goals of the Stormwater Program; rather than trying to make significant individual changes to Planning Board Regulations, Zoning By-Laws, and other Town regulations; and attempting to keep them all consistent, especially with respect to post contruction runoff control. **This revised approach does not result in the deletion of any BMP's; but does require revisions/substitutions to our Permit BMP's (ID #4-2, #4-3, #4-4, #5-2, and #5-4), as described herein.**