TOWN OF MIDDLETON

Public Works Department

195 North Main Street
Middleton, MA 01949

ROBERT L. HOFFMAN
SUPERINTENDENT

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April 28, 2005

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

Re: EPA NPDES Permit Number MA041211

To Whom It May Concern:

This letter is written in order to serve the attached certification in accordance with Part VI.G of the National Pollution Discharge Elimination System General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems or "Small MS4 General Permit" (specifically 40 CFR 122.22) that the Town of Middleton has completed the Annual Report and is included under cover of this letter.

The purpose of this annual report is to document the status of the Storm Water Management Program implementation.

The Town of Middleton appreciates your assistance in this process. Please feel free to call with any questions.

Sincerely,

Robert L. Hoffman,
Superintendent of Public Works

cc. Massachusetts Department of Environmental Protection
Ira Singer, Town Administrator
Brian Antonevich, Metcalf & Eddy
Pike Messenger, Conservation Administrator

Municipality/Organization: Town of Middleton, MA

EPA NPDES Permit Number: MA041211

MaDEP Transmittal Number: W- 036132

Annual Report Number & Reporting Period: **No. 2: April 04 – April 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert L. Hoffman Title: Superintendent of Public Works

Telephone #: 978.777.0407 Email: dpwsuperintendent@townofmiddleton.org

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: Ira S. Singer

Printed Name: Ira S. Singer

Title: Town Administrator

Date: April 28, 2005

Part II. Self-Assessment

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1.1	Develop informational brochure on storm water program	Conservation Agent/Town Planner	Provide and maintain copies at the library	EPA supplied brochures were distributed in the Town library.	Maintain copies of the brochure(s) in the library
Revised					
1.2	Add stormwater information and links to the Town's website	Webmaster	Complete by end of Year 1	Stormwater information has not yet been added to the Town's website	Website will be modified early in Year 3, and updated periodically throughout the year.
Revised					
1.3	Distribute informational brochure with annual recycling program mailing	Conservation Agent/Town Planner	One mailing per year over the 5-year permit term	Recycling program mailing was not conducted.	Town will distribute copies of EPA supplied stormwater brochure with the water department CCR annual mailing.
Revised					

1a. Additions

1.4	Broadcast stormwater related information on local public access TV	Department of Public Works (DPW)/Town Planner	Broadcasts on multiple days throughout the year	EPA video "After the Storm - A Citizens Guide to Understanding Stormwater" was shown several times on public access TV during the year.	Continue to show this, or related stormwater program(s), annually.

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	Presentation at annual public meeting to describe and provide update on the Town's storm water program and receive public input	Board of Selectmen's Office	Three (3) public meetings during the 5-year permit term	No presentation during 2004-2005	One presentation will be made at annual public meeting in Year 3
Revised					
2.2	Continue to hold annual household hazardous waste collection	DPW	Household hazardous waste collection held once/year	11 full cars (trunk full of paint) 27 half cars	Continue program
Revised					
2.3	Continue regular used oil, batteries, and tire collection program	DPW	Used oil, batteries, and tires are received by the DPW on a year-round basis	30 car batteries, TVs, CRT (18.5 tons) 2,050 gallons waste oil 1,227 tires (7.6 tons)	Continue program
Revised					

2a. Additions

2.4	Catch basin stenciling	Conservation Agent/DPW	Stencil priority catch basins by Fall 2005	Identify priority basins for stenciling and initiate the program (to be conducted by volunteers, including local Boy Scouts).	Continue stenciling program if required.
2.5	Continue regular lead exchange program ,and fluorescent bulb recycling program	DPW	Products containing lead , and fluorescent bulbs are received by the DPW on a year-round basis	6,000 fluorescent bulbs were recycled.	Continue program

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	Continue mapping storm water outfalls and receiving waters	DPW	Complete mapping by end of Year 1	100 percent of stormwater drainage system (including outfalls), within the NPDES Phase II regulated area for Middleton, has been mapped using AutoCAD.	The Town is planning to also map areas of new development beyond the Phase II regulated area.
Revised					
3.2	Visually inspect outfalls for dry weather flow	DPW	Years 2 through 5: inspect 25% of outfalls per year	No inspections conducted in Year 2.	Visual inspection of outfalls for dry weather flow will be initiated in Year 3, following completion of BMP 3.3. Inspection schedule will be modified to insure completion of activity by Year 5.
Revised					
3.3	Develop system for detection and elimination of illicit discharges	DPW	Implement system by the end of Year 1	No activity in Year 2.	System for detection and elimination of illicit discharges will be developed early in Year 3.
Revised					
3.4	Update Town bylaws and regulations to include storm water ordinances	Conservation Agent/Town Planner	Year 2: Review existing bylaws & regulations; Year 3: Propose changes; Year 4: Implement changes (if approved)	Adoption of new bylaws is no longer required by MA DEP (see attached letter received from DEP).	N/A
Revised	Use existing regulatory mechanisms (such as the Wetlands Protection Act, and MA DEP Storm water Policy) to enforce elimination of illicit discharges if detected	Conservation Agent/Town Planner	Review existing regulations		

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	Develop an ordinance requiring developers to prepare an Erosion & Sedimentation Control Plan for all sites disturbing more than 1-acre. Require that the plan be reviewed and approved by the planning board.	Conservation Agent/Town Planner	Year 2: Develop ordinance for ConCom and Planning Board approval. Years 3 through 5: Implement ordinance (if approved).	Adoption of new bylaws is no longer required by MA DEP (see attached letter received from DEP).	N/A
Revised	Refer to 4.2 BMP description				
4.2	Periodically check erosion control measures and construction material management with on site inspections	Conservation Agent/DPW/Town Planner/Building Inspector	Monitor and track violations through reports to the ConCom and/or Planning Board.	Construction activity within the Town is monitored by the Conservation Agent on a regular basis. This includes site inspections to insure that erosion and sediment control BMPs are in place and being maintained.	This practice will continue.
Revised	Use existing regulatory mechanisms (such as the Wetlands Protection Act, and MA DEP Storm water Policy) to ensure stormwater BMPs are implemented during construction	Conservation Agent/DPW/Town Planner/Building Inspector	Institute policy of Town review of contractor stormwater management plans for all proposed construction projects.		

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	Develop an ordinance requiring storm water controls for all new and redeveloped projects disturbing more than 1-acre	Conservation Agent/Town Planner	Year 2: Develop ordinance for ConCom and Planning Board review and approval	Adoption of new bylaws is no longer required by MA DEP (see attached letter received from DEP).	N/A
Revised	Use existing regulatory mechanisms (such as the Wetlands Protection Act, and MA DEP Storm water Policy) to ensure post-construction stormwater BMPs are implemented	Conservation Agent/DPW/Town Planner/Building Inspector	Institute policy of Town review of contractor stormwater management plans for all proposed construction projects		
5.2	Inspect and maintain the storm water controls required under BMP 5.1	DPW/ Commercial Property Owners	Inspect and maintain storm water controls annually	Construction activity within the Town is monitored by the Conservation Agent on a regular basis. This includes site inspections to insure that post-construction stormwater management BMPs have been adequately installed and a BMP maintenance program is in place.	This practice will continue.
Revised					

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	Street sweeping	DPW	Sweep all streets annually and track volumes	100 lane miles annually - 120 cu yds of sand (162 tons)	Continue program
Revised					
6.2	Catch basin cleaning	DPW	Clean all catch basins annually and track volumes	788 catch basins (approximately 80 cubic yards)	Continue program
Revised					
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
	N/A				
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

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)	