5/28/05

Municipality/Organization: Town of Monson

EPA NPDES Permit Number: MA041015

MaDEP Transmittal Number: W- 040562

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 Morrell Title: Highway Surveyor

Telephone #: (413) 267-4100 Email:

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: John Morrell

Printed Name: John Morrell

Title: Highway Surveyor

Date: 5/24/05

Part II. Self-Assessment

The Town of Monson has successfully implemented or begun implementation of several Measurable Goals noted in Monson's Notice of Intent. Prior to the development of Monson's 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 Monson's Comprehensive Stormwater Program.

In accordance with Monson'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 Monson's IDDE Plan, which describes proposed IDDE tasks and (updated) schedule. Also included in this report is an outfall map, outfall database and a potential illicit discharge area map.

Monson is pleased to present the following summary describing Monson's success at implementing the second year of the town'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	Monson will present to the public at a public meeting on Monson's Comprehensive Stormwater Management Program.	Measurable goal complete year 1. The Town of Monson has completed *Stormwater Management Phase II Assessment* report. Copies of the report are available for review by town departments and the public.	Measurable goal complete year 1. Monson will continue to publicly review the ongoing implementation of Monson's Comprehensive Stormwater Management Program.
2	Create a Stormwater Program	Board of Selectmen Department of Public Works	Monson 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 Monson's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Monson has not identified any appropriate funding sources. The Conservation Commission did apply for and receive a $1,500 grant for trail restoration of a trail running from Margaret Street to Homer Drive on conservation land.	The Town of Monson will monitor funding sources for applicability.

1. Public Education and Outreach (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
3	Address specific groups	Board of Selectmen Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	The Town of Monson is in receipt of EPA educational materials on disc for easy printing and distribution. The Town distributed the following information/ brochures: o "Monson, We Can Make a Difference, Hazardous Waste Collection Day August 2004"; o "Trash Rules and Regulations"; o "A Quick Guide to Recycling"; and o "Turn Spoils into Soil… Home Composting,"	Brochures will be printed and made available at town buildings. Brochures regarding events during Permit Year 3 include an article titled "May 1st Board of Health schedules Bulky Day." Bulky Day is a day for the collection of large garbage items such as couches to be disposed of.
4	Target groups likely to impact storm water	Board of Selectmen Department of Public Works Board of Health	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.

1. Public Education and Outreach (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
5	Identify alternative information sources	Board of Selectmen MIS Department	Monson will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: http://www.monson-ma.gov/	Minutes of the Board of Selectmen's meeting reviewing Monson's Comprehensive Stormwater Management Program on February 23, 2003 are available on the Town website. The Town of Monson has posted the following links on its website: the EPA non-point source pollution website, http://www.epa.gov/owow/nps/ BFI Trash/Recycling Schedule, "Bulky Day" press release, and regulations for floor drains. During Year 2 the Town added a link to the MADEP http://www.mass.gov/dep/dephome.htm	The Town of Monson will continue to seek appropriate links for stormwater education.
6	Identify alternative information sources	Board of Selectmen MIS Department	Monson will also post links on its website to the Chicopee River Watershed Association @ www.chicopeeriver.org, and the Connecticut River Watershed Council @ www.ctriver.org.	The Town of Monson has posted these links on its website.	The Town of Monson will continue to seek appropriate links for stormwater education.
7	Utilize local public access channel	Board of Selectmen	Public meeting notice and the meeting reviewing Monson's Comprehensive Stormwater Management Program will be posted on Monson's local access channel.	Measurable Goal complete year 1. Hazardous waste collection day and Bulky Day information was announced on local cable access.	Measurable Goal complete year 1.

1. Public Education and Outreach (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
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Monson will appoint a liaison to the Connecticut River Watershed Association and the Chicopee River Watershed Council to disseminate information to the Town on programs and activities.	One of the Town Commissioners, Donald Lambert, is a member of the Connecticut River Watershed Association and the Chicopee River Watershed Council.	The Town's liaison will continue to develop, conduct and document educational programs for the Town.
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Monson will work with the Town's contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	Waste hauler (BFI) collects hazardous waste twice annually. The Board of Health distributes event brochures. Clean Harbors was the vendor. The Town of Monson has brochures available detailing trash and recycling guidelines. Each year a Bulk Item Disposal event is held with an average total of 200 participants. In addition to the bulk items, ~6000 pounds of electronic and computer equipment was dropped off for recycling by East Coast Electronics recycling.	The Hazardous Waste Collection Day and Bulk Item Disposal Day events are expected to continue. The next event is scheduled for June 4, 2005.

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
10	Storm drain stenciling	Department of Public Works	Monson will work with local Scout groups to develop a stenciling program. Stenciling will target Monson's subwatersheds.	This BMP was not completed for Permit Year 2.	The Town of Monson will consider using the teen summer job program or working with local Scout groups for storm drain stenciling.
11	Community clean-ups	Department of Public Works Monson Conservation Commission	Town of Monson will encourage local stream team cleanups with local residents and area Scout groups. The Paradise Lake, Stagecoach Lake, and Pulpit Rock Associations perform cleanups around their respective waterbodies. Town will provide solicitation of sponsors and notice of events on local access channel and website.	The Monson Tourism Association held its annual community wide cleanup near Earth Day on June 19, 2004. There were approximately 100 volunteers that cleaned streambeds and streets. The DPW aided the cleanup with labor and vehicles.	A community-wide cleanup sponsored by the Monson Tourism Association occurred April 23, 2005. BFI contributed a dumpster for the event. Also, the DPW performs clean-ups on a regular basis.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Monson DPW provided trash pick-up for Annual Cleanup. DPW performs roadside clean-ups on a regular basis.	The DPW will pick-up roadside bags from the clean up event. The DPW supports all organized cleanup and waste pickup efforts.

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	Board of Selectmen Department of Public Works	Monson 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 Monson's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Monson identified funding potential from the Norcross Wildlife Foundation in year 1. No further external funding has been identified, however Town funds were used to cover costs of the IDDE program in year 2. See attachment.	The Town of Monson will continue to monitor funding sources for applicability.

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	Monson will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	The Town of Monson has developed an IDDE plan through its consulting engineers. See attached. Site plans, roadway and utility as-built plans exist for the Town of Monson. The Towns consulting engineer has created a base map. Utilizing existing plan data provided by the Town of Monson, as well as a field survey, the process of mapping existing outfalls has begun (Figure 2.4 attached) as well as the creation of a database of existing outfalls (Table 2.3attached).	Based on the attached IDDE schedule, the Town will complete the mapping and identification of outfalls and receiving waters through its consulting engineers.
15	Identification/ description of problem areas	Department of Public Works	Monson will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	This process has begun through the IDDE program and report of 2005. See attachment.	Based on the attached IDDE schedule, the Town will complete the identification/ description of problem areas through its consulting engineers.

3. Illicit Discharge Detection and Elimination (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
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Monson 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 Monson Board of Health has approved the use of "Model Floor Drain Regulation." As part of the IDDE program model by-laws were presented to the Town. By-laws have been drafted and are still under review.	The Town of Monson will continue to review existing bylaws for necessary changes. Reviewing model by-laws are a high priority and enacting Stormwater Protection Measures by Planning Board/ Conservation Commission/ DPW was determined to be an ongoing project of high priority by the Town. The Building Department gave the measures high recommendation.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Monson will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	The Board of Health office has brochures for homeowners regarding credit for repairing or replacing a failed cesspool or septic system. The Town of Monson is in receipt of EPA educational materials on disc for easy printing and distribution.	Brochures will be printed and made available at Town buildings.
18	Initiation of recycling programs	Department of Public Works Board of Health	Monson will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Monson applied for and received funding from DEP's Recycling Grant Program for 2004.	The Town of Monson has already reapplied for funding from DEP's Recycling Grant Program and is awaiting approval.

3. Illicit Discharge Detection and Elimination (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
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Monson 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 can include design and installation of stormwater BMPs and public outreach including storm drain stenciling.	The Town of Monson has not identified any appropriate funding sources.	The Town of Monson will monitor funding sources for applicability.
20	Watershed assessments and studies	Department of Public Works	The Town of Monson will apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II in Monson.	The Town of Monson investigated availability of funds from the Mass Rural Water Association (MRWA) in Permit Year 2.	The Town has applied for and received funding from the MRWA for Source Water Protection Program, which is now underway.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
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	Monson will review model by-law developed by DEP in consultation with the Attorney General's Office.	As part of the IDDE program model by-laws were presented to the Town. By-laws have been drafted and are still under review.	Planning Board is developing construction by-laws. Reviewing model by-laws are a high priority and enacting Stormwater Protection Measures by Planning Board/ Conservation Commission/ DPW was determined to be an ongoing project of high priority by the Town. The Building Department gave the measures high recommendation.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General's Office.	As part of the IDDE program model by-laws were presented to the Town. By-laws have been drafted and are still under review.	Planning Board is developing construction by-laws. Reviewing model by-laws are a high priority and enacting Stormwater Protection Measures by Planning Board/ Conservation Commission/ DPW was determined to be an ongoing project of high priority by the Town. The Building Department gave the measures high recommendation.

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, Monson 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 program of cleaning catchbasins within the Town has been impacted as the result of budget limitations. Street sweeping is performed yearly, with emphasis within the urbanized area.	The Town of Monson refers to the Berkshire Regional Planning Council (BRPC) dirt road manual for maintenance of the 10 miles of dirt roads in Town. The Town of Monson will continue the street sweeping program. If possible, the Town of Monson will re-establish the catch basin program.
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Monson will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	The DPW keeps a daily log of all operations.	Monson will use daily log to update stormwater maintenance activities by street index.

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
25	Develop and implement training programs for municipal employees	Department of Public Works	Monson will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	The Town of Monson supported 7 municipal employees a training seminar by BayState Roads. In-house education is provided to all employees regarding yard maintenance. Specifically targeted are maintenance activities regarding unloading, loading, and storage of winter salt and sand.	The Town of Monson expects to continue to support the training of public employees on stormwater protection.
26	Review storm drainage infrastructure needs	Department of Public Works	Monson will incorporate storm drain infrastructure review in Monson's Chapter 90 project utilizations.	Chapter 90 funds were used in Year 1 used to install new drainage on Cote Road. This project has been completed. Year 2 did not utilize any Chapter 90 funds for stormwater projects.	DPW will continue to review stormwater management opportunities within proposed road improvements projects when applicable.

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 Monson	

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

BMPs have not been installed. 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)	