6/20/05

Municipality/Organization: **Town of Sturbridge**

EPA NPDES Permit Number: **MAR041240**

MaDEP Transmittal Number: **W-036131**

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: James Malloy Title: Town Administrator

Telephone #: 508-347-2500 Email: jmalloy@town.sturbridge.ma.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: James Malloy

Printed Name: James Malloy

Title: Town Administrator

Date: May 23, 2005

Part II. Self-Assessment

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

Part 1B	Failed to put one press release in local newspaper.
Part II.F	Failed to submit annual report on or before May 1st. Submitted on May 23th.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2	Planned Activities – Permit Year 3
1A	Community Website	Town Administrator	Post Stormwater Mgmt. info on Town website	The Conservation Dept. has added a separate link to their web page dedicated to Stormwater Management. Information is also available on DPW website, including links to the Mass DEP and U.S. DEP.	The Town will continue to work on the Stormwater Management web page. We will continue to advertise seasonally targeted stormwater pollution prevention initiatives.
Revised					
1B	Newspaper Press Release	Town Administrator	One press release per year in local newspaper	None	Plan to release one press release with stormwater pollution information.
Revised					
1C	Hazardous Waste Collection Day	Board of Health	Monthly collection days	The Town has held hazardous waste collection days on the third Saturday of every month, year round.	The Town will continue to hold hazardous waste collection days on the third Saturday of every month, year round.
Revised					
1D	Education Displays	Conservation Commission	Display educational displays at Town Hall	The Conservation Commission has displayed educational materials year round, changing them 3-4 times per year.	The Conservation Commission will continue to display educational materials at the Town Hall, at minimum during the summer.
Revised					
1E	Local Cable Access	Town Administrator	Post related bulletins on the Local Cable Access channel	One bulletin has been posted and ran for one month. Additionally, seasonally targeted prevention initiatives have been advertised.	Information bulletins will continue to be posted for a minimum of one month. Additionally, seasonally targeted prevention initiatives will be advertised as well.
Revised					
1F	Classroom Education – Recycling	Board of Health	Participate in Dynamics in Democracy Program	On April 30, 2004 Burgess Elementary students were taken to the Town Recycling Center and received a presentation on the programs offered	The BOH will repeat the program again in year 2, with a different group of students.
Revised					
1G	Classroom Education - Stormwater	School Science Department DPW; Town Administrator	Science department to present to students on stormwater related topics.	DPW and Veolia North has class visits yearly to discuss water, sewer and stormwater related topics.	DPW and U.S. Filter will continue classroom program annually.
Revised					

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
2A	Adopt-a-road	DPW; Town Administrator	Initiate a program	Two sponsors for adopt-a-road program are in place. Posted signs identifying parties on adopted roads.	Continue to recruit sponsors for the program; document trash collection on roads throughout the year.
Revised					
2B	Storm Drain Stenciling	DPW	Begin stenciling storm drains; clean storm drain system	Began stenciling major drains with "Only Rain Down the Drain". Cleaned drains during process	Continue stenciling effort; as well as drain cleaning effort, focusing on new waterways each year.
Revised					
2C	Earth Day Community Clean-up	Cons. Com.; DPW; BOH, Town Admin.	Hold annual Earth Day Clean-up program	No official Earth Day was held this year. Earth Day related assignments were given to students at the Elementary Schools (they were asked to pick-up trash on their streets).	Hold a Town wide Earth Day trying to increase the number of volunteers.
Revised					
2D	Adopt-a-Stream	Cons. Comm.; DPW	Clean-up and survey the Quinebaug River, and its tributaries.	Student volunteers have continued to clean-up the Quinebaug River and moved to the tributaries.	Volunteers will continue to the clean-up, moving out from the River itself to the tributaries.
Revised					
2E	Lake & Pond Management Program	Conservation Commission	Develop a Lake & Pond Mgmt. Program to test water quality & document conditions.	Lake Associations have been formed. They have taken on the responsibility of managing their represented bodies of water (draw downs, weed testing locations, frequency treatments, lake use, speed, limits, etc.)	Continue effort to test water quality/ document conditions in Town lakes and ponds. The Town will continue to assist Lake Associations with their needs.
Revised					
2F	Volunteer Lake Monitoring Program	Conservation Commission	Collect and maintain town wide lake water quality database.	Volunteers, under the Conservations guidance, continued to test the water quality and documented the water conditions.	Continue testing the water quality and documenting the water conditions.
Revised					
2G	Watershed Organization Meeting	Town Admin. & Cons. Com.	Hold annual meeting w/ Lake associations.	Annual meetings with individual associations to date.	Continue to hold meetings.
Revised					

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
3A Revised	Mapping Stormwater Outfalls	DPW; Planning Department	Identify Town's outfalls	Continued entering mapping data, catalogue pipe size, material and condition, etc. into system. 30% data entry complete on mapping.	Continue entering mapping data, catalogue pipe size, material and condition, etc.
3B Revised	Non-Stormwater Discharge Bylaw	Town Admin.; DPW; Board of Selectman	Evaluate existing bylaw regulations	The appropriate Town departments have evaluated the existing regulations.	Finish drafting of a new bylaw to address issues discovered during evaluation period.
3C Revised	Develop Illicit Discharge Plan	Town Admin.; DPW	Evaluate existing procedures'	The Town has evaluated existing procedures.	Finish preparing a draft plan and propose a plan for adoption
3D Revised	Illegal Dumping	DPW	Post signs at areas of illegal dumping; remove waste that has been dumped	The DPW continued to monitor problem areas, posting signs where necessary and picking up debris as warranted.	Continue to monitor problem areas, posting signs where necessary and picking up debris as warranted.
3E Revised	Non-Stormwater Discharges	DPW	Inspect outfalls yearly to identify illicit connections.	In conjunction with BMP#3A, all outfalls have been inspected during the dry season to insure there are no illicit connections.	Continue to inspected outfalls during the dry season to insure there are no illicit connections.
3F Revised	DPW Employee Education	DPW	Train employees to recognize illicit discharges	Trained all employees on recognizing illicit discharges.	Continue training employees.
3G	Failing Septic System	BOH	Maintain records on failing septic system produce identifying maps locations	BOH has kept records identifying/ mapping failed systems. Past sewer expansions have been based on high septic failure rates.	The BOH will continue to keep records identifying failed septic systems and mapping such areas.

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
4A	Construction Runoff Bylaw	Planning Board Cons. Comm.	Evaluate existing regulations	The Town has evaluated existing regulations.	The Town will begin to draft a bylaw and upon completion propose such bylaw for adoption.
Revised					
4B	Plan Review	Planning Board Cons. Comm.	Evaluation existing regulations	The Town has evaluated existing regulations.	The Town will begin to draft a bylaw and upon completion propose such bylaw for adoption
Revised					
4C	Inspection/Reporting	Planning Board Cons. Comm.	Review construction plans in accordance with existing regulations.	The Town has reviewed construction plans using the existing regulations.	The Town will continued to review construction plans using the existing regulations, until proposed bylaws have been adopted
Revised					
Revised					
Revised					
Revised					

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
5A	Post Construction Runoff Bylaw	Planning Board Cons. Comm.	Evaluate existing regulations	The Town has evaluated existing regulations. No draft was prepared for adoption.	The Town will draft a bylaw and propose such bylaw for adoption.
Revised					
5B	Construction Site Plan Review	Planning Board Cons. Comm.	Review construction plans in accordance with existing regulations.	The Town has reviewed construction plans using the existing regulations.	The Town will continued to review construction plans using the existing regulations, until proposed bylaws have been adopted
Revised					
5C	Stormwater System Maintenance Plan	Board of Selectman	Require stormwater facility operation and maintenance in accordance with existing regulations	Until acceptance of bylaw proposed in 5A, Board of Selectman will continue to enforce existing policies.	Until acceptance of bylaw proposed in 5A, Board of Selectman will continue to enforce existing policies.
Revised					
Revised					
Revised					
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
6A Revised	Catch Basin Cleaning Program	DPW	Clean all catch basins at least once annually Clean all catch basins every other year (50/50)	All basins on the north side of town have been cleaned (Rte 20 dividing line), as well as any other problem basins.	At minimum. all basins on the south side of town will be cleaned (Rte 20 dividing line)
6B Revised	Street Sweeping Program	DPW	Sweep all Town roads annually	Completely swept all Town roads at least one, commencing in the spring.	Sweep all Town roads at least once, beginning in the spring. 90% complete to date, May 2005
6C Revised	Recycling Program	Board of Health	Offer recycling program free of charge to all residents	Encouraged residents to accumulate recyclable materials and bring them to the Town Recycling Center for proper disposal.	Continue to encourage residents to accumulate recyclable materials and bring them to the Town Recycling Center for proper disposal.
6D Revised	Town Composting Program	Board of Health	Offer composting program free of charge to all residents	Encouraged residents to collect and transport yard waste to the Recycling Ctr. for the purpose of composting. Yearly composted, materials were shredded, screened and offered at Earth Day	Continue existing composting program.
6E Revised	Oil Recycling Program	Board of Health	Offer oil recycling program	Encourage residents to collect and transport oil to Recycling Center free of charge.	Continue to encourage residents to collect and transport oil to Recycling Center free of charge.
6F Revised	Trash Program	Board of Health	Provide all residents a free service to dispose of solid waste	The Town offered the collection and disposal of solid waste to its residents, free of charge.	The Town will continue to offer the collection and disposal of solid waste to its residents, free of charge.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

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
7A Revised	TMDL for receiving Water Quinebaug River	The Town	Under several BMP's address the issues.	Through BMP 3 – addressed illicit discharges. Under BMP, addressed housekeeping issues.	Continue to address issues under current BMPs.
7B Revised	TMDL for receiving water Pistol Pond	The Town	Under several BMP's address the issues.	Through BMP 3 – addressed illicit discharges. Under BMP, addressed housekeeping issues.	Continue to address issues under current BMPs.
7C Revised	TMDL for receiving water Alum Pond	The Town	Under several BMP's address the issues.	Through BMP 3 – addressed illicit discharges. Under BMP, addressed housekeeping issues.	Continue to address issues under current BMPs.
Revised					
Revised					
Revised					

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)	(N) multiple Town departments
Annual program budget/expenditures	($)	
Minimum 90 man days sweeping, 60 man days cleaning catch basins, 40 man days basin debris disposal mapping (180 x $16.29 avg. wage)	$24,760	$25,725 + volunteers

Education, Involvement, and Training

Estimated number of residents reached by education program(s) *8250 x 15%=1,000-1,250 (15% max)*	(# or %)	5% students 10% cable TV & volunteer work
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	Y (7)
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	4.0 miles±
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	12
▪ community participation *at one time or another (some have haulers)*	(%)	50-60%
▪ material collected	(tons or gal)	500 gal/qrt avg. 2000 gal/annual avg.
School curricula implemented	(y/n)	y

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination	D.P.W. always looked over structures	X		
▪ Erosion & Sediment Control	D.P.W. & Cons. have always looked after	X		
▪ Post-Development Stormwater Management		X		
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		X		
▪ Post-Development Stormwater Management		X		

Mapping and Illicit Discharges

Outfall mapping complete	(%)	25%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	GIS
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	100%
Illicit discharges identified	(#)	0 yr 2
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	48%±
% of population on septic systems	(%)	52%±

Construction

Number of construction starts (>1-acre)	(#)	3
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	Hundreds
Tickets/Stop work orders issued	(# or %)	5±
Fines collected	(# and $)	None to date
Complaints/concerns received from public	(#)	1

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)	1/every 2 yrs.
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/every 2 yrs
Total number of structures cleaned	(#)	350/yr±
Storm drain cleaned	(LF or mi.)	Avg. 500'/yr±
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	570 ton/yr.
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		landfill
Cost of screenings disposal	($)	$7432 (10-12 tons)

Average frequency of street sweeping (non-commercial/non-arterial streets) *100% all roads during 10-12 week, 2nd round as needed.*	(times/yr)	1/yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	1850 ton/yr ±
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	landfill
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	0
Vacuum street sweepers specified in contracts	(y/n)	Looked at

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides *(Mosquito control contracted out - only program)*	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	1 early/ late season 4	1 mid winter 3
Pre-wetting techniques utilized	(y/n)	N	
Manual control spreaders used	(y/n)	Y	
Automatic or Zero-velocity spreaders used	(y/n)	N	
Estimated net reduction in typical year salt application	(lbs. or %)	N/A	
Salt pile(s) covered in storage shed(s)	(y/n)	Y	
Storage shed(s) in design or under construction	(y/n)	N	