MAY 18 2005

Municipality/Organization: Town of Templeton

EPA NPDES Permit Number: 1925

MaDEP Transmittal Number: W- 040566

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: CAROL SKELTON Title: TOWN COORDINATOR

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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: Gerald Skelton

Printed Name: GERALD SKELTON

Title: CHAIRMAN, TEMPLETON BOARD OF SELECTMEN

Date: MAY 13, 2005

Part II. Self-Assessment

The Town of Templeton 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 Templeton's Comprehensive Stormwater Program.

In accordance with Templeton'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 (updated) schedule.

Templeton is pleased to present the following summary describing its success at implementing the second year of the 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	Y 1: Templeton will present its draft Comprehensive Stormwater Management Program to the public at a public meeting.	The Town of Templeton has completed *Stormwater Management Phase II Assessment* report. Copies are available for review by town departments and the public. The Town of Templeton Comprehensive Stormwater Management Program was presented to the public at a Board of Selectmen meeting on February 23, 2004. A multi-department stormwater work session was held and presented to the public on April 27, 2004. Attendees included representatives from the Board of Selectmen, Highway Department, Parks and Cemeteries, Water Department, Board of Health, Conservation Commission, Planning Board, and Finance Committee. The workshop provided the opportunity to review measurable goals and further define a plan for implementation.	The Town of Templeton will continue to publicly review the ongoing implementation of its Comprehensive Stormwater Management Program.

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
2	Create a Stormwater Program	Department of Public Works	Y1–4: Templeton 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.	The Town of Templeton has secured a $6 million loan from DEP's SRF program for upgrades to the wastewater treatment facility. The Town is responding to an administrative consent order from DEP.	Templeton will continue to look for an appropriate funding vehicle for the stormwater protection program.
3	Address specific groups	Department of Public Works	Y1-5: Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	The Town of Templeton is in receipt of EPA educational materials on disk for easy printing and distribution. Drinking water protection BMPs continue to be included in the Town's drinking water Consumer Confidence Report (CCR) mailed to all users.	The Town of Templeton will continue to print and make brochures available at town buildings.

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
4	Target groups likely to impact storm water	Department of Public Works	Y2-5: 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.	The Town of Templeton is in receipt of EPA educational materials on disk for easy printing and distribution. Drinking water protection BMPs continue to be included in the Town's drinking water Consumer Confidence Report (CCR) mailed to all users.	The Town of Templeton will continue to print and make brochures available at town buildings.
5	Identify alternative information sources	Department of Public Works MIS Department	Y2-5: Templeton will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website. http://www.templeton1.org/	Not complete in year 2.	The Town of Templeton will post these links on its website.
6	Identify alternative information sources	Department of Public Works MIS Department	Y2-5: Templeton will also post links on its website to the Millers River Watershed Council @ www.mrec-athol.org, and the Chicopee River Watershed Council @ www.chicopeeriver.org	Not complete in year 2.	The Town of Templeton will post the links on its website.
7	Utilize local public access channel	Department of Public Works	Y1: Public meeting notice and a meeting reviewing Templeton's Comprehensive Stormwater Management Program will be posted/televised on Templeton's local access channel.	The Board of Selectmen meeting on February 23, 2004 was broadcast on the local cable public access channel.	Measurable Goal complete in year 1. Notice will be posted on the local cable public access channel for the public meetings reviewing the stormwater program.

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	Y2: The Town of Templeton will appoint a liaison to the Millers River Watershed Council, and the Chicopee River Watershed Council to disseminate information to the Town on programs and activities.	The Board of Selectmen has appointed liaisons to the Millers River Watershed Council. The liaisons provide periodic updates to the Town. Karen Tucker is one of the Miller River liaisons. John Henshaw has also been appointed as one of the liaisons for the Millers River Watershed Council. John is also a member of the association and is very active with the town.	The liaison will continue to provide updates.
9	Promote Household Waste Recycling	Department of Public Works Board of Health	Y1-5: The Town of Templeton will work with its contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	In October 2004, the Hazardous Waste Collection Day was held. The event was posted in the local newspaper and promoted on the local cable public access channel.	Hazardous waste collection days are subject to approval of Town Meeting and availability of DEP Recycling Grant funding for Permit Year 3. The Town expects to continue to sponsor Hazardous Waste Collection Days.

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	Y2: Templeton will work with local Scout groups to develop a stenciling program. Stenciling will target Templeton's subwatersheds.	Not complete for year 2.	The Town of Templeton will contact the local Scout program regarding storm drain stenciling. The Town has begun actively stenciling key storm drains in Year 3. The major stenciling activities are subject to town funding for year 3.
11	Community clean-ups	Department of Public Works Templeton Conservation Commission	Y1-5: Town of Templeton 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.	A stream team event sponsored by the Open Space Committee was held at the Otter River. Also, residents in the center of East Templeton held a cleanup. Notices of these stream team events were broadcast on local access channel and in the newspaper. Local ballplayers performed a spring ball field cleanup. Cemetery and Parks Department provided trash pick-up.	The Town of Templeton will continue to promote these events.
12	Community clean-ups	Department of Public Works	Y1-5: Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Cemetery and Park Department provided pickup trucks for the stream team clean up events.	The Town of Templeton expects to continue support for these programs.

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	Y1-5: Templeton 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.	Templeton has not identified an appropriate funding vehicle. The Town did not receive any external funding in year 2. The Town did approve Town funding of the first phase of the Illicit Discharge Detection and Elimination program completed in December 2004.	Templeton will continue to investigate resources for external funding.

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	Y1: Templeton will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	The requirements of the Illicit Discharge Detection and Elimination program were reviewed at the February 23rd Selectmen meeting and the April 27th multi-department meeting. The Town of Templeton requested funding at the Spring '04 and '05 Annual Town Meetings to begin implementation of its IDDE program. The DPW is still awaiting approval of funds. The Town of Templeton has completed an *Illicit Discharge Detection and Elimination (IDDE) Program* as part of the Town's Comprehensive Stormwater Management Program. The IDDE report includes an inventory of existing storm water plans and as-built documents. These will be used going forward in the IDDE program.	The Town of Templeton is awaiting approval of funding from the Spring '05 Annual Town Meeting to begin implementation of its IDDE program. As part of the IDDE Program, the Town will create 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 will begin. Outfalls to be identified during field survey will be digitally photographed.

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
15	Identification/description of problem areas	Department of Public Works	Y1: Templeton will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.	BMP was dependent on the results of the Spring '04 Annual Town Meeting. External funding was not made available. Identification of potential problem areas has been completed as part of the IDDE plan. A map those problem areas is attached.	BMP is dependent on the results of the Spring '05 Annual Town Meeting. Templeton expects to continue with the IDDE program.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Y3: Templeton 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.	BMP was not scheduled for Permit Year 2. The Town of Templeton 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 to respond to illicit discharges.	The Town will continue to review bylaws to respond to illicit discharges. Templeton 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.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Y2-5: Templeton will provide educational brochures to residents	Hazardous Waste Collection Days are advertised in the local paper, local cable channel and flyers are posted in Town Buildings. In Templeton center and Baldwinville center a billboard type sign is posted with Hazardous Waste days and times.	BMP is dependent on the results of the Spring '05 Annual Town Meeting.

3. Illicit Discharge Detection and Elimination Cont.

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
18	Initiation of recycling programs	Planning Board Board of Health	Y1-5: Templeton will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	Recycling bins for distribution to residents were donated by Wal-Mart. Compost bins are available for sale from the Board of Health. Templeton applied for and received the recycling grant in Permit Year 2.	Templeton will apply for the DEP Recycling Grant in Permit Year 3. These activities are expected to continue.
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Y1-5: Templeton 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 Bourn-Hadley Pond, Brazell Pond, Depot Pond, Greenwood Pond, Otter River, Candlelight Pond, and Beaver Brook. These water bodies have been identified as impaired and are on DEP's 303d list.	The Town of Templeton has not identified an appropriate funding vehicle.	The Templeton Conservation Commission has contacted the DEP and is actively pursuing a 319 grant.

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
20	Watershed assessments and studies	Department of Public Works Water Department	Y2-5: The Town of Templeton 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 Zone II's in Templeton.	The Town of Templeton did not receive any grants during year 2. Templeton did not qualify for the SWPP grant; the water department is under a couple of consent orders. The Templeton water department only qualified for leak detection grants that the department did look in to but did not receive for year 2.	The Town of Templeton will monitor the Water Protection Grant Program for grant assistance. The Town of Templeton Water Department recognizes the relationship between drinking water protection and water quality management. The land of the Drinking Water Zone 1 is under the control of the Templeton Water Department.

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	Y2: Templeton will review model by-law developed by DEP in consultation with the Attorney General's Office.	The quarterly meetings of the Storm water Committee began development of appropriate model by-laws included in the IDDE Report.	The Planning Board and the Conservation Commission are proposing storm water bylaws to the Board of Selectmen.

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	Y2: Templeton will review model by-law developed by DEP in consultation with the Attorney General's Office.	The quarterly meetings of the Storm water Committee began development of appropriate model by-laws included in the IDDE Report.	The quarterly meetings of the Stormwater committee will begin the development of appropriate by-laws. Information on model by-laws will be secured. The Planning Board and the Conservation Commission will be proposing bylaws to the Board of Selectmen.

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	Y1: Using regulations and recommendations from DEP and EPA, Templeton 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.	Grass and leaves from public works and residential maintenance activities are recycled in the municipal loam pile. The Templeton Highway Facility has a Spill Prevention Control and Countermeasure (SPCC) Plan for the town fuel depot. The SPCC contains BMPs and educational materials for preventing and responding to potential gasoline and diesel discharges to stormwater. The Templeton highway facility has a Storm Water Pollution Prevention Plan (SWPPP), which address BMPs and good housekeeping procedures regarding vehicle maintenance activities, on-site storage, and employee education.	Public works will continue to implement the SPCC plan and the SWPPP.

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 Map Book showing a base map for the entire Town of Templeton at a scale of 1" = 400', and corresponding electronic files (.pdf).

6.3.2 Develop Stormwater GIS From Existing Data

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 plans. After relevant plans have been reviewed and stormwater structures have been mapped, GE&A will hold a meeting with relevant Town staff to review map features to that point. Any additional information that Town staff can provide regarding the location of storm sewer infrastructure will be sketched in by hand. This will expedite the field mapping and outfall inspection component of this project.

The estimated number of structures in Templeton's storm sewer system is:

Outfalls:	250
Manholes & Catchbasins:	1500

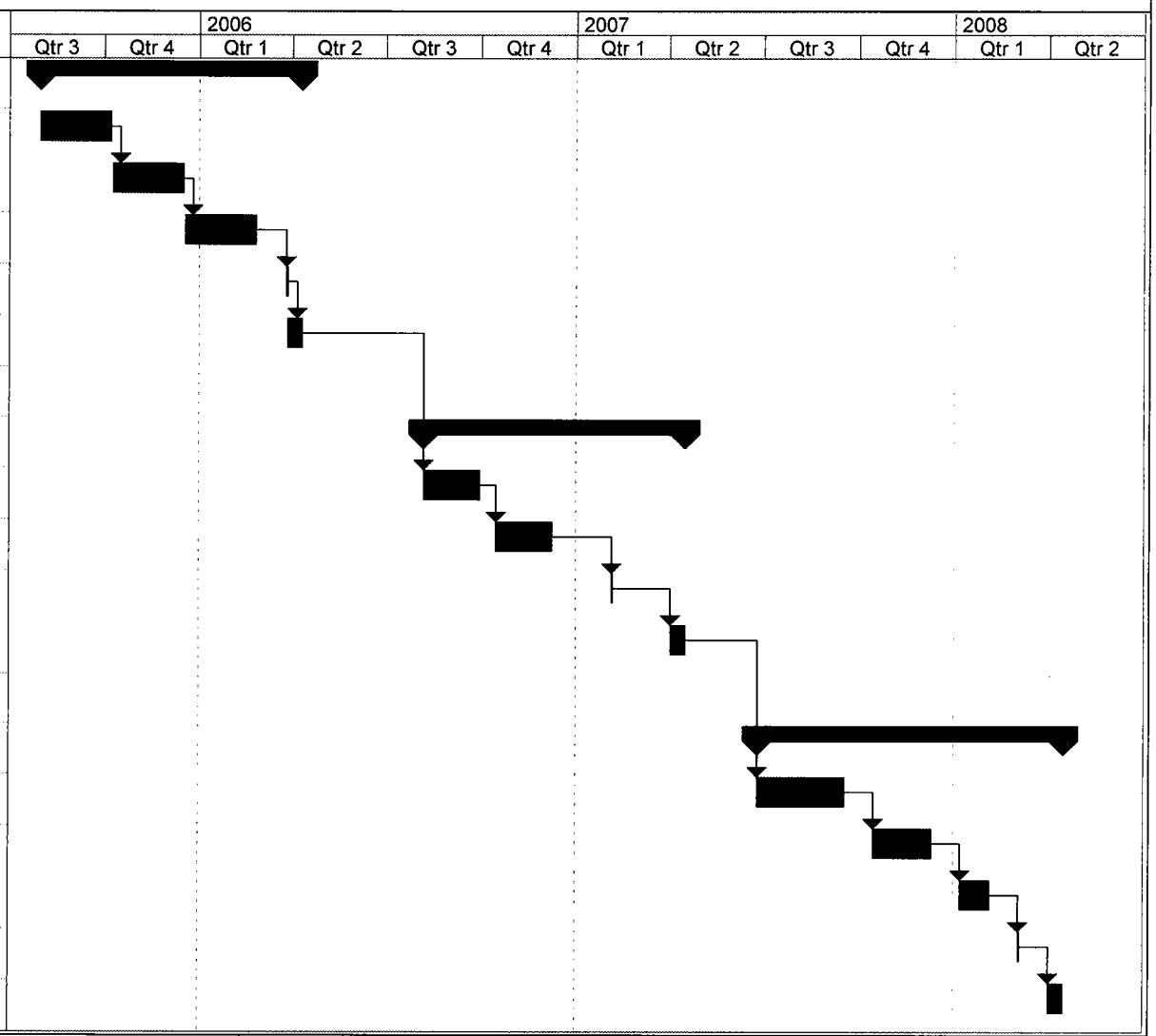
The map book will be updated to include stormwater features found in the Town inventory of record drawings as well as the approximate locations of stormwater infrastructure as identified by Town staff.

Deliverable: An updated Map Book showing approximate locations of stormwater structures and corresponding electronic files (.pdf, .shp, .dxf).

Updated

TOWN OF TEMPLETON, MASSACHUSETTS
PROPOSED PHASED APPROACH TO STORMWATER COMPLIANCE PROGRAM

ID	Task Name
1	**Phase I**
2	Base Mapping
3	Develop Stormwater GIS (map based)
4	GPS Field Verification
5	Stormwater Workshop
6	Prepare Annual Report
7	
8	**Phase II**
9	GPS Field verification cont'd
10	Outfall Inspections
11	Stormwater Workshop
12	Prepare Annual Report
13	
14	**Phase III**
15	Outfall Inspections cont'd
16	Identify Potential DWF sources
17	Dry weather flow follow up plan
18	Stormwater Workshop
19	Prepare Annual Report



Project: Phased Recommendations TMP - Date: Tue 5/10/05

Task Summary

S:/53269.00/Phased Recommendations TMP

GUERTIN ELKERTON & ASSOCIATES, INC.

MAY 18 2005