Municipality/Organization: **Town of Whitman, MA**

EPA NPDES Permit Number: **MA04071**

MaDEP Transmittal Number: **W- 036099**

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 Pettinelli Title: Superintendent of Public Works

Telephone #: 781-447-7360 Email: info@whitman-ma.gov

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:

Printed Name: Francis Lynam

Title: Town Administrator

Date: April 29, 2005

Part II. Self-Assessment

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

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	Inserts in Water and Sewer bills The Town drops off pamphlets when reading the meter	Department of Public Works	Pamphlet dropped off during meter reading	Delivered pamphlets during meter reading	Develop a pamphlet on a stormwater related topic for delivery when meters are read
1-2	Park kiosks (signs)	Parks Department	Notices posted	Posted a new notice Spring'05	Post a new notice Spring '05
1-3	Pooper Scooper Ordinance	Animal Inspector	Ordinance passed	Maintained ordinance	Maintain ordinance and post signs describing the ordinance.
1-4	Watershed signage	Department of Public Works	Signs posted	Maintained existing signs	Examine status of signs
1-5	Resident Hotline During DPW business hours	Department of Public Works	Calls received	Continued hotline during business hours.	Continue hotline
1-6	Hazardous Waste Collection Day	Department of Public Works	Number of collection days held and amount of waste collected	Held a collection day in May	Hold a collection day in May

1a. Additions

1-7	Additional HHHW drop off locations/days	Department of Public Works	Number of drop off locations	Continued participation in the S. Shore Recycling Cooperative, where 15 local communities open up their local HHHW collection days to members of the cooperative	Continue to participate in the S. Shore Recycling Cooperative

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	Comply with state public notification	Town Clerk	Notices posted	Continued to post notices	Continue to post notices

2a. Additions

2-2	Convene Stormwater and GIS Committee	Department of Public Works	Facilitate conformance with Phase II program; facilitate building and implementing a GIS	Held meetings to review Phase II implementation and development of the GIS	Continue to monitor Phase II compliance and GIS development

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	Illicit connection ordinance	Town Clerk	Ordinance passed	Maintained the existing ordinance	Maintain ordinance
3-2	Outfall map	Department of Public Works	Map complete	Added outfall locations to the GIS	Update outfall information with results of field testing
3-3	Dry weather screening	Department of Public Works	Percent of outfalls screened	Prepared procedures and maps for outfall screening	Conduct outfall dry weather field screening. Update GIS with outfall screening information.
3-4	Create a storm drain and sewer GIS	Department of Public Works	Map created	Sewer and storm drain GIS initiated	Finalize storm drain and sewer GIS
3-5	Identify and remove illicit connections	Department of Public Works	Illicit connections identified	Prepared procedures to identify illicit connections	Investigate any suspected illicit connections identified during outfall screening. Develop system for maintaining electronic records of the program.
3-6	Newspaper article about the hazards of illicit connections	Department of Public Works	Articles published	Article published Spring 2005	Publish article

3a. Additions

	None				

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	Construction Site Erosions and Sediment Control Ordinances	Planning Department	Ordinance passed	Developed draft ordinance	Until passed present ordinance to Town Council
4-2	Site Plan Reviews	Planning Department	Number of Site Plans Reviewed	Reviewed site plans	Continue reviewing site plans
4-3	Enforcement of sediment and erosion controls	Conservation Commission and Planning Department	Number of Enforcement Actions taken	Slated for after BMP 4-1 goes into effect	Slated for after BMP 4-1 goes into effect
4-4	Inspection of sediment and erosion controls	Conservation Commission and Planning Department	Number of inspections performed	Developed draft inspection checklist.	Begin receiving and reviewing monthly inspection reports from site operators
4-5	Consideration of public input	Planning Department	Public review periods held	Held public review period for applicable projects	Continue to place notices to announce review and comment period for each construction project

4a. Additions

	None				

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 a bylaw to apply Standards 2, 3,4,7 and 9 of the MA Stormwater Policy to the entire Town	Planning Department	Ordinance passed	Developed a draft ordinance	Present ordinance to Town Council until passed
5-2	Specify a stormwater BMP manual	Planning Department	BMP Manual selected	None, completed in Year 1	None, completed in Year 1
5-3	Ordinance for Long-term maintenance	Planning Department	Ordinance passed	Included provisions in the draft ordinance (BMP 5-1) for long-term BMP maintenance	Enforce BMP maintenance when ordinance is passed

5a. Additions

	None				

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	Employee training	Department of Public Works	Number of employees trained	Continued employee training	Continue employee training
6-2	Street sweeping	Department of Public Works	Percent of streets swept	Sweeping all streets in Spring 2005	Sweep all streets
6-3	Roadway de-icing	Department of Public Works	Number of times Salter is calibrated	Calibrated salt spreaders, covered road salt, and monitored industry standards	Calibrate salt spreaders, cover road salt, and monitor industry standards
6-4	Snow disposal	Department of Public Works	Number of snowstorms	Dumped snow away from sensitive areas and used containment boundaries	Dump snow away from sensitive areas and use containment boundaries
6-5	Green landscaping at Town parks	Parks Department	Fertilizer and pesticide used	Continued landscaping practices and training	Continue landscaping practices and training
6-6	Storm drain maintenance	Department of Public Works	Number of catch basins cleaned	Cleaning remaining 50% of Town's catch basins in Spring 2005	Clean 50% of Town's catch basins
6-7	Vehicle maintenance	Department of Public Works	Hazardous materials used	Conducted employee training and began materials inventory	Continue inventory
6-8	Tree planting program	Parks Department	Number of trees planted	Continued working with "Friends of the Park" to help with the tree planting program	Continue tree planting program with "Friends of the Park"
6-9	Illegal dumping	Department of Public Works	Log of illegal dumping events	Posted/maintained signs in illegal dumping areas	Keep log of illegal dumping areas and events. Post signs as needed

6a. Additions

	None				