Municipality/Organization: **Ashland**

EPA NPDES Permit Number: **MAR041086/MADEP**

MaDEP Transmittal Number: **W- 036190**

Annual Report Number
& Reporting Period:

JUL 24 2006

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John D. Small Title: DPW Director

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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:

Printed Name: John D. Small

Title: DPW Director

Date: July 21, 2006

Part II. Self-Assessment

The Town of Ashland is in the process of getting the DPW Director and Con Comation Agent up to speed on the NPDES PII Small MS4 General Permit requirements. There have been several substantial changes in personnel in the past year, including the Town Manager, DPW Director, Water and Sewer Superintendent and Con Comation Agent.

The Town has hired an engineering firm which has submitted to the DEP the Town's Project Evaluation Form for the planning phase for Phase II of the Stormwater Management Plan, but budget restrictions has temporarily put their work on hold.

Ashland's Earth Day on April 29, 2006 was very successful. Brochures pertaining to the NPDES program were distributed, storm drains were stenciled, and stormwater was a big topic among participants at the celebration.

I am confident that the Town will have a program in place which will satisfy Federal and State requirements to the best of the Town's ability. We are in the process of re-creating a stormwater committee with town officials and residents. At 2007 Spring Town Meeting we hope to pass erosion control and stormwater management by-laws. We plan to work with Ashland science teachers to implement a stormwater curriculum and increase stormwater awareness of and involvement in stormwater issues.

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 3	Planned Activities Permit Year 4
1-1	Design and Distribute Brochures	DPW/Con Com	Educate the Public Via Sewer & Water Bills and brochures	Handed out stormwater brochures at April 30 Earth Day. Investigated examples of public education materials to be inserted into bills.	Source bill stuffers from EPA website; print bill stuffers; include in 2007 utility bills. Continue stormwater outreach at 2007 Earth Day.
Revised					
1-2	Air Stormwater Information on Local CA/TV Station	DPW/Con Com	Educate the public	Obtained and reviewed "Reining in the Storm" video for potential use on Cable TV station.	Set up meeting with cable station. Schedule airing of "Reining in the Storm." Work with cable station to create Ashland-specific video of stormwater, including interviews with DPW director, introduction of vac-truck and clamshells used to clean catch basins and street sweeper; demonstrate cleaning catch basins and street sweeping; video of outfalls into Sudbury River.
Revised					
1-3	Form a Stormwater Committee (SWC)	Con Com	Inform the public	None	Reform a stormwater committee with municipal employees and concerned residents.
Revised					
1-4	Label Storm Drains	SWC	Ensure ongoing public education	Stenciled storm drains as part of 2006 Earth Day celebration	Continue and expand storm drain stenciling project with goal of 50% of catch basins stenciled by end of year 5.
Revised					
1-5	High School Education	SWC	Educate the younger public	None	Storm drain stenciling activity at new high school which opened in January. Implement stormwater curriculum in environmental science class.
Revised					
1-6	Create Stormwater section of Website	DPW/Con Com	Activate new website	New goal	Work with MIS department to create new stormwater section of the website with education materials, feedback forms.
Revised					

1a. Additions

1-7	Make the stormwater management plan available to the general public	DPW/Con Com/MIS	Post plan to stormwater section of the website	New goal	Post stormwater management plan to website when new section created.
1-8	Stormwater management media campaign	Con Com	Reach out to media for local coverage on stormwater management issues	New goal	Develop media outreach materials and pitch local reporters
1-9	Stormwater traveling display	SWC	Develop display and showcase in three public locations.	New Goal	Develop display and showcase in three public locations.
1-10	Conduct stormwater education at household hazardous waste day	DPW	Show stormwater display; distribute stormwater brochures	New Goal	Conduct stormwater outreach at household hazardous waste day in May 2007

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3	Planned Activities Permit Year 4
2-1	Enlist Local Citizens to the SWC	SWC	Involve local people in the development of the SWMP	None	Form stormwater committee with municipal employees and town residents. Garner interest through newspaper articles, cable TV and town website.
Revised					
2-2	Enlist local groups to label storm drains	SWC	Public aids in SW education	Boy Scout project near Washakum Pond and Route 126.	Enlist interest from more community groups to label as many storm drains as possible.
Revised					
2-3	Form a Technical Committee	Highway Superintendent	Review and oversee stormwater issues	Technical Committee formed with other Town Departments – Building, Planning, DPW, Board of Health, Con Comation, Police, Fire	Educate Technical Review Committee about stormwater management and LID techniques by airing "Reining in the Storm" video at technical review committee meeting
Revised					
2-4	Review and Comment on the General Permit	TC/SWC	Local involvement in SWMP creation	None	Post General Permit and Annual Report to Ashland town website and elicit feedback.
Revised					
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3	Planned Activities Permit Year 4
3-1	Create a Drainage Map	Water & Sewer Department	Map MS4	Partial map was completed by outside consultant and CADD files were provided to the town.	Work towards complete drainage map.
Revised		DPW Director			
3-2	Adopt an Illicit Discharge By-Law	Water & Sewer Department	Town Adopts By-Law	None	Research and draft bylaw and prepare for town meeting
Revised		DPW Director/Con Com Agent			
3-3	Enforcement of By-Law	DPW Director	Discourage Violations	None	Involve Town Counsel on developing by-law. Investigate illegal discharges and set fine schedule
Revised		DPW Director/Con Com Agent			
3-4	Train Staff & SWC in Outfall Inspection	TC	Develop Inspection Program	None	Research and properly train staff
Revised		DPW Director/Con Com Agent			
3-5	Provide Dry Weather Inspections to Outfalls	SWC, TC & DPW	Detect Illicit Discharges	None	More proactive schedule on checking all outfalls. Include DPW laborforce.
Revised					

3a. Additions

3-6	Implement regular water quality sampling at outfalls	DPW/Con Com	Detect illicit discharges and problem areas	New Goal	Identify sites in town to conduct periodic water quality sampling to identify problem areas.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3	Planned Activities Permit Year 4
4-1 □□□	Adopt an Erosion/Sediment Control By-Law	Con Com/DPW	Adopt By-Law	Researched by-laws adopted by area towns	Draft and prepare by-law for Spring 2007 Town Meeting
Revised			Reviewing By-law.		
4-2	Requirements and Procedures for Site Waste	Inspection services, planning board, DPW, SWC	Include provisions to control site waste in proposed by-law. Establish inspection policy and schedule and note and correct deficiencies.	Conducted as part of site plan review	Include in by-law
Revised					
4-3	Procedures for site plan review	Planning Board	Ensure by-law includes provisions for site plan review. Consider providing guidance documents and other outreach materials to developers.	Procedures are in place and involve the input of engineers. Ashland Town Code, §282-6(F)(e), addresses potential water quality impacts of proposed projects.	Research guidance documents and other outreach materials.
Revised					
4-4	Procedure for enforcement	Con Com	Discourage Violations and fine violators	Con Comation Agent conducts routine erosion control inspections and issues enforcement orders and fines for violators under Wetlands Protection Bylaw	Include provisions for enforcement and fine schedule in erosion control by-law and regulations
Revised					

4a. Additions

4-5	Ensure construction site operators disturbing one acre or more implement sediment and erosion controls BMPs	Inspection services, Con Com, DPW, Planning Board, SWC	Establish inspection policy and schedule. Conduct routine inspections and note and correct deficiencies.	Sediment and erosion controls on projects under Con Com review routinely inspected	Roll out inspections of sediment and erosion controls on all applicable sites
4-6	Develop procedures for receipt and consideration of information submitted by the public	Inspection services, Con Com, DPW, Planning Board, SWC	Develop a form for the public to provide information and designate municipal official to receive information.	New Goal	Will develop during by-law review process

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 4
5-1	Adopt Stormwater Management Policy	Water & Sewer Department	Town Adopt By-Law	Researched by-laws adopted by area towns	Draft and prepare by-law for Spring 2007 Town Meeting
Revised		DPW Director and Con Com Agent			
5-2	Procedures for review of Stormwater BMP's	Water & Sewer Department	Ensure Proper BMP's are in place	None	Formalize BMP requirements in stormwater management by-law
Revised		Planning Board Agent and Con.Com. Agent			
5-3	Procedures for long term operation & maintenance	Water & Sewer Department	Ensure stormwater by-law includes language providing DPW authority to ensure proper O&M of all BMPs connecting to MS4.	None	Incorporate as part of stormwater management by-law
Revised		DPW, Planning and Con.Com. Agent			
Revised					
Revised					
Revised					

5a. Additions

5-4	Identify structural and non-structural best management practices appropriate for the Town	Planning Board, DPW, Con Com, Stormwater Committee	Identify standard practices that are not acceptable in the Town.	New Goal	Incorporate as part of stormwater management by-law

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 4
6-1	Catch Basin Cleaning Program	Highway Superintendent	Prevent Sedimentation Entering MS4	Cleaned 50% of town-owned catch basins.	Continue catch basin cleaning program and investigate ways of improving program.
Revised		DPW Director			
6-2	Street Sweeping Program	Highway Superintendent	Prevent Sedimentation Entering MS4	Swept approximately 80 miles of roadway and all town-owned parking lots, removing approximately 300 cubic yards of material.	Continue street sweeping program.
Revised		DPW Director			
6-3	Procedures for Housing Salts & Hazardous Materials	Highway Superintendent	Prevent Leachate Entering MS4	Salt stored in shed. Material from street sweeping and catch basin cleaning are disposed of properly by contractor.	Continue exiting program.
Revised		DPW Director			
6-4	Procedures for Handle CB Cleaning	Highway Superintendent	Prevent Leachate Entering MS4	Stored separate from other materials and properly disposed of by contractor.	Continue existing program.
Revised		DPW Director			
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities Permit Year 4
7-1					
Revised					
7-2					
Revised					
7-3					
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	No	
Annual program budget/expenditures	$0	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	Recreating	
Stream teams established or supported	Now defunct	
Shoreline clean-up participation or quantity of shoreline miles cleaned	1 mile	
Household Hazardous Waste Collection Days	8	
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	No	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		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	50 %	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	50 %	
Mapping method(s)		
▪ Paper/Mylar	50 %	
▪ CADD	50 %	
▪ GIS	50 %	
Outfalls inspected/screened	50 %	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	79 %	
% of population on septic systems	21 %	

Construction

Number of construction starts (>1-acre)	4	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	100%	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	0 %	
Fines collected	$0	
Complaints/concerns received from public	0	

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)	1 times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	1 times/yr	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	20 tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	Recycle	
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	1 times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	1 times/yr	
Qty. of sand/debris collected by sweeping	100 tons	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	Larusso Corp.	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	0	
Vacuum street sweepers specified in contracts	N	

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers		
▪ Herbicides		
▪ Pesticides		

Anti-/De-Icing products and ratios	75% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl 25% Sand	
Pre-wetting techniques utilized	N	
Manual control spreaders used	Y	
Automatic or Zero-velocity spreaders used	N	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	Y	

Storage shed(s) in design or under construction	N/A	