P 05/01/07

Municipality/Organization:	**Town of Berkley, MA**
EPA NPDES Permit Number:	**MAR041092**
MassDEP Transmittal Number:	**W-41005650**
Annual Report Number & Reporting Period:	**No. 3: April 05-March 06**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mr. Scott Fournier Title: Highway Surveyor

Telephone #: (508) 824-8380 Email: BerHig@comcast.net

Mailing Address: 3R North Main Street, Berkley, MA 02779

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: Julie E Taylor

Printed Name: Chair Board of Selectman

Title: JULIE E TAYLOR

Date: 4/26/07

Part II. Self-Assessment

The Town of Berkley has completed the required self-assessment and have determined that our municipality is in compliance with all permit conditions, except for the following provisions:

Part II.F *Failed to submit annual report on or before May 1, 2006.*

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-1	Create Stormwater Program and target groups likely to impact Stormwater	Board of Selectmen and Highway Surveyor	Prepare and send a mailing to residents in Year 3. Post educational materials on stormwater on public kiosks in Years 1-5.	Stormwater information has been posted on public kiosks at Town Hall and at the Highway Department.	Prepare stormwater informational flyer and distribute to residents. Continue to post stormwater educational materials on public kiosks in Town Hall and at the Highway Department.
Revised					
1-2	Target Student Audiences with stormwater information	Board of Selectmen and Highway Surveyor	Obtain copy of "After the Storm" video and provide to schools to incorporate into curriculum during Year 5.	No activities were planned for Year 3.	No activities will occur until Year 5.
Revised					
1-3	Utilize Public Access Channel	Board of Selectmen and Highway Surveyor	Obtain copy of "After the Storm" video and show on Public Access Channel four times during Year 5.	No activities were planned for Year 3.	No activities will occur until Year 5.
Revised					
1-4	Promote household hazardous waste recycling.	Recycling and Solid Waste Committee	Sponsor hazardous waste collection days annually.	The town sponsored and held Hazardous Waste Days during Year 3.	Sponsor Hazardous Waste Days in Year 4.

2. Public Involvement and Participation

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
2-1	Hold Public Meetings on Stormwater	Board of Selectmen	Host joint meeting with local watershed groups in Year 1.	No activities were proposed for Year 3.	No activities are proposed for Year 4.
Revised					
2-2	Organize volunteer water quality monitoring	Board of Selectmen	Form stream teams and conduct water quality monitoring during Years 2 – 5.	No progress has been made on this BMP.	Due to limited availability of staff, no activities are anticipated for Year 4.
Revised					
2-3	Townwide Clean Ups	Board of Selectmen	Work with local community groups to conduct annual townwide clean ups.	Annual townwide clean up was conducted in the Spring.	Conduct annual clean up in Spring of 2006.
2-4					
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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3-1	Review existing bylaws	Board of Selectmen, Planning Board	Update Bylaws by end of Year 5 to address non-stormwater discharges to MS4.	Due to limited availability of Town Staff, no progress has been made on the development or update of bylaws.	Due to limited availability of Town Staff, no additional activities will occur until Year 5.
Revised					
3-2	Map Outfalls	Highway Surveyor	Locate all outfalls by end of Year 2 and map all locations and identify receiving waters by end of Year 5.	Due to limited availability of Town Staff, no progress has been made on this BMP.	Due to limited availability of Town Staff, no additional activities are anticipated until Year 5.
Revised					
3-3	Procedure for non-stormwater discharges	Highway Surveyor	Development of program to detect illicit discharges will occur during Year 2.	No activities were planned for Year 3.	No additional activities are planned for Year 4.
Revised					
3-4	Establish Hotline	Selectmen	Provide contact information to public to report illegal dumping during Year 2.	Due to budget and staffing constraints, no progress was made on this BMP.	Due to budget and staffing constraints no activities are anticipated during Year 4.
Revised					
Revised					

4. Construction Site Stormwater Runoff Control

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
4-1	Review Site Plan Review section of Zoning Bylaw	Planning Board	Review and identify need to draft changes to the bylaw in Year 5.	Due to staffing limitations, no progress has occurred on this BMP.	No additional activities are anticipated until Year 5.
Revised					
4-2	Revise Site Plan Review section of Zoning Bylaw	Planning Board	Develop and draft revisions, as necessary, and adopt in Year 5.	Due to staffing limitations, no progress has occurred on this BMP.	No additional activities are anticipated until Year 5.
Revised					
4-3	Revise Site Inspection and Enforcement Control Measures Program	Planning Board	The program will be evaluated and if necessary modified by the end of Year 5.	No activities are proposed for Year 3.	No activities are anticipated until Year 5.
Revised					

4a. Additions

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	Review and modify Bylaws to meet requirements for post-development runoff control	Planning Board	Review existing bylaws and draft modifications by end of Year 5. Bylaw revisions will be submitted to Town meeting in Year 5.	Due to staffing limitations, no progress has occurred on this BMP.	No additional activities are anticipated until Year 5.
Revised					
5-2	Revise Subdivision Rules and Regulations	Planning Board	Review the Subdivision Rules and Regulations during Year 5. Modifications, as necessary, will be drafted and a public meeting held in Year 5. The final modifications will be presented to Board for a vote during Year 5.	Due to staffing limitations, no progress has occurred on this BMP.	No additional activities are anticipated until Year 5.
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6-1	Employee Training	Highway Surveyor	A plan to train employees will be established during Year 1 and implemented in Years 2 – 5.	The Highway Dept. conducts continual training of all employees, including initial training of new employees.	Highway Dept. will continue to implement employee training program.
Revised					
6-2	Develop & Implement plan to prevent and reduce pollutant runoff from municipal operations.	Highway Surveyor	Develop plan to log and schedule, repair, install and maintain drainage system in Year 2.	Town worked toward development of a plan.	Town will continue to work toward finalizing and adopting a plan for municipal operations.
Revised					
6-3	Pollution Prevention Plan	Highway Surveyor	Highway Department will review all properties for stormwater contamination potential and prepare a pollution prevention plan in Year 5.	Due to limited staff availability, no progress was made on this BMP.	Due to limited staff availability, no activities are anticipated during Year 4.
Revised					
6-3	Catch Basin cleaning	Highway Surveyor	Clean and inspect all catch basins annually.	Utilizing a clam shell, the Town cleaned all catch basins during Year 3.	Continue to implement annual cleaning of all catch basins.
Revised					
6-4	Street Sweeping	Highway Surveyor	Perform Street Sweeping of all town roads annually.	The Town performed street sweeping of all town roadways in Year 3.	Continue to implement annual sweeping of town roadways.
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>N/A*

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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)
(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2005 through March 31, 2006)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	($)	
Total program expenditures since beginning of permit coverage	($)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners 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.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	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

	(Preferred Units)	Response
Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	0%
% of population on septic systems	(%)	100%

Construction

	(Preferred Units)	Response
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 (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	1/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1/yr
Qty of structures cleaned **	(#)	
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	($)	
• Hourly or per basin contract rate **	($/hr or $ per basin)	
• Disposal cost**	($)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	1
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vactor **	(%)	

	(Preferred Units)	Response
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)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	($)	
• Hourly or lane mile contract rate **	($/hr. or ln mi.)	
• Disposal cost**	($)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)

▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	