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

EPA NPDES Permit Number: **MAR041095**

MaDEP Transmittal Number: **W-049574**

Annual Report Number & Reporting Period: **No. 3: March 05-March 06**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Ms. Suzanne Olsen Title: Town Administrator

Telephone #: 508.869.0143 Email: solsen@boylston-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: Suzanne C. Olsen

Printed Name: Suzanne Olsen

Title: Town Administrator

Date: May 1, 2006

Part II. Self-Assessment

The Town of Boylston has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions for Permit Year 3.

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
PE-1	Partner with Local Organization	Stormwater Committee/Town Admin.	Identify local group/organization with interest in stormwater to partner with	See below	See below
PE-2	Stormwater brochure	Town Admin.	Distribute one brochure each year to residents and industries.	Brochures created in Y2 was made available to the public at Town Hall and at Town meeting in May.	Develop or obtain new brochure and distribute to residents and industries. In process of developing Y4 brochure on revisions/changes to bylaws.
PE-3	Provide stormwater information at Town buildings /	Town Admin.	Provide current stormwater brochure at Town Hall	SuAsCo display was available at Town hall for observation in Y3. Obtained grant from the Massachusetts Office of Environmental Affairs to revise bylaws with respect to stormwater, sustainable development, and low impact development.	Update the SuAsCo traveling display with information related to the current stormwater brochure. Develop draft fact sheet relating to bylaw changes for display at Town Hall and for handout with permits. Information on the grant is available at Town Hall.
PE-4	Pet Waste	Town Admin.	Post and maintain pet waste signage.	Pet waste signs installed in August and maintained through the year.	Continue maintenance of pet waste signs. Replace as necessary and as funding allows.
PE-5	Feature SW info on town public access cable station	Town Admin.	Create or obtain SW brochures or educational videos. Feature SW info on local cable TV station.	Featured stormwater information on the local cable TV station. Obtained the EPA video *After the Storm*. Shared the video with DCR and two local communities.	Broadcast *After the Storm* on local cable TV. Continue to run existing stormwater clips and develop new clips, as funding allows. Reviewing DEPs *Reining in the Storm* for broadcast on local cable channel to educate public about Low Impact Development.

PE-6	Stormwater presentations at schools	Stormwater Committee	Present stormwater issues at public schools once per year.	One fourth grade teacher from Boylston Elementary School attended a Project WET Workshop (Water Education for Teachers) led by DCR Staff. Project WET meets criteria in MCAS. Stormwater partner DCR assisted Boylston Envirothon team in preparing for the May 05 event.	Support DCRs educational programs (Project WET and the Wachusett Watershed Education Project) and encourage teachers in the Boylston schools to attend.

1a. Additions/Revisions

PE-1	Partner with Local Organization	Stormwater Committee/Town Admin.	Identify local group/organization with interest in stormwater to partner with	Partnered with SuAsCo in Y2. Identifed and partnered with the Massachusetts Department of Conservation and Recreation (DCR) in Y3. DCR is committed to assisting communities in the watershed of the Wachusett Reservoir with stormwater issues.	Continue relationship with DCR. working with them on all aspects of stormwater within the watershed.

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
PP-1	Partner with local organization	Stormwater Committee/Town Adminstrator	Identify group to partner with	See below	See below
PP-3	Incorporate SW into public meetings	Town Admin.	Discuss SWMP at Spring Town meeting	Discussed stormwater at the May 2005 Town meeting.	Present SWMP updates and progress at one meeting. Present new stormwater control bylaw at Fall Special Town Meeting.
PP-4	Poster Contest	Town Admin.	Develop concept and approach local scouting troops.	Approached local scouting troops about beginning a poster contest. Unsuccessful in Permit Year 03, will continue outreach in Permit Year 04.	Plan to start contest in Permit Year 4.
PP-5	Stormwater Committee	Town Admin.	Review SWMP each year and coordinate efforts of all Town offices.	Because of work on revision of bylaws, added members of the Planning Board, Water District, Board of Health, Town Council, and a local home builder to the Stormwater Committee.	Continue to meet as needed and coordinate the implementation of the SWMP.

2a. Additions/Revisions

PP-1	Partner with local organization	Stormwater Committee/Town Adminstrator	Identify group to partner with	Partnered with SuAsCo in Y2. Identifed and partnered with the Massachusetts Department of Conservation and Recreation (DCR) in Y3. DCR is committed to assisting communities in the watershed of the Wachusett Reservoir with stormwater issues.	Continue relationship with DCR, working with them on all aspects of stormwater within the watershed.

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
ID-1	Drainage Mapping	Stormwater Committee	Update map with outfalls in priority areas	Obtained base map in GIS format from DCR with catch basins and outfalls in the Wachusett and Malagasco Brook watershed.	Update plan with additional catch basins in the urbanized area and finalize map.
ID-2	Eliminate Illicit Discharges	DPW	Implement Plan	DPW identified 2 illicit discharges during catch basin cleaning and reported them to the Board of Health (BOH). Worked with DCR on identification and cleanup of a release of diesel fuel from a vehicle on Route 70, near Gate 5 of the Wachusett Reservoir.	Follow up with BOH and DPW to identify and eliminate illicit discharges to storm drain system. Continue working with and supporting DCR to identify and eliminate illicit discharges.
ID-3	Develop and implement an illicit discharge by-law	Stormwater Committee	Develop draft by-law	Reviewed example bylaws. Working with expanded group on revisions to bylaws.	Finish bylaw revisions for inclusion on the warrant for a Special Town Meeting in late September 2006.

3a. Additions/Revisions

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
CS-1	Develop and implement Construction Site Runoff Control Program	Stormwater Committee	Implement Construction Site Runoff Control Program	Completed draft of bylaw revision to incorporate Phase II requirements and reviewed with new expanded group.	Complete bylaw revision and include on warrant for Special Town Meeting in late September.
CS-2	Develop and implement Erosion and Sediment Control By-law	Con. Com	Modify existing regulations and/or develop by-law Present by-law at Town Meeting and finalize	Completed draft of bylaw revision to incorporate Phase II requirements and reviewed with new expanded group.	Complete bylaw revision and include on warrant for Special Town Meeting in late September.

4a. Additions/Revisions

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
PC-1	Develop and implement Post-Construction Runoff Control Program	Planning Board & Building Inspector	Implement Construction Site Runoff Control Program	Completed draft of bylaw revision to incorporate Phase II requirements and reviewed with new expanded group. Utilized EOEA grant resources to draft changes	Complete bylaw revision and include on warrant for Special Town Meeting in late September.
PC-2	Develop and implement post-construction runoff regulations	Planning Board & Con. Com.	Modify existing regulations and/or develop by-law Present by-law at Town Meeting and finalize	See below	See below.

5a. Additions/Revisions

PC-2	Develop and implement post-construction runoff regulations	Planning Board & Con. Com.	Modify existing regulations and/or develop by-law Present by-law at Town Meeting and finalize	Completed draft of bylaw revision to incorporate Phase II requirements and reviewed with new expanded group. Utilized EOEA grant resources to draft changes	Complete bylaw revision and include on warrant for Special Town Meeting in late Fall (September).

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
GH-1	Employee training program	Highway Dept.	Highway dept. will hold one good housekeeping workshop per year.	During daily meetings with personnel, good housekeeping measures are discussed as they relate to stormwater practices. One member of the Fire Department attended Boom Deployment & HAZWOPER training provided by DCR.	Continue with meetings and develop a formal training program moving forward that will train staff as needed regarding Phase 2 best management practices. Show DPW staff the *After the Storm* video from EPA. Work with DCR to identify other training opportunities for training that is related to stormwater.
GH-2	Catch basin cleaning	Highway Dept.	Highway Dept. will clean each catch basin in the urbanized area of Town once per year.	The Highway Dept. cleaned catch basins twice per year and as needed. Don Parker recorded streets names, # CBs, and recorded total amount of sediment and debris collected.	Continue to clean catch basins at least once per year in the urbanized area of Town. Continue to record location of CBs cleaned and total amount of sediment/debris removed.
GH-3	Street sweeping	Highway Dept.	Highway Dept. will sweep every street in the urbanized area of Town once per year	Highway Dept. swept streets once in Spring and as needed. Don Parker recorded the amount of sweepings collected.	Continue to sweep streets in the urbanized area at least once per year. Continue to record volume of sweepings.
GH-4	Recycling program	Highway Dept.	Continue Town's waste oil collection	Continued to collect waste oil at the STown Barn to burn in the furnace.	Continue Town's waste oil collection.
GH-5	Municipal Operation and Maintenance Plan	Highway Dept.	Develop schedule for municipal maintenance activities	See below	See below
GH-6	Reporting	Highway Dept.	Record stormwater management activities	Don Parker prepares a weekly report of Highway Dept. activities for the Town Manager, which includes stormwater related activities.	Continue Highway Department weekly reporting to the Town Manager.

6a. Additions/Revisions

GH-5	Municipal Operation and Maintenance Plan	Highway Dept.	Develop schedule for municipal maintenance activities	Because of the focus on the by-law revisions by the volunteer stormwater group, a formal schedule for municipal activities was not developed. Will develop schedule in Y4.	Develop a formal schedule for these municipal maintenance activities in Y4.

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 3** (Reliance on non-municipal partners indicated, if any)	**Planned Activities – Permit Year 4**
TMDL-1	Check current impairment lists	DPW	Check current list each Winter	Draft pathogen report available for the Nashua River Watershed, which includes Malagasco Brook.	Check current list in the Winter. Follow up on draft report with DCR and develop specific BMPs for Malagasco Brook once report is final.

7a. Additions/Revisions

TMDL-2	Malagasco Brook Pathogens	Stormwater Committee	Partner with DCR	Outfalls along the Brook have been located and mapped. Samples were collected from Malagasco Brook as part of a s part of a study by DCR, UMass, and WPI. However it is not apparent from this study if stormwater adversely affects surface ware quality in the Brook. Other potential sources were identified during the study.	Continue to work with DCR to monitor the Brook. In Y4 implement measures to mitigate pathogens from the Boylston MS4 as necessary.

7b. WLA Assessment - N/A

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Part IV. Summary of Information Collected and Analyzed

The Town of Boylston did not collect/analyze water quality data for the Stormwater Management Plan during Permit Year 3. DCR collected water quality information from Boylston Brook, Malagasco Brook, and French Brook during Permit Year 3 and has provided that data to the Town. The Town is currently analyzing the data and will discuss results with DCR.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	($)	$5,000 to W&C, staff time, volunteer time; $150K/yr, EOEA Grant $35K (Y3 and Y4)

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		

▪ days sponsored	(#)	2 (Regional)
▪ community participation	(%)	<5%
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

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	X		
▪ Post-Development Stormwater Management		X		
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

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

% of population on septic systems	(%)	100

Construction

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 completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	2
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	2
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		

Cost of screenings disposal		($)	

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

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

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

April 28, 2006

Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street
Worcester, MA 01608

RE: NPDES Phase II Small MS4 Annual Report
Town of Boylston, MA
EPA NPDES Permit Number: MAR041095

To Whom It May Concern:

Enclosed please find the Town of Boylston's Annual NPDES Phase II Small MS4 Annual Report for Permit Year 3. If you have any questions, please contact Sue Olsen, Boylston Town Manager, at (508) 869-0143.

Sincerely,

Chip Burkhardt
Chairperson
Boylston Stormwater Committee

cc: Sue Olsen

Boylston Stormwater File

Received
5/1/06

April 28, 2006

US Environmental Protection Agency, Region 1
Water Technical Unit
PO Box 8127
One Congress Street
Suite 1100
Boston, MA 02114-2023

RE: NPDES Phase II Small MS4 Annual Report
Town of Boylston, MA
EPA NPDES Permit Number: MAR041095

To Whom It May Concern:

Enclosed please find the Town of Boylston's Annual NPDES Phase II Small MS4 Annual Report for Permit Year 3. If you have any questions, please contact Sue Olsen, Boylston Town Manager, at (508) 869-0143.

Sincerely,

Chip Burkhardt
Chairperson
Boylston Stormwater Committee

cc: Sue Olsen

Boylston Stormwater File