Municipality/Organization: Town of Charlton

EPA NPDES Permit Number: MAR041100

MADEP Transmittal Number: W- 036476

Annual Report Number
& Reporting Period: No. 3: May 1, 2005-April 30, 2006

Received 5-4-06

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Karen Gauvin Title: Conservation Commission Agent

Telephone #: 508-248-2247 Email: karen.gauvin@townofcharlton.net

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: Peter J. Boria

Printed Name: Peter J. Boria

Title: Chairman, Board of Selectmen

Date: 4-28-06

Part II. Self-Assessment

The Town of Charlton has completed the required assessment and determined that our municipality is in compliance with all permit conditions. Permit eligibility with respect to endangered species and historic properties was marked as pending on the Town's Phase II Notice of Intent (NOI). The Town received letters from the Natural Heritage and Endangered Species Program and Massachusetts Historical Commission on May 18, 2005 and May 20, 2005, respectively, to verify permit eligibility. Based on this information, the Town has met the Phase II Permit conditions with respect to endangered species and historic places.

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
1A	Public Ed for Residents	Board of Selectmen, Town Administrator	Annual article in the Charlton Gazette	Three articles were published in the Gazette (a free paper that is delivered to every address in Charlton) on Household Hazardous Waste Disposal and one article was published on composting yard waste. Articles and events were broadcast on the local cable network.	Continue publishing articles on stormwater and broadcasting related events and information on the local cable network.
Revised		Peter Boria, Chair, Board of Selectmen	Cable broadcasts		
1B	Stormwater Education for Students	Board of Selectmen, Town Administrator	Posters in public schools w/ permission	Posters were hung in conspicuous places within the schools, Town Hall and Library. A presentation on wetlands and stormwater impacts was prepared for elementary school students.	Conduct presentation for wetlands and stormwater impacts and continue to pursue funding for the school education program. Continue to display posters in schools and other places in Town. Seek additional opportunities for classroom education.
Revised		Same as 1A			
1C	Public Ed Community Reachout	Board of Selectmen, Town Administrator	Charlton website posts stormwater info.	Household Hazardous Waste Disposal information was posted on the Town website.	Expand website to include stormwater information and associated web links (EPA/DEP). Record # of hits to the website.
Revised		Same as 1A	Record # of website hits.		

1D	Stormwater Education Survey	Board of Selectmen, Town Administrator	Conduct survey in Gazette w/ permission	Planned for year 4.	Create an educational stormwater survey and randomly distribute to Town residents. Publish results in local paper.
Revised		Same as 1A			

1a. One Addition at this time

1E	Distribute Education Flyers	BOS, Town Administrator	Hand out Flyers at Hazardous Waste Collection Events.	The local Boy Scout Chapter was recruited to hand out educational flyers at a Household Hazardous Waste Collection Event held on April 8, 2006.	Continue to hand out/provide flyers and educational material at Household Hazardous Waste Collection Events.
Revised		BOS/Peter Boria, Chair			

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**
2A	Community Participation	Board of Selectmen/ Chairman	Establish a Stormwater Panel.	The Stormwater Panel met on January 17, 2006 to discuss the progress of the SWMP and upcoming Year 4 activities.	Continue to have Stormwater Panel meetings to discuss and implement stormwater improvement projects.
Revised					
2B	SWMP Recommendations	Board of Selectmen/Members	Board of Selectmen considers the recommendations.	The Board of Selectmen and Town Administrator reviewed and provided comments on the Stormwater Panel's recommendations.	Board of Selectmen and Town Administrator will review and provide comment on the Panel's recommendations during this permit year.
Revised					
2C	Community Participation/Household Hazardous Waste Collection	Household Hazardous Waste Committee	Annual Hazardous waste day (depends on funding).	Two very successful Hazardous Waste Collection Events were held on October 8, 2005 and April 8, 2006. The events were advertised in the local paper and included information about illegal dumping.	Hold at least two Hazardous Waste Collection Events and distribute stormwater education handouts (refer to BMP 1E).
Revised					
2D	Community Participation	Household Hazardous Waste Committee	Publish the results of Hazardous Waste Collection in the Gazette w/ permission	A tracking method for resident participation and the amount of hazardous waste collected was established.	Begin tracking amount of hazardous waste collected at events and posting information on the Town web site. Begin tracking resident participation.
Revised			Results on web site.		

2a. One addition at this time.

2E	Earth Day Town and Stream Clean Up Activity	BOS, Board of Health, Conservation Commission	Number of volunteers and trash/debris collected. Before and after photos.	Earth Day Town clean up activities will be performed on April 29, 2006. The Town anticipates 4 volunteers and approximately 25-30 cubic yards of litter collected from streams and roadsides that are prone to dumping.	Continue tracking amount of volunteers participating in event and trash/debris collected and posting information on Town website. Identify specific streams to be cleaned, track streams cleaned and clean new areas each year.
Revised					

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
3A	Hazardous Waste Education	Household Hazardous Waste Committee	Annual Hazardous Waste Day (depending on funding).	Two very successful Hazardous Waste Collection Events were held on October 8, 2005 and on April 8, 2006. The events were advertised in the local paper.	Hold at least two Hazardous Waste Collection Events and distribute stormwater education handouts (refer to BMP 1E).
Revised					
3B	Identification of Illicit Connections	Highway/Gerry Foskett	Will seek appropriation to train employees.	Introductory illicit discharge training was provided at the April 7, 2005 Phase II training session for DPW employees. The training program will be coordinated with BMP 3F.	Annually review training program in-house and track attendance annually.
Revised			Majority of DPW employees trained.		
3C	Storm Drainage System Map	Highway & Conservation Commission	Begin mapping (depending on funding).	Existing drainage maps were reviewed in anticipation of outfall inspections beginning in Spring/Summer 2006 (see BMP 3F). Funding for outfall mapping was appropriated.	Continue to develop the base map of outfalls and update with newly installed or located outfalls to map.
Revised			Initial base map by end of year 4.		
3D	Illicit Connection Data	Highway/Gerry Foskett	Use data to assess progress.	Planned for year 4 in conjunction with BMP 3F.	Data from outfall inspections (BMP 3F) will be assessed to determine what actions are needed to eliminate discharges.
Revised					
3E	Illicit Discharge Ordinance	Planning Board/Alan Gordon & Consultant	Plan to seek Town meeting approval.	No progress was made on this task during this permit year. The Town has retained a consultant to assist with Phase II regulatory compliance.	Identify responsible Town department. Begin developing an illicit discharge prohibition ordinance and enforcement measures.
Revised					

3a. Two additions at this time.

3F	Outfall Screening Strategy and Inspections for Illicit Discharges	DPW/ Conservation Commission	All outfalls inspected for illicit discharges by end of permit term.	The Town plans to begin inspecting outfalls in spring/summer 2006. A protocol for illicit discharge detection and elimination will be developed prior to outfall inspections.	Inspect all known outfalls before end of permit term.
Revised		Consultant			

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
4A	Construction Site Runoff Inspection Checklist	Building Inspector/ Curt Meskus	Seek approval to develop SW quality checklist.	An initial checklist was developed in Year 1. No progress has been made on this task during this permit year.	Revise checklist as needed with introduction of new stormwater ordinance or bylaw amendments (see also 5C).
Revised					
4B	Construction Site Runoff Inspection Checklist	Building Inspector/ Curt Meskus	Seek approval to implement the checklist.	No progress has been made on this task during this permit year. The Town has retained a consultant to assist with Phase II regulatory compliance.	Review existing regulatory controls and draft requirements to comply with Phase II. Incorporate runoff controls and begin using the checklist for inspections.
Revised	Develop Erosion Control Regulation	Planning Board	Regulation at Town Meeting in Year 3.		
4C	Construction Site Runoff Control Education	Planning Board/Alan Gordon	Require Erosion Control.	The Highway Department and Conservation Commission currently handle complaints for construction site issues in Town. 3 calls were received by the Conservation Commission for subdivision complaints and all issues were addressed. The Town has retained a consultant to assist with Phase II regulatory compliance.	Draft necessary amendments for Planning Board Regulations for erosion control. Incorporate runoff controls and begin using the checklist for inspections and for developer education.
Revised	Procedure for Public Input	Highway & Conservation Commission	Record number of calls regarding site runoff.		
4D	Construction Site Runoff - Site Plan	Planning Board/Alan Gordon	Require Construction in Phases.	Planned for year 4.	Draft necessary amendments for Planning Board construction phasing.
Revised					

4a. No additions at this time.

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
5A	Assess Existing Post Construction Runoff Program	Planning Board/Building Inspector	Meet with Board & Inspector to Review.	Existing regulatory controls were reviewed in Year 1.	N/A
Revised					
5B	Develop Stormwater Ordinance	Planning Board/Building Inspector	Seek Approval to review Subdivision bylaws.	No progress has been made on this task during this permit year. The Town has retained a consultant to assist with Phase II regulatory compliance.	Begin developing a stormwater ordinance and/or amending current bylaws to comply with Phase II.
Revised					
5C	Review Stormwater Ordinance	Planning Board Building Insp. Board of Selectmen	Plan to Seek Town Meeting Approval.	No progress has been made on this task during this permit year. The Town has retained a consultant to assist with Phase II regulatory compliance.	Draft a stormwater ordinance and/or amendments of current bylaws.
Revised					
5D	Revisit Stormwater Ordinance	Planning Board/Building Inspector/Board of Selectmen	Review for any Changes.	Planned for year 5.	None – task to be completed in permit year 5.
Revised					

5a. One addition at this time.

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
5E	Develop and Implement Inspection Program	Planning Board/Building Inspector	Checklist and O&M Plan by end of year 4. Records of inspections completed and results.	Scheduled for year 4.	Develop a standard inspection checklist and O&M plan.
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
6A	Municipal Good Housekeeping: Highway	Highway Gerry Foskett	Catch basin & street sweeping schedule.	All catch basins in Town were cleaned at least once and some areas prone to sediment build up were cleaned twice. All streets were swept one to two times based on accumulated sediment. A few old/damaged culverts were replaced. DPW maintains a record of cleanings and storm drain system maintenance needs.	Continue existing practices for storm drain system inspection and maintenance.
Revised	Storm Drain System Inspection and Maintenance		Inspect and maintain storm drain system at least annually.		
6B	Municipal Good Housekeeping: Earth Day	Board of Selectmen, Board of Health Conservation Commission	Seek approval to provide assistance with Earth Day & Stream Clean Up.	Earth Day Town clean up activities will be performed on April 29, 2006. The Town anticipates 4 volunteers and approximately 25-30 cubic yards of litter collected from streams and roadsides that are prone to dumping.	Continue soliciting and tracking number of volunteers participating in event and trash/debris collected and post on Town website (see 2E). Target stream and other areas known problems.
Revised					
6C	Municipal Good Housekeeping: Highway	Highway Gerry Foskett	Review cleaning schedule & revise if needed.	The Town received DEP approval for reuse of street sweepings as landfill capping material. The Town is seeking approval to reuse catch basin cleanings as landfill capping material.	Review and revise cleaning schedule as needed. Incorporate the results of outfall inspections (BMP 3F).
Revised			Storm drain system cleaning review.		
6D	Municipal Highway	Highway Gerry Foskett	Meet with Highway to talk about any updates.	Scheduled for year 4. Storm drain operation and maintenance requirements were discussed at the DPW training session held on April 7, 2006.	Review the storm drain system maintenance program to identify areas for improvement. Incorporate maintenance requirements into Phase II DPW Training Program.
Revised			Phase II Training Update		

6a. Three additions at this time.

6E	Evaluate Municipal Facilities for Stormwater Impacts	Highway Gerry Foskett	Pollution Prevention Inspection Checklist, Record of Inspections and Maintenance	Eight municipal facilities were evaluated for stormwater impacts and the Town began implementing recommendations outlined in the October 14, 2005 report.	Work to complete stormwater recommendations and/or seek funding sources, as needed. Begin inspecting municipal facilities on a regular basis.
Revise		Consultant			

6F	Conduct Town Employee Stormwater Training	Highway Gerry Foskett	Attendance sheet and copy of program.	A Phase II training session was completed on April 7, 2006 for DPW employees. The training session incorporated an update for the Town's SWMP.	Continue/update training program and track attendance annually. Conduct oil spill prevention training for the fueling station.
Revised					
6G	Develop and Implement a SPCC Plan for the Fueling Station	Highway, Gerry Foskett & Consultant	Copy of SPCC Plan & Records	A SPCC Plan was developed for the Town Fueling Station with recommendations to prevent and mitigate potential oil spills and pollution.	Continue compliance with the SPCC Plan requirements.
Revised					

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
Revised					

7a. Two additions at this time.

7A	Map Outfalls to TMDL Waters	Highway, Conservation Commission	All outfalls mapped to TMDL waters by end of year 3.	The Town plans to begin inspecting outfalls in spring/summer 2006.	Finish map of outfalls within the urbanized area and in the vicinity of 303d waters with a completed TMDL study.
Revise			End of year 4.		
7B	Evaluate Existing Data for TMDL Waters to Develop BMPs	Conservation Commission	Data sheets, list of potential BMP recommendations.	Scheduled for Year 4.	Using information collected from Task 7A, provide BMP recommendations to improve the water quality of the TMDL waters.
Revised					

7b. WLA Assessment

While several water bodies in Charlton have TMDLs, it is necessary to locate outfalls and determine their ownership and drainage collection areas before it will be possible to assess waste loads for which the Town of Charlton is responsible and to devise appropriate BMPs. At present Charlton is focusing on completing the mapping of known outfalls. It is not yet possible to foresee what BMPs will be both effective and feasible.

Part IV. Summary of Information Collected and Analyzed

No significant data has yet been collected or analyzed.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	No
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management panel established	(y/n)	Yes
Stream teams supported	(# or y/n)	Yes
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Yes
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	2
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented*	(y/n)	No*

* A presentation on wetlands and stormwater impacts was prepared for elementary school students.

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	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	11.8 %
% of population on septic systems	(%)	88.2 %

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	Numerous
Tickets/Stop work orders issued	(# or %)	2
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	3

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)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1-2
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.)		Landfill
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)	1-2
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Landfill

Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	1 owned
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)	Yes
Storage shed(s) in design or under construction	(y/n)	

Received 5-4-06

April 28, 2006

Ms. Ann Herrick (CIP)
U. S. Environmental Protection Agency
One Congress Street
Boston, MA 02114

Re: NPDES Stormwater General Permit
2005-2006 Annual Report
Town of Charlton, MA

Dear Ms. Herrick:

Enclosed for your records is the NPDES Stormwater General Permit 2005-2006 Annual Report for the Town of Charlton, MA. The Annual Report has simultaneously been filed with the Massachusetts DEP.

If you have any questions or require any additional information, please do not hesitate to call me at 508-248-2247 or our Consultant, Rich Niles with Comprehensive Environmental Inc. at (800)725-2550 ext. 307.

Sincerely,

Town of Charlton, Massachusetts

Karen Gauvin

Karen Gauvin
Conservation Commission Agent

cc: Massachusetts Department of Environmental Protection, Worcester Office
Rich Niles, Comprehensive Environmental Inc.

Enclosure – NPDES Phase II Small MS4 General Permit 2005-2006 Annual Report