Municipality/Organization: Town of Chelmsford

EPA NPDES Permit Number: MAR041185

MaDEP Transmittal Number: W-039848

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: Stephen Jahnle Title: Assistant Town Engineer

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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: Stephen E. Jahnle

Title: Assistant Town Engineer

Date: 4/10/06

Part II. Self-Assessment

The Town of Chelmsford has completed year 2 of the Stormwater Phase 2 program. In our required self-assessment study, we have determined that the Town of Chelmsford is in full compliance with all permit conditions, except for the following:

BMP # 1-2: Stormwater lesson plan for 5th grade students. The package received from the Suasco Watershed Council has been received and delivered to the school department. They are now enthusiastically integrating the lesson plan into their curriculum.

BMP # 2-2: Stormwater poster contest for 5th grade students. The poster contest will be run by the school at the time that the lesson is given.

BMP # 2-3: Stormwater photo contest for high school students. The Suasco Watershed Council has decided to abandon this contest and replace it with a different activity to be included in next year's package.

BMP # 4-1: Development of an erosion and sediment control by-law for construction projects. The draft version of this bylaw is currently under review.

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	Stormwater flyer/survey distributed to residents	DPW/Suasco	Distribute flyers to a minimum of 75% of the residents	Flyers have been distributed to residents and copies are available with the traveling display and online via the town web site.	Continued distribution of flyers to help awareness.
Revised					
1-2	Stormwater lesson plan for 5th grade students	DPW/Suasco	Develop and distribute lesson plan to 5th grade	The poster contest will be run by the School Department when they incorporate the lesson plan into their curriculum.	School science department plans on adding it in for the 2006/2007 school year.
Revised					
1-6	Stormwater web page	DPW	Creation of a stormwater web page	A stormwater web page has been added to the DPW web page and has links, pictures and information for a variety of stormwater issues.	Continued updating of the stormwater web page.
Revised					
1-7	Provide brochures on recycling, composting and water conservation	DPW/Recycling	Maintain a supply of brochures	Currently have a supply of brochures from the SuAsCo Watershed, EPA, Mass DEP and other organizations available	Continuation of current supply
Revised					
1-3	Stormwater flyer to business community	DPW/Suasco	Flyer distributed to a minimum of 50% of businesses and a logo to be displayed for compliance	Flyer will be included in the spring newsletter.	
Revised					
Revised					

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	Stormwater traveling display	DPW/SuAsCo	Display and circulate traveling display at various buildings and events	Since receiving the display, it has been set up at various town buildings with supplies of brochures	Continued rotation throughout town buildings and events
Revised					
2-6	Provide support for clean up and collection days	DPW/Recycling	Provide support at least twice per year	Support has been provided for brush drop off, haz mat, town clean up and metal drop off days	Continued support for these days
Revised					
2-7	Develop a catch basin stenciling program	DPW	Develop a program to stencil catch basins in priority areas	We had several volunteers and stenciled a few hundred catch basins in critical areas.	Continued stenciling catch basins in priority areas
Revised					
2-2	Stormwater poster contest for 5th grade students	DPW/SuAsCo	Hold a stormwater awareness poster contest, judge and display it.	Since we received the plan from SuAsCo later than expected, this will be implemented in the fall of 2005 with the lesson plan.	Hold poster contest along with the lesson plan during the 2005/2006 school year.
Revised					
2-3	Stormwater photo contest for high school students	DPW/Suasco	A stormwater photo contest is held, judged, and displayed	SuAsCo has decided to abandon the contest.	This activity will be replaced with another activity to be determined by SuAsCo in the upcoming year.
Revised					
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
3-1	Create a stormwater system map	DPW	Develop a stormwater system map, maintain and update as needed	Approximately 85% of the town drainage system mapped and all new construction added.	Continued mapping and updating of existing information.
Revised					
3-4	Increase number of Haz Mat days	Recycling/DPW	Make disposal easier of hazardous materials	Days have been expanded to spring and fall haz mat days, electronics days and metal drop off days	Continued support for these days
Revised					
3-2	Create an illicit discharge inspection/elimination plan	DPW	Develop a plan to locate and eliminate illicit and illegal connections	Purchased a pipe camera	Target areas map system for connections
Revised					
3-3	Develop and implement an ordinance that prohibits illicit and illegal connections	DPW	An ordinance is developed to prevent illicit and illegal stormwater and non-stormwater connections to the system	Working to incorporate this into the stormwater bylaw.	Adoption of bylaw by the Town of Chelmsford.
Revised					
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
4-2	Plan reviews	DPW	All plans reviewed for water quality issues and concerns	Currently reviewing plans for standard water protection theories and making contractors aware of the Phase 2 program and it's requirements	Continued review of plans and using gathered info to prepare for a stormwater utility by-law
Revised					
4-3	Site inspections of construction projects	DPW/Conservation	Periodic inspection of ongoing sites	Have worked with contractors on installation of hay and silt fencing, construction entrances and protective measures	Continued inspections and enforcement of the proposed erosion and sediment control plans presented by the developers
Revised					
4-4	All work with the public right of way inspected to prevent erosion and sediment build up	DPW	Minimize and/or prevent sediment from entering the public right of way	Have instructed all contractors to have gravel construction entrances, periodically sweep streets and all silt sack protection to existing basins where necessary	Continued inspections
Revised					
4-1	Development of an erosion and sediment control by-law for all construction projects	DPW/Community Development	Develop and implement a by-law	We are currently researching and developing a by-law	Have by-law written and in place.
Revised					
Revised					
Revised					

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
5-3	Post construction inspection of regulated projects	DPW	Inspections are performed to ensure proper construction and that facilities are working as they where proposed	Design engineers are required to submit as-builts and letters certifying construction in accordance with the plans and follow up inspections by DPW to ensure the facilities are working as proposed	Continued inspection and recommend to private system owners maintain their systems inn accordance with the design or proposed post construction plan
Revised					
5-2	Develop a list of BMP's for the post construction maintenance schedule	DPW	Develop a list as a guideline for post construction maintenance	We have work with the local engineers and developers to have parameters for post construction maintenance of facilities.	Continued work on a finalized list to be added into our regulations.
Revised					
5-1	Develop a by-law to require certain construction sites to follow MADEP stormwater standards 2,3,4, and 7	DPW/ Community Development	All regulated projects required to follow same standards	Draft of bylaw is complete and ready to go to Town Meeting.	Adoption of bylaw by the Town of Chelmsford.
Revised					
Revised					
Revised					
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	Catch Basin cleaning	DPW	Continuation of current catch basin cleaning schedule	The sub contractor that cleans catch basins works in town for 4-5 weeks and cleans 95% of the approximately 4500 catch basins in town	Continued spring catch basin cleaning program
Revised					
6-2	Street Sweeping	DPW	Continuation of the current street sweeping program	All accepted town streets and municipal parking lots are swept utilizing the two town owned and operated sweepers	Continued spring sweeping schedule
Revised					
6-3	Stormwater pollution plan in place and in effect for DPW facility	DPW	Maintain the current plan and update as needed	Continued maintenance of oil separator, traps, fuel station and containment systems	Ongoing operation and maintenance
Revised					
6-6	Identify catch basins in poor condition and repair or replace those structures	DPW	Utilize mapping to identify facilities in poor condition and repair or replace a minimum of 5 per year	Repaired or replaced approximately 75 drainage structures	Ongoing maintenance
Revised					
6-7	DPW drainage maintenance permit	DPW	Renew drainage facility maintenance permit	Nine drainage areas restored to operating capacity over the winter months	Renewal of expiring permit and continued drainage area maintenance
Revised					
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
	Not applicable				
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					