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April 25, 2006

APR 28 2006

U.S. Environmental Protection Agency
Water Technical Unit
P.O. 8127
Boston, MA 02114

RE: Town of Georgetown, MA, NPDES Phase II Small MS4 General Permit
Annual Report – Year 3

To Whom It May Concern:

On behalf of the Town of Georgetown, MA, the Merrimack Valley Planning Commission is pleased to submit the enclosed Permit Year 3 Phase II Annual Report. This report describes Georgetown's storm water management program activities and accomplishments during the period of May 1, 2005 – April 30, 2006. The Town of Georgetown has completed the required community self-assessment and has determined that the town is in compliance with the conditions of its NPDES Phase II Small MS4 General Permit.

Should you have any questions or require further information, please contact either John Moultrie, Georgetown Highway Surveyor, at 978-352-5704 or myself at 978-374-0519.

Thank you.

Sincerely,

Alan Macintosh
Assistant Director/Envir. Prog. Mgr.

Cc: MA DEP/Division of Watershed Management
S. Delaney, Georgetown Town Administrator
J. Moultrie, Georgetown Highway Surveyor

Municipality/Organization: TOWN OF GEORGETOWN, MA

EPA NPDES Permit Number: MAR041191

MADEP Transmittal Number: W-035530

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John Moultrie Title: Highway Surveyor

Telephone #: 978-352-5704 Email: hiwayman22@netzero.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 H Sarno

Printed Name: Peter Sarno

Title: Chairman, Board of Selectmen

Date: April 24, 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	Storm Water Workshops	Highway Dept./ John Moultrie & MVPC/Alan Macintosh	Local mailing list and labels, press release, workshop participation	Georgetown personnel and MVPC environmental staff, serving as storm water consultants to the town, participated in several public forums sponsored by CZM, the Great Marsh Coalition, and MA Regional Planning Agencies to educate local public officials about construction and post construction and runoff control best management practices (BMPs), as well as low impact development techniques.	Continue to participate in storm water education and training forums to remain informed on relevant Phase II issues and opportunities.
Revised					
1.2	Storm Water Management Website	Highway Dept./ John Moultrie & MVPC/Alan Macintosh	User-friendly website with down-loadable educational fact sheets on residential BMPs	The Georgetown Highway Department, assisted by MVPC and Virtual Town Hall, Inc., maintained a user-friendly web site containing a series of down-loadable residential BMP fact sheets (customized to Georgetown residents) on impervious surface area reduction, low impact development (LID) techniques, and fertilizer, yard waste, pet waste, HHW & used motor oil, and septic system management.	Maintain local storm water management website and enhance with additional down-loadable public education fact sheets and brochures as appropriate
Revised					
1.3	Septic System Management	Health Board/ Deborah Rogers & MVPC/Alan Macintosh, Matt Franz	Septic system maintenance flyer for public dissemination	The Georgetown Board of Health, assisted by MVPC, printed and distributed additional copies of a septic system maintenance brochure (customized to Georgetown residents) detailing the "Do's" and "Don'ts" for keeping septic systems in good working order to protect public health and the environment.	Print additional brochures as needed to keep in stock at Board of Health office for distribution to licensed septic contractors and septic system owners.
Revised			Digital Title 5 data management system for improved records management and enforcement	Assisted by MVPC, the Bd. of Health began implementing a new Microsoft *Access*-based septic information management system, linked to GIS, that increases the capacity and efficiency of local health personnel to record, retrieve, query, analyze, and update key septic system data.	Complete inputting of historical on-site systems file records into digital database. Apply database to expedite and enhance Title 5 enforcement.
1.4	Household Hazardous Waste (HHW) Management	Health Board/ Deborah Rogers	Press notice and article, HHW collection event, safe recycling/disposal of residential HHW	The Georgetown Board of Health contracted with Clean Harbors, Inc., to hold a Household Hazardous Waste Collection Day in November 2005. Open to all town residents as well as neighboring communities (by fee), the event resulted in the safe removal of a wide array of hazardous household products, including chemical wastes and used computer and TV monitors.	Sponsor another townwide HHW collection event in November 2006.
Revised					

2.4	"Traveling" Storm Water Kiosk	Highway Dept./ John Moultrie MVPC/Alan Macintosh	Traveling storm water exhibit placed in prominent public places: town hall, library, public schools	The Georgetown Highway Dept., assisted by MVPC and Eight Towns & The Bay (8T&B), collected and developed additional storm water pollution and BMP education materials as handouts and for display on a kiosk to be rotated among prominent public facilities in Georgetown. During Permit Year 3, additional materials were prepared, including updated color graphics on the hydrologic cycle, household BMPs, impervious surface impacts, and low impact development (LID) practices.	Purchase kiosk and complete assembly of educational display for presentation on rotating basis in key public places. Prepare companion "how-to" brochure on residential rain gardens.
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	Locate/Map Storm Drain Outfalls	Highway Dept./ John Moultrie, MVPC/Alan Macintosh	Create GIS (Arcview) inventory and map of municipal storm drain outfalls	The Highway Dept., assisted by MVPC environmental and GIS staff, conducted additional field investigations and completed additional facilities mapping (via GPS). An estimated 95% of Georgetown's Urbanized Area (UA) outfalls have been mapped.	Complete GIS-based outfalls inventory & map.
Revised					
3.2	Locate/Map Storm Drain Catch Basins & Manholes	Highway Dept./ John Moultrie, MVPC/Alan Macintosh	Create GIS (Arcview) inventory and map of municipal catch basins and drain manholes	The Highway Dept., assisted by MVPC, conducted additional field investigations and completed additional maping (via GPS). An estimated 95% of Georgetown's UA catch basins and drain manholes have been mapped.	Complete GIS-based catch basin and drain manhole inventory and map.
Revised					
3.3	Develop, Adopt, and Implement Illicit Discharge Bylaw/Regulation	Board of Health/Deb Rogers, Highway Dept./ John Moultrie, MVPC/Alan Macintosh	Press release, public hearing, town bylaw/regulation adoption	In March 2005, the Board of Health adopted an Illicit Discharge Detection and Elimination (IDDE) regulation ("Regulation Prohibiting Illicit Connections and Discharges to the Municipal Separate Storm Sewer System".) This regulation will be administered by the Board of Health with MS4 field information and support from the Georgetown Highway Department.	Implement and enforce IDDE regulation.
Revised					

4.3	Open Space Residential Development Bylaw	Planning Board/Sara Buck, MassAudubon/Kathy Leahy, MVPC/Alan Macintosh	Public notice, public hearing, town adoption of open space residential development (OSRD) bylaw	Assisted by Mass Audubon and MVPC, the town adopted an OSRD bylaw in 2004, patterned after the "Green Neighborhoods" model bylaw. The bylaw is aimed at maximizing prime open space retention (50% of lot area) and minimizing impervious surface cover/runoff through the use of creative "clustering" techniques. In 2005, three proposed new development sites totaling 159 acres employed the OSRD design concept, thereby preserving approx. 80 acres as open space.	Where appropriate, continue to promote the use of Open Space Residential Development (OSRD) as the preferred development option over conventional subdivision development.
Revised					
4.4	Subdivision/Site Plan Review	Planning Board/Sara Buck	Ongoing administration of subdivision & site plan review process	The Planning Board continued to perform subdivision & site plan reviews in consultation with other town boards and departments in order to ensure project compliance with applicable development regulations and standards.	Ongoing
Revised					
4.5	Local Wetlands Regulation	Conservation Commission/Steven Przyjemski	Ongoing administration of local wetlands protection regulations, including issuance of Orders of Conditions to minimize/mitigate storm water impacts on sensitive wetland resource areas	The Conservation Commission continued to aggressively administer the municipal wetlands bylaw and regulations in order to protect the town's wetland and water resources from adverse development impacts.	Ongoing
Revised	Open Space Preservation		Acquisition and preservation of a key watershed parcel	Georgetown completed the acquisition of a key 27-acre Parker River watershed property off of Bailey Lane near the town well. This mixed woodland and wetland will be preserved as permanent open space to protect the hydrology and water quality of the Parker River and town aquifer.	Explore additional opportunities for open space acquisitions as local personnel and financial resources permit.

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	Post-construction Runoff Control Bylaw	Planning Board/Sara Buck, Highway Dept/ John Moultrie, MVPC/Alan Macintosh	Public notice, public hearing, town adoption and implementation of post-construction runoff control bylaw.	Assisted by MVPC, the town prepared a draft post-construction runoff control bylaw aimed at establishing & instituting enhanced storm water management standards from new and redeveloped sites into the municipal storm drainage system. Further work is needed on this bylaw before presenting it for adoption.	Amend bylaw as needed in preparation for Planning Board review/approval in Permit year 4.
Revised					

6.3	Public Works BMP Training	Highway Dept/ John Moultrie, MVPC/Alan Macintosh	Training session and materials for town highway & municipal maintenance crews, as well as planning, health, and conservation staff.	The Highway Dept and MVPC completed the preparations and materials for a second instructional workshop for municipal officials to be held in the spring of 2006. This workshop will provide additional information and training on municipal and residential low impact development (LID) techniques and municipal maintenance operations.	Repeat instructional workshop in Permit Year 4, with emphasis on impacts of municipal land use practices on local hydrologic and water quality conditions.
Revised					
6.4	Community Cleanup Event	Highway Dept/ John Moultrie, Conservation/ S. Przyjemski, MVPC/Alan Macintosh, PRCWA/Don Bade	News announcement & article, volunteer "Stream Team" cleanup of litter and debris along Rock & Pentucket Ponds shorelines	A coalition of town personnel, MVPC environmental planners, Parker River Clean Water Association (PRCWA) staff, and local "Stream Team" volunteers continued the planning for a cleanup of the Parker River corridor, including the shorelines of Rock and Pentucket Ponds and selected major tributaries, such as Penn Brook, in the designated Urban Area.	Finalize the planning, outreach, and logistics for corridor cleanup event; conduct event in Permit Year 4 and periodically thereafter as stream bank and stream channel conditions warrant.
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *NOT 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					
Revised					
Revised					
Revised					

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

F. Example Storm Water Management Program TIME FRAMES

Transmittal Number W 035530

Facility ID (if known)

	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
BMP ID #	**Spring 03**	**Summer 03**	**Fall 03**	**Winter 03-04**	**Spring 04**	**Summer 04**	**Fall 04**	**Winter 04-05**	**Spring 05**	**Summer 05**	**Fall 05**	**Winter 05-06**	**Spring 06**	**Summer 06**	**Fall 06**	**Winter 06-07**	**Spring 07**	**Summer 07**	**Fall 07**	**Winter 07-08**	**Next Permit**
1.1			X								X	X									
1.2		X----	----	----X	X----	----	----	----X	X----	----	----	----X	X----	----	----	----X	X----	----	----	----X	
1.3					X				X----	----	----	----X	X								
1.4			X				X				X				X				X		
1.5					X						X	X	X				X				
2.1	X----	----	----	----X	X----	----	----	----X	X----	----	----	----X	X----	----	----	----X	X----	----	----	----X	
2.2	X----	----	----	----X				X				X				X				X	
2.3				X----	----X				X----	----	----	----X	X----	----	----	----X	X----	----	----	----X	
2.4				X----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----X	
3.1	X----	----	----	----X					X----	----	----X		X----	----	----X						
3.2	X----	----	----	----X					X----	----	----X		X----	----	----X						
3.3					X----	----	----	----X													
3.4									X----	----	----	----	----	----	----	----	----	----X			
3.5													X----	----	----	----	----	----	----	----X	
4.1					X----	----	----	----X													
4.2					X----	----	----	----	----	----	----	----	----X								
4.3	X----	----	----	----X																	
4.4	X----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----X	
4.5	X----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----X	
5.1					X----	----	----	----	----	----	----	----	----	----	----	----X					
5.2									X----	----	----	----	----	----	----	----	----	----	----	----X	
5.3									X----	----	----	----	----	----	----	----	----	----	----	----X	
6.1	X----	----	----X		X----	----	----X		X----	----	----X		X----	----	----X		X----	----	----X		
6.2	X----	----	----X		X----	----	----X		X----	----	----X		X----	----	----X		X----	----	----X		
6.3			X				X					X	X		X				X		
6.4					X----	----	----	----	----	----	----	----	----X		X						
6.5					X				X				X				X				