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

**EPA NPDES Permit Number:** **MA041039**

**MaDEP Transmittal Number:** **W-040236**

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

MAY - 5 2006

# NPDES PII Small MS4 General Permit Annual Report

## Part I. General Information

Contact Person: Thomas Cummings Title: Superintendent of Public Works

Telephone #: 781-767-1800

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: Thomas Cummings

Title: Superintendent of Public Works

Date: April 21, 2006

**Part II. Self-Assessment**

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

- For BMP 4-1 bylaw to be presented to Town Meeting
- For BMP 4-4 public comment plan not finalized
- For BMP 5-1 bylaw to be presented to Town Meeting
- For BMP 5-3 bylaw to be presented to Town Meeting

## 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 | Include an article/flyer about stormwater with the annual Consumer Confidence Report. | Public Works Department | Article/flyer distributed annually to all residents. | Mailed article/flyer to residents during Summer 2005. | Mail article/flyer to residents in the second quarter of the year (include information with the CCR). |
| 1-2 | Educate Town residents about picking up dog waste. | Public Works Department and Town Clerk | Pet waste fact sheets mailed to all Holbrook residents with the annual census form. | Mailed fact sheet to residents during Winter 2005. | Include fact sheet with the spring water billing. |
| 1-3 | Stormwater education program for school children. | Public Works Department and Conservation Commission | Middle school principal contacted; presentation given | Contacted Ecology Club and gave presentation February 2006. | Give presentation during Student Government Day, Spring 2006, and presentation at Ecology Club Meeting. |
| 1-4 | Install and maintain signs for pet waste clean up at schools and parks. | Public Works Department | Number of signs installed, number of signs inspected. | Inspected and maintained current signs. Purchased and installed new signs at Kennedy School, South School, Holbrook High School and Holbrook Playground. | Inspect all signs and repair as necessary during the spring and fall. 9 signs |
| 1-5 | Annual update of the Stormwater Management Plan at a televised Selectmen's meeting. | Stormwater Advisory Committee | Annual update of the SWMP at a televised Selectmen's meeting. | Gave an update of the SWMP at a spring televised Selectmen's meeting. | Give an update of the SWMP at a spring televised Selectmen's meeting. |

### 1a. Additions

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|---|---|---|---|---|---|
| | None | | | | |

## 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 | Form Stormwater Advisory Committee (SWAC) | Board of Selectmen | Form committee within six months of submission of Notice of Intent. Meet once during first year of permit, and twice annually thereafter. | Held three meetings. | Hold two or more meetings during the year. |
| 2-2 | Comply with state public notification guidelines at MGL Chapter 39 Section 23B. | Stormwater Advisory Committee and Town Clerk | Notices posted in library and current locations | Complied with Chapter 39 Section 23B. Posted notices in library and current locations. | Continue to post notices. |
| 2-3 | Stencil catch basins with "don't dump" message. | Public Works Department and Conservation Commission | Number of catch basins stenciled. | Purchased stencil materials and stenciled 25 catchbasins that drain to Lake Holbrook. | Stencil 25 catchbasins, continuing prioritizing those draining to Lake Holbrook, Sylvan Lake and the Cochato River. |

## 2a. Additions

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| | None | | | | |

## 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 | Conduct dry-weather outfall screening. | Public Works Department | Percent of outfalls screened once during permit term. | None, outfall screening completed in Year 1. | None. Follow-up screening slated for Year 5. |
| 3-2 | Map stormwater outfalls and receiving waters. | Public Works Department | Map created. | None, BMP complete. | None, BMP complete. |
| 3-3 | Investigate the need for mapping the entire stormwater collection system in a GIS. | Stormwater Advisory Committee | Decision on whether to go forward with a stormwater GIS. | Analyzed existing stormwater structures shown in the GIS; drainage manholes and catch basins are shown in GIS from aerial photography. | Consider adding drainage piping layer to the GIS and field verifying drainage structures (catch basins and drain manholes). |
| 3-4 | Develop and implement a plan to identify and remove non-stormwater discharges to the MS4. | Public Works Department | Number of illicit connections found and removed. | Removed illicit connection found in Year 2. | Continue to conduct field investigations of prioritized area to locate and remove illicit connections. |
| 3-5 | Continue enforcement of the bylaw that requires inspection of new construction for correct connection to the sanitary sewer. | Plumbing Inspector and Public Works Department | Number of inspections conducted. | Inspected 15 new sewer connections. | Continue to enforce bylaw by conducting inspections at new construction sites. |

## 3a. Additions

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| | None | | | | |

## 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 | Develop a Construction Site Erosion and Sediment Control bylaw for construction sites greater than 1 acre in area. | Stormwater Advisory Committee, Building Inspector, Soil Removal Inspector | Draft bylaw developed and presented to Town Meeting. | Developed draft bylaw. | Present draft bylaw to Town Meeting. |
| 4-2 | Require a waste management plan at construction sites larger than one acre. | Building Inspector, Planning Board and Conservation Commission | Waste management plan for each construction site larger than one acre. | Building Inspector reviewed all construction sites and required dumpsters for waste control. Board of Health required portable sanitation services. | Continue requiring dumpsters and portable sanitation services for building permit. |
| 4-3 | Review site plans for stormwater impacts. | Planning Board and Conservation Commission | Number of site plans reviewed for erosion and sediment control. | Conservation Commission reviewed twenty-five plans. | Continue site plan reviews. |
| 4-4 | Consideration of public input. | Planning Board (for subdivisions) and Public Works Department (for Town water and sewer projects) | Plan for accepting public comment developed; signs posted at each construction site. | Public comment plan being developed language not finalized. | Hold public comment periods, using Public Works Department as contact number. |
| 4-5 | Inspection of erosion and sediment controls. | Planning Board and Conservation Commission | Number of inspections conducted. | Developed a procedure for conducting Town inspections, including development of a draft checklist. Identified Conservation Commission to inspect controls for areas with wetlands, and Planning Board member to inspect other areas. | Perform inspections. |

### 4a. Additions

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| | None | | | | |

## 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 | Develop a draft bylaw to apply Standards 2, 3, 4, 7 and 9 of the Massachusetts Stormwater Policy (MSP) to entire Town. Present the bylaw to Town | Stormwater Advisory Committee | Draft bylaw developed and presented to Town Meeting. | Developed draft bylaw. | Present at Town Meeting until passed. |
| 5-2 | Specify a stormwater BMP manual to be used for consistent design and performance standards. | Stormwater Advisory Committee | BMP manual selected. | None, BMP complete. | None, BMP complete. |
| 5-3 | Develop a draft bylaw that ensures long-term maintenance of private structural BMPs. | Stormwater Advisory Committee | Draft bylaw developed and presented to Town Meeting. | Developed draft bylaw (language included in bylaw developed for BMP 5-1). | Present at Town Meeting until passed. |
| 5-4 | Enforce the Planning Board regulations that require installation of sewers in new subdivisions. | Planning Board | New construction in compliance with Planning Board sewer regulations. | Enforced regulation. | Continue to enforce regulation. |
| 5-5 | Evaluate existing structural BMPs for efficiency. | Stormwater Advisory Committee | Create BMP inventory and maintenance plan. | Initiated a BMP inventory, including location, vendor/manufacturer and maintenance requirement. | Assess BMP's and create a schedule for necessary improvements. |

## 5a. Additions

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| 5-6 | None | | | | |

## 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 | Identify sensitive receptors (such as wetlands, beaches, etc.) within the Town. | Public Works Department | List of sensitive receptors developed, staff notified. | None, BMP complete. | None, BMP complete. |
| 6-2 | Sweep all streets each spring. | Public Works Department | Percent of streets swept annually. | Swept all streets, maintained records of schedule and have daily estimates of volume of collected residuals. | Continue to sweep all streets in the spring, maintain records of schedule and daily volume of collected residuals. |
| 6-3 | Sweep all sidewalks each spring. | Public Works Department | Percent of sidewalks swept annually. | Swept all sidewalks, maintained records of schedule. Residuals are moved to the street gutter for later collection by street sweeper therefore there are no records of daily volume of collected residuals. | Continue to sweep all sidewalks in the spring, maintain records of schedule. |
| 6-4 | Continue existing road salting procedures. | Public Works Department | Amount of deicing compounds used. | Improved existing roadway deicing procedures by:<br>• During cold temperatures used Ice Ban M-50, which is more environmentally friendly than liquid calcium chloride and non-corrosive.<br>• Reduced salt to sand ratio (from 8:1); and used a 10:1 sand/salt mixture<br>Continued roadway deicing procedures by:<br>• Monitored industry standards and practices for cost effective ways to minimize deicer usage. | Continue existing roadway deicing procedures:<br>• Use Ice Ban M-50 during cold temperatures<br>• Use 10:1 sand/salt mixture<br>• Maintain deicer volume records<br>• Monitor industry standards and practices for cost effective ways to minimize deicer usage, and modify practices as appropriate.<br>• Investigate calibration equipment. If warranted and feasible, purchase equipment, and calibrate annually thereafter. |

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| 6-5 | Minimize impacts from vehicle washing. | Stormwater Advisory Committee | Establish if further vehicle washing controls are needed, and if so, evaluate and select the appropriate controls. | Continued to use commercial car wash for small vehicles. All public works vehicle washing performed at the Fire Department washing facility with proper controls. | Continue using commercial car wash for small vehicles and continue to use the Fire Department for public works vehicles. |
| 6-6 | Minimize impacts from vehicle maintenance. | Public Works Department | Employee training conducted, inventory taken. | Held employee training on minimizing the use of hazardous materials. | Begin inventory of hazardous materials use. |
| 6-7 | Maintain the storm drain system. | Public Works Department | Number of catch basins cleaned annually. | All catch basins cleaned by September 2005. | Clean 50 percent of catch basins by Fall 2006. Establish catch basins with exceptionally large residual volumes so these can be slated in the future permit years for more frequent cleaning. Clean drain pipes as necessary. |
| 6-8 | Minimize pesticide and fertilizer use for parks and other landscaped areas. | Public Works Department and Conservation Commission | Training conducted; amount of herbicides/fertilizers used. | No herbicide or pesticides were used. Fertilizer use was limited to parks in the immediate vicinity of Holbrook Square and Holbrook Playground. Organic pellets from MWRA were used as fertilizer. | Practice green landscaping continually. |
| 6-9 | Control illegal dumping. | Board of Health and Public Works Department | Number of signs posted; number of sites cleaned up. | Held appliance collection day for residents during Fall 2005. Participated in South Shore Recycling Cooperative household hazardous product collection day for all residents. | Install "No Dumping" signs in any newly identified common dumping areas. Hold appliances/white-good collection day in Spring 2006. |

## 6a. Additions

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| | Household Hazardous Waste Collection | Public Works Department | | | Hold Collection with the SSRC on May 13th at Holbrook High School for all residents. |