

Municipality/Organization: Littleton, MA.

EPA NPDES Permit Number: MA041204

MaDEP Transmittal Number: W-035458

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

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6-7-06

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Timothy Goddard **Title:** Town Administrator

Telephone #: 978 – 952 - 2311 **Email:** Goddard@littletonma.org

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: *Kenneth P. Eldridge*

Printed Name: Kenneth P. Eldridge

Title: Chairman of the Board of Selectmen

Date: _____

Part II. Self-Assessment

The Town of Littleton has completed the required self-assessment and has determined that Our municipality is in compliance with all permit conditions except for the following provisions:

BMP ID

COMMENT

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
A	REQUIRED: Annual Report to EPA	Highway / Selectmen	Annual report due on May 1, 2004	Report submitted.	Submit report as required.
Revised					
1C	Stormwater Flyer for Community Businesses	Water Dept	Develop flyer and distribute to 50% of businesses		
Revised					
1-G	Community Education: Hazardous Waste Day and Recycling advertised	Highway / Water Dept.	Continue to write At Least One Article Per Year in the Local Paper and post announcements elsewhere	On going hazardous materials collection at Transfer Station.	On going hazardous materials collection at Transfer Station. Conduct hazardous waste day subject to approval of proposed funding.
Revised					
1-I	Agricultural Education	Water Dept	Develop flyer and distribute to agricultural land owners	Ongoing education including use of BMP and LIDS information and development of LID Manual	Implementation of LID Manual
Revised					

1-K	Education via the Internet	Water Dept	Provide storm water links by year 2; provide Littleton specific information by year 4	Newsletters, LID Information, Stormwater Management Info in CCR Report Delivered to all customers	Same
Revised					
1-J	Education by media	Water Dept	Write at least one article in Watts and Drops news letter and newspaper per year	Many newspaper articles on LID and BMP program at Long Lake and its application to other parts of town.	Heavy Town Wide Multi-Media Publicity of LID/BMP Stormwater Management Manual being developed
Revised					

1a. Additions

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-A	Stormwater Traveling Display	Water Dept.	Display circulates for a min of 3 months per year; Display is posted at a min of 3 locations per year	Ongoing Public Outreach at schools and seminars to Rotary, Country Gardeners, Lake Committees schools, etc.	Continue
Revised					
2-C	Stormwater Photo Contest for High School students	Water Dept	Photo contest is held and entries are received, judged and displayed	Future	
Revised					
2-F	Annual Public Meeting/Hearing Regarding Plan Status and Reports to EPA	Selectmen	Hold meeting in April prior to May 1 submission of report	Significant number of public meetings re: use of BMPs and LIDs for stormwater management in Town Common's Area – Public Meetings for Manual Planned	Public Meetings for Manual Planned
Revised					
2-G	Involve Watershed Groups: Clean Lakes Committee, Spectacle, Mill, Long, & Forge Ponds	Water Dept. & Local Groups	Continue meetings at least 4 times/yr; Continue annual cleanup days; Educational Information Shared by Town;	Significant effort by Lake Watershed Groups for the development and implementation of LIDS/BMPS	Continued implementation of LEDS/BMPs in watersheds
Revised					

2-H	Involve Children's groups (such as 4H, scouts)	Water Dept	Children's groups at least once per year help distribute or display educational information		
Revised					
Revised					

2a. Additions

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-A	REQUIRED: Illicit Discharge Bylaw / Regulatory Mechanism	Water Dept / Highway	Develop draft bylaw; involve and educate public, municipal officials etc	Stormwater Management Manual using BMPs and LIDs under development. Water Department has received grant to complete this manual and has contracted with CDM of this work by the end of June 2006	Implementation of new BMP/LIDs regulations by Planning Board planned
Revised		Water Dept has assumed lead role in this activity.			
3-B	REQUIRED: Storm Drain Map	Highway	Compile existing record plans and surveyed data. Find and locate drainage outfalls in the field.	Continued to compile plans and map additional areas of Town. Designed map data base system and begin entering existing data. Mapped approximately 20% of town drainage system using as built plans and field GPS locations	Continue to compile plans and map additional areas of Town. Continue GPS locations of outfalls/drain system and “catch up” with proposed 20% / yr mapping schedule.
Revised					
3-C	REQUIRED: Illicit Discharge Detection and Elimination Plan	Highway	Determine Priority Areas and Discuss Plan Visually Screen Outfalls During Dry Weather (at least 20% each year)	Visually screened drain structures for illicit discharges during annual cleaning. None reported. 35-40 outfalls inspected during routine maintenance; no illicit discharge observed. On going hazardous materials collection at Transfer Station	Continue visual screening and awareness for illicit discharges. Continue ongoing hazardous materials collection at transfer station.

Revised					
3-D	REQUIRED: Illicit Discharge Education for General Public & Businesses	Water Dept.	Include illicit discharge education in the community, business, and Littleton specific flyers.	Again, Creation of Village Sewer and Stormwater Management District Feasibility Study very large part of education program as well as the development and implementation of BMP/LID Manual.	Ongoing planned
Revised					
3-E	REQUIRED: Illicit Discharge Education for Municipal Employees	Water Dept.	Include illicit discharge education in training under measure 6	Ongoing	Ongoing
Revised					
Revised					

3a. Additions

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-A	REQUIRED: Construction Site Runoff Bylaw / Regulatory Mechanism	Water Dept / Planning	Initial discussions; Review current local/state regulations; Review proposed samples. Develop draft bylaw, involve and educate public etc. Implement bylaw by year 3.	BMP/LID Manual being developed	Implementation of Manual
Revised					
4-B	REQUIRED: BMP's for Construction Site Erosion, Sediment, and Waste Controls	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in bylaw. Implement bylaw by year 3.	To be addressed in BMP/LID Manual	Implementation of Manual
Revised					
4-C	REQUIRED: Construction Site Plan Review Procedures	Water Dept / Planning	Assess existing and brainstorm proposed Prepare draft to include in bylaw. Implement review by year 3.	Same as 4-b	Same as 4-b
Revised					

4-D	REQUIRED: construction Site Inspection and Enforcement Procedures	Water Dept / Planning	Assess existing and brainstorm proposed Prepare draft to include in bylaw. Implement inspections by year 3.	Same as 4-b	Same as 4-b
Revised					
4-E	REQUIRED: Response to Public – “Stormwater Hotline	Water Dept	Implement “storm water hotline”. Advertise and test hotline.	7 x 24 responses available for water and stormwater complaints.	same
Revised					
Revised					

4a. Additions

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-A	REQUIRED: Post-Construction Site Runoff Bylaw / Regulatory Mechanism	Water Dept / Planning	Initial discussion; Review current local/state regulations; Review proposed samples. Develop draft bylaw, involve and educate public. Float new bylaw by year 3 for one year comment period.	Same as 4-b	Same as 4-b
Revised					
5-B	REQUIRED: Choose Structural and Non-Structural BMP's	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in draft bylaw. Implement bylaw in year 3.	Same as 4-b	Same as 4-b
Revised					

5-C	REQUIRED: Long-Term BMP Operation and Maintenance Procedures	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in draft bylaw. Implement bylaw in year 3.	Same as 4-b	Same as 4-b
Revised					
5-D	REQUIRED: Structural BMP Implementation Procedures	Water Dept / Planning	Assess existing and brainstorm proposed. Prepare draft to include in the draft bylaw. Implement bylaw in year 3.	Same as 4-b	Same as 4-b
Revised					
Revised					
Revised					

5a. Additions

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-A	REQUIRED: Employee Training to Prevent/Reduce Stormwater Pollution	Highway / Water Dept.	Assess who, when, and what topics; Create schedule and checklist. Sample/test training.	SPCC identified personnel and subjects for training. No training was conducted.	Schedule and conduct training.
Revised					
6-B	REQUIRED: Maintenance/Inspection of Storm Sewers and Structural/Non Structural Controls	Highway	Develop New/Improved Schedules and Procedures.	Determined existing schedule and procedures for annual cleaning and inspection of storm sewer structures is adequate. Conducted annual sweeping and cleaning of municipal lots and streets. Repairs as necessary. No reported illicit discharges.	Continue to maintain and inspect storm water system under existing schedules and procedures.
Revised			No change to existing operational procedures warranted.		
6-C	REQUIRED: Pollutant Source Reduction/Elimination from Municipal Facilities & Activities	Highway	Fully Implement proposed BMP's	Maintenance and operation of BMP's	Maintenance and operation of BMP's
Revised			This activity was completed in year 1.		

6-D	REQUIRED: Waste Disposal Procedures from Storm Sewers & Municipal Facilities/Activities	Highway	Assess existing waste disposal procedures. Develop draft procedures.	Determined existing street sweeping disposal practice is adequate. Still evaluating disposal of catch basin waste material. Waste materials from municipal garage disposed in accordance with SPCC plan developed in 6-C above and applicable regulations.	Continue to dispose of waste as appropriate. Develop / propose additional waste disposal procedures as applicable.
Revised					
Revised					
Revised					

6a. Additions

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
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	(#)	
▪ community participation	(%)	
▪ 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		
▪ 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	(%)	
% of population on septic systems	(%)	

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)	
Storage shed(s) in design or under construction	(y/n)	



OFFICE OF THE
BOARD OF SELECTMEN

37 SHATTUCK STREET, P.O. BOX 1305
LITTLETON, MASSACHUSETTS 01460
(978) 952-2311

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June 1, 2006

United States Environmental Protection Agency
NPDES Stormwater Phase II Program
Municipal Assistance Unit (CMU)
One Congress Street, Suite 1100
Boston, Ma 02114-2023

Re: NPDES Stormwater Phase II Compliance
Littleton, Massachusetts

Dear Sir or Madam:

The Town of Littleton, Massachusetts is pleased to submit the enclosed Municipal Stormwater Management Program annual report, with a copy also submitted to the Massachusetts Department of Environmental Protection (DEP). This submittal is in accordance with the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) Stormwater Phase II Regulations and the Massachusetts DEP requirements. If you have any questions or comments, please contact me at (978) 952-2311.

Sincerely,

Tim Goddard
Town Administrator

Cc: MA Department of Environmental Protection – Office of Watershed Management
Savas Danos, Littleton Water Department