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Municipality/Organization: Town of Mendon

EPA NPDES Permit Number: BRPWM08A

MaDEP Transmittal Number: W- 036130

Annual Report Number & Reporting Period: **No. 3: March 2005-March 2006**

MAY

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Linda Hawkes **Title:** Highway Dept., clerk

Telephone #: 508-473-0737 **Email:** highway@mendonma.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: Michael W. McCue

Printed Name: Michael McCue

Title: Administrative Assistant

Date: April 28, 2006

Part II. Self Assessment

The Town of Mendon was issued a NPDES Stormwater General Permit in March, 2003. The Town has completed a self-assessment and has determined that we are in compliance with all permit conditions, including:

- Sheet flow inspection and reporting on a quarterly basis
- Inspection of material storage
- Annual employee training for spill and pollution prevention
- Development of an Illicit Discharge Plan
- Tier II reporting requirements
- Spill prevention measures and development of a SPCC
- Compliance with Endangered Species routines
- Site Compliance with SWPPP
- Reporting and record keeping established plans

Part III Summary of Minimum Control Measures

See attached spreadsheet outlining Best Management Practices, goals and progress. The greatest obstacle to achieving the goals is the requirements of some BMPs to establish by-laws, which are subject to acceptance by the voting public, which can be viewed as an "entity" that we must rely on to achieve any measurable goal. To this end, we have not changed or revised any of the BMPs referring to by-laws, but have required that, in the absence of an accepted by-law, written policy be promulgated that serves the same intent as the BMP.

Overall, the Town of Mendon is successfully implementing the conditions of our permit and is striving to fully engage the purposes of the Best Management Practices for Stormwater Management.

PHASE II STORMWATER MANAGEMENT PROGRAM (SMP)

Program							
actice (BMP)	Responsible Dept.	Measurable Goal	Year 1	Year 2	Year 3	Year 4	Year 5
	Town Administ.	Post educational information including DEP and EPA stormwater links, Year 1. Advertise various programs encouraging stormwater polution prevention. Post seasonally targetted stormwater pollution prevention initiatives, and update quarterly, Year 1 - 5	Post educational information including DEP and EPA stormwater links	Advertise various programs encouraging stormwater polution prevention. Post seasonally targetted stormwater pollution prevention initiatives, and update quarterly			
Goal	Website up and going as of November, 2005. Website includes an area dedicated to Stormwater Issues, including links to Mass. DEP and EPA. In year 4, we will include various stormwater and pollution information articles throughout the year, at least quarterly.						
	Highway Dept/BOS.	1 per year in local newspaper, Years 1-5	1 per year in local newspaper, Years 1-5				
Goal	Article describing what the Highway Dept. is doing toward compliance with the Stormwater Management Plan was published in January, 2006. Propose to do the same in Year 4.						
	Board of Health	Monthly Collection Days, Years 1-5; Advertise on web site and with flyers	Monthly Collection Days, Years 1-5; Advertise on web site and with flyers				
Goal	April, 2005. The web site was not running for most of 2005, but it was advertised in the local papers. Monthly collection days for Hazardous Waste is cost prohibitive. Proposed date for Year 4: April 8, 2006						
	Highway Dpt.	1 display at municipal bldg per year, Years 1-5	1 display at municipal bldg per year, Years 1-5				
Goal	Pamphlets entitled "After the Storm" and "Solution to Stormwater Pollution" are available at Highway Dept. Proposed activity for Year 4 is the same, plus a rainbarrel project at the Highway Department during summer, 2006.						
	School Science Dept./DPW	1 Stormwater topic per year minimum; Years 1-5	1 Stormwater topic per year minimum; Years 1-5				
Goal	Year 3: made contact with School Department to coordinate some sort of pollution awareness in class. Proposed for Year 4: Meet with Science teacher (Betsy Lambert) to add Stormwater Pollution element to "Ecology Days" currently scheduled for May 24 and 25, 2006.						
	Board of Health/ Highway	1 town wide mailing per year, Year 1-5	1 town wide mailing per year, Year 1-5				
Goal	Pamphlets entitled "After the Storm" and "Solution to Stormwater Pollution" are available at Highway Dept. Proposed activity for Year 4 is the same, plus a rainbarrel project at the Highway Department during summer, 2006, which will include some pamphlets provided for information.						
ot in the plan?????	BOS/Admin Asst	Post seasonally targeted stormwater pollution prevention initiatives, and update quarterly, Year 1-5	Quarterly updating of cable news, year one through five				
Goal	Year 3: not utilized. Web site utilized. Year 4: same as year 3						

PHASE II STORMWATER MANAGEMENT PROGRAM (SMP)

nt/Participation							
ıctice (BMP)	Responsible Dept.	Measurable Goal	Year 1	Year 2	Year 3	Year 4	Year 5
	Highway Dept./BOS	Initiate program, Year 1. Support program; Years 2 - 5	Initiate program	Support program	Support program	Support program	Support program
Goal	program not initiated. Proposed for Year 4: contact Mass. Highway or others that have initiated this program and gather information on beginning the process.						
	Highway Dept.	Form Program, Yr.1. (BRWA). Target 25% of Town's targeted priority storm drains catch annually; year 2 - 5	Form Program (BRWA).				
Goal	Purchased storm drain stencils in March, 2006. We did not have enough money to buy more than 50 and if these work out well, we'll order more. Proposed for Year 4: Apply all 50 stickers; Order more.						
	ConComm (Lion's)	Annual volunteer cleanup of roadways in April, Year 1 - 5	Annual volunteer cleanup of roadways in April, Year 1 - 5				
Goal	Year 3 annual clean up day: April 9 sponsored by Lion's Club and the Upton Men's Club. Proposed Year 4 annual clean up day scheduled for April 22, 2006 ConComm will coordinate efforts to send flyers to Miscoe Hill Middle School to inform students of Clean up day on April 22.						
	DPW/BOS	(Pat Mills?)	Coordinate	Organize program	Implement program, years 3-5		
Goal	Year 3: Sent request to Administrative Asst. to solicit volunteers. Two ConComm members volunteered to assist to organize effort for Year 4. Year 4: organize program						
	ConComm	Annual contest, through Lion's Club?	Annual contest, years 1-5				
Goal	Year 3: Advertised in school for contest. Collected posters to be judged and prizes to be awarded. Year 4: will follow same format at Year 3.						

PHASE II STORMWATER MANAGEMENT PROGRAM (SMP)

Detection & Elimination							
ractice (BMP)	Responsible Dept.	Measurable Goal	Year 1	Year 2	Year 3	Year 4	Year 5
	Highway Dept.	Compile map, Year 1. Field inspect/ verify 25% of outfalls annually, Yr. 2-5	Compile map	Field inspect/verify 25% of outfalls annually			
Goal	Year 3: inspected 25 outfalls; Proposed for Year 4: inspect more than 25% of outfalls						
	Board of Health/Highway Dept. /BOS	Evaluate existing procedures Year 1. Draft ordinance Year 2. Propose for adoption Year 3. Enforce Year 3 - 5	Evaluate existing procedures	Draft ordinance	Propose for adoption	Enforce	Enforce
Goal	Year 3: Received sample by-law drafts and started review. Performed quarterly inspections of sheet flow and material storage in the area discharging to MS4. Proposed Year 4: draft ordinance, and submit for adoption at the next most convenenient town meeting. Continue quarterly inspections of runoff and sheet flow.						
	Highway Dept.	Evaluate and draft plan, Year 1. Propose for adotion Year 2. Implement, Year 3-5	Evaluate and draft plan	Propose for adotion	Implement	Implement	Implement
Goal	Year 3: Wrote Mike Zylich a memo in April, 2005, clarifying the Highway Dpt.'s responsibility for this. Received IDDE Guidance Manual, and contact name for coordinating efforts to develop IDDE plans. Due to funding constraints, we could not hire this effort out, and the complexity of developing by-laws from scratch did not allow full drafting of this plan in year 3. However, a sample ordinance is under review and will be submitted for approval in Year 4. Highway Dept. had one training session on Illicit Discharges with all Highway Employees. Proposed Year 4: Finish drafting by-law and submit for approval at town meeting.						
	Board of Health/ Highway Dept.	Post signage at common dumping areas, Year 1. Weekly cleanup of illegally dumped trash, Year 1- 5	Post signage at common dumping areas	Weekly cleanup of illegally dumped trash			
Goal	Year 3: Continued weekly, or as-needed, cleanup of roads. Items included lawn mowers, hot water heaters, tires, dryers, bags of trash, and other miscellaneous large items. Posted sign at metal dumpster stating "Metal Items Only" and currently revising regulations to require that all oil be disposed of before dumping metal motors, etc.						
	Highway Dept.	Develop sampling program for dry weather inspection/detection in target areas, Year 3 - 5			Develop sampling program for dry weather inspection/detection in target areas		
Goal	see 3A. Sampled various stormwater outfalls during dry times, both officially and unofficially on drive-by or walk-by inspections. Did not meet 25% inspection rate during dry period. Year 4: Officially inspect more than 25% of outfalls during dry period for non-stormwater discharges.						
	Highway Dept.	Training under BMP #6C; Year 1 to recognize illicit discharges. Annual refresher Year 2 - 5	Training under BMP #6C; to recognize illicit discharges.	Annual refresher	Annual refresher	Annual refresher	Annual refresher
Goal	Year 3: Employee training, July, 2005 Year 4: Employee training planned for April, 2006						
	Board of Health	Maintain records for use in determining problem areas and incorporate into Annual Report, Year 1 - 5	Maintain records for use in determining problem areas and incorporate into Annual Report, Year 1 - 5				
Goal	Year 3: When the Board of Health receives a complaint that could possibly affect storm water, they conduct dye testing to either eliminate or confirm a system failure. They will then order correction on the failing system. The board will order that the system be pumped weekly or take whatever corrective action necessary until the system is fixed. Proposed Year 4: Keep more detailed records.						
	Planning Board/ Highway Dept	Inspect storm drain pipes as part of the new subdivisions, as needed, Years 2 - 5		Inspect storm drain pipes as part of the new subdivisions, as needed			
Goal	Year 3: Current regulations provide for all drainage pipes to be cleaned and flushed prior to final inspection and acceptance. Video inspection is not used, due to cost restraints. Year 4: Put policy in writing to inspect drains and pipes for any new connection.						

PHASE II STORMWATER MANAGEMENT PROGRAM (SMP)

e Runoff Control							
actice (BMP)	Responsible Dept.	Measurable Goal	Year 1	Year 2	Year 3	Year 4	Year 5
	ConComm/ Planning Board	Evaluate existing regulationsYear 1. Draft revisions Year 2. Propose for adoption Year 3.	Evaluate existing regulations	Draft revisions	Propose for adoption		
Goal	Year 3: Current regulations include consideration for Stormwater Drainage System regs. This provides guidance on diverting water away from subdivisions, but does not address smaller sites. Additionally, the regs do not promote or prioritize stormwater management, but rather, water flow and control. Con. Comm and Planning Board met with the town's Stormwater Management liason on two seperate occassions to coordinate efforts between Highway, Con Comm and Planning Board. Proposed Year 4: SWMP liason from town will meet w/ Con Comm and Planning Board April 6, 2006 to further diecuss how to generate more specific regulations for BMPs.						
	Planning Board/ Board of Health/ ConComm	Enforcement under existing city regulations; Year 1-2. Enforcement under adopted ordinance, Year 3 - 5	Enforcement under existing city regulations		Enforcement under adopted ordinance		
Goal	Year 3: met two times with town SWMP liason to discuss what was needed for this BMP. A Water Protection By-Law proposal was defeated at a Special Town Meeting in December, leaving the town in an adversarial 'mood'. Current efforts involve clarifying existing policies in writing, and revising those policies to conform to the intent of this BMP. Proposed Year 4: get policies concerning Plan Review in writing, and revise. The Board of Health will contact other towns about regulations on storm water in order to move forward in creating their own.						
	Building Inspector/BOH/ Engineer	Enforcement under existing city regulations; Year 1-2. Enforcement under adopted ordinance, Year 3 - 5	Enforcement under existing city regulations		Enforcement under adopted ordinance		
Goal	Year 3: Enforcement under existing regulation. Proposed Year 4: Submit written policy on Inspection and Reporting procedures after the Planning and Building Departments have created a policy for Construction Site Runoff Control						

PHASE II STORMWATER MANAGEMENT PROGRAM (SMP)

n Stormwater Mangmnt							
actice (BMP)	Responsible Dept.	Measurable Goal	Year 1	Year 2	Year 3	Year 4	Year 5
)	Planning Board/ ConComm	Review current ordinance, Year 1. Draft amendments Year 2. Propose adoption for Year 3.	Review current ordinance	Draft amendments	Draft amendments		
Goal	Year 3: met two times with town SWMP liason to discuss what was needed for this BMP. Current efforts involve clarifying existing policies in writing, and revising those policies to conform to the intent of this BMP. Proposed Year 4: get policies concerning Post Construction Runoff in writing, and revise.						
	Planning Board/ Con Comm	Enforcement under existing town regulations, Year 1 - 2. Enforcement under adopted ordinance Year 3 - 5.	Enforcement under existing town regulations		Enforcement under adopted ordinance		
Goal	Year 3: met two times with town SWMP liason to discuss what was needed for this BMP. Current efforts involve clarifying existing policies in writing, and revising those policies to conform to the intent of this BMP. Proposed Year 4: get policies concerning Construction Site Plan Review in writing, and revise.						
an	Board of Selectmen	Enforcement under existing town regulations, Year 1 - 2. Enforcement under adopted ordinance Year 3 - 5.	Enforcement under existing town regulations		Enforcement under adopted ordinance		
Goal	Year 3: Initiated contact and formalized position for town liason for Stormwater Management. Additional hours voted for this position. Proposed Year 4: Maintain contact with liason. Increase contact with all town boards to assure compliance with plan, especially Planning and Building Departments to create a construction site runoff plan that encompassses not only subdivisions, but any construction with disturbance over 1 acre..						

PHASE II STORMWATER MANAGEMENT PROGRAM (SMP)

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actice (BMP)	Responsible Dept.	Measurable Goal					
	Highway Dept.	Clean all catch basins at least once per year, Years 1 -5.	Clean all catch basins at least once per year, Years 1 -5.				
Goal	Year 3: cleaned all catch basins 6/29/05 Year 4: proposed cleanup 6/06.						
eaning	Highway Dept.	Sweep all streets once per year, Years 1 - 5	Sweep all streets once per year, Years 1 - 5				
Goal	all streets swept May, June, July 2005 Year 4: propose all sweeping April, May, June						
n/MSGP	Highway Dept.	Implementation of SWPPP Year 1. Compliance, Year 2 - 5.	Implementation of SWPPP	Compliance,			
Goal	Year 3: complied with stormwater pollution plan, including initiating SPCC plan, illicit discharge plan, and updating the Stormwater Pollution Prevention Plan						
	Board of Health	Bi-weekly curbside pick up of paper and containers for recycling, Years 1 - 5	Bi-weekly curbside pick up of paper and containers for recycling				
Goal	Year 3: compliance Proposed Year 4: continued compliance						
	Board of Health	Annually evaluate program, and add new materials to recylcing list as needed, Years 1 - 5	Annually evaluate program, and add new materials to recylcing list as needed				
Goal	Year 3: Weekly recycling center open year round. Additionally, vehicle tire recycling program available at a minimal cost to residents. Proposed Year 4: continue						
ell Battery Programs	Board of Health	Collection of mercury thermometers and button cell batteries from residents for disposal at no cost to them, Years 1 - 5	Collection of mercury thermometers and button cell batteries from residents for disposal at no cost to them				
Goal	Year 3: compliance. Proposed Year 4: continued compliance						
	Highway Dept.	Collection of yard waste for composting every Saturday, Years 1 - 5	Collection of yard waste for composting every Saturday				
Goal	Year 3: continued composting program at Highway Department; advertised compost facility on web site Proposed Year 4: continued compliance and advertising						
	Board of Health	Weekly curbside pick-up of trash for residents, Years 1 - 5	Weekly curbside pick-up of trash for residents				
Goal	Year 3: compliance. Proposed Year 4: continued compliance						
draft plan, but not in final	Highway Dept.	Initial Good Housekeeping training, Year 1. Annual refresher, Year 2 - 5	Initial Good Housekeeping	Annual refresher			
Goal	Year 3: Training session July, 2005 Proposed Year 4: April, 2006						
draft plan, but not in final	Board of Health	Annual collection every April, Year 1 - 5	Annual collection every April, Year 1 - 5				
Goal	Year 3: Annual Hazardous Waste Collection day held in April 9, 2005. Year 4: Annual date set for April 8, 2006.						