Municipality/Organization: Town of Monson

EPA NPDES Permit Number: MA041015

MaDEP Transmittal Number: W- 040562

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

05/08/06 PV

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Title:

Telephone #: (413) 267-4100 Email:

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: Richard Guerin

Printed Name: RICHARD GUERIN

Title: CHAIRMAN BOARD of SELECTMEN

Date: MAY 9, 2006

Part II. Self-Assessment

The Town of Monson has successfully implemented or begun implementation of several Measurable Goals noted in Monson's Notice of Intent. Prior to the development of Monson's Comprehensive Stormwater Management Program, including Measurable Goals, the Town had an assessment performed of current activities, programs, and regulations that could support the NPDES Phase II Stormwater program. This assessment became the basis for modifying current activities, recommending new programs, and informing town boards and departments of their obligation toward successful implementation of Monson's Comprehensive Stormwater Program.

Monson is pleased to present the following summary describing Monson's success at implementing the third year of the town's Comprehensive Stormwater Management Program.

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	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Monson will present to the public at a public meeting Monson's Comprehensive Stormwater Management Program.	Stormwater Management Program presented at Board of Selectman meeting on February 25, 2003. The Board of Selectmen has publicly reviewed efforts that contribute to water resource protection, including announcing hazardous waste collection days, reviewing draft Open Space Plan, authorizing funding for Monson High School Environmental Service Team, and recognizing volunteers and their efforts in protecting Monson's water resources. Selectboard meetings are televised on local access cable and minutes of these meetings can be viewed at www.monson-ma.gov	Monson will continue to publicly review the ongoing implementation of Monson's Comprehensive Stormwater Management Program and local activities that support protection of water quality.

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	Create a Stormwater Program	Board of Selectmen Department of Public Works	Monson will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Monson's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Monson has been awarded a $200,000 EPA Brownfields grant for cleanup at the South Main Street School. The cleanup will remove environmental threats to nearby water resources.	The Town of Monson will continue to monitor funding sources for applicability.
3	Address specific groups	Board of Selectmen Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	On November 30, 2005 a Community Forum was held at Monson High School. Craig Jalbert, Superintendent of the Monson Water and Sewer Department and a representative from Massachusetts Rural Water Association held a discussion on water protection	The Town will continue to identify opportunities to educate resident and students on water quality protection.
4	Target groups likely to impact storm water	Board of Selectmen Department of Public Works Board of Health	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	Monson Water Department's 2005 Consumer Confidence Report was mailed to all water users and is available on Monson's website www.monson-ma.gov	The Town will continue to identify opportunities to educate resident and students on water quality protection.
5	Identify alternative information sources	Board of Selectmen MIS Department	Monson will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: http://www.monson-ma.gov/	The Town of Monson has posted the following links on its website: the EPA non-point source pollution website, http://www.epa.gov/owow/nps/ BFI Trash/Recycling Schedule, "Bulky Day" press release, and regulations for floor drains.	The Town of Monson will continue to seek appropriate links for stormwater education.

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	Identify alternative information sources	Board of Selectmen MIS Department	Monson will also post links on its website to the Chicopee River Watershed Association @ www.chicopeeriver.org, and the Connecticut River Watershed Council @ www.ctriver.org.	The Town of Monson has posted these links on its website. Also posted on website: EPA – Nonpoint Source Pollution, and 2005 Consumer Confidence Report.	The Town of Monson will continue to seek appropriate links for stormwater information and education.
7	Utilize local public access channel	Board of Selectmen	Public meeting notice and the meeting reviewing Monson's Comprehensive Stormwater Management Program will be posted on Monson's local access channel.	Board of Selectmen's meeting reviewing Monson's Comprehensive Stormwater Management Program was televised on February 23, 2003. Hazardous waste collection day and Bulky Day information was announced on local cable access. The Board of Selectmen has publicly reviewed efforts that contribute to water resource protection, including announcing hazardous waste collection days, reviewing draft Open Space Plan, authorizing funding for Monson High School Environmental Service Team, and recognizing volunteers and their efforts in protecting Monson's water resources. Selectboard meetings are televised on local access cable. Monson's Source Water Protection Plan PowerPoint presentation has been televised on the local public access channel several times.	

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
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Monson will appoint a liaison to the Connecticut River Watershed Association and the Chicopee River Watershed Council to disseminate information to the Town on programs and activities.	On November 30, 2005 a Community Forum was held at Monson High School. Craig Jalbert, Superintendent of the Monson Water and Sewer Department and a representative from Massachusetts Rural Water Association held a discussion on water protection. Mr. Jalbert and a representative from Massachusetts Rural Water Association spoke to fourth graders at Quarry Hill Community School. Monson High School students have organized an Environmental Service Team and participates in Envirothon competitions. Teams compete within their state on knowledge of forestry, water, soils, and wildlife. Winners compete against other teams from throughout North America.	The Town of Monson will continue to identify and schedule forums that promote resource protection.

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
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Monson will work with the Town's contracted waste hauler and the Board of Health to continue to sponsor Hazardous Waste Collection Days.	Waste hauler (BFI) collects hazardous waste twice annually. The Board of Health distributes event brochures, schedules are posted on the Town's website, and the Selectboard publicly announces on local access cable. The Town of Monson has brochures available detailing trash and recycling guidelines. Bulky Waste Day is scheduled two times per year. One was held on October 1, 2005. Hazardous Waste Collection Day was June 4, 2005. One of the two dates corresponds to the spring town-wide cleanup event.	The Hazardous Waste Collection Day and Bulk Item Disposal Day events are expected to continue.

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
10	Storm drain stenciling	Department of Public Works	Monson will work with local Scout groups to develop a stenciling program. Stenciling will target Monson's subwatersheds.	Monson has reconsidered the effectiveness of storm drain stenciling. The inability of the stenciling to stand up through winter maintenance has caused the Town to focus on other activities targeted towards local youth. The local Girl Scouts worked on the Silver Street walking trail.	The Town of Monson will to identify opportunities to assist local youth groups.
11	Community clean-ups	Department of Public Works Monson Conservation Commission	Town of Monson will encourage local stream team cleanups with local residents and area Scout groups. The Paradise Lake, Stagecoach Lake, and Pulpit Rock Associations perform cleanups around their respective waterbodies. Town will provide solicitation of sponsors and notice of events on local access channel and website.	The Monson Tourism Association continues to hold its annual community wide cleanup. Over 100 residents participate and participation grows each year. It is looked forward to as an annual town-wide gathering. Bags and gloves are provided to volunteers by the Town. T shirts are also available.	A community-wide cleanup sponsored by the Monson Tourism Association is scheduled for April 29, 2006. BFI will contribute a dumpster for the event. Also, the DPW performs clean-ups on a regular basis.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	Monson DPW provided trash pick-up for Annual Cleanup. DPW performs roadside clean-ups on a regular basis.	The DPW will pick-up roadside bags from the clean up event. The DPW supports all organized cleanup and waste pickup efforts.

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
13	Inventory and mapping of storm drain system	Board of Selectmen Department of Public Works	Monson will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Monson's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Monson is relying on local budgets to fund Monson's IDDE program.	The Town of Monson will continue to monitor funding sources for applicability.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Monson will develop and implement a plan to map all outfalls and receiving bodies of water, contingent on Town Meeting approval of funding.	The Town of Monson has mapped outfall in the MS4 regulated area.	The Town of Monson will contract with a consultant to GPS locate outfall in the regulated area. Monson will also contract for dry weather inspections to be performed at regulated outfalls.
15	Identification/ description of problem areas	Department of Public Works	Monson will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent on Town Meeting approval of funding.		There are no known illicit discharges. If dry weather inspections indicate the possibility of illicit discharges, Monson will work with the consultant to develop and implement a plan to identify and remove confirmed illicit discharges.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Monson will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	The Monson Board of Health has approved the use of "Model Floor Drain Regulation." This regulation is posted on Monson website www.monson-ma.gov	The Town of Monson will continue to review existing bylaws for necessary changes.

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
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Monson will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	The Board of Health office has brochures for homeowners regarding credit for repairing or replacing a failed cesspool or septic system. Waste hauler (BFI) collects hazardous waste twice annually. The Board of Health distributes event brochures, schedules are posted on the Town's website, and the Selectboard publicly announces on local access cable. The Town of Monson has brochures available detailing trash and recycling guidelines. Bulky Waste Day is scheduled two times per year. One was held on October 1, 2005. Hazardous Waste Collection Day was June 4, 2005. One of the two dates corresponds to the spring town-wide cleanup event.	Brochures will continue to be made available and information posted on the Town's website.
18	Initiation of recycling programs	Department of Public Works Board of Health	Monson will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Monson did not receive funding from this year DEP's Recycling Grant Program.	The Town of Monson will apply for funding from DEP's Recycling Grant Program if needed.

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
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Monson will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks can include design and installation of stormwater BMPs and public outreach including storm drain stenciling.	The Town of Monson has not identified any appropriate funding sources.	The Town of Monson will monitor funding sources for applicability.
20	Watershed assessments and studies	Department of Public Works	The Town of Monson will apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II in Monson.	Monson Sewer and Water Department worked with Massachusetts Rural Water Association to develop Monson's Source Water Protection Plan. The Plan was publicly reviewed and can be accessed on Monson's website. The Town of Monson took action to further protect Monson's Zone I.	The Town of Monson will continue to identify opportunities to protect local drinking water supplies.

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
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Planning Board has drafted language and publicly presented Monson's stormwater by-law. Proposed by-law is posted on Monson's website www.monson-ma.gov	The Planning Board will continue to receive comments from other Town departments and the public and prepare final language for Town Meeting review and approval.

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
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Monson will review model by-law developed by DEP in consultation with the Attorney General's Office.	The Planning Board has drafted language and publicly presented Monson's stormwater by-law. Proposed by-law is posted on Monson's website www.monson-ma.gov	The Planning Board will continue to receive comments from other Town departments and the public and prepare final language for Town Meeting review and approval.

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
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Monson will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	The program of cleaning catchbasins within the Town has been impacted as the result of budget limitations. Despite no funds to purchase equipment or hire a contractor, Monson Highway Department employees have begun manually cleaning catchbasins. During cleanout they are noting condition and suspected problems for additional assessment. Street sweeping is performed yearly, with emphasis within the urbanized area.	The Town of Monson refers to the Berkshire Regional Planning Council (BRPC) dirt road manual for maintenance of the 10 miles of dirt roads in Town. The Town of Monson will continue the street sweeping program and manual cleanout of catchbasins.
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Monson will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	The DPW keeps a daily log of all operations.	Monson's daily log will provide additional information in support of this year's scheduled dry weather inspections of outfalls.
25	Develop and implement training programs for municipal employees	Department of Public Works	Monson will send a minimum of 3 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	In-house education is provided to all employees regarding yard maintenance. Specifically targeted are maintenance activities regarding unloading, loading, and storage of winter salt and sand.	The Town of Monson expects to continue to support the training of public employees on stormwater protection.
26	Review storm drainage infrastructure needs	Department of Public Works	Monson will incorporate storm drain infrastructure review in Monson's Chapter 90 project utilizations.	The reconstruction of Hospital Road includes stormwater and drainage improvements.	DPW will continue to review stormwater management opportunities within proposed road improvements projects.

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
				No TMDLs in the Town of Monson	

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

BMPs have not been installed. Sampling and analysis has not been performed.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	No	
Annual program budget/expenditures	<$10,000	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	>90%	
Stormwater management committee established	N	
Stream teams established or supported	Y	
Shoreline clean-up participation or quantity of shoreline miles cleaned	N/A	
Household Hazardous Waste Collection Days		
▪ days sponsored	2	
▪ 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	(%)	

Construction

Number of construction starts (>1-acre)	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and $)	
Complaints/concerns received from public	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	
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)	

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May 2, 2006

Gretchen Neggers, Town Administrator
Town of Monson
110 Main Street
Monson, MA 01057

RE: NPDES Phase II Stormwater Annual Report

Dear Gretchen:

Attached are three copies of Monson's NPDES Phase II Annual Report and optional supporting documents.

Copies must be signed by either the municipality's principal executive officer or ranking elected official. Mail one signed copy and attachments to:

U.S. Environmental Protection Agency
Water Technical Unit
PO Box 8127
Boston, MA 02114

Mail one signed copy and attachments to:

Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street
Worcester, MA 01608

One copy and attachments are to be retained in your files, along with the original Notice of Intent.

We commend you on your efforts to adhere to the requirements of your general permit for stormwater discharges and look forward to continuing to assist the Town with protecting and improving local water quality. Please do not hesitate to contact me if you have any questions or comments.

Sincerely,

Earth Tech

Mary Monahan-Burgess
Program Director

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