TOWN OF SCITUATE

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RICHARD H. AGNEW, Town Administrator

May 1, 2006

MAY - 3 2006

United States Environmental Protection Agency
Water Technical Unit
P.O. Box 8127
Boston, Massachusetts 02114-2023

Re: National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems
Annual Report for Town of Scituate
Permit Number: MAR041060/MA DEP Transmittal Number: W041143

To Whom It May Concern:

Pursuant to the requirements of EPA's "National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems" issued May 1, 2003; the Town of Scituate is pleased to submit the enclosed Annual Report.

If you have any questions regarding this report, please feel free to contact me.

Very truly yours,

Richard H. Agnew
Town Administrator

Enclosures

cc: Anthony Antoniello, Director, DPW
Engineering Division, DPW
Charlene E. Johnston, P.E., Weston & Sampson Engineers

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

EPA NPDES Permit Number: **MAR041060**

MaDEP Transmittal Number: **W-041143**

MAY - 5

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: Richard Agnew Title: Town Administrator

Telephone #: 781-545-8731 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:

Printed Name: Richard Agnew

Title: Town Administrator

Date: MAY 1, 2006

Part II. Self-Assessment

The town of Scituate has completed the required self-assessment of the annual compliance review for the Phase II Stormwater Program. In accordance with the NPDES Phase II Stormwater requirements, the following topics were evaluated for the completion of the Annual Report:

1. Compliance with the Phase II permit conditions
2. Appropriateness of the selected BMPs
3. Progress towards achieving the program's measurable goals
4. Results of any information that has been collected and analyzed
5. Activities for the next reporting cycle
6. Changes in identified BMPs or measurable goals

The town has determined that our municipality is in compliance with all permit conditions, except for:

- BMP ID# 1A: Number of website hits have not been recorded but will be monitored in Year 4.
- BMP ID# 3C, 4A, 5A: Bylaws will be presented at Town Meeting by end of Year 4, rather than Year 3.

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
1A	Develop Stormwater Section of Town Website	Town Website Manager	Measure number of hits twice per year	Water protection information is on the site.	Additional stormwater information and guidance items are being added to the website.
Revised					
1B	Distribute Fact Sheets to Businesses and Residences	DPW, Conservation	Copies of the materials	Fact sheets available in town hall.	Distribute fact sheets in the town offices.
Revised					
1C	Develop a Poster Display Regarding Stormwater Issues	DPW, Conservation	List of display locations	Posters are hanging in various municipal buildings: Town Hall bulletin board, Water Department, Department of Public Works, Schools.	Once a year, the town will check that the posters remain viewable. Replacements will be provided if the posters are missing or in disrepair.
Revised					
Revised					
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
2A	Mark Storm Drains with Stencils During Cleaning	DPW	10% of Storm Drains Marked by Year 1	The town reviewed the stencil application versus installation of markers. They have received pricing to use markers rather than stencil storm drains.	Mark storm drains in highest priority areas.
Revised					
2B	Conduct River, Stream, and Pond Cleanups	Volunteer Groups	Cleaner streams documented by before and after photos	The First Herring Brook Watershed Initiative holds an annual cleanup day and the town provides assistance.	Annual cleanup day: May 24, 2006.
Revised					
2C	Establish a Stormwater Telephone Hotline	DPW	Record number of phone calls to hotline, copies of articles.	Appropriate town offices have been provided with phone logs to take hotline calls.	Continue to log the phone calls received.
Revised					
2D	Public Meetings to Discuss Stormwater Issues	DPW, Conservation	Minutes from each meeting	Annual meeting postponed until next Town Meeting.	Hold an annual public meeting to discuss stormwater management bylaws.
Revised					
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
3A	Develop Town Storm Drain Outfall GIS Map	DPW	Entire system mapped and outfall locations verified	Outfalls not previously mapped were located with GPS and are inventoried in a GIS layer.	No further action required.
Revised					
3B	Develop Illicit Discharge Detection and Elimination Plan	DPW	30% of all outfalls will be sampled by year 2	Identified outfalls were sampled as part of the Scituate Stormwater Management Master Plan.	No further action required.
Revised			Outfalls were reviewed for suspicious flows and sampled as appropriate.		
3C	Develop Illicit Discharge Prohibition Ordinance	DPW, BOH	Bylaw at Town Meeting by end of year 3.	An illicit discharge prohibition ordinance was developed.	Put bylaw on agenda for Town Meeting.
Revised			Bylaw at Town Meeting by end of Year 4.		
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
4A	Develop Erosion Control Regulation	DPW	Bylaw at Town Meeting by End of Yr 3	Existing regulations were reviewed and a bylaw for erosion control was developed.	Put bylaw on agenda for Town Meeting.
Revised			Bylaw at Town Meeting by end of Year 4.		
4B	Develop Design Standard for Erosion Control	DPW	Inspection checklist and documented inspections.	Design standards for erosion control were reviewed.	Reference design standards for erosion controls and develop checklist.
Revised					
4C	Procedure for Receiving Info Submitted by the Public	DPW	Record number of phone calls to hotline, copies of articles.	Stormwater related calls are currently taken by town staff. A log is kept of all calls.	Continue to operate hotline and record the number of phone calls.
Revised					
Revised					
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
5A	Develop BMP Regulation	DPW	Bylaw at Town Meeting – Yr 3	Post-construction stormwater management bylaw was developed.	Put bylaw on agenda for Town Meeting.
Revised			Bylaw at Town Meeting – Yr 4		
5B	Develop and Implement Inspection Program	DPW	Copies of maintenance reports plus inspection records.	The town will review the submittal requirements, as well as the site inspection practices, during the fourth permit year.	Continue to develop inspection program.
Revised					
5C	Develop BMP Design Standards	DPW	Improved Bylaws – Yr 4	Planned for Permit Year 4.	Reference design standards for BMPs.
Revised			Design standards referenced by End of Yr 4.		
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
6A	Clean Catch Basins	DPW	Clean all Basins – Ongoing	The town is developing a catch basin cleaning program to prioritize catch basin cleanings. Catch basins were cleaned as needed.	Clean catch basins as needed.
Revised					
6B	Sweep Streets in Town	DPW	Volume of sweepings collected – report annually	The sweeper is run from April until October. Approximately 90 yards of debris was collected.	Sweep streets and record the volume of sweepings collected annually.
Revised					
6C	Ensure Proper Disposal for Hazardous Wastes	DPW, BOH	Accept motor oil, batteries, appliances, propane tanks at Recycling Center	Residents are encouraged to drop off motor oil, batteries, appliances, propane tanks at Recycling Center and other hazardous wastes at nearby facilities.	Residents are encouraged to drop off motor oil, batteries, appliances, propane tanks at Recycling Center and other hazardous wastes at nearby facilities.
Revised					
6D	Develop an Inspection and Maintenance Plan	DPW	Written schedule, records of inspections and maintenance	The Highway Department has a new wash bay being installed.	Continue to inspect municipal facilities and keep records of maintenance activities.
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
7A	Develop a Water Quality Strategy for 303d Waters	DPW	Copy of Water Quality Strategy Plan, summary effort	303d waters have been evaluated within the Stormwater Management Master Plan	No further action required.
Revised					
7B	Implement BMPs from Water Quality Strategy	DPW	Summary of efforts and water quality improvements	Planned for Year 5.	Planned for Year 5.
Revised					
7C	Categorize Drainage System	DPW	Map of system categorization by end of Yr 3	Categorization of drainage system is complete.	No further action required.
Revised					
7D	Evaluate Hydraulic Capacity in Areas of Concern	DPW	Report detailing results by end of Yr 3	Simulated hydrologic and pollution potential. Results reported in the Scituate Stormwater Management Master Plan.	No further action required.
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

The entire town's drainage system was mapped using GIS. Locations of outfalls have been verified. Unknown outfalls have been located and will be added to the town's drainage map. All outfalls have been visually inspected. Detail records for each outfall were kept.

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				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

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)	