Municipality/Organization: Town of Sterling

EPA NPDES Permit Number: MA041222

MaDEP Transmittal Number: **W-041087**

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mr. Louis A. Manring Title: Superintendent

Telephone #: 978-422-6767 Email: lmanring@sterlingdpw.com

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: Louis A. Manring

Title: Superintendent

Date: 8/29/06

Part II. Self-Assessment

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

Part II.F ***Failed to submit annual report on or before May 1st.***

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	Co-sponsor Biennial Household Hazardous Waste Collection Events	Sterling Department of Public Works	**Spring/Fall '03 - Spring/Fall '04 - Spring/Fall '05 - Spring/Fall '06 - Spring/Fall '07** • Co-sponsor two Wachusett Earthday Collection events each year. • Continue to provide financial assistance for the development of the Wachusett Earthday Collection brochure on a bi-annual basis. • Make the Wachusett Earthday Collection brochure available to the public at the Sterling Town Hall and other municipal buildings. • Advertise the Wachusett Earthday Collection events via a press release to the Sterling Meetinghouse News and the Holden Landmark newspapers. • Update the Town's web page to include details of the Wachusett Earthday Collection events and links to the Massachusetts Department of Environmental Protection (MADEP) and U.S. Environmental Protection Agency (EPA) web sites pertaining to household hazardous waste. • Track the amounts and types of waste collected at each event. • Track the number of Sterling vehicles that participate in the event each.	• Cosponsored HHW event w/ the Towns of Boylston, Holden, Paxton, Rutland and West Boylston on May 14,005 and October 15, 2005. • A news brief advertising the event was placed in the Sterling Meetinghouse News and the Holden Landmark newspaper. • Brochures advertising the HHW Collection Day event were developed and available to the public at the Sterling Town Hall, DPW and other municipal buildings. • Approx. 80 Sterling vehicles were counted at this event. • Records for these event are kept by others and have not been kept town by town for these events.	• Activities to proceed as noted in the Measurable Goal's column.
1-2	Place Educational Information on Sterling Public Access Television	Sterling Department of Public Works	**Fall '03, Winter '03/04 – Winter '07/08** • Broadcast "Save Your Lake" video on Channel 8, the public access cable station, at least twice each year during the spring and summer months of the permit term beginning in the Spring of 2004. • Obtain "Oil Leak" & "Fertilizer" PSAs from the Washington State Department of Ecology Water Quality Consortium. • Track how frequently the PSA's are broadcast on Channel 8 from the Fall of 2003 through the end of the permit term.	• The "Save Your Lake" video was broadcast on Channel 8 four (4) times the week of May 1st – 7th. • The "Oil Leak" & "Fertilizer" PSAs were broadcast on Channel 8 two (2) times each evening that same week.	• Activities to proceed as noted in the Measurable Goal's column.
1-3	Post Educational Information on the Town's Official Web Site	Sterling Department of Public Works	**Spring '05 – Winter 07/08** • Post stormwater related information on the Sterling Public Services web site upon its complete implementation. • Update web site regularly.	Stormwater related information has been posted on the DPW website www.sterlingdpw.com regularly	• Activities to proceed as noted in the Measurable Goal's column.
1-4	Promote Water Conservation Practices to Homeowners	Sterling Department of Public Works	**Spring/Summer '04, Spring '05 – Winter '07/08** • Include water conservation information in the Sterling Annual Water-Quality Report. • Include water conservation educational information in the DPW Notes section of the Sterling Meetinghouse News two times per year. • Post water conservation information on the DPW's web page.	• Water conservation information was placed in the Sterling 2005 Annual Water-Quality Report. • Water conservation educational information was placed in the DPW Notes section of the Sterling Meetinghouse News in the Spring and the Summer of 2005. • Water conservation info is posted on the DPW website www.sterlingdpw.com and maintained regularly.	• Activities to proceed as noted in the Measurable Goal's column.

1-5	Publish Educational Information Targeted to Community Businesses	Sterling Department of Public Works	**Spring '06** • Develop an educational press release targeted to the stormwater management practices of local businesses. • Submit press release to the Sterling Meetinghouse News for publishing. • Post the informational press release on the Town's official website.	***Information on best management practices has been posted on DPW website www.sterlingdpw.com***	Activities to proceed as noted in the Measurable Goal's column.
1-6	Conduct EnviroScape Demonstrations at Local Schools	Sterling Department of Public Works	**Spring '05, Spring '06, Spring '07** • Each Spring during the permit term, the Sterling DPW will borrow the EnviroScape watershed/nonpoint source model from the MDC office for use in their educational demonstrations. • Each year conduct the EnviroScape demonstrations for all fourth grade students at Sterling's public middle school.	• This activity did not take place this year due to time constraints. It is hoped to be done in Fall 2006.	• Activities to proceed as noted in the Measurable Goal's column.

1a. Additions

No additions to report.

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	Public Access to Draft SWMP & Receipt of Comment	Sterling Department of Public Work	**Summer '03** • Make draft SWMP available to the public and conduct public comment period. • Finalize SWMP. • Make the final SWMP accessible to the public via the Town's public library and web page.	***No Activities planned beyond Permit Year 1***	***No Activities planned beyond Permit Year 1***
2-2	Public Access to Annual Report & Receipt of Comment	Sterling Department of Public Work	**Spring '04/05/06/07** • Prepare an annual report. • Submit an annual report to both the EPA and MA DEP.	• Report was submitted late this year due to lack of sufficient office staff.	• Activities to proceed as noted in the Measurable Goal's column.
2-3	Provide Support to Local Cleanup Activities	Sterling Department of Public Work	**Spring '04/05/06/07** • Draft and distribute an annual letter offering assistance with local cleanup activities to neighborhood associations, homeowner associations, lake associations, and civic groups active in Sterling. • Track which entities the letters are sent to each year. • Track the number of cleanup activities the DPW assists in conducting each year. • Track the number of cleanup participants at each activity the DPW assists in conducting. • Track which areas of Town are cleaned by each activity the DPW assists in conducting.	• In May 2006 the Sterling DPW assisted the Sterling Garden Club in conducting a town clean-up day. • Approx.14 people participated in the effort over several days. • The DPW advertised the event , solicited volunteers, provided trash bags for the cleanup and picked up and disposed of the trash collected.	• Activities to proceed as noted in the Measurable Goal's column.

2a. Additions

No additions to report.

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	Update the Town's Storm Drain System Map	Sterling Planning Board Sterling Department of Public Works	**Spring '06– Winter '07/08** • Draft and take to Town Meeting an amendment to the Protective Bylaws that would require project proponents for any project regulated by Site Plan Review to submit a copy of the as-built plans to the Planning Board in digital format. • Draft an amendment to the Rules and Regulations Governing the Subdivision of Land that would require project proponents to submit a copy of the subdivision's as-built plans to the Planning Board in digital format. • Adopt the proposed amendment to the Rules and Regulations Governing the Subdivision of Land at a meeting of the Planning Board. • Continuously update the storm drainage system map as new components are added to the municipal storm drainage system. • Conduct an inventory of the unmapped storm drainage facilities and digitize the as-built plans for conversion into a GIS format for inclusion in the Town's Storm Drainage System Map.	• Goals were revised. No activities took place this year • Planning Board is working with a consultant on proposed amendments to regulations and bylaw changes. These proposed bylaw changes will be brought to the next annual town meeting in May '07 for approval. • An inventory has been conducted of the unmapped storm drainage facilities. It is hoped to digitize the as-built plans for conversion into a GIS format for inclusion in the Town's Storm Drainage System Map through funding acquired at next town meeting.	• Activities to proceed as noted in the Measurable Goal's column.
3-2	Adopt a Bylaw Governing Discharges to the Municipal Storm Drain System	Sterling Town Department of Public Works Sterling Conservation Commission Sterling Board of Health	**Fall '06** • Draft the Bylaw Governing Discharges to the Municipal Storm Drainage System. • Take the Bylaw Governing Discharges to the Municipal Storm Drainage System to Town Meeting for acceptance. • Track the number of enforcement actions taken. • Post Bylaw on Town's web site.	• Goals were revised. No activities took place this year	• Activities to proceed as noted in the Measurable Goal's column.
3-3	Implement an Illicit Discharge Detection and Elimination Plan	Sterling Department of Public Works	**Fall '06 - Winter '07/08** • Develop an Illicit Discharge Detection and Elimination Plan. • Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection. • Trace the source of potential illicit discharges. • Track the number of illicit connections found. • Track the number of illicit connections repaired/replaced. • Report on the success of obtaining alternative funding to assist in illicit connection removal.	• Goals were revised. No activities took place this year	Activities to proceed as noted in the Measurable Goal's column.
3-4	Establish a Formal Septic System Management Program (SSMP)	Sterling Board of Health	**Fall '03 - Winter '07/08** • Track the distribution of the public education packets. • Post educational Information on the BOH's website. • Track the number of septic system pumping companies licensed by the Town each year. • Track the number of septic system installers that are licensed by the Town each year. • Track the number of Certificates of Compliance issued each year. • Track the number of failed septic systems identified each year and action taken. • Track the number of property owners that participate in the Septic System Repair Loan Program (SSRLP).	• _____ septic system pumping companies were licensed by the Town in 2005. • _____ septic system installers that were licensed by the Town in 2005. • _ ____ Certificates of Compliance were issued in 2005. • In 2005 __ _____ septic systems were identified as having failed and were repaired in 2005. • _____ property owners participated in the SSRLP in 2005.	• Activities to proceed as noted in the Measurable Goal's column.

3a. Additions

No additions to report.

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	Adopt a Stormwater Management and Land Disturbance Bylaw	Sterling Conservation Commission	**Spring '06** • Draft the Stormwater Management and Land Disturbance Bylaw. • Take the Stormwater Management and Land Disturbance Bylaw to Town Meeting for acceptance. • Track the number of enforcement actions taken.		
4-2	Develop a Site Inspection Form and Conduct Site Inspections	Sterling Conservation Commission	**Spring '06 – Winter '07/08** • Develop a Site Inspection Form that reflects the ESCP requirements. • Track the frequency of inspections conducted for each site. • Track the completion of inspection forms. • Track the number of failed ESC BMPs discovered on each site.		
4-3	Develop and Implement a Citizen Complaint Hotline	Sterling Department of Public Works Sterling Conservation Commission	**Spring '06** • Establish the Citizen Complaint Hotline. • Advertise the Citizen Complaint Hotline. • Track the number of complaints received via the Citizen Complaint Hotline. • Track the problems/incidents remedied as a result of the Citizen Complaint Hotline.	A citizen complaint link is provided on the DPW web site www.sterlingdpw.com To date no complaints have been received	

4a. Additions

No additions to report.

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	Revise the Site Development Requirements of the Protective Bylaws	Sterling Planning Board Sterling Conservation Commission	**Spring '05** • Draft an amendment to Section 3.3 of Article 3 (General Regulations) and Section 6.4 of Article 6 (Administration and Procedures) of the Protective Bylaws. • Submit the amendment to the Planning Board and hold a public hearing. • Take the amendment to Town Meeting for a vote of acceptance.		• Activities to proceed as noted in the Measurable Goal's column.
5-2	Revise the Rules & Regulations Governing the Subdivision of Land	Sterling Planning Board Sterling Conservation Commission	**Spring '05** • Draft amendments to Sections 3300 (Definitive Plan) and 4300 (Stormwater Management) of the Rules and Regulations Governing the Subdivision of Land and submit the amendment to the Planning Board. • Adopt the proposed amendments at a meeting of the Planning Board.		• Activities to proceed as noted in the Measurable Goal's column.

5a. Additions

No additions to report.

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	Develop a Formal Training Program for DPW Staff	Sterling Department of Public Works Superintendent	**Fall '06 – Winter '07/08** • Develop the DPW employee-training manual. • Conduct training sessions with all current employees. • Train all new DPW employees in accordance with the training manual. • Track employees trained in accordance to the training manual. • Conduct refresher training for employees after every two years of employment.	• Goals were revised. No activities took place this year	• Activities to proceed as noted in the Measurable Goal's column.
6-2	Formalize the Catch Basin Cleaning Program	Sterling Department of Public Works	**Summer '03 – Winter '07/08** • Clean all municipal catch basins a minimum of once every three-year period. • Document catch basin cleaning activities.	• During 2005 approximately20% of the Town's catch basins were cleaned. • An accurate log of catch basin cleaning activities was completed and is filed at the DPW facility.	• Activities to proceed as noted in the Measurable Goal's column.
6-3	Maintain Municipally Operated Structural BMPs	Sterling Department of Public Works	**Spring 06/07** • Conduct an inventory of municipally maintained structural BMPs. • Clean municipally maintained structural BMPs on an as needed basis. • Track maintenance activities conducted for each structural BMP. • Once a year, place a notice in the DPW Notes section of the Sterling Meetinghouse News that informs residents that any maintenance requests for municipally maintained detention basins located within their subdivisions should be directed to the Department of Public Works.	• Goals were revised. No activities took place this year	• Activities to proceed as noted in the Measurable Goal's column.
6-4	Formalize the Existing Parking Lot and Street Sweeping Program	Sterling Department of Public Works	**Summer '03 – Winter '07/08** • Sweep all municipal streets and parking lots a minimum of once per year. • Maintain an accurate log of streets swept, sweepings collected and method of disposal. • Re-evaluate storage practices and make improvements in order to ensure compliance with the MADEP BWP Reuse and Disposal of Street Sweepings Policy by the end of the permit term. • Update inventory of municipal streets and parking lots as needed.	• All municipal streets and parking lots were swept a minimum of once during 2005. • An accurate log of streets swept, sweepings collected and method of disposal was completed and is filed at the DPW facility. • The street sweeping tracking sheets were updated and the inventory of municipal streets and parking lots were revised.	• Activities to proceed as noted in the Measurable Goal's column.
6-5	Develop a Vehicle & Equipment Maintenance Policy	Sterling Department of Public Works	**Winter 06** • Develop and implement a vehicle and equipment maintenance policy and incorporate policy requirements into the DPW employee-training program.	• Goals have been revised	• Activities to proceed as noted in the Measurable Goal's column.
6-6	Develop a Vehicle & Equipment Cleaning Policy	Sterling Department of Public Works	**Winter '04/05** • Develop and implement a vehicle and equipment cleaning policy that works toward complying with the Massachusetts DEP's upcoming vehicle washing policy. • Incorporate policy requirements into the DPW employee-training program and provide to the Town's Police Department and Fire Department.	• We have implemented a vehicle and equipment cleaning policy that works toward complying with the Massachusetts DEP's upcoming vehicle washing policy. • A new garage facility is currently being designed which will incorporate a recycled water wash bay. Construction is expected to start in Fall 06	• Activities to proceed as noted in the Measurable Goal's column.
6-7	Develop a Landscape and Lawn Care Policy	Sterling Department of Public Works	**Winter 06** • Develop and implement a landscape and lawn care policy. • Incorporate the policy requirements into the DPW employee-training program.	• Goals have been revised	• Activities to proceed as noted in the Measurable Goal's column.

6-8	Develop and Implement a Spill Prevention and Response Plan (SPRP) for the DPW Worcester Road Facility	Sterling Department of Public Works	**Summer/Winter '06** • Develop and implement a formal Spill Prevention and Response Plan (SPRP) for the Worcester Road DPW facility. • Incorporate the SPRP into the DPW employee-training program. • Procure and store emergency spill containment and cleanup supplies in a specially designated area. • Post a summary of the Spill Prevention and Response Plan at various locations throughout facility. • Conduct an annual review of the Spill Prevention and Response Plan.	• Goals have been revised • We have procured and store emergency spill containment and cleanup supplies in a specially designated area.	• Activities to proceed as noted in the Measurable Goal's column.
6-9	Operate a Year Round Materials Collection Program	Sterling Department of Public Works	**Spring '03 '– Winter '07/08** • Accept hazardous materials year round at the Worcester Road DPW facility. • Accept additional non-hazardous materials on a fee basis year round at the Worcester Road DPW facility. Maintain records of materials collected at the DPW Facility and submit a report of materials collected to the DEP as a part of the Massachusetts Municipal Recycling Program.	• Accepted hazardous and non-hazardous materials year round at the Worcester Road DPW facility. Assessed a fee for those materials that were categorized as "non-hazardous". • Maintained records of materials collected throughout 2005 at the DPW Facility and submitted a report of the materials collected to the DEP as a part of the Massachusetts Municipal Recycling Program.	• Activities to proceed as noted in the Measurable Goal's column.

6a. Additions

No additions to report.

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					

Not Applicable

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)