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Municipality/Organization: Town of Watertown

EPA NPDES Permit Number: MAR041083

MaDEP Transmittal Number: **W-035609**

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

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MAY - 2 2006

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Gerald S. Mee, Jr. Title: Superintendent of Public Works

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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: Michael J. Driscoll

Title: Town Manager

Date: April 28, 2006

Part II. Self-Assessment

Watertown has made significant strides over the past year toward meeting its goals pursuant to the Phase II NPDES Permit BMPs as outlined below:

Public Education and Outreach

The Town has completed an educational brochure on steps that can be taken to protect water resources and the environment. These colorful and easy to read brochures will be distributed to the general public and Town employees over the next year. The DPW participated in the widely attended annual Town fair to provide useful information to interested citizens on what services the Town provides to maintain and improve the stormwater system and to protect the Town's water bodies as well as how residents can help this effort. DPW staff attended meetings with School officials to promote the integration of stormwater pollution prevention into the school curriculum. The Town is nearly complete with posting of signs at each of its 27 outfalls visible from both the Charles River and from land on along the riverwalk. The Town continued its enforcement of its pet waste ordinance through issuance of warnings and fines.

Public Involvement and Participation

The DPW held several meetings with the Conservation Agent in which issues of stormwater management and protection were discussed. Public participation in the annual Spring community and river clean-up day was encouraged by publicity and supported by DPW personnel, equipment and supplies. The DPW also fostered a partnership with volunteers from "Roots and Shoots", a student group involved in improving environmental quality including removal of debris and litter to prevent entry into the storm drain system. The DPW also supported activities of the Watertown Citizens for Environmental Safety, a grass roots group that promotes environmental awareness through development and distribution of information to the public and businesses in Town.

Illicit Discharge Detection and Elimination

The DPW continued its high priority active investigation of illicit discharges through the routine monitoring of outfalls and MS4 hot spots to locate illicit connections. Suspect locations were investigated with smoke and dye testing procedures. The Town worked cooperatively with the EPA in revising and enhancing its IDDE Plan to conform with the Lower Charles River Illicit Discharge Detection and Elimination protocol. A draft of the Town's IDDE Plan was issued in May 2005 with revisions made in September 2005 in response to EPA comments. Mapping of the Town's storm drain, sewer and water systems within the Townwide GIS system was completed in 2005.

Construction Site Stormwater Runoff Control

The DPW in cooperation with the Planning Department and Conservation Commission continued its efforts to draft an update to the Town ordinances requiring the implementation of erosion and sediment controls at construction sites. The DPW is responsible for reviewing site development plans prior to Site Plan Approval by the Planning Board and ensuring that the proper measures are incorporated for controlling erosion and sediment runoff to the Town's stormwater system and waterways. Developers and land owners seeking new construction permits were provided a set of the Town's standard site construction details including erosion and

sediment control requirements. The DPW performed inspections of the construction sites exceeding one acre to ensure compliance with the stormwater runoff control requirements. The DPW also enforced its parking lot drainage standard of using oil/gas separators for areas with 4 or more parking spaces.

Post-Construction Stormwater Management in New Development and Redevelopment

The DPW is working cooperatively with the Planning Department and Conservation Commission to draft an ordinance by the end of 2006 requiring implementation of post-construction runoff controls and long-term operation and maintenance of stormwater controls.

Pollution Prevention and Good Housekeeping in Municipal Operations

The DPW continued its extensive list of activities for stormwater pollution prevention. Each of the Town's 27 outfalls were inspected at least once during the permit year to review its condition and appropriate steps were taken to remove blockages, clean-up debris and maintain its full function. The townwide bi-annual catch basin cleaning program continued during the permit year with one-half of the 3,700 CBs cleaned. The DPW's 2 street sweepers were used to sweep all the Town's streets at least once during the permit year for removal of salt residue, sand, debris, leaves and litter before entry into the storm drain system. The DPW continued maintenance of the stormwater system focusing on problem locations where blockages and flooding have occurred.

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	Distribute public education brochures	DPW, Health Dept.	1 brochure each permit year	Brochure final; draft proofed and ready for printing. The DPW continued to support the public education work of the Environment and Energy Efficiency Committee	Insert brochures in paychecks of municipal employees by Aug. '06. Print 1000 brochures and place in display racks at the following public locations by July '06. • Dept. of Public Works • Town Hall main entrance lobby • Town Libraries • Elementary, Middle and High Schools
Revised			Develop, print and distribute brochures in 2006.		
1B	Participate in municipal services exhibit at local mall	DPW	1 day per permit year	The Department participated in the annual Faire on The Square day in Fall '05 to allow the public an opportunity to learn what services the DPW provides including protection of the river through stormwater management.	Distribute stormwater brochures and display the Town's GIS map of the stormwater system at the annual Fall, "Faire on The Square" event. A table and display board will be set up along the sidewalk in Watertown Square where passersby can obtain public education materials, view the Town's stormwater map and learn what steps they can take to reduce impacts on stormwater runoff. DPW officials will be present to address questions and comments made by the public.
Revised	*The Town's annual Faire on the Square is effectively a municipal services day.*				
1C	Send stormwater information and work with science depts..	DPW/public schools	Meet with High School Science Dept. in Fall '06 to set up curriculum for Stormwater pollution presentation by Spring '07. Full implementation by 2008.	DPW staff has met with several School Dept. staff members to plan steps and content of school curriculum. High School Science curriculum coordinator anticipates introduction into curriculum as early as May 2006. Materials may be introduced into the curriculum as early as May 2006.	Continue to work with the High School Science Dept. regarding stormwater pollution control education in the coursework. The goal is to have stormwater pollution control be a part of the science department curriculum for 9th and 10th graders and to have high school students who have received the stormwater pollution control education teach younger students at the Middle School level.
Revised					

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
1D	Outfall Signs	DPW/Community Groups	Stencil key CBs with 25% completed each year.	The majority of the Town's 27 outfalls have been labeled with permanent signs identifying the outfall ID number and providing a telephone number for the public to report suspicious discharges. The unlabeled outfalls are those that coincide with the Dept. of Conservation and Recreation (CDR) boardwalk along the Charles River due to objections of the signage aesthetics by DCR. A compromise between the Town and DCR is being negotiated and is anticipated to be in place by July 31, 2006.	Complete labeling of all outfalls. Implement CB Stenciling Program.
Revised	*CB Stenciling Program*				
1E	Pet Waste Management	Health Dept., DPW and citizens	Enforcement of pet waste rules through issuance of fines by Brd. of Health or Police Verify enforcement by number of citations issued each permit year.	The Town's current Animal Control Ordinance requires pet owners to leach, curb and clean up after pets. Pet waste education included Health Dept. brochures and in forthcoming brochure from DPW (above). Town departments continue to discuss ways to deal with waste from wild geese.	Continuation and expansion of public education and enforcement activities. New DPW brochure includes pet waste management.

1a. Additions

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
1F	Education of restaurant owners and auto service garage owners	DPW/Board of Health	Visit and provide educational materials on preventing stormwater pollution. Target is to meet with 33% of the restaurant and garage owners each permit year for 3 remaining permit years.		Provide information to restaurants on impacts of grease disposal in storm drains and to automotive service garages on impacts of improper handling and disposal of oil and coolant wastes.

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	Public stormwater meetings	DPW, Planning Bd., Con. Comm.	1 meeting per permit year with Con. Comm., Planning Bd., Bd. of Health & DPW	DPW met with Conservation Agent regarding stormwater topics.	Conduct joint meeting to review the current status of water quality conditions at the Town's outfalls. Discuss steps taken over the previous year on reducing stormwater runoff related pollution, measures that can be implemented to improve public education on the issue. Identify priority areas for community clean-ups and citizen watch groups, propose community wide activities for reducing stormwater pollution, and solicit volunteers to participate in the community clean-up and watch group activities. A notice of the annual Stormwater Management Meeting will be posted at the Town Hall and Libraries, and included in the local newspaper in an effort to encourage public attendance at the meeting.
Revised					
2B	Community Clean Up	DPW/volunteers	1 clean up day per year. Participation by at least 100 volunteers	Citizen clean up of Whitney Hill area held 22 April 2006. DPW. Arranges for removal of debris collected.	Continue to support annual community clean up day. Publish article in local paper and invite public to participate.
Revised	*Participate in/support of community clean up*	DPW supports community clean up			

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
2C	River Clean Up	DPW	1 clean up day per year. Participation by general public and local community groups.	Annual spring clean up scheduled for 29 April 2006. Publicity attached. DPW supplied barrels and truck. Arranges for removal of debris collected. DPW initiated partnership with student volunteers from "Roots and Shoots".	Conduct review clean up day. Work with "Roots and Shoots" student volunteers and other participants on a variety of activities aimed at improving environmental quality, river water quality being one of them. The Town is proposing that students assist with clean up and removal of items to prevent entry into the storm drain system.
Revised	Community Clean Up	DPW supports river clean up			
2D	Citizen Watch Group	Citizens, DPW	2 meetings per year with WCES and participation by at least one volunteer from each neighborhood to perform weekly inspections of neighborhood areas and report to local authorities incidents of pollution.	DPW supported activities of Watertown Citizens for Environmental Safety (WCES), a grass roots group that promotes environmental awareness through development and distribution of information to the public and businesses in Town. WCES has published a pesticide awareness brochures/pamphlet in conjunction with the Board of Health. The new Environment and Energy Efficiency Committee has developed public education materials for general public and business community and is working with the Town to develop standards for environmentally friendly building construction to be used for municipal buildings. The Town Bicycle Committee and Recycling Committees also continued to promote environmentally friendly activities that have positive impacts on the river.	Town will continue to work with WCES, Bicycling, Recycling Environment and Energy Efficiency Committees. The DPW intends to meet with the WCES twice per year (Spring and Fall) to review areas throughout the Town that are susceptible to illegal dumping that impacts on storm drains and waterways and to seek participants from across the Town to watch over these susceptible areas. The DPW will develop programs for the student volunteers of Roots and Shoots.
Revised					

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
2E	Riverwatch program	DPW	2 times per permit year	DPW conducted Riverwatch Program twice in 2005 to inspect the river bank areas and outfalls for signs of pollution and dumping of debris. Inspection of the outfalls and waterway is by use of the DPW's boat and of the bank areas by bicycle and foot patrol.	Continue Riverwatch Program with 2 inspections performed in Permit year 4.
Revised					
2F	Household Hazardous Waste Day. The Town is a member of the Minuteman Household Hazardous Waste Collection Location	Health Dept.	8-10 events per year	There are eight events in any given year.	Continue HHW Program in conjunction with Minuteman Household Hazardous Waste Collection Days.
Revised					

2a. Additions

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
2G	CB Stenciling Program	DPW/Volunteers	Stencil 25% of key CBs in Town each year over 4 years		As noted under the Public Education Minimum Control Measure #1, Watertown is implementing a catch basin stenciling program this year (Permit Year 4) and will support the efforts of volunteers seeking to participate in this program by providing the necessary materials and DPW worker to accompany the volunteers. In addition, in high traffic areas where volunteers may be at risk, the DPW will perform the catch basin stenciling themselves.

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
2H	Water Quality Monitoring Program	DPW/Environmental Community Groups/Volunteers	Conduct Water Quality Monitoring quarterly of waterways know to have high bacterial counts.	DPW routinely sampled and analyzed water quality from drainage outfalls to identify signs of illicit connections and to take measures to remove the sources from the storm drains.	Establish a volunteer water quality monitoring program as recommended by EPA. The DPW will work with the WCES group in setting up a quarterly water quality monitoring program targeting waterways that have been found historically to experience high bacterial counts. Volunteers would be given required training on proper sampling procedures and instruction on preserving and delivering the samples to a lab for analysis. The volunteers would be provided with a list of water sampling locations and suggested schedule for performing the sampling.
2I	Adopt a Storm Drain Program	DPW/Environmental Community Groups/Volunteers	Participation by 15-20 Adopt a Storm Drain volunteers each year.		Give the public an opportunity to "Adopt a Storm Drain" in their neighborhood to monitor conditions at catch basins tied to their storm drain, remove debris that enter the storm drain and cause harm to the water body, and report illegal dumping into the storm drain. The "Adopt a Storm Drain" program will be publicized in the local paper, included in spots on the local cable network, and noted on the storm water public information flyers posted at the Town Hall and libraries. Names and addresses of the volunteers responding to the solicitation will be complied by the DPW and they will be provided with a map showing the portion of the storm drain system they will be responsible for monitoring routinely.

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	Work with private consultants	Coordinate with DPW	Perform top down investigation of entire MS4 to detect illicit connections within 3 years	The Department of Public Works has conducted an extremely active program since 1997, has continued its routine monitoring of outfalls and hot spots to locate the presence of illicit connections. Problem areas were investigated with smoke and dye testing to identify illicit sources. In October 2005 the Town prepared an update to its protocols for isolation and detection of potential problems in concert with the EPA.	Implement Updated IDDE Plan with the top down approach for at least 1/3 of entire MS4.
Revised			Eliminate identified illicit connections within 3 months of detection. Most illicit discharge sources detected and eliminated within 5 years		
3B	Work with various Town agencies	Building, FD, Con. Comm, DPW	Training of public employees on illicit discharges completed within one year	The DPW coordinated with the Health Department about improper waste disposal issues and possible impacts to MS4 and water bodies.	Expand program to other Town Depts. and Agencies to increase awareness of illicit discharges.
Revised					
3C	Update Stormwater Map	DPW/Consultants	Update map each year during permit period as new information becomes available. Complete supplemental info. Mapping by 2007.	Mapping of Town's MS4, sanitary sewer, and water systems was completed in the Townwide GIS System in 2005.	Update mapping with IDDE investigation results. Incorporate the other features, to the degree the information is available, recommended by the Center for Watershed Protection.
Revised					
3D	TV, smoke and dye testing	DPW/Consultants		TV inspected 2150 feet of piping, smoke tested 4900 feet of piping, Inspected 18 buildings for illicit connections, dye tested at 18 locations	Based on results from top down investigations, perform TV, smoke and dye testing to pinpoint illicit sources.
Revised					

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
3E	Remove dry weather overflows	DPW/Consultants	Eliminate dry weather overflows within 1 year	The Department has an active program including work with outside consulting firms to inspect and test its MS4 looking for sources of dry weather flow and determining if it is from an illicit source. Investigations identified 4 suspect locations.	Use information gained from the top down approach to follow-up investigations to identify illicit sources and have them removed immediately.
Revised					
Revised					

3a. Additions

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
3F	IDDE Educational Outreach	DPW/Health Dept./Con. Comm./Volunteers	Include IDDE Education with public education goals under BMP #1.		The IDDE outreach program will include the following components: • Distribution of stormwater brochures developed under BMP #1A to the Town's employees by the end of 2006. • Meeting with restaurant owners and auto service garages as indicated under new BMP #1F to review with methods to prevent illicit discharges from reaching the stormwater system and procedures for proper disposal of wastes from their operations. The goal for this activity is to conduct outreach to these businesses in Watertown over a 3 year period. • Enlisting volunteers to stencil catch basins throughout the Town as noted under new BMP #2G. • Completion of labeling of outfalls under BMP #1D with contact information and phone numbers for the public to report suspicious or confirmed illicit discharges.

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
3G	Prohibition of Illicit Discharges	DPW	Since 1990, town regulations "Sanitary Sewer and Storm Drain Regulations" have forbidden improper discharges to the storm drains. Supplant existing Storm Drain and Sanitary Sewer Regulations with more specific language regarding prohibition of Illicit Discharges to the MS4. Draft supplanting Illicit Discharge text for City Council approval by mid-2006 and implement mid-2007..	Regulatory language supports and strengthens Town programs and requirements of developers	Existing regulatory language will be strengthened with to incorporate by reference supplanting text on prohibition of all non-stormwater discharges into the Town's MS4 (i.e., Illicit Discharges) in accordance with provisions of the Clean Water Act as required by the US Environmental Protection Agency.

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 Revised	Update Town Ordinances	DPW, Planning, Con. Comm.	Update ordinance by the end of 2006 and adopt by end of 2007.	The Department of Public Works continued its efforts to form a subcommittee to undertake update.	Form subcommittee and draft an ordinance requiring erosion and sediment controls be in place at all construction sites of one acre or greater prior to start of site work.
4B Revised	Coordinate construction reviews and site inspections	DPW, Planning, Con. Comm.	Internal review and 1 site inspection per project with 100% compliance with sediment and erosion controls by site operators.	Relevant Departments review and inspect projects more than once. All relevant DPW divisions are included in review process. Sites of over one acre were inspected by the Town.	Continue review of plans of new site development. Pay special attention to the plans and details provided by the developer for controlling erosion and sediment runoff that could lead to impacts to the Town's stormwater system and waterways. Conduct a site inspection after the erosion and sediment control measures are installed, as appropriate, for each new construction project of one acre or larger to ensure consistency with local requirements.
4C	Standard Construction Details	DPW, Planning, Con. Comm.	Update details 1 time during permit period. Require 100% of the projects with areas of 1 acre or more to include in their plans the necessary measures to adequately control erosion and sedimentation in stromwater runoff that meet or exceed those in the Town's standards and the MA DEP Stormwater Management Policy performance standards, whichever is more stringent.	Distributed set of standard site construction details and erosion and sediment control details to developers, site construction contractors, and private property owners.	Review details and update as needed. Provide developers with standard details and review plans and site conditions for compliance.

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
Revised					
4D	Standard Erosion Control Details	DPW, Planning, Con. Comm.	Update details 1 time during permit period. Require 100% of the projects with areas of 1 acre or more to include in their plans the necessary measures to adequately control erosion and sedimentation in stormwater runoff that meet or exceed those in the Town's standards and the MA DEP Stormwater Management Policy performance standards, whichever is more stringent.	Distributed set of standard site construction details and erosion and sediment control details to developers, site construction contractors, and private property owners.	Review details and update as needed. Provide developers with standard details and review plans and site conditions for compliance.
Revised					
4E	Oil/gas separators for areas greater than 4 parking spaces.	DPW	100% of all new construction sites with plans for 4 or more parking spaces to include oil/gas separators.	Require new projects to have separators installed during new or renovation work.	Continue enforcement of oil/gas separators installation at new sites with 4 or more parking spaces.
Revised					
Revised					

4a. Additions

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
4F	DPW Construction Standards	DPW	Enacted in 2002, project proponents appearing before DPW must comply with provisions. Require 100% of the projects with areas of 1 acre or more to include in their plans the necessary measures to adequately control erosion and sedimentation in stromwater runoff that meet or exceed those in the Town's standards and the MA DEP Stormwater Management Policy performance standards, whichever is more stringent.	Distributed set of standard site construction details and erosion and sediment control details to developers, site construction contractors, and private property owners.	Review details and update as needed. Provide developers with standard details and review plans and site conditions for compliance.

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
4G	Public observation and reporting	DPW/Board of Health	Implement procedures for receipt and follow-up of public comments on construction site violations of the Town's standards for erosion and sediment control by the end of 2006.		Require construction site operators with sites exceeding one acre or more to post a sign at the site providing the phone number and address for the public to contact the DPW to report any concerns or questions regarding construction activities and impacts to stormwater quality. Calls made or correspondence written to the DPW by the public will be tracked in a written log noting the location of the project, date of the contact, and nature of the concern or comment made by the public. As appropriate, the DPW or other local authority will follow-up with a site inspection to review construction conditions and speak to the site inspector.

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	Update Town Ordinances	DPW, Planning, Con. Comm.	Draft an ordinance by the end of 2006 requiring the implementation of post construction runoff controls and long-term operation and maintenance of such controls. The goal for the approval of this ordinance by the Town and its adoption is by the end of 2007.	In Progress	Work on completing ordinance for post construction runoff controls.
Revised					

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
5B	Update BMP's and details	DPW, Planning, Con. Comm.	Reduce the percentage of impervious surfaces associated with new developments and redevelopment projects of one acre and above to 25% of the site or less. Reduce sedimentation in stormwater runoff and local waterbodies downstream of the development as determined from routine observations.	In Progress	Develop strategies for post construction runoff control of projects exceeding one or more acres that include non-structural and structural BMP's for reference in ordinance to be developed under BMP #5A. Non-structural BMP's to be included in the strategies for post construction runoff control are the following: • Limiting area of disturbance and use of impervious surfaces for new development and redevelopment projects to the maximum extent possible while meeting the building and infrastructure space requirements of the project. • Promoting the use of cluster type developments to maximize open space. • Promoting the use of buffer zone in sensitive areas that are risk of impacting water quality from stormwater runoff. Structural BMP's to be included for post construction runoff control are the following: • Limiting off-site runoff to pre-development levels or less through the use of on-site detention storage or ponds. • Maximizing the use of pervious surfaces to promote percolation of runoff through the soil to the groundwater table such as infiltration basins, dry wells and porous pavement.
Revised	*Post construction runoff controls strategies.*				

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 Revised	Clean and inspect outfalls	DPW	Clean and inspect at least 1 time per year	Outfalls were inspected a minimum of once during Permit Year 3. Areas of known difficulty were inspected more often. Upstream testing and inspection was also performed.	Continue program
6B Revised	Clean catch basins	DPW	Clean every catch basin at least once every 2 years.	Catch basin cleaning was performed by outside contractors. This year all catch basins were cleaned by outside contractors or 100% of total 3,700.	Continue program
6C Revised	Street Sweeping	DPW	2 street sweepers employed year round, weather permitting to clean all town streets at least once per year.	All streets received sweeping two to three times in Permit Year 3. Major arterials received additional sweeping.	Continue program
6D Revised	Inspection and maintenance. of stormwater system	DPW	Inspect problematic system locations of the MS4 at least once per year and more frequently as conditions dictate.	Problem locations were reviewed as often as possible/needed, but minimally once per year.	Continue program
6E Revised	Update Emergency Management Plan	DPW / Emergency Services	Update Plan 1 time per permit period		Review and update Emergency Management Plan as appropriate.

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
6F Revised	EPA/DPW Spill Truck	DPW	Respond to spill emergencies.	The truck is available as needed. Fortunately, the reporting period did not have emergencies requiring deployment of the truck.	Available as needed.

6a. Additions

6G	Integrated Pest Management Program	DPW	Use IPM methods to exclude pesticides on Town properties.	No pesticides whatever were applied by the Town in the reporting period.	Continue program
6H	Wet weather testing.	DPW and consultants	DPW will supplement existing testing program with wet weather testing 5-6 times per year.		Complete wet weather testing of 10 areas identified in IDDE Plan 4 times in Permit Year 4.
6I	Reduce Salt/Sand Usage	DPW	Reduce salt and sand use by 5% normalized for # and severity of storms.		Take care to not overload salt/sand spreading trucks, instruct operators on proper methods of controlling the dispensing of slat/sand to prevent overdosing, and pay special attention to weather conditions to optimize the usage of sand and sand as needed to provide safe driving conditions.
6J	Train public works employees on pollution prevention and good housekeeping techniques.	DPW	Gather training materials and implement training to public employees by July 31, 2006.		Develop and implement a training program on pollution preventions and good housekeeping for public employees involved in municipal operations such as park and open space maintenance, fleet and building maintenance and stormwater system maintenance.

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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

107 Water Quality Samples collected and sent to laboratory analysis.
18 building inspections for illicit connections
18 Dye tests
4900 linear feet of smoke testing
2150 Linear feet TV inspected and reviewed

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	(#)	8
▪ community participation	(%)	168 cars
▪ 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	(%)	100%
Estimated or actual number of outfalls	(#)	27
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	100%
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	99.99 %
% of population on septic systems	(%)	<.01%

Construction

Number of construction starts (>1-acre)	(#)	2
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	13
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and $)	
Complaints/concerns received from public	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	1
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	Once annually
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	Once annually
Total number of structures cleaned	(#)	3700
Storm drain cleaned	(LF or mi.)	350 linear feet
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)	2-3x
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	3+
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 %)	
Integrated Pest Management program mitigating against use of chemicals in place since 2001.		

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	Y
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	Y
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	

EARTH DAY 2006
CHARLES RIVER CLEAN-UP
WATERTOWN, MA.

Saturday April 29th, 2006
9:00 AM to 12 Noon
Rain or Shine

Volunteers are needed and will meet at the M.D.C. Pool, near the footbridge, 100 Pleasant St., Watertown, MA.

All clean-up supplies will be provided, please dress appropriately. Light cook-out lunch will immediately follow.

Sponsored in part by:
State Senator Steven Tolman
The Charles River Watershed Association
The Department of Conservation and Recreation
The Watertown Police Department

For more information, please contact:
Watertown Police Officer Richard Munger
617-972-6500.

HOUSEHOLD HAZARDOUS WASTE
COLLECTION DATES

2006 SCHEDULE

APRIL 29th

MAY 20th

JUNE 17th

JULY 15th

AUGUST 19th

SEPTEMBER 17th

OCTOBER 21st

NOVEMBER 18th

All collections are on SATURDAYS, except for ONE SUNDAY collection to be held on September 17th

Watertown Residents MUST pre-register at Health Dept.
Hours M-F 8:30 a.m.-5:00 p.m. Tuesdays 8:30-7:00 p.m.

The site location:
MINUTEMAN HOUSEHOLD PRODUCT FACILITY @
LEXINGTON LANDFILL
HARTWELL AVENUE
LEXINGTON, MA
Hours: 9:00 a.m. – 2:00 p.m.

HOUSEHOLD HAZARDOUS WASTE COLLECTION DATES

2005 SCHEDULE

On The Following Saturdays

APRIL 30th

MAY 21st

JUNE 18th

JULY 16th

AUGUST 20th

SEPTEMBER 17th

OCTOBER 15th

NOVEMBER 5TH

Watertown Residents MUST pre-register at Health Dept.
Hours M-F 8:30 a.m.-5:00 p.m. Tuesdays 8:30-7:00 p.m.

The site location:
MINUTEMAN HOUSEHOLD PRODUCT FACILITY @
LEXINGTON LANDFILL
HARTWELL AVENUE
LEXINGTON, MA

Hours 9:00 a.m. – 2:00 p.m.

Watertown Animal Control Ordinance

Section 1 - Introduction

Acting under Massachusetts General Law and pursuant to Chapter 140, Section 136A through 173 and under any other applicable laws and regulations, the City of Watertown, known as the Town of Watertown, hereby adopts this ordinance in the interest of protecting the health and safety of its citizens, dogs, cats and wildlife.

Section 2 - Definitions

"**Animals**": All mammals, fowl and reptiles, except human beings.

"**Animal Control Officer/ Junior Sanitarian**": A duly authorized employee of the Watertown Board of Health whose primary responsibility is to enforce the provisions of the Watertown Animal Control Ordinance.

"**Animal Control Agent**": Any duly authorized employee or agent of the Watertown Board of Health or any Watertown Police Officer who may enforce the provisions of the Watertown Animal Control Ordinance.

"**At Large**": Off the premises of the owner or keeper and not under the control of the owner or custodian either by leash, cord, chain or otherwise.

"**Domestic animals**": Any dog, cat or livestock.

"**Enclosure**": A fence or structure of at least six feet in height, forming or causing an enclosure to confine a dog in conjunction with other measures which may be taken by the owner or keeper, such as tethering of the dog. Such enclosure shall be securely constructed and locked and designed with secure sides and bottom so as to prevent the animal from escaping.

"**Excessive barking or howling**": Unprovoked noise of a dog, of such duration and frequency as to create a situation preventing the normal use or enjoyment of one's property.

"**Keeper**": Any person owning, possessing, controlling, harboring or having custody of an animal.

"Impound": Take into the custody of the Watertown Board of Health, Animal Control Officer/ Junior Sanitarian or Animal Control Agent.

"**Service Dog**": A dog that has been individually trained to mitigate his or her partner's disability. Previously referred to a as a guide dog.

"**Leash**": A restraint made of a sturdy, unfrayed material suitable to allow the dog owner or keeper to maintain control over the dog. Leash is used to restrain the dog when upon the streets, sidewalk or any public areas or to restrain the dog from entering these said areas.

"Vicious Dog": A presumption that a dog is a vicious dog shall be based upon, but shall not be limited to, the following criteria:

a.) Any dog which bites, inflicts injury, assaults or otherwise attacks a human being or domestic animal without provocation on public or private property.

b.) Any dog when unprovoked in a vicious or terrorizing manner, approaches any person or domestic animal in an attitude of attack upon the streets, sidewalks or any public grounds or places.

Notwithstanding the above definition of "vicious dog," no dog may be declared vicious if any injury or damage is sustained by a person who, at the time such injury or damage was sustained, was at least seven years old, was committing a willful trespass or other tort upon premises occupied by the owner or keeper of the dog, or was teasing, tormenting, abusing or assaulting the dog or was committing or attempting to commit a crime.

"**Secure Pen**": A locked pen with sound sides, bottom and top to prevent the entry of young children and to prevent the dog from escaping by climbing, jumping or digging.

"**Unprovoked attack**" : An attack upon human beings or domestic animals caused by something other than a trespass or other tort, or the teasing, tormenting or abusing of a dog.

"**Unconfined**": Not securely confined indoors, or in a securely enclosed and locked pen or dog run area upon the premises of the owner or keeper.

Section 3 - Licensing

3.1 Dog and cat licensing fee. No person shall own or keep a dog or cat, four months of age or older, within the Town unless a license for such dog or cat is obtained from the Town Clerk. Except as hereinafter provided, the fee beginning on January 1, 1996 for such a license shall be $10.00 for each dog or cat. The licensing period shall be from January 1st through December 31st. The license fee for each dog or cat owned or kept by persons who are aged 60 or older shall be $5.00. The provisions of this Ordinance shall not apply to veterinary establishments that are subject to kennel licensing.

3.2 Dog Licensing – Rabies: No dog or cat shall be licensed unless a valid rabies vaccination certificate is presented to the Town Clerk at the time of licensing.

3.3 Dog Licensing – Additional Requirements: No dog or cat six months of age or older shall be licensed unless there is presented to the Town Clerk at the time of licensing either:

a) proof that the dog or cat has been spayed or neutered, or

b) a statement signed by a veterinarian stating a reason why spaying or neutering has been delayed, or

c) a statement signed by the owner or keeper of the dog or cat that a decision has been made not to spay or neuter the dog or cat, or

d) a statement signed by a veterinarian or the animal control officer that the animal appears to have been spayed or neutered in the past

3.4 Dog/Cat Licensing – Breeder's License: A special breeder's license shall be obtained for any dog or cat with respect to which a statement is presented that a decision has been made not to spay or neuter. The fee for such a breeder's license shall be $25.00 for each cat or dog and such fee shall be in addition to the fee imposed pursuant to this Ordinance.

3.5 Dog/Cat Licensing – Number of Licensed Pets: Not more than three dogs or five cats over four months of age shall be kept in a household. Any variance to this number of licensed animals must first be approved by the Board of Health.

3.6 Licensing – Wild and Exotic Animals: No person within the Town shall possess, maintain, propagate, cultivate or deal with wild or exotic animals within the meaning of Chapter 131, Section 23, of the Massachusetts General Laws unless notice thereof has been filed with the Board of Health and all permits required by said Section 23 or otherwise have been obtained.

Section 4 - Restraint of Dogs

4.1 Restraint of Dogs: Any person owning or keeping a dog shall not suffer or allow it to run at large in any of the streets or public ways, or places in the Town of Watertown, or upon the premises of any one other than the owner or keeper, unless the owner or occupant of such premises grants permission. Under no circumstances shall a dog, even on a leash, be allowed on private property, unless specific permission has been granted. No dog shall be permitted in any public place or street within the Town of Watertown unless it is effectively restrained by a chain or leash.

4.2 Restraint – Service Dog Exemptions: No dog, except for a Service Dog, shall be allowed on school property or in a public park maintained by the Town of Watertown.

Section 5 - Removal of Dog Waste

5.1 Removal of dog waste from public and private property: Each person who owns or keeps a dog within the Town, shall remove and dispose of any feces left by such dog on any sidewalk, street, park or other public area, or on any private property which is not owned or occupied by such person. Any such dog is to be accompanied by a person carrying a device which is suitable for picking up and containing feces, unexposed to such person and to the general public.

5.2 Method of dog waste disposal: Dog waste or feces, may only be disposed of at a place suitable and regularly reserved for the disposal of human feces or otherwise designated as appropriate by the Board of Health.

5.3 Exemptions to the removal of dog wastes: Section 5.1 and 5.2 shall not apply to a service dog accompanying any handicapped person, who, by reason of a handicap, is physically unable to comply with the requirements of said sections.

Section 6 - Nuisances

6.1 General Prohibition: No person shall own or keep in the Town any dog, cat or other household pet which by biting, barking, howling, scratching or crying, or any other manner, disturbs the peace and quiet of any neighborhood, destroys private property or endangers the safety of any person.

6.2 Request for a Dog Hearing:
Determination that a dog is a nuisance or vicious:

a.) In the event that an agent or member of the Board of Health has cause to believe that a dog is a nuisance by reason of vicious disposition or excessive barking or other disturbance or upon the written complaint (see Appendix A) of a citizen made under oath and attesting to the same, the Director of the Board of Health or his/her designee shall be empowered to convene a hearing for the purpose of determining whether or not the dog in question should be declared vicious. The Board of Health shall, as is deemed necessary, conduct or cause to be conducted an investigation of the matter and shall notify the owner or keeper of the dog that a hearing will be held, at which time he or she may have the opportunity to present evidence why the dog should not be declared vicious. Service of notice shall be made by a person authorized to serve civil process or by certified or registered mail. The hearing shall be held at a time and location to be determined by the Board of Health and shall be open to the public.

b.) A determination of the hearing outcome will be made in writing by the Director of the Board of Health, the Animal Control Officer / Junior Sanitarian or an agent of the Board of Health. The decision may consist of, but not limited to, one of the following orders or combination of orders and actions: a.) Obedience Training, b.) Restraint Training, c.)Restraint Procedures when off property, d.)Enclosure / Secure Pen on property,
e.) Impoundment, f.) Banishment, g.) Euthanasia. The order shall be served by a person authorized to serve civil process or by certified or registered mail.

Section 7 - Impoundment

7.1 Notice of Impoundment:

It shall be the duty of any Animal Control Officer / Junior Sanitarian or his/her designee to apprehend any dog found running at large in any street or public place within the Town of Watertown and to impound such dog in the place provided therefore.

The Animal Control Officer / Junior Sanitarian, upon impounding such dog, shall make a complete record, including the date and location of apprehension of each such dog; the place of confinement; the breed, color, and sex; whether or not such dog is licensed. If said dog is licensed, the Animal Control Officer / Junior Sanitarian shall enter the name and address of the owner or keeper of such dog and the number of the license tag. The owner or keeper, if known, shall be notified as soon as possible that the dog has been impounded.

The owner or keeper of any dog so impounded may reclaim such dog upon payment of the license fee, if unpaid, and all other associated costs as applicable.

If said dog is adopted, the name and address of the new owner must be recorded; and, if destroyed, the method and date of destruction and the name of the person who destroyed the dog must be recorded.

7.2 Unclaimed Dogs:

The Board of Health shall make reasonable efforts to determine the identity of the owner or keeper of any dog. If any dog is impounded pursuant to this chapter and its owner and/or keeper cannot be identified within ten days, the dog may be put up for adoption or humanely euthanized, provided that the Animal Control Officer / Junior Sanitarian determines that all reasonable efforts have been made to locate the owner and/or keeper and there are no reasonable alternatives to such action.

Section 8 - Miscellaneous

8.1 Animal Bite Procedure: All bites by dogs, cats or other domestic animals or wild or exotic animals shall be reported to the Board of Health as soon as possible by the person bitten or by the owner or keeper of the animal, or both.

8.2 Motor Vehicle Operator Responsibility: The operator of a motor vehicle that strikes, injures, or kills any animal within the Town shall report such incident to the pet's owner, custodian or to a Watertown Police Officer.

8.3 Feeding of Wild Animals: No person within the Town shall feed, as to create a nuisance, any wild animals, including without limitation ducks, geese and raccoons, or any homeless dogs or cats, except birds fed within the confines of his /her private property, provided that no threat to public health or safety is thereby created. Persons feeding their own domestic animals shall do so only in a sheltered space inaccessible to wild or roaming animals. This Section, 8.3, shall not apply to the feeding of homeless dogs or cats if done in a sheltered place inaccessible to wild or roaming animals with the express purpose of befriending the dog or cat in order to have it vaccinated, spayed, neutered and ultimately adopted.

Section 9 - Enforcement of the Animal Control Ordinance

9.1 Criminal Complaint: Any person who violates any provision of this Ordinance may be penalized by indictment or on complaint brought in district court. Except as may be otherwise provided by law and as the district court may see fit to impose, the maximum penalty for each violation or offense brought in such manner shall be three hundred dollars. Each day on which any violation or offense continues shall be deemed to be a separate violation or offense.

Enforcing Persons: Watertown Board of Health, its Agents or any Watertown Police Officer.

9.2 Non criminal Disposition: Whoever violates any provision of this Ordinance, the violation of which is subject to a specific penalty, may be penalized by the non-criminal method of disposition as provided in General Laws, Chapter 40, Section 21D. Each day on which any violation exists shall be deemed to be a separate offense.

Penalty: $ 25.00 for first offense
$ 50.00 for second offense
$100.00 for third offense
$100.00 for each offense after the third offense

Enforcing Persons: Watertown Board of Health, its Agents or any Watertown Police Officer.

9.3 Other: Any person who violates any provision of this Ordinance is also subject, at the discretion of the Board of Health or its agents, to any other legal or equitable enforcement remedy available.

Appendix A

Dog Complaint Form

I or WE the undersigned, hereby make complaint, under Oath, that a dog owned or kept by :_____
Who resides at:_____ is a nuisance by reason of:

a. ( ) Vicious disposition
b. ( ) Excessive barking
c. ( ) Other disturbance (State reason in full.)

Full Statement:_____
_____

Complaint

Name: _____
Address:_____
Phone:_____

Oath taken before me this _____ day of _____ 20__

Animal Control Officer / Jr. Sanitarian _____ _____
Sign Print

Chief Environmental Health Officer _____ _____
Sign Print