Municipality/Organization: Town of Franklin

EPA NPDES Permit Number: MAR041117

MaDEP Transmittal Number: W- 041238

Annual Report Number
& Reporting Period: No. 4: May 1, 2006-April 30, 2007

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Robert Cantoreggi Title: DPW Director

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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: Jeffrey D. Nutting

Title: Town Administrator

Date: 4/30/07

Part II. Self-Assessment

The Town of Franklin has completed the required self-assessment of the annual compliance review for the Phase II Stormwater Program. The Town has determined that our municipality is in compliance with all permit conditions. The Town obtained grant funding to conduct a Stormwater Utility Feasibility Project. The project will be completed in June-July 2007 and the Town may pursue a future stormwater utility based on the results of the initial feasibility project and public input. This information is discussed in this section since the Town of Franklin is interested in developing additional funding to enhance the SWMP and the BMPs outlined below.

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 4	Planned Activities – Permit Year 5
1A	Recycling Education for Home Owners	DPW/Solid Waste Coord.	Distribute 3 times/year	A mailer was sent to residents on a quarterly basis discussing proper waste disposal & recycling practices. The June 2006 mailer included an article on stormwater and what residents can do to help keep it clean.	Continue to send mailers 3-4 times per year and incorporate stormwater education information. The upcoming May 2007 edition of the mailer will include a survey for residents related to the Stormwater Utility Feasibility Project.
Revised		Environmental Affairs Coordinator			
1B	Education Information on the Web Site	DPW/Solid Waste Coord.	Web Site Information developed and posted for year 2	A draft stormwater education web page was developed in April 2007. The DPW web page continued to advertise rain barrels to residents, discussing the improved environmental and stormwater benefits. Detailed recycling and waste disposal information is posted on the Town's recycling web page. The Town's BMP handbook is maintained as a link from the Planning Board web page. The web page also contains a fact sheet discussing the use of the handbook.	Finalize the stormwater web page and update with new topics and the progress of the Stormwater Management Program.
Revised		Environmental Affairs Coordinator	Web page developed in year 4		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
1C	Education on Waste Disposal & Water Conservation	DPW/Solid Waste Coord.	Materials Available in all Public Buildings	✳ Water conservation materials are displayed at the Municipal Building ✳ Stormwater education materials are displayed at the Town Hall ✳ Recycling mailers sent quarterly to residents ✳ Rain barrels, water conservation and recycling information is broadcast daily on the local cable channel ✳ Periodic web site postings ✳ E-mail address maintained for citizen inquiries recycle@franklin.ma.us, dpw@franklin.ma.us ✳ Rain barrels, a water conservation kit and compost bins were made available to residents at the Earth Day cleanup event on April 14, 2007.	Continue Year 4 activities in addition to displaying educational material at Town Events.
Revised		Environmental Affairs Coordinator			
1D	Water Resource Information and Protection Signs	DPW/Solid Waste Coord.	Five Signs Posted/Year beginning in year 3	The locations for 5 signs were determined and the designs are in progress.	Post signs at the selected priority resource areas and evaluate additional locations.
Revised		Environmental Affairs Coordinator	Begin posting signs in year 5		
1E	Public Education with Charles River Watershed Association	DPW Director & Solid Waste Coord.	Number of Coordinated Programs	The Town hosted a stormwater educational workshop with the CRWA on June 21, 2006 to discuss the impacts of stormwater runoff and methods for improvement. Approximately 50 people attended the workshop.	Continue to coordinate public education efforts and pursue grant opportunities with the CRWA.
Revised		Environmental Affairs Coordinator	# attendees & audience		

1a. No Additions at this time.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
2A	Storm Drain Stenciling	DPW	Average Ten Catch Basins/Year	A storm drain stencil kit was purchased and the Town began soliciting local youth organizations and volunteers.	Stencil as many storm drains as possible with local youth organizations and/or DPW staff in the highest priority watersheds in Town.
Revised		Environmental Affairs Coordinator			
2B	Outreach Efforts with Charles River Watershed Association	DPW Director, Solid Waste Coordinator & Conservation	Number of Coordinated Programs	As discussed in BMP 1E, the Town hosted a stormwater educational workshop with the CRWA on June 21, 2006 to discuss the impacts of stormwater runoff and methods for improvement. The workshop included a site walk to involve participants and review stormwater BMPs. Approximately 50 people attended the workshop.	Continue to coordinate public events to increase public education and outreach.
Revised		Environmental Affairs Coordinator			
2C	Public Meetings to Encourage Volunteers	DPW Director, Solid Waste Coordinator & Conservation	Meetings held with the Public Starting Year 2	An Earth Day cleanup event was held on April 14, 2007 at Beaver Pond and over 100 people participated. The event focused on minimizing environmental impact, water conservation and stormwater. Some participants expressed interest in future cleanup events at other locations.	Continue cleanup activities on Earth Day and solicit more volunteers. The feasibility of a Stream Team or similar routine cleanup program will be evaluated. Select focus cleanup areas based on the recommendations developed under BMP 7A.
Revised		Environmental Affairs Coordinator	One meeting annually		

2a. Additions

2D	Community Assistance Program	DPW	Evaluation correspondence	Educational materials from SuAsCo, tailored to the Charles River, were incorporated into existing programs and an informative display was set up in the Town Hall lobby. The display was also available at the Earth Day cleanup event on April 14, 2007.	Continue to display educational materials and incorporate into public education/outreach and participation/involvement BMPs, as appropriate.

2E	Establish a Stormwater Telephone Hotline	Environmental Affairs Coordinator	Record number of phone calls to hotline, copies of advertisements.	A point of contact (Environmental Affairs Coordinator) was established to handle stormwater issues and advertisements for stormwater issues have been established and incorporated into the stormwater website.	Continue to advertise the contact for stormwater issues and record the number of calls, as well as follow-up actions.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
3A	Storm Water Map Development	DPW Director, Town Engineer, Highway Dept, Chas H. Selles	Completed Map Showing Collection System Outfalls	163 out of 442 outfalls have been field verified using a GPS and updated on the Town's GIS database. The remaining outfalls were mapped using aerial photographs and field maps. The Engineering Department began compiling subdivision plans and as-builts to update the storm drain system map.	Continue to update the drainage map and GIS data with existing field maps and future mapping information (e.g., BMP 3D).
Revised		GIS Manager, Jim Fritz			
3B	Develop Non-Storm Water Discharge Ordinance	DPW Director, consultant	Ordinance Adopted by Town	Two meetings were held for bylaw development. An illicit discharge prohibition bylaw was developed in-house and presented to the Town Attorney for review.	Finalize the bylaw and present to the public at a Town Council meeting for final review.
Revised			Draft bylaw at Town Meeting in year 4		
3C	Develop Illicit Detection Implementation Plan	DPW Director, consultant	Plan Developed	The Illicit Discharge, Detection Implementation (IDDE) Plan was finalized and outfall inspections began.	Continue to implement activities n accordance with the IDDE Plan (see BMP 3D below).
Revised					
3D	Perform Dry Weather Outfall Assessments	DPW Director, consultant	Prioritized Areas and Number of Outfalls Assessed	163 of 442 outfalls were evaluated for potential illicit discharges and no obvious illicit discharges were identified; however, some locations were flagged for follow-up inspections/ assessments.	Complete all outfall inspections in accordance with the IDDE Plan. Conduct follow-up assessments as appropriate.
Revised					
3E	Develop Procedures for Removing Illicit Connections	DPW Director, Consultant	Procedures Developed and Number of Locations Identified	Procedures for the removal of illicit discharges were added to the IDDE Plan (BMP 3C) and the legal mechanism was outlined in the IDDE bylaw (BMP 3B).	Document the progress of removing identified illicit discharges.
Revised					

3a. Additions.

3F	Setup and Advertise a Hotline for Illicit Discharges	Environmental Affairs Coordinator	Log of Complaints and Action Taken.	Coordinated with BMP 2E, a point of contact (Environmental Affairs Coordinator) was established to handle stormwater issues.	Keep log of complaints and action taken. Continue to establish means in which residents may acquire additional stormwater information.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
4A	Ordinance Development for Waste Control	DPW Director, Town Engineer, Conservation, Planning, Consultant	Ordinance Adopted by Town	A stormwater bylaw was finalized in-house and presented to the public at the March 28, 2007 Town Council meeting. The bylaw was proposed as Amendment 07-604 to the Code of the Town of Franklin. The Town Council moved to have a second reading of the bylaw.	Present the bylaw to the Town Council for a second reading and finalize based on comments.
Revised			Draft bylaw at Town Meeting in year 5		
4B	Formalization of Site Plan Review Procedures	DPW Director, Town Engineer, Conservation, Planning, Consultant	Site Plan Review Procedures Adopted by Town	This BMP has been incorporated into the work discussed under BMP 4A, as part of the stormwater bylaw.	Refer to BMP 4A.
Revised					
4C	Revised Ordinance to Address Storm Water Pollution	DPW Director, Town Engineer, Conservation, Planning, Consultant	Revised Ordinance Adopted by the Town	This BMP has been incorporated into the work discussed under BMP 4A, as part of the stormwater bylaw.	Refer to BMP 4A.
Revised					
4D	Best Management Practice Manual for Developers	DPW Director, Town Engineer, Conservation, Planning, Consultant	Handbook Completed and Adopted by Town	Currently, the Town has a BMP handbook that is maintained as a link from the Planning Board web page. The web page also contains a fact sheet discussing the use of the handbook. The draft stormwater bylaw references the MA DEP Handbook for erosion control requirements that will be used to review future projects.	Continue to use the handbooks for inspections and developer education
Revised		Environmental Affairs Coordinator			

4E	Formalization of Inspection Procedures	DPW Director, Town Engineer, Conservation, Planning, Consultant	Inspection Procedures Adopted by Town	The sample checklist was finalized as part of the bylaw work discussed under BMP 4A.	Refer to BMP 4A.
Revised		Building Inspector			

4a. Additions.

4F	Establish a Procedure for the Receipt of Information Submitted by the Public	DPW Director, Town Engineer, Conservation, Environmental Affairs Coordinator	Record number of phone calls to hotline, copies of articles advertising the hotline.	The DPW generally receives calls related to stormwater and handles any problems that arise. Coordinated with BMP 2E, a point of contact (Environmental Affairs Coordinator) was established to handle stormwater issues.	Coordinate with BMPs 2E & 3F, continue to receive and record information by the public regarding construction sites.

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 4	Planned Activities – Permit Year 5
5A	Procedures for Long Term O&M	DPW Director, Town Engineer, Conservation, Planning, Consultant	Adoption of Procedures by Town	A stormwater bylaw was finalized in-house and presented to the public at the March 28, 2007 Town Council meeting. The bylaw was proposed as Amendment 07-604 to the Code of the Town of Franklin. The Town Council moved to have a second reading of the bylaw.	Present the bylaw to the Town Council for a second reading and finalize based on comments.
Revised			Draft bylaw at Town Meeting in year 4		
5B	Review Procedures for Post Construction Impacts	DPW Director, Town Engineer, Conservation, Planning, Consultant	Adoption of Procedures by Town	This BMP has been incorporated into the work discussed under BMP 5A, as part of the stormwater bylaw.	Refer to BMP 5A.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
5C	Best Management Handbook for Developers	DPW Director, Town Engineer, Conservation, Planning, Consultant	Handbook Completed and Adopted by Town	Currently, the Town has a BMP handbook that is maintained as a link from the Planning Board web page. The web page also contains a fact sheet discussing the use of the handbook. The draft stormwater bylaw references the MA DEP Handbook for post construction stormwater management requirements that will be used to review future projects.	Continue use of existing Handbook for inspections and developer education. Incorporate the use of the MA DEP Handbook once the bylaw is finalized.
Revised		Environmental Affairs Coordinator			

5a. Additions

5D	Establish a Procedure for the Receipt of Information Submitted by the Public	DPW and Conservation Planning, Environmental Affairs Coordinator	Record number of phone calls, and copies of letters and other correspondence.	The DPW generally receives calls related to stormwater and handles any problems that arise. The point of contact discussed under BMP 2E was set up to assist with stormwater related calls.	Coordinate record keeping program with the post-construction stormwater bylaw, track calls and records of enforcement.

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 4	Planned Activities – Permit Year 5
6A	Standard Operating Procedures	DPW Director/Division Heads	Ten Procedures Developed	This BMP has been incorporated into the work discussed under BMP 6H. Based on the results of BMP 6H, the Town began to evaluate the need for specific standard operating procedures (SOPs).	Incorporate the results of BMP 6H and implement the recommendations for pollution prevention and housekeeping. Develop SOPs as appropriate.
Revised		Environmental Affairs Coordinator	List of current O&M procedures		
6B	Employee Training	DPW Director/Division Heads	Four Employee Training Sessions	DPW employees attended a Good Housekeeping and Pollution Prevention training session on March 22, 2007.	Conduct a training session for the Water Department employees and evaluate future training needs.
Revised			Annual training, attendance sheet and copy of program		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
6C	Parking Lot and Road Sweeping	DPW Director/Division Heads	Schedule Developed and Areas Prioritized for Cleaning	Continued routine street sweeping program. All streets are swept once a year and the downtown area is swept twice a year. The Town pursued a new street sweeper to maintain existing cleaning schedules.	Continue existing practices for sweeping and enhance cleaning operations based on the availability of equipment and staff time. Consider a tracking method for sediment volumes.
Revised					
6D	Spill Response and Prevention	DPW Director/Division Heads	Procedures and Inventory Completed	The Spill Prevention Control and Countermeasure (SPCC) training sessions were held on July 6 & 11, 2006 for the DPW & Water Dept. employees.	Follow the current SPCC Plan and continue with DPW employee training.
Revised					
6E	Catch Basin Cleaning	DPW Director/Division Heads	Schedule Developed and Areas Prioritized for Cleaning	Continued routine Catch Basin cleaning. Each basin is cleaned once a year.	Continue existing practices for cleaning and enhance cleaning operations. Consider a tracking method for sediment volumes.
Revised					

6a. Additions

6F	Municipal Facilities and Operations Evaluation	DPW & Consultant	Record of inspections, recommendations and improvements. Pollution prevention inspection checklist.	Municipal facilities and operations were evaluated for pollution prevention options and this information was incorporated into the training under BMP 6B. Recommendations for municipal facilities and operations were developed. Construction began on the new DPW facility, which includes a vehicle wash facility. A new sand/salt storage shed was constructed in addition to the existing salt shed.	Finalize and implement the recommendations of the municipal facilities and operations evaluation.
6G	Low Impact Design for DPW Roadway & Drainage Projects	DPW Director, Town Engineer	Record of final or as-built plans and improvements.	Modifications to the roadway impervious surface were determined to be infeasible at this time; however, DPW developed a modification to the outfall from the Southgate Road drainage system. A sediment forebay was proposed to collect sediment and dissipate the velocity to prevent scouring.	Construct the Southgate Road drainage modifications and continue to evaluate roadway and drainage projects for stormwater LID design or retrofit opportunities.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4	Planned Activities – Permit Year 5
6H	BMP Evaluation and Identification of Needed Retrofits	DPW Director, Town Engineer, Consultant	Database of BMPs, owners, O&M requirements, inspection forms.	The Town's consultant developed a comprehensive database and O&M template for future inspections and maintenance of BMPs on Town land and private land. A total of 185 BMPs were inspected by an engineer to outline BMP characteristics, maintenance requirements and potential retrofit opportunities. This information was compiled in an excel database linked with the Town's updated GIS datalayer for BMP locations.	Incorporate the results of the BMP evaluation into the evaluation for impaired waters (BMP 7A) and develop priority cleaning areas and retrofit opportunities. Incorporate maintenance needs into existing operations as funding allows.
6I	Stormwater BMP Maintenance & Drainage System Upgrades	DPW	Record of cleaning activities, # structures cleaned annually	The Brook Street sediment forebay was constructed to enhance sediment removal before discharging to Shephard's Brook and the Charles River.	Incorporate the results of BMP 6H and implement improvements as funding allows.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
Revised					

7a. Additions

7A	Evaluate Data and TMDL for the Charles River and Develop a Plan to Improve TMDL Waters	DPW, Conservation, Environmental Affairs Coordinator, Consultant	Copy of Water Quality Improvement Plan	The work under this task relies upon the completion of BMPs 3D, 6F and 6H. The majority of this work was completed and the Town began to evaluate the March 2007 Draft TMDL for nutrient loadings to the Charles River. The Town's consultant attended the March 22, 2007 public meeting for the TMDL and provided an update to the Town.	Review the TMDL Study for the Charles River and the results of BMPs 3D, 6F and 6H, as well as the overall SWMP, to target problem areas within the watershed and potential causes of impairment. Develop recommendations for further investigations and a course of action to address the impaired water quality.
7B	Implement Water Quality Improvement Plan for discharges to 303(d) waters.	DPW, Conservation, Environmental Affairs Coordinator	Photographs, logs, and BMP descriptions for completed efforts and water quality improvements	Scheduled to begin in year 5.	Evaluate the feasibility of implementing recommendations under BMP 7A based on available funding.

7b. WLA Assessment

The Draft Bacteria TMDL Report and Nutrient TMDL Report for the Charles River will be reviewed as part of BMP 7A with recommendations incorporated, as appropriate. Water quality concerns associated with 303d waters will be addressed through the implementation of BMPs under the six minimum measures for Phase II and the results of BMP 7A. Additionally, the 303d waters in Franklin are located in subwatersheds identified as a high priority for SWMP implementation activities and field inspection of outfalls will consider this information.

Part IV. Summary of Information Collected and Analyzed

- Number of outfalls mapped & screened for illicit discharges: 163
- 185 BMPs evaluated for maintenance & retrofit requirements
- 2 outfall retrofit projects for sediment removal

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	Yes*
Annual program budget/expenditures	($)	

*Environmental Affairs Coordinator

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	100%
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			X	
▪ Erosion & Sediment Control			X	
▪ Post-Development Stormwater Management			X	
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination			X	
▪ Erosion & Sediment Control			X	
▪ Post-Development Stormwater Management			X	

Mapping and Illicit Discharges

Outfall mapping complete	(%)	37%
Estimated or actual number of outfalls	(#)	442
System-Wide mapping complete	(%)	75%
Mapping method(s)		
▪ Paper/Mylar	(%)	50%
▪ CADD	(%)	
▪ GIS	(%)	50%
Outfalls inspected/screened	(# or %)	163
Illicit discharges identified	(#)	0
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	75:25 sand/salt mix
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)	Yes
Storage shed(s) in design or under construction	(y/n)	