Municipality/Organization: Town of Mansfield

EPA NPDES Permit Number: MAR 041126

MaDEP Transmittal Number: **W-039460**

Annual Report Number & Reporting Period: **No. 4: March 06-March 07**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John D. Sullivan, Jr. Title: Town Engineer

Telephone #: 508-261-7377 Email: jsullivan@mansfieldma.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: John O. D'Agostino

Title: Town Manager

Date: April 27, 2007

Part II. Self-Assessment

The Town of Mansfield has completed the required self-assessment, and has determined that our Municipality is in substantial compliance with all permit requirements.

In particular, we have now updated our by-laws to address illicit discharge to the storm drain system and stormwater management during and after construction. We note that during the first year, the Engineering Department reviewed our existing planning and zoning by-laws, and found a number of references for the "design" of drainage in accordance with DEP Stormwater Guidelines; but few references for "construction" and "post construction" runoff control. During the second year, the results of this review were discussed with other Departments. This was accomplished by means of an informal committee of the Department Heads from Planning, Building, Conservation, Health, DPW, and Engineering. After a number of meetings, a proposed General By-Law was drafted, which addressed both construction runoff and post-construction maintenance. The Committee felt that using a comprehensive General By-Law would better accomplish the goals of the Stormwater Program; rather than trying to make significant individual changes to Planning Board Regulations, Zoning By-Laws, and other Town regulations; and attempting to keep them all consistent, especially with respect to post construction runoff control. The proposed by-law was presented to the Conservation Commission on March 14,2005, and the Planning Board on 4/27/05. Also during the third year, a presentation was made to the Selectmen and the public. In addition, a presentation was made and comments obtained from the Canoe River Aquifer Advisory Committee and the Natural Resources Trust. The Canoe River Aquifer Advisory Committee was established in 1987 to educate the public about the need to protect the aquifer. The Natural Resources Trust of Mansfield was established in 1971 to acquire and preserve natural resources, wildlife areas and historic sites, and to educate the public on the wise use of natural resources. During this fourth year, a public hearing was held April 26, 2006 in preparation for the Annual Town Meeting. The various comments obtained were addressed, and the final Stormwater By-Law was accepted at the May 23, 2006 Session of the April 11, 2006 Annual Town Meeting. This by-law consists of two parts. Part A Illicit Discharges to the Municipal Storm Drain System with DPW being responsible. Part B covers Stormwater Management and Land Disturbance during and after construction with the Conservation Commission being responsible.

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-1	Identify existing programs to be included in SMP	Engineering	Identify number of existing programs	Completed: See Report No. 1	
1-2	Develop NPDES materials for homeowner education	Engineering	Number of pamphlets distributed	Completed distribution of 7,000 pamphlets on "Protecting Water Quality in Mansfield's Ponds and Streams", based on the Southeastern Regional Services Group (SERSG). Approximately 2,000 were inserted in the March, 2006 water bills. Approximately 5,000 additional copies were inserted in the April and May water bills to domestic and industrial water users. This supplemented our Town Web Site posting on the basics of the Stormwater Program.	
1-3	Distribute materials to identified programs	Engineering/ DPW	All identified programs receive materials	Documents prepared under 1-2. Distributed the prepared pamphlet and website stormwater program summary to the Canoe River Aquifer Advisory Committee and the Natural Resources Trust of Mansfield, for their further distribution through their organization.	
1-4	Implement Catch Basin Stenciling Program	DPW	Percentage of catch basins stenciled/ year	As scheduled, the stenciling of catch basins was started with approximately 10% (i.e. 235) completed.	Continue to complete 50% of the catch basin stenciling program.

2. Public Involvement and Participation

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
2-1	Sponsor Hazardous Waste Collection Day	Health	Funding passed Event held	The Household Hazardous Collection Day was held on April 8, 2006. It was advertised on the Town website, Cable 9 Bulletin Board, press releases in local newspapers (Sun Chronicle, Mansfield News & Mansfield Buzz), flyers in all Town buildings, and flyers sent home with all elementary school children. Funding of $15,000 was passed at the 5/16/06 Annual Town Meeting for the Collection Day in April 2007.	The Household Hazardous Waste Collection Day was scheduled for April 7, 2007. An article has been placed on the May 2007 Annual Town Meeting warrant for funding in 2008.
2-2	Sponsor Recycle Center	DPW	Funding passed Recycle Center available	Funding passed at May 2006 Town Meeting as a DPW budget line item, and the Recycle Center/Compost Area was open Saturdays and Mondays for collections, including used motor oil. The center was advertised on the Town, DEP, and E-CALL website, by flyers and in the "Live Wire" publication sent out with electric bills.	Funding for Recycle Center included in DPW Budget for May 2007 Town Meeting Approval.
2-3	Identify existing volunteer environmental groups	Engineering	Number of groups identified	Documents prepared under 1-2. Distributed the prepared pamphlet and website stormwater program summary to the Canoe River Aquifer Advisory Committee and the Natural Resources Trust of Mansfield, for further distribution through their organizations.	Meet with the Canoe River Aquifer Advisory Committee in May 2007 to discuss the stormwater pamphlet and website summary and further public outreach.

2a. Additions (as added in Report No. 1)

2-4	Implementation and Review	Engineering	Number of notices	Published implementation information in the 2006 Annual Town Report describing the NPDES Program and the 5-Year Plan. Provided an informational sheet for the Town website on the Stormwater Phase II Program, and a summary of the 3rd year's annual report.	Update Town website detailing the progress on the 5-Year Stormwater Plan.

3. Illicit Discharge Detection and Elimination

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
3-1	Create GIS Base Map	Engineering/ MIS	Stormwater map created	Completed: See Report No.1. Supports many future activities.	
3-2	Inspect outfalls, catch basins, and manholes	Engineering/ DPW	Field data entered into GIS database	Completed. See Report No. 2. Inspected and incorporated stormwater structure into the GIS database. This included inspection of 2706 CB's, 1551 MH's, and 389 outfalls.	
3-3	Draft by-law prohibiting discharges into system	Engineering/ Health	Present draft at Town Meeting for approval	Completed. Proposed by-law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
3-4	Develop plan to identify non-stormwater discharges	Engineering/ DPW	Implement plan in Permit Year 5	Developed plan to identify non-stormwater discharges, including illegal dumping.	Implement plan.
3-5	Dry weather screening (identify illicit discharges)	Engineering/ DPW	Percent of outfalls screened	Scheduled for Year 5	Perform dry weather screening to identify outfalls with non-stormwater discharges.

4. Construction Site Stormwater Runoff Control

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
4-1	Review existing Planning Board Regulations	Engineering/ Planning/ ConCom	Complete review within one year	Completed: See Report No. 1	
4-2 --------- Revised (In Report No. 2)	Present recommended changes to existing regulations ---------- Comprehensive Storm-Water Management By-Law	Engineering/ Planning/ ConCom ----------	Changes on Public Hearing Agenda ---------- Revised By-Law for Town Meeting Warrant	Completed: Proposed Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
4-3 --------- Revised (In Report No. 2)	Review Site Plan By-Laws vs. EPA model ----------	Engineering/ Building/ ConCom ----------	Site Plan By-Laws reviewed within one year ---------- See 4-2	Review completed in Year 2 ahead of the Scheduled Year 3 completion; due to the Committee concensus to prepare a Comprehensive Stormwater Management By-Law. Completed: The Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
4-4 --------- Revised (In Report No. 2)	Site Plan By-Law change ----------	Engineering/ Building/ ConCom ----------	Draft developed for presentation at Town Meeting (Year 5) ---------- See 4-2	Scheduled for Years 4 and 5; but Site Plan changes considered as part of the Comprehensive Stormwater Management By-Law. Completed: The Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
4-5	Develop control measures at construction sites	Planning/ Building/ ConCom	Inspection procedure developed	Scheduled for next permit	

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5-1	Review existing by-laws, ordinances and regulations	Engineering	Review completed within one year	Completed: See Report No.1.	
5-2 --------- Revised (In Report No. 2)	Draft changes to regulations for runoff controls ----------	Engineering/ Planning ----------	Draft changes developed ---------- See 4-2	Completed: The Stormwater By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
5-3	Select appropriate BMP's to be used by planners	Engineering/ Planning	Incorporate BMP's into Planning Board Regulations	Discussed results of first year review with Planning Department, and concluded that the design regulations, which encourage wet retention basins and infiltration basins, satisfactorily met the stormwater Best Management Practices per the DEP Guidelines. Post Construction run-off control was included in the Comprehensive Stormwater Management By-Law, accepted on 5/23/06 at the Annual Town Meeting..	
5-4 --------- Revised (In Report No. 2)	Draft changes to by-laws for runoff control ----------	Engineering/ Planning ----------	Develop draft by-law and present at Town Meeting ---------- See 4-2	Completed: The Stormwater By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
5-5	Develop O&M manual for BMPs	Engineering/ DPW	Creation of O&M manual	Scheduled for next permit.	

6. Pollution Prevention and Good Housekeeping in Municipal Operations

1

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
6-1	Identify and map sensitive receptors within municipality	Engineering	Map created	Completed: See Report No. 1. Supports future activities.	
6-2	Review and modify current street sweeping program	DPW	Review and program modifications completed	Established written documentation in Year 2 for the existing street sweeping program and disposal areas. Reviewed the existing street sweeping program with respect to critical areas in Year 3, and modified program as needed in Year 4.	
6-3	Develop a CIP for equipment needs	DPW	Capital Improvements Program (CIP) created	Submitted a CIP request for FY2006 ahead of the Year 3 scheduled timeframe, obtained funding of $300,000 at the 2005 Annual Town Meeting for a vactor truck, which was purchased and is now in service. In 2006, a wheeled transporter was purchased with $25,000 approved through CIP to use our sewer camera in drainage lines.	
6-4	Develop policies for snow removal and disposal	DPW	Inventory of possible disposal areas	Completed. See Report No. 2. Established a written policy for snow removal and disposal, with consideration given to environmental impacts.	
6-5	Conduct employee training for vehicle washing practices	DPW	Written policy for vehicle washing	Completed a written policy for vehicle washing. See Report No. 2. Constructed an updated truck wash facility in a new water treatment facility adjacent to the Highway Garage, with limited operation implemented in accordance with written policy.	Finalize the update of the written policy to support full operation of the new vehicle wash facility.

6-6	Program for stormwater system maintenance	DPW	Written Plan	Completed. See Report No. 2. Established a written policy and schedule for catchbasin cleaning, and obtained funding of $300,000 at the 2005 Annual Town Meeting for a vactor truck. Cleaned 50% of catchbasins in 2006. Completed purchase of the vactor truck, which is now operational.	Clean remaining 50% of catchbasins, and begin jetting program for stormwater drain lines with new vactor truck.
6-7	Develop plan for illegal dumping control	DPW	Number of signs posted	Completed. Established a written inventory of significant (illegal) dumping sites, and posted 28 signs. In Year 3, prepared an Illicit Discharge By-Law within the proposed Comprehensive Stormwater By-Law. The Stormwater By-Law was accepted at the 5/23/06 Annual Town Meeting.	

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *Not Applicable*

Attachment 1

Implementation Schedule

(as included with N.O.I.)

Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

F. Storm Water Management Program TIME FRAMES

Transmittal Number W039460

Facility ID (if known)

BMP ID #	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
	Spring 03	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06	Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08	Next Per
1-1		—	—	—																	
1-2			—	—	—	—				X											
1-3									—	—	—	—									
1-4													—	—	—	—	—	—	—	—	
2-1			X				X				X				X				X		
2-2		X				X				X				X				X			
2-3							—	—	—	—											
3-1	—	—	—	—																	
3-2					—	—	—	—													
3-3									—	—	—	—									
3-4													—	—	—	—					
3-5																					
4-1			—	—	—	—											—	—	—	—	
4-2							—	—													
4-3									—	—	—	—									
4-4														—	—	—					
4-5																					
5-1		—	—	—																	X
5-2						—	—	—	—	—	—	—									
5-3				—	—	—	—	—	—	—	—										
5-4																					
5-5													—	—	—	—	—	—	—	—	
6-1	—	—	—	—																	X
6-2			—	—	—	—	—	—	—	—	—	—									
6-3									—	—	—	—									
6-4			—	—	—	—	—	—													
6-5			—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
6-6			—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
6-7					—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	