Municipality/Organization: Maynard, MA

EPA NPDES Permit Number: MA041208

MassDEP Transmittal Number: W-035581

Annual Report Number & Reporting Period: **April 1, 2006 – March 31, 2007**

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2007)

Part I. General Information

Contact Person: John Curran Title: Town Administrator

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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.

X Signature: John C Curran

Printed Name: John C. Curran

Title: Town Administrator

Date: 5/25/2007

Part II. Self-Assessment

During Permit Year 4, April 1, 2006 – March 31, 2007, the Town of Maynard underwent staffing changes critical to implementing the Stormwater Management Program. Three new municipal employees were hired: 1) a new DPW Director 2) a new Conservation Commission Agent and 3) a new Planning Board Assistant. These staff changes stalled a number of action items included in the Stormwater Management Program in Maynard, and delayed meeting of the Stormwater Management Team (SWMT).

This permit year, Maynard re-assessed its entire Stormwater Management Program. The new staff is resurrecting the SWMT, and the group plans to address the items described in this report to meet the conditions of the General Permit. Maynard is currently behind schedule on a number of BMPs, but the new members of the SWMT plan to revamp the stormwater program and are committed to meeting the General Permit requirements by the end of Permit Year 5.

During this permit year's review process, a number of BMPs were identified as redundant or infeasible. To improve efficiency of the Towns stormwater program, as well as expedite EPA review of the program, many BMPs were modified during Permit Year 4. Justification and replacement BMPs, when necessary, have been noted for each of these changes.

Notes on the Permit Year 4 Annual Report:

1. This report summarizes the activities scheduled for the prior four permit years and documents the Town's progress in each permit year. This will help the new SWMT complete tasks scheduled for Permit Year 5.
2. Measurable goals by Permit Year were extrapolated from the "Time Frames" page in the original NOI.

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
1.1.1	**Homeowner Focus** – Mail educational flyer with stormwater survey	SuAsCo Council and Stormwater Management Team (SWMT)	YR01: Flyer distribution. Compile and evaluate survey results. YR02-05: None.	YR01: Stormwater Matters sent out with water bills on March 20, 2003. SuAsCo sent community survey on December 18, 2003. YR02: N/A YR03: N/A **YR04: N/A**	No further action (BMP completed). Note: Survey results were not compiled and evaluated because SWMT did not receive sufficient survey responses to perform any useful analysis.
Revised					
1.2.1	**Student Focus** – Teach stormwater lesson to 5th grade students	SuAsCo Council and SWMT	YR01: None YR02: Prepare and implement lesson. YR03-05: None	YR01: N/A YR02: Stormwater Matters lesson prepared and implemented. YR03: Completed **YR04: Completed.**	No further action (BMP completed).
Revised					
1.3.1	**Business Focus** – Mail educational flyer with a stormwater survey	SuAsCo Council and SWMT	YR01-02: None. YR03: Flyer distribution. YR04-05: None.	YR01: N/A YR02: N/A YR03: Mailed flyers with water bills (Stormwater Matters). **YR04: Completed**	No further action (BMP completed).
Revised					
1.4.1	**General Public Focus** – Hold a stormwater media campaign	SuAsCo Council and SWMT	YR01-03: None YR04: 4 press releases YR05: None.	YR01: N/A YR02: N/A YR03: None **YR04: Due to staffing changes and budget constraints, the schedule was revised during YR04. Schedule revision meets same goal as original schedule.**	Two press releases in the local newspaper, The Beacon Villager.
Revised			*YR05: 2 press releases related to stormwater program.*		

1.4.2	**General Public Focus** – Show a stormwater video on a local cable station	SuAsCo Council and SWMT	YR01-04: None. YR05: Develop and air stormwater video.	YR01: N/A YR02: N/A YR03: N/A **YR04: N/A**	Obtain a video from EPA, SuAsCo or other groups and air on local cable station.
Revised			*YR05: Obtain and air stormwater video.*		

1a. Additions

1.1.2	**Homeowner Focus** – Brochures available at Town Hall	SWMT	YR04-05: Brochures available at Town Hall.	**YR04: Stormwater Matters brochures available at Town Hall.**	Continue availability of brochures at Town Hall.

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**
2.1.1	**Homeowner Focus** – circulate stormwater traveling display	SuAsCo Council and SWMT	YR01: Develop display and feature at 3 locations. YR02-05: None.	YR01: Display created and displayed at Town Hall. YR02: N/A YR03: N/A **YR04: N/A**	If Town still has the display, it is to be featured at 2 additional locations.
Revised					
2.2.1	**Student Focus** – Poster contest for 5th graders	SuAsCo Council and SWMT	YR01: None. YR02: Hold poster contest YR03-05: None.	YR01: N/A YR02: SuAsCo delivered contest rules and flyers. YR03: None. **YR04: Schedule revised.**	SWMT to approach school with contest materials and request contest be held. If denied, SWMT will approach local Brownie Troops and attempt to conduct contest.
Revised			*YR05: Approach school with contest materials and request contest is held.*		

2.2.2	**Student Focus** – Photo contest for high school students	SuAsCo Council and SWMT	YR01-02: None. YR03: Hold photo contest. YR04-05: None.	YR01: N/A YR02: N/A YR03: None. **YR04: SuAsCo did not create materials for the photo contest. The Town does not have funding to do the photo contest without SuAsCo's assistance, therefore it is not feasible. The intent of this BMP will be met through BMP 2.2.1 and another BMP has been added for Public Participation.**	No further action (see BMP 2.2.1).
Revised	*BMP removed, goals met by BMP 2.2.1*				
2.3.1	**General Public Focus** – Hold a local stormwater summit	SuAsCo Council and SWMT	YR01-03: None. YR04: Advertise and hold summit. YR05: None.	YR01: N/A YR02: N/A YR03: BMP replaced with BMP 2.4.1	No further action (see BMP 2.4.1).
Revised	*YR03: BMP removed, replaced BMP 2.4.1*				
2.3.2	**General Public Focus** – Hold a watershed-wide stormwater summit	SuAsCo Council and SWMT	YR01-04: None. YR05: Advertise and hold summit.	YR01: N/A YR02: N/A YR03: N/A **YR04: N/A**	SuAsCo to hold watershed-wide stormwater summit. Members of Town to participate.
Revised					

2a. Additions

2.4.1	**General Public Focus** – Annual River Cleanup Day	SuAsCo Council and SWMT, DPW	YR03-05: Annual cleanup.	YR03: Assabet River Cleanup day held with SuAsCo. 20-30 people in attendance. DPW removed waste collected during cleanup. **YR04: Assabet River Cleanup day held with OAR.**	Hold Annual River Cleanup Day.
2.5.1	**General Public Focus** – LID By-law Meetings	SWMT	YR04: Hold meetings to create a stormwater and LID by-law	**YR04: Held several posted public meetings to develop a stormwater and LID by-law (see BMPs 4.1.1 and 5.1.1). Participants include a cross-section of residents and representatives from various Town offices.**	Continue to hold meetings through September 2007 to finish draft by-law and regulations. Hold additional public meetings as needed to finalize legal language and adopt at Town meeting.

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
3.1.1	**Stormwater System Mapping** – Map outfalls	DPW	YR01-03: Field check GIS map locations of outfalls. YR04-05: None	YR01: Dufresne-Henry to map entire system. Draft map is complete, and 50% of outfalls have been field checked. YR02: Final draft map completed. YR03: None. **YR04: Storm sewer updates included in GIS system annually.**	All outfalls have been mapped. The Town will continue to field verify outfall locations if funding is available. As structures are added, mapped, and verified, Town will update GIS mapping.
Revised	*Map outfalls and maintain GIS map as updates occur*		*YR05: 100% of outfalls will be field checked*		
3.1.2	**Stormwater System Mapping** – Map storm sewer system	DPW	YR01: Build GIS system for stormwater planning. YR02-05: None	YR01: Dufresne-Henry to map entire system. Draft map is complete, and 50% of outfalls have been field checked. YR02: Final draft map completed. YR03: GIS map of storm sewer system is 100% complete. **YR04: Storm sewer updates included in GIS system annually.**	As system is added to, mapped, and verified, update GIS mapping.
Revised	*Map storm sewer system and maintain GIS map as updates occur*				
3.1.3	**Stormwater System Mapping** – Map structural BMPs	DPW	YR01: None YR02-05: Percentage of total structures.	YR01: None. YR02: Received final draft map. YR03: None (BMP complete). **YR04: None (BMP complete).**	Continue to field check Town-owned and operated structural BMPs and update GIS system as budget allows.
Revised			*YR01-05: New BMP structures will be identified and included in GIS system.*		
3.1.4	**Stormwater System Mapping** – Develop regulations to have developers pay Town's cost for GIS updates caused by the development	Planning Board	YR01: None YR02 Draft recommended Planning Board Regulations. YR03-04: None. YR05: Adopt Regulations.	YR01: N/A YR02: None. YR03: None. **YR04: None**	Develop guidance document for subdivision and site plan developments that may include submittal of digital mapping. Also incorporate these provisions in applicable by-laws and regulations (see BMP 5.1.1).
Revised					

3.1.5	**Stormwater System Mapping** – Maintain GIS storm sewer system map	DPW	YR01-03: None YR04-05: Update storm sewer system GIS map annually.	YR01: None. YR02: None. YR03: Storm sewer updates included in GIS system annually. **YR04: See BMPs 3.1.1 and 3.1.2**	No further action (see BMPs 3.1.1 and 3.1.2).
Revised	*BMP removed because no longer necessary, included in BMPs 3.1.1 and 3.1.2*				
3.2.1	**Regulatory Mechanism** – Develop bylaw prohibiting illegal non-stormwater discharges into MS4	Selectmen's Office / SWMT	YR01-02:Review existing bylaws and recommend revisions YR03: None YR04-05: Implement recommendations for regulatory revisions	YR01: SWMT and Selectmen's office reviewed EPA model bylaws. YR02: Reviewed MACC models. Need to draft bylaw with enforcement procedures. YR03: Reviewed Office of the Attorney General model bylaws. **YR04: Schedule revised.**	Draft and adopt bylaw.
Revised	*Develop bylaw prohibiting illegal non-stormwater discharges into MS4. Include enforcement procedures in bylaw.*		*YR05: Draft and adopt bylaw.*		
3.2.2	**Regulatory Mechanism** – Develop enforcement procedures for illicit discharges to MS4	Selectmen's Office/SWMT	YR01-02: Draft enforcement procedures. YR03: None YR04-05: Implement enforcement procedures.	YR01: Determined bylaw will include procedures for enforcement, therefore this BMP is no longer necessary.	No further action (see BMP 3.2.1).
Revised	*YR01: BMP removed. To be included in BMP 3.2.1*		*YR01: Town Bylaw will include procedures for enforcement.*		
3.3.1	**IDDE Plan** – Organize SWMT to monitor the Town's compliance with permit requirements	Selectmen's Office	YR01-05: Meetings held.	YR01: Two meetings held. YR02: Several meetings held. YR03: None. **YR04: SWMT did not meet due to changes in Town staff.**	Reconvene SWMT. Monitor compliance with permit requirements.
Revised					

3.3.2	**IDDE Plan** – Identify procedures for locating areas likely to have illicit discharges and illegal dumping.	SWMT/DPW	YR01-04: Inspect outfalls for dry weather flows, develop a system for record keeping. YR05: None.	YR01: DPW receives complaints and visually inspects sites. Town conducts several visual inspections annually. YR02: None. YR03: None. **YR04: Schedule revised. Illicit discharges are currently handled on a case-by-case basis, and are identified by visual inspections and public comment.**	Formalize procedures to identify sources of and methods to remove illicit discharges will be formalized. Priority areas will be identified. Actions are currently documented. Dry-weather outfall inspection will continue, as budget allows.
Revised			*YR01-05: Develop and implement procedures to identify sources of and remove illicit discharges. Procedures to include identification of priority areas, documentation of actions, evaluation of impacts to MS4, and inspection of outfalls during dry-weather flows.*		
3.3.3	**IDDE Plan** – Develop procedures to identify source of illicit discharge	SWMT	YR01-02: Final procedures adopted. YR03-05: None.	YR01: Illicit discharges will be handled on a case-by-case basis. YR02: None. YR03: None. **YR04: BMP now included in BMP 3.3.2**	No further action (see BMP 3.3.2)
Revised	*BMP removed and integrated into BMP 3.3.2*				
3.3.4	**IDDE Plan** – Develop procedures to remove sources of illicit discharges	SWMT	YR01-02: Final procedures adopted. YR03-05: None.	YR01: Illicit discharges will be handled on a case-by-case basis. YR02: None. YR03: None. **YR04: BMP now included in BMP 3.3.2**	No further action (see BMP 3.3.2)
Revised	*BMP removed and integrated into BMP 3.3.2*				

3.3.5	**IDDE Plan** – Develop procedures for program evaluation and assessment	SWMT	YR01-02: Draft procedures. YR03: None. YR04: Annual report.	YR01: Determined that procedures will be incorporated into town bylaw prohibiting non-stormwater discharge. YR02: Determined no report is necessary and changed measurable goals accordingly. YR03: None. **YR04: BMP now included in BMP 3.3.2**	No further action (see BMP 3.3.2)
Revised	*BMP removed and integrated into BMP 3.3.2*				
3.4.1	**Educational Outreach** – Inform public employees, business, and general public of hazards of illicit discharges	SuAsCo Council and SWMT	YR01: None. YR02: Information materials distributed. YR03-05: None.	YR01: N/A YR02: None. YR03: Brochure on hazards of illicit discharges available at Town Hall. **YR04: Provided annual mailing to residents for the Annual Household Hazardous Waste day.**	Provide new brochure in public places that address illicit discharges. Continue mailings from Board of Health promoting the annual household Hazardous Waste day.
Revised					
3.5.1	**Allowable Non-stormwater Discharges** – Determine if any EPA-listed non-stormwater flows need to be addressed by illicit discharge program	SWMP	YR01: Decision made YR02-04: None YR05: If necessary, address through illicit discharge program.	YR01: Decision will be made after bylaw is incorporation and stormwater system map is complete. YR02: DPW determined that allowable non-stormwater discharges are not a problem. YR03: BMP complete. **YR04: BMP complete.**	No further action (BMP complete).
Revised					
3.6.1	**Waste Disposal Programs** – Hazardous waste management and drop-off program	Board of Health	YR01-05: Conduct twice a year.	YR01-03: Monthly drop-off date for some hazardous materials and others are accepted at Annual Hazardous Waste Drop Off event. Details outlined in BoH mailing. **YR04: In June, held Annual Hazardous Waste Drop Off event. Continued monthly collection (every second Saturday) of select hazardous materials.**	Continue to collect hazardous materials from residents.
Revised					

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
4.1.1	**Regulatory Mechanism** – Develop and implement Town bylaws regulating erosion and sediment control for construction sites utilizing appropriate BMPs	SWMT	YR01: None YR02-03: Develop bylaws YR04: None YR05: Implement bylaws	YR01: None. YR02: Reviewed MACC models. YR03: Schedule revised. **YR04: Bylaw drafted.**	LID Bylaw and regulations, drafted as part of EOEA Smart Growth grant received by Town, include application controls for construction site stormwater runoff. Draft bylaw will be complete by end of September 2007, and will be brought to Town Meeting in Spring 2008..
Revised					
4.1.2	**Regulatory Mechanism** – Add design standards and criteria as necessary to Town department regulations regarding construction site erosion control.	Planning Board/Conservation Commission/SWMT	YR01-02: Determine standards, draft regulations YR03: None YR04-05: Update regulations	YR01: ConComm reviewed possible BMPs. Construction site erosion control, design standards, and BMPs are already incorporated in NOI process. YR02: Need to develop Planning Board regulations with sanctions. YR03: None. **YR04: None.**	Develop guidance document. (See BMP 3.1.4). Modify local bylaws and regulations as necessary to eliminate conflicts with Erosion and Sediment Control bylaw (BMP 4.1.1).
Revised					
4.1.3	**Regulatory Mechanism** – Evaluate sanctions for enforcement of erosion and sediment controls	SWMT/Selectmen's Office	YR01: Develop goals. YR02: Draft YR03: None. YR04: Develop final sanctions. YR05: None	YR01: SWMT reviewed goals and draft for 2005. YR02: Sanctions are part of WPA regulations and wetland bylaw. YR03: None. **YR04: None.**	Evaluate sanctions for enforcement in new bylaw (BMP 4.1.1) and continue developing guidance document for projects.
Revised			*YR05: Develop draft.*		

4.2.1	**Site Plan Review Procedures** – Implement pre-construction review of project storm water pollution prevention plan (SWPPP)		YR01: None YR02-05: Identify and train staff.	YR01: None. YR02: Part-time building inspector hired, ConComm versed in stormwater, DPW cited as additional inspection department. YR03: None. **YR04: Full-time Building Inspector hired.**	Building Inspector to work with Conservation Commission and DPW to enforce SWPPPs throughout project.
Revised					
4.3.1	**Site Inspection/ Enforcement Procedures** – Conduct construction site inspections		YR01: None YR02-05: Identify and train staff. Review each project.	YR01: Budget reviewed for Site Inspection Training Course. YR02: Part-time building inspector hired, ConComm versed in stormwater, DPW cited as additional inspection department. YR03: None. **YR04: Full-time Building Inspector hired.**	Depending on the projects local jurisdiction, trained town staff will conduct inspections.
Revised					
4.3.2	**Site Inspection/ Enforcement Procedures** – Develop a procedure for handling reports from the public of non-compliance	SWMT	YR01: None. YR02: Determined complaints to be handled on a case-by-case basis.	YR01: None. YR02: Procedure no longer necessary, schedule revised. YR03: No complaints received. **YR04: No complaints received.**	BoH and DPW continue to address complaints related to construction site runoff and illicit discharges as necessary.
Revised					

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
5.1.1	**Regulatory Mechanism** – Develop and implement bylaws regulating controls for post-construction runoff utilizing appropriate BMPs	SWMT	YR01: Draft bylaw YR02-03: Revise bylaw YR04-05: Pass and implement bylaws	YR01: Infiltration policy already adopted by ConComm. Town working to develop new policies. YR02: None. YR03: Schedule revised. **YR04: Bylaw drafted.**	LID Bylaw and regulations, drafted as part of EOEA Smart Growth grant received by Town, include adequate controls for post-construction stormwater management in new development and redevelopment. Draft bylaw will be complete by end of September 2007, and will be brought to Town Meeting in Spring 2008.
Revised					
5.2.1	**Review BMP Designs** – Pre-construction review for conformance with standards/regulations	Planning Board/ Conservation Commission	YR01-05: Review each project.	YR01: ConComm conducted pre-construction and construction inspections through NOI process. **YR02-04: Coordinated review by DPW, Planning, and ConComm.**	Continue coordinated local permitting and development review process.
Revised					
5.3.1	**Site Inspection/ Enforcement Procedures** – During construction, inspect that BMPs are properly constructed	Planning Board/ Conservation Commission	YR01-05: Inspect each project	YR01: ConComm conducted pre-construction and construction inspections through NOI process. YR02: DPW, Planning, and ConComm identified as primary site inspectors. YR03: None. **YR04: None.**	Train staff on inspections (BMP 6.1.1). Incorporate language to require post-construction inspections into bylaw (BMP 5.5.1).
Revised					
5.3.2	**Site Inspection/ Enforcement Procedures** – Post-construction provide inspection to be assured that BMP's O&M procedures have been followed	DPW	YR01: None YR02-YR03: Identify and train staff. YR04-05: Inspection as required.	YR01: N/A YR02: DPW, Planning, and ConComm identified as primary site inspectors. YR03: None. **YR04: None**	Train staff on inspections (BMP 6.1.1). Incorporate language to require post-construction inspections into bylaw (BMP 5.5.1).
Revised					

5.4.1	**O&M Procedures for Stormwater BMPs** – Develop procedures for O&M requirements for structural BMPs	SWMT	YR01: None YR02-04: Develop procedures. YR05: None	YR01: None. YR02: No Town-specific procedures developed. Town relies on State and Federal O&M guidelines. YR03: No further action required. **YR04: No further action required.**	None (BMP complete).
Revised					

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6.1.1	**Employee Training Program** – Training on oil spill reporting and response, hazardous materials, and pesticide and fertilizer application	DPW/Fire Department	YR01-05: Conduct annual training.	YR01: Hazardous material discharge responsibility transferred to Fire Department, who received annual training. Goal is to obtain pesticide application license at DPW. YR02: None. YR03: Fire Department trained. Town no longer uses pesticides. DPW staff attended LID Training Workshop by CEI in October 2005. **YR04: One DPW employee trained in fertilizer application.**	Expand training program to better address activities to reduce pollutant runoff from municipal operations, such as fertilizer and herbicide applications to public fields, proper Town-owned vehicle and building maintenance, new construction and land disturbance maintenance, and roadway drainage and stormwater system maintenance.
Revised					
6.2.1	**Stormwater Sewer System Operation and Maintenance** – Storm sewer system and catch basin inspection	DPW	YR01-05: Annual inspection.	YR01: Outside contractor (Sam's Catch Basin Cleaning) hired. YR02-03: Contractor inspected and tracked 450 catch basins of 901 total catch basins. **YR04: Sam's Catch Basin Cleaning inspected and cleaned 100% of Town's 901 catch basins. Approximately $30,000 spent on annual catch basin cleaning.**	Continue annual inspection and cleaning. Continue tracking number of catch basins cleaned and inspected.
Revised	*Storm sewer system and catch basin inspection and cleaning program.*		*YR01-05: Annual inspection and cleaning.*		

6.2.2	**Stormwater Sewer System Operation and Maintenance** – Storm sewer system and catch basin cleaning program	DPW	YR01-02, 04-05: Annual catch basin cleaning. YR03: None	YR01: Outside contractor (Sam's Catch Basin Cleaning) hired. YR02-03: Contractor inspected and tracked 450 catch basins of 901 total catch basins. **YR04: BMP included in BMP 6.2.1**	See BMP 6.2.1
Revised	*BMP included in BMP 6.2.1*				
6.2.3	**Stormwater Sewer System Operation and Maintenance** – Structural BMP inspection and maintenance program	DPW	YR01: Develop and implement record keeping. YR01-05: Inspect all BMPs once a year.	YR01: Outside contractor (Sam's Catch Basin Cleaning) hired. YR02: Need to develop long term record keeping procedures. **YR03-04: DPW inspected structural BMPs annually. Rebuilt 14 catch basins.**	Formalize inspection procedures and schedules for long-term structural BMPs. Continue annual inspections.
Revised					
6.3.1	**Parks and Open Space** – Fertilizer and pesticide application and management controls	DPW/Forestry	YR01-05: Annually summarize applications.	YR01: Minimize pesticide and fertilizer application. YR02: Need to draft a management program. YR03: DPW will create spreadsheet to track fertilizer applications and maintain the invoices. Trained in pesticide application. **YR04: One DPW staff trained in proper fertilizer and pesticide application and management.**	Continue to reduce fertilizer applications on Town-owned land. Record quantity of fertilizers used.
Revised					
6.4.1	**Municipal Industrial Operations** – Evaluate operations at the Public Works Facility, transfer station, and the WWTF	DPW Consultant	YR01-03: Individual SWPPs for each site. YR04-05: None.	YR01-02: DPW installed series of sediment basins, stone trenches, and sediment ponds at highway garage. Installed fence to discourage illegal dumping, resloped river bank to reduce erosion at WWTP. YR02: None. YR03: None. **YR04: DPW reviewed individual SWPPP requirements and determined it is not necessary under the general permit to develop SWPPPs for each facility.**	Formalize program to reduce pollutant runoff from municipal operations. Continue implementing measures to reduce pollutant runoff from operations such as vehicle washing and maintenance. Schedules and procedures will be developed for municipal maintenance activities and inspections of long-term structural controls.
Revised			*YR01-05: Develop and implement a program to reduce pollutant runoff from municipal operations.*		

6.4.2	**Municipal Industrial Operations** – Review maintenance and repair programs for municipal vehicles	DPW	YR01: None. YR02-03: Develop program controls and record keeping. YR04: None. YR05: Implement program controls and record keeping.	YR01: N/A YR02: Need to develop a recording system for vehicle repair. YR03: None. **YR04: Vehicle fueling sensing equipment reviewed 2x/year, records kept.**	Formalize maintenance/repair programs for municipal vehicles, vehicle washing, and vehicle fueling operations. Strengthen record keeping. Continue to review vehicle fueling sensing equipment.
Revised	*Review maintenance/repair programs for municipal vehicles, vehicle washing controls, and vehicle fueling operations.*	DPW			
6.4.3	**Municipal Industrial Operations** – Review municipal vehicle washing controls	DPW	YR01: None YR02-03, 05: Develop program controls and record keeping. YR04: None	YR01: None. YR02: Need to develop a recording system for vehicle washing. YR03: None. **YR04: BMP to be included in BMP 6.4.2**	See BMP 6.4.2
Revised	*BMP removed since no longer necessary; included in BMP 6.4.2*				
6.4.4	**Municipal Industrial Operations** – Review salt storage operations	DPW	YR01-03. 05: Develop and implement program controls and record keeping. YR04: None	**YR01-04: Salt operation reviewed, conducted under salt shed cover.**	Continue conducting salt operations under salt shed cover. Reduce amount of sand applied. Continue to keep records of quantity of salt/sand used.
Revised			*YR01-05: No longer need to develop and implement program controls and record keeping, due to revised salt operation practices.*		

6.4.5	**Municipal Industrial Operations** – Review fueling operations	DPW	YR01-03Develop program controls and record keeping. YR04: None. YR05: Implement program controls and record keeping.	YR01: Fuel lines inspected, sensing equipment reviewed 2x/year. YR02-03: Sensing equipment reviewed 2x/ year. **YR04: BMP included in BMP 6.4.2**	See BMP 6.4.2
Revised	*BMP removed since no longer necessary; included in BMP 6.4.2*				
6.5.1	**Municipal Roads** – Street sweeping	DPW	YR01: None YR02-05: Annual street sweeping. Strengthen record tracking system. Evaluate frequency in urban areas.	YR01: None. YR02: None. YR03: Conducted annually and as needed. **YR04: Conducted 2x/year. Frequency of street sweeping increased throughout town from 1x/year to 2x/year.**	Continue street-sweeping all Town roads 2x/year and continue record keeping. Reduce sand by using a highway salt mixture only.
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

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
7.1.1	Address Assabet River Nutrient TMDL Report	SWMT	YR05: Review TMDL Report and select appropriate BMPs for Town to address recommendations from report.	**YR04: None.**	Review TMDL Report and select appropriate BMPs to address recommendations from report.
Revised					

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2006 through March 31, 2007)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	($)	
Total program expenditures since beginning of permit coverage	($)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	Y
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	Y

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	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

	(Preferred Units)	Response
Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened **	(# or %)	100% (901)
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

	(Preferred Units)	Response
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 (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y *Developing through EOEA Smart Growth Technical Assistance Grant

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)	

Qty of structures cleaned **	(#)	
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	($)	$30,000
• Hourly or per basin contract rate **	($/hr or $ per basin)	
• Disposal cost**	($)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	
• % Structures cleaned with vactor **	(%)	

	(Preferred Units)	Response
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)	
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	($)	
• Hourly or lane mile contract rate **	($/hr. or ln mi.)	
• Disposal cost**	($)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	

• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	100%
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100
Storage shed(s) in design or under construction	(y/n or #)	N

100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	

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August 30, 2007

WOODARD &CURRAN

Ann Herrick - CIP
U.S. Environmental Protection Agency - Region 1
1 Congress Street, Suite 1100
Boston, MA 02114-2023

RE: **NPDES Phase II Small MS4 General Permit Annual Report for Maynard, MA**
EPA NPDES Permit No.: **MA041208**
MassDEP Transmittal No.: W-035581

Dear Ms. Herrick:

On behalf of the Town of Maynard, Massachusetts, please find enclosed the Annual Report that summarizes the stormwater best management practices implemented during **Permit Year 4** (April 1, 2006 to March 31, 2007) under the above referenced permit.

Should you have any questions, please contact John Curran, Maynard's Town Administrator, at 978-897-1001, or me at 978-557-8150.

Sincerely,

WOODARD & CURRAN INC.

Emily Scerbo
Environmental Engineer

EJS/jsm
210788

Enclosure: Permit Year 4 Annual Report

cc: John Curran, Maynard Town Administrator
Maynard Stormwater Management Team:
Paul Camilli, Director of Public Works
Linda Hansen, Conservation Agent
Gerry Collins, Board of Health