05.24.07

Municipality/Organization: **Town of Mendon**

EPA NPDES Permit Number: **BRPWM08A**

MassDEP Transmittal Number: **W-036130**

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: Linda Hawkes Title: Clerk

Telephone #: 508-473-0737 Email: highwaydpt@mendonma.net

Mailing Address: PO Box 51, Mendon, MA 01756

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: Lawney Tinio

Title: Chairman, Board of Selectmen

Date: May 1, 2007

Part II. Self-Assessment

The Town of Mendon was issued a NPDES Stormwater General Permit in March, 2003. The Town has completed a self-assessment and has determined that we are in compliance with all permit conditions, including:

- Sheet flow inspection and reporting on a quarterly basis
- Inspection of material storage
- Annual employee training for spill and pollution prevention
- Completion and compliance with Illicit Discharge Plan
- Compliance with Tier II reporting requirements
- Completion and compliance with Spill Prevention Control and Countermeasures Plan
- Compliance with Endangered Species routines
- Site Compliance with established SWPPP
- Maintenance of reporting and record keeping of established plans

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
1A Revised	Community Website	Town Admin	Advertise various programs	Quarterly advertisement of stormwater and LID ideas on Highway Dept. site. News and updates posted on site.	Same as year 4.
1B Revised	Newspaper Press Release	Highway/BOS	Article	1 per year	Same as year 4
1C Revised	Hazardous Waste Disposal Day	BOH	Monthly collection	Monthly collection is cost prohibitive. Annual collection: 04/08/06	Same as year 4. Planned for 04/28/07
1D Revised	Educational Displays	Highway	1 display/year at a municipal building	Display at Highway Department with Stormwater Information. Rain barrels set up for display with info at BOH and Con Comm office; Open House 5/6/06	1 display/year at a municipal building; another Open house
1F Revised	Classroom Education	School/Highway	1 stormwater topic/year	Held Eco-day at Miscoe Middle School on 6/8/06; Held public meeting to introduce LID 10/19/06	Same as year 4;
1G Revised	Educational Pamphlets	BOH/Highway	1 town-wide mailing/year	Pamphlets available at Highway Dept. and BOH. Town wide mailing is cost prohibitive.	Same as year 4

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
2A	Adopt A Road	Highway/BOS	Initiate and Support Program	Not initiated due to time restrictions; Highway Department did, however, monitor roadside litter and material build-up to facilitate stormwater flow.	Initiate Program
Revised					
2B	Storm Drain Stenciling	Highway	Apply stickers purchased in 3/06	No application due to time constraints and weather	Apply stickers and order more.
Revised					
2C	Road way Clean up Day	Con. Comm.	Annual volunteer pickup	Roadway Clean up Day was 04/22/06	Annual Clean up scheduled for 04/14/07
Revised					
2D	Adopt-A-Stream	Highway/BOS	Implement Program	"Stream Team" for Mill River organized through BRWA. Monthly monitoring of Mill River and Muddy Brook through BRWA.	Same as year 4, with more constructive involvement with Highway Department
Revised					
2E	Poster Contest	Con. Comm.	Annual Contest	Annual contest was run in conjuntion with Earth Day/Town Clean up day	Same as year 4
Revised					
Revised					

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
3A Revised	Mapping Stormwater Outfalls	Highway	Field inspect/verify 25% outfalls/year	Inspected outfalls at various locations at various times.	Same as Year 4
3B Revised	Non-Stormwater Ordinance	Highway/BOH/ BOS	Draft Ordinance	Ordinance drafted and sent to Town Counsel for review 9/06. Reviewed and submitted for voter acceptance at annual town meeting in 5/07.	Implement OR revise and resubmit to town vote if not passed in May.
3C Revised	Develop Illicit Discharge Plan	Highway	Implement plan including bylaw	Followed plan, as developed previously. No bylaw passed.	Same as Year 4
3D Revised	Illegal Dumping	Highway/BOH	Weekly cleanup of trash on roadside	Continued weekly cleanup of all dumped items/materials. Strengthened regs on oil in mowers @ metal dumpster	Same as Year 4
3E Revised	Non-stormwater discharges	Highway	Inspect outfalls for NSD at dry season	Outfalls inspected; No significant problems noted	Same as Year 4
3F Revised	DPW Employee Education	Highway	Annual refresher for all aspects of SWMP	Annual refresher; 03/06	Same as Year 4

3a. Additions

3G	Failing Septic Systems	BOH	Maintain records of failed systems	Maintained; records handled and processed by Highway Dept. (FD)	Same as Year 4
3H	Video Inspection	Highway/ Planning Board	Inspect storm drain systems in new subs.	No news subdivisions, however did utilize video inspections on FD	Same as Year 4

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
4A	Construction site runoff ordinance	Con. Comm.	Develop and submit to town	Restricted by time	Same as Year 4
Revised					
4B	Plan Review	Planning/ BOH/ Con. Comm.	Get policies re: plan review	Restricted by time	Same as Year 4
Revised					
4C	Inspection/Reporting	Bldg Inspec/ BOH/ Engineer	Enforcement under current regulations	Enforced as is	Same as Year 4
Revised					
Revised					
Revised					
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
5A	Post Construction Runoff Ordinance	Planning/ Con Comm	Review and develop bylaw	Progress impeded by time and separation of responsibility	Develop bylaw
Revised					
5B	Construction Site Plan Review	Planning/ Con Comm	Enforcement under existing regulations	Enforced; need full copy of regulations	Same as year 4
Revised					
5C	Stormwater System Maintenance Plan	BOS	Maintain contact with liason	As described	Same as year 4
Revised					
Revised					
Revised					
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
6A	Catch Basin Program	Highway	Clean all CBs once/ year	Cleaned CBs 06/14/06	Same as Year 4
Revised					
6B	Street Sweeping	Highway	Sweep all streets once/ year	Street sweeping all roads took place May-June-July, 2006	Same as Year 4
Revised					
6C	SWPPP/MSGP	Highway	Compliance with SWPPP	In compliance with terms of SWPPP	Same as Year 4
Revised					
6D	Curbside Recycling Program	BOH	Bi-weekly recycling	Maintained bi-weekly pick up of recyclable plastic, paper, glass.	Same as Year 4
Revised					
6E	Metal Dumpster Recycling Program	BOH	Weekly metal dump schedule, add to list of acceptable material	Maintained weekly metal recycling center.	Same as Year 4
Revised					
6F	Mercury Thermometer and cell batt program	BOH	Maintain program to accept batteries	Collected mercury thermometers and button cell batteries at no cost to residents.	Same as Year 4
Revised					

6a. Additions

6G	Composting Program	Highway	Collect yard waste for composting	Continued to collect leaves and grass	Same as Year 4
6H	Trash Collection	BOH	Weekly trash pickup	Maintained weekly trash pickup program	Same as Year 4

Part IV. Summary of Information Collected and Analyzed

Overall, the Town of Mendon is meeting the objectives and successfully implementing conditions of our permit and is striving to fully engage the purposes of the Best Management Practices for Stormwater Management.