Municipality/Organization: **Town of Scituate, MA**

EPA NPDES Permit Number: **MAR041060**

MassDEP Transmittal Number: **W-041143**

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: Richard H. Agnew 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.

Signature:

Printed Name: Richard H. Agnew

Title: Town Administrator

Date:

Part II. Self-Assessment

The town of Scituate has completed the required self-assessment of the annual compliance review for the NPDES Phase II Stormwater General Permit. The following topics were evaluated for the completion of the Annual Report:

1. Compliance with the NPDES Phase II General Permit conditions
2. Appropriateness of the selected BMPs
3. Progress towards achieving the program's measurable goals
4. Results of any information that has been collected and analyzed
5. Activities for the next reporting cycle
6. Changes in identified BMPs or measurable goals

Based upon review of the above, the town has determined that our municipality is in compliance with permit conditions, either through completed activities or planned activities.

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	Develop Stormwater Section of Town Website	Town Website Manager	Measure number of hits twice per year	Water protection information is on the site.	Additional stormwater information and guidance items are being added to the website. The website will be maintained and updated with appropriate information. A means to measure the number of hits will be incorporated into the website page.
Revised					
1B	Distribute Fact Sheets to Businesses and Residences	DPW, Conservation	Copies of the materials	Fact sheets available in town hall.	Distribute fact sheets in the town offices. Maintain supply of fact sheets and replenish as needed.
Revised					
1C	Develop a Poster Display Regarding Stormwater Issues	DPW, Conservation	List of display locations	Posters are hanging in various municipal buildings: Town Hall bulletin board, Water Department, Department of Public Works, Schools.	Once a year, the town will check that the posters remain viewable. Replacements will be provided if the posters are missing or in disrepair.
Revised					
Revised					
Revised					

1a. Additions

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	Mark Storm Drains with Stencils During Cleaning	DPW	10% of Storm Drains Marked by Year 1	No activities were conducted relative to this BMP during Permit Year 4 due to budgetary and staffing constraints.	Mark storm drains in highest priority areas. Attempt to gain assistance from volunteer individuals and/or groups.
Revised			10% of Storm Drains Marked by Year 5		
2B	Conduct River, Stream, and Pond Cleanups	Volunteer Groups	Cleaner streams documented by before and after photos	The First Herring Brook Watershed Initiative holds an annual cleanup day and the town provides assistance.	Continue to provide assistance. Identify and document before and after conditions.
Revised					
2C	Establish a Stormwater Telephone Hotline	DPW	Record number of phone calls to hotline, copies of articles.	Appropriate town offices have been provided with phone logs to take hotline calls.	Continue to log the phone calls received.
Revised					
2D	Public Meetings to Discuss Stormwater Issues	DPW, Conservation	Minutes from each meeting	The town has participated in a number of public meetings to discuss stormwater issues involving the Mass DEP, Mass Coastal Zone Management (CZM), Metropolitan Area Planning (MAPC) and Center for Student Coastal Research.	Continue participation with state and local agencies and groups. An update of SWMP activities will be presented during at least one public meeting during Permit Year 5.
Revised					
Revised					

2a. Additions

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	Develop Town Storm Drain Outfall GIS Map	DPW	Entire system mapped and outfall locations verified	The town has mapped its stormwater collection system including known outfalls and their receiving waters. The stormwater collection system has been included as a separate layer in the town's GIS system.	The GIS drainage layer will continue to be revised and updated throughout the permit term as existing outfall structures are located, repaired, or modified, and as additional drainage components (e.g. new developments or new structures added to existing systems) are constructed.

3B	Develop Illicit Discharge Detection and Elimination Plan	DPW	30% of all outfalls will be sampled by year 2	As part of the Stomwater Management Plan, a total of 200 outfalls were located and screened in the field. Conditions at each outfall were noted and an inspection form completed.	The town will continue to evaluate dry weather flows and inspect drainage components for illicit connections as necessary. A database will be developed to track inspections and observations of dry weather flows. Those outfalls with dry weather flows suspected of contamination will be investigated.
Revised			Outfalls were reviewed for suspicious flows and sampled as appropriate.		
3C	Develop Illicit Discharge Prohibition Ordinance	DPW, BOH	Bylaw at Town Meeting by end of year 3.	Scituate's *Sewer Rules and Regulations* prohibit the discharge of wastewater or other polluted waters, unless suitable treatment is provided, to any natural outlet. In addition, the Department of Public Works has the authority to enforce the removal of illicit discharges/connections.	The existing regulations will be reviewed and any identified modifications will be drafted and presented for Town Meeting consideration/action in Permit Year 5.
Revised			Bylaw at Town Meeting by end of Year 5.		
Revised					

3a. Additions

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	Develop Erosion Control Regulation	DPW	Bylaw at Town Meeting by End of Yr 3	The town has been working with Metropolitan Area Planning (MAPC) and Mass Coastal Zone Management (CZM) under a grant program to develop erosion control regulations.	An ordinance will be drafted and presented for Town Meeting consideration/action in Permit Year 5.
Revised			Bylaw at Town Meeting by end of Year 5.		
4B	Develop Design Standard for Erosion Control	DPW	Inspection checklist and documented inspections.	The Planning Board, Conservation Commission, and Zoning Board of Appeals regularly review all proposed development plans for proper erosion and sediment controls during construction.	Municipal boards will continue to review proposed development plans. DPW and Conservation Commission inspections to be conducted throughout Permit Year 5 and logs/checklists maintained.
Revised					

4C	Procedure for Receiving Info Submitted by the Public	DPW	Record number of phone calls to hotline, copies of articles.	Those developments that are permitted by the Planning Board, Conservation Commission, and Zoning Board of Appeals are reviewed at public hearings in which public comments are accepted. Stormwater related calls are currently taken by town staff. A log is kept of all calls.	Municipal boards will continue to accept information and input from the public as part of project reviews. Continue to operate hotline and record the number of phone calls.
Revised					
Revised					
Revised					

4a. Additions

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	Develop BMP Regulation	DPW	Bylaw at Town Meeting – Yr 3	The town has been working with Metropolitan Area Planning (MAPC) and Mass Coastal Zone Management (CZM) under a grant program to develop erosion control regulations.	An ordinance will be drafted and presented for Town Meeting consideration/action in Permit Year 5.
Revised			Bylaw at Town Meeting – Yr 4		

5B	Develop and Implement Inspection Program	DPW	Copies of maintenance reports plus inspection records.	The town DPW Engineering Department and Conservation Commission Agent inspects projects to ensure that they are constructed in accordance with approved plans, including erosion control measures.	This program will continue throughout the permit term. The number of inspection visits will be monitored and inspection records maintained.
Revised					
5C	Develop BMP Design Standards	DPW	Improved Bylaws – Yr 4	The Planning Board, Conservation Commission, and Zoning Board of Appeals regularly review all proposed development plans for proper erosion and sediment controls during construction.	Municipal boards will continue to review proposed development plans. DPW and Conservation Commission inspections to be conducted throughout Permit Year 5 and logs/checklists maintained.
Revised			Design standards referenced by End of Yr 4.		
Revised					
Revised					

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6A	Clean Catch Basins	DPW	Clean all Basins – Ongoing	The town has developed a catch basin cleaning program to prioritize catch basin cleanings. 1,500 catch basins and 33 culverts were cleaned over the past year.	Continue implementation of prioritized cleaning schedule. Monitor number of basins cleaned.
Revised					
6B	Sweep Streets in Town	DPW	Volume of sweepings collected – report annually	The sweeper is run from April until October. All town streets are swept once annually.	Sweep streets and record the volume of sweepings collected annually.
Revised					
6C	Ensure Proper Disposal for Hazardous Wastes	DPW, BOH	Accept motor oil, batteries, appliances, propane tanks at Recycling Center	Residents are encouraged to drop off motor oil, batteries, appliances, propane tanks at Recycling Center and other hazardous wastes at nearby facilities. Over the past year 460 gallons of waste oil, 15 drums of used oil filters, and 150 gallons of used anti-freeze were collected.	Residents are encouraged to drop off motor oil, batteries, appliances, propane tanks at Recycling Center and other hazardous wastes at nearby facilities.
Revised					
6D	Develop an Inspection and Maintenance Plan	DPW	Written schedule, records of inspections and maintenance	The Highway Department has a new wash bay being installed. Bids for construction to be solicited in June 2007.	Continue to inspect municipal facilities and keep records of maintenance activities.
Revised					
Revised					

6a. Additions

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
7A	Develop a Water Quality Strategy for 303d Waters	DPW	Copy of Water Quality Strategy Plan, summary effort	303d waters have been evaluated within the Stormwater Management Master Plan. See BMP # 7B.	No further action planned – no TMDLs have been finalized and approved by the EPA.
Revised					
7B	Implement BMPs from Water Quality Strategy	DPW	Summary of efforts and water quality improvements	No activities were conducted relative to this BMP during Permit Year 4 (activities were planned for Permit Year 5).	A number of water quality BMPs are planned to be constructed in priority areas under a 319 Grant.
Revised					
7C	Categorize Drainage System	DPW	Map of system categorization by end of Yr 3	Categorization of drainage system is complete. Results reported in the Scituate Stormwater Management Master Plan.	No further action planned – no TMDLs have been finalized and approved by the EPA.
Revised					
7D	Evaluate Hydraulic Capacity in Areas of Concern	DPW	Report detailing results by end of Yr 3	Simulated hydrologic and pollution potential. Results reported in the Scituate Stormwater Management Master Plan.	No further action planned – no TMDLs have been finalized and approved by the EPA.
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Not applicable – while there are several Category 5 "Waters Requiring a TMDL" water bodies and/or segments identified in the Final 2004 Integrated List of Waters, there are no approved TMDL reports. Therefore, there are no WLAs to be implemented.

Part IV. Summary of Information Collected and Analyzed

There is no information or data that was collected during Permit Year 4 that is not included elsewhere in this report.

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)	
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)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
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)	

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					
▪ 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

	(Preferred Units)	Response
Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
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)	

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)**	($)	
• Hourly or per basin contract rate **	($/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 %)	
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)	(%)	
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	

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	