**Municipality/Organization:** **Town of Somerset**

**EPA NPDES Permit Number:**

**MaDEP Transmittal Number:** **W- 035563**

**Annual Report Number & Reporting Period:** **No. 4: May 06 – May 07**

# NPDES PII Small MS4 General Permit Annual Report

## Part I. General Information

Contact Person: John McAuliffe Title: Town Administrator

Telephone #: 508-646-2800 Email:

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: John F. McAuliffe

Printed Name: John McAuliffe

Title: Town Administrator

Date: May 21, 2007

## Part II. Self-Assessment

The Town of Somerset has completed the required self-assessment and has determined that our municipality complies with all permit conditions. Since mapping of the Stormwater system and any illicit discharge locations is scheduled to occur by the end of Permit Year Five, the town is continuing to verify compliance with the endangered species portion of the Stormwater II Program.

## 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.a. | Air SW message on cable, two weeks quarterly | Conservation Commission | # messages aired; # weeks aired | • 2 messages; 6 weeks | • Achieve minimum four messages; 8 weeks air time, targeting spring and summer for additional messages and air time. |
| Revised | | Planning/GIS Staff | | | |
| 1.b. | Add Stormwater information to web site | Administrator's Office/G. Mandeville | Include SWMP, general information, and links. | • Maintained information and links;<br>• SWMP download available for public review. | • Continue to maintain information and links.<br>• Amend site to include mechanism to count number of visitors to web site.<br>• Track # hits/visitors to Stormwater information |
| Revised | | Administrator's Office and Planning/GIS Staff | | | |
| 1.c. | Distribution of posters, plan, and informative literature to various departments | Conservation Commission/C. Wardell | Limit distribution of materials to Town Hall only. | • Posters and plan displayed in and outside Conservation Commission, Building, Planning and Board of Health Office.<br>• Planning Department began distributing a NPDES advisory (dated July 1, 2003) to developers/landowners seeking permit approvals. | • Required in permit year 1 only, however information will remain on display and Planning Department will continue to distribute advisory literature. |
| Revised | | | | | |
| 1.d. | Inform Residents of Town's recycling programs and household hazardous waste | Administrator's Office/G. Mandeville; Fire Department/S. Rivard | Distribute information to all residents by web site and cable access. | • Information at Town web site, including Fall River disposal facility. | • Maintain web site information and update schedule when necessary;<br>• Include mechanism to track # hits/visitors to web site;<br>• Work with Administrator's office and Web Administrator to reformat web site to improve visibility and accessibility of information. |
| Revised | | | # Visitors to web site; # messages/air time on cable access; Due to current budget climate, delete direct mailing. | | |

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| #1.e. | Existing Practice: Presentation of environmental programs to local organizations and schools | Conservation Commission/C. Wardell | Include Stormwater as a topic in environmental programs | • Due to current staffing levels and work loads, the Town has been reevaluating the ability of this task to be performed by Town Staff. | • Liaise with school department to explore inclusion of stormwater topic into environmental curriculum taught by teachers in the classroom;<br>• Contact non-profit organizations to perform environmental programs free of charge. |
| Revised | | TBD by Town | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 1a. Additions

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## 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.a. | Existing Practice: Household Hazardous Waste Collection Days | Fire Department/ S. Rivard | Secure funding to continue program | • Funding to continue program is no longer available;<br>• Department subsidized (1) Hazardous Waste Collection Day | • Continue to seek funding to continue program in Permit Year 5. |
| Revised | | | | | |
| 2.b. | *Collect and Recycle Waste Oil | Fire Department/S. Rivard | Collect waste oil on household hazardous waste collection days. | • Waste Oil collected on (1) day.<br>**Waste Oil is disposed of either on Hazardous Waste Collection Days or residents may take waste oil to an Incinerator facility in Fall River, Monday – Friday* | • Continue to seek funding to continue program in Permit Year 5. |
| Revised | | | | | |
| 2.c. | Spring Stream Clean-up Day | Conservation Commission/C. Wardell | Hold volunteer-driven clean-up day once per year | • 2006 held Taunton River clean up day. | • Contact non-profit organizations to help run future programs;<br>• Measure tonnage weight or number of bags/large items of debris collected; # volunteers |
| Revised | | | | | |
| 2.d. | Storm Drain Stenciling Program | Highway Department/Conservation Commission | Identify and stencil priority storm drains by Fall '04; 40% of total # of storm drains stenciled by end of Permit Year Two. | • Generalized locations of Priority Storm drains mapped in GIS;<br>• Stencil supplies purchased;<br>• Administration prohibited use of volunteers to perform stenciling, due to safety and liability;<br>• Due to Highway staff shortage (2 positions), stenciling process is moving slowly and has not progressed as quickly as we had anticipated. | • Stencil all priority storm drains. |
| Revised | | Highway Department/Fitzgerald & Planning/GIS Staff | Stencil all priority storm drains by end of Permit Year Three (rep. approx. 50% of storm drains) | | |

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| 2.e. | Public review of Stormwater Management Plan | Administration/ J. McAuliffe | Post SWMP on Town web site, in library, and at Highway Dept. | • Web site amended to include response form. No responses or comments received. | • Amend web site to include mechanism to track #hits/visitors to the site;<br>• Work with Administrator's office and Web Administrator to reformat web site to improve visibility and accessibility of information. |
| Revised | | Administration/ G. Mandeville | # responses or comments received; # visitors to site | | |
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| Revised | | | | | |

## 2a. Additions

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## 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.a. | Mapping of Stormwater drainage system and outfalls | TBD by Town | Begin researching consultant qualifications and project cost. | • Continued GPS collection of storm drainage system. | • Finish GPS data collection of storm drain system;<br>• Begin field inventory of storm drainage system, to obtain structure conditions, direction of flow, and other data.<br>• Review/digitize 1960's as-built drawings of sewer, water, wastewater infrastructure. |
| Revised | | Highway Department/Fitz gerald & GIS/Paskov-Sirois | | | |
| 3.b. | Develop Illicit Discharge Detection/Elimination Plans | TBD by Town | | | • Work to set guidelines and measures for Illicit Discharge Detection/Elimination. |
| Revised | | | | | |
| 3.c. | Review Existing By-laws and Regulations | GIS/Planning Staff with Planning Board and SRPEDD | Evaluate existing by-laws/regulations | • Contracted SRPEDD through use of Municipal Assistance to complete this task;<br>• Due to reduction in planning staff this task has been delayed. | • Work SRPEDD to complete this task. |
| Revised | | | | | |
| 3.d. | Develop/Modify General Illicit Discharge By-law | GIS/Planning Staff with Planning Board and SRPEDD | Development of by-law; Adoption at public hearing of Planning Board | • Contracted SRPEDD through use of Municipal Assistance to complete this task;<br>• Due to reduction in planning staff this task has been delayed. | • Work SRPEDD to complete this task;<br>• Conduct appropriate Public Hearing to adopt new by-law. |
| Revised | | | | | |
| 3.e. | Present General Illicit Discharge By-law to Town Meeting (Special) | TBD by Town | Town Meeting Adoption | | • Present Illicit Discharge by-law to Board of Selectman for placement at Town meeting |
| Revised | | | | | |

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| Revised | | | | | |

## 3a. Additions

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## 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.a. | Review Existing by-laws and Regulations | Planning/GIS Staff & Planning Board/Chairman | Determine if existing by-laws are accurate | • Contracted SRPEDD through use of Municipal Assistance to complete this task;<br>• Due to reduction in planning staff this task has been delayed. | • Work SRPEDD to complete this task. |
| Revised | | | | | |
| 4.b. | Develop/modify by-laws for Construction Site Runoff | Planning/GIS Staff & Planning Board/Chairman | Development of by-law; Adoption at public hearing of Planning Board | • Contracted SRPEDD through use of Municipal Assistance to complete this task;<br>• Due to reduction in planning staff this task has been delayed. | • Work SRPEDD to complete this task;<br>• Conduct appropriate public hearing to adopt by-law. |
| Revised | | | | | |
| 4.c. | Present by-law for Town Meeting Action (Special Town Meeting) | TBD by Town | Town Meeting Adoption | | • Present construction runoff by-law to Board of Selectman for placement at Town meeting. |
| Revised | | | | | |
| 4.d. | Review Existing Site Inspection Practices | TBD by Town | | | • Review inspection practices. |
| Revised | | | | | |
| 4.e. | Develop/Modify Site Inspection Practices | TBD by Town | | | • Develop/modify site inspection Practices. |
| Revised | | | | | |
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| Revised | | | | | |

## 4a. Additions

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## 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.a. | Review existing by-laws and regulations | Planning/GIS Staff/Highway/ Fitzgerald & Planning Board | Determine if existing by-laws/regulations are adequate | • Due to reduction in planning staff this task has been delayed. | • Contract with Consultant to perform this Task, with assistance by Planning/GIS/Highway and Planning Board. |
| Revised | | | | | |
| 5.b. | Develop/Modify by-laws for Post-Construction Runoff- | Planning/GIS Staff/Highway/ Fitzgerald & Planning Board | Development of by-law; adoption by appropriate board at public hearing | • Due to reduction in planning staff this task has been delayed. | • Contract with Consultant to perform this Task, with assistance by Planning/GIS/Highway and Planning Board;<br>• Conduct appropriate public hearing(s). |
| Revised | | | | | |
| 5.c. | Present by-law for Town Meeting Action (Special Town Meeting) if Necessary | TBD by Town | Presentation and adoption at Special Town Meeting in Permit Year 5 | | • Present By-law to Board of Selectman for placement at Town meeting. |
| Revised | | | | | |
| 5.d. | Review Existing Site Inspection Practices | TBD by Town | | | • Review site inspection practices |
| Revised | | | | | |
| 5.e. | Develop/Modify Site Inspection Practices | TBD by Town | | | • Develop/modify site inspection Practices. |
| Revised | | | | | |
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| Revised | | | | | |

## 5a. Additions

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| 5.a. | | | | | |
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## 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.a. | Existing Practice: Street Sweeping Program | Highway Department/T. Fitzgerald | Conduct street sweeping once per year; twice per year for streets near Lee/Taunton Rivers | • Program Completed for Permit Year 3. | • Continue annual sweeping of streets; biannual sweeping of streets near Lee/Taunton Rivers. |
| Revised | | | | | |
| 6.b. | Clean Catch Basins | Highway Department/T. Fitzgerald | Develop/implement cleaning schedule; Lee/Taunton Rivers, once per year. | • All catch basins cleaned in Permit Year 3;<br>• Future cleaning schedule developed (all streets to receive once per year cleaning). | • Continue annual catch basin cleaning program. |
| Revised | | | | | |
| 6.c. | Train Municipal Employees at Each Facility | Highway Department/T. Fitzgerald | # Employees trained; # Facilities | • No Action Taken | • Complete task in Permit Year 5. |
| Revised | | | | | |
| 6.d. | Perform Follow Ups to Ensure Required Practices are Met | Highway Department/T. Fitzgerald | Conduct Follow-up in Winter 06-07 | | • Conduct follow-up |
| Revised | | | Conduct Follow-up in Winter 07-08 | | |
| 6.e. | Existing Practice: Highway Department: Monitoring/Inspection of Facility Oil/Water Separator | Highway Department/T. Fitzgerald | Annual inspection of oil/water separator | ***BRP WM 08A incorrectly stated that the Highway Department would Develop a SPCC Plan. The Stormwater Management Plan, however, is correct in stating that the Highway Department already functions under a SPCC Plan.*<br>• Inspection completed in Permit Year 3. | • Continue annual inspection program. |
| Revised | | | | | |
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**Part IV. Summary of Information Collected and Analyzed** *N/A in Permit Year On*