Municipality/Organization: Town of Chelmsford

EPA NPDES Permit Number: MAR041185

MaDEP Transmittal Number: W-039848

Annual Report Number
& Reporting Period: No. 5: March 07-March 08

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4/29/08

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Stephen Jahnle Title: Assistant Town Engineer

Telephone #: 978-250-5228 Email: sjahnle@townofchelmsford.us

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: STEPHEN E. JAHNLE

Title: ASSISTANT TOWN ENGINEER

Date: 4/29/08

Part II. Self-Assessment

The Town of Chelmsford has completed year 2 of the Stormwater Phase 2 program. In our required self-assessment study, we have determined that the Town of Chelmsford is in full compliance with all permit conditions, except for the following:

BMP # 1-2: Stormwater lesson plan for 5th grade students. The package received from the Suasco Watershed Council has been received and delivered to the school department. The school department has decided not to use the supplied materials. We are exploring other options at this time.

BMP # 2-2: Stormwater poster contest for 5th grade students. The school department has decided not to use the supplied materials. We are exploring other options at this time.

BMP # 2-3: Stormwater photo contest for high school students. The Suasco Watershed Council has decided to abandon this contest and replace it with a different activity.

BMP # 4-1: Development of an erosion and sediment control by-law for construction projects. The draft version of this bylaw is currently under review. Currently the Town has authority through the site plan process to regulate erosion and sediment control based upon approvals for a specific project. We are currently reworking some wording in the existing by-laws to better serve this purpose. It is anticipated that this will be ready for fall 2008 Town Meeting acceptance.

BMP # 5-1: Development of a by-law to require certain construction sites to follow MADEP Stormwater Standards 2, 3, 4 and 7. The Town has authority currently to find property owners in violation for not up keeping stormwater facilities based upon approved operation and maintenance manuals included with site plan or subdivision approvals. The Building Inspector can issue the violation. We are currently reworking some wording in the existing by-laws to better serve this purpose. It is anticipated that this will be ready for fall 2008 Town Meeting acceptance.

BMP # 6-5: Stormwater system mapping used to identify critical areas for catch basin cleaning. All critical areas have been and will continue to be cleaned in our regular catch basin cleaning program. We have found with targeting specific areas served no benefit and the same results were achieved.

The Town of Chelmsford had its Stormwater Phase II program audited by the EPA in January of 2008. The audit was done by an environmental engineer from EPA. The audit took one full day and was an in depth review of all facets of our stormwater program. We visited many municipal garages and facilities for compliance and looked at all materials and plans that are used for our program. Based upon the draft review letter from the inspector, he felt that we are doing everything required by the permit. The only thing that was found by the inspector was the fact that we are still lacking a separate regulatory measure or by law for stormwater. We have provisions in place with our site plan and subdivision approval process to regulate stormwater, both during and post construction. We are now re wording our current bylaws to clarify the stormwater program.

Our municipal facilities were found to be some of the better he had seen for compliance to the stormwater programs for spill prevention and treatment, storage of materials and on site stormwater treatment. Our drainage facilities have been 95% mapped, with some areas of high congestion/traffic still to be done because of lack of funding for detail officers.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
1-1	Stormwater flyer/survey distributed to residents	DPW/Suasco	Distribute flyers to a minimum of 75% of the residents	Flyers have been distributed to residents and copies are available with the traveling display and online via the town web site.	Continued distribution of flyers to help awareness.
Revised					
1-2	Stormwater lesson plan for 5th grade students	DPW/Suasco	Develop and distribute lesson plan to 5th grade	The poster contest will be run by the School Department when they incorporate the lesson plan into their curriculum.	School department has decided not to use the supplied package. We are exploring other options.
Revised					
1-6	Stormwater web page	DPW	Creation of a stormwater web page	A stormwater web page has been added to the DPW web page and has links, pictures and information for a variety of stormwater issues.	Continued updating and maintenance of the stormwater web page.
Revised					
1-7	Provide brochures on recycling, composting and water conservation	DPW/Recycling	Maintain a supply of brochures	Currently have a supply of brochures from the SuAsCo Watershed, EPA, Mass DEP and other organizations available	Continuation of current supply
Revised					
1-3	Stormwater flyer to business community	DPW/Suasco	Flyer distributed to a minimum of 50% of businesses and a logo to be displayed for compliance	Flyer will be included in the spring newsletter.	The flyer will be distributed to business this spring/early summer.
Revised					
1-4	Stormwater media campaign	DPW/Suasco	Develop a media information packet to be distributed	We received a press release from the Suasco Watershed and we plan on adding in local information to it. It should run in the local paper late this spring.	
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
1-5 Revised	Stormwater video	DPW/Suasco	Show a stormwater video at one public meeting and re-air video on local cable	We received the video package last week from the SuAsCo Watershed. We are contacting the local cable to set up an airing schedule.	Continued airing of video.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
2-1	Stormwater traveling display	DPW/SuAsCo	Display and circulate traveling display at various buildings and events	Since receiving the display, it has been set up at various town buildings with supplies of brochures	Continued rotation throughout town buildings and events
Revised					
2-6	Provide support for clean up and collection days	DPW/Recycling	Provide support at least twice per year	Support has been provided for brush drop off, haz mat, town clean up and metal drop off days	Continued support for these days
Revised					
2-7	Develop a catch basin stenciling program	DPW	Develop a program to stencil catch basins in priority areas	We had several volunteers and stenciled a few hundred catch basins in critical areas.	Continued stenciling catch basins in priority areas. The Suasco watershed has provided us with kits for marking catch basins. We have already had discussions with boy/girl scout groups for summer projects.
Revised					
2-2	Stormwater poster contest for 5th grade students	DPW/SuAsCo	Hold a stormwater awareness poster contest, judge and display it.	Since we received the plan from SuAsCo later than expected, this will be implemented in the fall of 2005 with the lesson plan.	School department has decided not to use the supplied package. We are exploring other options.
Revised					
2-3	Stormwater photo contest for high school students	DPW/Suasco	A stormwater photo contest is held, judged, and displayed	SuAsCo has decided to abandon the contest.	This activity will be replaced with another activity to be determined by SuAsCo in the upcoming year.
Revised					
2-4	Stormwater Summit event	DPW/Suasco	Hold a local Stormwater event	Information has been gathered to support a public event.	An event will be held during the summer/early fall and advertised through the press release.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
2-5	Participate in Suasco Super Summit and conduct and evaluation and assessment survey of public stormwater awareness.	DPW/SuAsCo	Town participation in the Suasco summit and evaluation and assessment survey results compiled.	Currently waiting on information for the summit event.	

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
3-1	Create a stormwater system map	DPW	Develop a stormwater system map, maintain and update as needed	Approximately 90% of the town drainage system mapped and all new construction added.	Continued mapping and updating of existing information.
Revised					
3-4	Increase number of Haz Mat days	Recycling/DPW	Make disposal easier of hazardous materials	Days have been expanded to spring and fall haz mat days, electronics days, brush drop off days and metal drop off days	Continued support for these days
Revised					
3-2	Create an illicit discharge inspection/elimination plan	DPW	Develop a plan to locate and eliminate illicit and illegal connections	Target areas and map system for connections	We have inspected multiple areas for connections and plan on continued inspections in targeted areas.
Revised					
3-3	Develop and implement an ordinance that prohibits illicit and illegal connections	DPW	An ordinance is developed to prevent illicit and illegal stormwater and non-stormwater connections to the system	Working to develop this into a bylaw that will best suit the Town of Chelmsford	Adoption of bylaw by the Town of Chelmsford. Targeted for town meeting in the fall of 2008.
Revised					
Revised					
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
4-2	Plan reviews	DPW	All plans reviewed for water quality issues and concerns	Currently reviewing plans for standard water protection theories and making contractors aware of the Phase 2 program and it's requirements	Continued review of plans and using gathered info to prepare for a stormwater utility by-law
Revised					
4-3	Site inspections of construction projects	DPW/Conservation	Periodic inspection of ongoing sites	Have worked with contractors on installation of haybales and silt fencing, construction entrances and protective measures	Continued inspections and enforcement of the proposed erosion and sediment control plans presented by the developers
Revised					
4-4	All work with the public right of way inspected to prevent erosion and sediment build up	DPW	Minimize and/or prevent sediment from entering the public right of way	Have instructed all contractors to have gravel construction entrances, periodically sweep streets and all silt sack protection to existing basins where necessary	Continued inspections and enforcement.
Revised					
4-1	Development of an erosion and sediment control by-law for all construction projects	DPW/Community Development	Develop and implement a by-law	See self assessment.	See self assessment.
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
5-3	Post construction inspection of regulated projects	DPW	Inspections are performed to ensure proper construction and that facilities are working as they where proposed	Design engineers are required to submit as-builts and letters certifying construction in accordance with the plans and follow up inspections by DPW to ensure the facilities are working as proposed	Continued inspection and recommend to private system owners maintain their systems in accordance with the design or proposed post construction plan
Revised					
5-2	Develop a list of BMP's for the post construction maintenance schedule	DPW	Develop a list as a guideline for post construction maintenance	We have work with the local engineers and developers to have parameters for post construction maintenance of facilities.	Continued work on a finalized list to be added into our regulations.
Revised					
5-1	Develop a by-law to require certain construction sites to follow MADEP stormwater standards 2,3,4, and 7	DPW/ Community Development	All regulated projects required to follow same standards	See self assessment.	See self assessment
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
6-1	Catch Basin cleaning	DPW	Continuation of current catch basin cleaning schedule	Budget cuts have forced the Town into alternating halves of town for catch basin cleaning. It is anticipated that approximately 2200 of the 4500 overall catch basins will be cleaned each year.	Continued spring catch basin cleaning program
Revised					
6-2	Street Sweeping	DPW	Continuation of the current street sweeping program	All accepted town streets and municipal parking lots are swept utilizing the three town owned and operated sweepers	Continued spring sweeping schedule
Revised					
6-3	Stormwater pollution plan in place and in effect for DPW facility	DPW	Maintain the current plan and update as needed	Continued maintenance of oil separator, traps and containment systems. The diesel fuel station has been relocated offsite.	Ongoing operation and maintenance
Revised					
6-6	Identify catch basins in poor condition and repair or replace those structures	DPW	Utilize mapping to identify facilities in poor condition and repair or replace a minimum of 5 per year	Repaired or replaced approximately 75 drainage structures	Ongoing maintenance
Revised					
6-7	DPW drainage maintenance permit	DPW	Renew drainage facility maintenance permit	Town wide permit was renewed in December 2007. Five Drainage swales were cleaned in April 2008.	Continued drainage area maintenance
Revised					
6-4	Develop a training program for DPW employees	DPW	Employee training program established	Employees have been trained in spill prevention and recovery and proper disposal of hazardous materials	Continued training
Revised					

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
	Not applicable				
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

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APR 29 2008

April 29, 2008

United States EPA
Water Technical Unit
PO Box 8127
Boston, MA 02114

RE: NPDES Stormwater Phase II Compliance Annual Report

Dear Sir or Madam:

The Town of Chelmsford, Massachusetts is submitting the enclosed Annual Report in compliance with EPA NPDES Stormwater Phase II regulations. This Annual Report is being filed with the EPA and the Massachusetts Department of Environmental Protection.

Sincerely,

Stephen E. Jahnle
Assistant Town Engineer
Town of Chelmsford DPW
Engineering Division