P 5/1/08

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

EPA NPDES Permit Number: **MA041039**

MaDEP Transmittal Number: **W-040236**

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

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Thomas Cummings Title: Superintendent of Public Works

Telephone #: 781-767-1800

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: Thomas Cummings

Title: Superintendent of Public Works

Date: April 23, 2008

Part II. Self-Assessment

The Town of Holbrook has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except the following:

- For BMP 1-3 Was not able to meet with Ecology Club this year. Club may have become inactive.
- For BMP 2-1 Did not hold Stormwater Advisory Committee meetings. All committee members but one (Mr. Tom Cummings, Superintendent of Public Works) have since retired, resigned or changed positions.
- For BMP 4-4 The plan to accept public comment has not been fully developed, although public notice of projects is ongoing.

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 6
1-1	Include an article/flyer about stormwater with the annual Consumer Confidence Report.	Public Works Department	Article/flyer distributed annually to all residents.	Mailed article/flyer to residents in February 2008.	Mail article/flyer to residents in the second quarter of the year (include information with the CCR).
1-2	Educate Town residents about picking up dog waste.	Public Works Department and Town Clerk	Pet waste fact sheets mailed to all Holbrook residents with the annual census form.	Mailed fact sheet to residents in February 2008.	Include fact sheet with the spring water billing.
1-3	Stormwater education program for school children.	Public Works Department and Conservation Commission	Middle school principal contacted; presentation given	Was not able to give presentation to elementary school.	Give presentation during Student Government Day, Spring 2009, and presentation at Ecology Club Meeting (if Ecology Club is still active).
1-4	Install and maintain signs for pet waste clean up at schools and parks.	Public Works Department	Number of signs installed, number of signs inspected.	Inspected and maintained current signs at Kennedy School, South School, Holbrook High School and Holbrook Playground.	Inspect all signs and repair as necessary during the spring and fall. 9 signs
1-5	Annual update of the Stormwater Management Plan at a televised Selectmen's meeting.	Stormwater Advisory Committee	Annual update of the SWMP at a televised Selectmen's meeting.	Gave an update of the SWMP at a winter televised Selectmen's meeting.	Give an update of the SWMP at a spring televised Selectmen's meeting.

1a. Additions

	None				

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 6
2-1	Form Stormwater Advisory Committee (SWAC)	Board of Selectmen	Form committee within six months of submission of Notice of Intent. Meet once during first year of permit, and twice annually thereafter.	Was not able to hold meetings, as committee members have retired, resigned or changed positions. Following the February 2008 elections, when many positions changed, the Board of Selectmen sent notices to the various departments asking for representatives.	Identify new members to reestablish SWAC.
2-2	Comply with state public notification guidelines at MGL Chapter 39 Section 23B.	Stormwater Advisory Committee and Town Clerk	Notices posted in library and current locations	Complied with Chapter 39 Section 23B. Posted notices in library and current locations.	Continue to post notices.
2-3	Stencil catch basins with "don't dump" message.	Public Works Department and Conservation Commission	Number of catch basins stenciled.	Stenciling was postponed this year due to paving. Some areas of repaving were finished in September 2007, however, additional paving is planned for May 2008.	Stencil 25 catchbasins, continuing prioritizing those draining to Lake Holbrook, Sylvan Lake and the Cochato River.

2a. Additions

	None				

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 6
3-1	Conduct dry-weather outfall screening.	Public Works Department	Percent of outfalls screened once during permit term.	None, outfall screening completed in Year 1.	Consider additional sampling, as required.
3-2	Map stormwater outfalls and receiving waters.	Public Works Department	Map created.	None, BMP complete.	None, BMP complete.
3-3	Investigate the need for mapping the entire stormwater collection system in a GIS.	Stormwater Advisory Committee	Decision on whether to go forward with a stormwater GIS.	Analyzed existing stormwater structures shown in the GIS; drainage manholes and catch basins are shown in GIS from aerial photography.	Consider adding drainage piping layer to the GIS and field verifying drainage structures (catch basins and drain manholes).
3-4	Develop and implement a plan to identify and remove non-stormwater discharges to the MS4.	Public Works Department	Number of illicit connections found and removed.	No new illicit connections found.	Continue to conduct field investigations of prioritized area to locate and remove illicit connections.
3-5	Continue enforcement of the bylaw that requires inspection of new construction for correct connection to the sanitary sewer.	Plumbing Inspector and Public Works Department	Number of inspections conducted.	Inspected 180 new sewer connections (including existing homes that were connected following a new sewer installation project).	Continue to enforce bylaw by conducting inspections at new construction sites.

3a. Additions

	None				

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 6
4-1	Develop a Construction Site Erosion and Sediment Control bylaw for construction sites greater than 1 acre in area.	Stormwater Advisory Committee, Building Inspector, Soil Removal Inspector	Draft bylaw developed and presented to Town Meeting.	Bylaw presented and accepted by Town Counsel.	None, BMP complete.
4-2	Require a waste management plan at construction sites larger than one acre.	Building Inspector, Planning Board and Conservation Commission	Waste management plan for each construction site larger than one acre.	Building Inspector reviewed all construction sites and required dumpsters for waste control. Board of Health required portable sanitation services.	Continue requiring dumpsters and portable sanitation services for building permit.
4-3	Review site plans for stormwater impacts.	Planning Board and Conservation Commission	Number of site plans reviewed for erosion and sediment control.	Conservation Commission reviewed several site plans.	Continue site plan reviews.
4-4	Consideration of public input.	Planning Board (for subdivisions) and Public Works Department (for Town water and sewer projects)	Plan for accepting public comment developed; signs posted at each construction site.	The Public Works Department notifies the public of projects through newspaper notices, televised selectmen's meetings, in addition to mailings to abutters. Public comment plan being developed, language not finalized.	Hold public comment periods, using Public Works Department as contact number. Identify new Conservation Commission member or other party to be responsible for subdivision/residential project public notification/comments.
4-5	Inspection of erosion and sediment controls.	Planning Board and Conservation Commission	Number of inspections conducted.	Conservation Commission staff member and Public Works inspect sites for proper erosion control. As necessary, the Building Department may also inspect projects.	Continue to perform inspections.

4a. Additions

	None				

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 6
5-1	Develop a draft bylaw to apply Standards 2, 3, 4, 7 and 9 of the Massachusetts Stormwater Policy (MSP) to entire Town. Present the bylaw to Town	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	Bylaw presented and accepted by Town Counsel.	None, BMP complete.
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards.	Stormwater Advisory Committee	BMP manual selected.	None, BMP complete.	None, BMP complete.
5-3	Develop a draft bylaw that ensures long-term maintenance of private structural BMPs.	Stormwater Advisory Committee	Draft bylaw developed and presented to Town Meeting.	Bylaw presented and accepted by Town Counsel.	None, BMP complete.
5-4	Enforce the Planning Board regulations that require installation of sewers in new subdivisions.	Planning Board	New construction in compliance with Planning Board sewer regulations.	Enforced regulation.	Continue to enforce regulation.
5-5	Evaluate existing structural BMPs for efficiency.	Stormwater Advisory Committee	Create BMP inventory and maintenance plan.	The Conservation Commission's Order of Conditions for construction projects includes a list of necessary practices.	Continue listing necessary BMPs.

5a. Additions

5-6	None				

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
6-1	Identify sensitive receptors (such as wetlands, beaches, etc.) within the Town.	Public Works Department	List of sensitive receptors developed, staff notified.	None, BMP complete.	None, BMP complete.
6-2	Sweep all streets each spring.	Public Works Department	Percent of streets swept annually.	Swept all streets, maintained records of schedule and have daily estimates of volume of collected residuals.	Continue to sweep all streets in the spring, maintain records of schedule and daily volume of collected residuals.
6-3	Sweep all sidewalks each spring.	Public Works Department	Percent of sidewalks swept annually.	Swept all sidewalks, maintained records of schedule. Residuals are moved to the street gutter for later collection by street sweeper therefore there are no records of daily volume of collected residuals.	Continue to sweep all sidewalks in the spring, maintain records of schedule.
6-4	Continue existing road salting procedures.	Public Works Department	Amount of deicing compounds used.	Improved existing roadway deicing procedures by: • During cold temperatures used Ice Ban M-50, which is more environmentally friendly than liquid calcium chloride and non-corrosive. • Reduced salt to sand ratio (from 8:1); and used a 10:1 sand/salt mixture Continued roadway deicing procedures: • Monitored industry standards and practices for cost effective ways to minimize deicer usage. • Conservation Commission restricts deicing materials on industrial and commercial properties that are near sensitive receptors.	Continue existing roadway deicing procedures: • Use Ice Ban M-50 during cold temperatures • Use 10:1 sand/salt mixture • Maintain deicer volume records • Monitor industry standards and practices for cost effective ways to minimize deicer usage, and modify practices as appropriate. • Restrict deicing on industrial and commercial properties that are near sensitive receptors.

6-5	Minimize impacts from vehicle washing.	Stormwater Advisory Committee	Establish if further vehicle washing controls are needed, and if so, evaluate and select the appropriate controls.	Continued to use commercial car wash for small vehicles. All public works vehicle washing performed at the renovated Fire Department washing facility with proper controls.	Continue using commercial car wash for small vehicles and continue to use the Fire Department for public works vehicles.
6-6	Minimize impacts from vehicle maintenance.	Public Works Department	Employee training conducted, inventory taken.	Held employee training (for mechanics) on minimizing the use of hazardous materials. The mechanics track hazardous material waste.	Continue training and tracking.
6-7	Maintain the storm drain system.	Public Works Department	Number of catch basins cleaned annually.	50% of all catch basins cleaned by Fall 2007. Residual volumes were tracked by the trucks' daily dump slips.	Clean 50 percent of catch basins by Fall 2008. Establish catch basins with exceptionally large residual volumes so these can be slated in the future permit years for more frequent cleaning. Clean drain pipes as necessary. Keep records of residual volumes on a daily basis.
6-8	Minimize pesticide and fertilizer use for parks and other landscaped areas.	Public Works Department and Conservation Commission	Training conducted; amount of herbicides/fertilizers used.	No herbicide or pesticides were used. Fertilizer use was limited to parks in the immediate vicinity of Holbrook Square and Holbrook Playground.	Practice green landscaping continually.
6-9	Control illegal dumping.	Board of Health and Public Works Department	Number of signs posted; number of sites cleaned up.	Held appliance collection day for residents during Fall and Spring 2007. Yard waste collection held three Saturdays per year. Participated in May 2007 South Shore Recycling Cooperative household hazardous product collection day for all residents.	Install "No Dumping" signs in any newly identified common dumping areas. Hold appliances/"white-goods" drop-off day in Spring 2008. Hold yard waste collection three Saturdays per year.

6a. Additions

6-10	Household Hazardous Waste Collection	Public Works Department		HHP collection with SSRC in May 2007 at High School.	Hold collection with the SSRC in May 2008 at Holbrook High School for all residents.