TOWN OF PAXTON
697 Pleasant Street, Paxton, MA 01612
(508) 754-7638 Ext. 20 Fax: (508) 797-0966
Charles T. Blanchard, Town Administrator

May 1, 2008

Ms. Ann Herrick
US Environmental Protection Agency
1 Congress Street, Suite 1100 (CIP)
Boston, MA 02114-2023

Subject: NPDES Small MS4 General Permit Number (MAR041148)
Year 5 Annual Report Due May 1, 2008

Dear Ms. Herrick,

Please find enclosed the fifth annual report documenting progress implementing stormwater management programs (SWMPs) in compliance with the environmental Protection Agency's (EPA) NPDES Phase II Small MS4 General Permit.

An original signed certificate has also been mailed to Fred Civian, Massachusetts Department of Environmental Protection.

If you have any questions regarding this submission please do not hesitate to contact me.

Yours sincerely,

Charles T. Blanchard
Town Administrator

Enc:

Municipality/Organization: Town of Paxton

EPA NPDES Permit Number: MAR04148

MaDEP Transmittal Number: W-

Annual Report Number
& Reporting Period No. 5: April 1, 2007 –March 31, 2008

NPDES PII Small MS4 General Permit Annual Report
(Due: May 1, 2008)

Part I. General Information

Contact Person: Charles T. Blanchard Title: Town Administrator

Telephone #: (508) 754-7638 Ext 20 Email: cblanchard@townof paxton.net

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: Charles T. Blanchard

Printed Name: Charles T. Blanchard

Title: Town Administrator

Date: April 30, 2008

Part II. Self-Assessment

The Town of Paxton has completed our town-wide mapping of all outfalls (115) on paper with inspection logs and has located outfall waypoints in an electronic file stored on a CD. No illicit discharges were found.

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	Develop and Distribute educational brochures			Provided information on stenciling program on website and at the town Hall and Library.	
Revised					
2	Create a Town Website	Town Administrator	Create Website	Continue placing information on website.	
Revised					
3	Education for restaurants about grease traps, etc.	Board of Health	Quarterly reports required on grease trap cleaning, grease disposal.	Reports received and reviewed on schedule.	Continue reporting program.
Revised					
4	Stenciling Storm Drains	DPW Superintendent	Stencil drains	Stencil purchased, drains identified	Stenciling will be done in June, 2008
Revised					
	Erect tributary signage	DPW Superintendent	Erect signs	Planning done in 2007.	Signs will be erected in June, 2008.
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
1	Hold two public meetings on Stormwater Management Programs	Town Administrator	Establish Stormwater Bylaw	Hearings held on Stormwater Bylaw which was approved at the May, 2006, Annual Town Meeting. Stormwater regulations adopted by the Planning Board in March, 2007. Open Space Design Bylaw was approved at May, 2007, Annual Town Meeting. Regulations have been adopted by the Planning Board.	Provide a guide to assist people in the application of this bylaw.
Revised					
2	Introduce "Adopt a Stream program"		Adopt program	No progress	Work on this year.
Revised					
Revised					
Revised					

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
1	Storm water map	DPW Superintendent	Develop Map	Data compiled on 100% of catch basins within the community, including stream discharge, location and structural condition. Completed survey and finalize mapping of all structures.	
Revised					
2	Regulatory mechanism prohibiting non-stormwater discharges into storm sewer systems	Town Administrator	Adopt Regulations	Educated public on mew Stormwater Bylaw and Regulations.	
Revised					
3	Education of Town Employees, businesses and the public on hazards of illegal discharges and improper waste disposal	DPW Board of Health		Discussions and training held with DPW workers during year.	Continue education process.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
1	Bylaw requiring implementation of BMP on construction sites	Town Administrator DPW Superintendent Planning Board	Adoption of Bylaw	LID Stormwater Bylaw approved at May, 2006, Annual Town Meeting. Regulations adopted by Planning Board. Educated the public, developers.	Continue Education of public, developers.
Revised					
2	Establish procedures for Site Inspections	Town Administrator DPW Planning Board	Adopt procedures	Inspection procedures have been established as part of regulations.	
Revised					
3	Methods and penalties to ensure compliance	Planning Board	Adopt Procedures	Have been adopted as part of regulations – already a part of the Bylaw	
Revised					

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
1	Post Construction Controls included in Stormwater management bylaw	Planning Board	Controls in Place	Adopted as part of LID Stormwater Bylaw. Implemented Bylaw and regulations.	
Revised					
2	Review Open Space Plan for BMP strategies	Open Space Committee	BMP's adopted	Member of Open Space Committee also on LID Stormwater Study Committee	
Revised					
3	Stormwater controls as part of Master Plan	Master Plan Steering Committee	Master Plan Update funded at Feb, 2006, Special Town Meeting	Master Plan work began in Spring, 2006. Master Plan to be completed in May, 2008.	
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 6
1	Procedures and documentation for scheduled maintenance of catch basins, detention basins and other drainage structures	Town Administrator DPW Superintendent	Adopt procedures	Procedures developed and implemented in this permit year. 100% of structures completed.	Continue implementation of procedures, documentation.
Revised					
2	Operation and Maintenance Plan to prevent runoff from entering the storm sewer system			Procedures developed for maintenance of detention basins.	
Revised					

3	Employee training in proper procedures to achieve goals of our Stormwater Management Program			Training conducted on catch basin cleaning, proper street sweeping procedures with new sweeper.	
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 5** (Reliance on non-municipal partners indicated, if any)	**Planned Activities – Permit Year 6**
Revised					
Revised					
Revised					
Revised					

Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part IV. Summary of Information Collected and Analyzed

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)	n
Annual program budget/expenditures **	($)	n/a
Total program expenditures since beginning of permit coverage	($)	n/a
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	60%
Stormwater management committee established	(y/n)	n
Stream teams established or supported	(# or y/n)	n
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	none
Shoreline cleaned since beginning of permit coverage	(mi.)	0
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	none
▪ 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					X
▪ Erosion & Sediment Control					X
▪ Post-Development Stormwater Management					X
Accompanying Regulation Status (indicate with "**X**")					
▪ Illicit Discharge Detection & Elimination					X
▪ Erosion & Sediment Control					X
▪ Post-Development Stormwater Management					X

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	115
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	X
▪ CADD	(%)	
▪ GIS	(%)	X
Outfalls inspected/screened **	(# or %)	70/0
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	45/0
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	0
Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	0

% of population on septic systems	(%)	100%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	0
Tickets/Stop work orders issued **	(# or %)	none
Fines collected **	(# and $)	
Complaints/concerns received from public **	(#)	none

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	100%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	Y
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	Once
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	Once
Qty of structures cleaned **	(#)	488
Qty. of storm drain cleaned **	(%, LF or mi.)	1000 LF
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	6 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	compost

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	($)	$17,000
• Hourly or per basin contract rate **	($/hr or $ per basin)	N/A
• Disposal cost**	($)	n/a
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	One
• Vacuum truck(s) owned/leased	(#)	
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	100%
• % Structures cleaned with vactor **	(%)	

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	Once
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	Once
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	600 tons
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	compost
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	($)	$18,000
• Hourly or lane mile contract rate **	($/hr. or ln mi.)	n/a
• Disposal cost**	($)	n/a
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	One (purchased 2006 for $128,000)
• Vacuum street sweepers owned/leased	(#)	none
• Vacuum street sweepers specified in contracts	(y/n)	none
• % Roads swept with rotary brush sweepers **	%	100%
• % Roads swept with vacuum sweepers **	%	0%

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	2 to 1 Sand to salt ratio
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	100%
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)	(%)	100%
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)	y

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	0
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	0
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	0