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Municipality/Organization: Town of Sutton

EPA NPDES Permit Number: MAR 041241

MaDEP Transmittal Number: W- 040565

Annual Report Number & Reporting Period: No. 5: April 2007-March 2008

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Mark Brigham Title: Highway Superintendent

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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: Draft

Printed Name: James A. Smith

Title: Town Administrator

Date: MAY 9, 2008

Part II. Self-Assessment

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

Part II.A.2 - The Town failed to implement all elements of the Storm Water Management Program by the expiration date of the permit. Specifically, the Town did not meet the necessary provisions of the General Permit Part II.B.3 (a) which requires that the town minimally locate and map all outfall structures which discharge to waters of the Commonwealth; and Part II.B.3 (b) which requires the implementation of a by-law or regulation prohibiting non-stormwater discharges to the Town's MS4. Additional information regarding the efforts to date to implement these permit conditions is provided in the Annual Report.

Part II.F – The Town failed to submit annual report No. 5 on or before May 1st, 2008. The report was submitted on or before May 10, 2008.

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	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Sutton will present its draft Comprehensive Stormwater Management Program to the public at a public meeting.	Goal completed in prior reporting periods.	o Sutton will consider goals for next permit term after general permit has been issued.
2	Create a Stormwater Program	Department of Public Works	Sutton will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	o The Manchaug Lake Association received a 319 grant for non-point source pollutant reduction. Manpower and equipment will be provided by the Town to improve stormwater quality in run-off from the Lake Manchaug watershed area.	o Sutton will continue to identify funding opportunities to support its protection of local bodies of water.
3	Address specific groups	Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	▪ Activities as described in previous reporting periods continued. ▪ In addition, Town developed "Public Shade Tree Law" brochure, describing M.G.L. – C. 87, care and removal of public trees. ▪ From the DEP grant: Town distributed Recycling Matters, a hand out describing recycling benefits to the environment; a town-wide post card mailing describing what is recycled at the town transfer station and procedures to do so was also distributed.	Brochures will continue to be printed and made available at town buildings. *Chalk Talk* and *The Singletary Sun* will continue to advertise programs such as Earth Day, weed pulling, and 319 grant stormwater system upgrades and storm drain stenciling.

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	Target groups likely to impact storm water	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	See BMP 3	See BMP 3
5	Identify alternative information sources	Department of Public Works MIS Department	Sutton will post links to stormwater BMPs and other water quality education resources, including EPA and DEP on its website: http://www.suttonma.org/ Town will work with Lake Singletary Watershed Association in the collection and dissemination of data from the Association's 8-year sampling program. Data will be posted on town website along with relevant BMPs for target audiences.	o No further activity in this reporting period. See previous reports for	Sutton will reconsider appropriate information and distribution scenarios during development of the next five year stormwater program.
6	Identify alternative information sources	Department of Public Works MIS Department	The Town of Sutton will contact the Blackstone River Watershed Council to review opportunities in Sutton. These opportunities include hosting a watershed association meeting in Sutton with notice on website and local access channel, and televising a meeting reviewing watershed activities or needs specific to Sutton.	o The Town continues to remain involved with these organizations.	o Continued involvement with local watershed associations will be a component of the Town's next five-year program.

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7	Utilize local public access channel	Department of Public Works	Public meeting notice and a meeting reviewing Sutton's Comprehensive Stormwater Management Program will be posted on Sutton's local access channel.	The Town of Sutton posted dates and times of stream & lake clean ups on local public access channel.	o The Town of Sutton will continue to post notices regarding Sutton's Comprehensive Stormwater Program on local cable access a week prior to events. o The Town will coordinate with the Blackstone River Watershed Council to host a meeting.
8	Develop, conduct and document educational programs	Department of Public Works Liaison	The Town of Sutton will appoint a liaison to the Blackstone River Watershed Council to disseminate information to the Town on programs and activities.	o The Town has a liaison to the Blackstone River Watershed Council.	o The Town will continue to coordinate with the liaison to the Blackstone River Watershed Council to disseminate information to the Town on programs and activities.
9	Promote Household Waste Recycling	Department of Public Works Board of Health	The Town of Sutton will work with its contracted waste hauler and the Board of Health to continue sponsoring Hazardous Waste Collection Days.	o The program has continued as described in previous reporting periods. o The Town has included a mercury recovery program in its recycling operations. Items containing mercury can be dropped off at the Board of Health office or the transfer station.	o These events will continue. o The Town will attempt to identify funding assistance to support the collection of extremely- hazardous waste materials.
10	Storm drain stenciling	Department of Public Works	Sutton will work with local Girl Scout Troop in continuing its support of storm drain stenciling by scouts.	A town Boy Scout Troop performed additional drain stenciling in Fall 2007.	Sutton will continue to work with community groups and attempt to include the High School Environmental Club in continuing its support of storm drain stenciling.

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
11	Community clean ups	Department of Public Works Sutton Conservation Commission	Town of Sutton will encourage local stream team cleanups with local residents and area Scout groups. Town will provide solicitation of sponsors and notice of events on local access channel and website.	o The Lake Singletary Watershed Association had a spring clean-up in recognition of Earth Day 2006. o In May 2007 there was a school-sponsored trash clean up along town roads during which trucks and disposal were provided by the Highway Dept. o In April of 2007 and 2008, Earth Day clean up around Manchaug Lake was sponsored by the Manchaug Lake Association, with trucks and disposal provided by the Highway Dept. o May 2007 Arbor Day activities were sponsored by the Sutton Planning Department with help from the Highway Dept. and school groups. Six trees were planted on town property.	Stream and Pond clean ups are expected to continue during Permit Year 6.
12	Community clean ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	o The Town of Sutton continues to provide tools and disposal for the clean up events. o All Town roads and parking lots were cleared of sand/winter debris. This material was used for back-fill on road projects or mixed with compost at the transfer station. o Catch basin sumps were cleaned and the material mixed with compost for town use.	The Town of Sutton will continue to support these events.

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
13	Inventory and mapping of storm drain system	Department of Public Works	Sutton will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	o As parrt of the IDDE Program, the Town reviewed and inventoried all available plan data to support mapping of the storm drain system.	o The Town of Sutton has requested funds to continue to support the IDDE Program at Town meeting. o The Town of Sutton will make use of all funding opportunities and continue to search for all applicable opportunities.
14	Mapping and identification of outfalls and receiving waters	Department of Public Works Board of Assessors	Sutton will develop and implement a plan to map all outfalls and receiving bodies of water, contingent upon Town Meeting approval of funding.	o The Town has created a GIS base map for storm drain features, with particular focus on identifying all town-owned outfalls. The town has initiated a field survey program to GPS locate and inspect identified outfalls, however, the program has not been completed to date. Additionally the Town created a database describing the location of all outfalls and the names of all waters that receive discharges from those outfalls. o During annual cleaning of catch basins and drains, the town Highway Department identifies and records the following information: location, number/ landmark, type, sump depth, inlet size, outlet size, overall condition, and defects. o In addition to other drainage features, a total of 26 outfall locations have been surveyed. The locations were GPS-located and a hand drawn map with field notes currently document the locations. The Town is in the process of developing a GIS data layer for drainage features, which is an ongoing activity.	o The Town will continue the process of mapping existing outfalls o GIS base map. The Town will update the database describing the location of all outfalls and the names of all waters that receive discharges from those outfalls contingent on funding from Town Meeting. o During annual cleaning of catch basins and drains, the Town Highway Dept. will continue to use GPS technology to map the storm drain system.

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
15	Identification/ description of problem areas	Department of Public Works	Sutton will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan, contingent upon Town Meeting approval of funding.	o No further activity in this reporting period.	o As part of the IDDE Program, the Town of Sutton will continue to GPS survey outfalls and identify potential sources of illicit discharges beginning with prioritized areas identified in the IDDE Plan. o The Town of Sutton will continue to promote projects that disconnect illegal connections to the storm drain system.
16	Enforcement procedures addressing illicit discharges	Planning Board Town Counsel Board of Health	Sutton will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed to Town Meeting.	Draft language has been developed for an Illicit Discharge Bylaw. This will be presented to voters at the Fall 2008 Annual Town Meeting.	o The new by-law will be proposed at Town Meeting. The Town understands that an active by-law is required under the MS4 permit conditions.
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Board of Health	Sutton will provide educational brochures to residents promoting proper disposal of household hazardous wastes and conditions for regional collections.	o Programs continue as described in previous reporting periods.	The Town will continue this educational outreach.
18	Initiation of recycling programs	Planning Board Board of Health	Sutton will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	o The Sutton School System has continued its recycling program for recycling ink cartridges. Drop off locations are found at all schools, the Town Library, the Senior Center and Town Hall. o The Town of Sutton applied for and received a DEP grant for "rain barrels." The Town is working with the Wilkinsonville Water District to make the barrels available to residents at a reduced cost. The goal is to reduce municipal water use during summer months.	The Town of Sutton will continue to apply for DEP's Recycling Grant Program. This grant will provide outreach material to the community.

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
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Sutton will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of Environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks may include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality in Aldrich Pond, Clark Reservoir, Dark Brook Pond, Marble Pond, Merrill Pond No. 3, Merrill Pond No. 4, No. 1 Pond, No. 2 Pond, Schoolhouse Pond, Sutton Falls, Swans Pond, Town Farm Pond, Welsh Pond, Whiting Pond, and Woodbury Pond. These waterbodies have been identified as impaired and on DEP's 303d list.	o In collaboration with the Commonwealth of Massachusetts Riverways Adopt-A-Stream Program, the Blackstone River Watershed Association conducted a river survey along the Mumford River on Saturday May 6, 2006. The data collected from the survey are being used to determine which factors are negatively affecting the river. Action plans have been created, a final report has been prepared and made available to local town officials. A copy of the report was submitted in a previous reporting period.	o The Town of Sutton will continue to support watershed assessments and studies. o The Town will attempt to identify key individuals who might be interested in sampling of impaired bodies of water as identified by DEP's 303d list.

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
20	Watershed assessments and studies	Department of Public Works Public Water Suppliers	The Town of Sutton will encourage the three PWS located in town to apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zone II. These plans can include stormwater management programs. The proposed tasks will include a public education component. The Lake Singletary Watershed Association will be consulted and asked to provide educational data from their studies and monitoring of Lake Singletary for posting on Sutton's local access channel and website.	o The Wilkinsonville Water Department received DEP approval for two new wells. They have develop wellhead protection plans and stormwater management plans. The Zone II areas were implemented Nov. 16th 2006. o The Whitinsville Water Department is not pursuing funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management. o The Manchaug Water Department is not pursuing funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management.	The Town of Sutton will ascertain the availability of funds from the Water Protection Program in Permit Year 6.

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
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Sutton will review model by-law developed by DEP in consultation with the Attorney General's Office.	o The Town has developed and implemented stricter stormwater and erosion controls; a copy of the Sutton Wetland and Riverfront District Administration Bylaw was included in the previous reporting period.	o The Town's Planning Coordinator is working with the Conservation Commission and Highway Department to develop language to be added to the general by-laws. This new language is intended to extend stormwater controls as described in the District By-law to areas outside of current Conservation Commission jurisdiction and as dictated by the NPDES requirements. The Town intends to present this language at the Fall 2008 Annual Town Meeting.

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
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Sutton will review model by-law developed by DEP in consultation with the Attorney General's Office.	See BMP 21 above.	o See BMP 21 above.

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
23	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Sutton will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway de-icing procedures, vehicle washing, and outside storage of materials.	o The Town continues to operate in accordance with plans described in previous reporting periods.	o The Town of Sutton Highway Facility will continue to use BMPs and the O&M schedule as applicable.
24	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Sutton will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	o During catchbasin and drain cleaning, the Town of Sutton Highway Department on a yearly basis identifies and records the following information: location, number/landmark, type, sump depth, inlet size, outlet size, overall condition, and defects. o See BMP 23.	o The Town of Sutton Highway Facility will continue to use BMPs and the O&M schedule as applicable. Maintenance BMPs.
25	Develop and implement training programs for municipal employees	Department of Public Works	Each year, Sutton will send a minimum of 5 public works employees to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	o The Town of Sutton municipal employees have received Incident Command System (ICS) training in the 100, 200, 300, 400, and 700 levels. o All Highway Department staff have received FEMA training in emergency management (ICS 100) and supervisory personnel in FEMA ICS 200. o Staff attended meetings sponsored by the Worcester County Highway Association which featured information on BMPs for winter snow and ice control and stormwater management.	o The Town Highway Dept. has obtained a copy of the Baystate Roads video "Sand and Salt Spreader Calibration" and plans to have annual viewings for key personnel. o The Town of Sutton will continue its training program.

26	Review storm drainage infrastructure needs	Department of Public Works	Sutton will incorporate storm drain infrastructure review in its Chapter 90 project utilizations.	o The Town of Sutton Highway Department cleans catch basins yearly and sweeps all streets yearly. o During yearly catchbasin and drain cleaning, the Town of Sutton Highway Department identifies and records the following information: location, number/landmark, type, sump depth, inlet size, outlet size, overall condition, and defects.	o The Town of Sutton will continue the storm drainage infrastructure inspections.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)- *NOT 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**
				No TMDLs in the Town of Sutton	

Part IV. Summary of Information Collected and Analyzed

Sampling and analysis has not been performed.