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5/8/08

Municipality/Organization: Town of Upton

EPA NPDES Permit Number: MAR041165

MaDEP Transmittal Number: W-041350

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: Mr. Stephen Soma, P.E. Title: Director, DPW

Telephone #: (508) 529-3067 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:

Printed Name: Stephen Soma

Title: Director, Department of Public Works

Date: April 28, 2008

Part II. Self-Assessment

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

Part II.F This Report is being submitted (certified mail) on May 2, 2008.

Part II.B.3 The Town has implemented a comprehensive stormwater conveyance identification and mapping program To date, more than 110 outfalls, stormwater catch basins and culverts have been investigated, described, classified and mapped as a result of this program. During Report Year 5, 100-percent of the structures which contribute to potential receiving waters of the stormwater system were investigated and mapped. No illicit discharges were identified. It is the intent of the Town to continue with the conveyance identification and mapping program in several areas within the community.

Part II.B.4
And
Part II.B.5 While continuing efforts are undergoing to develop, implement and enforce construction site stormwater runoff control and post-construction runoff control, the Town has not yet incorporated appropriate by-laws to assist in the enforcement of same. It is anticipated that through efforts from representatives of several Town Departments – notably the Department of Public Works, Planning Board, Conservation Commission and Code Enforcement offices - and finalization of these by-laws, the Town will significantly improve their success in addressing construction site runoff. With increasing demands placed upon the Town due to the unprecedented recent development, this has been identified as a top priority. Meetings will continue to be held in the upcoming months to better establish a stormwater committee and address education and enforcement issues relative to construction site runoff. It is anticipated to include the stormwater by-law in the Fall (September) Town Meeting warrant. Public meetings will be held throughout late July/early August 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)	Continued Efforts – Future Work
1	Develop & distribute brochures to residents	Upton DPW	Distribution of brochures.	Received additional brochures for distribution to residents. Brochures included as mail stuffers for water bills. Also available at Town Hall & Code Enforcement office.	Review different brochures, provide additional information and continue distribution.
Revised					
2	Develop & distribute brochures to businesses	Upton DPW	Distribution of brochures.	Received additional brochures for distribution to businesses. Brochures included as mail stuffers for water bills. Also available at Town Hall & Code Enforcement office.	Review different brochures, provide additional information and continue distribution.
Revised					
3	Install watershed signage	Upton DPW	Installation of watershed signs.	Review watershed signs and pricing options.	Contract for signs – DPW may be available to install.
Revised					
4	Develop collection program for household hazardous waste	Upton DPW / Board of Health	Conduct collection program.	Conducted household hazardous waste collection day in April '07 & May '08.	Conduct similar collection days yearly in the Spring.
Revised					
5	Develop school curricula & and distribute to schools.	Upton DPW / Board of Heath	Implementation of curricula.	Discussed several alternatives with school administration to include awareness/education into existing curricula.	Develop programs to be incorporated into existing curricula.
Revised					
Revised					

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)	Continued Efforts – Future Work
6	Public meeting to discuss Stormwater management plan	Upton DPW/Board of Selectmen	Conduct a public meeting to discuss goals of the Stormwater management plan	Conducted meetings with Town Depts; no public meeting set. Alternative has been proposed to televise pertinent material on local cable access. Proposed to schedule Town meeting(s) in summer '08.	Coordinate with cable access personnel
Revised					
7	Public Hearing to discuss water quality data of beach	Board of Health/Board of Selectmen	Conduct a public discussion of goals and results of water testing.	No public hearings have been held. Routine sampling of Pratt Pond was performed.	Similar to above, utilize local cable access programming.
Revised					
8	Develop and implement composting program	Board of Health	Implementation of composting program	Composting program was not implemented due to lack of proper location.	Investigate feasibility of locations for implementation. Alternately, initiate home composting kit program.
Revised					
9	Coordinate & implement beach clean-up program	Board of Health / Board of Selectmen	Conduct a beach clean-up	Town scout troops have conducted a beach cleanup at Pratt Pond beach.	Encourage and continue similar efforts annually.
Revised					
10	Form citizen watch groups to identify polluters to waterways	Board of Health / Board of Selectmen	Creation of watch group.	No public advertisement or meetings have been held.	Generate public interest and develop mission statement.
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)	Continued Efforts – Future Work
11	Develop Stormwater system map	Upton Highway Department	Creation of system map	Finalized system map following comments by Town.	Review & edit as necessary.
Revised					
12	Identify illicit discharges	Upton Highway Department	Create a list of illicit discharges	Comprehensive investigation, identification and compiled description of stormwater conveyances in Pratt Pond and Town Center completed.	Extend investigation to additional areas along Route 140 and Pratt Pond and areas beyond MS4 limits.
Revised					
13	Commence with elimination of identified illicit discharges	Upton Highway Department	Removal of all identified illicit discharges	No illegal discharges identified during Permit Year 5.	
Revised					
14	Review & implement ordinances	Board of Selectmen	Adoption of additional bylaws & regulations	Review existing bylaws and develop new regulations to prohibit illicit discharges.	Implementation pending approval of by-law.
Revised					
15	Develop employee training program to identify discharges	Upton Highway Department	Implementation of training program.	No formal training program implemented. DPW employees will be targeted first for formal training.	Develop training program that will increase employee awareness and aid in identification prevention methodologies.
Revised					
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)	Continued Efforts – Future Work
16	Develop procedures to inform public of upcoming projects	Planning Board/ Conservation Commission/ DPW	Advertise to the pubic of upcoming activities. Develop and implement review process.	The Planning Board and Conservation Commission currently developing review process – implementation pending in the stormwater by-law; progress has been slow. Please see Part II.	Continue review of projects as required.
Revised					
17	Develop & implement site plan review process for sites.	Planning Board/ Conservation Commission/ DPW	Develop and implement review process	The Planning Board and Conservation Commission are currently developing site plan review process – implementation pending in the stormwater by-law.	Future Meeting scheduled to designate representatives from appropriate departments for stormwater committee.
Revised					
18	Develop & implement erosion & sediment control ordinances	Planning Board/ Conservation Commission	Develop and implement control ordinances	The Planning Board and Conservation Commission are currently developing site plan review process – implementation pending in the stormwater by-law.	As above
Revised					
19	Develop construction inspection program	Planning Board/ Conservation Commission	Implementation of inspection program	Develop construction inspection checklist & procedures and implement inspection program. Progress ongoing but slow; please see Part II.	Continue implementation efforts.
Revised					
20	Implement construction inspection program with fines	Planning Board / Conservation Commission	Implementation of inspection program and fine schedule	No such program implemented. Will be included in the stormwater by-law.	Develop construction inspection checklist & procedures and implement inspection program. Develop concurrently fine schedule.
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)	Continued Efforts – Future Work
21	Review existing non-structural BMPs	Planning Board/ Conservation Commission	Development and addition of any necessary amendments and/or bylaws.	Review process completed – commenced with developing amendments and/or inserts to the bylaws and ordinances.	Adoption of appropriate by-laws anticipated this permit year.
Revised					
22	Review of existing structural BMPs	Conservation Commission	Development and addition of any necessary amendments and/or bylaws.	Review process completed – commenced with developing amendments and/or inserts to the bylaws and ordinances.	As above
Revised					
23	Require O&M manuals for newly installed BMPs	Conservation Commission/ DPW	Catalogue and review of all new structural BMPs.	No progress on this goal.	Implement program
Revised					
24	Develop inspection program of newly installed BMPs	Conservation Commission/ DPW	Implement new BMP inspection program.	Some progress on this goal – efforts have been reactive by the DPW relative to larger scale construction projects.	Work with developers to implement scheduling and review of BMPs installed as incorporated into private NPDES Permits.
Revised					
25	Conduct inspections of BMPs within 1st year of operation	Conservation Commission / DPW	Conduct Inspections	Conducted inspections as necessary.	Continue inspection process as necessary.
Revised					
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)	Continued Efforts – Future Work
26	Inspection of Town owned and/salt storage areas	Upton Highway Department	Conduct inspections, make recommendations, and review procedures.	Ongoing inspections and maintenance protocol implemented for Town storage. No formal procedure established to date – employees typically practice good housekeeping.	Continue inspection and housecleaning efforts. Establish procedure and schedule for inspections.
Revised					
27	Review snow removal & street sweeping procedures.	Upton Highway Department	Review procedures and make recommendations.	Review of procedures has commenced.	Formalize recommendations.
Revised					
28	Develop & implement maintenance schedules – BMPs	Upton Highway Department	Implement annual BMP maintenance program	Little progress in development of BMP maintenance program; however, DPW has been active in identifying private BMP neglect.	Formalize identification program, issue information to citizens.
Revised					
29	Develop & implement employee training program	Upton Highway Department	Implement training program.	No formal training program implemented.	Develop training program that will increase employee awareness and aid in identification prevention methodologies.
Revised					
30	Review & Update Town's recycling program	DPW/ Board of Health/ Board of Selectmen	Review existing program and make recommendations	Little progress on this goal.	Create a review committee and conduct review of existing program.
Revised					
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)	Continued Efforts – Future Work
	Incomplete	To Be Determined	To Be Determined	Incomplete	Pending
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	*N*
Annual program budget/expenditures	($)30,000	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	75%
Stormwater management committee established	(y/n)	N - Pending
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	Y
Household Hazardous Waste Collection Days		
▪ days sponsored	(#) **2**	Town (BOH)
▪ community participation	(%) 20%	Town
▪ material collected	(tons or gal)	NA
School curricula implemented	(y/n)	N

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		X	X	
▪ Post-Development Stormwater Management		X	X	
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination		X		
▪ Erosion & Sediment Control		X	X	
▪ Post-Development Stormwater Management		X	X	

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	110
System-Wide mapping complete	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	0%
▪ CADD	(%)	50%
▪ GIS	(%)	50%
Outfalls inspected/screened	(# or %)	75%
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%) 30%	
% of population on septic systems	(%) 70%	

Construction

Number of construction starts (>1-acre)	(#)	3
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	95 (existing)
Site inspections completed	(# or %)	3
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	2

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	95
Site inspections completed	(# or %)	ongoing
Estimated volume of stormwater recharged	(gpy)	TBD

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1
Total number of structures cleaned	(#)	707
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, ***recycle for sand, beneficial use***, etc.)	Recycle, fill	Recycle

Cost of screenings disposal	($)	0

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(roadway fill)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	1
Vacuum street sweepers specified in contracts	(y/n)	Y

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	2,456 tons
▪ Herbicides	(lbs. or %)	.93
▪ Pesticides	(lbs. or %)	1.52

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	2,719 Tons 7,140 gal 635 Tons
Pre-wetting techniques utilized	(y/n)	N
Manual control spreaders used	(y/n)	N
Automatic or Zero-velocity spreaders used	(y/n)	Y
Estimated net reduction in typical year salt application	(lbs. or %)	

Salt pile(s) covered in storage shed(s)	One shed used	(y/n)	Y
Storage shed(s) in design or under construction		(y/n)	N