

**Municipality/Organization:** Town of Billerica

**EPA NPDES Permit Number:** MA041182

**MaDEP Transmittal Number:** W- 040980

**Annual Report Number**

**& Reporting Period:** No. 1: March 03-March 04

## **NPDES PII Small MS4 General Permit Annual Report**

### **Part I. General Information**

**Contact Person:** Paul Starratt

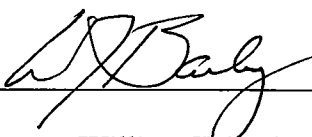
**Title:** Civil Engineer

**Telephone #:** 978-671-0955

**Email:** pstarratt@town.billerica.ma.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:** William T. Bailey

**Title:** Director of Public Works

**Date:** April 30, 2004

## **Part II. Self-Assessment**

The Town of Billerica has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

## 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 1<br>(Reliance on non-municipal partners indicated, if any)                                                      | Planned Activities – Permit Year 2                                                                                                          |
|------------------|---------------------------------|------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1.3.1<br>Revised | Partner with local organization | DPW                                | Partner with one organization each year.                              | Became charter member of SuAsCo Watershed Council. Town contributes funding and attends monthly meetings to promote public education.              | Continue support and assist in the development of school curriculum. Use educational materials to promote public awareness on local issues. |
| 1.3.2<br>Revised | Public Education Materials      | BOH<br>DPW                         | No Goal(s) for Yr. 1.<br>SW brochure & booth at Health Fair in Yr. 1. | This BMP was launched a year early since BMP 1.3.1 materials were in place. The Health Fair is a major event in Town with over 2500 in attendance. | Update brochure materials and recruit volunteers to staff the event.                                                                        |
| 1.3.3<br>Revised | Local schools education program | School Dept.<br>DPW                | Present SW to two schools each year.<br>Expanded to five schools.     | SW presentation made at 5 schools. SW literature distributed to over 1500 students during '03-'04 school year.                                     | Expand classroom outreach to 5 <sup>th</sup> grade classes using curriculum developed in BMP 1.3.1                                          |
| 1.3.4<br>Revised | Stormwater Web Page             | Information Management Engineering | No Goal(s) for Yr. 1.<br>Develop SW Web Page for early launch.        | SW Web Page with critical hyperlinks for information and education developed and launched 2 years ahead of schedule.                               | Update Web Page and add additional links and information.                                                                                   |
| Revised          |                                 |                                    |                                                                       |                                                                                                                                                    |                                                                                                                                             |
| Revised          |                                 |                                    |                                                                       |                                                                                                                                                    |                                                                                                                                             |

### 1a. Additions

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## 2. Public Involvement and Participation

| BMP ID #         | BMP Description                            | Responsible Dept./Person Name | Measurable Goal(s)                             | Progress on Goal(s) – Permit Year 1<br>(Reliance on non-municipal partners indicated, if any)                     | Planned Activities – Permit Year 2                                                                   |
|------------------|--------------------------------------------|-------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 2.3.1<br>Revised | Partner / Support a Watershed Organization | DPW                           | Partner with one local organization each year. | Became charter member of SuAsCo Watershed Council. Town contributes funding and participated in community survey. | Investigate two additional Watershed groups to determine the most beneficial partnership for Year 2. |
| 2.3.3<br>Revised | Stormwater Public Meetings Program         | DPW                           | Discuss SW at one public meeting ea. year      | Presented outline of SW management plan at public hearings for Conservation Commission & Board of Health.         | Accept the town Manager's invitation to take part in Neighborhood Meetings during '04-'05.           |
| Revised          |                                            |                               |                                                |                                                                                                                   |                                                                                                      |
| Revised          |                                            |                               |                                                |                                                                                                                   |                                                                                                      |
| Revised          |                                            |                               |                                                |                                                                                                                   |                                                                                                      |
| Revised          |                                            |                               |                                                |                                                                                                                   |                                                                                                      |
| Revised          |                                            |                               |                                                |                                                                                                                   |                                                                                                      |

### 2a. Additions

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### 3. Illicit Discharge Detection and Elimination

| BMP ID #         | BMP Description                           | Responsible Dept./Person Name | Measurable Goal(s)                                                                                                                | Progress on Goal(s) – Permit Year 1<br>(Reliance on non-municipal partners indicated, if any)                                                    | Planned Activities – Permit Year 2                                                                  |
|------------------|-------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 3.4.1<br>Revised | Asset Management Program                  | DPW                           | Develop SW Asset Management program.                                                                                              | Retained the consultant services of Woodward & Curran to develop A/M plan. Phase 1 completed.                                                    | Review A/M plan for adoption and implementation. Incorporate A/M into capital improvement planning. |
| 3.4.2<br>Revised | Storm Drain Map                           | DPW                           | GPS field effort of drainage structures.                                                                                          | Retained the consultant services of Woodward & Curran for comprehensive GPS survey of drainage structures.                                       | Verify accuracy and completeness of consultant's drain map.                                         |
| 3.4.3<br>Revised | TMDL, Critical Habitat, Historic Property | DPW                           | Monitor changes in TMDL, Critical Habitat & Historic Site                                                                         | The Town has investigated the eligibility criteria for "listed species", critical habitats, historic sites and TMDL requirements are met.        | Remediate discharges from effected areas and monitor changes in TMDL.                               |
| 3.4.4<br>Revised | Stormwater By-Law                         | Planning Board<br>DPW         | Develop SW By-law                                                                                                                 | Collected existing by-laws, regulations and policies regarding drainage and stormwater management to identify overlaps in current SW guidelines. | Develop SW By-Law for presentation to Town Meeting.                                                 |
| 3.4.5<br>Revised | Illicit Discharge Detection Program       | DPW                           | Develop phased illicit discharge detection program.<br>Retain consulting services to develop illicit discharge detection program. | Contracting with Woodward & Curran to develop illicit discharge detection program.                                                               | Work with Woodward & Curran to Implement illicit discharge detection program.                       |
| Revised          |                                           |                               |                                                                                                                                   |                                                                                                                                                  |                                                                                                     |

### 3a. Additions

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#### 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                         | Responsible Dept./Person Name | Measurable Goal(s)                            | Progress on Goal(s) – Permit Year 1<br>(Reliance on non-municipal partners indicated, if any)                          | Planned Activities – Permit Year 2                                                   |
|----------|-----------------------------------------|-------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 4.2.4    | Procedures for Handling Public Comments | DPW                           | Develop & implement public comment procedure. | Complaints & comments taken online or through complaint tracking form when received by phone call or over the counter. | Develop procedures for receipt and consideration of information submitted by public. |
| Revised  |                                         |                               |                                               |                                                                                                                        |                                                                                      |
| Revised  |                                         |                               |                                               |                                                                                                                        |                                                                                      |
| Revised  |                                         |                               |                                               |                                                                                                                        |                                                                                      |
| Revised  |                                         |                               |                                               |                                                                                                                        |                                                                                      |
| Revised  |                                         |                               |                                               |                                                                                                                        |                                                                                      |
| Revised  |                                         |                               |                                               |                                                                                                                        |                                                                                      |
| Revised  |                                         |                               |                                               |                                                                                                                        |                                                                                      |

#### 4a. Additions

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## 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 1<br>(Reliance on non-municipal partners indicated, if any)              | Planned Activities – Permit Year 2                                                         |
|------------------|---------------------|-------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 5.3.2<br>Revised | Zoning Requirements | Zoning Board                  | Evaluate Zoning By-laws         | Zoning By-laws, including recent revisions, reviewed for coverage of drainage and stormwater requirements. | Apply findings to BMP 3.4.4 and incorporate missing components in proposed new SW By-laws. |
| 5.3.3<br>Revised | Planning Strategies | DPW                           | Review Current Town Master Plan | Created fast track for GIS mapping as part of the Town's Master Plan                                       | Enhance Town Master Plan to include SW management.                                         |
| Revised          |                     |                               |                                 |                                                                                                            |                                                                                            |
| Revised          |                     |                               |                                 |                                                                                                            |                                                                                            |
| Revised          |                     |                               |                                 |                                                                                                            |                                                                                            |
| Revised          |                     |                               |                                 |                                                                                                            |                                                                                            |
| Revised          |                     |                               |                                 |                                                                                                            |                                                                                            |

### 5a. Additions

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## 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 1<br>(Reliance on non-municipal partners indicated, if any)                                                      | Planned Activities – Permit Year 2                                                            |
|------------------|-------------------------------|-------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 6.3.1<br>Revised | Pollution Prevention Planning | Highway Dept.                 | Conduct DPW meeting on SW pollution prevention                                      | This BMP was not required by NPDES Phase II, but was added as means to address the storage and handling of materials and prevent pollution runoff. | Conduct DPW meeting on SW pollution prevention. Develop Stormwater Pollution Prevention Plan. |
| 6.3.2<br>Revised | Employee Training Program     | Highway Dept.<br>DPW          | Develop training program and training tracking system.<br>Train Division Leadership | Department leadership attended Stormwater Symposium in order to develop an in-house training program.                                              | Develop training program and training tracking system for department employees.               |
| 6.3.3<br>Revised | Recycling Program             | Highway Dept.                 | Review current recycling programs                                                   | Annual hazardous waste day and continuously operated oil recycling program available on monthly basis.                                             | Monitor and enhance recycling program.                                                        |
| 6.3.4<br>Revised | Catch Basin Cleaning Program  | Highway Dept.                 | Clean catch basins each year                                                        | Continuous catch basin cleaning by Highway Dept.                                                                                                   | Clean catch basins and use A/M tool to monitor pounds of cleanings removed.                   |
| 6.3.5<br>Revised | Street Sweeping Program       | Highway Dept.                 | Sweep Streets each year.                                                            | Street sweeping across 440 lane miles by Highway Dept.                                                                                             | Sweep streets each year.                                                                      |
| Revised          |                               |                               |                                                                                     |                                                                                                                                                    |                                                                                               |

## 6a. Additions

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**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 1<br>(Reliance on non-municipal partners indicated, if any)                           | Planned Activities – Permit Year 2                                             |
|----------|----------------------------------|-------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 7.2.1    | Monitor Current Impairment Lists | DPW                           | Monitor TMDL studies annually and develop programs as appropriate. | Reviewed Integrated List of Waters 303(d) to verify that no new water bodies have been added for the Town of Billerica. | Continue to monitor TMDL studies annually and develop programs as appropriate. |
| Revised  |                                  |                               |                                                                    |                                                                                                                         |                                                                                |
| Revised  |                                  |                               |                                                                    |                                                                                                                         |                                                                                |
| Revised  |                                  |                               |                                                                    |                                                                                                                         |                                                                                |
| Revised  |                                  |                               |                                                                    |                                                                                                                         |                                                                                |
| Revised  |                                  |                               |                                                                    |                                                                                                                         |                                                                                |
| Revised  |                                  |                               |                                                                    |                                                                                                                         |                                                                                |
| Revised  |                                  |                               |                                                                    |                                                                                                                         |                                                                                |

**7a. Additions**

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**7b. WLA Assessment**

**N/A**

**Part IV. Summary of Information Collected and Analyzed**

N/A

**Part V. Program Outputs & Accomplishments (OPTIONAL)**

**Programmatic**

|                                                |              |  |
|------------------------------------------------|--------------|--|
| Stormwater management position created/staffed | Yes          |  |
| Annual program budget/expenditures             | \$141,045.00 |  |
|                                                |              |  |
|                                                |              |  |

**Education, Involvement, and Training**

|                                                                         |                                  |  |
|-------------------------------------------------------------------------|----------------------------------|--|
| Estimated number of residents reached by education program(s)           | 100 % of<br>13,000<br>Households |  |
| Stormwater management committee established                             | No                               |  |
| Stream teams established or supported                                   | Yes                              |  |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | Yes                              |  |
| Household Hazardous Waste Collection Days                               |                                  |  |
| ▪ days sponsored                                                        | 1 event                          |  |
| ▪ community participation                                               | 350                              |  |
| ▪ material collected                                                    | 1,500 gal                        |  |
| School curricula implemented                                            | Partial                          |  |



### Construction

|                                                                                                   |            |  |
|---------------------------------------------------------------------------------------------------|------------|--|
| Number of construction starts (>1-acre)                                                           | <12        |  |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | Not Year 1 |  |
| Site inspections completed                                                                        | Not Year 1 |  |
| Tickets/Stop work orders issued                                                                   | Not Year 1 |  |
| Fines collected                                                                                   | Not Year 1 |  |
| Complaints/concerns received from public                                                          | Not Year 1 |  |
|                                                                                                   |            |  |
|                                                                                                   |            |  |

### Post-Development Stormwater Management

|                                                                                                                          |            |  |
|--------------------------------------------------------------------------------------------------------------------------|------------|--|
| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | Not Year 1 |  |
| Site inspections completed                                                                                               | Not Year 1 |  |
| Estimated volume of stormwater recharged                                                                                 | Not Year 1 |  |
|                                                                                                                          |            |  |
|                                                                                                                          |            |  |

### Operations and Maintenance

|                                                                                                |            |  |
|------------------------------------------------------------------------------------------------|------------|--|
| Average frequency of catch basin cleaning (non-commercial/non-arterial streets)                | Not Year 1 |  |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets)      | Not Year 1 |  |
| Total number of structures cleaned                                                             | Not Year 1 |  |
| Storm drain cleaned                                                                            | Not Year 1 |  |
| Qty. of screenings/debris removed from storm sewer infrastructure                              | Not Year 1 |  |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) | Not Year 1 |  |
| Cost of screenings disposal                                                                    | Not Year 1 |  |
|                                                                                                |            |  |
|                                                                                                |            |  |

|                                                                                      |            |
|--------------------------------------------------------------------------------------|------------|
| Average frequency of street sweeping (non-commercial/non-arterial streets)           | Not Year 1 |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | Not Year 1 |
| Qty. of sand/debris collected by sweeping                                            | Not Year 1 |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)                | Not Year 1 |
| Cost of sweepings disposal                                                           | Not Year 1 |
| Vacuum street sweepers purchased/leased                                              | Not Year 1 |
| Vacuum street sweepers specified in contracts                                        | Not Year 1 |
|                                                                                      |            |
|                                                                                      |            |

|                                                                                        |            |
|----------------------------------------------------------------------------------------|------------|
| Reduction in application on public land of: ("N/A" = never used; "100%" = elimination) |            |
| ▪ Fertilizers                                                                          | Not Year 1 |
| ▪ Herbicides                                                                           | Not Year 1 |
| ▪ Pesticides                                                                           | Not Year 1 |
|                                                                                        |            |
|                                                                                        |            |

|                                                          |            |
|----------------------------------------------------------|------------|
| Anti-/De-Icing products and ratios                       | Not Year 1 |
| Pre-wetting techniques utilized                          | Not Year 1 |
| Manual control spreaders used                            | Not Year 1 |
| Automatic or Zero-velocity spreaders used                | Not Year 1 |
| Estimated net reduction in typical year salt application | Not Year 1 |
| Salt pile(s) covered in storage shed(s)                  | Not Year 1 |
| Storage shed(s) in design or under construction          | Not Year 1 |
|                                                          |            |
|                                                          |            |

Municipality/Organization: Town of Billerica

EPA NPDES Permit Number: MA041182

MaDEP Transmittal Number: W-040980

Annual Report Number

& Reporting Period: No. 1: March 03-March 04

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

Contact Person: Paul Starratt

Title: Civil Engineer

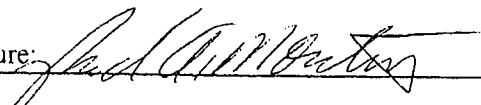
Telephone #: 978-671-0955

Email: pstarratt@town.billerica.ma.us

#### Certification:

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Signature:



Printed Name: Richard Montuori

Title: Town Manager

Date:

4-30-04