

**Municipality/Organization: Town of Chelmsford**

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**EPA NPDES Permit Number: MAR041185**

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**MaDEP Transmittal Number: W-039848**

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**Annual Report Number**

**& Reporting Period: No. 8: March 2010-March 2011**

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

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

Contact Person: Stephen Jahnle

Title: Assistant Town Engineer

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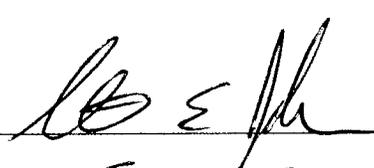
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#### Certification:

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: 

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Printed Name: STEPHEN E. JAHNLE

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Title: ASSISTANT TOWN ENGINEER

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Date: April 28, 2011

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## Part II. Self-Assessment

The Town of Chelmsford has completed year 2 of the Stormwater Phase 2 program. In our required self-assessment study, we have determined that the Town of Chelmsford is in full compliance with all permit conditions, except for the following:

**BMP # 1-2: Stormwater lesson plan for 5<sup>th</sup> grade students.** The package received from the Suasco Watershed Council has been received and delivered to the school department. The school department has decided not to use the supplied materials. We are exploring other options at this time.

**BMP # 2-2: Stormwater poster contest for 5<sup>th</sup> grade students.** The school department has decided not to use the supplied materials. We are exploring other options at this time.

**BMP # 2-3: Stormwater photo contest for high school students.** The Suasco Watershed Council has decided to abandon this contest and replace it with a different activity.

**BMP # 3-3: Illicit Discharge bylaw:** The bylaw was written and approved by Spring 2010 Town Meeting.

**BMP # 4-1: Development of an erosion and sediment control by-law for construction projects.** The draft version of this bylaw is currently under review. Currently the Town has authority through the site plan process to regulate erosion and sediment control based upon approvals for a specific project.

**BMP # 5-1: Development of a by-law to require certain construction sites to follow MADEP Stormwater Standards 2, 3, 4 and 7.** The Town has authority currently to find property owners in violation for not up keeping stormwater facilities based upon approved operation and maintenance manuals included with site plan or subdivision approvals.

**BMP # 6-5: Stormwater system mapping used to identify critical areas for catch basin cleaning.** Due to budget cuts and restraints, we are able to clean approximately half of the existing catch basins in Town. We are working to finalize our mapping, mainly inverts as we have all the locations.



## 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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
1-1 Revised	Stormwater flyer/survey distributed to residents	DPW/Suasco	Distribute flyers to a minimum of 75% of the residents	Flyers have been distributed to residents and copies are available with the traveling display and online via the town web site.	Continued distribution of flyers to help awareness.
1-2 Revised	Stormwater lesson plan for 5 <sup>th</sup> grade students	DPW/Suasco	Develop and distribute lesson plan to 5 <sup>th</sup> grade	The poster contest will be run by the School Department when they incorporate the lesson plan into their curriculum.	School department has decided not to use the supplied package. We are exploring other options.
1-6 Revised	Stormwater web page	DPW	Creation of a stormwater web page	A stormwater web page has been added to the DPW web page and has links, pictures and information for a variety of stormwater issues.	We plan on rebuilding our entire website later in the summer and through the fall.
1-7 Revised	Provide brochures on recycling, composting and water conservation	DPW/Recycling	Maintain a supply of brochures	Currently have a supply of brochures from the SuAsCo Watershed, EPA, Mass DEP and other organizations available	Continuation of current supply
1-3 Revised	Stormwater flyer to business community	DPW/Suasco	Flyer distributed to a minimum of 50% of businesses and a logo to be displayed for compliance	Flyer will be included in the spring newsletter.	The flyer will be distributed to business this spring/early summer.
1-4 Revised	Stormwater media campaign	DPW/Suasco	Develop a media information packet to be distributed	We received a press release from the Suasco Watershed and we plan on adding in local information to it.	The press release will run at some point during the summer.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
1-5 Revised	Stormwater video	DPW/Suasco	Show a stormwater video at one public meeting and re-air video on local cable	We received the video package from the SuAsCo Watershed. Video ran on local cable.	Continued airing of video.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
2-1	Stormwater traveling display	DPW/SuAsCo	Display and circulate traveling display at various buildings and events	Since receiving the display, it has been set up at various town buildings with supplies of brochures	Continued rotation throughout town buildings and events
Revised					
2-6	Provide support for clean up and collection days	DPW/Recycling	Provide support at least twice per year	Support has been provided for brush drop off, haz mat, town clean up.	Continued support for these days. The recycling office has entered into an agreement with other towns to provide homeowners a program for white goods and electronics.
Revised					
2-7	Develop a catch basin stenciling program	DPW	Develop a program to stencil catch basins in priority areas	We had several volunteers and stenciled a few hundred catch basins in critical areas.	Continued stenciling catch basins in priority areas. The Suasco watershed has provided us with kits for marking catch basins. We have targeted areas for boy/girl scout groups for any summer projects.
Revised					
2-2	Stormwater poster contest for 5 <sup>th</sup> grade students	DPW/SuAsCo	Hold a stormwater awareness poster contest, judge and display it.	Since we received the plan from SuAsCo later than expected, this will be implemented in the fall of 2005 with the lesson plan.	School department has decided not to use the supplied package. We are exploring other options.
Revised					
2-3	Stormwater photo contest for high school students	DPW/Suasco	A stormwater photo contest is held, judged, and displayed	SuAsCo has decided to abandon the contest.	None at this time.
Revised					
2-4	Stormwater Summit event	DPW/Suasco	Hold a local Stormwater event	Information has been gathered to support a public event.	Currently on hold until the issuance of the next permit.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
2-5	Participate in Suasco Super Summit and conduct and evaluation and assessment survey of public stormwater awareness.	DPW/SuAsCo	Town participation in the Suasco summit and evaluation and assessment survey results compiled.	Currently waiting on information for the summit event.	

### 3. Illicit Discharge Detection and Elimination

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year</b>
3-1 Revised	Create a stormwater system map	DPW	Develop a stormwater system map, maintain and update as needed	Approximately 95% of the town drainage system mapped and all new construction added.	Continued mapping and updating of existing information.
3-4 Revised	Increase number of Haz Mat days	Recycling/DPW	Make disposal easier of hazardous materials	Days have been expanded to spring and fall haz mat days, electronics days, brush drop off days and metal drop off days. The are also bins available in Town Hall for recycling of light bulbs, batteries etc all the time.	Continued support for these days
3-2 Revised	Create an illicit discharge/elimination plan	DPW	Develop a plan to locate and eliminate illicit and illegal connections	Target areas and map system for connections	We have inspected multiple areas for connections and plan on continued inspections in targeted areas.
3-3 Revised	Develop and implement an ordinance that prohibits illicit and illegal connections	DPW	An ordinance is developed to prevent illicit and illegal stormwater and non-stormwater connections to the system	Working to develop this into a bylaw that will best suit the Town of Chelmsford	Bylaw was approved at April 2010 Town Meeting.
Revised					
Revised					
Revised					



#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
4-2	Plan reviews	DPW	All plans reviewed for water quality issues and concerns	Currently reviewing plans for standard water protection theories and making contractors aware of the Phase 2 program and it's requirements	Continued review of plans for revised current stormwater regulations.
Revised					
4-3	Site inspections of construction projects	DPW/Community Development	Periodic inspection of ongoing sites	Have worked with contractors on installation of haybales/straw wattles and silt fencing, construction entrances and protective measures	Continued inspections and enforcement of the proposed erosion and sediment control plans presented by the developers
Revised					
4-4	All work with the public right of way inspected to prevent erosion and sediment build up	DPW	Minimize and/or prevent sediment from entering the public right of way	Have instructed all contractors to have gravel construction entrances, periodically sweep streets and all silt sack protection to existing basins where necessary	Continued inspections and enforcement.
Revised					
4-1	Development of an erosion and sediment control by-law for all construction projects	DPW/Community Development	Develop and implement a by-law	See self assessment.	See self assessment.
Revised					
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year
5-3	Post construction inspection of regulated projects	DPW	Inspections are performed to ensure proper construction and that facilities are working as they where proposed	Design engineers are required to submit as-builts and letters certifying construction in accordance with the plans and follow up inspections by DPW to ensure the facilities are working as proposed	Continued inspection and recommend to private system owners maintain their systems in accordance with the design or proposed post construction plan along with the approved operations and maintenance manual.
Revised					
5-2	Develop a list of BMP's for the post construction maintenance schedule	DPW	Develop a list as a guideline for post construction maintenance	We have worked with the local engineers and developers to have parameters for post construction maintenance of facilities.	Continued work on a finalized list to be added into our regulations. Also have worked with private property owners on maintenance of systems.
Revised					
5-1	Develop a by-law to require certain construction sites to follow MADEP stormwater standards 2, 3, 4, and 7	DPW/ Community Development	All regulated projects required to follow same standards	See self assessment.	See self assessment
Revised					
Revised					
Revised					

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year</b>
6-1	Catch Basin cleaning	DPW	Continuation of current catch basin cleaning schedule	Budget cuts have forced the Town into alternating halves of town for catch basin cleaning. It is anticipated that approximately 2200 of the 4500 overall catch basins will be cleaned each year.	Continued spring catch basin cleaning program. This year we applied for a received a grant so we can clean every catch basin in town.
Revised					
6-2	Street Sweeping	DPW	Continuation of the current street sweeping program	All public streets, sidewalks and municipal parking lots are swept utilizing the two town owned and operated sweepers	Continued spring sweeping schedule
Revised					
6-3	Stormwater pollution plan in place and in effect for DPW facility	DPW	Maintain the current plan and update as needed	Continued maintenance of oil separator, traps and containment systems.	Ongoing operation and maintenance
Revised					
6-6	Identify catch basins in poor condition and repair or replace those structures	DPW	Utilize mapping to identify facilities in poor condition and repair or replace a minimum of 5 per year	Repaired or replaced approximately 45 drainage structures	Ongoing maintenance
Revised					
6-7	DPW drainage maintenance permit	DPW	Renew drainage facility maintenance permit	Town wide permit was renewed in December 2007.	Continued drainage area maintenance.
Revised					
6-4	Develop a training program for DPW employees	DPW	Employee training program established	Employees have been trained in spill prevention and recovery and proper disposal of hazardous materials	Continued training
Revised					

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) << if applicable >>**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)</b>	<b>Planned Activities – Permit Year</b>
Revised	Not applicable				
Revised					