

Municipality/Organization: Dalton

EPA NPDES Permit Number: MA041004

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MaDEP Transmittal Number: W-036254

**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: Ken Walto

Title: Town Manager

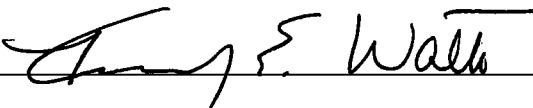
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Certification:

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:



Printed Name: Ken Walto

Title: Town Manager

Date: 4/23/04

Part II. Self-Assessment

The results of the self-assessment review of compliance with all permit conditions for the Town of Dalton is included here. This self-assessment consists of a statement of full compliance. Information regarding the status of compliance with the minimum control measures is included in Part III of the annual report and is not included here.

The Town of Dalton 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

The BMP, responsible party, and measurable goal information from the Town of Dalton's NOI have been transcribed here. A description of the progress made toward achieving the measurable goals during the prior year and what activities are planned for next year are included in the last two columns, respectively. Changes that revise/replace or add components to the storm water management program have not been proposed.

The implementation schedule included within the NOI has not been revised.

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1.1	Educational Brochures	Stormwater Committee	Develop and distribute brochures per attached plan	• Researched relevant and available educational brochures on the impacts of stormwater available through EPA, DEP, Watershed Associations and others.	• Develop educational brochures on practices for reducing pollutants • Distribute brochures in tax bills • Distribute brochures to building permit and other permit applicants
Revised				(The Berkshire Regional Planning Commission is currently in the process of completing an outreach program with informative pamphlets to be distributed in Year 2.) • None to date	
1.2	Educational Display	Local School	Create display for Town Hall and town library		• No activity scheduled for Year 2 • Preparation of educational display for town hall/library scheduled for Years 4 & 5
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2.1 Revised	Involve public in planning process	Select Board	Establish a Stormwater Committee	- Developed and approved SWMP - Initial steps taken to convene a Stormwater Committee with members of DPW, Con Com, Planning, Inspectors and public. - The formalization of the Stormwater Committee by the Select Board is scheduled for June 2003.	- Conduct 4 meetings of Stormwater Committee during Year 2 - Invite public to stormwater planning meetings and arrange cable broadcast
2.2 Revised	Storm drain labeling	Housatonic Valley Association	Label storm drains in defined neighborhoods	HVA has met with teachers to discuss storm drain labeling with elementary children	Conduct storm drain labeling with elementary school
2.3 Revised	River clean-up	Housatonic Valley Association	Conduct semi-annual river clean-ups	None to date	Organization of river clean-up and clean-up activities scheduled for Spring of Years 2 and 4

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3.1 Revised	Detect and eliminate illicit discharges	Public Works	See attached plan	- Draft program manual outlining schedules and tasks - Identified priority areas of town based on age of infrastructure, water quality concerns, etc. (The Berkshire Regional Planning Commission is currently developing a report detailing how to conduct and coordinate an illicit discharge detection sampling program including a volunteer monitoring program.)	- Set-up stormwater hotline - Set-up disconnection record log - Develop an inspection certification process - Respond to public input and water quality sampling results - Develop and implement mail and phone contact processes for property owners with potential illicit discharges
3.2 Revised	Storm system map	Public Works	Map 20% of outfalls per year	Developed storm sewer system map (20% of outfalls this year) (The Berkshire Regional Planning Commission developed a GIS based map.)	Develop storm sewer system map (20% of outfalls this year)
3.3 Revised	Prohibit non-stormwater discharges	Stormwater Committee	Develop bylaw	- Began to evaluate model bylaws and propose General Bylaw prohibiting non-stormwater discharges - Identified enforcement authority for stormwater prohibition (The Berkshire Regional Planning Commission is currently assessing the status of local regulations, policies and resources that may be used in developing appropriate stormwater programs.)	- Evaluate model bylaws and propose General Bylaw prohibiting non-stormwater discharges - Define penalties, fees, sanctions for non-compliance with stormwater prohibition - Pass general bylaw prohibiting existing and future non-stormwater connections to the storm sewer system

3.4	Illicit discharge training	Public Works/Stormwater Committee	See attached plan	DPW employees participated in illicit discharge detection and elimination workshop	- Train Stormwater Committee members to recognize illicit connections - Develop educational brochure about program and requirements
Revised					
3.5	Investigate non-stormwater discharges	Public Works	Collect data	- Ongoing investigation into sanitary connections - No sanitary connections have been identified - Identified sanitary connections scheduled for immediate disconnection	- Investigate dry-weather discharges within 24-48 hours – conduct upstream visual inspections - Conduct smoke or dye tests where necessary - Conduct field inspections of publicly reported problems - HVA will collect and keep records of water quality sampling results - HVA will report potential illicit connection problems to DPW - Investigate potential problems based on water quality sampling results - Disconnect sanitary connections immediately
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4.1 Revised	Regulate construction run-off	Stormwater Committee	Develop bylaw	Review of model bylaws for sediment and erosion control for all construction sites >= 1 acre (The Berkshire Regional Planning Commission is currently assessing the status of local regulations, policies and resources that may be used in developing appropriate stormwater programs.)	Work with Planning Board to develop bylaw as part of Zoning, Subdivision and Special Permit regulations
4.2 Revised	Promote the use of BMPs	Permit granting boards	Develop training and review procedures	Planned opportunities for board members to receive site plan/BMP training (NEMO)	- Develop site plan review procedures - Provide information on stormwater BMPs to developers and permit applicants
4.3 Revised	Enforce regulations	Building Inspector	Develop inspection and enforcement procedure	- Training on NPDES Phase II regulations and requirements - Improved Con Com capacity for inspection and enforcement through authorizing use of Berkshire Conservation Agent, as needed. - None to date	- Develop site inspection / enforcement procedures - Improve capacity of Building/Zoning inspectors enforcement in upland areas through training
4.4 Revised	Sanctions	Building Inspector	Define penalties, fees, sanctions for non-compliance		- Determine cost of typical inspection process and define appropriate penalties, fees, and sanctions for non-compliance - Approve the use of sanctions for non-compliance that may include monetary and non-monetary penalties
4.5 Revised	Incorporate public input	Public Works/Building Inspector	Set-up Stormwater hotline	Preliminary identified a contact person/department	- Reassess identified contact person/department and reassign as necessary - Continued advertisement of stormwater hotline

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5.1	Regulate post-construction run-off	Stormwater Committee/Planning Board	Develop or amend bylaws	Review of model bylaws to control/reduce runoff in all new and re-development sites ≥ 1 acre (The Berkshire Regional Planning Commission is currently assessing the status of local regulations, policies and resources that may be used in developing appropriate stormwater programs.)	- Develop bylaws to control/reduce runoff in all new and re-development sites ≥ 1 acre - Work with Stormwater Committee to develop bylaw as part of Zoning, Subdivision and Special Permit regulations
Revised					
5.2	Promote the use of BMPs	Permit granting boards	Develop training and review procedures	Planned opportunities for board members to receive site plan/BMP training (NEMO)	- Develop site plan review procedures - Recommend BMPs and Performance Standards for Subdivision/Special Permit regulations
Revised					
5.3	Require operation and maintenance plans	Stormwater Committee/Permit granting boards	Develop bylaw and record keeping system	None to date	- Encourage public reporting of problems and the use of stormwater hotline - Require Operation and Maintenance plans - Develop a record-keeping system for O&M plans
Revised					
Revised					

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6.1 Revised	Reduce runoff from municipal operations	Public Works	Develop pollution prevention program	- Developed SWPPP for Highway Garage - Established record-keeping for regular pollution prevention activities	Develop a pollution prevention program for municipal buildings and parks, including contracted activities
6.2 Revised	Maintain and inspect public properties	Public Works	Adopt operation and maintenance program	- Cleaning and inspection at transfer station catch basin - Annual inspection of highway garage and transfer station in accordance with SWPPP	- Adopt Operation and Maintenance plans for municipal buildings and facilities - Quarterly monitoring at transfer station catch basin - Adopt Operation and Maintenance plans for municipal land and parks
6.3 Revised	Municipal housekeeping training	Stormwater Committee	See attached plan	Plan opportunities for municipal employees and board members to pursue pollution prevention training	Plan opportunities for municipal employees and board members to pursue pollution prevention training

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

This item is applicable only to those municipalities with MS4 discharges into a water body that has an approved total maximum daily load (TMDL) and where the municipality is required to implement storm water waste load allocation (WLA) provisions of the TMDL.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
7.1	TMDL not yet developed				
Revised					

Part IV. Summary of Information Collected and Analyzed

The results of information or data, if any, that was collected and analyzed during Permit Year 1, but was not included elsewhere in the report or requires further elaboration has been included here. Information and data within this section may include results/trends from any storm or receiving water quality monitoring, beach monitoring or closure statistics, assessment of particular BMP performance, or financial impact of program implementation.

The Housatonic Valley Association (HVA) has conducted water quality monitoring of the East Branch of the Housatonic River during Year 1. HVA is currently in the process of summarizing water quality results and analyzing trends.

Part V. Program Outputs & Accomplishments (OPTIONAL)

The Town of Dalton has elected not to include estimated program results and accomplishments that have been realized during Year 1.