

Municipality/Organization: **Town of Dedham**

EPA NPDES Permit Number: **MAR041033**

MaDEP Transmittal Number: **W- 040861**

**Annual Report Number
& Reporting Period:** **April 1, 2008 – March 31, 2009**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Virginia LeClair **Title:** Environmental Coordinator/Stormwater Officer

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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: William G. Keegan, Jr.

Title: Town Administrator

Date:

Part II. Self-Assessment

The Town of Dedham 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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
1a	Establish an Advisory Committee	Town Administration	Form a Committee	The Town Administrator utilized the monthly Department Head meeting and weekly Operations Meeting to update and discuss stormwater issues on a regular basis.	Continue with monthly Department Head meetings and weekly Operations Meetings.
1b	Submit 2 press releases	Town Administrator/Environmental	Reach thousands of residents	Information was posted on the Town's website and displayed at the Farmer's Market	Submit at least 2 press releases to papers
1c	Post article on town website	Engineering/Environmental	Reach thousands of web browsers	The Town posted information about the current General Permit and the previous year's annual reports, as well as public education information and brochures.	The Town will continue to post informational notices and articles on the website.
1d	Add link to town website	Engineering/Environmental	Reach thousands of residents	The Town created a stormwater page on the official Town Website and posted regulations and educational brochures and notices. The Town has maintained links to several environmental agencies and watershed groups on the Town's official website	Continue to maintain links as necessary, and add additional content to the webpage.
1e	Publish list of department names	Town Administrator	Communicate with residents	The Town has maintained an updated list of Department head names, contact numbers, and email addresses.	Continue to maintain and update lists as necessary, and add contact information for specific stormwater questions or issues.
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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
2a	Develop stenciling program	Environmental/DPW	Educate hundreds of residents	The Environmental Coordinator worked with the Dedham Westwood Water District to develop a stormdrain stenciling program for youth. In 2008 we were unable to attract any youth to this program; however in early 2009 an Eagle Scout candidate approached the Environmental Coordinator to do a stormdrain stenciling program for his badge. We are currently working with the Scout on the education and outreach component of the program, no stormdrains have been stenciled as of yet, but he is making 2 additional stencils for his project which will be donated to the Town afterwards.	Continue to work with Eagle Scout candidate on Stormwater Stenciling Projects and education and outreach efforts surrounding stormwater pollution and prevention, in addition to the stenciling of hundreds of catch basins throughout Town. The DPW continues to install permanent placards on major drainage projects. The public works dept will also reach out to more civic groups for their involvement in this program and plans more educational outreach at the schools with written materials and equipment demonstrations.

2b	Work with watershed groups	Engineering/Environmental	Coordinate efforts with others	Met with Neponset River Watershed Association about mutual goals and activities. Committed to supporting EPA Targeted Watersheds Grant Program through funding and involvement. This year the Environmental Coordinator worked with the CRWA on their annual Clean up of the Charles River with 4 sites in Dedham. In addition, the Environmental Coordinator has been working with the DWWD, Water Conservation Coordinator on the stormdrain stenciling program we developed in 2008, as well as additional water conservation programs.	Continue to work with watershed groups to aid in grant programs and raise awareness of watershed group activities.
2c	Post signs in critical resource areas	Environmental	Notify residents of critical areas	Posted signs along Charles River and Mother Brook of potential hazards from eating certain fish that were indicated as having high levels of contaminants	Continue to post signs warning the public of hazards.
2d	Educate students about environment	DPW/Environmental	Involve students and families	Engineering, DPW and Environmental participated in annual student government day and stressed issues related to Stormwater to student leaders.	The Public Works Dept plans more educational outreach at the schools with more educational material for the schools at the lower grades with written material from recycling to smart water use. We will also provide equipment demonstrations. We will continue to participate in student government day.
2e	Establish a suggestion box	DPW/Town Administration	Receive feedback	NA	<i>This BMP was discontinued and substituted with BMP 2f</i>
Deleted					

2f	Utilize DPW On-Line Service Request Form to solicit requests for trash/debris removal, street sweeping, etc.	DPW	Reduce the amount trash/debris and pollutants reaching receiving waters	Received and responded to hundreds of requests from residents for trash/debris removal and street sweeping using on-line request form. (Note: Exact number unknown due to change in vendor)	The Public Works has the new work order system running and this has helped tremendously with trash / debris pick up as well as every other item that the DPW handles. We also collect Televisions and computer monitors at the DPW site which has sharply reduced the number of items that are dumped illegally. The public works department has increased the number of trash barrels and picks up more frequently to reduce the number of public barrels overflowing.
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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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
3a	Develop a mapping system	Engineering	Map the drainage system	Overall mapping was created previously. Minor updates performed as necessary to improve system or add structures as needed.	The Engineering Department will continue to update and improve the existing drain and sewer mapping by verifying assumed structures improving connectivity issues.
3b	Locate all visible outfalls	Engineering	Inventory outfalls	Additional inspection and GPS location were performed in conjunction with dry weather testing (BMP 3f)	The Engineering Department will continue to update new outfalls installed and investigate assumed outfalls to determine exact locations and conditions using GPS.
3c	Adopt new stormwater bylaws	Conservation Commission	Enforcement of illegal environmental actions	Stormwater By-Laws and Stormwater regulations have been previously adopted, but the Conservation Commission has revised them over the years to keep them current. Town adopted new by-law which prohibits illicit discharges to storm drains in November 2007.	Continue to review and revise bylaws as needed.
Revised					
3d	Develop a response plan	Town Administrator	Develop an emergency response plan to contain spills	The Town is in the process of updating the emergency response plan for the Town.	Incorporate additional provisions into the revised emergency response plan to mitigate potential environmental emergencies such as spills, etc.
3e	Adopt a hazardous waste day	Health	Reduce illegal dumping of hazardous material	The Health Department hosted a hazardous waste collection day and collected approximately 5,160 gallons of waste	The Town will continue to conduct a yearly hazardous collection day.

3a. Additions

3f	Perform dry weather testing of outfalls	Engineering	Identify illicit discharges	No outfall testing was performed. The Engineering Department physically	The Town will continue to inspect and test 50-100 outfalls.
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	Formerly BMP 6f				
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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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
4a	Review existing state and local regulations	Engineering	Update the Town regulations	Completed previously.	
4b	Develop town design and construction site review policy	Conservation Commission	Develop Town standards	The Conservation Commission has continued to enforce the stormwater regulations including the application of drainage design standards.	Continue the review of projects under the stormwater regulations.
4c	Create town specifications	Engineering	Develop standard details and specifications	Town standard details, which include standard structural BMP's have been created and posted on the Town's website.	Continue to update or add standards as necessary.
4d	Develop town inspection guidelines	Town Administrator	Ensure that work that has been permitted is satisfactorily constructed	No action.	
4e	Determine inspection responsibilities	DPW/Town Administration	Establish means of inspection	No action	<i>This BMP has been deleted as it is redundant with respects to BMP 4d.</i>
Deleted					

4a. Additions

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
5a	Develop stormwater policy	Conservation Commission	Encourage recharge	The Town has created stormwater regulations that strongly encourage recharge. The Commission continues to revise and update these regulations.	Continue to enforce existing regulations.
5b	Develop standards for BMP's	Conservation Commission	Regulate subdivision and site plans	The Town currently reviews subdivision and site plans for compliance with the stormwater regulations, and utilizes the Town Standard Details.	Continue to enforce existing regulations, and update or add details to Town Standard Details as necessary.
5c	Develop bylaws and policy	Engineering	Regulate new development runoff	No action.	
Revised					
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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
6a	Implement pollution prevention program	DPW	Identify ways to increase compliance	No action.	
6b	Develop TV inspection	DPW/Engineering Department	Eliminate illegal connections	The Town performed TV inspection on several hundred linear feet of storm drains in addition to the annual inspection of sewer lines.	<i>This BMP was discontinued; see new BMP 3f</i>
Deleted					
6c	Develop hazardous waste training	DPW	Train 20 employees on hazardous waste	Conducted 10-hour OSHA training for all DPW employees which also included proper handling of hazardous waste.	The public works department continues to train all employees.
6d	Sweep all paved roads	DPW	Eliminate the dumping of 250 tons	The DPW continued annual street sweeping program and as part of the program that sweeps main arterial roads every 3 days and all other roads at least three times per year.	Continue the street sweeping program.
6e	Clean all catchbasins	DPW	Clean catchbasins every three years	The DPW estimates that it has cleaned approximately half of the catch basins over the past year.	Implement a GPS/GIS system to track the cleaning of catch basins. This was not completed but is intended to be completed in fy10
6e	Develop a litter management program	DPW	Eliminate dumping and pollution to catchbasins and water bodies	Installed more trash barrels / Solar barrels / and also portable recyclable barrels.	Purchase and use more permanent recyclable barrels in common areas such as squares and parks.

6a. Additions

6f	Perform visual dry weather outfall inspections	Engineering	Identify illicit discharges to storm drains and outfalls	No action planned in year 3.	Perform visual dry weather inspections of outfalls giving priority to outfalls discharging to impaired waters. Determine the number of outfalls which are suspected of having illicit connections and the scope of work required to further identify the source(s).
	<i>Replaced by BMP 3f</i>				

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
7a	Develop a landscaping policy	DPW/Parks Department	Eliminate excessive chemicals	No action.	Road way management policy will be reviewed in fy10
7b Deleted	Develop a spill prevention plan	DPW/Town Administration	Reduce spill prevention to rivers	No action.	<i>This BMP was deleted as it was redundant with respects to BMP 3d.</i>
7e Deleted	Develop a training program	DPW/Town Administration	Educate 8 employees	No action.	<i>This BMP was deleted as it was redundant with respects to BMP 6c.</i>
7d	Install new drainage structures	DPW	Eliminate some TSS	The DPW replaced/installed 7 substandard catch basins with new deep sump catch basins.	Install deep sump catch basins as needed and incorporate new basins into existing roadway reconstruction when possible.
7e	Develop a housekeeping plan	DPW	Construct new salt shed to replace current uncovered salt storage	Construction of the Salt Shed was completed in November 2006.	

7a. Additions

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7b. WLA Assessment

The Town of Dedham has not yet implemented controls at this point in the permit process that would significantly impact the waste load allocation.

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2007 through March 31, 2008)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	Y
Annual program budget/expenditures **	(\$)	\$85,250
Total program expenditures since beginning of permit coverage	(\$)	\$85,250
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		General Fund

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	Unknown
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	Y
Shoreline cleaned since beginning of permit coverage	(mi.)	unknown
Household Hazardous Waste Collection Days	Y	
▪ days sponsored **	(#)	1
▪ community participation **	(# or %)	198 Residents
▪ material collected **	(tons or gal)	1820 gallons
School curricula implemented	(y/n)	N

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					X

▪ Erosion & Sediment Control					X
▪ Post-Development Stormwater Management				X	
Accompanying Regulation Status (indicate with “X”)					
▪ Illicit Discharge Detection & Elimination					X
▪ Erosion & Sediment Control					X
▪ Post-Development Stormwater Management				X	

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	99%
Estimated or actual number of outfalls	(#)	336
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	99%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened **	(# or %)	67
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	77
Illicit discharges identified **	(#)	2
Illicit discharges identified (Since beginning of permit coverage)	(#)	2
Illicit connections removed **	(#); and (est. gpd)	1
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	1
% of population on sewer	(%)	93%
% of population on septic systems	(%)	7%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100%
Site inspections completed **	(# or %)	100%
Tickets/Stop work orders issued **	(# or %)	0

Fines collected **	(# and \$)	0
Complaints/concerns received from public **	(#)	3

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	50%
Site inspections (for proper BMP installation & operation) completed **	(# or %)	50%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	Y
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	50 % per year
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	100% per year
Qty of structures cleaned **	(#)	950 +/-
Qty. of storm drain cleaned **	(%, LF or mi.)	3,000 LF +/-
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	Unknown
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Beneficial Use

Basin Cleaning Costs		
• ☐ Annual budget/expenditure (labor & equipment)**	(\$)	\$150,000 +
• ☐ Hourly or per basin contract rate **	(\$/hr or \$ per basin)	N/A
• ☐ Disposal cost**	(\$)	
Cleaning Equipment		
• ☐ Clam shell truck(s) owned/leased	(#)	1
• ☐ Vacuum truck(s) owned/leased	(#)	0
• ☐ Vacuum trucks specified in contracts	(y/n)	Y
• ☐ % Structures cleaned with clam shells **	(%)	95%
• ☐ % Structures cleaned with vector **	(%)	5%

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	3
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	Every 3 days
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	Unknown
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Beneficial Use
Annual Sweeping Costs		
• ☐ Annual budget/expenditure (labor & equipment)**	(\$)	\$250,000+
• ☐ Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	
• ☐ Disposal cost**	(\$)	
Sweeping Equipment		
• ☐ Rotary brush street sweepers owned/leased	(#)	2
• ☐ Vacuum street sweepers owned/leased	(#)	0
• ☐ Vacuum street sweepers specified in contracts	(y/n)	N
• ☐ % Roads swept with rotary brush sweepers **	%	100
• ☐ % Roads swept with vacuum sweepers **	%	0

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	0
▪ Herbicides	(lbs. or %)	0
▪ Pesticides	(lbs. or %)	0
Integrated Pest Management (IPM) Practices Implemented	(y/n)	N

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	95% 5%
Pre-wetting techniques utilized **	(y/n or %)	Y
Manual control spreaders used **	(y/n or %)	Y
Zero-velocity spreaders used **	(y/n or %)	N
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/l _n mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/l _n mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	N
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	N
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	N
☐ Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	