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PLANNING
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April 29, 2005

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U.S. Environmental Protection Agency
Water Technical Unit
P.O. 8127
Boston, MA 02114

RE: Town of Georgetown, MA, NPDES Phase II MS4 General Permit
Annual Report – Year 2

To Whom It May Concern:

On behalf of the Town of Georgetown, MA, the Merrimack Valley Planning Commission is pleased to submit the enclosed Permit Year 2 Annual Report describing Georgetown's storm water management program activities and accomplishments. Georgetown has completed the required self-assessment and has determined that the town is in compliance with the conditions of its Small MS4 General Permit.

Should you have any questions, please contact either John Moultrie, Georgetown Highway Surveyor, at 978-352-5704 or myself at 978-374-0519.

Thank you.

Sincerely,

Alan Macintosh
Assistant Director/Envir. Prog. Mgr.

Cc: MA DEP/Division of Watershed Management
S. Delaney, Georgetown Town Administrator
J. Moultrie, Georgetown Highway Surveyor

✓
Municipality/Organization: TOWN OF GEORGETOWN, MA

EPA NPDES Permit Number: MAR041191

MADEP Transmittal Number: W-035530

Annual Report Number

& Reporting Period: No. 2: May 1, 2004 -April 30, 2005

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John Moultrie

Title: Highway Surveyor

Telephone #: 978-352-5704

Email: hiwayman22@netzero.net

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: Paul H. Thompson

Printed Name: Paul Thompson

Title: Chairman, Board of Selectmen

Date: April 25, 2005

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1.1	Storm Water Workshop	Highway Dept./ John Moultrie & MVPC/Alan Macintosh	Local mailing list and labels, press release, workshop participation	Georgetown Highway Dept. personnel participated in a public workshop sponsored by EPA, DEP, MHD, and MA Regional Planning Agencies in April '05 to educate local public officials about construction and post construction erosion, sediment, and runoff control best management practices (BMPs), including low impact development techniques.	Continue to participate in storm water education and training forums to remain informed on relevant Phase II issues and opportunities.
Revised					
1.2	Storm Water Management Website	Highway Dept./ John Moultrie & MVPC/Alan Macintosh	User-friendly website with down-loadable educational fact sheets on residential BMPs	The Georgetown Highway Department, assisted by MVPC and Virtual Town Hall, Inc., maintained a user-friendly web site containing a series of down-loadable residential BMP fact sheets (customized to Georgetown residents) on impervious surface area reduction, low impact development (LID) techniques, and fertilizer, yard waste, pet waste, HHW & used motor oil, and septic system management.	Maintain local storm water management website and enhance with additional down-loadable public education fact sheets and brochures as appropriate
Revised					
1.3	Septic System Management	Health Board/ Deborah Rogers & MVPC/Alan Macintosh	Septic system maintenance flyer for public dissemination	The Georgetown Board of Health, assisted by MVPC, printed and distributed additional copies of a septic system maintenance brochure (customized to Georgetown residents) detailing the "Do's" and "Don'ts" for keeping septic systems in good working order to protect public health and the environment.	Print additional brochures as needed to keep in stock at Board of Health office for distribution to septic system owners.
Revised			Digital Title 5 data management system for improved records management and enforcement	Assisted by MVPC, the Bd. of Health instituted a new Microsoft Access-based septic information management system, linked to GIS, that increases the capacity and efficiency of local health personnel to record, retrieve, query, analyze, and update key septic system data.	Complete inputting of historical on-site systems file records into digital database.
1.4	Household Hazardous Waste (HHW) Management	Health Board/ Deborah Rogers	Press notice and article, HHW collection event, safe recycling/disposal of residential HHW	The Georgetown Board of Health contracted with Clean Harbors, Inc., to hold a Household Hazardous Waste Collection Day on November 13, 2004. Open to all town residents as well as neighboring communities (by fee), the event resulted in the safe removal of a wide array of hazardous household products, including chemical wastes and used computer and TV monitors.	Sponsor another townwide HHW collection event in November 2005.
Revised					

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2.1	Inter-departmental Storm Water Mgmt. Committee	Board of Selectmen/ Paul Thompson	Appoint committee to assist Highway Dept. with development & implementation of municipal Storm Water Management Program (SWMP) – *See footnote	The Highway Surveyor, Town Administrator, Town Planner, other town personnel, and MVPC environmental staff continued to confer on the development and implementation of the Storm Water Management Program and other Phase II-related matters.	Convene SWMP Committee meetings as needed to solicit public input, chart progress, and facilitate implementation of SWMP actions.
Revised					
2.2	Municipal Board Meetings	Highway Dept./ John Moultrie, MVPC/Alan Macintosh	Meet with appropriate town boards and staff for input on municipal SWMP development.	The Highway Surveyor, assisted by MVPC, met and consulted with various town board members and staff (Selectmen, Planning, Health, Conservation) for information and advice on the continued development and implementation of the SWMP.	Meet with appropriate town boards and staff to solicit input and advice, chart progress, and facilitate implementation of SWMP actions.
Revised					
2.3	Storm Water Mgmt. Website	Highway Dept./ John Moultrie MVPC/Alan Macintosh	See BMP #1.2	See BMP #1.2	See BMP #1.2
Revised					
2.4	“Traveling” Storm Water Kiosk	Highway Dept./ John Moultrie MVPC/Alan Macintosh	Traveling storm water exhibit placed in prominent public places: town hall, library, public schools	The Georgetown Highway Dept., assisted by MVPC and Eight Towns & The Bay (8T&B), collected and developed storm water pollution and BMP education materials for display on a kiosk to be rotated among prominent public facilities in Georgetown. During Permit year 2, additional materials were prepared, including color graphics on the hydrologic cycle, impervious surface impacts, and low impact development (LID) practices.	Complete assembly of educational kiosk and display kiosk on rotating basis in public places.
Revised					

*NOTE: On April 27, 2004, the Board of Selectmen officially appointed an inter-departmental Storm Water Management Committee comprised of the following municipal personnel: Town Administrator, Highway Surveyor, Health Agent, Conservation Agent, and Town Planner.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4.1	Construction Site Runoff Control Bylaw	Planning Board/Jacki Byerley, Highway Dept./John Moultrie, MVPC/Alan Macintosh	Public notice, public hearing, town adoption and implementation of construction site runoff control bylaw	Assisted by MVPC, the town prepared a revised draft construction site runoff control bylaw aimed at maximizing on-site storm water retention and minimizing soil erosion and sedimentation. Further work is needed on this bylaw prior to its adoption due to the complexities of related runoff control provisions in other existing town bylaws and regulations. In an effort to get a better handle on this issue, Georgetown and MVPC personnel attended the EPA/BayState Roads educational workshop on April 8, 2005 in Andover, MA.	Further review and amend draft bylaw as needed in preparation for Town Meeting presentation/adoption in Permit Year 3
Revised					
4.2	Slope Development Regulation	Planning Board/Jacki Byerley, Highway Dept./John Moultrie, MVPC/Alan Macintosh	Public notice, public hearing, Planning Board adoption of slope development regulation as part of Subdivision Regulations	Assisted by MVPC, the town prepared and revised a draft slope development regulation aimed at maximizing the retention of steep hillslopes in an undisturbed state and minimizing water quality impacts due to slope grading. Further review of this regulation is required before its adoption.	Further review and amend regulation as needed for Planning Board adoption in Permit Year 3
Revised					
4.3	Open Space Residential Development Bylaw	Planning Board/Jacki Byerley, MassAudubon/Tim Purinton, MVPC/Alan Macintosh	Public notice, public hearing, town adoption of open space residential development (OSRD) bylaw	Assisted by Mass Audubon and MVPC, the town reviewed and revised a draft OSRD bylaw patterned after the “Green Neighborhoods” model bylaw, aimed at maximizing prime open space retention and minimizing impervious surface cover/runoff through the use of creative “clustering” techniques. The revised bylaw was approved by the Planning Board in April 2005.	Present Planning Board-approved OSRD bylaw for Town Meeting adoption in Permit Year 3
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5.1	Post-construction Runoff Control Bylaw	Planning Board/Jacki Byerley, Highway Dept/ John Moultrie, MVPC/Alan Macintosh	Public notice, public hearing, town adoption and implementation of post-construction runoff control bylaw	Assisted by MVPC, the town prepared a draft post-construction runoff control bylaw aimed at establishing & instituting enhanced storm water management standards from new and redeveloped sites into the municipal storm drainage system. Further work is needed on this bylaw before presenting it for adoption.	Further review and amend bylaw as needed in preparation for Planning Board approval and Town Meeting presentation/adoption in Permit Year 3
Revised					
5.2	BMP Operation & Maintenance Procedures	Highway Dept/ John Moultrie, MVPC/Alan Macintosh	Written procedures & personnel training manual to ensure long term operation & maintenance of storm water BMP's	No action	Will be drafted in Permit Year 3, finalized in Permit Year 4, and implemented annually thereafter
Revised					
5.3	BMP Evaluation Procedures	Highway Dept/ John Moultrie, MVPC/Alan Macintosh	Written procedures & personnel training manual to evaluate and refine BMPs for purposes of ensuring long term storm water BMP effectiveness in minimizing water quality and habitat impacts	No action	Will be drafted in Permit Year 3, finalized in Permit Year 4, and implemented annually thereafter
Revised					
Revised					
Revised					
Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *NOT APPLICABLE*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit Notice of Intent
for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

F. Example Storm Water Management Program TIME FRAMES

BMP ID #	PERMIT YEAR ONE			PERMIT YEAR TWO			PERMIT YEAR THREE			PERMIT YEAR FOUR			PERMIT YEAR FIVE			Next Permit					
	Spring 03	Summer 03	Fall 03	Winter 03-04	Spring 04	Summer 04	Fall 04	Winter 04-05	Spring 05	Summer 05	Fall 05	Winter 05-06	Spring 06	Summer 06	Fall 06		Winter 06-07	Spring 07	Summer 07	Fall 07	Winter 07-08
1.1		X																			
1.2		X			X																
1.3					X																
1.4			X				X													X	
1.5					X				X				X					X			
2.1	X			X																	
2.2	X			X				X					X								X
2.3				X		X															
2.4				X																X	
3.1	X			X																	
3.2	X			X																	
3.3					X				X												
3.4									X					X							X
3.5																					
4.1					X				X												
4.2					X				X												
4.3	X				X																
4.4	X																				X
4.5	X																				X
5.1					X				X												MAY 2005
5.2									X												X
5.3									X												X
6.1	X		X		X		X		X		X		X		X		X				2005
6.2	X		X		X		X		X		X		X		X		X				X
6.3			X				X				X				X						X
6.4					X				X				X				X				X
6.5					X				X				X				X				X

MAY 12 2005