

OFFICE OF
BOARD OF SELECTMEN

TOWN OF HOLLISTON FACSIMILE TRANSMISSION

To: *Ann Herrick*

From: *Andrea*

Fax: *617 918 0505*

Pages: *13*

Phone:

Date:

Re:

XC:

Urgent

For Review

Please Reply

PLEASE CALL US AT 508-429-0608 IF YOU EXPERIENCE ANY PROBLEMS WITH THIS TRANSMISSION.

COMMENTS:

*Holliston NPDES PII Small MS4
General Permit
Annual Report*

Municipality/Organization: Town of Holliston

EPA NPDES Permit Number: MAR041122

MaDEP Transmittal Number: W-

**Annual Report Number
& Reporting Period:** No. 1: March 05-March 06

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Paul D. Le Beau

Title: Town Administrator

Telephone #: 508-429-0608

Email: lebeau@holliston.k12.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: Paul D. Le Beau

Title: Town Administrator

Date: May 1, 2006

Part II. Self-Assessment

The Town of Holliston established a stormwater management team comprised of representatives in the Highway Department, Water Department, Planning Board, Conservation Commission, Board of Health and Selectmen's office. We have met in order to discuss progress made on the program and establish new goals. Over the past year, we have made a lot of progress in the areas of self and public education as well as improving the physical plants at town owned buildings. In the three years that we have been doing this, we have completed a many of our original goals and continue to look towards ways of improving our plan.

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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|----------|--|-------------------------------|--|---|------------------------------------|
| 1A | Establish a classroom education program. | ConCom, Water | | Continue Program | Increased participation |
| 1B | Distribute brochures and fact sheets to residents and businesses | ConCom, Selectmen | | Continue distribution at meetings and via town mailings. | Update website as appropriate. |
| 1C | Publish articles on stormwater protection in local papers. | ConCom | In progress | | |
| 1D | Develop stormwater section on town website | Selectmen | www.townofholliston.us | Town Website has an established stormwater management area. It can be accessed by going to www.townofholliston.us | Update website as necessary. |
| 1E | Create stormwater educational display | Water Department | In progress | | |

1a. Additions - none

2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|----------|---|-------------------------------|-------------------------------|--|------------------------------------|
| 2A | Establish a stormwater hotline | ConCom | Record number of calls | | |
| 2B | Distribute stormwater educational material during public meetings | Selectmen | Copies of materials attached. | Stormwater information available on town website. | Update website as necessary. |

| | | | | | |
|----|-------------------------------------|---------|--|--|------------------------------|
| 2C | Conduct river and pond cleanups | ConCom | Associates undertaking cleanups of all waterways in the town | The Lake Winthrop Watershed Association filed an NOI to lower the lake to clean weeds. The project is still under review due to the discovery of endangered mussels. | |
| 2D | Mark storm drains | Highway | 50% of drains marked by year 5 | Continue markings until complete. | Will be completed this year. |
| 2E | Native Tree/shrub planting program. | ConCom | Tree replacement | The Commission requires that native trees be used in wetland replication or remediation. The Associates have also planted in the past, liberty elms. | |

2a. Additions - none

3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|----------|--|---------------------------------|--|--|---------------------------------------|
| 3A | Develop primary storm drain system map | Highway | 70% of system mapped on GIS | Ongoing. | 100% complete. Map is at the printer. |
| 3B | Complete mapping of stormwater outfalls | Highway | All outfalls mapped by Year 5. | Ongoing. | 100% complete, part of 3B. |
| 3C | Illicit discharge prohibition bylaw | Planning Board, Board of Health | | Currently under the jurisdiction of the Holliston Board of Health regulations. | Board of Health |
| 3D | Develop illicit discharge detection and elimination plan | Highway, Board of Health | Outfalls examined by year 5. Sources traced and documented | Will start inspections during dry season. Concentrating in priority areas. | On-going, yearly inspections. |

3a. Additions

| | | | | | |
|----|----------------------------------|-----------|----------------------|--|---|
| 3E | Hold Annual Hazardous Waste Day. | Selectmen | Annual event planned | HHHW day was held last fall and the town is part of a multi-town consortium. | HHHW day is scheduled for July 29 and the Town is also part of a multi-town consortium. |
|----|----------------------------------|-----------|----------------------|--|---|

| | | | | | |
|----|--|--------|--|---|--|
| 3G | Evaluate stormwater discharge to rare or endangered species habitats | ConCom | Locating habitats is an on-going process | MNHESP estimated habitat map shows certified vernal pools and estimated polygons. ConCom Bylaws and regs were created to protect end species habitat. | |
|----|--|--------|--|---|--|

4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|----------|--|------------------------------------|---|--|------------------------------------|
| 4A | Develop erosion control bylaw | Planning Board, Building Inspector | Bylaw at Town Meeting by end of year 2. | Currently under the jurisdiction of the Board of Health regulations. | Board of Health |
| 4B | Establish a procedure for the receipt of information submitted by public | ConCom | Record number of phone calls | Information regarding wetlands/regulations are currently on the ConCom website with links to other resources. | |
| 4C | Develop guidance for erosion controls | ConCom | Inspection checklist and document inspections | Currently under the jurisdiction of the Board of Health regulations. Requirements are cited in Orders of Conditions. Erosion controls are inspected by Agent after installation. | |

4a. Additions - none

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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|----------|---|---|--|---|---|
| 5A | Develop stormwater management control bylaw | Planning Board, Building Inspector | Bylaw at Town meeting by end of year 2. | Currently under the jurisdiction of the Board of Health. | |
| 5B | Develop and implement inspection program | Planning Board, Highway, ConCom, Building Inspector | Copies of maintenance reports, inspections completed and results | O&M Plans are required for detention basins and stormwater systems for developments. | Inspected during sub-division installation and yearly thereafter. |

| | | | | | |
|----|------------------------------|------------------------------------|----------------------------|--|--|
| 5C | Develop BMP design standards | Planning Board, Building Inspector | Improved bylaws as adopted | Currently under the jurisdiction of the Board of Health. | |
|----|------------------------------|------------------------------------|----------------------------|--|--|

5a. Additions - none

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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|----------|---|-------------------------------|---|---|---|
| 6A | Comply with DEP policy for vehicle washing at town owned facilities | Highway | Vehicle wash unit | The Highway Department has installed a vehicle wash point that incorporates a water recycling and filtration system. This facility is open to all town departments. | Done |
| 6B | Ensure compliance for floor drain systems | Highway | Modification of floor drain systems | All town buildings with floor drain discharges have been plugged and are no longer used. | Done |
| 6C | Evaluate and implement stormwater BMP for police station parking lot runoff | Police, Highway | | Police station being study for an expansion project and this will upgrade the facility to upgrade deficiencies | Article on May Town Meeting Warrant and ballot question on May election ballot for renovations to the Police Station. |
| 6D | Clean catch basins | Highway | Clean basins | On going program. All basins cleaned annually. Continue practice in place. | Yearly |
| 6E | Sweep streets | Highway | Sweep Streets | On going program. All streets swept yearly and additionally as necessary. Continue practice in place. | Yearly |
| 6F | Develop an inspection and maintenance plan | Highway | Records of inspections and maintenance. | Schedule posted at the Highway garage. Done routinely. Continue practice in place. | Yearly |

6a. Additions

| | | | | | |
|----|---|---------|--|--|----------------------|
| 6I | Prevent stormwater contact with fueling station | Highway | | Fuel blanket at the site and ongoing preventative measures in place. | Spill kits available |
|----|---|---------|--|--|----------------------|

| | | | | | |
|----|---------------------------------------|---------|--|--|--|
| 6J | Evaluate sediment loading to wetlands | Highway | | Corrected with new washdown system which has been installed. | |
|----|---------------------------------------|---------|--|--|--|

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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities - Permit Year 4 |
|----------|--|-------------------------------|--------------------|---|------------------------------------|
| 7A | Develop a water quality strategy for 303d waters | Highway, Selectmen | Strategy developed | Still in progress. Not yet started. | Not done |
| 7B | Implement BMPs from Water quality strategies | Highway, Selectmen | | Still in progress. Not yet started. | Not done |

7a. Additions - none

7b. WLA Assessment

Through improvements at the Highway Department and with the addition of a new washdown unit all town vehicles are now washed at the Highway Department. This will decrease the waste load allocation on many wetland areas in town including ones adjacent to the Highway Department, Fire Station, Police Department, Water Department foundry and Golf Course. Additionally, the Water Department has removed the stored material behind the foundry eliminating the migration of silt into neighboring sensitive wetland areas.

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

| | | |
|--|-------|----|
| Stormwater management position created/staffed | (y/n) | No |
| Annual program budget/expenditures | (\$) | 0 |

Education, Involvement, and Training

| | | |
|---|--------------|---------|
| Estimated number of residents reached by education program(s) | (# or %) | Unknown |
| Stormwater management committee established | (y/n) | Yes |
| Stream teams established or supported | (# or y/n) | Highway |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | (y/n or mi.) | N/A |

| Household Hazardous Waste Collection Days | | |
|---|---------------|--|
| ▪ days sponsored | (#) | One scheduled for July. Plus participation in consortium |
| ▪ community participation | (%) | Varies |
| ▪ material collected | (tons or gal) | Varies |
| School curricula implemented | (y/n) | Yes |
| | | |
| | | |

Legal/Regulatory

In Place
Prior to
Phase II

| Regulatory Mechanism Status (indicate with "X") | | | |
|--|----------------------|--|--|
| ▪ Illicit Discharge Detection & Elimination | BOH regs for subdiv. | | |
| ▪ Erosion & Sediment Control | BOH regs for subdiv. | | |
| ▪ Post-Development Stormwater Management | BOH regs for subdiv. | | |
| Accompanying Regulation Status (indicate with "X") | | | |
| ▪ Illicit Discharge Detection & Elimination | BOH regs for subdiv. | | |
| ▪ Erosion & Sediment Control | BOH regs for subdiv. | | |
| ▪ Post-Development Stormwater Management | BOH | | |

Mapping and Illicit Discharges

| | | |
|--|-----|------|
| Outfall mapping complete | (%) | 100% |
| Estimated or actual number of outfalls | (#) | 296 |
| System-Wide mapping complete | (%) | 100% |

| | | |
|-----------------------------------|---------------|------|
| Mapping method(s) | | |
| ▪ Paper/Mylar | (%) | |
| ▪ CADD | (%) | |
| ▪ GIS | (%) | 100% |
| Outfalls inspected/screened | (# or %) | 100% |
| Illicit discharges identified | (#) | 0 |
| Illicit connections removed | (#)est. gpd) | 0 |
| % of population on sewer | (%) | 0 |
| % of population on septic systems | (%) | 100% |

Construction

| | | |
|---|------------|------|
| Number of construction starts (>1-acre) | (#) | 36 |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | (%) | 100% |
| Site inspections completed | (# or %) | 60% |
| Tickets/Stop work orders issued | (# or %) | 0 |
| Fines collected | (# and \$) | |
| Complaints/concerns received from public | (#) | 0 |

Post-Development Stormwater Management

| | | |
|--|----------|---------|
| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | (%) | 100% |
| Site inspections completed | (# or %) | 50% |
| Estimated volume of stormwater recharged | (gpy) | unknown |
| | | |

Operations and Maintenance

| | | |
|--|----------------|-------------------|
| Average frequency of catch basin cleaning (non-commercial/non-arterial streets) | (times/yr) | 1/yr |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets) | (times/yr) | 1/yr |
| Total number of structures cleaned | (#) | 2,177 |
| Storm drain cleaned | (LF or mi.) | 89 miles |
| Qty. of screenings/debris removed from storm sewer infrastructure | (lbs. or tons) | 245 tons |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) | | Compost recycling |

| | | | |
|--|----------------|---------|----------------|
| Cost of screenings disposal – Compost Screening | (\$) | 7,400 | 0 |
| Grinding brush and stumps -3,400 cubic yards | | \$4,000 | |
| Average frequency of street sweeping (non-commercial/non-arterial streets) | (times/yr) | | 1/yr |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr) | | 1/yr |
| Qty. of sand/debris collected by sweeping | (lbs. or tons) | | 605 tons |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) | (location) | | Recycling Ctr. |
| Cost of sweepings disposal | (\$) | | 0 |
| Vacuum street sweepers purchased/leased | (#) | | 1 |
| Vacuum street sweepers specified in contracts | (y/n) | | No |
| | | | |
| | | | |

| | | | |
|--|---------------------------|-------------|-------|
| Reduction in application on public land of: (“N/A” = never used; “100%” = elimination) | | | |
| ▪ Fertilizers | ALL ORGANIC MATERIAL USED | (lbs. or %) | 100 % |
| ▪ Herbicides | | (lbs. or %) | 100 % |
| ▪ Pesticides | | (lbs. or %) | 100 % |
| | | | |
| | | | |

| | | |
|--|--|---------------------|
| Anti-/De-Icing products and ratios | NaCl, CaCl ₂ , MgCl ₂ CMA Kac, KCl, Sand | State bid specs. |
| Pre-wetting techniques utilized | (y/n) | No |
| Manual control spreaders used | (y/n) | Yes |
| Automatic or Zero-velocity spreaders used | (y/n) | No |
| Estimated net reduction in typical year salt application | (lbs. or %) | 15% |
| Salt pile(s) covered in storage shed(s) | (y/n) | Yes |
| Storage shed(s) in design or under construction | (y/n) | No |

STORMWATER MANAGEMENT HELPFUL HINTS

THE TOWN OF HOLLISTON INSTITUTED A STORMWATER MANAGEMENT PLAN. PART OF THAT PLAN IS TO HELP EDUCATE THE PUBLIC IN EFFECTIVE METHODS TO PREVENT POLLUTION OF STORMWATER. BELOW IS SOME HELPFUL INFORMATION FOR HOMEOWNERS TO USE TO REDUCE THE AMOUNT OF POLLUTANTS THAT ENTER INTO OUR WATER SYSTEM.

Water Conservation Practices for Homeowners

Homeowners can practice good water use habits by being aware of daily activities that consume a large volume of water. Some water conservation practices that can be recommended include: Run the dishwasher and laundry machines only with full loads. Use the shortest wash and rinse cycles and the lowest water level setting possible. Avoid the permanent press cycle, which uses an additional 10 to 20 gallons of water.

- When hand-washing dishes, do not let the water run continuously.
- When buying a new washing machine, choose a suds-saver model.
- In the bathrooms, place two half-gallon plastic bottles filled with water in the toilet tank to reduce the amount of flush water used.
- Take shorter showers and use a water-conserving showerhead (less than 2.5 gallons per minute) rather than taking baths, which use 30 to 50 gallons of water.
- When shaving, brushing teeth, or washing your face, do not let the water run continuously.
- When washing your car, use a bucket, and wash and rinse sections individually. Use a high-pressure, low-volume hose with a nozzle.
- Water the lawn only when absolutely necessary. More water is consumed using sprinkler and irrigation systems than if a hand-held hose is used. (Trickle irrigation systems and soaker hoses are 20 percent more efficient than sprinklers.) Water lawns only during the coolest time of day to avoid evaporation of the water.



Fixing a leaky sink can help conserve water (Source: Louisiana USA, 1997)

Benefits - The greatest benefit of water conservation in the home is cost savings. By reducing the amount of water used, monthly water bills are reduced. If homes are served by septic systems, reducing water use reduces the amount of wastewater to be treated, thereby minimizing strain on the system and improving pollutant removal performance. By following these suggested water conservation measures, water use in the home can be reduced. The cumulative effects of using water conservation practices can significantly reduce the burden on water storage, purification, distribution, and treatment facilities. Water conservation is not only "environmentally friendly," but it is also very economical.

Pet Waste Management

When pet waste is not properly disposed of, it can wash into nearby water bodies or can be carried by runoff into storm drains. Since storm drains do not connect to treatment facilities, but rather drain directly into lakes and streams, untreated animal feces can become a significant source of runoff pollution. As pet waste decays in a water body, it uses up oxygen, sometimes releasing ammonia. Low oxygen levels and ammonia combined with warm temperatures can be detrimental to the health of fish and other aquatic life. Pet waste also contains nutrients that promote weed and algae growth (eutrophication). Eutrophic water becomes cloudy and green, making it unattractive or even prohibitive for swimming and recreation. Pet waste also carries bacteria, viruses, and parasites that can pose risks to human health and threaten wildlife.

- The Town has a By-law which require pet owners to clean up after their pets.
- The Town By-law also prohibits pets from all school property and town owned fields.



Encourage pet owners to collect their animal's waste so it will not wash into sewers and streams

Benefits - The benefits of pet waste management include a cleaner neighborhood in both site and smell and improved water quality through a reduction in nutrient inputs to water bodies. It is also a message that is targeted specifically at pet owners.

Lawn and Garden Activities

Lawn and garden activities can result in contamination of storm water through pesticide, soil, and fertilizer runoff. Proper landscape management, however, can effectively reduce water use and contaminant runoff and enhance the aesthetics of a property. Environmentally friendly landscape management can protect the environment through careful planning and design, routine soil analysis, appropriate plant selection, use of practical turf areas, water use efficiency, use of mulches, and appropriate maintenance.

- **Soil Analysis and Improvements.** Residents should test soils every 3 to 4 years to determine the amount of nutrients necessary to maintain a healthy lawn. Soil analyses can also be performed by a local service company who can then provide suggestions for improving the ability to support specific types of vegetation and retain water at a specific site.
- **Appropriate Plant Selection.** Property owners should choose local or regional plants when developing an environmentally friendly landscape. Indigenous plant species are generally more water efficient and disease resistant.
- **Practical Turf Areas.** Property owners should plant non-turf areas where possible, because lawns require more water and maintenance than wildflowers, shrubs, and trees.
- **Efficient Irrigation.** Much of the water that is applied to lawns and gardens is not absorbed by the vegetation. When water is applied too quickly, it is lost as runoff along with the top layers of soil. To prevent this, it is important to use low-volume watering approaches such as drip-type or sprinkler systems.
- **Use of Mulches.** Mulches help retain water, reduce weed growth, prevent erosion, and improve the soil for plant growth.
- **Fertilizers & Pesticides.** Property owners should be discouraged from using fertilizers, or if they are used, from over-applying them. There are less-toxic alternatives to commercial fertilizers, such as composted organic material. Pesticide use can be avoided entirely by selecting hearty plants that are native to the area and by keeping them healthy.

Benefits - Property owners can develop a landscape plan that utilizes the natural conditions of the property. For example, the regional and climatic conditions of the site, existing vegetation, topography, intended uses of the property, and the grouping of plants by their water needs are all important considerations in designing a site that promotes natural vegetation growth while minimizing water loss and contamination.

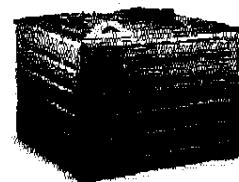
Proper Disposal of Household Hazardous Wastes

Many products found in homes contain chemical ingredients that are potentially harmful to people and to the environment. Chemicals such as oven cleaners, paint removers, bug killers, solvents, and drain cleaners are just a few common hazardous products in the home.

Hazardous products include the following:

- **Cleaning products:** oven cleaner, floor wax, furniture polish, drain cleaner, and spot remover
- **Car care and maintenance:** motor oil, battery acid, gasoline, car wax, engine cleaner, antifreeze, degreaser, radiator flush, and rust preventative
- **Home improvement products:** paints, preservatives, strippers, brush cleaners, and solvents
- **Other products labeled toxic, flammable, or corrosive, or containing lye, phenols, petroleum distillates or trichlorobenzene**

Benefits - Properly disposing of household hazardous wastes ensures that contamination through leaks and spills does not occur. If such wastes are disposed of with regular garbage, the toxic materials could destroy landfill liners or other disposal areas.



A typical compacting bin (Source: Alameda County Waste Management Authority, 2004)



Hazardous household wastes can be disposed of properly by taking them to a local waste collection facility.

TOWN OF HOLLISTON HOUSEHOLD HAZARDOUS WASTE DAY
SATURDAY, JULY 29, 2006
9:00 A.M. TO 1:00 P.M.
MIDDLE SCHOOL
235 WOODLAND ST

Information courtesy of EPA. More information available at www.epa.gov