

Municipality/Organization: Maynard, MA
EPA NPDES Permit Number: MA041208
MassDEP Transmittal Number: W-035581
Annual Report Number & Reporting Period: Year 06
April 1, 2008 – March 31, 2009

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2009)

Part I. General Information

Contact Person: John Curran **Title:** Town Administrator
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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: John C. Curran
Title: Town Administrator
Date: 4/28/2009

Part II. Self-Assessment

From April 1, 2008– May 1, 2009 the Town of Maynard continued to make progress implementing BMPs and meeting the General Permit requirements. Due to a major staff change in the DPW, Town Staff (DPW, Conservation Commission, and Planning Board) separately focused on stormwater management activities. Maynard’s Stormwater Management Program will be re-assessed during development of the next NOI to more efficiently use Maynard’s limited resources and staff time to leverage better stormwater management.

The Town implemented a number of BMPs that were in progress last year, including a press release about stormwater (1.4.1), a Good Housekeeping workshop, and evaluation of operations at the Public Works facility, transfer station, and WWTF (6.4.1). In addition, the Conservation Commission website was revamped to include stormwater-related information, including a link to the Massachusetts Stormwater Handbook and a link to the electronic version of the *Stormwater Matters* posters produced by the Sudbury-Assabet-Concord (SuAsCo) Community Watershed Council. The Conservation Commission continues to keep information on stormwater available at the library and advocates proper stormwater management at public outreach events in Town.

Two by-laws are planned for inclusion on the warrant for Spring 2009 Town Meeting: the Stormwater and Land Disturbance By-law (BMPs 2.5.1, 3.1.4, 4.1.1, 4.1.2, and 4.1.3) and the Post Construction Stormwater Management of New Development and Redevelopment bylaw (BMPs 2.5.1 and 5.1.1).

One additional press release was planned to describe the new General Permit requirements (1.4.1). However, this press release is on hold until the next General Permit is released.

Due to limited Town Staff time and limited budgets, the poster contest for 5th graders (2.2.1) did not take place. However, the intent of this BMP was met by BMP 1.2.1, which educated 5th graders about stormwater. This poster contest will be re-evaluated for effectiveness during development of the NOI for the next General Permit.

Notes on the Permit Year 6 Annual Report:

1. This report summarizes the activities scheduled for the prior five permit years and documents the Town’s progress in each permit year.
2. Measurable goals by Permit Year were extrapolated from the “Time Frames” page in the original NOI and are based on revisions made in prior Annual Reports.

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 – Next Permit Term
1.1.1	Homeowner Focus – Mail educational flyer with stormwater survey	SuAsCo Council and Stormwater Management Team (SWMT)	YR01: Flyer distribution. Compile and evaluate survey results. YR02-05: None.	YR01: Stormwater Matters sent out with water bills on March 20, 2003. SuAsCo sent community survey on December 18, 2003. YR02: BMP complete. YR03: BMP complete. YR04: BMP complete. YR05: BMP complete. YR06: BMP complete.	Measurable goals for the 2003 General Permit have been met.
Revised					

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 – Next Permit Term
1.2.1	Student Focus – Teach stormwater lesson to 5 th grade students	SuAsCo Council and SWMT	YR01: None YR02: Prepare and implement lesson. YR03-05: None	YR01: N/A YR02: Stormwater Matters lesson prepared and implemented. YR03: BMP complete YR04: BMP complete YR05: BMP complete YR06: BMP complete	Measurable goals for the 2003 General Permit have been met.
Revised					
1.3.1	Business Focus – Mail educational flyer with a stormwater survey	SuAsCo Council and SWMT	YR01-02: None. YR03: Flyer distribution. YR04-05: None.	YR01: N/A YR02: N/A YR03: Mailed flyers with water bills (Stormwater Matters). Insufficient response to warrant analysis of survey responses. YR04: BMP complete YR05: BMP complete YR06: BMP complete	Measurable goals for the 2003 General Permit have been met.

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 – Next Permit Term
1.4.1	General Public Focus – Hold a stormwater media campaign	SuAsCo Council and SWMT	YR01-03: None YR04: Press releases planned for YR05. YR05: 2 press releases related to stormwater program.	<p>YR01: N/A YR02: N/A YR03: N/A YR04: Due to staffing changes and budget constraints, the schedule was revised during YR04. Schedule revision met same goal as original schedule. YR05: Two press releases are in the process of being submitted to <i>The Beacon Villager</i>. These press releases cover the following topics:</p> <ul style="list-style-type: none"> • EPA Phase II Stormwater Requirements • Why stormwater matters • Town’s stormwater management program activities, particularly public education activities • Phosphorus pollution in the Assabet River • Stormwater Program contact information • Volunteer information <p>YR06: Press release titled “Maynard Progresses on Stormwater Management Program” was printed in the Beacon Villager on May 2, 2008. Second press release was delayed, as it will cover the requirements of the next General Permit. Articles related to stormwater were released in the Beacon Villager, including one related to SuAsCo’s Annual River Visions forum and a number related to OAR’s annual Assabet River cleanup.</p>	Measurable goals for the 2003 General Permit have been met.

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 – Next Permit Term
1.4.2	General Public Focus – Show a stormwater video on a local cable station	SuAsCo Council and SWMT	YR01-04: None. YR05: Obtain and air stormwater video.	YR01: N/A YR02: N/A YR03: N/A YR04: N/A	Measurable goals for the 2003 General Permit have been met.
Revised				YR05: <i>After the Storm</i> video and <i>Reigning in the Storm-One Building at a Time</i> were obtained from EPA in previous years. These videos are aired on the Town’s public access cable television station. This year, Town obtained additional copy of <i>After the Storm</i> to potentially show in other venues. YR06: BMP complete.	

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 – Next Permit Term
2.1.1 Revised	Homeowner Focus – circulate stormwater traveling display	SuAsCo Council and SWMT	YR01: Develop display and feature at 3 locations. YR02-05: None.	YR01: Display created and displayed at Town Hall. YR02: N/A YR03: N/A YR04: N/A YR05: Town developed new display titled <i>Maynard's Stormwater Management Program</i> and exhibited it at Town Hall and plans to display it at Spring 2008 Town Meeting. In addition, copies of this display are posted at the Library. YR06: Display titled <i>Maynard's Stormwater Management Program</i> continues to be exhibited at Town Hall. Copies of this display are also posted at the Library.	Measurable goals for the 2003 General Permit have been met.

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2.4.1	General Public Focus – Annual River Cleanup Day	SuAsCo Council and SWMT, DPW	YR03-05: Annual cleanup.	<p>YR03: BMP added to replace BMP 2.3.1 – General Public Focus (Hold a local stormwater summit). Assabet River Cleanup day held with SuAsCo. 20-30 people in attendance. DPW removed waste collected during cleanup.</p> <p>YR04: Assabet River Cleanup day held with OAR.</p> <p>YR05: The Annual Assabet River Cleanup Day was held with OAR on Saturday September 15, 2007. In addition, OAR sponsored a cleanup on Saturday October 13 that focused on the area upstream of the Power Mill dam.</p> <p>YR06: The 22nd Assabet River Cleanup was held on September 13, 2008. The Maynard DPW supported waste removal efforts during this cleanup.</p>	Measurable goals for the 2003 General Permit have been met.

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 – Next Permit Term
2.5.1	General Public Focus – LID By-law Meetings	SWMT	YR04: Hold meetings to create a stormwater and LID by-law	<p>YR04: BMP added. Held several posted public meetings to develop a stormwater and LID by-law (see BMPs 4.1.1 and 5.1.1). Participants include a cross-section of residents and representatives from various Town offices.</p> <p>YR05: Held meetings to support adoption of Storm Drain System By-law. Continued to hold meetings through Spring 2008 to finish draft by-law and regulations. Public meetings are planned to be held as needed to finalize and adopt by-law. Inclusion of the by-law is planned on the Fall 2008 Town Meeting warrant.</p> <p>YR06: Instead of one Stormwater and LID bylaw, two bylaws were submitted for inclusion on the 2009 Spring Town Meeting warrant: the Stormwater Management and Land Disturbance Bylaw and the Post Construction Stormwater Management of New Development and Redevelopment bylaw. Public meetings are planned to be held as needed to finalize and adopt the by-laws.</p>	Measurable goals for the 2003 General Permit have been met.

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 – Next Permit Term
3.1.1	Stormwater System Mapping – Map outfalls and maintain GIS map as updates occur	DPW	YR01-03: Field check GIS map locations of outfalls. YR04: None YR05: 100% of outfalls will be field checked	YR01: Dufresne-Henry to map entire system. Draft map is complete, and 50% of outfalls have been field checked. YR02: Final draft map completed. YR03: None. YR04: BMP revised to include BMP 3.1.5. Storm sewer updates included in GIS system annually. YR05: All outfalls have been mapped. The Town continued consultant’s work to field verify outfall locations and update GIS mapping. A new Stormwater & Drainage System map was completed by Stantec in July 2007, which shows pipe sizes, connectivity, catch basins, manholes, outfalls, and receiving water bodies.	Measurable goals for the 2003 General Permit have been met.
Revised				<p>YR06: All outfalls were mapped. No updates to map were necessary this year. Town continues to work towards gaining ArcGIS capacity.</p>	

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 – Next Permit Term
3.1.3	Stormwater System Mapping – Map structural BMPs	DPW	YR01-05: New BMP structures will be identified and included in GIS system.	YR01: None. YR02: Received final draft map. YR03: None (BMP complete). YR04: None (BMP complete). YR05: The new Stormwater & Drainage System map developed by Stantec in July 2007 incorporated any updates, including new structural BMPs. YR06: No new BMP structures were identified this year.	Measurable goals for the 2003 General Permit have been met.

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 – Next Permit Term
3.1.4	Stormwater System Mapping – Develop regulations to have developers pay Town’s cost for GIS updates caused by the development	Planning Board	YR01: None YR02 Draft recommended Planning Board Regulations. YR03-04: None. YR05: Adopt Regulations.	YR01: N/A YR02: None. YR03: None. YR04: None. YR05: These provisions are being considered as part of the on-going by-law and regulation development. Regulations may include provisions requiring developers to provide digital mapping. YR06: Regulations associated with two bylaws proposed for inclusion on Spring 2009 Town Meeting warrant are still in progress, and may include provisions requiring developers to provide digital mapping.	Measurable goals for the 2003 General Permit have been met.

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 – Next Permit Term
3.2.1	Regulatory Mechanism – Develop by-law prohibiting illegal non-stormwater discharges into MS4. Include enforcement procedures in by-law.	Selectmen’s Office / SWMT	YR01-02:Review existing by-laws and recommend revisions YR03: None YR04: Implement recommendations for regulatory revisions. YR05: Draft and adopt by-law.	YR01: SWMT and Selectmen’s office reviewed EPA model by-laws. YR02: Reviewed MACC models. Need to draft by-law with enforcement procedures. YR03: Reviewed Office of the Attorney General model by-laws. YR04: Schedule revised and BMP revised to include BMP 3.2.2	Measurable goals for the 2003 General Permit have been met.
Revised				(Regulatory Mechanism – Develop enforcement procedures for illicit discharges to MS4). YR05: Town of Maynard Storm Drain System By-law was passed at the October 29, 2007 Special town Meeting by a vote of 96 to 4. The by-law is awaiting final approval from the Massachusetts Attorney General. YR06: The Storm Drain System By-law was approved by the Massachusetts Attorney General.	

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 – Next Permit Term
3.3.1	IDDE Plan – Organize SWMT to monitor the Town’s compliance with permit requirements.	Selectmen’s Office	YR01-05: Meetings held.	YR01: Two meetings held. YR02: Several meetings held. YR03: None. YR04: SWMT did not meet due to changes in Town staff. YR05: SWMP met four times.	Measurable goals for the 2003 General Permit have been met.
Revised				YR06: Due to substantial changes in Town DPW Staff, SWMT did not meet. Members of SWMP continued to separately monitor compliance with permit requirements and carry out Stormwater Management actions.	

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 – Next Permit Term
3.3.2	IDDE Plan – Identify procedures for locating areas likely to have illicit discharges and illegal dumping.	SWMT/DPW	YR01-05: Develop and implement procedures to identify sources of and remove illicit discharges. Procedures to include identification of priority areas, documentation of actions, evaluation of impacts to MS4, and inspection of outfalls during dry-weather flows.	<p>YR01: DPW receives complaints and visually inspects sites. Town conducts several visual inspections annually.</p> <p>YR02: None.</p> <p>YR03: None.</p> <p>YR04: Schedule revised. BMP revised to include BMPs 3.3.3, 3.3.4, and 3.3.5). Illicit discharges are currently handled on a case-by-case basis, and are identified by visual inspections and public comment.</p> <p>YR05: Formalized IDDE Plan, including procedures to identify illicit discharges, sample, identify sources of illicit discharges, and methods to remove/correct illicit discharges. Priority areas were identified. Current IDDE actions are continuously documented. Illicit discharges continued to be handled on a case-by-case basis. One complaint about illegal dumping was received and was addressed.</p> <p>YR06: IDDE actions are documented. No illicit discharges were detected this year. No complaints were received by DPW or the Board of Health. A number of illicit discharge and illegal dumping complaints were received by the Conservation Commission, and were addressed.</p>	Measurable goals for the 2003 General Permit have been met.

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 – Next Permit Term
3.4.1	Educational Outreach – Inform public employees, business, and general public of hazards of illicit discharges	SuAsCo Council and SWMT	YR01: None. YR02: Information materials distributed. YR03-05: None.	YR01: N/A YR02: None. YR03: Brochure on hazards of illicit discharges available at Town Hall. YR04: Provided annual mailing to residents for the Annual Household Hazardous Waste day. YR05: BMP complete. Continued mailings from Board of Health promoting the annual household Hazardous Waste day. Provided information on illicit discharges and illegal dumping on new display titled <i>Maynard's Stormwater Management Program</i> and as part of new brochures (See BMPs 1.1.2 and 2.2.1).	Measurable goals for the 2003 General Permit have been met.
Revised				YR06: BMP complete. Flier regarding Board of Health's annual (June 21) household hazardous waste day was mailed. Information about illicit discharges, including the display titled <i>Maynard's Stormwater Management Program</i> and brochures, continued to be available in Town Hall and Library.	

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 – Next Permit Term
4.1.1	Regulatory Mechanism – Develop and implement Town by-laws regulating erosion and sediment control for construction sites utilizing appropriate BMPs	SWMT	YR01: None YR02-03: Develop by-laws YR04: None YR05: Implement by-laws	YR01: None. YR02: Reviewed MACC models. YR03: Schedule revised. YR04: By-law drafted. YR05: Development of the LID By-law and regulations continued as part of EOE Smart Growth grant received by Town, including application controls for construction site stormwater runoff. Drafts are developed, and the by-law is planned to be included on the Fall 2008 Town Meeting warrant.	BMP still in progress. By-law is proposed for inclusion on Spring 2009 Town Meeting warrant. Revisions of the regulations will continue.
Revised				YR06: Stormwater Management and Land Disturbance Bylaw is proposed for inclusion on the Spring 2009 Town Meeting warrant.	

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 – Next Permit Term
4.1.2	Regulatory Mechanism – Add design standards and criteria as necessary to Town department regulations regarding construction site erosion control.	Planning Board/Conservation Commission/SWMT	YR01-02: Determine standards, draft regulations YR03: None YR04-05: Update regulations	YR01: ConComm reviewed possible BMPs. Construction site erosion control, design standards, and BMPs are already incorporated in NOI process. YR02: Need to develop Planning Board regulations with sanctions. YR03: None. YR04: None. YR05: As part of development of LID By-law, the Town has drafted regulations that include design standards and criteria regarding construction site erosion control. Town plans to modify local by-laws and regulations as necessary to eliminate conflicts with the LID By-law.	Measurable goals for the 2003 General Permit have been met.
Revised				YR06: The Town drafted regulations that include design standards related to construction site erosion control. Local by-laws and regulations were reviewed for conflicts with LID By-law. Stormwater Management and Land Disturbance By-law is proposed for inclusion on the Spring 2009 Town Meeting warrant. Regulations will be finalized following By-law approval.	

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 – Next Permit Term
4.3.1	Site Inspection/ Enforcement Procedures – Conduct construction site inspections		YR01: None YR02-05: Identify and train staff. Review each project.	YR01: Budget reviewed for Site Inspection Training Course. YR02: Part-time building inspector hired, ConComm versed in stormwater, DPW cited as additional inspection department. YR03: None. YR04: Full-time Building Inspector hired. YR05: Depending on the projects local jurisdiction, trained Town staff conducted inspections. YR06: Construction site inspections continued to be conducted by Town staff, depending on jurisdiction.	Measurable goals for the 2003 General Permit have been met.
Revised					
4.3.2	Site Inspection/ Enforcement Procedures – Develop a procedure for handling reports from the public of non-compliance	SWMT	YR01: None. YR02: Determined complaints to be handled on a case-by-case basis.	YR01: None. YR02: Procedure no longer necessary, schedule revised. YR03: No complaints received. YR04: No complaints received. YR05: BoH and DPW continued to address complaints related to construction site runoff, as necessary. YR06: No complaints were received.	Measurable goals for the 2003 General Permit have been met.
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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term
5.1.1	Regulatory Mechanism – Develop and implement by-laws regulating controls for post-construction runoff utilizing appropriate BMPs	SWMT	YR01: Draft by-law YR02-03: Revise by-law YR04-05: Pass and implement by-laws	YR01: Infiltration policy already adopted by ConComm. Town working to develop new policies. YR02: None. YR03: Schedule revised. YR04: By-law drafted. YR05: Development of the LID By-law and regulations continued as part of EOEA Smart Growth grant received by Town, including controls for post-construction site stormwater runoff. Drafts are developed, and the by-law is planned to be included on the Fall 2008 Town Meeting warrant. YR06: Post Construction Stormwater Management of New Development and Redevelopment is drafted and proposed for inclusion on the Spring 2009 Town Meeting warrant.	By-law is proposed for inclusion on the Spring 2009 Town Meeting warrant.
Revised					
5.2.1	Review BMP Designs – Pre-construction review for conformance with standards/regulations	Planning Board/ Conservation Commission	YR01-05: Review each project.	YR01: ConComm conducted pre-construction and construction inspections through NOI process. YR02-04: Coordinated review by DPW, Planning, and ConComm. YR05: Coordinated local permitting and development review process. YR06: Continued coordinated permitting and development review process for each project.	Measurable goals for the 2003 General Permit have been met.
Revised					

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 – Next Permit Term
5.3.1	Site Inspection/ Enforcement Procedures – During construction, inspect that BMPs are properly constructed	Planning Board/ Conservation Commission	YR01-05: Inspect each project	YR01: ConComm conducted pre-construction and construction inspections through NOI process. YR02: DPW, Planning, and ConComm identified as primary site inspectors. YR03: None. YR04: None. YR05: DPW Director conducts inspections. Plan to train other staff on inspections in Spring 2008 as part of Good Housekeeping Workshop (see BMP 6.1.1). The draft LID By-law and regulations incorporate language to require construction inspections and enforcement.	Measurable goals for the 2003 General Permit have been met.
Revised				YR06: DPW conducts inspections. Good Housekeeping Workshop held on June 3, 2008 included inspection training. In addition, the By-law and regulations require construction inspection and enforcement.	

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 – Next Permit Term
5.3.2	Site Inspection/ Enforcement Procedures – Post-construction provide inspection to be assured that BMP’s O&M procedures have been followed	DPW	YR01: None YR02-YR03: Identify and train staff. YR04-05: Inspection as required.	YR01: N/A YR02: DPW, Planning, and ConComm identified as primary site inspectors. YR03: None. YR04: None. YR05: DPW Director conducts inspections. Plan to train other staff on inspections in Spring 2008 as part of Good Housekeeping Workshop (see BMP 6.1.1). The draft LID By-law and regulations incorporates language to require post-construction inspections and enforcement. YR06: DPW continues to conduct inspections. Staff were trained as part of Good Housekeeping Workshop in June 2008. The By-law and regulations include post-construction inspections and enforcement.	Measurable goals for the 2003 General Permit have been met.
Revised					
5.4.1	O&M Procedures for Stormwater BMPs – Develop procedures for O&M requirements for structural BMPs	SWMT	YR01: None YR02-04: Develop procedures. YR05: None	YR01: None. YR02: No Town-specific procedures developed. Town relies on State and Federal O&M guidelines. YR03: No further action required. YR04: No further action required. YR05: No further action required. YR06: No further action required.	Measurable goals for the 2003 General Permit have been met.
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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Permit Term

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6.1.1	<p>Employee Training Program – Training on oil spill reporting and response, hazardous materials, and pesticide and fertilizer application</p>	DPW/Fire Department	YR01-05: Conduct annual training.	<p>YR01: Hazardous material discharge responsibility transferred to Fire Department, who received annual training. Goal is to obtain pesticide application license at DPW. YR02: None. YR03: Fire Department trained. Town no longer uses pesticides. DPW staff attended LID Training Workshop by CEI in October 2005. YR04: One DPW employee trained in fertilizer application. YR05: Training program was expanded to include a Good Housekeeping Workshop, which included a review of spill response, hazardous materials, and pesticide/fertilizer application BMPs. Program also includes vehicle maintenance BMPs, and proper roadway and stormwater system maintenance. Also includes procedures for addressing illicit discharges/illegal dumping. Good Housekeeping Workshop is planned for Spring 2008. One DPW employee continues to be annual trained in proper fertilizer application. Fire Department had annual training on oil spill reporting and response. YR06: Good Housekeeping Workshop was held on June 3, 2008 and included DPW, Water, Sewer, Police, Fire, Public School representative, Conservation Commission, and Board of Health. Workshop reviewed Town’s stormwater management program and good housekeeping Best Management Practices (BMPs) for municipal facilities and street drainage maintenance.</p>	Measurable goals for the 2003 General Permit have been met.

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6.2.3	Stormwater Sewer System Operation and Maintenance – Structural BMP inspection and maintenance program	DPW	YR01: Develop and implement record keeping. YR01-05: Inspect all BMPs once a year.	YR01: Outside contractor (Sam’s Catch Basin Cleaning) hired. YR02: Need to develop long term record keeping procedures. YR03-04: DPW inspected structural BMPs annually. Rebuilt 14 catch basins. YR05: Forms for documenting structural BMP maintenance have been drafted. Continued annual inspections.	Measurable goals for the 2003 General Permit have been met.
Revised				YR06: Forms for documenting structural BMP maintenance were finalized and used for documenting inspections. Annual inspections continued. 14 catch basins were rebuilt, 4 frame and grate covers were reset, 100 feet of drainage pipe flushed.	

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6.3.1	Parks and Open Space – Fertilizer and pesticide application and management controls	DPW/Forestry	YR01-05: Annually summarize applications.	<p>YR01: Minimize pesticide and fertilizer application.</p> <p>YR02: Need to draft a management program.</p> <p>YR03: DPW will create spreadsheet to track fertilizer applications and maintain the invoices. Trained in pesticide application.</p> <p>YR04: One DPW staff trained in proper fertilizer and pesticide application and management.</p> <p>YR05: Town applies organic fertilizer on Town-owned land. One DPW employee is trained on proper fertilizer application. Town no longer uses pesticides.</p> <p>YR06: Due to budget constraints, Town no longer applies fertilizer to Town-owned land.</p>	Measurable goals for the 2003 General Permit have been met.

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 – Next Permit Term
6.4.1	Municipal Industrial Operations – Evaluate operations at the Public Works Facility, transfer station, and the WWTF	DPW Consultant	YR01-05: Develop and implement a program to reduce pollutant runoff from municipal operations.	<p>YR01-02: DPW installed series of sediment basins, stone trenches, and sediment ponds at highway garage. Installed fence to discourage illegal dumping, resloped river bank to reduce erosion at WWTP.</p> <p>YR02: None.</p> <p>YR03: None.</p> <p>YR04: DPW reviewed individual SWPPP requirements and determined it is not necessary under the general permit to develop SWPPPs for each facility.</p> <p>YR05: A municipal facility inventory, including identification of applicable good housekeeping BMPs for municipal operations is being developed. BMPs will be reviewed as part of Good Housekeeping Workshop. Schedules and procedures are in development for municipal maintenance activities and inspections of long-term structural controls.</p> <p>YR06: Municipal facility inventory was completed in June 2008. Schedules are procedures were developed and have been implemented.</p>	Measurable goals for the 2003 General Permit have been met.

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 – Next Permit Term
6.4.2	Municipal Industrial Operations – Review maintenance/repair programs for municipal vehicles, vehicle washing controls, and vehicle fueling operations.	DPW	YR01: None. YR02-03: Develop program controls and record keeping. YR04: None. YR05: Implement program controls and record keeping.	YR01: N/A YR02: Need to develop a recording system for vehicle repair. YR03: None. YR04: BMP revised to include BMP 6.4.3 (review municipal vehicle washing controls) and 6.4.5 (review fueling operations). Vehicle fueling sensing equipment reviewed 2x/year, records kept. YR05: Reviewed maintenance and repair programs at municipal facilities. Reviewed recommended BMPs for vehicle repair/maintenance, vehicle washing, and vehicle fueling at good housekeeping workshop. Continued to review vehicle fueling sensing equipment. YR06: Implemented BMPs and recommendations related to maintenance and repair programs at municipal facilities.	Measurable goals for the 2003 General Permit have been met.

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 – Next Permit Term
6.4.4	Municipal Industrial Operations – Review salt storage operations	DPW	YR01-05: No longer need to develop and implement program controls and record keeping, due to revised salt operation practices.	YR01-04: Salt operation reviewed, conducted under salt shed cover. YR05: Continued conducting salt operations under salt shed cover. Reviewed salt storage and application procedures at Good Housekeeping Workshop (see BMP 6.1.1). Purchased 2,177.27 tons of NaCl for winter de-icing operations. YR06: Salt operations were conducted under cover. Purchased 618 tons of sand and 974 tons of NaCl for winter deicing at a total cost of \$68,500.	Measurable goals for the 2003 General Permit have been met.
6.5.1 Revised	Municipal Roads – Street sweeping	DPW	YR01: None YR02-05: Annual street sweeping. Strengthen record tracking system. Evaluate frequency in urban areas.	YR01: None. YR02: None. YR03: Conducted annually and as needed. YR04: Conducted 2x/year. Frequency of street sweeping increased throughout town from 1x/year to 2x/year. YR05: Continued street-sweeping all Town roads 2x/year (Spring and Fall) and continued record keeping. YR06: Continued street-sweeping all Town roads. In 2008, roads were swept once in the Spring, due to budget constraints.	Measurable goals for the 2003 General Permit have been met.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

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 – Next Permit Term
7.1.1	Address Assabet River Nutrient TMDL Report	SWMT	YR05: Review TMDL Report and select appropriate BMPs for Town to address recommendations from report.	YR04: BMP added. YR05: SWMT reviewed Assabet River TMDL report and selected appropriate BMPs to address recommendations from report. YR06: BMPs were previously selected. Implementation of BMPs to address Assabet River Nutrient TMDL continued.	Measurable goals for the 2003 General Permit have been met.
Revised					
7.1.2	Phosphorus Specific Education - Distribute brochures at Town Hall and include education about phosphorus reduction activities for homeowners and businesses as part of Public Education and Outreach Program.	SWMT	YR05: Record locations of brochure distribution and posters.	YR05: BMP added. The new display titled <i>Maynard's Stormwater Management Program</i> includes language about phosphorus in the Assabet River and phosphorus reduction activities. New EPA brochures at Town Hall describe practices including lawn and garden care, home repair and improvement, pet care, and septic system use and maintenance. YR06: Display titled <i>Maynard's Stormwater Management Program</i> continued to be available at Town Hall and Library. EPA brochures continued to be available at Town Hall. New SuAsCo Stormwater Matters posters, bookmarks, and postcards include information about proper fertilizer use and lawn care.	Measurable goals for the 2003 General Permit have been met.

7.1.3	Press Release – Develop a press release that mentions phosphorus, why it matters, and directs readers to public education materials describing what homeowners and businesses can do to reduce phosphorus loading to the Assabet River.	SWMT	YR05: Record date of press release.	YR05: Press release drafted and submitted to The Beacon Villager. YR06: Press release published in The Beacon Villager on May 2, 2008. No further action required (BMP complete).	Measurable goals for the 2003 General Permit have been met.
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7b. WLA Assessment

Per Part I.D.3. of the General Permit, “if the MS4 is required to implement storm water waste load allocation provisions of the TMDL, the permittee must assess whether the WLA is being met through implementation of existing storm water control measures or if additional control measures are necessary. The permittee’s assessment of whether the WLA is being met is expected to focus on the adequacy of the permittee’s storm water controls (implementation and maintenance), not on the response of the receiving water.”

Maynard’s MS4 discharges into the Assabet River, which has an approved Final TMDL for Total Phosphorus. Because the TMDL is for a pollutant likely to be found in storm water discharges from Maynard’s MS4, their Stormwater Management Program includes BMPs that address the waste load allocation (WLA). The TMDL includes a load allocation of 1.0 lbs/day for watershed non-point source (NPS) pollution, but provides no BMP recommendations or other performance requirements for stormwater discharges. In addition, there are no Performance Agreements or Memorandum of Understandings which modify BMPs or performance standards of the TMDL provided on the MassDEP website.¹

Maynard’s Stormwater Management Program includes a number of existing stormwater control measures, as reported in the above Annual Report, that address pollutants of concern in water quality impaired waters and total phosphorus. The BMPs identified under Minimum Control Measures (MCMs) 1 through 6, including, but not limited to, those relating to public education, implementation and enforcement of the Storm Drain System By-law that regulates illicit discharges, construction and post-construction inspections, employee training, and the good housekeeping measures such as street sweeping, catch basin cleaning, and pesticide and fertilizer application, all

² MassDEP Total Maximum Daily Load website: <http://www.mass.gov/dep/water/resources/tmdls.htm>

help prevent phosphorus, pathogens, organics, and metals from entering the water bodies within Town. In addition, the BMPs identified in the Town's Stormwater Management Program help reduce taste, odor, and color problems and modifications to temperature within water bodies.

This year the Town continued to display the poster and make available the brochures that include language on phosphorus and practices to reduce phosphorus from entering the river. In addition, the press release that was prepared last year was published in *The Beacon Villager* on May 2, 2008. This press release explained total phosphorus, why it matters, and directs readers to public education materials describing what homeowners and businesses can do to reduce phosphorus loading to the Assabet River.

Part IV. Summary of Information Collected and Analyzed

N/A

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, 2008 through March 31, 2009)

Programmatic

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

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	Y
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	Y
Shoreline cleaned since beginning of permit coverage	(mi.)	

Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	1
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	Y

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					N/A
▪ Erosion & Sediment Control				X	
▪ Post-Development Stormwater Management				X	

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	Y
Estimated or actual number of outfalls	(#)	~90
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	Y
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened **	(# or %)	

Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	~99%
% of population on septic systems	(%)	~1%

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 %)	
Tickets/Stop work orders issued **	(# or %)	0
Fines collected **	(# and \$)	0
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 (for proper BMP installation & operation) completed **	(# or %)	100%
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	N

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1
Qty of structures cleaned **	(#)	414
Qty. of storm drain cleaned **	(%, LF or mi.)	100 lf.
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	150 tons
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Reuse/recycle

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	
• Disposal cost**	(\$)	
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	1, leased
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	0
• % Structures cleaned with clam shells **	(%)	100%
• % Structures cleaned with vactor **	(%)	0%

(Preferred Units) Response

Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	1
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	1
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Beneficial use
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		

• Rotary brush street sweepers owned/leased	(#)	1, owned
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	0
• % 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 %)	100%
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	100%
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	60% 40%
Pre-wetting techniques utilized **	(y/n or %)	N
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/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y

Water Supply Protection

(Preferred Units) Response

	(Preferred Units)	Response
Storm water outfalls to public water supplies eliminated or relocated	(# or y/n)	
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	(# or y/n)	
<ul style="list-style-type: none">Treatment units induce infiltration within 500-feet of a wellhead protection area	(# or y/n)	