

Municipality/Organization: Town of Medway, MA

EPA NPDES Permit Number: MA041132

MaDEP Transmittal Number: W-

**Annual Report Number
& Reporting Period:**

No. 4: March 06-March 07

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: David D'Amico

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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: Suzanne Kennedy

Title: Town Administrator

Date: April 26, 2007

Part II. Self-Assessment

This year marks a major revision to our submittal, although the program itself remains largely unchanged. We have been requesting some additional guidance from the EPA and DEP for several years now. On January 9, 2007, we received a letter from Ms. Thelma Murphy, EPA's Regional Storm Water Coordinator. The letter highlighted a number of areas where improved reporting was required. We found that we have been implementing most of the suggested changes, but we had failed to include these in our annual reports. Therefore, more activities are shown in this revised report and some of the items have been placed in new categories also per Ms. Murphy's suggestions. Our sincerest thanks go to Ms. Murphy for taking the time to do this. We realize that we are only one town out of hundreds that sought this feedback and guidance.

The Town of Medway has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions except for the following provisions:

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|-------------------|---|
| Part I.B.2(e)(iv) | In a letter dated 1/9/2007, the EPA requests that we have documentation supporting our determination of no impact to endangered species. We are reviewing our files for compliance and will request a review by the appropriate authority if required. |
| Part I.E.1.(f) | In a letter dated 1/9/2007, the EPA requests that we have documentation supporting our determination of no impact to historical properties. We are reviewing our files for compliance and will request a review by the appropriate authority if required. |
| Part I.C | Since permit issue, the Charles River is now listed as impaired in the segment that borders Medway. Several small outfalls discharge into the Charles River along this segment. Neither funding nor staffing have been available to adequately determine if these contribute to the pollutants identified as the cause of impairment. |
| Part II.B.3 | Related to Part I.C, the Town has been unable to fund or staff BMP's related to illicit discharge detection and elimination. System mapping has provided some opportunity for detection. More survey activity is planned for the dry season along identified outfalls. |

Medway is committed to improving its water quality. Most recent cross-committee meetings have focused on the need for more comprehensive by-laws and regulations dealing with low impact development and storm water infiltration. We have also identified the need to be more proactive and deal with developers/builders as early in the process as possible. The goal is to create a win-win environment where regulation promotes LID practices and developers/builders see financial benefits as well.

As stated in a previous report, our principle constraint will be financing for the foreseeable future. The Town is under a host of other regulatory obligations in regards to education, safety, and health of our citizens. Increased funding through mechanisms like a stormwater discharge utility may be viable in time. At present, our citizens feel that Medway taxes are extremely high, services poor, and added fees frustrating. Anything the State Department of Revenue could provide us to present and create a stormwater drainage utility would be very helpful. Politically, it cannot be promoted solely from within. On top of that, the Town is highly unlikely to adopt it. The DOR has been very involved in recent financial decisions of the Town and their guidance and support would be much better received.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1 Revised	NEWSPAPER ARTICLES	DPS/ DAVID D'AMICO	RAISE PUBLIC AWARENESS	articles on Choate Pond condition continue to be published, articles on truck wash bay installation at highway barn.	Friends of Choate activities and news articles.
2 Revised	PUBLIC MEETINGS	BOH/BILL FISHER	CHOATE POND/CHICKEN BROOK CLEAN UP	Public meetings with Conservation Commission, Board of Health, and Parks Commissioners held at duly posted regular meetings.	Continue Board of Health meetings on water quality
3 Revised	SCHOOL OUTREACH	SCHOOL DEPT/DR. RICHARD GRANDMONT	SCIENCE CURRICULUM INCLUDES WATER RESOURCES TOPICS	Science curriculum includes topics on stormwater pollution and prevention.	Work with elementary curriculum advisor to include demonstrations on stormwater flows and pollution prevention.

1a. Additions

4	TOWN WEB SITE	TOWN ADMIN/ SUZANNE KENNEDY	RAISE PUBLIC AWARENESS	Stormwater and water quality information on the Town web site	Continue web announcements. Revise web site and make more user friendly.
5	CABLE TV	DPS/ DAVID D'AMICO	RAISE PUBLIC AWARENESS	Discussed topics on stormwater management during Selectmen and FinCom meetings aired locally.	Continue discussions at aired meetings.
6	CATCHBASINS STENCILING	DPS/DAVID D'AMICO	STENCIL ALL CATCHBASINS WITH DIRECT DISCHARGE TO OUTFALLS	95% complete. Working others into school demonstration and curriculum.	100% complete.
7	EDUCATIONAL SIGNAGE	DPS/ DAVID D'AMICO	RAISE PUBLIC AWARENESS	Parks Commission approves sign board installation at Choate Park; signs posted at dog park on proper disposal of pet wastes.	Install sign board and begin publishing notices.
8	PUBLIC FEEDBACK	TA/ DPS/ /BOH /SELECTMEN	RAISE PUBLIC AWARENESS	Public at large responding positively to web site and CB stenciling. Believe the web site needs an overall though. Teachers reaction is positive to new science materials. Developers generally displeased with tougher standards.	Continue to gather, analyze, and adjust to feedback.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1	CROSS COMMITTEE INVOLVEMENT	TOWN ADMINISTRATOR	RAISE PUBLIC AWARENESS	Standing committee formed. 1 meeting held with regard to permit processing. Sub-committee working to select a single engineering consultant for use by all groups.	Award contract for single engineering resource for all groups to improve coordination. Review permitting requirements.
Revised					

2a. Additions

2	HHW DAY	BOH/BILL FISHER	PUBLIC PARTICIPATION	HHW collection advertised and held w/ 140+ residents	HHW collection day scheduled June 2 nd .
3	POND CLEAN-UPS	PARKS COMM.	HOLD ANNUAL EVENT	Clean-up day at Choate Park held 4/22/06 with Friends of Choate.	Schedule for this year.
4	PUBLIC EVENTS	PARKS COMM.	HOLD ONE OR MORE ANNUAL EVENTS	Earth Day celebration held at Choate Park with Friends of Choate.	Schedule for this year.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1	WEEKLY TESTING	DPS/DAVID D'AMICO	MAINTAIN LOW ECOLI LEVELS	Choate Pond closed for swimming this season as pumps not yet installed. Dredging and Biocords installed. Testing done through the season with substantial improvement over past years.	Continue testing.
Revised		BOH/BILL FISHER			
2	WATER PURIFICATION PROJECT	BOH/BILL FISHER & DPS/DAVID D'AMICO	IMPROVE CHOATE POND WATER QUALITY	Some work on circulating pumps accomplished, but general work delayed to late spring of 2007. Incorporating work into other dam related work.	Complete circulation pump installation.
Revised					
3	MAINTAIN STORM SEWER SYSTEM MAP W/OUTFALLS	DPS/DAVID D'AMICO	STORM SEWER SYSTEM MAP MAINTAINED	Began work to physically inspect stormwater sewer system. Inspections include schematic mapping, condition assessment, and illicit connection. Creating an electronic system map. 2 percent complete.	Continue physical survey as time and funding permits.
Revised					

3a. Additions

4	SCREEN OUTFALLS FOR ILLICIT CONNECTIONS	DPS/DAVID D'AMICO & W&S/MARK FLAHERTY	SCREEN ALL OUTFALLS AND REMOVE ILLICIT CONNECTIONS	Little progress no funding for system mapping or adequate staff. Screening manholes as we do inspections for schematic mappings.	Inspect all outfalls during dry season to gain understanding of the extent of the possible problem.
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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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1	SILT FENCING, HAY BALES	BLDG INSPECTOR/BOB SPERONI	NO RUNOFF INTO STORMWATER SYSTEM AT CONSTRUCTION SITES	New regulations passed, but clearer responsibilities still needed for work outside of the Planning Board process.	Better enforcement new regulations.
Revised					
2	PUBLIC WAY CLEANUP	DPS/DAVID D'AMICO	INSURE NO SILT ON THE ROAD ADJACENT TO AREA	Stabilization pads at all entrance/egresses during construction; street sweeping / catch basin cleaning completed by contractors & DPS.	Continue compliance with regulations.
Revised					

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1	REGULATE STORMWATER MGT & EROSION CONTROL	DPS/DAVID D'AMICO & TA/SUZANNE KENNEDY	REGULATIONS PASSED	Discussions held between Planning Board, ConCom, BOH, and Zoning Board of Appeals to identify areas for improved cooperation and rules changes geared to low impact development	Continue dialog in preparation of rules changes Planning Board Rules and Regulations, ConCom orders, and zoning rules.
Revised					
Revised					

5a. Additions

2	IMPLEMENT IMPROVED ENG DESIGN FOR INFILTRATION & SEDIMENT CONTROL	PLANNING BOARD	NEW DESIGNS INSTALLED	New construction being requested to install forebays to better manage sediment and cultic units for below grade infiltration of storm water.	Continue progress with new engineering designs.
3	REQUIRE AS-BUILT DOCUMENTATION	PLANNING BOARD/ BUILDING INSPECTOR/ WATER & SEWER /DPS	AS-BUILTS RECEIVED AND PROPERLY FILED	As-built plans for construction projects received, reviewed, and filed.	Continue as-built plan requirements.
4	PROVIDE LONG TERM MAINTENANCE	DPS/DAVID D'AMICO	LONG TERM MAINTENANCE PERFORMED	Little long term maintenance performed unless problems identified. Requires dedicated staff that is not funded.	No change; request for added staff not funded.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1	WASH DOWN AREA	DPS/DAVID D'AMICO	NEW WASH AREA CONSTRUCTED	State funding secured for construction of truck wash facility. Bid proposals received.	Award contract and construct wash bay.
Revised					
2	SALT SHED	DPS/DAVID D'AMICO	COVERED & COFFER DAMED	On-going maintenance.	Continuing to seek funding for new construction/new location in 5 years.
Revised					

6a. Additions

3	CATCHBASIN SUMP CLEANING	DPS/DAVID D'AMICO	# CATCHBASINS CLEANED	Entire Town cleaned. 400+ catchbasin sumps cleaned; cost over \$26,000.	Monitor basins. Funds do not permit deep cleaning on an annual basis.
4	PUBLIC WAY CLEANUP	DPS/DAVID D'AMICO	# ROADS SERVICED	Street sweeping / catch basin cleaning complete throughout Town.	Street sweeping / catch basin cleaning.
5	EMPLOYEE TRAINING	DPS/DAVID D'AMICO	# EMPLOYEES TRAINED	6 employees trained in SWMP, new by-laws, illicit connections, etc. DPS includes highway, parks, vehicle maintenance, and building maintenance under one department.	Revise program, refresher training to be performed.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
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7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

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

Post-Development Stormwater Management

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

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	
Total number of structures cleaned	(#)	
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	(\$)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	

Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	
Vacuum street sweepers specified in contracts	(y/n)	

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

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	