

Municipality/Organization: Town of Mendon

EPA NPDES Permit Number: BRPWM08A

MassDEP Transmittal Number: W-036130

**Annual Report Number
& Reporting Period:**

April 1, 2008 – March 31, 2009

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

Part I. General Information

Contact Person: Linda Hawkes

Title: Clerk

Telephone #: 508-473-0737

Email: highwaydpt@mendonma.net

Mailing Address: PO Box 51 Mendon MA 01756

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: David Breen

Title: Chairman, Board of Selectmen

Date: April 30, 2009

Part II. Self-Assessment

The Town of Mendon was issued a NPDES Stormwater General Permit in March, 2003. The Town has completed a self-assessment and has determined that we are in compliance with all permit conditions, including:

- Sheet flow inspection and reporting on a quarterly basis
- Inspection of material storage
- Annual employee training for spill and pollution prevention
- Completion and compliance with Illicit Discharge Plan
- Completion and compliance with Non-stormwater Discharge Bylaw
- Compliance with Tier II reporting requirements
- Completion and compliance with Spill Prevention Control and Countermeasures Plan
- Compliance with Endangered Species routines
- Site compliance with established SWPPP
- Maintenance of reporting and record keeping of established plans

The areas of concern continue to be the drafting and implementation of a Construction Site Runoff bylaw and Post-Construction Runoff bylaw. In the absence of these two bylaws, existing regulations within the town, at DEP, through EPA and the Clean Water Act are adequate and serve the purpose of the BMP.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 7 |
|-----------------|--------------------------------|--------------------------------------|------------------------------------|--|--|
| 1A Revised | Community Website | Town Administrator | Post educational material | The Highway Department has a page dedicated to Stormwater Management, the SWPPP, and seasonal ideas | same |
| 1B Revised | Newspaper Press Release | Highway Dept/BOS | One press release/yr | The local paper reported on Stormwater Management, in general, in August 2008. | Same |
| 1C Revised | Hazardous Waste Collection Day | Board of Health | One per year | Hazardous Waste Collection Day on April 26, 2008 | Hazardous Waste Collection Day on April 25, 2009 |
| 1D Revised | Educational Displays | Highway Dept. | One display per municipal building | In addition to pamphlets (1G) the Highway Department uses rain barrels which are on display and information available to the public. | Same |
| 1F Revised | Classroom Education | Science Dept Highway Dept | 1 Stormwater Topic per year | There were no specific projects targeted at stormwater management through the Science Department. The Art Department at the middle school co-sponsored the poster contest with Town Clean up day (see 2E). | Participate in classroom project on pollution or stormwater management. Continue poster contest in conjunction with Art Department (see 2E). |
| 1G Revised | Educational Pamphlets | Highway Dept. Board of Health | Post seasonal information | Pamphlets on stormwater are available at the BOH office and Highway Dept. Town wide mailing is too costly. | Same as year 6 |

2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 7 |
|-----------------|------------------------|--------------------------------------|--|---|---|
| 2A Revised | Adopt-A-Road | Highway Dept | Initiate program | Program not initiated due to time and funding constraints. Coordinate work-release program with the Worcester County Sheriff's Office to pick up road side trash. | Initiate program, as time permits. Work again with sheriff's office and Lion's Club for road clean up and town clean up, May 2009. See 2C |
| 2B Revised | Storm Drain Stenciling | Highway Dept | Mark 25% of town's storm drains annually | Checked adherence of previously applied storm drain stickers and discovered that most had disappeared. Purchased stickers in June, 2008 but did not apply any more stickers. Looked into stencils instead. Marked +/- 200 catch basins with location markers. | Stencil 100 stormdrains. |
| 2C Revised | Roadway Clean up Day | Con. Comm. | Annual clean up | Road clean up day coordinated with Lion's club on during Spring. Highway Department handled numerous incidents of illegal dumping | Road clean up day planned week of May 4 and May 11, 2009; coordinated with Community Outreach through Worc. Cty Sheriff's Office; see 2A |
| 2D Revised | Adopt-A-Stream | Highway Dept. BOS | Initiate program | "Stream Team" for Mill River organized through BRWA. Monthly monitoring of Mill River and Muddy Brook through BRWA | Same as year 6, with more involvement from Highway Dept. |
| 2E Revised | Poster Contest | Con. Comm. | Annual contest | Part of Road Clean up day sponsored with Lions Club and the Art Department at Miscoe School. Winners from each grade were chosen. | Same as Year 6 |
| Revised | | | | | |

3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 7 |
|-----------------|--------------------------------|--------------------------------------|---|---|---|
| 3A Revised | Mapping Stormwater Outfalls | Highway Dept. | Field Inspect/map 25% outfalls/year | Inspected outfalls and mapped 250 catch basins in June 2008 | Map an additional 300 catch basins; continue monitoring outfalls. |
| 3B Revised | Non-Stormwater Ordinance | BOH/Highway Dept./BOS | Draft and enforce bylaw | Enforced bylaw | Enforce bylaw |
| 3C Revised | Develop Illicit Discharge Plan | Highway Dept. | Implement Plan | Follow plan, as previously developed. No bylaw passed. | Same as year 6 |
| 3D Revised | Illegal Dumping | BOH/Highway Dept. | Post signage; clean up when necessary | Continued weekly cleanup of all dumped materials. Enforced refusal of hazardous waste at metal dumpster | Same as year 6 |
| 3E Revised | Non-stormwater discharge | Highway Dept. | Develop and implement sampling | Outfalls inspected; All reporting for Waste oil, nsd, and pollution sources catalogued and documented | Same as year 6 |
| 3F Revised | DPW Employee Education | Highway Dept. | Annual training | Annual Refresher, March 08 | Refresher, Spring/summer 2009 |
| 3G Revised | Failing Septic Systems | BOH | Maintain records, incorporate into report | Record maintained for those systems identified as problematic. | Same as year 6 |
| 3H Revised | Video Inspection | Planning Board | Inspect Storm drains in new subdivisions | No new subdivisions up for review. One older subdivision will be reviewed in Spring, 2009; and two other subdivisions may be eligible for review within a year. | Continue to implement the plan |

4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 7 |
|----------|------------------------------------|----------------------------------|------------------------------|--|------------------------------------|
| 4A | Construction site runoff Ordinance | Con. Comm./ Planning Board | Draft for adoption | No bylaw drafted. Continued reliance on Wetlands Protection Act and more stringent implementation of DEP standards in Jan 2009 | Continued efforts to draft bylaw |
| Revised | | | | | |
| 4B | Plan Review | Planning Board BOH/ConComm | Enforce existing regulations | Enforcement under existing regulations; Construction site runoff bylaw not yet in effect. | Continued efforts to draft bylaw |
| Revised | | | | | |
| 4C | Inspection/Reporting | Building Inspector/BOH/ Engineer | Enforce existing regulations | Enforced as is | Same as Year 6 |
| 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 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 7 |
|-----------------|------------------------------------|--------------------------------------|-------------------------------------|---|---|
| 5A Revised | Post Construction Runoff Ordinance | Planning Bd/ Con Comm | Draft ordinance | No bylaw drafted. Continued reliance on Wetlands Protection Act and more stringent requirements of DEP/EPA reviews from Jan 2009 amendments | Continued efforts to draft bylaw |
| 5B Revised | Construction site plan review | Planning Board Con Comm | Enforce existing regulations | Enforcement under existing regulations; Post Construction runoff bylaw not yet in effect | Continued efforts to draft bylaw |
| 5C Revised | Stormwater System Maintenance Plan | BOS | Enforce existing regulations/bylaws | Enforced as is | Same as Year 6 |
| Revised | | | | | |
| Revised | | | | | |
| Revised | | | | | |

5a. Additions

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |

6. Pollution Prevention and Good Housekeeping in Municipal Operations

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 7 |
|---------------|--|-------------------------------|---------------------------------------|--|--|
| 6A Revised | Catch Basin Program | Highway Dept. | Annual cleaning | Catch basins cleaned July 7, 2008. Lake Nipmuc Assoc., ConComm, Highway Dept., BOS were successful in convincing Mass. Highway to install new deep-sump catch basins on Route 16 where it runs into Lake Nipmuc. | Same, with continued observance of effectiveness of new catch basins. |
| 6B Revised | Street Sweeping and Parking lot cleaning | Highway Dept. | /annual sweeping | Street sweeping all roads; May – June – July, 2008. | Same as Year 6 |
| 6C Revised | SWPPP/MSGP | Highway Dept. | Compliance with existing plan | In compliance with terms of SWPPP | Same as Year 6 |
| 6D Revised | Curbside Recycling | Board of Health | Annual evaluation of bi-weekly pickup | Continued weekly pickup | Continue weekly pickup |
| 6E Revised | Metal Dumpster Recycling Program | Board of Health | Evaluate program; adjust as necessary | Continued weekly drop off program | Continue weekly program |
| 6F Revised | Mercury Therm. And BCB Programs | Board of Health | Collection program | Have drop off box at Board of Health for mercury thermometers. Installed drop off center for collection of fluorescent bulbs at the recycling center | Continue button cell battery, fluorescent bulb and mercury thermometer collection; |
| 6G Revised | Composting Program | Highway Dept. | Collection of yard waste | Weekly collection of yard waste at Highway Department. | Same as Year 6 |
| 6H Revised | Trash Collection | Board of Health | Weekly curbside pickup | Continued weekly pick up program | Continue weekly pickup |
| | | | | | |

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2008 through March 31, 2009)

Programmatic

| | (Preferred Units) | Response |
|---|-------------------|----------|
| Stormwater management position created/staffed | (y/n) | yes |
| Annual program budget/expenditures ** | (\$) | 5000.00 |
| Total program expenditures since beginning of permit coverage | (\$) | 25000.00 |
| Funding mechanism(s) (General Fund, Enterprise, Utility, etc) | | GF |
| | | |

Education, Involvement, and Training

| | | |
|--|---------------|---------------|
| Estimated number of property owners reached by education program(s) | (# or %) | 20% |
| Stormwater management committee established | (y/n) | n |
| Stream teams established or supported | (# or y/n) | Non-municipal |
| Shoreline clean-up participation or quantity of shoreline miles cleaned ** | (y/n or mi.) | N/a |
| Shoreline cleaned since beginning of permit coverage | (mi.) | N/a |
| Household Hazardous Waste Collection Days | | |
| ▪ days sponsored ** | (#) | 1 |
| ▪ community participation ** | (# or %) | +/- 80 |
| ▪ material collected ** | (tons or gal) | ----- |
| School curricula implemented | (y/n) | n |

Legal/Regulatory

| | In Place Prior to Phase II | Reviewing Existing Authorities | Drafted | Draft in Review | Adopted |
|--|----------------------------------|--------------------------------------|---------|-----------------------|---------|
| Regulatory Mechanism Status (indicate with "X") | | | | | |
| ▪ Illicit Discharge Detection & Elimination | | | | | X |
| ▪ Erosion & Sediment Control | X | X | | | |
| ▪ Post-Development Stormwater Management | X | X | | | |
| Accompanying Regulation Status (indicate with "X") | | | | | |
| ▪ Illicit Discharge Detection & Elimination | X | | | | X |
| ▪ Erosion & Sediment Control | X | | | | X |
| ▪ Post-Development Stormwater Management | X | | | | X |

Mapping and Illicit Discharges

| | (Preferred Units) | Response |
|--|------------------------|----------|
| Outfall mapping complete | (%) | 100 |
| Estimated or actual number of outfalls | (#) | 30 (e) |
| System-Wide mapping complete (complete storm sewer infrastructure) | (%) | 50 |
| Mapping method(s) | | |
| ▪ Paper/Mylar | (%) | 0 |
| ▪ CADD | (%) | 0 |
| ▪ GIS | (%) | 100 |
| Outfalls inspected/screened ** | (# or %) | 50% |
| Outfalls inspected/screened (Since beginning of permit coverage) | (# or %) | 100 % |
| Illicit discharges identified ** | (#) | 0 |
| Illicit discharges identified (Since beginning of permit coverage) | (#) | 1 |
| Illicit connections removed ** | (#); and (est. gpd) | 0 |
| Illicit connections removed (Since beginning of permit coverage) | (#); and (est. gpd) | 1 |
| % of population on sewer (previously unreported) | (%) | 1% |
| % of population on septic systems | (%) | 99% |

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 ** | (#) | 1042 |
| Qty. of storm drain cleaned ** | (%, LF or mi.) | 100 on public way |

| | | |
|---|-------------------------|-------------|
| Basin Cleaning Costs | | |
| • Annual budget/expenditure (labor & equipment)** | (\$) | \$6000. +/- |
| • Hourly or per basin contract rate ** | (\$/hr or \$ per basin) | \$6.46/cb |
| • Disposal cost** | (\$) | 0 |
| Cleaning Equipment | | |
| • Clam shell truck(s) owned/leased | (#) | 0 |
| • Vacuum truck(s) owned/leased | (#) | 0 |
| • Vacuum trucks specified in contracts | (y/n) | 0 |
| • % Structures cleaned with clam shells ** | (%) | 0 |
| • % Structures cleaned with vector ** | (%) | 0 |

(Preferred Units) Response

| | | |
|---|--------------------|-----------------------|
| 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) | 30 ton |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) ** | (location) | Ben.use |
| Annual Sweeping Costs | | |
| • Annual budget/expenditure (labor & equipment)** | (\$) | 0 - inc. in Op budget |
| • Hourly or lane mile contract rate ** | (\$/hr. or ln mi.) | N/A |
| • Disposal cost** | (\$) | N/a |
| Sweeping Equipment | | |

| | | |
|---|-------|-----|
| • Rotary brush street sweepers owned/leased | (#) | 1 |
| • Vacuum street sweepers owned/leased | (#) | 0 |
| • Vacuum street sweepers specified in contracts | (y/n) | N/a |
| • % 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 %) | N/A |
| ▪ Herbicides | (lbs. or %) | N/A |
| ▪ Pesticides (reduced use at Fino/Taft Land) | (lbs. or %) | 80% |
| Integrated Pest Management (IPM) Practices Implemented | (y/n) | n |
| | | |

| | (Preferred Units) | Response |
|---|---|----------|
| Average Ratio of Anti-/De-Icing products used ** 8 gal/ton salt (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas) | % NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand | 3.3% |
| Pre-wetting techniques utilized ** | (y/n or %) | y |
| Manual control spreaders used ** | (y/n or %) | y |
| Zero-velocity spreaders used ** | (y/n or %) | n |

| | | |
|--|--------------------|-----------------------|
| Estimated net reduction or increase in typical year salt/chemical application rate | (±lbs/ln mi. or %) | 8 lbs/ln mi |
| Estimated net reduction or increase in typical year sand application rate ** | (±lbs/ln mi. or %) | 20% or 2 routes/storm |
| % of salt/chemical pile(s) covered in storage shed(s) | (%) | 100 |
| Storage shed(s) in design or under construction | (y/n or #) | y |
| 100% of salt/chemical pile(s) covered in storage shed(s) by May 2008 | (y/n) | y |
| | | |
| | | |

Water Supply Protection

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