

**Municipality/Organization:** Town of Sherborn

**EPA NPDES Permit Number:** MAR 041157

**MaDEP Transmittal Number:** W-036140

**Annual Report Number  
& Reporting Period:**

*No. 2: MARCH 2004 MARCH 2005*

## NPDES PII Small MS4 General Permit Annual Report

### Part I General Information

**Contact Person:** Gary Kellahe

**Title:** Director, CM & D

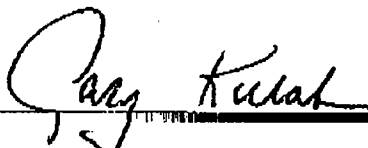
**Telephone #:** 508-651-7878

**Email:** Gary.Kellahe@Sherbornma.org

### 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:** Gary Kellahe

**Title:** Director of Community Maintenance and Development

**Date:**

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**Part II. Self-Assessment**

### 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 |
|----------|---------------------------------------|-------------------------------|---------------------------|--------------------------------------------------------------------------------------------|------------------------------------|
| 1.1      | Advertise availability of information | Cable TV Advisory Committee   | Increase Public Awareness | Advertising information                                                                    | Updating information               |
| Revised  |                                       |                               |                           |                                                                                            |                                    |
| 1.2      | Post SWMP on Website                  | Town Website Committee        | Public Outreach           | Updating Posting                                                                           | Update as necessary                |
| Revised  |                                       |                               |                           |                                                                                            |                                    |
| 1.3      | Provide Literature to public          | Board of Selectmen            | Well informed public      | Obtaining updated brochures                                                                | Distribute with updates            |
| Revised  |                                       |                               |                           |                                                                                            |                                    |
|          |                                       |                               |                           |                                                                                            |                                    |
| Revised  |                                       |                               |                           |                                                                                            |                                    |
|          |                                       |                               |                           |                                                                                            |                                    |
| Revised  |                                       |                               |                           |                                                                                            |                                    |
|          |                                       |                               |                           |                                                                                            |                                    |
| Revised  |                                       |                               |                           |                                                                                            |                                    |

#### 1a. Additions

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## 2. Public Involvement and Participation

| BMP ID # | BMP Description                                   | Responsible Dept./Person Name  | Measurable Goal(s)                        | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4                                        |
|----------|---------------------------------------------------|--------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 2.1      | Participate in the development of public programs | All Town Boards and Committees | Increase Public Involvement               | Continuing to gather pertinent information                                                    | Form public committee                                                     |
| Revised  |                                                   |                                |                                           |                                                                                               |                                                                           |
| 2.2      | Introduce SWMP at Town meetings                   | All Town Boards and Committees | Increase Public Involvement               | SWMP introduced to Planning Board and Conservation Committee                                  | Continue to update information and present to other Boards and Committees |
| Revised  |                                                   |                                |                                           |                                                                                               |                                                                           |
| 2.3      | HHW Collection                                    | Recycling Committee            | Prevent/Reduce pollutant discharge to MS4 | Distribute updates HHW lists                                                                  | Continue annual collection day                                            |
| Revised  |                                                   |                                |                                           |                                                                                               |                                                                           |
|          |                                                   |                                |                                           |                                                                                               |                                                                           |
| Revised  |                                                   |                                |                                           |                                                                                               |                                                                           |
|          |                                                   |                                |                                           |                                                                                               |                                                                           |
| Revised  |                                                   |                                |                                           |                                                                                               |                                                                           |
|          |                                                   |                                |                                           |                                                                                               |                                                                           |
| Revised  |                                                   |                                |                                           |                                                                                               |                                                                           |

### 2a. Additions

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### 3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description                                       | Responsible Dept./Person Name    | Measurable Goal(s)                         | Progress on Goal(s) – Permit Year 3<br>(Reliance on non-municipal partners indicated, if any)                    | Planned Activities – Permit Year 4                    |
|----------|-------------------------------------------------------|----------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 3.1      | Develop System Map                                    | Highway Department               | Prevent/Reduce pollutant discharges to MS4 | Identifying structures and outfalls. Obtained GPS unit.                                                          | Work with Planning Department for the mapping process |
| Revised  |                                                       |                                  |                                            |                                                                                                                  |                                                       |
| 3.2      | Identify and eliminate illicit connections/discharges | Highway Department               | Prevent/Reduce pollutant discharges to MS4 | Identify structures and outfalls                                                                                 | Resume inspection procedures                          |
| Revised  |                                                       |                                  |                                            |                                                                                                                  |                                                       |
| 3.3      | Review existing wetlands by-law                       | Conservation Committee           | Amend by-law to enforce permit regulations | Present amended by-laws to Board of Selectmen for approval                                                       | Enforce regulations                                   |
| Revised  |                                                       |                                  |                                            |                                                                                                                  |                                                       |
| 3.4      | Review existing ground water by-law                   | Groundwater Protection Committee | Amend by-law to enforce permit regulations | Preparing to present amended by-laws to Board of Selectmen and introduction of same to Town Meeting for approval | Enforce regulations                                   |
| Revised  |                                                       |                                  |                                            |                                                                                                                  |                                                       |
| Revised  |                                                       |                                  |                                            |                                                                                                                  |                                                       |
| Revised  |                                                       |                                  |                                            |                                                                                                                  |                                                       |

### 3a. Additions

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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 3<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities - Permit Year 4 |
|----------|-----------------------------------------|-------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------|
| 4.2      | Review existing policies and procedures | Planning Board                | Develop storm drain connection permit requirement | On-going                                                                                      |                                    |
| Revised  |                                         |                               |                                                   |                                                                                               |                                    |
| 4.3      | Construction site inspection            | Building Inspector            | Develop requirement to inspect sites              | Develop Policy and Procedures for site inspections                                            | Enforce Policy and Procedures      |
| Revised  |                                         |                               |                                                   |                                                                                               |                                    |
| 4.4      | Review existing rules and regulations   | Planning Board                | Amend rules and regulations to enable enforcement | Update Rules and Regulations as necessary                                                     | Enforce Rules and Regulations      |
| Revised  |                                         |                               |                                                   |                                                                                               |                                    |
|          |                                         |                               |                                                   |                                                                                               |                                    |
| Revised  |                                         |                               |                                                   |                                                                                               |                                    |
|          |                                         |                               |                                                   |                                                                                               |                                    |
| Revised  |                                         |                               |                                                   |                                                                                               |                                    |
|          |                                         |                               |                                                   |                                                                                               |                                    |
| Revised  |                                         |                               |                                                   |                                                                                               |                                    |

#### 4a. Additions

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### 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             |
|----------|------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------|
| 5.1      | Policy of post construction runoff | Building Inspector                                                                                | Develop policy for post construction runoff control | On-going                                                                                   |                                                |
| Revised  |                                    |                                                                                                   |                                                     |                                                                                            |                                                |
| 5.2      | Review existing regulations        | Board of Health                                                                                   | Amend to enforce permit regulations                 | Present amended regulations to Board of Selectmen for approval                             | Inspect sites and enforce approved regulations |
| Revised  |                                    |                                                                                                   |                                                     |                                                                                            |                                                |
| 5.3      | Review site plan applications      | Planning Board<br>Building and Highway Departments,<br>Conservation Committee,<br>Board of Health | Permit compliances                                  | On-going                                                                                   |                                                |
| Revised  |                                    |                                                                                                   |                                                     |                                                                                            |                                                |
|          |                                    |                                                                                                   |                                                     |                                                                                            |                                                |
| 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 3<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities - Permit Year 4      |
|----------|-------------------------------------------|-----------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------|
| 6.1      | Develop and implement Catch Basin program | Highway Department                      | Reduce/Prevent pollutant runoff for municipal operations | Continuing to collect data                                                                    | Continue to develop and monitor program |
| Revised  |                                           |                                         |                                                          |                                                                                               |                                         |
| 6.2      | Annually evaluate SWMP                    | All Boards, Committees, and Departments | Evaluation of BMP impact, appropriateness and compliance | On-going                                                                                      |                                         |
| Revised  |                                           |                                         |                                                          |                                                                                               |                                         |
| 6.3      | Record keeping and reporting              | Highway Department                      | Track program                                            | On-going                                                                                      |                                         |
| Revised  |                                           |                                         |                                                          |                                                                                               |                                         |
| 6.4      | Implement BMP training program            | All Boards, Committees and Departments  | Evaluation of BMP impact, appropriateness and compliance | Continue to schedule Department Head Meetings for discussion and action                       | Continue training                       |
| Revised  |                                           |                                         |                                                          |                                                                                               |                                         |
|          |                                           |                                         |                                                          |                                                                                               |                                         |
| Revised  |                                           |                                         |                                                          |                                                                                               |                                         |
|          |                                           |                                         |                                                          |                                                                                               |                                         |
| Revised  |                                           |                                         |                                                          |                                                                                               |                                         |

### 6a. Additions

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**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 |
|----------|--------------------------|-------------------------------|------------------------------|--------------------------------------------------------------------------------------------|------------------------------------|
| 7.1      | Check outfall flow       | Highway Department            | Locate and Identify problems | Make corrections as needed. Continuing regular maintenance                                 | Regular maintenance                |
| Revised  |                          |                               |                              |                                                                                            |                                    |
| 7.2      | Pollutant source removal | Highway Department            | Prevention of pollutants     | On-going                                                                                   |                                    |
| Revised  |                          |                               |                              |                                                                                            |                                    |
|          |                          |                               |                              |                                                                                            |                                    |
| Revised  |                          |                               |                              |                                                                                            |                                    |
|          |                          |                               |                              |                                                                                            |                                    |
| Revised  |                          |                               |                              |                                                                                            |                                    |
|          |                          |                               |                              |                                                                                            |                                    |
| Revised  |                          |                               |                              |                                                                                            |                                    |
|          |                          |                               |                              |                                                                                            |                                    |
| Revised  |                          |                               |                              |                                                                                            |                                    |

**7a. Additions**

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**7b. WLA Assessment**

Progress is being tracked and modifications and improvements will continue to be implemented.

**Part IV. Summary of Information Collected and Analyzed**

All departments are notified and reviewing information. All department, boards and committees will set-up meetings for all available information to be formatted to meet the criteria of the Town of Sherborn.

**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)         |

[illegible]

## Legal/Regulatory

|                                                           | In Place<br>Prior to<br>Phase II | Under<br>Review | Drafted | Adopted |
|-----------------------------------------------------------|----------------------------------|-----------------|---------|---------|
| <b>Regulatory Mechanism Status (indicate with "X")</b>    |                                  |                 |         |         |
| ▪ Illicit Discharge Detection & Elimination               |                                  |                 |         |         |
| ▪ Erosion & Sediment Control                              |                                  |                 |         |         |
| ▪ Post-Development Stormwater Management                  |                                  |                 |         |         |
| <b>Accompanying Regulation Status (indicate with "X")</b> |                                  |                 |         |         |
| ▪ 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               | (%)        | 0   |
| % of population on septic systems      | (%)        | 100 |

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**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)     | 1                  |
| Average frequency of catch basin cleaning (commercial/arterial or other critical streets)      | (times/yr)     | 1                  |
| Total number of structures cleaned                                                             | (#)            | 150 <del>ton</del> |
| Storm drain cleaned                                                                            | (LF or mi.)    |                    |
| Qty. of screenings/debris removed from storm sewer infrastructure                              | (lbs. or tons) | 7 ton              |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) |                | Recycle            |
| Cost of screenings disposal                                                                    | (\$)           |                    |

|                                                                                      |                |                   |  |
|--------------------------------------------------------------------------------------|----------------|-------------------|--|
|                                                                                      |                |                   |  |
|                                                                                      |                |                   |  |
| Average frequency of street sweeping (non-commercial/non-arterial streets)           | (times/yr)     | 2                 |  |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr)     | 2                 |  |
| Qty. of sand/debris collected by sweeping                                            | (lbs. or tons) | 350 ton           |  |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)                | (location)     | Highway<br>Garage |  |
| Cost of sweepings disposal                                                           | (\$)           | N/A               |  |
| 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                                                                          | (lbs. or %) | N/A |  |
| ▪ Herbicides                                                                           | (lbs. or %) | N/A |  |
| ▪ Pesticides                                                                           | (lbs. or %) | N/A |  |
|                                                                                        |             |     |  |

|                                                          |             |                     |     |
|----------------------------------------------------------|-------------|---------------------|-----|
| Anti-/De-Icing products and ratios                       |             | % NaCl              | 35% |
|                                                          |             | % CaCl <sub>2</sub> | 5%  |
|                                                          |             | % MgCl <sub>2</sub> |     |
|                                                          |             | % CMA               |     |
|                                                          |             | % Kac               |     |
|                                                          |             | % KCl               |     |
|                                                          |             | % Sand              | 60% |
| Pre-wetting techniques utilized                          | (y/n)       | Y-CaCl              |     |
| Manual control spreaders used                            | (y/n)       | 1                   |     |
| Automatic or Zero-velocity spreaders used                | (y/n)       | 5                   |     |
| Estimated net reduction in typical year salt application | (lbs. or %) | 10%                 |     |
| Salt pile(s) covered in storage shed(s)                  | (y/n)       | Y                   |     |

| Storage shed(s) in design or under construction | (y/n) | N |
|-------------------------------------------------|-------|---|
|                                                 |       |   |
|                                                 |       |   |