

TOWN OF SOUTHBOROUGH



DEPARTMENT OF PUBLIC WORKS

147 CORDAVILLE ROAD • SOUTHBOROUGH, MASSACHUSETTS 01772-1802 • (508) 485-1210 • FAX (508) 229-4444

May 6, 2009

MAY 8 2009

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Glenda Velez
US EPA-CIP
1 Congress Street, Suite 1100
Boston, MA 02114

RE: NPDES Phase II Annual Report

Dear Ms. Velez:

Please find enclosed the NPDES MS4 General Permit-Year 6 Annual Report for the Town of Southborough. If you have any questions, please let me know.

Sincerely,

TOWN OF SOUTHBOROUGH
DEPARTMENT OF PUBLIC WORKS

A handwritten signature in black ink, appearing to read "John R. Woodsmall, III", with a stylized flourish at the end.

John R. Woodsmall, III, P.E.
Town Engineer

Enclosures: As Stated

CC: Karen Galligan, Superintendent
File

Municipality/Organization: Town of Southborough

EPA NPDES Permit Number: MAR041160

MassDEP Transmittal Number: W-040764

Annual Report Number

& Reporting Period: Year 6: 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 Woodsmall, P.E.

Title: Town Engineer

Telephone #: 508-485-1210

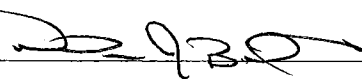
Email: jwoodsmall@southboroughma.com

Mailing Address: 147 Cordaville Road, Southborough, MA 01772

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: William J. Boland

Title: Chair, Board of Selectmen

Date: May 5, 2009

Part II. Self-Assessment

The Town of Southborough did not submit the Year 6 Annual Report prior to the May 1, 2009 deadline.

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 – Future Years
1.1	Storm Water Flyer to Community Residents, Watershed survey	SuAsCo Watershed Community Council, Storm Water Committee	Flyer distributed to 75% residences, survey distributed, results received, and compiled. Results published	Takes completed during Year 2. The Town continues to provide public outreach programs.	Task Completed.
Revised					
1.2	Storm Water Lesson Plan for Fifth Grade Students	SuAsCo Watershed Community Council, Storm Water Committee	Lesson plan developed, distributed, taught in at least one (1) Grade 5 class.	SuAsCo distributed lesson plan to schools.	Task Completed.
Revised					
1.3	Storm Water Flyer to Community Business “Green Neighbor” Logo	SuAsCo Watershed Community Council, Storm Water Committee	Flyer developed, distributed to at least 50% local businesses. Logo displayed by at least 50% of businesses receiving flyer.	The flyers were received by SuAsCo in April, 2008. Flyers were provided to the Sudbury River Watershed Organization for display and handouts at Riverfest 2008.	Flyers will continue to be provided and displayed.
Revised					
1.4	Storm Water Media Campaign	SuAsCo Watershed Community Council, Storm Water Committee	Media package developed, distributed to local media. Four (4) press releases developed and distributed.	SuAsCo provided the materials to the Town at the end of April, 2008. Materials were reviewed and approved for use by the DPW.	Bookmarks will be provided to the Public Library for display in April, 2009. Postcards will be provided in tax and water rate billings in June/July, 2009. Informational Powerpoint Presentation will be provided to local interest websites in May, 2009.
Revised					

1.5	Storm Water Video	SuAsCo Watershed Community Council, Storm Water Committee	Storm water video developed, shown at least one public meeting/hearings, provided to local cable station.	Completed in Year 1 when the Town advertised that the Weather Channel would be showing "After the Storm."	Task completed.
Revised					
1.6	Consider posting signs at publicly accessible storm water outfalls	DPW	Map outfalls, signs developed, signs installed. Consider using volunteers where possible.	No additional outfalls were signed from what was completed in Year 2. However, various wetland layers were added to all sections of the Town's online, publicly accessible GIS website. This allows for increased understanding of locations of wetlands.	Evaluate additional outfalls for sign identification. Continue to provide the wetland layers on the GIS website.
Revised					
1.7	Develop Storm Water Awareness Package	Storm Water Committee, Selectmen's Office	Materials to be included in package compiled, information distributed (transfer station stickers), number of packages distributed.	A storm water display was set up at Family Fun Day on 6/11/06. Flyers were also distributed at this event. Continue to distribute "new comers" flyer.	Continue to support distribution of the New Comer Flyer to new residents.
Revised					
1.8	Meet with local school officials annually to identify past activities and upcoming curriculum	Storm Water Committee, School Department	School Department official contacted, meeting conducted, Each school has designated contact.	The School Department continues to use the curriculum provided by the SuAsCo. The DPW provided laminated maps, field-maps and stencil kits to the Mary E. Finn School Council in May, 2008, to support the storm water curriculum developed by them.	The Town plans to continue to work with school groups as the opportunity may arise to expand the storm water curriculum.
Revised					
1.9	Develop Storm Drain Stenciling Program	DPW, Storm Water Committee	Program developed, volunteers organized, basins stenciled.	Stenciling was held in May, 2008 at the Mary E. Finn School as part of the new storm water curriculum. Sudbury River Watershed Organization performed stenciling demonstration at Riverfest 2008. Additionally, the Conservation Commission applied to the Knox Trail Council of the Boy Scouts of America in response to the Council's request for environmental related projects for 2010.	Continue the Stenciling Program, continue partnering with Sudbury River Watershed Organization, and attempt to partner with Knox Trail Council to expand stenciling activities.
Revised					

1.10	Make the Storm Water Management Plan available to the general public.	Storm Water Committee	Make the plan available at the Town Hall, Library, and in schools as an environmental resource. Consider putting the plan on the website.	Task Completed Year 1. The Storm Water Management Plan and Year 5 Annual Report are also posted on the Town's website.	Task Completed. Post the Year 6 Annual Report on the Town's website.
Revised					
1.11	Consider developing a Storm Water Management web page	DPW, Storm Water Committee	Consider developing a web page identifying the Town's req's and activities. Consider links to other websites such as SuAsCo, MA DEP, and USEPA. Web page developed.	The Town continues to post storm water education information on the Town's webpage.	Task completed Year 1.
Revised					

1a. Additions

1.12	Provide rain barrels at a reduced cost to interested residents	DPW, Storm Water Committee, MA DEP	Number of barrels sold	N/A	In April and May of 2009, the Town, through a grant provided by MA DEP, will host the sale of rain barrels at a reduced price and will act as the delivery/pick-up site. The offer will be displayed on the Town's website, and with a display at the Annual Town Meeting in April, 2009.

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 – Future Years
2.1	Local Storm Water Committee to assist in developing and implementing plan	Town Administrator, DPW, Cons. Comm., SW Committee	Committee established, meetings conducted, plan developed, activities conducted	The Committee met once in 2008 to present the Year 5 Annual Report to the Board of Selectmen.	Continue to coordinate with SuAsCo and the Town. The membership of the committee will be examined to determine if changes need to be made in the composition and role of the committee.
Revised					
2.2	Storm Water Plan Annual Meeting	Storm Water Committee	Annual meetings planned, noticed, conducted, minutes prepared. # of attendees. Comments received, considered (Plan Development, SWMPP and Annual Report)	Meeting held with Board of Selectmen at the beginning of May 2008 to present and discuss the Year 5 Annual Report.	Meet with the Board of Selectmen to present and discuss the Year 6 Annual Report.
Revised					
2.3	Storm Water Traveling Display	SuAsCo Council, Storm Water Committee	Display developed, display in 3 locations in 1 st permit year. Opportunities ID'd for future displays.	The display has been misplaced and was not available for display this past year. Other stormwater posters were provided to Sudbury River Watershed Organization for display Riverfest 2008, in lieu of the traveling display.	Investigate options for re-creating the display or develop a new one. Identify cost and funding sources for provision of a new display.
Revised					
2.4	Storm Water Photo Contest for High School Students	SuAsCo Council, Storm Water Committee	Contest announced and held, photos received, judged, winners announced, displayed (consider for future graphic)	An open space photo contest was conducted for the Southborough Open Land Foundation in previous permit years.	Task Completed.
Revised					
2.5	Storm Water Summit Special Event	SuAsCo Council, Storm Water Committee	Meet with SuAsCo Council to determine community specific or multi-community event. Event noticed, conducted, minutes recorded. Number of participants.	SuAsCo has been indentified as the responsible party for the procedures for this task. No summit was held in Year 6.	Continue to remain in contact with SuAsCo Council in the event that this event is held.

Revised						
2.6	SuAsCo Storm Water Super Summit	SuAsCo Council	Super Summit announced, conducted, municipal participation.	SuAsCo has been identified as the responsible party for the procedures for this task. No summit was held in Year 6.	Continue to remain in contact with SuAsCo Council in the event that this event is held.	
Revised						
2.7	Evaluation and Assessment of Public Awareness of Storm Water	SuAsCo Council, Storm Water Committee	Storm Water Self Test developed, distributed to a minimum of 75% of residences. Surveys received, results analyzed community specific and watershed wide, results published.	Task completed in previous permit year.	Task Completed.	
Revised						
2.8	Develop Storm Drain Stenciling Program	DPW, Storm Water Committee	Program developed, volunteers organized, basins stenciled.	See 1.9.	See 1.9	
Revised						
2.9	Coordinate with Sudbury River Watershed Organization (formerly SWaMP), and others to consider results of water quality monitoring.	DPW, Storm Water Committee	Meeting conducted, activities scheduled, conducted. Results reviewed, potential actions identified, implemented.	The Upper Sudbury River monitoring study by DCR/USGS has ended (25 Southborough volunteers had participated in that study). However, Sudbury River Watershed Organization continues to conduct water quality testing and flow monitoring on Sudbury River upstream in Westborough and downstream in Hopkinton. Southborough residents continue to participate in those efforts through the Watershed Organization.	Continue to coordinate with Sudbury River Watershed Organization.	
Revised						

2.10	Identify and coordinate with potential volunteers, to include "neighborhood watch" groups, Boy and Girl Scout organizations, school groups/clubs, local and regional environmental advocates.	DPW, Storm Water Committee	Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of volunteers participating.	The DPW continues to sponsor and support the Annual Earth Day Cleanup each May. On May 3, 2008, 38 groups participated in the clean-up, including the local Boy Scouts, and local businesses acted as sponsors. Flyers and sign-up sheets are attached. The Town continued to coordinate with Sudbury River Watershed Organization for the annual Riverfest event, June 14 & 15, 2008.	The Earth Day clean-up and Riverfest will continue to be held and supported.
Revised					
2.11	Continue to sponsor, support cleanup projects	DPW, Storm Water Committee	Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of events sponsored/supported, amount of material collected, number of volunteers participating.	The Town continues to sponsor and provide material for cleanup events. The Earth Day cleanup was held on May 3, 2008 (see attached flyer) and involved 38 groups. The Town also held a Household Hazard Waste (HHW) day at the DPW facilities in October.	Continue to support the Earth Day Clean-up and HHW day.
Revised					

2a. Additions

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 – Future Years
3.1	Complete implementation of GIS to include Storm Sewer System	DPW	Mapping completed, consider integration of asset management system.	Task completed in Year 2.	Task completed in Year 2.
3.2	Verify outfall locations. Conduct outfall survey. Investigate suspected illicit discharges	DPW	Number of outfalls located. Survey of outfalls completed. Investigations identified, prioritized, conducted. Source identified and scheduled for removal. Enforcement actions taken or referred to other entity such as police, Board of Health, MA DEP, or USEPA.	Task completed in Year 2. The Town completed the dry weather survey in Year 5.	Conduct further investigations into the 4 outfalls identified in Year 5. Use GIS system to create system to map out tributary areas of all identified and located outfalls.
Revised					

3.3	Adopt by-law to effectively prohibit illicit discharges.	DPW, Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	Regulations drafted, presented and adopted at Town Meeting in April, 2006.	Task completed.
Revised					
3.4	Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.	DPW, Storm Water Committee, SuAsCo	Ensure that educational materials developed include illicit discharge awareness. Materials developed and distributed.	Many of the above mentioned activities inform the public about these hazards.	Continue efforts to inform the public in future years.
Revised					

3a. Additions

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 – Future Years
4.1	Adopt by-law to require erosion and sediment controls.	Town Planner, DPW, Conservation Commission, and Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	Regulations drafted, presented and adopted at Town Meeting in April, 2006. The by-law is managed by the Conservation Commission and the ordinance has been implemented. The Conservation Commission issues Storm Water permits for sites that meet various criteria, including all sites greater than one acre. The Town Engineer reviews all Storm Water permits and provides recommendations to the Conservation Commission.	Task Completed. As part of the updating of the Town's Zoning By-Laws, the process of receiving a Storm Water permit will be reviewed.
Revised					
4.2	Ensure that construction site operators disturbing one acre or more implement erosion and sediment controls.	Building Officials, Town Planner, DPW, Storm Water Committee, Conservation Commission	Inspection schedule established. Inspections conducted. Deficiencies noted and corrected.	Now conducted as normal site plan review. The Conservation Commission is the assigned party. On July 16, 2008 a meeting was held with Town Planner, Building Inspector, Conservation Administrator, and Town Engineer to develop process of inspections and logging inspections. The Town Engineer would create an online form for use, once the PeopleForm system was fully operational.	Task Completed. Implement online form for inspection tracking.
Revised					

4.3	Revised	Ensure construction site operators disturbing one acre or more control construction wastes, and other wastes that may cause adverse impacts to water quality during construction.	Building Officials, Town Planner, DPW, Storm Water Committee	Ensure proposed by-law includes language to control construction wastes. Inspections conducted. Deficiencies noted and corrected.	Now conducted as part of normal site plan review. The Conservation Commission is the responsible party for the Storm Water by-law.	Task Completed.
4.4	Revised	Develop procedures for site plan review which incorporate consideration of potential water quality impacts.	Building Officials, Conservation Commission, Storm Water Committee	Ensure proposed by-law, regulations, or guidance includes language for site plan review process. Consider providing guidance documents or other outreach materials for developers.	The Conservation Commission reviews all projects that trigger Major Site Plan review, that disturb areas of slopes greater than 15% in excess of 15,000 sf., and that disturb greater than 1 acre. All storm water permit applications are reviewed by the Town Engineer and in special cases hired consultants.	Task Completed.
4.5	Revised	Develop procedures for site inspection and enforcement of control measures.	Building Officials, Town Planner, DPW, Storm Water Committee	Inspection schedule established. Inspections conducted. Deficiencies noted and corrected.	Each individual department is responsible for inspections for their respective permits. The Conservation Commission is seeking to hire a Conservation Scientist to allow them to conduct inspections of approved permits.	See 4.2. The Conservation Commission will attempt to hire a Scientist, and they will develop a process for site inspections for storm water permits.

4.6	Develop procedures for receipt and consideration of information submitted by the public.	Building Officials, Town Planner, DPW, Storm Water Committee	Develop a form for the public to provide information. Designate municipal official responsible for receiving information, identifying responsible official to investigate, and ensure appropriate response (deficiencies noted and corrected). Consider making form available on the Town's website.	IPublic is allowed to comment on all projects subject to hearings by Planning Board, ZBA, and Conservation Commission. The DPW has created an online work order tracking system which allows for handling of complaints. In the period of March '08 to March '09, 7 permits were applied for, and 6 permits were approved.	Task Completed.
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 – Future Years
5.1	Identify structural and non-structural best management practices (BMPs) appropriate for the community	Town Planner, DPW, Storm Water Committee	Incorporate by reference state specific standards (i.e. acceptable practices under Wetlands Protection Act). Identify standard practices which are not acceptable in the community. Consider developing guidance documents or other outreach materials for developers outlining BMP selection as well as general guidance on proper operation and maintenance.	LID by-law and Stormwater by-law were adopted in April, 2006.	Task completed. Ease of permitting process being examined as part of Town's Zoning By-Law review being undertaken in 2009.
Revised					
5.2	Adopt by-law to require post-construction runoff controls.	Town Planner, DPW, Conservation Commission, and Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	Regulations drafted, presented and adopted at April, 2006 Town Meeting. The Conservation Commission has implemented a Storm Water Permit for sites over an acre, requiring Major Site Plan Approval, and/or disturbing areas of greater than 15,000 sf with slopes of 15% or greater.	Task completed. Ease of permitting process being examined as part of Town's Zoning By-Law review being undertaken in 2009.

Revised						
5.3	Ensure all new development and redevelopment projects that disturb one acre or more require long term operation and maintenance of post-construction runoff controls	Town Planner, DPW, Conservation Commission, Board of Health, and Storm Water Committee	Ensure proposed by-law or regulations, language and enforceable mechanism for long term operation and maintenance of post-construction runoff controls.	Both the LID and Stormwater Management Permits require long term Operations and Maintenance plans to be submitted, reviewed by Town Engineer and/or outside consultants, and to be approved by either the Conservation Commission or the Planning Board.	Task completed as part of Stormwater and LID permits implementation.	
Revised						
5.4	Ensure adequate long term operation and maintenance of BMPs	Building Officials, Town Planner, Conservation Commission, DPW, Storm Water Committee	Ensure the by-law developed in Task 5.2 includes language providing DPW authority to ensure proper operation and maintenance of all BMPs tributary to the storm sewer system. Identify structures tributary to the storm sewer system and determine the need for inspection.	This responsibility has been transferred to the Conservation Commission and the Town Planner. They are responsible for implementing the new ordinances for LID and Stormwater Management, which contains specific operation and maintenance requirements.	The use of an online database GIS system will be developed and implemented. Additionally, the Conservation Commission is pursuing the hiring of a Conservation Scientist whose responsibility would be to manage this BMP.	
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 – Future Years
6.1	Establish formal public street and parking lot sweeping program	DPW, Storm Water Committee	Continue existing program. Consider incorporating routes and schedule as a data layer in GIS. Maintain records of curb-miles swept, approximate volume of material collected. Note areas that accumulate more sediment and consider more frequent sweeping or further investigation of pollution source.	Road in the Town are swept at least once per year, primarily in the Spring. Formal records were not maintained in Year 6.	Continue to sweep roads at least once per year. Re-establish formal record keeping for volume of material swept from roads.
Revised					
6.2	Consider including pollution prevention training for equipment operators	DPW, Storm Water Committee	Consider including pollution prevention training for equipment operators. Evaluate the existing level of awareness of equipment operators. Consider enhancing existing training (Health and Safety) with storm water awareness training.	Spill kit has been provided at the maintenance facility. Training was conducted in Year 1.	A refresher training session will be scheduled for all DPW staff in summer/fall of 2009.
Revised					

6.3	Establish formal storm sewer system inspection and maintenance program	DPW, Storm Water Committee	Continue existing program. Consider an asset management program for Town's GIS. Identify the system and all public structures tributary to the system. Conduct a catch basin sediment accumulation pilot program. Establish a routine inspection and maintenance program. Maintain records of inspections conducted, # of basins cleaned, volume collected. Note areas that accumulate more sediment and consider more frequent inspection, cleaning or further investigation.	All basins are cleaned at least once every two years. Basins in high sediment areas are cleaned annually. Basins were cleaned in Spring and Summer 2008, however records were not kept. The DPW addressed existing stormwater issues on Flagg Road, Clifford Road, High Street, Tara Road and Cross Street. An online form based DPW work order tracking system has been implemented as of January, 2009.	Maintain records for all catch basin cleanings and repairs. Continue use of online work order forms.
Revised					
6.4	Identify, as necessary, structural modifications to the system in conjunction with future roadway improvements.	DPW	Evaluate system improvement needs in conjunction with planned roadway improvements.	Drainage system upgrades were performed on Gilmore Road (culvert replacement), and Mount Vickery Road (redirected drainage flows and installation of leaching basin) in conjunction with the 2008 Road Paving Program. A total of 22 vertical feet in approximately 15 drainage structures were rebuilt as part Paving Program.	Continue to upgrade drainage structures as necessary with roadway projects.
Revised					

6.5	Provide spill response training to mechanics and equipment operators	DPW	Develop training program. Identify staff for training. Conduct initial and annual training refresher training. Maintain training roster for each session, and include documentation in personnel files.	Due to staff turnover, the Town did not hire a consultant to provide training. New staff were provided a briefing by departing staff.	A refresher training session will be scheduled for all DPW staff in summer/fall of 2009.
Revised					
6.6	Post spill prevention/emergency action plans prominently in areas where hazardous materials are used and stored.	DPW	Develop posters outlining spill prevention/emergency response plans. Post prominently in the garage.	Spill cleanup materials are present at the maintenance facilities. MSDS sheets are available in the maintenance garage.	As part of refresher training, the need for additional posters will be evaluated and the response plans will be developed and posted.
Revised					
6.7	Conduct annual inspection of maintenance facilities.	DPW, School Department	Develop Checklist. Conduct inspections. Record and correct deficiencies.	DPW staff perform informal inspections regularly, which includes formal logged inspections of the waste oil and gasoline systems which are performed on a weekly basis.	Continue use of waste oil inspections and logs.
Revised					
6.8	Publicize and support Household Hazardous Waste (HHW) Collection events.	DPW, Health Department	Coordinate with Health Department to publicize and support HHW Collection events. Record the number of attendees, volunteers. Record the types and amount of material collected.	HHW event (October, 2008) supported and collected materials tracked.	Continue with supporting annual HHW collection event.
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<not 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
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

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, 2006 through March 31, 2007)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/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 %)	75%
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	Yes
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	Yes
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)	Yes
Sudbury River Watershed Organization supported with flyers and catch basin stencils	(# of times)	2

Legal/Regulatory

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

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	100
Estimated or actual number of outfalls	(#)	188
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	50 (100% of outfalls mapped)
Mapping method(s)		
▪ Paper/Mylar	(%)	N/A
▪ CADD	(%)	N/A
▪ GIS	(%)	100
Outfalls inspected/screened **	(# or %)	2 outfalls
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	100 %
Possible illicit discharges identified **	(#)	0 identified
Possible illicit discharges identified {require further investigation} (Since beginning of permit coverage)	(#)	4
Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0

% of population on sewer	(%)	0
% of population on septic systems	(%)	100
Septic system inspections	(#)	78 (67 Passed, 7 Conditional Pass, 4 Failures)
New septic systems installed	(#)	18 new construction systems, 20 replacement systems

Construction

	(Preferred Units)	Response
Number of construction starts (> 1-acre) **	(#)	3
Number of continuing construction (> 1-acre) **	(#)	3
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100
Tickets/Stop work orders issued **	(# or %)	0
Fines collected **	(# and \$)	0
Complaints/concerns received from public **	(#)	0
Building permits opened (all construction projects requiring excavation)	(#)	112

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	100
Estimated volume of stormwater recharged	(gpy)	Unknown
New subdivision streets with completed inspections	(y#)	None
Low-impact development (LID) Permits Issued	(#)	4
Stormwater Management Permits Issued	(#)	6

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	1/ year
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Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1/ year
Qty of structures cleaned **	(#)	Not tracked
Qty. of storm drain cleaned **	(%, LF or mi.)	Not tracked
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	Not tracked
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Recycled-DPW

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	
• Vacuum truck(s) owned/leased	(#)		
• Vacuum trucks specified in contracts	(y/n)		
• % Structures cleaned with clam shells **	(%)	100	
• % Structures cleaned with vacator **	(%)		

(Preferred Units)		Response	
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	1/ year	
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	1/ year	
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	Not tracked	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Recycled-DPW	
Annual Sweeping Costs			
• Annual budget/expenditure (labor & equipment)**	(\$)		
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)		
• Disposal cost**	(\$)	N/A	
Sweeping Equipment			
• Rotary brush street sweepers owned/leased	(#)	1 sweeper, 2 main brooms bought	
• Vacuum street sweepers owned/leased	(#)	0	
• Vacuum street sweepers specified in contracts	(y/n)	No	
• % Roads swept with rotary brush sweepers **	%	100	
• % Roads swept with vacuum sweepers **	%	0	
Material collected at Transfer Station for proper disposal or recycling (Residents)			

• Newspaper	(tons)	377.16
• Yard Waste collected at Transfer Station	(tons)	441.94
• Commingled material for recycling	(tons)	227.84
• White Goods and Scrap Metal	(tons)	163.77
• Cathode ray tubes	(tons)	1.18
• Corrugated cardboard	(tons)	166.69
Municipal Hazardous Waste to proper disposal		
• Part washer fluid	(# of times fluid disposed of and replaced)	Twice per year
• Waste oil (burned in permitted waste oil burner of gas powered unit heaters in garage storage bay)	(gallons in '08-'09 heating season)	160

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	Unknown
▪ Herbicides	(lbs. or %)	Unknown
▪ Pesticides	(lbs. or %)	Unknown
Integrated Pest Management (IPM) Practices Implemented	(y/n)	Yes

(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	50% NaCl 50% Sand
Pre-wetting techniques utilized **		(y/n or %)	No
Manual control spreaders used **		(y/n or %)	Yes
Zero-velocity spreaders used **		(y/n or %)	Yes
Estimated net reduction or increase in typical year salt/chemical application rate		(±lbs/ln mi. or %)	Unknown
Estimated net reduction or increase in typical year sand application rate **		(±lbs/ln mi. or %)	Unknown
% of salt/chemical pile(s) covered in storage shed(s)		(%)	100
Storage shed(s) in design or under construction		(y/n or #)	N/A

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
• Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	N/A