

**Municipality/Organization:** Town of Upton

**EPA NPDES Permit Number:** MAR041165

**MaDEP Transmittal Number:** W-04/350

**Annual Report Number**

**& Reporting Period:** No. 4: March 06-March 07

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Mr. Stephen Soma

**Title:** Director, DPW

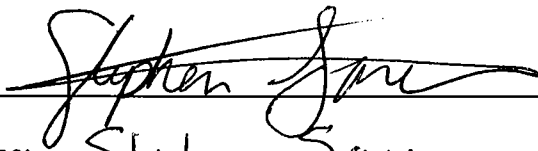
**Telephone #:** (508) 529-3067

**Email:**

#### 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:**

Stephen Soma

**Title:**

Director, Department of Public Works

**Date:**

## **Part II. Self-Assessment**

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

Part II.F        This Report is being submitted (certified mail) on May 2, 2007.

Part II.B.3       The Town has implemented a comprehensive stormwater conveyance identification and mapping program. To date, more than 50 outfalls, stormwater catch basins and culverts have been investigated, described, classified and mapped as a result of this program. Due to the large number of conveyances which contribute to potential receiving waters of the stormwater system, this represents only approximately 65% of these structures. It is the intent of the Town to complete mapping in Report Year 5. To date no illicit discharges have been identified.

Part II.B.4

And

Part II.B.5       While continuing efforts are undergoing to develop, implement and enforce construction site stormwater runoff control and post-construction runoff control, the Town has not yet incorporated appropriate by-laws to assist in the enforcement of same. It is anticipated that through efforts from representatives of several Town Departments – notably the Department of Public Works, Planning Board, Conservation Commission and Code Enforcement offices - and finalization of these by-laws, the Town will significantly improve their success in addressing construction site runoffs. With increasing demands placed upon the Town due to the unprecedented recent development, this has been identified as a top priority. Meetings are to be held in the upcoming months to establish a stormwater committee to address education and enforcement issues relative to construction site runoff.

### Part III. Summary of Minimum Control Measures

#### 1. Public Education and Outreach

| BMP ID #     | BMP Description                                          | Responsible Dept./Person Name | Measurable Goal(s)               | Progress on Goal(s) – Permit Year 4<br>(Reliance on non-municipal partners indicated, if any)               | Planned Activities – Permit Year 5                    |
|--------------|----------------------------------------------------------|-------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 1<br>Revised | Develop & distribute brochures to residents              | Upton DPW                     | Distribution of brochures.       | Received 500 brochures for distribution to residents. Brochures included as mail stuffers for water bills.  | Review different brochures and continue distribution. |
| 2<br>Revised | Develop & distribute brochures to businesses             | Upton DPW                     | Distribution of brochures.       | Received 200 brochures for distribution to businesses. Brochures included as mail stuffers for water bills. | Review different brochures and continue distribution. |
| 3<br>Revised | Install watershed signage                                | Upton DPW                     | Installation of watershed signs. | No progress has been made on this.                                                                          | Contract for signs – DPW may be available to install. |
| 4<br>Revised | Develop collection program for household hazardous waste | Upton DPW / Board of Health   | Conduct collection program.      | Conducted household hazardous waste collection day in April '06.                                            | Conduct similar collection day in May '07.            |
| 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 4<br>(Reliance on non-municipal partners indicated, if any)                                                   | Planned Activities – Permit Year 5                                                                          |
|----------|-------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 6        | Public meeting to discuss Stormwater management plan  | Upton DPW/Board of Selectmen         | Conduct a public meeting to discuss goals of the Stormwater management plan | Conducted meetings with Town Depts.; no public meeting set. Alternative has been proposed to televise pertinent material on local cable access. | Coordinate with cable access personnel                                                                      |
| Revised  |                                                       |                                      |                                                                             |                                                                                                                                                 |                                                                                                             |
| 7        | Public Hearing to discuss water quality data of beach | Board of Health/Board of Selectmen   | Conduct a public discussion of goals and results of water testing.          | No public hearings have been held.                                                                                                              | Similar to above, utilize local cable access programming.                                                   |
| Revised  |                                                       |                                      |                                                                             |                                                                                                                                                 |                                                                                                             |
| 8        | Develop and implement composting program              | Board of Health                      | Implementation of composting program                                        | Composting program was not implemented due to lack of proper location.                                                                          | Investigate feasibility of locations for implementation. Alternately, initiate home composting kit program. |
| Revised  |                                                       |                                      |                                                                             |                                                                                                                                                 |                                                                                                             |
| 9        | Coordinate & implement beach clean-up program         | Board of Health / Board of Selectmen | Conduct a beach clean-up                                                    | Town scout troops have conducted a beach cleanup at Pratt Pond beach.                                                                           | Encourage and continue similar efforts.                                                                     |
| 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 4<br>(Reliance on non-municipal partners indicated, if any)                                           | Planned Activities – Permit Year 5                              |
|---------------|------------------------------------------------------------|-------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 11<br>Revised | Develop Stormwater system map                              | Upton Highway Department      | Creation of system map                       | Finalized system map after review by Town                                                                                               |                                                                 |
| 12<br>Revised | Identify illicit discharges                                | Upton Highway Department      | Create a list of illicit discharges          | Comprehensive investigation, identification and compiled description of stormwater conveyances in Pratt Pond and Town Center completed. | Extend investigation to additional areas along Route 140.       |
| 13<br>Revised | Commence with elimination of identified illicit discharges | Upton Highway Department      | Removal of all identified illicit discharges | No illegal discharges identified during Permit Year 4.                                                                                  | Complete process of removing all identified illicit discharges. |
| 14<br>Revised | Review & implement ordinances                              | Board of Selectmen            | Adoption of additional bylaws & regulations  | Review existing bylaws and develop new regulations to prohibit illicit discharges.                                                      | Implementation pending approval of by-law.                      |
| 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 4<br>(Reliance on non-municipal partners indicated, if any)                                                            | Planned Activities – Permit Year 5                                                                                 |
|----------|-----------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 16       | Develop procedures to inform public of upcoming projects  | Planning Board/<br>Conservation Commission | Advertise to the public of upcoming activities. Develop and implement review process. | The Planning Board and Conservation Commission currently developing review process – implementation pending; progress has been slow. Please see Part II. | Continue review of projects as required.                                                                           |
| Revised  |                                                           |                                            |                                                                                       |                                                                                                                                                          |                                                                                                                    |
| 17       | Develop & implement site plan review process for sites.   | Planning Board/<br>Conservation Commission | Develop and implement review process                                                  | The Planning Board and Conservation Commission are currently developing site plan review process – implementation pending.                               | Meeting scheduled for June '07 to designate representatives from appropriate departments for stormwater committee. |
| Revised  |                                                           |                                            |                                                                                       |                                                                                                                                                          |                                                                                                                    |
| 18       | Develop & implement erosion & sediment control ordinances | Planning Board/<br>Conservation Commission | Develop and implement control ordinances                                              | The Planning Board and Conservation Commission are currently developing site plan review process – implementation pending                                | As above                                                                                                           |
| Revised  |                                                           |                                            |                                                                                       |                                                                                                                                                          |                                                                                                                    |
| 19       | Develop construction inspection program                   | Planning Board/<br>Conservation Commission | Implementation of inspection program                                                  | Develop construction inspection checklist & procedures and implement inspection program. Progress ongoing but slow; please see Part II.                  | Continue implementation efforts.                                                                                   |
| 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 4<br>(Reliance on non-municipal partners indicated, if any)                      | Planned Activities – Permit Year 5                                                                                    |
|----------|----------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 21       | Review existing non-structural BMPs                | Planning Board/<br>Conservation Commission | Development and addition of any necessary amendments and/or bylaws. | Review process completed – commenced with developing amendments and/or inserts to the bylaws and ordinances.       | Adoption of appropriate by-laws anticipated this permit year.                                                         |
| Revised  |                                                    |                                            |                                                                     |                                                                                                                    |                                                                                                                       |
| 22       | Review of existing structural BMPs                 | Conservation Commission                    | Development and addition of any necessary amendments and/or bylaws. | Review process completed – commenced with developing amendments and/or inserts to the bylaws and ordinances.       | As above                                                                                                              |
| Revised  |                                                    |                                            |                                                                     |                                                                                                                    |                                                                                                                       |
| 23       | Require O&M manuals for newly installed BMPs       | Conservation Commission/<br>DPW            | Catalogue and review of all new structural BMPs.                    | No progress on this goal.                                                                                          | Implement program                                                                                                     |
| Revised  |                                                    |                                            |                                                                     |                                                                                                                    |                                                                                                                       |
| 24       | Develop inspection program of newly installed BMPs | Conservation Commission/<br>DPW            | Implement new BMP inspection program.                               | Some progress on this goal – efforts have been reactive by the DPW relative to larger scale construction projects. | Work with developers to implement scheduling and review of BMPs installed as incorporated into private NPDES Permits. |
| Revised  |                                                    |                                            |                                                                     |                                                                                                                    |                                                                                                                       |
| Revised  |                                                    |                                            |                                                                     |                                                                                                                    |                                                                                                                       |
| Revised  |                                                    |                                            |                                                                     |                                                                                                                    |                                                                                                                       |

### 5a. Additions

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## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

| BMP ID # | BMP Description                                   | Responsible Dept./Person Name | Measurable Goal(s)                                                | Progress on Goal(s) – Permit Year 4<br>(Reliance on non-municipal partners indicated, if any)                               | Planned Activities – Permit Year 5                                                                                 |
|----------|---------------------------------------------------|-------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 26       | Inspection of Town owned and/salt storage areas   | Upton Highway Department      | Conduct inspections, make recommendations, and review procedures. | Ongoing inspections and maintenance protocol implemented for Town storage. No formal procedure established to date.         | Continue inspection and housecleaning efforts. Establish procedure and schedule for inspections.                   |
| Revised  |                                                   |                               |                                                                   |                                                                                                                             |                                                                                                                    |
| 27       | Review snow removal & street sweeping procedures. | Upton Highway Department      | Review procedures and make recommendations.                       | Review of procedures has commenced.                                                                                         | Formalize recommendations.                                                                                         |
| Revised  |                                                   |                               |                                                                   |                                                                                                                             |                                                                                                                    |
| 28       | Develop & implement maintenance schedules – BMPs  | Upton Highway Department      | Implement annual BMP maintenance program                          | Little progress in development of BMP maintenance program; however, DPW has been active in identifying private BMP neglect. | Formalize identification program, issue information to citizens.                                                   |
| Revised  |                                                   |                               |                                                                   |                                                                                                                             |                                                                                                                    |
| 29       | Develop & implement employee training program     | Upton Highway Department      | Implement training program.                                       | No formal training program implemented.                                                                                     | Develop training program that will increase employee awareness and aid in identification prevention methodologies. |
| Revised  |                                                   |                               |                                                                   |                                                                                                                             |                                                                                                                    |
| Revised  |                                                   |                               |                                                                   |                                                                                                                             |                                                                                                                    |
| Revised  |                                                   |                               |                                                                   |                                                                                                                             |                                                                                                                    |

### 6a. Additions

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**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>**

| <b>BMP ID #</b> | <b>BMP Description</b> | <b>Responsible Dept./Person Name</b> | <b>Measurable Goal(s)</b> | <b>Progress on Goal(s) – Permit Year 4<br/>(Reliance on non-municipal partners indicated, if any)</b> | <b>Planned Activities – Permit Year 5</b> |
|-----------------|------------------------|--------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------|
|                 | Incomplete             | To Be Determined                     | To Be Determined          | Incomplete                                                                                            | Pending                                   |
| Revised         |                        |                                      |                           |                                                                                                       |                                           |
| Revised         |                        |                                      |                           |                                                                                                       |                                           |
| Revised         |                        |                                      |                           |                                                                                                       |                                           |
| Revised         |                        |                                      |                           |                                                                                                       |                                           |
| Revised         |                        |                                      |                           |                                                                                                       |                                           |
| Revised         |                        |                                      |                           |                                                                                                       |                                           |

**7a. Additions**

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**7b. WLA Assessment**

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

#### Part V. Program Outputs & Accomplishments (OPTIONAL)

##### Programmatic

|                                                |                           |   |
|------------------------------------------------|---------------------------|---|
| Stormwater management position created/staffed | (y/n)                     | N |
| Annual program budget/expenditures             | (\$) <sup>1,000</sup> ex. |   |
|                                                |                           |   |
|                                                |                           |   |

##### Education, Involvement, and Training

|                                                                         |               |             |
|-------------------------------------------------------------------------|---------------|-------------|
| Estimated number of residents reached by education program(s)           | (# or %)      | 75%         |
| Stormwater management committee established                             | (y/n)         | N - Pending |
| Stream teams established or supported                                   | (# or y/n)    | N           |
| Shoreline clean-up participation or quantity of shoreline miles cleaned | (y/n or mi.)  | Y           |
| Household Hazardous Waste Collection Days                               |               |             |
| ▪ days sponsored                                                        | (#) 2         | Town (BOH)  |
| ▪ community participation                                               | (%) 20%       | Town        |
| ▪ material collected                                                    | (tons or gal) | NA          |
| School curricula implemented                                            | (y/n)         | N           |
|                                                                         |               |             |
|                                                                         |               |             |

## Legal/Regulatory

|                                                    | In Place<br>Prior to<br>Phase II | Under<br>Review | Drafted | 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               |         |         |
| ▪ Erosion & Sediment Control                       |                                  | X               | X       |         |
| ▪ Post-Development Stormwater Management           |                                  | X               | X       |         |

## Mapping and Illicit Discharges

|                                        |                    |         |
|----------------------------------------|--------------------|---------|
| Outfall mapping complete               | (%)                | 100%    |
| Estimated or actual number of outfalls | (#)                | 50 est. |
| System-Wide mapping complete           | (%)                | 100%    |
| Mapping method(s)                      |                    |         |
| ▪ Paper/Mylar                          | (%)                | 0%      |
| ▪ CADD                                 | (%)                | 50%     |
| ▪ GIS                                  | (%)                | 50%     |
| Outfalls inspected/screened            | (# or %)           | 75%     |
| Illicit discharges identified          | (#)                | 0       |
| Illicit connections removed            | (# )<br>(est. gpd) | 0       |
| % of population on sewer               | (%) 30%            |         |
| % of population on septic systems      | (%) 70%            |         |
|                                        |                    |         |
|                                        |                    |         |

## Construction

|                                                                                                   |            |     |
|---------------------------------------------------------------------------------------------------|------------|-----|
| Number of construction starts (>1-acre)                                                           | (#)        | TBD |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | (%)        | TBD |
| Site inspections completed                                                                        | (# or %)   | TBD |
| Tickets/Stop work orders issued                                                                   | (# or %)   | 0   |
| Fines collected                                                                                   | (# and \$) | 0   |
| Complaints/concerns received from public                                                          | (#)        | TBD |
|                                                                                                   |            |     |
|                                                                                                   |            |     |

### Post-Development Stormwater Management

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

### 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                                                                     | (#)            | 541      |
| Storm drain cleaned                                                                                    | (LF or mi.)    | 5 Mi     |
| Qty. of screenings/debris removed from storm sewer infrastructure                                      | (lbs. or tons) | 155.51 T |
| Disposal or use of sweepings (landfill, POTW, compost, <i>recycle for sand, beneficial use</i> , etc.) | Recycle, fill  | Recycle  |
| Cost of screenings disposal                                                                            | (\$)           | 1154.98  |
|                                                                                                        |                |          |
|                                                                                                        |                |          |

|                                                                                      |            |   |
|--------------------------------------------------------------------------------------|------------|---|
| Average frequency of street sweeping (non-commercial/non-arterial streets)           | (times/yr) | 1 |
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr) | 1 |

|                                                                       |                |          |
|-----------------------------------------------------------------------|----------------|----------|
| Qty. of sand/debris collected by sweeping                             | (lbs. or tons) | 30 T     |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) | (roadway fill) |          |
| Cost of sweepings disposal                                            | (\$)           | 5,518.00 |
| Vacuum street sweepers purchased/leased                               | (#)            | 1        |
| Vacuum street sweepers specified in contracts                         | (y/n)          | Y        |
|                                                                       |                |          |
|                                                                       |                |          |

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

|                                                          |                                                                                           |                                                    |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------|
| Anti-/De-Icing products and ratios                       | % NaCl<br>% CaCl <sub>2</sub><br>% MgCl <sub>2</sub><br>% CMA<br>% Kac<br>% KCl<br>% Sand | 175,000 gal<br>975 gal<br><br><br><br><br>105 Tons |
| Pre-wetting techniques utilized                          | (y/n)                                                                                     | N                                                  |
| Manual control spreaders used                            | (y/n)                                                                                     | N                                                  |
| Automatic or Zero-velocity spreaders used                | (y/n)                                                                                     | Y                                                  |
| Estimated net reduction in typical year salt application | (lbs. or %)                                                                               | 60-75 (tons)                                       |
| Salt pile(s) covered in storage shed(s) One shed used    | (y/n)                                                                                     | Y                                                  |
| Storage shed(s) in design or under construction          | (y/n)                                                                                     | N                                                  |
|                                                          |                                                                                           |                                                    |
|                                                          |                                                                                           |                                                    |