

4/29/11

P

Municipality/Organization: Town of Whitman, MA

EPA NPDES Permit Number: MA04071

MaDEP Transmittal Number: W- 036099

**Annual Report Number
& Reporting Period:** No. 8: April 10-March 11

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Donald F. Westhaver **Title:** Superintendent of Public Works

Telephone #: 781-447-7360 **Email:** dwesthaver@whitman-ma.gov

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: Donald F. Westhaver

Printed Name: Donald F. Westhaver

Title: Superintendent of Public Works

Date: _____

Part II. Self-Assessment

The Town of Whitman has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, with the following work scheduled for completion:

- BMP 5-1 and 5-3 were put before the various stakeholders within the Town in March of 2011. In order to get the required meeting attendance for passing the bylaws the town vote is scheduled for the May 2012 (Spring) Town Meeting.

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
1-1	Inserts in Water and Sewer bills The Town drops off pamphlets when reading the meter	Department of Public Works	Pamphlet dropped off during meter reading	Dropped off during meter readings, not included in CCR this year.	Add storm water information to be included in annual Consumer Confidence Report (CCR). Continue public education efforts.
1-2	Park kiosks (signs)	Parks Department	Notices posted	Notices Posted in selected areas.	Continue to post and maintain notices as necessary
1-3	Pooper Scooper Ordinance	Animal Inspector	Ordinance passed	Maintained ordinance.	Maintain ordinance and post signs describing the ordinance.
1-4	Watershed signage	Department of Public Works	Signs posted	Maintained existing signs.	Maintain status of signs.
1-5	<u>Resident Hotline</u> During DPW business hours	Department of Public Works	Calls received	Continued hotline during business hours.	Continue hotline.
1-6	Hazardous Waste Collection Day	Department of Public Works	Number of collection days held and amount of waste collected	Held a collection day in September 10 (joint collection day with Abington).	Continue holding collection days.

1a. Additions

1-7	Additional HHHW drop off locations/days	Department of Public Works	Number of drop off locations	Continued participation in the S. Shore Recycling Cooperative, where 15 local communities open up their local HHHW collection days to members of the cooperative.	Continue to participate in the S. Shore Recycling Cooperative.
-----	---	----------------------------	------------------------------	---	--

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
2-1	Comply with state public notification	Town Clerk	Notices posted	Continued to post notices.	Continue to post notices.

2a. Additions

2-2	Convene Stormwater and GIS Committee	Department of Public Works	Facilitate conformance with Phase II program; facilitate building and implementing a GIS	Held meetings to see if there was an opportunity to update town GIS though no action was taken. The existing GIS includes sewer, water and drain utilities.	Continue to monitor Phase II compliance and GIS development.
2-3	Tree planting program	Parks Department	Number of trees planted	Continued "Friends of the Park" to work directly with homeowners that are planting trees in front of their homes (adjacent to the sidewalk). 3 tree donations were made to the parks.	Continue tree planting program with "Friends of the Park", including working with homeowners that are planting trees adjacent to the sidewalks (See BMP 6-8).
2-4	Local Boy Scout troop sponsored clean rivers and stream day	Department of Public Works - Boy Scouts	Walk river and stream banks	The boy scouts collected litter and debris from the river and stream banks. Debris such as scrap metal was taken to the DPW to be recycled or disposed of in the proper manner.	Continue supporting effort.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
3-1	Illicit connection ordinance	Town Clerk	Ordinance passed	Maintained the existing ordinance.	Maintain ordinance and track enforcement actions.
3-2	Outfall map	Department of Public Works	Map complete	None, map complete.	None, map complete.
3-3	Dry weather screening	Department of Public Works	Percent of outfalls screened	None, all outfalls screened.	None, all outfalls screened.
3-4	Create a storm drain and sewer GIS	Department of Public Works	Map created	None, map complete.	None, map complete.
3-5	Identify and remove illicit connections	Department of Public Works	Illicit connections identified	None, outfall list complete.	Review program and prepare to institute priority catchment inspections upon publication of Final Permit.
3-6	Newspaper article about the hazards of illicit connections	Department of Public Works	Articles published	Illicit Connection description posted in public areas.	Publish article and/or Cable TV presentation.

3a. Additions

3-7	I/I and Illicit Connection Removal Program	Department of Public Works	Percent of Town screened and/or number of houses inspected	Continued I/I SRF funded project that began in November 2008. Construction ongoing for lining of Auburn Street Interceptor. Construction scheduled for completion spring 2011. Conducted house to house inspections to locate additional private I/I sources. Conducted CCTV inspections at strategic areas. Distributed flyers for sump pump awareness and removal from the town collection system.	Remove identified municipal sources of I/I and begin contacting residents with private I/I sources. Conduct smoke testing and dye testing where appropriate and potential source indicated.
-----	--	----------------------------	--	--	---

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
4-1	Construction Site Erosions and Sediment Control Ordinances	Planning Department	Ordinance passed	The existing Town By-Laws require means for surface water drainage without causing erosion, and ground stabilization for erosion control.	Modification of existing bylaws pending Town Meeting Approval.
4-2	Site Plan Reviews	Planning Department	Number of Site Plans Reviewed	Reviewed site plans.	Continue reviewing site plans. Tracking and reporting of number of plans reviewed per year will be included in subsequent annual reports.
4-3	Enforcement of sediment and erosion controls	Conservation Commission and Planning Department	Number of Enforcement Actions taken	Inspected new development for enforcement needs.	Continue inspections. Tracking and characterization of violations will be documented.
4-4	Inspection of sediment and erosion controls	Conservation Commission and Planning Department	Number of inspections performed	Received monthly inspection reports from site operators.	Continue receiving and reviewing monthly inspection reports from site operators. Documentation regarding number of inspections and inspection results summaries will be maintained.
4-5	Consideration of public input	Planning Department	Public review periods held	Held public review period for applicable projects.	Continue to place notices to announce review and comment period for each construction project.

4a. Additions

	None		
--	------	--	--

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
5-1	Develop a bylaw to apply Standards 2, 3,4,7 and 9 of the MA Stormwater Policy to the entire Town	Planning Department	Ordinance passed	March 2011 held a meeting with Planning Board, Town Administrator, DPW and Zoning Board to draft new bylaws, and plan for May 2012 town meeting vote.	Expect to present at May 2012 Town Meeting.
5-2	Specify a stormwater BMP manual	Planning Department	BMP Manual selected	None, completed in Year 1.	None, completed in Year 1.
5-3	Ordinance for Long-term maintenance	Planning Department	Ordinance passed	Met with Town Counsel (Attorney) to review and draft new bylaws, using MA DEP ordinances.	Expect to present at May 2012 Town Meeting.

5a. Additions

5-4					
-----	--	--	--	--	--

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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
6-1	Employee training	Department of Public Works	Number of employees trained	Continued employee training for General safety and public/professional development.	Continue employee training. Tracking and documentation related to number of trainees and topics discussed will be maintained with Department records.
6-2	Street sweeping	Department of Public Works	Percent of streets swept	Sweeping all streets in Spring 2010. All streets are swept twice per year, and the downtown area is swept more frequently (every few months). Additional sweeping is done as needed.	Sweep all streets. Further review of street sweeping schedules and frequencies will be undertaken during operations manual development when 2011 Final Permit is published.
6-3	Roadway de-icing	Department of Public Works	Number of times Salter is calibrated	Calibrated salt spreaders, covered road salt on a per storm basis, and monitored industry standards.	Calibrate salt spreaders, cover road salt, and monitor industry standards. Roadway de-icing will be part of operations manual development when 2011 Final Permit is published.
6-4	Snow disposal	Department of Public Works	Number of snowstorms	Dumped snow away from sensitive areas.	Dump snow away from sensitive areas and use containment boundaries. Snow disposal practices will be incorporated into operations manual to be developed after 2011 Final Permit is published.
6-5	Green landscaping at Town parks	Parks Department	Fertilizer and pesticide used	Continued landscaping practices and training.	Continue landscaping practices and training. See comments above; will apply to landscaping practices.
6-6	Storm drain maintenance	Department of Public Works	Number of catch basins cleaned	Cleaned 50% of Town's catch basins in Spring 2010.	Clean remaining 50% of Town's catch basins, so that all catch basins are cleaned every 2 years. Catch basin cleaning frequencies will be re-evaluated as part of operations manual development after 2011 Final Permit is published.

6-7	Vehicle maintenance	Department of Public Works	Hazardous materials used	Continued materials inventory. Wastes were disposed of during Hazardous Waste Day.	Continue inventory. Documentation of quantity tracking and characterization will be maintained by the Department.
6-8	Tree planting program	Parks Department	Number of trees planted	Continued working with "Friends of the Park" to help with the tree planting program, see BMP 2-3.	Continue tree planting program with "Friends of the Park", including working with homeowners that are planting trees adjacent to the sidewalks (See BMP 2-3).
6-9	Illegal dumping	Department of Public Works	Log of illegal dumping events	Posted/maintained signs in illegal dumping areas. No illegal dumping that affects drainage system reported. Bulky waste dumping (appliances, tires) was reported and addressed.	Keep log of illegal dumping areas and events. Post signs as needed.

6a. Additions

	None				
--	------	--	--	--	--