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Contents

Section 1 NPDES Phase II Small MS4 General Permit: Annual Report No. 13 – April 1, 2015 to March 31, 2016

Appendices

Appendix A	BMP 1-1: EPA Brochure – After the Storm: A Citizens’ Guide to Understanding Stormwater. “Learn about Dracut Stormwater Requirements” – Dracut’s stormwater obligations. How Do I get Stormwater Permit Coverage for My Construction Site? Stormwater and the Construction Industry
Appendix B	BMP 1-1a: Signs Promoting Pick-up of Pet Waste
Appendix C	BMP 1-1b: Earth Day and Arbor Day Celebration Notice
Appendix D	BMP 1-1c: Town’s Website Stormwater Pollution Article – “Every Day Activities Can Generate Non-Point-Source Pollution” Town’s Website Stormwater Pollution Article – “Water-Efficient Landscaping: Preventing Pollution & Using Resources Wisely”
Appendix E	BMP 1-2: DPW Stormwater Activities 2015 Memo
Appendix F	BMP 4-1: 2015-2016 Conservation Commission Cases Related to Stormwater Management
Appendix G	BMP 4-2: Draft Subdivision Regulations with Low Impact Development (LID)
Appendix H	BMP 4-4: Town of Dracut Sediment Control Checklist



TOWN OF DRACUT, MA

COMMUNITY DEVELOPMENT DEPARTMENT

Town Hall – 62 Arlington Street, Dracut, MA. 01826

978-453-4557

Elizabeth Ware, Director-eware@dracutma.gov

Municipality/Organization: Dracut, MA.

EPA NPDES Permit Number: MAR041194

MADEP Transmittal Number: WO3562

Annual Reporting Number

And Reporting Period: No. 13: April 1, 2015 – April 31, 2016

NPDES Phase II Small MS4 General Permit

Annual Report

Part I. General Information

Contact Person: Elizabeth M. Ware Title: Director of Community Development

Telephone #: 978-453-4557 Email: eware@dracutma.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: Elizabeth M. Ware

Printed Name: Elizabeth M. Ware

Title: Director of Community Development

Date: May 5, 2016

Part II. Self-Assessment

The Town of Dracut has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

Part III: Summary of Minimum Control Measures

Town of Dracut, MA

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year Covering: April 1, 2016 to March 31, 2017
1-1	Make Brochures Available at DPW and Public Libraries	DPW	Assess existing brochures and identify data gaps.	EPA Brochures are posted to the town's website and are made available at the following Dracut locations (See Appendix A): ■ Conservation office. (Town Hall) ■ Recreation office. (Town Hall) ■ Public library. ■ Public Works office. ■ Community Development Department Maintained stormwater information on the Town's website.	Continue to distribute brochures that are currently in use, and evaluate additional avenues for educating the public.

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1-1a	Public Outreach Regarding Pet Wastes	DPW	Posting of Signage in Public Places	Pet waste disposal stations have been installed at Veteran's Memorial Park, located off of Broadway, and Dillon-McAnespie Park on Lakeview Avenue. Created signs promoting pick up of pet waste as a public education piece (see Appendix B). Signs have been placed at the following Dracut locations: ■ Town buildings ■ Public Parks ■ Public recreational areas	Continue to post signs and evaluate additional opportunities for educating the public on the impacts of pet waste that has not been responsibly
1-1b	Public outreach regarding community clean-up	DPW	Posting of signage in public places and assist with activities promoting community clean-ups	Signs have been placed in public parks and public buildings to remind people to pick up their debris Assisted the Garden Club with planning earth day and arbor day at the Dracut Historical Society. Noticed on town website. (See Appendix C)	Continue to post signs and evaluate additional opportunities for educating the public.
1-1c	Public outreach regarding preventing stormwater pollution	DPW	Providing stormwater pollution prevention information to the public.	Articles about the importance of preventing stormwater pollution and using resources wisely has been added to and updated on the town's website. (See Appendix D)	Continue to provide the public with information about stormwater prevention.

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1-2	Annual update of Stormwater Management Plan	DPW	Update of the SWMP in Annual Report and at Selectmen's meeting	An update of the SWMP was included in the 2015 Annual report and presented at the Selectman's meeting on 05/5/16. This meeting was televised live on the Town's local cable access channel, and re-aired on several occasions in the weeks that followed. (see Appendix E.)	A yearly update of the SWMP will be presented at Selectman's meetings and will be made available to the public via the Town's local cable access channel.
2-1	Comply with State Public Notification Guidelines per MGL Chapter 39, Section 23B	Town Clerk	Notices posted in Town Hall and in current locations throughout the permit term.	Notices for Town Meetings have continued to be posted in Town Hall (62 Arlington Street), on the Town's website calendar and at other appropriate municipal building locations throughout the town.	Notices for Town Meetings will continue to be posted in Town Hall (62 Arlington Street), on the Town's website calendar and at other appropriate municipal building locations throughout the town.
2-2	Hold household hazardous waste day	DPW and Board of Health	Hazardous waste collection day to be held annually, with notice to the public in advance of the event	Two household hazardous waste collection days were held jointly by the Town of Dracut and the City of Methuen in 2015. The first event was held on April 29, 2015 in Dracut, with a collection day in the City of Methuen on October 24, 2015. Notices for each event were distributed to the public in advance of the event. In addition to flyers and notices were placed on the respective community's websites	The Town of Dracut and City of Methuen both plan to continue their combined efforts in holding these household hazardous waste days to the mutual benefit of their respective communities.

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2-3	Catch basins were stenciled with "don't dump" message	DPW	129 catch basins were stenciled	This continues the effort made for the first several years of the stormwater management program, where catch basins were stenciled in years 2-5. (See Appendix E for DPW Storm Water Activities 2015 Memo.)	Additional catch basins will be stenciled next year.
3-1	Map Stormwater outfalls and receiving waters	DPW	A GIS layer was added to the Town's geographic information system (GIS) showing all outfalls by the end of the first permit year	This BMP was completed on year one.	This BMP was completed on year one. Update and maintain the Town's maps for GIS drainage layer
3-2	Enforcing existing storm sewer bylaw	DPW and Board of Health	Bylaw maintained and enforced throughout the permit term.	This bylaw has been maintained and enforced during this period. No illegal discharges were discovered in this period. The Board of Health received and investigated several complaints. They continue to monitor all sites of complaints.	This bylaw will continue to be maintained and enforced.
3-3	Develop and implement a program to identify non-stormwater discharges to the MS4	DPW and Board of Health	Plan developed during the first permit year and has been subsequently implemented.	Stormwater outfall inspection summary/year: Year 1: 118 outfalls Year 2: 160 outfalls Year 3: 149 outfalls	This BMP was completed in Year 3.

Part III: Summary of Minimum Control Measures

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3-4	Develop and implement a program to remove illicit discharges to the MS4	DPW and Board of Health	Plan developed during the first year of permit term. Plan implemented and maintained during remainder of permit term.	No outfall testing was performed in Year 13. Previously, the Town performed outfall testing of eight high priority locations in April 2014 and November 2014. These locations were analyzed for Fecal Coliform, PH, conductivity and Ammonia content.	Town will continue to implement their Illicit Discharge Detection Elimination Program (IDDEP). Due to budget constraints the funding for the IDDEP has been reduced.
3-5	Continue to enforce bylaw requiring inspection of new construction for correct connections to sanitary sewer.	DPW and Board of Health	The bylaw has been maintained and enforced throughout the permit term.	This bylaw has been maintained and enforced through Year 13.	This bylaw will continue to be maintained and enforced.
4-1	Continue to apply standard 8 of the Massachusetts Stormwater Policy to all construction projects within the jurisdiction of the Conservation Commission.	Conservation Commission	Standard 8 of the Massachusetts Stormwater Policy applied to all construction projects within the jurisdiction of the Conservation Commission throughout this permit term.	A building checklist had been developed previously to accompany the Building Permit, which includes an approval from the Conservation Commission indicating that all permits are filed and appropriate erosion controls have been proposed and will be established. (See Appendix F)	The Conservation Commission and their agent will continue to apply these standards.

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Town of Dracut, MA

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4-2	Develop and Present a bylaw to require an erosion and sedimentation control plan, waste management plan and plan review for sites disturbing more than one acre.	Town Planner, Conservation Agent and DPW director	Drafted bylaw during the first permit term, with adoption in Spring 2008. The Town joined other communities in the Greater Lowell area thru the Northern Middlesex Council of Governments to request funding from the State, for the formation of a Regional Stormwater Utility. This project was not funded.	After several revisions to the proposed bylaw, the Conservation Commission endorsed the revisions, with the language ultimately being approved in March, 2008. Since that time the Town has been enforcing its new Erosion and Sedimentation Control regulations. The Town will continue to partner with the other communities in the Greater Lowell area thru the Northern Middlesex Council of Governments (NMCOG) to address two regional stormwater projects: <i>Restoring the Merrimack River by Connecting Communities through Stormwater Education and the Northern Middlesex Stormwater Collaborative.</i>	The Planning Board will continue to enforce the new Erosion and Sediment Control regulations as part of their <i>Rules and Regulations Governing the Subdivision of Land in Dracut, MA.</i> <i>Draft Low Impact Development (LID) subdivision regulations were prepared in coordination with the Planning Board (See Appendix G).</i>
4-3	Develop Procedure for Receipt and Consideration of Public Comment	Conservation Commission	Procedure developed during first year of permit term and implemented throughout remaining permit term.	Town has provided opportunity for public comment through Town's website, Town Hall posting of public meetings, public participation in public meetings and hearings	Public comment procedures will be maintained during the coming permit year. If the Town is ultimately successful in creating a separate stormwater utility, a public commenting function could be added to permitting process

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4-4	Check Erosion Control Measures and Construction Material Management on Site Inspection	Conservation Commission	Develop checklist during first year of permit term. Site inspections updated during spring 2004. Updated site inspection procedure implemented throughout remaining permit term.	Conservation Commission staff served as site inspectors to check erosion control measures using the Town's Sediment Control Checklist (See Appendix H). Site inspections continued during this period.	Site inspections will continue to be performed during the coming permit year. Inspection procedures will be updated, as necessary and will be implemented accordingly. If the Town eventually creates a separate stormwater utility, this entity would be responsible for site inspections as part of implementation and enforcement of the Erosion and Sediment Control regulations.
5-1	Develop Bylaw to Apply Standards 2, 3, 4, 7 and 9 of the Massachusetts Stormwater Policy (MSP) to Entire Town	Task Force (DPW, Engineering and Conservation)	Develop a draft bylaw by the end of the first permit term. Present annually to Town Meeting until passed	Conservation Commission applies Standards of MSP to projects under their jurisdiction.	Conservation Commission will continue this practice during the coming permit year.
5-2	Specify a Stormwater BMP Manual	Task Force (DPW, Engineering and Conservation)	Specify a stormwater BMP manual to be included in a draft bylaw by the end of the first permit year.	Reviewed three existing stormwater BMP manuals. Selected the Massachusetts Erosion and Sediment Control Guidelines for Urban and Suburban Areas.	This BMP was completed in Year 1.

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5-3	Develop Bylaw to Ensure Long-term Maintenance of Private Structural BMPs	Task Force (DPW, Engineering and Conservation)	By the end of the first permit term, include provisions in the bylaw for long-term BMP maintenance. Present the draft bylaw annually to the Town Meeting until passed.	DPW inspected 102 Town-owned detention ponds during this period, and performed routine maintenance. Commercial landowners with privately-owned BMPs are required to post bonds to ensure perpetual maintenance of these BMPs. They are also required to submit annual reports on the condition/maintenance of their BMPs. 22 commercial property owners were notified to file reports on their maintenance activities with DPW.	DPW will continue this practice during the coming permit year.
5-4	Develop Procedures to Ensure Existing Structural BMPs are adequately preventing or minimizing impacts to water quality.	Task Force (DPW, Engineering and Conservation)	Create BMP inventory and maintenance plan.	Inventory of structural BMPs developed in Year 1 as part of GIS effort (BMP 3-1). DPW annual inspection of BMPs identifies need for necessary improvements. Forwarded to engineering for review.	BMP inventory will be maintained. Improvements to structural BMPs, identified during annual inspections, will be prioritized. DPW would then begin the process of implementing these improvements through their operating budget and capital plan.
6-1	Identify Sensitive Receptors (such as wetlands, beaches, etc.) within the Town	Conservation Commission	During first year of permit term, develop the list and give select DPW staff a 30 minute training session about the location of sensitive receptors, and why special protection is needed.	List of Sensitive Receptors developed Year 1 and training completed.	Staff will continue to be updated on locations of sensitive receptors and the importance of protection.

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6-2	Continue Annual Catch Basin Cleaning Program	DPW	Continue current program each spring.	Previously DPW retrofitted existing catch basins with drainage hoods designed to retain floatable materials for removal during maintenance, and prevent them from being discharged to water bodies during surges in flow through the catch basin.	The Town will continue this program during the coming permit year.
6-3	Continue Annual Street Sweeping Program	DPW	Sweep streets in town annually each spring.	Annual street sweeping program conducted from April to July 2015. Street sweeping was performed on 606 Town streets with a combined length of roughly 332 lane-miles.	The Town will continue this program during the coming permit year.
6-4	Maintain Cover over Salt Storage Area	DPW	Continue program throughout permit term.	The Town continued to maintain their existing, covered salt storage area.	The Town is looking to build a new salt storage shed, and will do so as soon as local funding is appropriated.
6-5	Develop/Implement Employee Education Program	DPW	Four hours of training for relevant employees each year of the permit	Public works employees have taken general safety training during this permit term. The Town implemented a general training for all public works employees focusing on all BMPs of the SWMP.	The Town will continue to train all public works employees on the various BMPs of the SWMP.
6-6	Use Good Housekeeping Practices for Storing Hazardous Materials, Including Training	DPW	Begin inventory by the end of the first year of the permit term.	An inventory of all current hazardous materials used by the DPW was created in Year 1 and updated in Years 2 & 3.	DPW will continue to maintain and update hazardous material inventory.

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6-7	Minimizing Chemicals in Park, Public Playing Field and Landscape Maintenance	DPW	Continue to minimize the use of chemicals throughout permit term.	Maintenance records were kept for the amount of chemicals used throughout the permit term.	DPW will continue to minimize the use of chemicals and maintain records of chemical used.
6-8	Conduct DPW Site Assessment	DPW		Funds were secured in Year 2 to conduct an environmental site assessment of DPW yard to evaluate stormwater run-off and storage and control of materials. The DPW has completed a site assessment for stormwater management and compliance at the DPW yard.	DPW has reviewed the recommendations from the report and has been implementing them through their operating budget and capital plan.
6-9	Attend Storm Water Management Training	Planning, Engineering		Town Planner and Town Engineer attended EPA Storm Water Management training on 04/08/05. Town Engineer attended independently-certified, privately sponsored training on 12/08/05 entitled, <i>Stormwater Management & Financing Seminar</i>. Assistant Town Manager completed EPA Stormwater Program's webcast Series – Assessing the Effectiveness of Your Municipal Stormwater Program on 06/04/08. DPW Director, Town Engineer and Assistant Town Manager attended New England Chapter APWA and NHPWA 2008 Stormwater Workshop.	This BMP was completed in Year 3. This BMP was completed in Year 6

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				Assistant Town Manager and Board of Health Director completed EPA Stormwater Program's webcast Series – Illicit Discharge Detection and Elimination (IDDE) 301 – Finding and Fixing Illicit Discharges and Connections on 09/30/09.	This BMP was complete in Year 7
				DPW Director, Town Manager and Assistant Town Manager completed CDM sponsored - Stormwater Utility Seminar on 10/29/09.	This BMP was completed in Year 7
				Assistant town Manager attended EpA's Stormwater EPA Rulemaking Webcast on 2/3/2010.	This BMP was completed in Year 7
				Town Engineer attended EPA Mapping Water Infrastructure with GPS Workshop on 5/17/2011	This BMP was completed in Year 9
				Assistant Town Manager attended SuAsCO Council's Stormwater Conference - Municipal Funding Strategies for Stormwater Management on 12/13/2011	This BMP was completed in Year 9
				Assistant Town Manager attended EPA's - 2012 Construction General Permit (CGP) webinar on 3/21/2012	This BMP was completed in Year 9
				Town Engineer attended MADEP Source Water Protection Workshop: Managing Stormwater for Water Supply Protection on 11/1/2012	This BMP was completed in Year 10

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				Town Engineer attended Baystate Roads Program Workshop: Improving Stream Crossings on 10/17/2013	This BMP was completed in Year 11
				Town Engineer attended seven Northern Middlesex Stormwater Collaborative (NMSC) Meetings and Trainings throughout the permit year. The meetings developed the two regional stormwater projects.	This BMP was completed in Year 11
				Town Engineer and Assistant Town Manager attended seven NMSC Meetings and trainings throughout the permit. In the meetings different stormwater topics were covered.	This BMP was completed in Year 12
				Town Engineer and Assistant Town Manager attended the NMSC training session on Green Infrastructure/Best Management Practices on 3/18/2015	This BMP was completed in Year 12
				Town Engineer and Assistant Town Manager attended eight NMSC Meetings and trainings throughout the permit. In the meetings different stormwater topics were covered.	This BMP was completed in Year 13

Part IV. Summary of Information Collected and Analyzed

As required under Article 29 of the Modified Final Judgment (1997), the Town is required to do monthly sampling at 28 catch basins and storm drains and 9 culverts and brooks to identify locations where fecal coliform contamination is present. Last sampling conducted from March 2004 to November 2004. With the Town's release from the Modified Final Judgment, the sampling requirements identified above were replaced with the outfall inspection program described under BMP #3-3. During the summer season, the Board of Health conducts weekly sampling of all beaches around Long Pond, Fleur De Lis Beach, Lake Muscuppic, and Peters Pond.