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Municipality/Organization: Town of Holden, MA

EPA NPDES Permit Number: MAR041121

MA DEP Transmittal Number: W040559

**Annual Report Number
& Reporting Period:** No. 9: April 1, 2011 -March 31, 2012

**NPDES PII Small MS4 General Permit
Annual Report**

Part I. General Information

Contact Person: John Woodsmall

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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: Nancy L. Galkowski

Printed Name: Nancy Galkowski

Title: Town Manager

Date: April 30, 2012

Part II. Self-Assessment

The Town of Holden has successfully implemented or begun implementation of several Measurable Goals noted in Holden's Notice of Intent. Prior to the development of Holden's Comprehensive Stormwater Management Program, including Measurable Goals, the Town had an assessment performed of current activities, programs and regulations that could support the NPDES Phase II Stormwater Program. This assessment became the basis for modifying current activities, recommending new programs, and informing Town boards and departments of their obligation toward successful implementation of Holden's Comprehensive Stormwater Program.

During permit Year 9, the Town continued the development of its local stormwater bylaws (including passage of the Construction/Post-Construction bylaw at Town meeting), conducted follow-up investigations as part of their IDDE program, and coordinated public outreach/participation/construction inspection efforts through their partnership with the Massachusetts Department of Conservation and Recreation.

Holden is pleased to present the following summary describing the Town's success at implementing the program through the ninth year of the Town's Comprehensive Stormwater Program.

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 9	Planned Activities – Permit Year 10
1	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Holden will present to the public at public meeting Holden's draft Comprehensive Stormwater Management Program.	Compliant in year 1. The Town of Holden has completed <i>Stormwater Management Phase II Assessment Report</i> . Copies are available for review by town departments and the public.	Upon issuance of the new EPA General Permit, the Town of Holden will schedule a presentation with the Board of Selectmen and later a public meeting to review the existing Comprehensive Stormwater Program.
2	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Holden will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes and Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of Holden's Comprehensive Stormwater Management Program, including public education and outreach.	The Town of Holden received funding from the Department of Conservation and Recreation (DCR), formerly the Metropolitan District Commission (MDC) for regulations development related to stormwater management. Through this funding, the Town of Holden finalized and adopted a new Stormwater Management bylaw.	Seek additional funding.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Permit Year 10
3	Address specific groups	Department of Public Works Board of Health	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include , Town hall, Library, and Transfer Station	As previously described for Year 8 - The Town of Holden is in receipt of EPA educational materials on disk for easy printing and distribution. The Town of Holden provides several informational brochures to the public. Including Recycling Information, Requirements for Construction over 1 acre, Earth Day events, Mercury Collection by the Massachusetts Board of Health. Holden partnered with Rangers from the DCR to educate 1,788 persons at over 20 separate events on the local watershed and stormwater protection. Letters explaining the MS4 permit and a flyer on Best Management Practices for the Food Service Industry were mailed to each food establishment licensed by the Holden Board of Health. The DEP's Horsekeepers' Best Management Practices Guidelines were sent to owners in Holden that have horses.	Brochures will continue to be printed and made available at town buildings. A box deposit for "Button Cell Battery Recycling Program" will continue to be present in the Town Hall.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Permit Year 10
4	Address specific groups	Department of Public Works Board of Health Planning Department	The Town of Holden will compile a library of educational materials that can be distributed to your organizations, the Garden Club, etc. EPA stormwater BMP's targeting specific activities and audiences will be included	As previously described for Year 8 - The Town of Holden presents several brochure/information to the public. The Town offers brochures described in BMP #3 as well as information listed on the Town website and brochures enclosed wit the Holden Municipal Light Bill and sent to residents. Brochures that have been sent to residents include: - <i>Wachusett Earthday</i> "a yearly brochure describing the Wachusett Watershed Regional Recycling Center's scheduled hours of operation and special events. Information included on the Town website includes: - "Recycling and Trash Information" - "Leaf Composting and Brush Chipping"; and - "Septic System Maintenance." Items listed above are part of ongoing efforts.	Brochures/information will continue to be made available to the public. Information will continue to be made available on the Town website. The DCR has reported that 4 different cable ready DVD's will be available for broadcast on Holden's Local Access Cable Station during Year 10. This includes: "After the Storm", "Reduce Runoff: Slow it Down, Spread it Out, Soak It In", "Think Again, Think Blue MA" and "Cityscape Clean Water Act and Stormwater"

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Permit Year 10
5	Target groups likely to impact stormwater	Department of Public Works Board of Health Planning Department	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance. Other groups include commercial business and waste disposal, parking lot maintenance, and floor drains. Educational brochures on the proper disposal of household hazardous wastes will be attached to transfer station permits.	As previously described for Year 8 - The Town of Holden presents several brochure/information to the public. The Town offers brochures/information described in BMP's #3 and #4. The DPW provides written notice to residents for practices that violate Town regulations. All newly permitted parking lots have been reviewed and include structural and non-structural BMP's including regular street sweeping and maintenance requirements.	The Town DPW will continue to inform the public regarding stormwater protection practices.
6	Promote household waste recycling	Department of Public Works Board of Health MIS Department	The Town of Holden and the Board of Health will promote recycling and hazardous waste collection opportunities through brochures and postings on the Town's website and local access channel.	As previously described for Year 8 - The Town of Holden participates in the Wachusett Watershed Regional Recycling Center which has scheduled year round recycling and special events.	The Town of Holden will continue to participate with and cooperate with the Wachusett Watershed Regional Recycling Center program.
7	Utilize town website	Department of Public Works Board of Health	Links to stormwater BMP's and other water quality education resources, including EPA and DEP will be posted on the Town of Holden's website: http://www.holdenma.gov/	As previously described for Year 8 - The Town of Holden website has several web links to environmental and public health organizations and other environmental information, including the DEP and the EPA.	Continue the website with the previous links.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Permit Year 10
8	Utilize local public access channel	Department of Public Works Board of Health	Stormwater BMP's, solicitation for stream team cleanup volunteers, and EPA produced water quality videos will be considered for presentation on Holden's public access channel.	As previously described for Year 8 - DCR was contacted to use their copy of the EPA presentation, <i>"After the Storm"</i> that is in cable-ready format.	The DCR has reported that 4 different cable ready DVD's will be available for broadcast on Holden's Local Access Cable Station during Year 10. This includes: <i>"After the Storm"</i> , <i>"Reduce Runoff, Slow it Down, Spread it Out, Soak It In"</i> , <i>"Think Again, Think Blue MA"</i> and <i>"Cityscape Clean Water Act and Stormwater"</i> .
9	Develop, conduct and document educational programs	Department of Public Works	The Town of Holden Water Department will apply for funding assistance from DEP's Source Water Protection Program for grant assistance to develop wellhead protection plans and stormwater management plans within Zones II. The proposed tasks will include education component.	The Source Water Protection Program was unavailable during Permit Year 9.	The Town of Holden will ascertain the availability of funds from the Source Water Protection Program in Permit Year 10.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) - Permit Year 9	Planned Activities - Permit Year 10
10	Conduct public meetings/create citizen panels	Board of Selectmen Department of Public Works	The Town of Holden will contact the Nashua River Watershed Association to review opportunities in Holden. These opportunities include hosting a watershed association meeting in Holden with notice on website and local access channel, and televising a meeting reviewing watershed activities or needs specific to Holden	As previously described for Year 8 - Wachusett Greenways provides recreational trail maintenance within the Town of Holden. The DCR has regulatory jurisdiction (350CMR 11) over much of the land bordering waterways in Holden (within 400 feet of water) including regulating land use and density. Though the Town's partnership, the Nashua River Watershed Association has included stormwater related protection for the Town of Holden in its 5 (five) year action plan. The plan includes acquiring GIS capacity, recreation, open space protection, and water quality. The Association also suggests potential funding sources. The watershed association website is: www.nashuariverwatershed.org	The Town of Holden will continue to work with Wachusett Greenways, the DCR, and the Nashua River Watershed Association to determine opportunities for collaboration.

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Permit Year 10
11	Community cleanups	Department of Public Works MIS Department Board of Selectmen	Town of Holden will coordinate local stream team cleanups with area Scout groups. Town will provide notice of event on local access channel and website.	As previously described for Year 8 - Wachusett Greenways; is a volunteer based organization that provides trail development in several communities, including Holden. The Holden DPW worked with Wachusett Greenways on trail construction, which includes proper drainage. The DCR has regulatory jurisdiction (350CMR 11) over much of the land bordering waterways in Holden (within 400 feet of the water) including regulating land use and density. And they have conducted cleanups in some of these areas.	The Town of Holden will continue to work with the DCR and Wachusett Greenways; to protect the quality of waterways within Holden and to provide environmentally safe public recreation opportunities.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Permit Year 10
12	Mapping of storm water management infrastructure	Department of Public Works Planning Department	Holden will develop a multi-year plan to complete mapping of entire storm drain system. Development of plan will include review of water, sewer, and other infrastructure.	The Town of Holden completed mapping under the IDDE during Permit Year 8. The outfalls within the Urbanized Area were surveyed. Survey information included condition, presence of dry weather flows, location, source of flow, and receiving water body. The outlet locations were mapped using AutoCAD and MassGIS.	The Town of Holden will continue to refine the details of the stormwater management infrastructure and database during O&M and IDDE activities.
13	Identification/description of problem areas	Department of Public Works	Holden will develop and implement an Illicit Discharge Detection and Elimination (IDDE) plan.	Follow-up activities from Permit Year 8 were conducted. Outfalls exhibiting elevated /anomalous conditions were resampled with clean results.	The Town of Holden will continue the to implement the IDDE program including ranking of catchment areas.

3. Illicit Discharge Detection and Elimination (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Permit Year 10
14	Enforcement procedures addressing illicit discharges	Department of Public Works Planning Department	Holden will review whether local authority is appropriate and able to respond to potential illicit discharges. New by-laws, if necessary, will be proposed. DCR grant will support this effort.	The Town of Holden is in the process of finalizing a new IDDE bylaw that is to go before Town Meeting this Spring.	The new by-laws will be voted on at Town Meeting. Any new rules and regulations required to enforce the by law will be promulgated by the DPW.
15	Initiation of recycling programs	Department of Public Works Board of Health	Holden will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	The Town of Holden continued to advertise the yearly hazardous product collection event via brochures (enclosed in the Holden Municipal Light bill) and public access television.	The Town of Holden will continue to monitor funding sources for applicability for recycling.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Permit Year 10
16	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Holden will review model by-law developed by DEP in consultation with the Attorney General's Office.	The DPW placed a poster titled "Is your construction project disturbing 1 or more acres of land..." within the Town Hall for public viewing. This poster describes EPA regulations; The Town of Holden drafted and Town Meeting passed a new local ordinance: STORMWATER MANAGEMENT AND EROSION CONTROL BYLAW which regulates construction in areas 20,000 square feet and larger or more or disturbs land with 15% or greater slope where the land disturbance is greater than or equal to 400 square feet within the sloped area.	The Town of Holden will continue to work to finish development of Stormwater regulations related to the new bylaw.
17	Bylaw: Procedures for creating a Storm Water Pollution Prevention Plan (SWPPP)	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Utilizing funding assistance from MDC grant, Holden will review current by-laws and develop and recommend approval for by-laws responding to MM4.	The Town of Holden drafted and Town Meeting passed a new local ordinance: STORMWATER MANAGEMENT AND EROSION CONTROL BYLAW which regulates construction in areas 20,000 square feet and larger or more or disturbs land with 15% or greater slope where the land disturbance is greater than or equal to 400 square feet within the sloped area.	The Town of Holden will continue to work to finish development of Stormwater regulations related to the new bylaw.

Additional Activities: DCR, in partnership with the Town of Holden, inspected a total of 113 dry weather and 58 wet weather inspection at 15 different construction sites in the Town of Holden. No violations were observed.

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 9	Planned Activities – Permit Year 10
18	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Holden will review model by-law developed by DEP in consultation with the Attorney General's Office	The Town of Holden drafted and Town Meeting passed a new local ordinance: STORMWATER MANAGEMENT AND EROSION CONTROL BYLAW which regulates construction in areas 20,000 square feet and larger or more or disturbs land with 15% or greater slope where the land disturbance is greater than or equal to 400 square feet within the sloped area.	The Town of Holden will continue to work to finish development of Stormwater regulations related to the new bylaw.
19	Identify structural and non-structural long-term runoff control strategies BMPs	Planning Board Conservation Commission Town Counsel Board of Health Zoning Board of Appeals	Utilizing funding assistance from MDC grant, Holden will review current by-laws and develop and recommend approval for by-laws responding to MMS.	The Town of Holden drafted and Town Meeting passed a new local ordinance: STORMWATER MANAGEMENT AND EROSION CONTROL BYLAW which regulates construction in areas 20,000 square feet and larger or more or disturbs land with 15% or greater slope where the land disturbance is greater than or equal to 400 square feet within the sloped area.	The Town of Holden will continue to work to finish development of Stormwater regulations related to the new bylaw.

Additional Activities; DCR, in partnership with the Town of Holden, conducted an assessment of Chaffins Brook and found a number of locations with unmanaged stormwater discharges, and design of BMPs to reduce impacts is underway. Additionally, two agricultural sites in Holden were inspected by DCR Staff with no violations observed.

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 9	Planned Activities – Permit Year 10
20	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Using regulations and recommendations from DEP and EPA, Holden will develop and update an operations and maintenance plan to include proper disposal of street sweepings, catchbasin cleanout, snow disposal, roadway deicing procedures, vehicle washing, and outside storage of materials.	The Town of Holden DPW cleans catch basins and sweeps all streets yearly. The Town notifies residents of the street sweeping schedule in the newspaper and on the Town website.	The Town of Holden will continue to implement the Operations and Maintenance (O&M) plan regarding catch basins and street maintenance. The Town will review BMPs for applicable O&M practices. The Town will audit municipal facilities for stormwater pollution prevention opportunities.
21	Develop and implement training programs for municipal employees	Department of Public Works	Holden will send a minimum of 5 public works employees annually to training seminars sponsored by MassHighway, BayState Roads, and other relevant agencies or vendors.	Several Town of Holden employees attended sweeper training and several employees attended vac-truck training.	The Town of Holden will continue to provide training and educational development opportunities to its employees regarding stormwater protection. DCR to distribute to the Town of Holden a single page "DPW Good Housekeeping" list that addresses issues related to vehicle and equipment maintenance, road and infrastructure work, sand and salt storage, detention basins, and field and park maintenance.

6. Pollution Prevention and Good Housekeeping in Municipal Operations (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9	Planned Activities – Permit Year 10
22	Develop a municipal Operations and Maintenance Plan	Department of Public Works	Holden will implement a formal inspection program, including maintenance logs and scheduling, for catchbasin cleaning, repairs, and new installation.	The Town of Holden DPW cleans catch basins and sweeps all streets yearly. The Town notifies residents of the street sweeping schedule in the newspaper and on the Town website.	The Town of Holden will continue to implement the Operations and Maintenance (O&M) plan regarding catch basins and street maintenance. The Town will review BMPs for applicable O&M practices.
23	Review storm drainage infrastructure needs	Department of Public Works	Holden will consider storm drain improvements in development of annual road maintenance plan subject to funding from Chapter 90	The Town of Holden DPW performs maintenance to the storm drain infrastructure as needed. The Town constructed a major stormwater improvement on Quinapoxet St., replacing several hundred feet of failing pipe.	The Town of Holden DPW will continue to perform maintenance to the storm drain infrastructure as needed including Quinapoxet St. The Town will audit municipal facilities for stormwater pollution prevention opportunities.

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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 10
				No TMDLs in the Town of Holden	

7b. WLA Assessment

To date, the Town has focused on completing GIS mapping of the drainage system and receiving waters, as approved by the DEP.

A more detailed WLA assessment and Land Use Evaluation will follow.