

**Municipality/Organization:** Town of Mendon

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**EPA NPDES Permit Number:** BRPWM08A

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**MassDEP Transmittal Number:** W-036130

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**Annual Report Number  
& Reporting Period:** April 1, 2011 – March 31, 2012

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## **NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2012)**

### **Part I. General Information**

Contact Person: Alan Tetreault Title: Highway Surveyor

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Telephone #: 508-473-0737 Email: highwaydpt@mendonma.gov

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Mailing Address: PO Box 51 Mendon MA 01756

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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: /s/ MG

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Printed Name: Michael Goddard

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Title: Chairman, Board of Selectmen

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Date: April 23, 2012

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

The Town of Mendon was issued a NPDES Stormwater General Permit in March, 2003. The Town has completed a self-assessment and has determined that we are in compliance with all permit conditions, including:

Sheet flow inspection and reporting on a quarterly basis

Inspection of material storage

Annual employee training for spill and pollution prevention

Completion and compliance with Illicit Discharge Plan

Completion and compliance with Non-stormwater Discharge Bylaw

Compliance with Tier II reporting requirements

Completion and compliance with Spill Prevention Control and Countermeasures Plan

Compliance with Endangered Species routines

Site compliance with established SWPPP

Ongoing implementation and improvement of SWMP

Maintenance of reporting and record keeping of established plans

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<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 9</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 10</b>
1A Revised	Community Website	Town Administrator	Post educational material	The Town has a website managed by the BOS; The Highway Department has a page dedicated to Stormwater Management and LID practices	same
1B Revised	Newspaper Press Release	Highway Dept/BOS	One press release/yr	Article in paper 3/16/2012	Annual article
1C Revised	Hazardous Waste Collection Day	Board of Health	One per year	Hazardous Waste Collection Day on April 16, 2011	Hazardous Waste Collection Day on April 14, 2012
1D Revised	Educational Displays	Highway Dept.	One display per municipal building	The Highway Department uses rain barrels, which are on display and information available to the public.	Same
1F Revised	Classroom Education	Science Dept Highway Dept	1 Stormwater Topic per year	Ordered stormwater stickers and bookmarks. In hand by 3/31/12; not yet coordinated with school.	Further development of plan with school
1G Revised	Educational Pamphlets	Highway Dept. Board of Health	Post seasonal information	Pamphlets on stormwater are available at the BOH office and Highway Dept. Town wide mailing is too costly. Placemats purchased for local restaurants.	Same as year 8; Additional funds may become available after July 1 which may enable mailings.

## 2. Public Involvement and Participation

<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 9</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 10</b>
2A	Adopt-A-Road	Highway Dept	Initiate program	Officially adopted Adopt-A-Site Program on June 28, 2010. Four sites approved; 3 were failures; one is successful	Continue program
Revised					
2B	Storm Drain Stenciling	Highway Dept	Mark 25% of town's storm drains annually	In progress each year; restricted by funding; no additional drains marked	Continue program
Revised					
2C	Roadway Clean up Day	Con. Comm.	Annual clean up	Town wide clean up day was April 16, 2011. Initiated program for volunteers to get trash bags from Highway Dept, pick up trash, and then call Highway Dept so that we could dispose of bags.	Road clean-up week planned for the summer, in conjunction with Community Outreach program administered by Worc. County Sheriff's Office. Continue voluntary road side clean up.
Revised					
2D	Adopt-A-Stream	Highway Dept. BOS	Initiate program	"Stream Team" for Mill River organized through BRWA;	Needs to be developed
Revised					
2E	Poster Contest	Con. Comm.	Annual contest	Poster contest sponsored by ConCom in conjunction with Town Clean up.	Same; contingent upon adequate funding in Conservation Committee's budget which has been severely cut.
Revised					
Revised					

### 3. Illicit Discharge Detection and Elimination

<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 9</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 10</b>
3A Revised	Mapping Stormwater Outfalls	Highway Dept.	Field Inspect/map 25% outfalls/year	All outfalls mapped	Identify and inspect 25% outfalls in Urbanized Area
3B Revised	Non-Stormwater Ordinance	BOH/Highway Dept./BOS	Draft and enforce bylaw	Enforced bylaw	Enforce bylaw
3C Revised	Develop Illicit Discharge Plan	Highway Dept.	Implement Plan	Requirements of IDDP met: training complete, visual inspec of outfalls done; established tracking system, and log system	Develop and utilize logs and complaint/notice procedures for Illicit Discharges; further develop Public Response system and methods to determine sources
3D Revised	Illegal Dumping	BOH/Highway Dept.	Post signage; clean up when necessary	Continued weekly cleanup of all dumped materials. Dedicated clean up day by Highway Department in February, 2012 due to critical need.	Same as year 9; continued identification of sensitive areas
3E Revised	Non-stormwater discharge	Highway Dept.	Develop and implement sampling	Outfalls inspected; All reporting for Waste oil, nsd, and pollution sources catalogued and documented. Official sampling not practiced due to funding constraints. Complaint procedure developed more thoroughly.	Improve dry weather sampling program
3F Revised	DPW Employee Education	Highway Dept.	Annual training	Annual Refresher, July, 2011.	Refresher, Spring/summer 2012
3G Revised	Failing Septic Systems	BOH	Maintain records, incorporate into report	BOH keeps records	Coordinate with BOH
3H	Video Inspection	Planning Board	Inspect Storm drains in new subdivisions	No opportunity for use.	Continue to implement the plan

#### 4. Construction Site Stormwater Runoff Control

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
4A Revised	Construction site runoff Ordinance	Con. Comm./ Planning Board	Draft for adoption	Stormwater Protection bylaw passed November, 2010. Stormwater Management Bylaw approved by AG March, 2011	Follow bylaw
4B Revised	Plan Review	Planning Board BOH/ConComm	Enforce existing regulations	Site Plan Review bylaw includes more extensive Site runoff regulations.	Review regs and improve if necessary
4C Revised	Inspection/Reporting	Building Inspector/BOH/ Engineer	Enforce existing regulations	Enforced as is	Same as Year 9
Revised					
Revised					
Revised					

#### 4a. Additions


**5. Post-Construction Stormwater Management in New Development and Redevelopment**

<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 9</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 10</b>
5A Revised	Post Construction Runoff Ordinance	Planning Bd/ Con Comm	Draft ordinance	Stormwater Protection bylaw passed November, 2010. Stormwater Management Bylaw approved by AG March, 2011	Follow bylaw
5B Revised	Construction site plan review	Planning Board Con Comm	Enforce existing regulations	Site Plan Review bylaw includes more extensive Site runoff regulations.	Review regs and improve if necessary
5C Revised	Stormwater System Maintenance Plan	BOS	Enforce existing regulations/bylaws	Enforced as is	Same as Year 9
Revised					
Revised					
Revised					

**5a. Additions**


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

<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 9</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 10</b>
6A	Catch Basin Program	Highway Dept.	Annual cleaning	Catch basins cleaned June, 2011	Same, with continued observance of effectiveness of new catch basins.
Revised					
6B	Street Sweeping and Parking lot cleaning	Highway Dept.	Annual sweeping	Street sweeping all roads; May – June – July, 2011.	Same as Year 9
Revised					
6C	SWPPP/MSGP	Highway Dept.	Compliance with existing plan	Ongoing compliance	Same as Year 9
Revised					
6D	Curbside Recycling	Board of Health	Annual evaluation of bi-weekly pickup	Continued weekly pickup	Continue weekly pickup
Revised					
6E	Metal Dumpster Recycling Program	Board of Health	Evaluate program; adjust as necessary	Continued weekly drop off program; transferred management of center to Highway Surveyor in July, 2010. Revolving fund established to help maintain area free of pollution	Continue weekly program
Revised					
6F	Mercury Therm. And BCB Programs	Board of Health	Collection program	Continue button cell battery, fluorescent bulb and mercury thermometer collection;	Continue button cell battery, fluorescent bulb and mercury thermometer collection;
Revised					
6G	Composting Program	Highway Dept.	Collection of yard waste	Weekly collection of yard waste at Highway Department.	Same as Year 9
Revised					
6H	Trash Collection	Board of Health	Weekly curbside pickup	Continued weekly pick up program	Continue weekly pickup
Revised					

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

Permit conditions are being completed and followed to every extent possible.