

**Municipality/Organization: Town of Middleborough, MA**

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**EPA NPDES Permit Number: MAR041134**

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**MADEP Transmittal Number: W040722**

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**Annual Report Number**

**& Reporting Period: No. 11: April 1, 2013 – March 31, 2014**

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

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

**Contact Person: Charles Cristello**

**Title: Town Manager**

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**Telephone #: 508-947-0928**

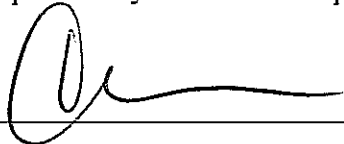
**Email: ccristello@middleborough.com**

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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:**



**Printed Name: Charles Cristello**

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**Title: Town Manager**

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**Date:**

4/22/14

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

The Town had developed a Stormwater Management Plan with program priorities for 2003-2008 including:

1. Achieving regulatory compliance, particularly EPA and DEP Phase II NPDES permit requirements;
2. Incorporating storm water protection measures into municipal activities;
3. Focusing activities on target pollution reduction (e.g. Section 303.d. waters and protecting the Town's water supply);
4. Ensuring that the Program is current and innovative; and
5. Providing Program administration.

The Water Quality Stewardship element of the program focuses on the protection of the local water supply and addressing the State's Section 303.d waters located within the Town. To this end, staff will continue to develop and improve the Program activities to reduce storm water pollution to the maximum extent practicable and eliminate prohibited non-storm water discharges, while facilitating understanding and involvement in storm water management by various Town departments. Program priorities will also focus on increased efforts to reduce target pollutants and restore local water bodies.

The Town is committed to working with local watershed associations and local businesses to advance their goals and objectives. Another high priority of staff will be to keep abreast of the latest technology and approaches to achieve storm water management. Program activities will also strive to encourage environmental stewardship and continue to build on partnerships with other agencies, neighboring towns, and the community for active participation in accomplishing the Program mission.

The activities performed during Permit Year Eleven focused on revisions to the Town's Stormwater bylaws, active involvement in the Plymouth-Carver aquifer committee, formalized training on the EPA's Stormwater Permit, generating a stormwater pollution prevention plan for the Highway Garage, generating an MS4 and Parks/Open Space O&M manual, and updating the Town's MS4 map within the urbanized area. The Illicit Discharge Detection and Elimination (IDDE) Bylaw was approved by the Town during Permit Year Eleven.

### 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 11                                                                                                                                                                | Planned Activities– Permit Year 12                                                                             |
|----------|------------------------------------------------------|-------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1.a.     | Distribute/post non-point source pollution poster    | Town Manager                  | Post in public spaces                                     | Pet Waste public notices posted on trails/adjacent to surface water bodies. HHW day notices posted.                                                                                                 | Repost stormwater education posters in schools/town offices.                                                   |
| 1.b.     | Air stormwater message on local cable access channel | Town Manager                  | Post one message every month                              | Local cable access broadcasts periodic meetings of the Plymouth-Carver aquifer committee. These broadcasts discuss Stormwater management and promote pollution prevention.                          | Continue to air stormwater messages on local cable access channel and add the messaging to the Town's website. |
| 1.c.     | Obtain and distribute auto repair shop brochures     | Highway Department            | Distribution to all impacted local businesses             | This was completed in past permit years.                                                                                                                                                            | Updated brochures to be mailed to auto repair shops.                                                           |
| 1.d.     | Add stormwater information to town's Website         | Town Manager                  | Update information quarterly to address seasonal concerns | Town teamed with regional group (SERSG) to apply for and received a Community Innovation Challenge (CIC) grant to develop a regional stormwater website. This will be linked to the Town's website. | Regional website to be developed this year through SERSG.                                                      |

## 2. Public Involvement and Participation

| BMP ID #                                                                                                                                                                                                                                                                                                                                                                                | BMP Description                              | Responsible Dept./Person Name | Measurable Goal(s)                                         | Progress on Goal(s) – Permit Year 11                                                                                                          | Planned Activities– Permit Year 12                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.a.                                                                                                                                                                                                                                                                                                                                                                                    | Expand Citizen's Advisory Committee          | Town Manager                  | Hold quarterly meetings                                    | Town was unable to maintain involvement and activity in this committee.                                                                       | Town plans to develop and pursue other public participation efforts that should be more successful. This effort will be coordinated with the General Permit reissuance to ensure that it meets any new requirements. |
| <b>Additional Activities:</b><br>During the Spring and Fall of 2013 and 2014, all-volunteer Middleborough Mess Movers conducted cleanups in various parts of town. Additionally, Town representatives continue to meet with the Plymouth Carver Aquifer Advisory Committee to address the Weweantic River. The Town's CIC grant will fund training for volunteers to sample stormwater. |                                              |                               |                                                            |                                                                                                                                               |                                                                                                                                                                                                                      |
| BMP ID #                                                                                                                                                                                                                                                                                                                                                                                | BMP Description                              | Responsible Dept./Person Name | Measurable Goal(s)                                         | Progress on Goal(s) – Permit Year 11                                                                                                          | Planned Activities– Permit Year 12                                                                                                                                                                                   |
| 2.b.                                                                                                                                                                                                                                                                                                                                                                                    | Collect and recycle waste oil from residents | Highway Department            | Collect waste oil at least once per month from residents   | Completed. Waste oil collection and recycling offered at landfill. Helped sponsor 7 HHW collection as part of the South Shore Recycling Coop. | Continue waste oil collection program.                                                                                                                                                                               |
| 2.c.                                                                                                                                                                                                                                                                                                                                                                                    | Collect paint from residents                 | Highway Department            | Collect paint from residents on at least a quarterly basis | Completed. Paint collection offered at landfill.                                                                                              | Continue paint collection program                                                                                                                                                                                    |
| 2.d.                                                                                                                                                                                                                                                                                                                                                                                    | Implement a Catch Basin Stenciling Program   | Highway Department            | Stencil 25% of catch basins each year                      | Stenciling on-going. Approximately 774 of the catch basins stenciled during this past year.                                                   | Continue stenciling program (target 25%)                                                                                                                                                                             |

### 3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description                                        | Responsible Dept./Person Name | Measurable Goal(s)                                                    | Progress on Goal(s) – Permit Year 11                                                                                                                                | Planned Activities– Permit Year 12                                                                                               |
|----------|--------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 3.a.     | Map outfalls and receiving waters                      | Highway Department            | Map 25% of outfalls that drain urbanized areas each year              | Town-wide inventory of CBs/DMHs/outfalls on-going. During Permit Year 11, the Town mapped an additional 21 outfalls (122 total) and 430 catch basins (1432 total).  | Town to continue to collect connectivity data on the remaining streets within the urbanized area as required by draft EPA permit |
| 3.b.     | Develop/Modify General Illicit Discharge Bylaw         | Planning Department           | Determine if existing bylaws and regulations fulfill EPA requirements | As a result of 2011-2012 review, a new draft bylaw was drafted during Permit Year 10. It was reviewed by the Board of Selectmen and approved during Permit Year 11. | <b>BMP Completed.</b>                                                                                                            |
| 3.c.     | Develop Illicit Discharge Detection & Elimination Plan | DPW                           | Make recommendations for inclusion into proposed plan                 | Completed IDDE Plan to comply with the draft 2010 EPA Stormwater EPA permit to include ranking of catchment areas.                                                  | <b>BMP Completed.</b>                                                                                                            |

### 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                           | Responsible Dept./Person Name | Measurable Goal(s)                                                    | Progress on Goal(s) Permit Year 11                                                                                               | Planned Activities– Permit Year 12                                                                   |
|----------|-------------------------------------------|-------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 4.a.     | Review existing site inspection practices | Planning Department           | Determine if existing practices fulfill EPA requirements              | Completed. Existing site inspection practices reviewed.                                                                          | Re-examine existing site inspection practices per the draft EPA General Permit once it is finalized. |
| 4.b.     | Develop/modify site inspection program    | Planning Department           | Make recommendations for modifying existing program                   | Completed. No modifications required.                                                                                            | Re-examine existing site inspection program per the draft EPA General Permit once it is finalized.   |
| 4.c.     | Review existing bylaws and regulations    | Planning Department           | Determine if existing bylaws and regulations fulfill EPA requirements | As a result of 2011-2012 review, a new draft bylaw was drafted during the past year. It is currently being reviewed by the Town. | Achieve buy-in/acceptance of draft bylaw by the Board of Selectmen and present at public hearing.    |

|      |                                                   |                     |                                                        |                                         |                                                                          |
|------|---------------------------------------------------|---------------------|--------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------|
| 4.d. | Develop/modify bylaw for construction site runoff | Planning Department | Propose recommendations for modifying/developing bylaw | See 4.c                                 | See 4.c                                                                  |
| 4.e. | Present Bylaw for Town Meeting Action             | Board of Selectmen  | Propose recommendations for modifying/developing bylaw | Delayed until BMP I.D. 4.d is completed | Introduce bylaw modifications once finalized by the Planning Department. |

Additional Activities:

- During 2013-2014, the Conservation Commission held 64 hearings and the Planning Board held 5 hearings to review proposed construction projects throughout the Town. The Conservation Agent as well as the Construction Administrator for the Planning Department conducts frequent visits (up to 2x/day as necessary) to construction areas to ensure proper stormwater controls are being implemented per the Planning Board Permit/Order of Conditions. Approximately 300 inspections were conducted during this period.

## 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 11                                                                                               | Planned Activities– Permit Year 12                                                                   |
|----------|---------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 5.a.     | Review existing site inspection practices               | Planning Department           | Determine if existing practices fulfill EPA requirements              | Completed. Existing site inspection practices reviewed.                                                                          | Re-examine existing site inspection practices per the draft General Permit once it is finalized.     |
| 5.b.     | Develop/modify inspection and maintenance practices     | Planning Department           | Make recommendations for modifying existing practices                 | Completed. No modifications required.                                                                                            | Re-examine existing site inspection practices per the draft EPA General Permit once it is finalized. |
| 5.c.     | Review existing bylaws and regulations                  | Planning Department           | Determine if existing bylaws and regulations fulfill EPA requirements | As a result of 2011-2012 review, a new draft bylaw was drafted during the past year. It is currently being reviewed by the Town. | Achieve buy-in/acceptance of draft bylaw by the Board of Selectmen.                                  |
| 5.d.     | Develop/modify bylaws for post-construction site runoff | Planning Department           | Propose recommendations for modifying/developing bylaw                | See 5.c.                                                                                                                         | See 5.c                                                                                              |

|      |                                       |                     |                                                        |                                         |                                                                          |
|------|---------------------------------------|---------------------|--------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------|
| 5.e. | Present Bylaw for Town Meeting Action | Planning Department | Propose recommendations for modifying/developing bylaw | Delayed until BMP I.D. 5.d is completed | Introduce bylaw modifications once finalized by the Planning Department. |
|------|---------------------------------------|---------------------|--------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------|

## 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 11                                                                                                                                 | Planned Activities— Permit Year 12                                                     |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 6.a.                                                                                         | Street Sweeping Program                                         | Highway Department            | Sweep all streets at a minimum twice per year               | Annual street sweeping performed by DPW. This included 14 days of sweeping within the urbanized area of Middleborough                                              | Continue annual sweeping of streets                                                    |
| 6.b.                                                                                         | Catch basin cleaning program                                    | Highway Department            | Check catch basins quarterly and clean up to twice per year | Completed. Annual catch basin inspection and cleaning performed by DPW. This included 1919 catch basins.                                                           | Continue annual catch basin cleaning program.                                          |
| 6.c.                                                                                         | Perform site visits to examine existing practices at facilities | Highway Department            | Target all applicable municipal facilities                  | Inspections conducted at the Town Highway Garage. This resulted in the generation and adoption of a Stormwater Pollution Prevention Plan (SWPPP) for the facility. | Adopt recommendations of the SWPPP.                                                    |
| 6.d.                                                                                         | Train municipal employees at each town facility                 | Highway Department            | Target all applicable municipal facilities                  | Town held formalized stormwater training conducted by a 3 <sup>rd</sup> party for approximately 20 Town members                                                    | Annual follow-up to continue. SERSG CIC Grant to fund DPW staff training on Stormwater |
| 6.e.                                                                                         | Perform follow-ups to ensure required practices are met         | Highway Department            | Target all applicable municipal facilities                  | Corrective action at other municipal facilities previously audited.                                                                                                | Continue corrective actions at other municipal facilities previously audited.          |
| Additional Activities: MS4 and Parks & Open Space O&M Manual drafted during this Permit Year |                                                                 |                               |                                                             |                                                                                                                                                                    |                                                                                        |

## Part IV: Summary of Information Collected and Analyzed

*No additional information has been collected or analyzed outside of what was listed in Part III above.*

*Town of Middleborough, MA Annual Stormwater Report #11*