

Municipality/Organization: Newbury
EPA NPDES Permit Number: MA RO 41212
MassDEP Transmittal Number: W-040791
Annual Report Number & Reporting Period: Year 11
April 1, 2013 – March 31, 2014

**NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2014)**

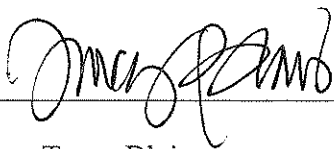
Part I. General Information

Contact Person: Mr. Doug Packer **Title:** Newbury Conservation Agent
Telephone #: 978-465-0862 x. 310 **Email:** dep@townofnewbury.org
Mailing Address: Town Hall, 25 High Road, Newbury, MA 01951

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: Tracy Blais

Title: Town Administrator

Date:

4/29/14

Part II. Self-Assessment

The principal activities this year, besides continuation of tasks required under the 2003 permit, involved positioning ourselves to conform to the new Massachusetts North Coastal requirements for when this permit is issued.

Principal general activities included:

1. Recruitment of volunteers
2. Development of relationships with abutting towns with whom we share a watershed
3. Development of relationships with various environmental organizations, with a view toward their help with our public education
4. Pricing of test kits and reagents to assure proper budgeting

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 12
1-1	Article/brochure about stormwater to be included in the tax bill once annually	Stormwater Management Team	Newsletter/Brochure distributed to all households in Newbury	“After the storm” flyers were delivered to all households with the January tax bill.	Similar mailings are planned
Revised					
	Continued Participation in the Greenscapes North Shore Program	Stormwater Management Team	Annual Contract with Greenscapes	Town no longer involved with Greenscapes Program. This is replaced by distributed materials developed by the town and from other sources	Continue to distribute Greenscapes material already on hand as well as new materials
Revised					
1-2	Educate dog owners about picking up dog waste	Stormwater Management Team	Distribute fact sheet to Dog Owners	Town Clerk and Police continue to deliver pet waste handouts to dog license applicants	Will continue this program
Revised					
1-3	Stormwater education program for school children	Stormwater Management Team	Inquire about presentation to Middle or Elementary school children	*The “Stormwater Faire” was held on April 27, 2013 at the USF&WS Headquarters for elementary school children*	Will continue youth education initiatives Second annual “Stormwater Faire” is planned for April 5, 2014
Revised					
1-4	Maintain pet waste clean-up signs at schools, parks and beaches	DPW	Signs posted	Signage was maintained.	Will continue to maintain signage
Revised					
1-5	Annual update of SWMP at a televised Selectmen’s meeting	Stormwater Management Team	Update Board of Selectmen on SWMP status.	Board of Selectmen were updated on March 11, 2014 at a televised meeting.	Will update entire Board of Selectman at regular meeting.
Revised					

1a. Additions

1a-1	Schools - Outreach	Stormwater Management Team	Involve school children in Stormwater Management	The Stormwater Management Team Chair and Vice-Chair spoke to the Triton Regional High School Environmental Science Honors Class on January 13, 2014. The subject was the MS4 program and discussion of volunteering opportunities. Several students have volunteered to help with the program	Triton Regional High School Students will make presentations at Stormwater Faire
Revised					

* Joint venture with Newburyport, Salisbury and Rowley, at US Fish and Wildlife, Parker River Headquarters

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 12
2-1	Form Stormwater Advisory Committee	DPW, Con Com, Board of Health,	Form committee within 12 months of submission of NOI. Meet twice annually thereafter during permit term.	Stormwater Management Team met once for an update. Committee members have been individually active in various stormwater tasks. A vice-chairperson was elected.	Continue to meet as necessary
Revised		Planning Board			
2-2	Comply with state public notification guidelines at MGL Ch. 39 s.23B	Town Clerk	Notices posted in Town Hall, library and other locations	All relevant meetings complied with open meeting law	All relevant meetings will comply with open meeting law
Revised					
2-3	Stencil catch basins with “don’t dump” message	DPW	Identify and prioritize catch basins to be stenciled with “Don’t Dump” message.	Catch basin stencils were still readable	Catch basin stencils will be up-graded as necessary
Revised					
2-4	Household Hazardous Waste Collection	Board of Health	Track number of brochures picked up by Town Residents	Stormwater handouts have been handed out periodically at the transfer station. Hazardous materials drop-off days are scheduled.	Handouts will continue. Hazardous material drop-off days Are being scheduled.
Revised					
Revised					
Revised					

2a. Additions

2a-1	Erosion Control Handout	Conservation Commission		Attached to building permit applications	Continue handing out erosion control flyers

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 12
3-1	Conduct dry weather outfall screening	Stormwater Management Team	Locate outfalls within regulated area during first year of permit term. Percent of outfalls screened.	All outfalls have been checked for dry weather flow. None found. No evidence of dry weather flow found in catch basins upstream of submerged outfalls	Will continue outfall inspection
Revised		Committee			
3-2	Map stormwater outfalls	Stormwater Management Team	Locate outfalls on a map within regulated area	Large scale map locating outfalls, manholes, catch basins and catch basin pipe sizes has been completed. Field checking is underway.	Field checking of revised maps will continue this year
Revised					
3-3	Assess need for stormwater GIS layer	Stormwater Management Team	Decision on whether to go forward with a stormwater GIS within first two years of the permit.	Task 3-3 is complete	Task 3-3 is complete
Revised					
3-4	Develop and implement plan to identify and remove non-stormwater discharges	DPW	Number of illicit connections found and removed. Present to Town Meeting by end of 7 th permit year	Decision was made to clean out catch basins semi-annually, since increased street sweeping has led to far less material in the sumps. Funds were re-allocated to rebuilding catch basins which were found to have no sumps.	Return to fall cleanout and checking schedule on an every other year basis.
Revised					

3-5	Develop a by-law to require inspection of construction for correct connection to a municipal sewer	Building Dept	Draft by-law for properties connected to a municipal sewer system by end of first permit year.	Task 3-5 complete	Tasks complete
Revised					
3-6	Installation of vacuum sewers on Plum Island	Board of Health	Connection of every household on Plum Island to sewer system	Hook-ups are complete	Hook-ups are complete
Revised					

3a. Additions

3a-1	Plan for upcoming testing program required by forthcoming permit	Stormwater Management Team	Assemble a team of volunteer testers, publish a procedure, train volunteers and develop partnerships with adjacent communities	Obtained pricing of testing material for budgeting and identified volunteers	Continue to organize testing program Continue organizing with other communities
3a-2					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 12
4-1 Revised	Construction site Erosion Sediment Bylaw for construction sites greater than 1 acre in size	Planning Board Conservation Commission	Draft by-law by end of first permit year	Stormwater and subdivision rules and regulations revisions are complete, except for some administrative provisions. Waiting for May Town Meeting to transfer Stormwater Permit granting authority from Planning Board to Conservation Commission.	Public Hearings and public promulgation of both rules and regulations will occur after Annual Town Meeting
4-2 Revised	Require a waste management plan at construction sites larger than one acre	Planning Board	Draft by-law by end of first permit year and present to Town Meeting in second permit year	Task 4-2 complete	Task 4-2 complete
4-3 Revised	Review site plans for stormwater impacts	Planning Board Conservation Commission	Policies for Site Plan Review developed. Commence Site Plan Reviews by end of second permit year	Task 4-3 complete, subject to 4-1 above	Task 4-3 complete
4-4 Revised	Consider public input	Planning Board Conservation Commission	Number of public hearings held	Public hearings are planned for Subdivision, Site Plan Review and Stormwater Rules and Regulations Revisions after annual town meeting. Stormwater responsibility is being transferred from the Planning Board to the Conservation Committee, which requires a Town Meeting vote to amend the Stormwater Management and Discharge By-Law	Will hold public hearings for subdivision and stormwater rules and regulations revisions.
Revised					

4-5	Inspect erosion and sediment controls	Building Inspector	Develop procedure by end of first permit year, including inspection checklist. Commence reviews by end of second permit year.	Stormwater bylaw in place	Task 4-5 complete
Revised		Conservation Commission			

4a. Additions

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 12
5-1	Develop a draft bylaw to apply Standards 2,3,4,7, and 9 of the Massachusetts Stormwater Policy to the entire Town. Present to Town Meeting.	Planning Board	Present to Town Meeting by end of 7 th permit year.	Task 5-1 is complete	Task 5-1 is complete
Revised					
5-2	Specify a stormwater BMP manual to be used for consistent design and performance standards	Planning Board	Select BMP manual by end of 6 th permit year.	See Task #4-4	
Revised					
5-3	Develop draft bylaw that ensures long-term maintenance of private structural BMPs. Present to town meeting	Planning Board	Compliance with regulations, present to Town Meeting by end of second permit year.	Task 5-3 is complete	Task 5-3 is complete
Revised					
Revised					
Revised					
Revised					

5a. Additions

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 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 12
6-1 Revised	Identify sensitive receptors within the Town	Conservation Commission	List of sensitive receptors developed, staff notified by the end of 1 st permit year	Task 6-1 is complete	Task 6-1 complete
6-2 Revised	Street Sweeping	DPW	Percent of streets swept annually	Streets are swept a minimum of twice per year, with some streets having additional sweeping as needed.	Continue sweeping streets twice per year
6-3 Revised	Sidewalk Sweeping	DPW	Sidewalks will be swept as scheduled during permit year 9	Sidewalks continue to be swept annually	Continue sweeping sidewalks annually
6-4 Revised	Roadway deicing	DPW	Amount of deicing compounds used	Continued documenting quantity of de-icing compounds	Continue documenting quantity of de-icing compounds
6-5 Revised	Minimize impacts from vehicle washing	DPW	Establish if further vehicle washing controls are needed and if so, evaluate and select the appropriate controls (i.e. containment area)	Continued use of biodegradable soaps	Continue use of biodegradable soaps
6-6 Revised	Minimize impacts from vehicle maintenance	DPW	Amount of hazardous materials used	Continued employee training, signage, materials, inventory, etc.	Continue employee training, signage, materials, inventory, etc

6a. Additions

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6. Pollution Prevention and Good Housekeeping in Municipal Operations (CONTINUED)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 12
6-7	Maintain the storm drain system	DPW	Number of catch basins cleaned annually	Since the most recent catch basin cleanouts indicated that the increase in street sweeping has significantly reduced the quantities of materials in the sump, it was decided that other stormwater BMP's were more cost effective. In this regard, seven old catch basins with dirt bottoms and no sumps were completely rebuilt	Clean out catch basins every other year, per the Town of Newbury Stormwater Management Plan
6-8	Minimize pesticide and fertilizer use for parks and other landscaped areas	DPW	Training conducted; on the amount of herbicides/fertilizers used	DPW and licensed subcontractors followed green landscaping procedures	Continue to follow green landscaping procedures
6-9	Control of illegal dumping	DPW Police Dept	Number of signs posted; number of sites cleaned up	Continued monitoring and cleaning up dump sites and posting signs	Continue monitoring of clean-up operations
Revised					
Revised					
Revised					
Revised					
Revised					

6a. Additions

6a-1	Retrofit stormwater system to provide BMP's	Stormwater Management Team		A filtering bioretention area was built at the Newbury Elementary School to receive runoff from a school bus parking area and a dumpster/delivery area. N.B. This is over and above the requirements of the 2003 permit and is intended to be in partial fulfillment of conditions of next permit (when issued)	Plant and maintain the filtering bioretention area

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 12
1-1 Revised				There are no TMDL's or WLA's at this time in the Town of Newbury	
Revised				All of Newbury's receptors are "impaired waters" so all of our activities will be in support of a TMDL should it be issued	
1-2 Revised					
1-4 Revised					
2-3 Revised					
3-1 Revised					

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) (CONTINUED)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) -- Permit Year 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities For Permit Year 12
3-2 Revised					
3-4 Revised					
3-5 Revised					
3-6 Revised					
6-2 Revised					
6-3 Revised					
6-7 Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2012 through March 31, 2013)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed (volunteer)	(y/n)	Y
Annual program budget/expenditures **	(\$)	\$5,000
Total program expenditures since beginning of permit coverage	(\$)	\$13,300
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		GEN. FUND

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	100%
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	Y
Household Hazardous Waste Collection Days		Y
▪ days sponsored **	(#)	1
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	N

Legal/Regulatory

Regulatory Mechanism Status (indicate with "X")	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
▪ Illicit Discharge Detection & Elimination					X
▪ Erosion & Sediment Control					X
▪ Post-Development Stormwater Management				X	
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					X
▪ Erosion & Sediment Control					X
▪ Post-Development Stormwater Management				X	

Mapping and Illicit Discharges

	(Preferred Units)		Response
Outfall mapping complete	(%)		100
Estimated or actual number of outfalls	(#)		85
System-Wide mapping complete (complete storm sewer infrastructure)	(%)		100
Mapping method(s)			
▪ Paper/Mylar	(%)		100
▪ CADD	(%)		-
▪ GIS	(%)		-
Outfalls inspected/screened **	(# or %)		10%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)		100%
Illicit discharges identified **	(#)		
Illicit discharges identified (Since beginning of permit coverage)	(#)		
Illicit connections removed **	(#); and (est. gpd)		
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)		
% of population on sewer	(%)		23
% of population on septic systems	(%)		77

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	1
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	100
Site inspections completed **	(# or %)	10
Tickets/Stop work orders issued **	(# or %)	3
Fines collected **	(# and \$)	
Complaints/concerns received from public **	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	0
Site inspections (for proper BMP installation & operation) completed **	(# or %)	1
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	N
Low-impact development (LID) practices permitted and encouraged	(y/n)	Y

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	Semi-annual
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	"
Qty of structures cleaned **	(#)	215
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	0
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	landfill/compost

Basin Cleaning Costs			
• Annual budget/expenditure (labor & equipment)**	(\$)		
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)		\$13/basin
• Disposal cost**	(\$)		included
Cleaning Equipment			
• Clam shell truck(s) owned/leased	(#)		1
• Vacuum truck(s) owned/leased	(#)		0
• Vacuum trucks specified in contracts	(y/n)		0
• % Structures cleaned with clam shells **	(%)		100
• % Structures cleaned with vacor **	(%)		0

		(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)		2+
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)		2+
Qty. of sand/debris collected by sweeping **	(lbs. or tons)		
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)		fill
Annual Sweeping Costs			
• Annual budget/expenditure (labor & equipment)**	(\$)		
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)		
• Disposal cost**	(\$)		
Sweeping Equipment			
• Rotary brush street sweepers owned/leased	(#)		1
• Vacuum street sweepers owned/leased	(#)		
• Vacuum street sweepers specified in contracts	(y/n)		
• % Roads swept with rotary brush sweepers **	%		
• % Roads swept with vacuum sweepers **	%		

Reduction (since beginning of permit coverage) in application on public land of:
 ("N/A" = never used; "100%" = elimination)

■ Fertilizers	(lbs. or %)	
■ Herbicides	(lbs. or %)	NA
■ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	N

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used **	% NaCl	100
	% CaCl ₂	0
(also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% MgCl ₂	0
	% CMA	0
	% K ₂ CO ₃	0
	% KCl	0
	% Sand	0
Pre-wetting techniques utilized **	(y/n or %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100
Storage shed(s) in design or under construction	(y/n or #)	-
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	NA
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	NA
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	NA