9/2/08

Municipality/Organization: **Town of Sherborn**

EPA NPDES Permit Number: MAR 041157

MassDEP Transmittal Number: **W- 036140**

Annual Report Number & Reporting Period: **April 1, 2007 – March 31, 2008**

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2008)

Part I. General Information

Contact Person: Gary Kellaher Title: Director, CM & D

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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: Gary Kellaher

Printed Name: Gary Kellaher

Title: Director, CM & D

Date: 07-22-08

Part II. Self-Assessment

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Act Permit Year
1.1	Advertise availability of information	Cable TV Advisory Committee	Increase Public Awareness	Advertising Information	Continue to u
Revised					
1.2	Post SWMP on Website	Town Website Committee	Public Outreach	Updating Postings	Update as ne
Revised					
1.3	Provide Literature to public	Board of Selectmen	Well informed Public	Distributing brochures	Obtain updat
Revised					
Revised					
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
2.1	Participate in the development of public programs	All Town Boards and Committees	Increase Public Involvement	Updating information. Met with department heads to form committee	Announce committee members
Revised					
2.2	Introduce SWMP at Town Meetings	All Town Boards and Committees	Increase Public Involvement	Presented at Town meeting 2007	Continuing updates and presenting information at Town meetings
Revised					
2.3	HHW Collection	Recycling Committee	Prevent pollutant discharge to MS4	Distribute HHW Lists	Continue annual collection day
Revised					
Revised					
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
3.1	Develop System Map	Highway Dept.	Prevent pollutant discharges to MS4	Identified 295 structures with GPS within urbanized area	Work with Planning Department to complete mapping
Revised					
3.2	Identify and eliminate illicit connections and discharges	Highway Dept.	Prevent pollutant discharges to MS4	Identified 75% of structures and outfalls	Complete identification and map
Revised					
3.3	Review existing wetlands by-law	Conservation Committee	Amend by-law to enforce permit regulations	Amended regulations to be presented to Board of Selectmen in July of 2007	Enforce regulations
Revised					
3.4	Review existing ground water by-law	Groundwater Protection Committee	Amend by-law to enforce permit regulations	By-law presented and approved. Enforce regulations.	Cases found and acted on. Documentation on File.
Revised					
Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4.2	Review existing policies and procedures	Planning Board	Develop storm drain connection permit requirement	No private connections are going to be permitted.	Review existing connections, if any.
Revised					
4.3	Construction site inspection	Building Inspector	Develop requirement to inspect sites	Developed Policy and Procedures for site inspections	Enforcing Policy and Procedures
Revised					
4.4	Review existing rules and regulations	Planning Board	Amend rules and regulations to enable enforcement	Regulations Drafted	Approve regulations and enforce
Revised					
Revised					
Revised					
Revised					

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5.1	Policy of post construction runoff	Building Inspector	Develop policy for post construction runoff control	Policy drafted	Approve policy and enforce
Revised					
5.2	Review existing regulations	Board of Health	Amend to enforce regulations	Presented amended regulations to Board of Selectmen for approval	Continue inspection of sites and enforce approved regulations
Revised					
5.3	Review site plan applications	Planning Board, Building and Highway Departments, Conservation Committee, Board of Health	Permit compliances	Update applications to reflect SWMP	Ongoing
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6.1	Develop and implement Catch Basin program	Highway Department	Reduce/prevent pollutant runoff for municipal operations	Continuing to identify and clean structures	Continue to develop and monitor program
Revised					
6.2	Annually evaluate SWMP	All Boards, Committees and Departments	Evaluation of BMP impact, appropriateness and compliance	Ongoing	
Revised					
6.3	Record keeping and reporting	Highway Department	Track program	Ongoing	
Revised					
6.4	Implement BMP training program	All Boards, Committees and Departments	Evaluation of BMP impact, appropriateness and compliance	Continuing with Department Head Meetings for discussion and action	Continue training
Revised					
Revised					
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
7.1	Check outfall flow	Highway Department	Locate and identify problems	Made and continuing to make corrections as needed. Continue regular maintenance	Regular Maintenance and inspections.
Revised					
7.2	Pollutant source removal	Highway Department	Prevention of pollutants	Ongoing	
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Progress is being tracked and modifications and improvements will continue to be implemented.

Part IV. Summary of Information Collected and Analyzed

All departments have been notified and are reviewing information. Meetings have been scheduled and all information will be formatted to meet the criteria of the Town of Sherborn.

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, 2006 through March 31, 2007)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures **	($)	
Total program expenditures since beginning of permit coverage	($)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	n
Stream teams established or supported	(# or y/n)	n
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	N/A
Shoreline cleaned since beginning of permit coverage	(mi.)	N/A
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	1
▪ community participation **	(# or %)	20%
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	n

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "**X**")					
▪ 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	(%)	65%
Estimated or actual number of outfalls	(#)	120
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	65%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	X
Outfalls inspected/screened **	(# or %)	45%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	20%
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	(%)	0%

% of population on septic systems	(%)	0%

Construction

	(Preferred Units)	Response
Number of construction starts (>1-acre) **	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	
Site inspections completed **	(# or %)	
Tickets/Stop work orders issued **	(# or %)	
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	(%)	
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	1
Qty of structures cleaned **	(#)	150
Qty. of storm drain cleaned **	(%, LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	7 ton
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Recycle

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	($)	$5000.00
• Hourly or per basin contract rate **	($/hr or $ per basin)	$100.00
• Disposal cost**	($)	
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 vactor **	(%)	20%

	(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)	350 ton
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Highway yard
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	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	0
• % Roads swept with rotary brush sweepers **	%	100%
• % 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 %)	0
▪ Herbicides	(lbs. or %)	0
▪ Pesticides	(lbs. or %)	0
Integrated Pest Management (IPM) Practices Implemented	(y/n)	n

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	35% 5% 60%
Pre-wetting techniques utilized **	(y/n or %)	y-CaCl
Manual control spreaders used **	(y/n or %)	1
Zero-velocity spreaders used **	(y/n or %)	5
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	10%
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 #)	0
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	100%

Water Supply Protection

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