

Municipality/Organization: **Town of Mendon**

EPA NPDES Permit Number: BRPWM08A

MassDEP Transmittal Number: **W-036130**

Annual Report Number

& Reporting Period: **April 1, 2008 – March 31, 2009**

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2009)

Part I. General Information

Contact Person: Linda Hawkes

Title: Clerk

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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: David Breen

Title: Chairman, Board of Selectmen

Date: April 30, 2009

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
- Maintenance of reporting and record keeping of established plans

The areas of concern continue to be the drafting and implementation of a Construction Site Runoff bylaw and Post-Construction Runoff bylaw. In the absence of these two bylaws, existing regulations within the town, at DEP, through EPA and the Clean Water Act are adequate and serve the purpose of the BMP.

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
1A Revised	Community Website	Town Administrator	Post educational material	The Highway Department has a page dedicated to Stormwater Management, the SWPPP, and seasonal ideas	same
1B Revised	Newspaper Press Release	Highway Dept/BOS	One press release/yr	The local paper reported on Stormwater Management, in general, in August 2008.	Same
1C Revised	Hazardous Waste Collection Day	Board of Health	One per year	Hazardous Waste Collection Day on April 26, 2008	Hazardous Waste Collection Day on April 25, 2009
1D Revised	Educational Displays	Highway Dept.	One display per municipal building	In addition to pamphlets (1G) 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	There were no specific projects targeted at stormwater management through the Science Department. The Art Department at the middle school co-sponsored the poster contest with Town Clean up day (see 2E).	Participate in classroom project on pollution or stormwater management. Continue poster contest in conjunction with Art Department (see 2E).
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.	Same as year 6

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
2A	Adopt-A-Road	Highway Dept	Initiate program	Program not initiated due to time and funding constraints. Coordinate work-release program with the Worcester County Sheriff's Office to pick up road side trash.	Initiate program, as time permits. Work again with sheriff's office and Lion's Club for road clean up and town clean up, May 2009. See 2C
Revised					
2B	Storm Drain Stenciling	Highway Dept	Mark 25% of town's storm drains annually	Checked adherence of previously applied storm drain stickers and discovered that most had disappeared. Purchased stickers in June, 2008 but did not apply any more stickers. Looked into stencils instead. Marked +/- 200 catch basins with location markers.	Stencil 100 stormdrains.
Revised					
2C	Roadway Clean up Day	Con. Comm.	Annual clean up	Road clean up day coordinated with Lion's club on during Spring. Highway Department handled numerous incidents of illegal dumping	Road clean up day planned week of May 4 and May 11, 2009; coordinated with Community Outreach through Worc. Cty Sheriff's Office; see 2A
Revised					
2D	Adopt-A-Stream	Highway Dept. BOS	Initiate program	"Stream Team" for Mill River organized through BRWA. Monthly monitoring of Mill River and Muddy Brook through BRWA	Same as year 6, with more involvement from Highway Dept.
Revised					
2E	Poster Contest	Con. Comm.	Annual contest	Part of Road Clean up day sponsored with Lions Club and the Art Department at Miscoe School. Winners from each grade were chosen.	Same as Year 6
Revised					
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
3A Revised	Mapping Stormwater Outfalls	Highway Dept.	Field Inspect/map 25% outfalls/year	Inspected outfalls and mapped 250 catch basins in June 2008	Map an additional 300 catch basins; continue monitoring outfalls.
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	Follow plan, as previously developed. No bylaw passed.	Same as year 6
3D Revised	Illegal Dumping	BOH/Highway Dept.	Post signage; clean up when necessary	Continued weekly cleanup of all dumped materials. Enforced refusal of hazardous waste at metal dumpster	Same as year 6
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	Same as year 6
3F Revised	DPW Employee Education	Highway Dept.	Annual training	Annual Refresher, March 08	Refresher, Spring/summer 2009
3G Revised	Failing Septic Systems	BOH	Maintain records, incorporate into report	Record maintained for those systems identified as problematic.	Same as year 6
3H Revised	Video Inspection	Planning Board	Inspect Storm drains in new subdivisions	No new subdivisions up for review. One older subdivision will be reviewed in Spring, 2009; and two other subdivisions may be eligible for review within a year.	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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
4A	Construction site runoff Ordinance	Con. Comm./ Planning Board	Draft for adoption	No bylaw drafted. Continued reliance on Wetlands Protection Act and more stringent implementation of DEP standards in Jan 2009	Continued efforts to draft bylaw
Revised					
4B	Plan Review	Planning Board BOH/ConComm	Enforce existing regulations	Enforcement under existing regulations; Construction site runoff bylaw not yet in effect.	Continued efforts to draft bylaw
Revised					
4C	Inspection/Reporting	Building Inspector/BOH/ Engineer	Enforce existing regulations	Enforced as is	Same as Year 6
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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
5A	Post Construction Runoff Ordinance	Planning Bd/ Con Comm	Draft ordinance	No bylaw drafted. Continued reliance on Wetlands Protection Act and more stringent requirements of DEP/EPA reviews from Jan 2009 amendments	Continued efforts to draft bylaw
Revised					
5B	Construction site plan review	Planning Board Con Comm	Enforce existing regulations	Enforcement under existing regulations; Post Construction runoff bylaw not yet in effect	Continued efforts to draft bylaw
Revised					
5C	Stormwater System Maintenance Plan	BOS	Enforce existing regulations/bylaws	Enforced as is	Same as Year 6
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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
6A	Catch Basin Program	Highway Dept.	Annual cleaning	Catch basins cleaned July 7, 2008. Lake Nipmuc Assoc., ConComm, Highway Dept., BOS were successful in convincing Mass. Highway to install new deep-sump catch basins on Route 16 where it runs into Lake Nipmuc.	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, 2008.	Same as Year 6
Revised					
6C	SWPPP/MSGP	Highway Dept.	Compliance with existing plan	In compliance with terms of SWPPP	Same as Year 6
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	Continue weekly program
Revised					
6F	Mercury Therm. And BCB Programs	Board of Health	Collection program	Have drop off box at Board of Health for mercury thermometers. Installed drop off center for collection of fluorescent bulbs at the recycling center	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 6
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

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, 2008 through March 31, 2009)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	yes
Annual program budget/expenditures **	(\$)	5000.00
Total program expenditures since beginning of permit coverage	(\$)	25000.00
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		GF

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	20%
Stormwater management committee established	(y/n)	n
Stream teams established or supported	(# or y/n)	Non-municipal
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 %)	+/- 80
▪ 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	X			
▪ Post-Development Stormwater Management	X	X			
Accompanying Regulation Status (indicate with “X”)					
▪ Illicit Discharge Detection & Elimination	X				X
▪ Erosion & Sediment Control	X				X
▪ Post-Development Stormwater Management	X				X

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	100
Estimated or actual number of outfalls	(#)	30 (e)
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	50
Mapping method(s)		
▪ Paper/Mylar	(%)	0
▪ CADD	(%)	0
▪ GIS	(%)	100
Outfalls inspected/screened **	(# or %)	50%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	100 %
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	1
Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	1
% of population on sewer (previously unreported)	(%)	1%
% of population on septic systems	(%)	99%

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 **	(#)	1042
Qty. of storm drain cleaned **	(%, LF or mi.)	100 on public way

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	\$6000. +/-
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	\$6.46/cb
• Disposal cost**	(\$)	0
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	0
• Vacuum truck(s) owned/leased	(#)	0
• Vacuum trucks specified in contracts	(y/n)	0
• % Structures cleaned with clam shells **	(%)	0
• % Structures cleaned with vector **	(%)	0

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	1 /yr
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	1 /yr
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	30 ton
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Ben.use
Annual Sweeping Costs		\$9,000.
• Annual budget/expenditure (labor & equipment)**	(\$)	0 - inc. in Op budget
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	N/A
• Disposal cost**	(\$)	N/a
Sweeping Equipment		

• Rotary brush street sweepers owned/leased	(#)	1
• Vacuum street sweepers owned/leased	(#)	0
• Vacuum street sweepers specified in contracts	(y/n)	N/a
• % Roads swept with rotary brush sweepers **	%	100
• % Roads swept with vacuum sweepers **	%	0

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	N/A
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides (reduced use at Fino/Taft Land)	(lbs. or %)	80%
Integrated Pest Management (IPM) Practices Implemented	(y/n)	n

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** 8 gal/ton salt (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	3.3%
Pre-wetting techniques utilized **	(y/n or %)	y
Manual control spreaders used **	(y/n or %)	y
Zero-velocity spreaders used **	(y/n or %)	n

Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	8 lbs/ln mi
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	20% or 2 routes/storm
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100
Storage shed(s) in design or under construction	(y/n or #)	y
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	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