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**TOWN OF NATICK
MASSACHUSETTS**

MAY 1 2009

CHARLES J. SISITSKY
DIRECTOR

April 28, 2009

Glenda Velez
US EPA - CIP
1 Congress Street - Suite 1100
Boston, MA 02114

Subject: Year End Report NPDES Permit Number: MAR041139 Town of Natick

Dear Glenda:

Please find enclosed the sixth annual report from the Town of Natick regarding the above subject NPDES permit. Due to the fact that the new general permit for which we are eligible will not be effective as of May 1, 2009, it is our understanding that all municipalities covered under the 2003 Small MS4 General Permit are required to submit a sixth annual report covering our activities during the period since the last report to now (May 1, 2008 to Present)

Attached to the end of the annual report you will find a "Revised Composite BMP Schedule" dated as of 5/1/09. This schedule is a management tool used by the Town for planning the implementation of the various BMPs. We will assume that unless we hear from you in the contrary, that the submitted annual report and the attached BMP schedule meets with your approval.

Very truly yours,

Mark Coviello, P.E.
Town Engineer



TOWN OF NATICK

**PHASE II STORMWATER
MANAGEMENT PLAN**

SIXTH (6TH) ANNUAL REPORT

MAY 1, 2008 – APRIL 30, 2009



NPDES PII Small MS4 General Permit Annual Report

Municipality/Organization: Town of Natick, Massachusetts
EPA NPDES Permit Number: MAR041139
MassDEP Transmittal Number: W-035570
**Annual Report Number
& Reporting Period:** Report No. 6: May 1, 2008 – April 30, 2009

Part I. General Information

Contact Person: Mark Coviello, P.E. **Title:** Town Engineer
Telephone #: 1-508-647-6551 **Email:** mcoviello@natickma.org
Mailing Address: 75 West Street, Natick, MA 01760

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:

Martha White

Printed Name: Martha White

Title: Town Administrator

Date: April 28, 2009

Part II. Self-Assessment

The Town of Natick has completed the required self-assessment and has determined that our municipality is in substantial compliance with all permit conditions. Although we are not required to assess ourselves in regards to the BMP implementation, goals and schedule within this section, the Town would like to note that due to staffing and budgetary constraints during the stormwater management program, our plan of action had to be modified and schedules shifted. During that time, the Department of Public Works (the department responsible for the implementation of the NPDES Permit for the Town) lost their Stormwater Coordinator and the position was not filled (due to budget cuts). The duties of that position were distributed to personnel within the Department of Public Works and Community Development, but with the staffing and budgetary constraints, both departments are operating beyond their means. The Town of Natick was still committed to meeting all requirements of their permit, and believes that they have substantially completed all the required tasks set forth within the program.

Even with the budget cuts and staffing issues, the Natick Stormwater Committee has been pro-active in trying to ensure that all the scheduled tasks were completed by the end of the Permit and have gone as far as to revise their plans on multiple occasions during the past few years. Although many of the tasks were already completed prior to this report, continued implementation and upgrading has been a focus for the Town to make sure that they are remaining compliant with the scope and intent of the stormwater permit. One example of this is the continual updating of the Town's website. This has remained a priority for the Stormwater Committee to ensure that the residents have as much information as possible in regards to storm water and what they can do to help the Town keep their storm water clean. The site was created during the first year of the permit, revamped during Year 5 and updated continually during Year 6. The information included has already been useful to many organizations that have viewed it.

The Town was very active in regards to locating and mapping our storm drainage system during the stormwater permit. The town was not only active in mapping the locations of our outfalls but also all drainage structures including pipes, catch basins, etc. (which was not required under this permit). These structures were located using GPS technology which has allowed the town to produce 40 scale drawings which the Town can use in cases of emergency or problems with the storm drainage system or to assist the Town in marking out the storm drains for contractors performing excavation work near the system. Knowing the locations of the storm drainage pipes and structures will minimize the likelihood that contractors will damage our storm drainage system during their excavation work thus protecting water bodies downstream.

As of the writing of this report, 497 outfalls have been identified in our system. This includes both town owned and maintained outfalls as well as outfalls in subdivisions that are not currently under the control of the Town but will ultimately be. Of the 497 outfalls, approximately 18 remain to be located using GPS. The locations of these outfalls are generally known; however the inverts and coordinates are not known. It is important to note that many of these 18 are located within subdivisions not under Town Control. 376 of the 497 outfalls have been fully inspected and entered into our database. The majority of the remaining 121 outfalls have been inspected during field location work; however

follow-up detailed inspections and data entry into our database remain.

The town has also been very active in locating and inspecting culverts within the Town as well which is beyond the scope of this BMP, but it is the feeling of the Town that identifying the entire system as a whole (and all its components) is vitally important to ensuring that the system is managed and maintained in the best possible fashion. Presently 158 culvert inlets and 87 culvert outlets have been identified in our system. Of these, 143 of the 158 inlets and 80 of the 87 outlets have been fully inspected and entered into our database.

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 Future Y
1-1	Website Modifications	Department of Public Works	Update Website with • New Info • New Contacts • New Links Continue monitoring the website to ensure that it is up to date and current including all links.	During Year 6, the Town's Stormwater Management Website was reviewed and modifications made to it to ensure that the residents have a very user-friendly experience when on the Town's Stormwater Management page. Contact information and links were verified and where applicable new information was added and out of date information was removed from the site.	To ensure will be re make sur and that l informati useful to included Goal Co
1-2	Storm Water Flyer to Community Residents	Engineering Department	Distribute flyer to 75% of Natick Residents; Compile and Consider "Survey" results	No work performed for this BMP during Year 6. The flyer was created and distributed to residents during Year 1.	No future BMP. Goal Co
1-3	Storm Water Lesson Plan for Fifth Grade Students	Engineering Department	Develop and Distribute lesson plan for Grade 5 level (Use plan to teach 1 or more Grade 5 classes)	No work performed for this BMP during Year 6. The lesson plan was developed, distributed and taught to fifth graders during Year 2 of the permit.	No future BMP. Goal Co
1-4	Storm Water Flyer to Community Businesses	Engineering Department	Distribute flyer to a minimum of 50% of Natick Businesses, Storm Water Log displayed by half of the businesses receiving the flyer	At the end of Year 4, the Town worked with the SuAsCo Watershed Council to develop a storm water flyer to be sent to community businesses. We received the flyers in March 2007 The town mailed out these flyers to over 50% of Natick Businesses during Permit Year 5. No work performed for this BMP during Year 6.	The town available resident r continue and busin them abo clean. Goal Co

1-5	Storm Water Media Campaign	Engineering Department	Deliver media information packet to the local media, Issue 4 press releases to local and major media outlets and major media outlets	No work performed on this BMP during Year 6. Informational packets were delivered to media (local and major) outlets during Year 3 of the permit.	No future work is planned for this BMP.
1-6	Storm Water Video	Engineering Department	Show Storm Water Video at a minimum of 1 public meeting, and air Storm Water Video at least once on the local cable channel	The Stormwater Infomercial that was developed during Year 5 of the program was showcased during Year 6 of the program on Natick Pegasus (The local access Station). The infomercials ran multiple times daily for a few months. Also, the Town's project engineer who is part of the Stormwater Committee was interviewed to discuss stormwater, why it is important and what the resident's can do to help. That also ran for many months on Natick Pegasus.	Goal Completed The Town will continue to work with the local cable channel to ensure that these mini infomercials are being shown at certain timeframes. Also it has been discussed that a follow-up interview may occur to discuss Stormwater more in depth.
Revised	Storm Water Infomercials	Engineering Department	Take postcards created under the revised BMP 2-7 and turn them into mini infomercials on the local cable channel to increase awareness of storm water issues both locally and in general		Goal Completed

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 – Future Years
2-1	Storm Water Committee	Stormwater Committee	Establish a Stormwater Committee, Hold Quarterly meetings at a minimum	The Stormwater Committee was established during Year 1 of the permit. The Stormwater Committee continued to meet on a regular basis during Year 6 of the permit. These meetings were beneficial to keep the program "on-track" with all the budgetary and staffing issues that we have endured over the last two years.	The Stormwater Committee will continue to meet as regularly as possible to ensure that the storm water issues of the Town are being addressed and discussed.

2-2	Community Hotline	Department of Public Works	Establish a Hotline; Residents Use Hotline and Phone calls indicating suspicious activities are investigated	During Year 6 of the permit, the hotline remained an important part of the Stormwater program. The Hotline phone numbers and email addresses of appropriate contacts in cases of flooding, illicit discharges and construction concerns were checked to ensure that they are active to allow resident to continue to report suspicious activity and storm water concerns.	The Town will continue to monitor the hotline to determine the best possible way to ensure that residents can report suspicious activity in an effective way. If modifications need to be made to how this is done, the Town will update accordingly.
2-3	Stormwater Traveling Display	Department of Public Works	Storm Water Display circulates around Natick for at least 3 months; Display is Posted at a minimum of 3 different public locations; Posted in public places or at storm water events	The traveling display was purchased during Year 1 of the permit with an additional display being purchased during Year 4. Since its purchase the original display has been located primarily at the Department of Public Works year round. During special events (Town Meeting, Storm Water events, etc), the additional display has been set for viewing by the residents or other attendees of the meeting.	Goal Completed The Town will continue bringing the stormwater display to town-wide events and other gatherings where it will be seen by a large number of residents at one time.
Revised		Stormwater Committee	Purchase Additional Traveling Display		
2-4	Storm Water Poster Contest for 5 th Grade Students	Department of Public Works	Hold poster Contest, receive entries and judge submissions	No work was planned for this BMP during Year 6.	Goal Completed No future work is planned for this BMP.
2-5	Storm Water Photo Contest for High School Students	Department of Public Works	Hold Photo Contest, receive entries and judge submissions	This BMP was changed in Year 4 to be a storm drain marking kit. The kits were received in the end of Year 4 and were used by a couple groups (girl scouts) during Year 5 to help educate not only themselves but also their neighborhoods on not dumping anything down their catch basins.	Goal Completed The Stormwater Committee will continue to work to determine the best way to implement this task and get more community groups involved with this BMP.
Revised	Storm Water Drain Marking Kit	Department of Public Works	Install labels on approximately 200 catch basins		Goal Completed

2-6	Hold a Local Storm Water Summit	Stormwater Committee	Hold community storm water summit and advertise to encourage community attendance	No work performed for this BMP during Year 6. The summit was coordinated and held during Year 3 of the permit schedule.	No work is planned for this BMP in the future.
2-7	Participate in SuAsCo Storm Water Super Summit and Conduct an Evaluation and Assessment of Public Awareness of Storm Water	Engineering Department	Participate in Storm Water Super Summit; Storm Water Self Test distributed to a minimum of 75% of Natick residents, Compile and consider "Self Test" Results	During Year 5, educational postcards were created giving residents important information on Stormwater. During Year 6, the Town worked with SuAsCo to create similar postcards that focused on "Green" initiatives and what each resident could do. Also, a survey was created to test the resident's Stormwater IQ.	Goal Completed It is the Town's goal that the product from SuAsCo will be received by the end of the Year 6 Report timeframe, if not soon after. The Town will work to send these postcards out to the residents via future tax bills. The survey will be in electronic format so it will be placed on the Town's website as well as copies being available at various town departments.
	Storm Water Postcards	Engineering Department	Create specially designed postcards and send them out via tax bills to all the residents in Natick		
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 – Future Years
3-1	Illicit Discharge Bylaw	Board of Health/Engineering	Develop Illicit Discharge Bylaw and Present it to Town Meeting	No work was performed for this BMP during Year 6. The Department of Public Works and the Conservation Commission will work together to continue implementing the bylaws, rules, and regulations set forth as part of this BMP.	No work is planned for this BMP in the future.
				Goal Completed	Goal Completed

3-2	Inspect and Sample Town Discharges	Engineering Department	Inspect all Town Discharges; Identify outfalls that indicate potential sewerage or illicit discharges; If Schedule and budget allows, conduct follow-up testing and inspection at discharges with the potential of illicit discharges and/or sewage contamination	The DPW has focused a large amount of time and energy during this program on completing the inspection of all town outfalls. Budget constraints and loss of the storm water coordinator for the town have made it harder to complete, but the DPW personnel have been working hard to locate and inspect all the outfalls. As of the writing of this report, 376 of the 497 outfalls have been FULLY inspected and entered into our database. The remaining 121 have been inspected during field location work; however, follow-up detailed inspections and data entry remain.	There has been no indication as to what the next 5 year permit will entail; however, the Town will continue to make sure that the locations and conditions of their outfalls are noted and observed and if any new information is available to include it within the database.
3-3	System Mapping and Evaluation	Department of Public Works	Complete system map, structures, pipe databases and coverages; Locate all known discharges with GPS; Conduct Hydraulic modeling of flood prone areas; Add soils and land use to base mapping; Map septic system and provide pumping history	The Town has been very active in completing the mapping of our Storm Drainage system. During this permit, outfalls were located using GPS technology. Also, basins, manholes, culverts, etc were located using the GPS. By doing this, the town can create 40 scale drawings which can be used by the DPW to locate the system in cases of emergency or it can be available to contractors to assist them in knowing the location of the storm drains during their projects which will limit the amount of damage they can do to the system. The Town will continue to complete the entire network mapping of the drainage system.	It is anticipated that by the end of the current calendar year, all outfalls that CAN be located will have been located. However, there will still be outfalls that the Town is unable to locate due to field conditions and/or access. Hydraulic analysis/modeling of flood prone areas, using the drainage mapping will continue through the end of the current calendar year. It is the Town's assumption that mapping of the entire drainage system will be stressed in the next permit and that Town will be "ahead of the curve" due to the location work that has been done during the first five year permit.

3-4	Illegal Dumping Education	Stormwater Committee	Educate the public on the hazards of illegal dumping	In conjunction with the educational BMP's listed above, the Stormwater Committee has been continuing to educate the residents of Natick of the hazards of Illegal dumping. This education has come in the form of the flyers to residents and businesses, the summit held in Year 3, the Marking Kit program implemented in Year 4, the Stormwater Traveling Display, and the inclusion of the Town of Natick Stormwater Management Plan on the town website. During Years 5 and 6, this education of the residents continued and will continue into the future.	The town is going to continue its efforts of educating residents on the hazards of illegal dumping. This will be done by using all the materials that were obtained by the Town for Permit Years 1 through 5. The town will continue to stress the importance of not dumping illegal and hazardous materials into Natick's storm drain system.
3-5	Septic System Controls	Board of Health	Mandate Septic System Maintenance; Create database to track maintenance activities; Update database based on new septic system information	The septic system database is up and running and data entry has been completed; however, the Board of Health is working with a consultant to help them with the reporting capabilities of the database and this work has not been fully completed. The Board of Health is hopeful this will happen in a short time frame and will then be able to finish the septic system regulations so that they can be approved by the Town.	Goal Completed The Board of Health will continue to update and improve the septic system maintenance database. As soon as the database reporting capabilities are worked out with the consultant, the town will work on submitting Septic System Regulations for adoption by the Town. These new regulations will reduce system failures over time by assuring/ mandating system maintenance, effectively reducing the pollution and public health nuisances associated with such failures.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) -- Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities -- Future Years
4-1	Soil and Erosion Control Bylaw	Conservation Agent/ Department of Public Works	Develop a Soil and Erosion Control Bylaw and present it to Town Meeting	No work performed for this BMP during Year 6. The Soil and Erosion Control Bylaw was created and approved by Town Meeting during Year 3 of the permit. During Years 4-6, the town began implementing this bylaw and have continued to work with the Conservation Commission to ensure that it is being followed during construction activities.	The Department of Public Works and the Conservation Commission will work together to continue implementing the bylaws, rules, and regulations set forth as part of this BMP.
4-2	Construction Inspections	Conservation Agent/Department of Public Works	Town Representative to inspect Construction Activities on Weekly Basis	During Year 6, as was the case in all previous years of the permit, the Town of Natick has been very active in inspecting construction activities within the Town. ALL construction sites in town are inspected and all departments (building, conservation, DPW, Board of Health) make this a priority and it will remain a top priority for the Town even after the conclusion of the EPA permit.	Goal Completed The Town will continue to monitor ALL construction activities within the Town of Natick.

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 – Future Years
5-1	Bylaw for Post Construction Runoff	Conservation Agent/Department of Public Works	Develop a bylaw to limit runoff from post construction areas and present it to Town Meeting	No work performed for this BMP during Year 6. The Post Construction Runoff Bylaw was created and approved by Town Meeting during Year 3 of the permit. During Years 4 through 6, the town implemented this bylaw and has been working with the Conservation Commission and the Building Department to ensure that it is being followed during construction activities.	The Department of Public Works and the Conservation Commission will work together to continue implementing the bylaws, rules, and regulations set forth as part of this BMP.
5-2	BMP Inspection and Maintenance	Conservation Agent/Department of Public Works	Inspect all town maintained structural BMP's over a Two Year period; Document any problems with BMP and investigate possible modifications	During the inspections of the Town's outfalls, the town's BMP's have also been inspected and their condition noted.	Goal Completed There has been no indication as to what the next 5 year permit will entail; however, the Town will continue to make sure that the locations and conditions of their BMP's are noted and observed and if any new information is available to include it within the database.

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 – Future Years
6-1	Catch Basin Cleaning	Highway Department	Clean 1/3 of all catch basins per year	Starting April 1, a subcontractor will be commencing with the cleaning of approximately 1/3 of all catch basins within Natick. It is scheduled to be completed by the end of Year 6 of the permit or shortly thereafter. This will be done as part of a 3 year contract for the Town to have a subcontractor perform catch basin cleaning throughout Natick.	The Town will continue to clean 1/3 of their catch basins every year as part of the cleaning contract noted in the Year 6 description.

6-2	Street Cleaning	Highway Department	Sweep all town owned streets and parking lots once per year; Sweep downtown areas once per month (Apr-Nov); Sweep Major Streets twice per year; Sweep Town Parking Lots twice per year; Document amount of collected debris; and BUD for Street Sweeping Material Collected	All town streets were swept at least once during Year 6 of the permit. Downtown streets were swept once per month (April to November) while major town streets as well as all town owned parking lots were swept twice per year. The amount of street sweepings and catch basin sediment that was collected was documented by the DPW.	The town will continue its yearly maintenance of the roadways by cleaning the streets per the schedule that was noted in the Year 6 description. The amount of sediment and debris collected will be documented as was the case in every other year of this permit.
6-3	Investigate Town Owned BMP's for Retrofit Opportunities	Department of Public Works	Implement two retrofit projects (based on inspections conducted in BMP 5-2)	As noted in previous submittals, this BMP was completed during Permit Year 4 (ahead of the originally scheduled timeframe). During Year 6, the town is completing a retrofit for an inlet structure with debris grate on an existing inlet on Pine Street that is prone to clogging. This will substantially eliminate debris from entering the system and the adjoining wetlands. This work is being performed by Town personnel.	The Town is always looking for opportunities and places to install retrofit projects and will continue this endeavor in the future. It is important to note that on every new development, the Town is requiring developers to incorporate structural BMPs (such as deep sump catch basins, hoods, etc) into their storm drainage designs.
6-4	Municipal Employee Training	Conservation Agent	Continue town's current practices	During Year 6 of the permit, the town performed the required municipal employee training on two separate days in March 2009. Training includes: Hazard Communication, Spill Prevention Control and Countermeasures, Storm Water Management, Stage II Vapor Recovery and "Right to Know". New hires are trained in these areas within their first 30 days of employment.	The training of personnel is an important issue and the Town will continue to be progressive in performing training. Bob Bois, the Town's Conservation Agent, also used the training seminar that is used for Municipal Training to educate other communities on what Natick does to meet the requirements of the NPDES permit.

6a. Additions

6-5	DPW – General Notice of Intent (GNOI)	Department of Public Works	File a NOI for Routine DPW Operations and Maintenance Activities	After its approval at the beginning of Year 5 of the permit, the DPW began working with the Conservation Commission to ensure that the goals of the GNOI were being met. A representative from the DPW and the Conservation Agent met prior to the end of Year 6 of the permit to evaluate the progress of the permit. A report will be submitted to the Conservation Commission noting the progress of the DPW in their O&M activities and what changes should be made to the GNOI to ensure that the permit is meeting its intended goals. The DPW will continue to work with the Conservation Commission (through the Conservation Agent) to implement this General Notice of Intent and modify as is deemed necessary. Goal Completed
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7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

Not applicable. TMDL's have not been developed for any of the water bodies in Natick.