

**Municipality/Organization:** Town of Mansfield

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**EPA NPDES Permit Number:** MAR 041126

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**MaDEP Transmittal Number:** W- 039460

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**Annual Report Number**

**& Reporting Period:** **No. 6: April 1, 2008 – March 31, 2009**

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

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

Contact Person: John D. Sullivan, Jr., P.E.

Title: Town Engineer

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Telephone #: 508-261-7377

Email: jsullivan@mansfieldma.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:

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Printed Name: John O. D'Agostino

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Title: Town Manager

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Date: April 30, 2009

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

**The Town of Mansfield has completed the required self-assessment, and has determined that our Municipality is in substantial compliance with all permit requirements.**

**In particular, we are implementing our recently updated by-laws that address illicit discharge to the storm drain system and stormwater management during and after construction.** We note that during the first year, the Engineering Department reviewed our existing planning and zoning by-laws, and found a number of references for the “design” of drainage in accordance with DEP Stormwater Guidelines; but few references for “construction” and “post construction” runoff control. During the second year, the results of this review were discussed with other Departments. This was accomplished by means of an informal committee of the Department Heads from Planning, Building, Conservation, Health, DPW, and Engineering; and a General By-Law was drafted, which addressed both construction runoff and post-construction maintenance. The Committee felt that using a comprehensive General By-Law would better accomplish the goals of the Stormwater Program. During the second and third year, the proposed by-law was presented to the Conservation Commission, the Planning Board, Selectmen and the public. In addition, a presentation was made and comments obtained from the Canoe River Aquifer Advisory Committee and the Natural Resources Trust. During the fourth year, a public hearing was held in preparation for the Annual Town Meeting, and the final Stormwater By-Law was accepted at the May 23, 2006 Session of the April 11, 2006 Annual Town Meeting.

During the fifth year, we successfully implemented these by-laws, and are reviewing sites under the Stormwater Management By-Law’s Land Disturbance Permit Requirements. The Town also utilized the new equipment that was purchased for the stormwater permit commitments. The Town’s sewer camera equipment can now also be used to inspect drainage lines, and its vactor truck can clean out catch basins, pipes and other drainage structures.

**During this 6<sup>th</sup> year, we are continuing with the established programs and implementing the new by-laws and regulations. We are utilizing our contacts with volunteer advisory groups to now enlist their input and support for stormwater improvement projects, such as the Canoe River Campground Dam, which is in an area of Critical Environmental Concern. The Town has also provided funding for the development of the next 5-year plan, and hopes to continue with improvement of its stormwater management program.**

**We have field verified and GPS located the majority of our stormwater outfalls and have developed testing parameters to follow up on the results of our dry weather screening of the outfalls. We have requested FY2010 funding for the outfall testing.**

### 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
1-1	Identify existing programs to be included in SMP	Engineering	Identify number of existing programs	Completed: See Report No. 1	
1-2	Develop NPDES materials for homeowner education	Engineering	Number of pamphlets distributed	Completed: See Report No. 4.	
1-3	Distribute materials to identified programs	Engineering/ DPW	All identified programs receive materials	Completed: See Report No. 4.	
1-4	Implement Catch Basin Stenciling Program	DPW	Percentage of catch basins stenciled/ year	We completed stenciling of 335 catch basins. See report No. 5. We also investigated more permanent markers and purchased 1000 Almetek “No dumping” (fish symbol) 4” stainless, storm drain markers and installed 98 markers on newly paved roads.	Continue with the installation of the Almetek “No Dumping” storm drain marker.

## 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
2-1	Sponsor Hazardous Waste Collection Day	Health	Funding passed Event held	The Household Hazardous Collection Day was held on April 5, 2008. It was advertised on the Town website, Cable 9 Bulletin Board, press releases in local newspapers (Sun Chronicle, Mansfield News & Mansfield Buzz), flyers in all Town buildings, and flyers sent home with all elementary school children. Funding of \$7,000 was passed at the 5/20/08 Annual Town Meeting for the Collection Day in 2009.	The Household Hazardous Waste Collection Day, as funded at the 5/20/08 Annual Town Meeting, is to be scheduled for 2009. An article has been placed on the May 2009 Annual Town Meeting warrant for funding in 2010.
2-2	Sponsor Recycle Center	DPW	Funding passed Recycle Center available	Funding passed at May 2008 Town Meeting as a DPW budget line item, and the Recycle Center/Compost Area was open Saturdays and Mondays for collections, including used motor oil. The center was advertised on the Town, DEP, and E-CALL website, by flyers and in the “Live Wire” publication sent out with electric bills.	Funding for Recycle Center included in DPW Budget for May 2009 Town Meeting Approval.
2-3	Identify existing volunteer environmental groups	Engineering	Number of groups identified	We continue to work with the Canoe River Aquifer Advisory Committee and the Natural Resources Trust of Mansfield, particularly with respect to improvements/rehabilitation of the Canoe River Campground Dam on Mill St. and prepared a presentation for their April 2008 meeting.	Meet with the Canoe River Aquifer Advisory Committee and the Natural Resources Trust of Mansfield at their April meeting to receive their input and support for rehabilitation of the Canoe River Campground Dam. The proposed work provides for improvements of water quality from roadway stormwater discharges and protection of the environment along the Canoe River and this Area of Critical Environmental Concern.

**2a. Additions** (as added in Report No. 1)

2-4	Implementation and Review	Engineering	Number of notices	Performed field GPS to locate additional outfalls, and updated the information in the 2008 Annual Town Report concerning our progress and anticipated development of the next 5-Year Plan. Updated the Town website on the Stormwater Phase II Program, and a summary of the 5 <sup>th</sup> - Year's Annual Report. Requested FY10 Capital funding for elimination of illicit discharges and construction of water quality improvements.	Update Town's website detailing the 6 <sup>th</sup> Year's Annual Report and the development of the 2 <sup>nd</sup> 5-year Stormwater Plan which has been funded, and is awaiting EPA/DEP Guidelines.
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**3. Illicit Discharge Detection and Elimination**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 6</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 7</b>
3-1	Create GIS Base Map	Engineering/ MIS	Stormwater map created	Completed: See Report No.1. Supports many future activities.	
3-2	Inspect outfalls, catch basins, and manholes	Engineering/ DPW	Field data entered into GIS database	Completed. See Report No. 2. Inspected and incorporated stormwater structure into the GIS database. This included inspection of 2706 CB's, 1551 MH's, and 389 outfalls.	
3-3	Draft by-law prohibiting discharges into system	Engineering/ Health	Present draft at Town Meeting for approval	Completed: See Report No. 4. Proposed by-law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
3-4	Develop plan to identify non-stormwater discharges	Engineering/ DPW	Implement plan in Permit Year 6	Continued with plan implemented in Year 5 to identify non-stormwater discharges, including illegal dumping, by periodically reviewing the identified problem sites and cleaning the sites as necessary. No new illegal dumpsites identified.	Continue with plan implementation.

3-5	Dry weather screening (identify illicit discharges)	Engineering/ DPW	Percent of outfalls screened	Field verified and GPS located all but 11 outfalls. Advised DPW that further investigation was needed to locate these outfalls. Developed plan and testing parameters and requested FY10 funding for testing of one outfall previously identified as flowing under dry weather screening.	DPW to begin program to locate remaining 11 outfalls by jetting, TV camera, or excavate as required. Upon locating, Engineering to GPS their location and perform dry weather screening. Review data of all outfalls, and use GIS to organize, document and identify inspections/testing and update progress. Perform testing at outlet identified as flowing during dry weather, if funded.
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#### 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
4-1	Review existing Planning Board Regulations	Engineering/ Planning/ ConCom	Complete review within one year	Completed: See Report No. 1	
4-2  ----- Revised (In Report No. 2)	Present recommended changes to existing regulations  ----- Comprehensive Storm- Water Management By-Law	Engineering/ Planning/ ConCom  -----	Changes on Public Hearing Agenda  ----- Revised By-Law for Town Meeting Warrant	Completed: See Report No. 4. Proposed Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
4-3  ----- Revised (In Report No. 2)	Review Site Plan By-Laws vs. EPA model  -----	Engineering/ Building/ ConCom  -----	Site Plan By-Laws reviewed within one year  ----- See 4-2	Completed: See Report No. 4. The Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	

4-4 ----- Revised (In Report No. 2)	Site Plan By-Law change  -----	Engineering/ Building/ ConCom  -----	Draft developed for presentation at Town Meeting (Year 6)  ----- See 4-2	Completed: See Report No. 4. The Stormwater Management By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting, and implemented. The Conservation Commission approved Regulations for a "Land Disturbance Permit" application, and processed 2 permits to date.	Conservation Commission to continue with review of permit Application for Land Disturbance in accordance with the Stormwater Management By-Law.
4-5	Develop control measures at construction sites	Planning/ Building/ ConCom	Inspection procedure developed	Town funding and consultant contract (CDM) in place to assist with the development of the next 5-year permit. See Report No. 5.	To be included in the next 5-year plan, once EPA/DEP issue new guidelines and requirements.

### 5. Post-Construction Stormwater Management in New Development and Redevelopment

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 6</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit 7</b>
5-1	Review existing by- laws, ordinances and regulations	Engineering	Review completed within one year	Completed: See Report No.1.	
5-2 ----- Revised (In Report No. 2)	Draft changes to regulations for runoff controls  -----	Engineering/ Planning  -----	Draft changes developed  ----- See 4-2	Completed: The Stormwater By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
5-3	Select appropriate BMP's to be used by planners	Engineering/ Planning	Incorporate BMP's into Planning Board Regulations	Completed: See Report No. 4. Post Construction run-off control was included in the Comprehensive Stormwater Management By-Law, accepted on 5/23/06 at the Annual Town Meeting.	

5-4 ----- Revised (In Report No. 2)	Draft changes to by-laws for runoff control -----	Engineering/ Planning -----	Develop draft by-law and present at Town Meeting ----- See 4-2	Completed: The Stormwater By-Law was accepted at the 5/23/06 session of the 4/11/06 Annual Town Meeting.	
5-5	Develop O&M manual for BMPs	Engineering/ DPW	Creation of O&M manual	Town funding and consultant contract (CDM) in place to assist with the development of the next 5-year permit. See Report No. 5.	To be included in the next 5-year plan, once EPA/DEP issue new guidelines and requirements.

## 6. Pollution Prevention and Good Housekeeping in Municipal Operations

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<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 6</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 7</b>
6-1	Identify and map sensitive receptors within municipality	Engineering	Map created	Completed: See Report No. 1. Supports future activities.	
6-2	Review and modify current street sweeping program	DPW	Review and program modifications completed	Completed: See Report No. 4.	
6-3	Develop a CIP for equipment needs	DPW	Capital Improvements Program (CIP) created	Completed: See Report No. 4.	
6-4	Develop policies for snow removal and disposal	DPW	Inventory of possible disposal areas	Completed. See Report No. 2. Established a written policy for snow removal and disposal, with consideration given to environmental impacts.	

6-5	Conduct employee training for vehicle washing practices	DPW	Written policy for vehicle washing	Completed: A written policy for vehicle washing had previously been established. See Report No. 2. The new truck wash facility, in a new water treatment facility adjacent to the Highway Garage, became fully operational; and the written policy to support full operation of the new vehicle wash facility was finalized.	
6-6	Program for stormwater system maintenance	DPW	Written Plan	Completed. See Report No. 2. Established a written policy and schedule for catchbasin cleaning, and obtained funding of \$300,000 at the 2005 Annual Town Meeting for a vactor truck. Cleaned 50% of catchbasins in 2006; but only 100 of the remaining 50% in 2007, and approximately 500 in 2008, due to lack of manpower.	Continue with catchbasin cleaning and jetting program for stormwater drain lines, as funding and manpower allows.
6-7	Develop plan for illegal dumping control	DPW	Number of signs posted	Completed. Established a written inventory of significant (illegal) dumping sites, and posted 28 signs. In Year 3, prepared an Illicit Discharge By-Law within the proposed Comprehensive Stormwater By-Law. The Stormwater By-Law was accepted at the 5/23/06 Annual Town Meeting.	

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *Not Applicable***

# Attachment 1

## Implementation Schedule

(as included with N.O.I.)