



CITY OF AMESBURY
IN THE YEAR TWO THOUSAND EIGHTEEN

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AMESBURY CITY CLERK

SPONSORED BY:

C. Kenneth Gray, Mayor

BILL No. 2018-036

An Order to appropriate \$47,300 from the Smart Growth Stabilization Fund (7301) to the Department of Public Works for the purpose of funding projected Fiscal Year 2019 nonrecurring costs related to mandates associated with recent changes to federal and state storm water regulations.

Summary: This bill proposes to appropriate \$47,300 from the Smart Growth Stabilization Fund (7301) to the Department of Public Works for the purpose of funding projected Fiscal Year 2019 nonrecurring costs related to mandates associated with recent changes to federal and state storm water regulations. This appropriation will fund consulting services and a temporary DPW position in connection with storm water mandates.

Be it Ordered by the City Council of the City of Amesbury assembled, and by the authority of the same, as follows:

That \$47,300 is hereby appropriated from the Smart Growth Stabilization Fund (7301) to the Department of Public Works for the purpose of funding projected Fiscal Year 2019 nonrecurring costs related to mandates associated with recent changes to federal and state storm water regulations.

Beginning Fund Balance	1,547,056.00	528,978.02	1,129,721.08	600,000.00	559,037.00
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Relevant Bill Number	Project/Use	Free Cash	Smart Growth Stab Fund	General Stab Fund	Proceeds from Real Estate	Sewer Retained Earnings
2017-105	S. Hunt Traffic Study	(40,000.00)				
2018-001	Free Cash Transfer for Capital	(232,280.00)				
2018-001	Free Cash Transfer for Retirement Buyouts	(117,098.00)				
2018-023	Streetlight Purchase	(57,000.00)				
2018-024	Roads/Sidewalks	(200,000.00)				
2018-035	Snow & Ice	(387,720.00)				
2018-036	MS4 Consulting & Temps		(47,300.00)			
2018-037 & 2018-038	School SPED supplemental			(200,000.00)		
2018-039	Appropriation to General Stabilization	(200,000.00)		200,000.00		
2018-040	Payment of indebtedness (M.G.L. c. 44 § 63)				(232,280.00)	
2018-041	Closing Out Inactive Accounts	(44,477.34)				
2018-042	AFD Overtime	(200,000.00)				
2018-043	Sewer Retained Earnings: Sludge Pipe					(112,000.00)

Total Appropriation	(1,478,575.34)	(47,300.00)	0.00	(232,280.00)	(112,000.00)
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Remaining Fund Balance	68,480.66	481,678.02	1,129,721.08	367,720.00	447,037.00
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City Of Amesbury

Trial Balance Report

Filters

Segment: Sub Fund = 7301	Date from: 2017-07-01
Date to: 2018-06-30	Sort Column 1: Fund Asc
Sort Column 2: Account # Asc	

Account #	Account Description	Type	Beginning Balance	Debit	Credit	Ending Balance
Fund - Stabilization Trust - 830						
8307301104100	Smart Growth Stabalization Pooled Cash	Asset	\$588,004.76	\$5,973.26	\$65,000.00	\$528,978.02
Fund - Stabilization Trust - 830 Subtotal:			\$588,004.76	\$5,973.26	\$65,000.00	\$528,978.02
Total:			\$588,004.76	\$5,973.26	\$65,000.00	\$528,978.02

<u>Control Measure</u>	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Public Education and Outreach	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00
Public Involvement and Participation	\$0.00	\$0.00	\$0.00			\$0.00
Illicit Discharge Detection and Elimination Program	\$0.00	\$5,000.00	\$53,000.00	\$55,000.00	\$35,000.00	\$148,000.00
Construction Site Stormwater Runoff Control	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Post Construction Stormwater Management	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Good Housekeeping	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
<u>Non-Control Measure</u>						
Administrative	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Totals	\$36,000.00	\$6,000.00	\$54,000.00	\$56,000.00	\$36,000.00	\$188,000.00

KEY:

Yearly

Once

As Needed

No. = Reference Number

BMP/Admin = Is the requirement completed with either a BMP or Administrative work

X Requirement = The short name for a requirement

Requirement = Section in the 2014 MS4 permit draft

Cost = Cost of completing the requirement

Justification = List of methods used to complete the requirement, as well supporting data from sources

In Place (Y/N) = Is the requirement listed currently in place

No.	BMP/Admin	Public Education and Outreach Requirement	Reference	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Justification
1	Admin	Continue public education program required by 2003 permit	2.3.2 a	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00	Office Estimate
2	Admin	*Define goals, express specific messages define audience for each message	2.3.2 a	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3	Admin	*Identify parties responsible for each message	2.3.2 a	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4	Admin	*Develop and send out two separate messages for each of 4 different audiences	2.3.2 c	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5	Admin	*Show evidence that messages are achieving results	2.3.2 e	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6	Admin	*Identify method used to evaluate effectiveness of messages	2.3.2 e	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7	Admin	*Put in annual report the methods of distribution and methods to assess effectiveness	2.3.2 g	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Total		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00	

BMP/Admin	Illicit Discharge Detection and Elimination Requirement	Reference	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Justification	In Place (Y/N)
BMP	*Eliminate any illicit discharge to the stormwater system as expeditiously as possible	2.3.4.2				\$0.00		\$0.00		
BMP	*Identify who is responsible for any such discharges	2.3.4.2				\$0.00		\$0.00		
Admin	*If elimination takes more than 60 days, establish an expeditious schedule for elimination	2.3.4.2				\$0.00		\$0.00		
Admin	*If more than 60 days, report dates of identification and schedules in annual report	2.3.4.2				\$0.00		\$0.00		
BMP	Implement measures to control non-stormwater discharges if they add significant pollution	2.3.4.3				\$0.00		\$0.00		
Admin	*Identify all known locations where SSOs have discharged to the MS4 in last 5 years	2.3.4.4 b				\$0.00		\$0.00		
Admin	*For each such SSO discharge, include date and time, location, volume, suspected cause	2.3.4.4 b				\$0.00		\$0.00		
Admin	*Also include whether each entered any surface water and what corrective actions were taken	2.3.4.4 b				\$0.00		\$0.00		
Admin	*Also include corrective measures planned and implementation schedule	2.3.4.4 b				\$0.00		\$0.00		
Admin	*Maintain the SSO inventory as part of the SWMP and the Annual Reports	2.3.4.4 b				\$0.00		\$0.00		
Admin	*Provide oral and written notice to EPA and MassDEP for any SSO occurrence	2.3.4.4 c				\$0.00		\$0.00		
BMP	*Develop an inventory of each MS4 outfall, including location, interconnections, and condition (different only in that it requires the condition of the outfall)	2.3.4.5				\$0.00		\$0.00		
Admin	*Update inventory annually to include monitoring program	2.3.4.5 b				\$0.00		\$0.00		
BMP	*Physically label all MS4 outfall pipes	2.3.4.5 b				\$8,000.00		\$8,000.00		
Admin	*For each outfall list unique identifier, receiving water, date of most recent inspection	2.3.4.5 c				\$0.00		\$0.00		
Admin	*Also include dimensions, shape, material, physical condition and indicators of non-SW discharges	2.3.4.5 c				\$0.00		\$0.00		
BMP	*Revise existing map of stormwater system within 2 years of effective date of the permit	2.3.4.6				\$0.00	\$20,000.00	\$20,000.00		
BMP	*Map shall include all outfalls, pipes, manholes, catch basins, interconnections, open channels	2.3.4.6 a i				\$0.00		\$0.00		
BMP	*Also include all municipally-owned BMPs (e.g., retention basins, oil/water separators, etc.)	2.3.4.6 a i				\$0.00		\$0.00		
BMP	*Also include catchment delineation and all waters listed on the 303(d) or 305 (b) list	2.3.4.6 a i				\$0.00		\$0.00		
BMP	*Also include municipal sanitary sewers or combined sewer systems	2.3.4.6 a ii				\$0.00		\$0.00		
BMP	*Include various recommended elements	2.3.4.6 a iii				\$0.00		\$0.00		
BMP	*Update the map to reflect newly discovered information and corrections or modifications	2.3.4.6 b				\$0.00		\$0.00		
Admin	*Report on the progress toward completion of the map in each annual report	2.3.4.6 c				\$0.00		\$0.00		
BMP	*Write an Illicit Discharge Detection and Elimination (IDDE) program document (Discrete, specifically mentions the document must be written out)	2.3.4.7				\$0.00		\$0.00		
Admin	Adopt an IDDE ordinance	2.3.4.7 a				\$5,000.00		\$5,000.00		
Admin	*Program shall clearly identify IDDE responsibilities and provide description of areas of responsibility	2.3.4.7 b				\$0.00		\$0.00		
BMP	*Assess and priority rank each catchment into one of 4 possible categories (sourced up from previous "priority" mark in 2003)	2.3.4.7 c i				\$0.00		\$0.00		
Admin	*Priority rank each catchment within each category (except those "excluded") using 8 factors (sourced up from previous "priority" mark in 2003)	2.3.4.7 c ii				\$0.00		\$0.00		
Admin	*Gather all information needed for the 8 screening factors (e.g., industrial areas > 40 years old)	2.3.4.7 c ii				\$0.00		\$0.00		
Admin	*Complete ranking using existing information within 1 year; update in annual report	2.3.4.7 c iii				\$0.00		\$0.00		
Admin	*In annual report include summary of evidence of known/suspected illicit discharges by catchment	2.3.4.7 c iii				\$0.00		\$0.00		
Admin	*Also include corrective measures and schedule for correcting each illicit discharge	2.3.4.7 c iii				\$0.00		\$0.00		
Admin	*Develop written procedure for screening and sampling of outfalls	2.3.4.7 d				\$0.00		\$5,000.00		
Admin	*Include procedures for sample collection, use of field kits and storage and conveyance of samples	2.3.4.7 d i				\$0.00		\$0.00		
BMP	*If outfall is inaccessible, report the first accessible upstream structure	2.3.4.7 d ii				\$0.00		\$0.00		
BMP	*Perform dry weather screening when and how prescribed; identify in annual report any follow-up needed	2.3.4.7 d iii				\$35,000.00	\$35,000.00	\$35,000.00	\$105,000.00	
BMP	*Perform wet weather screening when and how prescribed	2.3.4.7 d iv				\$5,000.00		\$5,000.00	\$5,000.00	
BMP	*Sample at minimum for 7 listed factors	2.3.4.7 d v				\$0.00		\$0.00	\$0.00	
Admin	*Catchments with specified septic or other results shall be listed as "High Priority" catchments	2.3.4.7 d vi				\$0.00		\$0.00	\$0.00	
BMP	*Develop written Catchment Investigation Procedure including review of maps and historic records	2.3.4.7 e				\$0.00		\$0.00	\$0.00	
BMP	*Also include manhole investigation methodology and procedures to confirm sources of illicit discharges	2.3.4.7 e				\$0.00		\$0.00	\$0.00	
BMP	*For each catchment review sanitary sewer and storm sewer construction plans; prior work on either	2.3.4.7 e i				\$0.00		\$0.00	\$0.00	
BMP	*Also review Health department records for septic system or sanitary sewer system failures or complaints	2.3.4.7 e i				\$0.00		\$0.00	\$0.00	
Admin	*Identify and record any of the 12 System Vulnerability Factors (e.g., infrastructure > 40 years old)	2.3.4.7 e i				\$0.00		\$0.00	\$0.00	
Admin	*Document and annually report presence or absence of the 12 System Vulnerability Factors for each catchment	2.3.4.7 e i				\$0.00		\$0.00	\$0.00	
Admin	*Include these required elements of written manhole investigation and catchment investigation procedures	2.3.4.7 e ii				\$0.00		\$0.00	\$0.00	
Admin	*Include these required elements in written dry weather investigation procedure	2.3.4.7 e ii a				\$0.00		\$0.00	\$0.00	
Admin	*Include these required elements in written wet weather investigation procedure	2.3.4.7 e ii b				\$0.00		\$0.00	\$0.00	
Admin	*Develop procedures to isolate and confirm illicit sources (e.g., dye testing, smoke testing, caulk dams, etc.)	2.3.4.7 e iii				\$0.00		\$0.00	\$0.00	
Admin	*In annual report, for each illicit source list the location, its source, description of the discharge	2.3.4.7 f				\$0.00		\$0.00	\$0.00	
Admin	*Also list date and method of discovery, date of elimination, mitigation or enforcement action	2.3.4.7 f				\$0.00		\$0.00	\$0.00	
Admin	*And estimate volume of flow reduced	2.3.4.7 f				\$0.00		\$0.00	\$0.00	
BMP	*One year after illicit discharge removal, perform confirmatory screening; wet, dry or both	2.3.4.7 f				\$0.00		\$0.00	\$0.00	
BMP	*Schedule follow up screening within 5 years after confirmatory screening	2.3.4.7 g				\$0.00		\$0.00	\$0.00	
BMP	*Develop and implement procedures to prevent illicit discharges and SSOs	2.3.4.7 h				\$0.00		\$0.00	\$0.00	
Admin	*Complete and report dry weather screening and sampling of High and Low Priority outfalls within 3 years	2.3.4.8 a				\$0.00		\$0.00	\$0.00	
Admin	*All data shall be reported in each annual report . . .	2.3.4.8 a				\$0.00		\$0.00	\$0.00	
Admin	*Begin implementation of 2.3.4.7 d work no later than 15 months	2.3.4.8 b				\$0.00		\$0.00	\$0.00	
Admin	*Implement and report Catchment Investigation Procedure in every catchment . . .	2.3.4.8 c				\$0.00		\$0.00	\$0.00	
Admin	*In a minimum of 80% of the MS4 area serviced by Problem Catchments within 3 years and 100% within 5 years	2.3.4.8 c i				\$0.00		\$0.00	\$0.00	
Admin	*For all catchments where sampling indicates sewer input within 5 years	2.3.4.8 c ii				\$0.00		\$0.00	\$0.00	
Admin	*In 40% of all area served by all MS4 catchments within 5 years and in 100% of 4 area in 10 years	2.3.4.8 c iii				\$0.00		\$0.00	\$0.00	
Admin	*Track progress toward these milestones in each annual report	2.3.4.8 e				\$0.00		\$0.00	\$0.00	
Admin	*Define or describe indicators for tracking program success; demonstrate efforts to locate illicit discharges	2.3.4.9				\$0.00		\$0.00	\$0.00	
Admin	*Also include percent and area in acres evaluated; volume of sewage removed; place in annual report (more detailed, 2003 only asks to measure progress)	2.3.4.9				\$0.00		\$0.00	\$0.00	
Admin	provide annual training to employees involved in IDDE program	2.3.4.10				\$0.00		\$0.00	\$0.00	
Admin	*Include type and frequency of training in the annual report (2003 -> The program must include an employee training component)	2.3.4.10				\$0.00		\$0.00	\$0.00	

\$0.00 \$5,000.00 \$53,000.00 \$55,000.00 \$35,000.00 \$148,000.00

Estimated Annual Costs \$40,000.00

Estimated One-time Costs \$13,000.00

Estimated Intermittent Costs \$0.00

No.	BMP/Admin	Public Involvement and Participation Requirement	Reference	Annual	Justification	In Place (Y/N)
1	Admin	*Follow state notice requirements	2.3.3 a	\$0.00		
2	Admin	Provide annual opportunity for public to participate in review and implementation of SWMP	2.3.3 b	\$0.00		
3	Admin	*Put in annual report these public participation activities	2.3.3 c	\$0.00		

Estimated Annual Costs \$0.00

Estimated One-time Costs \$0.00

Estimated Intermittent Costs \$0.00

No	BMP/Admin	Construction Site Runoff Control Requirement	Reference	Year 1	Justification	In Place (Y/N)
1	BMP	*Continue to implement construction ordinance work from 2003 permit; expand to include 1 acre or more	2.3.5 a	\$0.00		
2	BMP	Develop and implement a construction site runoff program	2.3.5 c	\$5,000.00		
3	Admin	An ordinance that requires sediment and erosions controls and for other wastes at construction sites	2.3.5 c i	\$0.00		
4	Admin	Adopt written procedures for inspections and enforcement of the ordinance within 1 year (2003 -> [g.] Procedures for inspections and enforcement of control measures at construct	2.3.5 c ii	\$0.00		
5	Admin	*Document the procedures and responsibilities to implement in the SWMP	2.3.5 c ii	\$0.00		
6	Admin	*Include requirements for site operators to implement BMPs (e.g., reduce disturbed area, protect slopes, etc.)	2.3.5 c iii	\$0.00		
7	Admin	*Include requirements for site operators to control other wastes	2.3.5 c iv	\$0.00		
8	Admin	*Develop written procedures for site plan review and inspection and enforcement within 1 year (003 -> nearly same, now has time requirement)	2.3.5 c v	\$0.00		
9	Admin	*Include pre-construction review, consideration for protection of water quality impacts, LID components	2.3.5 c v	\$0.00		
10	Admin	*And receipt of information from the public, inspections during and after BMP installation (now covers post construction)	2.3.5 c v	\$0.00		
11	Admin	*And "qualifications necessary to perform the inspections"	2.3.5 c v	\$0.00		
12	Admin	*And procedure for tracking the number of site reviews, inspections and enforcement actions	2.3.5 c v	\$0.00		
13	Admin	*All to be included in the annual report	2.3.5 c v	\$0.00		
Total				\$5,000.00		

No.	BMP/Admin	Post Construction Site Runoff Control Requirement	Reference	Year 1	Justification	In Place (Y/N)
1	BMP	*develop implement and enforce a post-construction SW program for new developments and redevelopments	2.3.6 a	\$5,000.00		
2	Admin	*adopt or amend a local ordinance to control projects that disturb an acre or more	2.3.6 a ii	\$0.00		
3	BMP	*retain and/or treat first inch of runoff; where technically feasible do retention first	2.3.6 a ii a	\$0.00		
4	BMP	*"from all impervious surfaces on site"	2.3.6 a ii a	\$0.00		
5	Admin	*sites with soil contamination problems or at industrial sites shall not include any infiltration BMPs	2.3.6 a ii b	\$0.00		
6	Admin	*infiltration systems near environmentally sensitive areas must include shutdown and containment systems	2.3.6 a ii c	\$0.00		
7	Admin	*all BMPs must be constructed in accordance with the MA Stormwater Handbook	2.3.6 a ii d	\$0.00		
8	Admin	*this system shall include development of a long term O&M plan to inspect and repair BMPs	2.3.6 a ii e	\$0.00		
9	Admin	*systems shall be designed "to avoid disturbance of areas susceptible to erosion and sediment loss"	2.3.6 a ii f	\$0.00		
10	BMP	*systems shall require submittal of as-built drawings that depict all on site controls	2.3.6 a iii	\$0.00		
11	Admin	*shall have procedures to ensure O&M, such as dedicated funds, escrow accounts or management contracts	2.3.6 a iii	\$0.00		
12	Admin	*may include annual self-certification program	2.3.6 a iii	\$0.00		
13	Admin	*annual report shall include measures that the permittee has done to meet these requirements	2.3.6 a iii	\$0.00		
14	BMP	*w/in 3 years document current street design and parking rules that affect creation of impervious cover	2.3.6 b	\$0.00		
15	BMP	*shall be used by permittee to determine if changes "can be made to support low impact design options"	2.3.6 b	\$0.00		
16	BMP	*if changes can be made, assessment shall include recommendations and proposed schedules to adopt changes	2.3.6 b	\$0.00		
17	BMP	*permittee "shall implement all recommendations . . ."; assessment must be placed in the SWMP	2.3.6 b	\$0.00		
18	Admin	*annual report shall contain an update on this requirement, including any planned or completed changes	2.3.6 b	\$0.00		
19	BMP	*w/in 4 years assess local rules to determine feasibility of allowing practices green roofs, water harvesting and LID BMPs	2.3.6 c	\$0.00		
20	Admin	*assessment shall indicate if and under what circumstances these practices are allowed	2.3.6 c	\$0.00		
21	BMP	*if practices not allowed, determine what hinders use of these practices and what changes can be made	2.3.6 c	\$0.00		
22	BMP	*provide a schedule of implementation of recommendations	2.3.6 c	\$0.00		
23	BMP	*"permittee shall implement all recommendations, in accordance with the schedules . . ."	2.3.6 c	\$0.00		
24	Admin	*annual report shall contain an update on this requirement, including any planned or completed changes	2.3.6 c	\$0.00		
25	Admin	*estimate the annual increase or decrease in Impervious Area and Directly Connected Impervious Area	2.3.6 d	\$0.00		
26	Admin	*tabulate results by sub-basins delineated per 2.3.4.6 a l	2.3.6 d i	\$0.00		
27	Admin	*must include conventional pavements, driveways, parking lots and rooftops	2.3.6 d i	\$0.00		
28	Admin	*starting with second annual report, estimate each sub-basin added or removed each year	2.3.6 d ii	\$0.00		
29	Admin	*break out those figures by development, redevelopment or retrofit by permittee, by others voluntarily	2.3.6 d ii	\$0.00		
30	Admin	*. . . or in compliance with the permittee's ordinances or bylaws	2.3.6 d ii	\$0.00		
31	Admin	*within 4 years complete inventory and ranking of Municipal property suitable for modification or retrofit to . . .	2.3.6 d iii	\$0.00		
32	Admin	*. . . reduce frequency, volume and pollutant loads of stormwater discharges by reduction of impervious area	2.3.6 d iii	\$0.00		
33	Admin	*shall include both on site and off site reduction of IA and DCIA (e.g., parking lots, buildings, etc.)	2.3.6 d iii	\$0.00		
34	Admin	*also include existing rights-of-way,	2.3.6 d iii	\$0.00		
35	Admin	*for suitability the evaluation shall consider factors such as depth to water table; subsurface geology; access	2.3.6 d iii	\$0.00		
36	Admin	*priority ranking shall consider factors such as CIP schedules; current storm sewer level of service, etc.	2.3.6 d iii	\$0.00		
37	Admin	*starting with fifth year annual report, report on status of all such inventoried properties	2.3.6 d iii	\$0.00		
Total				\$5,000		

No.	BMP/Admin	Pollution Prevention and Good Housekeeping Requirement	Reference	Year 1	Justification	In Place (Y/N)
1	Admin	*W/in 1 year develop or update written O&M procedures for listed municipal facilities	2.3.7 a i	\$5,000.00		
2	Admin	*w/in 1 year inventory all permittee owned facilities in these "good housekeeping" categories	2.3.7 a ii	\$0.00		
3	Admin	*For Parks and Open Space: procedures to address the use, storage and minimization of pesticides, fertilizers, etc	2.3.7 a ii a	\$0.00		
4	Admin	*to be reviewed annually and updated as necessary	2.3.7 a ii a	\$0.00		
5	Admin	*evaluate lawn maintenance and landscaping activities to be protective of water quality	2.3.7 a ii a	\$0.00		
6	Admin	*including reduced mowing, proper disposal of lawn clippings, use of drought resistant plantings	2.3.7 a ii a	\$0.00		
7	Admin	*establish pet waste handling collection, disposal and signage at all parks and open spaces	2.3.7 a ii a	\$0.00		
8	Admin	*establish procedures for scheduled cleaning and sufficient number of trash containers	2.3.7 a ii a	\$0.00		
9	Admin	*For Buildings and Facilities, such as town offices, police and fire stations, municipal pools, etc	2.3.7 a ii b	\$0.00		
10	Admin	*evaluate the use. Storage and disposal of petroleum products and train employees on proper procedures	2.3.7 a ii b	\$0.00		
11	Admin	*ensure that spill prevention is in place and coordinate with fire department	2.3.7 a ii b	\$0.00		
12	Admin	*develop management procedures for dumpsters and other waste management equipment	2.3.7 a ii b	\$0.00		
13	Admin	*For Vehicles and Equipment: establish procedures for storage of permittee vehicles, including inside storage	2.3.7 a ii c	\$0.00		
14	Admin	*establish procedures to ensure that vehicle wash water does not enter the SW system	2.3.7 a ii c	\$0.00		
15	Admin	*evaluate fueling areas to minimize exposure	2.3.7 a ii c	\$0.00		
16	Admin	*Infrastructure O&M: w/in 1 year develop and implement procedures to take care for the MS4 system	2.3.7 a iii a	\$0.00		
17	Admin	*optimize routine inspections (e.g., prioritize catch basins located near construction sites)	2.3.7 a iii b	\$0.00		
18	BMP	*ensure that "no catch basin at anytime will be more than 50 percent full"	2.3.7 a iii b	\$0.00		
19	BMP	*if more than 50% full during two routine cleanings, investigate the cause for excessive sediment loading	2.3.7 a iii b	\$0.00		
20	Admin	*describe these actions in the annual report	2.3.7 a iii b	\$0.00		
21	Admin	*document in annual report the plan for optimizing catch basin cleaning, inspections or scheduling	2.3.7 a iii b	\$0.00		
22	Admin	*include metrics used to determine that the plan is optimal for the MS4	2.3.7 a iii b	\$0.00		
23	Admin	*in each annual report list the total number of catch basins, number inspected and/or cleaned	2.3.7 a iii b	\$0.00		
24	Admin	*and "volume or mass of material removed from each catch basin draining to water quality limited waters"	2.3.7 a iii b	\$0.00		
25	Admin	*and "total volume or mass of material removed from all catch basins"	2.3.7 a iii b	\$0.00		
26	BMP	*Sweeping: develop and implement procedures for sweeping streets and municipal-owned lots	2.3.7 a iii c	\$0.00		
27	BMP	*sweep all streets (rural exceptions apply) a minimum of once a year in the spring	2.3.7 a iii c	\$0.00		
28	BMP	*procedures shall include more frequent sweeping of targeted area based on various listed criteria	2.3.7 a iii c	\$0.00		
29	BMP	*criteria include inspections, pollutant loads, catch basin cleanings, land use, TMDL or impaired waters	2.3.7 a iii c	\$0.00		
30	Admin	*Each annual report shall include number of miles cleaned and volume or mass of material removed	2.3.7 a iii c	\$0.00		
31	Admin	*for rural exception areas, either sweep per usual or develop specific procedures and place in first annual report	2.3.7 a iii c	\$0.00		
32	BMP	*properly store catch basin cleanings so they do not discharge to receiving waters	2.3.7 a iii d	\$0.00		
33	BMP	*establish and implement procedures for winter road maintenance including storage of salt and sand	2.3.7 a iii e	\$0.00		
34	BMP	*minimize use of sodium chloride and other salts; evaluate opportunities for alternative materials	2.3.7 a iii e	\$0.00		
35	Admin	*ensure that snow is not disposed into surface waters	2.3.7 a iii e	\$0.00		
36	Admin	*establish procedures for O&M or all permittee-owned stormwater BMPs (e.g., swales, retention basins etc.)	2.3.7 a iii f	\$0.00		
37	BMP	*inspect all such structures at least once annually	2.3.7 a iii f	\$0.00		
38	Admin	*in annual report include status of work required in this part	2.3.7 a iv	\$0.00		
39	Admin	*permittees shall keep a written record of all required activities	2.3.7 a v	\$0.00		
40	BMP	*develop and fully implement a SWPPP for each of the listed facilities no later than 2 years after effective date	2.3.7 b	\$0.00		
41	BMP	*includes maintenance garages, public works yards, transfer stations, other waste handling facilities	2.3.7 b	\$0.00		
42	BMP	*Identify name and title of staff of the Pollution Prevention Team for each facility	2.3.7 b ii a	\$0.00		
43	BMP	*for each facility: include map, description of activities, outfall locations, receiving waters and structural controls	2.3.7 b ii b	\$0.00		
44	BMP	*select, sign, install and implement the following 9 control measures to prevent or reduce discharge of pollutants	2.3.7 b ii c	\$0.00		
45	BMP	*take all reasonable measure to address quality of discharges that may not originate at the facility	2.3.7 b ii c	\$0.00		
46	Admin	*for areas that discharge to impaired waters, identify the control measures to address that issue	2.3.7 b ii c	\$0.00		
47	BMP	*SWPP Required Elements: Minimize or Prevent Exposure (e.g., move activities or materials under cover)	2.3.7 d 1	\$0.00		
48	BMP	*Good Housekeeping	2.3.7 d 2	\$0.00		
49	BMP	*Preventative Maintenance	2.3.7 d 3	\$0.00		
50	BMP	*Spill Prevention and Response	2.3.7 d 4	\$0.00		
51	BMP	*Erosion and Sediment Control	2.3.7 d 5	\$0.00		
52	BMP	*Management of Runoff	2.3.7 d 6	\$0.00		
53	BMP	*Salt Storage or Piles Containing Salt	2.3.7 d 7	\$0.00		
54	BMP	*Employee Training; document training date, title and duration; attendees; subjects covered during training	2.3.7 d 8	\$0.00		
55	BMP	*Maintenance of Control Measures	2.3.7 d 8	\$0.00		
56	BMP	*Inspect all areas exposed to stormwater and all stormwater control measures at least every calendar quarter	2.3.7 b iii a	\$0.00		
57	BMP	*at least one inspection shall occur when a stormwater discharge is occurring	2.3.7 b iii a	\$0.00		
58	Admin	*document the date, time, name of inspector, weather, any control measures needing maintenance or repair, etc	2.3.7 b iii a	\$0.00		
59	BMP	*permittee shall repair or replace any control measures needing repair before the next anticipated storm event	2.3.7 b iii a	\$0.00		
60	Admin	*shall report the findings from the Site inspections in the annual report	2.3.7 b iii a	\$0.00		
61	Admin	*keep a written record of all required activities required in this section	2.3.7 b iv	\$0.00		
Total				\$5,000.00		

No.	BMP/Admin	Miscellaneous Requirement	Reference	Year 1	Justification	In Place (Y/N)
1	BMP	Submit an NOI	1.7.1	\$5,000.00		
2	Admin	*Document endangered species status (part of NOI)	1.9.1	\$0.00		
3	BMP	*Implement measures to protect endangered species	1.9.1	\$0.00		
4	Admin	Document Historic Properties Observation (part of NOI)	1.9.2	\$0.00		
5	BMP	*Describe effect of discharges on Historic properties	1.9.2	\$0.00		
6	Admin	*Report documents received re: such discharges	1.9.2	\$0.00		
7	Admin	*Provide results of Appendix D historic property screening	1.9.2	\$0.00		
8	BMP	Describe efforts to avoid or minimize impacts on such properties	1.9.2	\$0.00		
9	BMP	Develop a SWMP	1.10	\$0.00		
10	BMP	Implement a SWMP	1.10	\$15,000.00		
11	Admin	*Update/modify SWMP	1.10	\$0.00		
12	Admin	Provide SWMP "immediately" to various agencies and public	1.10.1	\$0.00		
13	Admin	*Post SWMP online	1.10.1	\$0.00		
14	Admin	Identify Names and titles of people implementing the SWMP	1.10.2	\$0.00		
15	Admin	*Include status of 2003 permit requirements	1.10.2	\$0.00		
16	Admin	*List all receiving water bodies, classifications, pollutants of concern	1.10.2	\$0.00		
17	Admin	*list all applicable TMDLs, WLAs	1.10.2	\$0.00		
18	Admin	*List all outfalls that discharge to each water body	1.10.2	\$0.00		
19	Admin	*list all public water sources that may be affected by SW discharges	1.10.2	\$0.00		
20	Admin	*List all interconnected MS4s and receiving water body	1.10.2	\$0.00		
21	Admin	*Include applicable TMDLs, WLAs and pollutants of concern	1.10.2	\$0.00		
22	Admin	*Document all new or increased discharges	1.10.2	\$0.00		
23	Admin	*Include map of separate storm sewer system (Map must be improved)	1.10.2	\$0.00		
24	Admin	List all discharges to impaired water and the response	1.10.2	\$0.00		
25	Admin	*Describe BMPs proposed to meet TMDL requirements	1.10.2	\$0.00		
26	Admin	For each BMP, list the milestone, timeframe and assessment measure	1.10.2	\$0.00		
27	Admin	*For each BMP, list person or department responsible for implementation	1.10.2	\$0.00		
28	Admin	*Describe BMPs proposed to meet impaired waters requirements	1.10.2	\$0.00		
29	Admin	Describe BMPs used to meet the 6 minimum control measures	1.10.2	\$0.00		
30	Admin	*List measures to avoid/minimize impacts to surface drinking waters	1.10.2	\$0.00		
31	BMP	*Ensure that discharges "do not cause or contribute" to an exceedance of WQ standards	2.1	\$0.00		
32	BMP	*For TMDL waters, meet requirements of Appendix F (NB: contains multiple add'l req'ts)	2.1.1 b	\$0.00		
33	BMP	*For impaired waters meet requirements of Appendix H (NB: contains multiple add'l req'ts)	2.1.1 c	\$0.00		
34	BMP	*For any exceedances of WQ standards to TMDL or impaired waters, eliminate it within 60 days	2.1.1 d	\$0.00		
35	BMP	*For any increased discharge, comply with MassDEP's regulations at 314 CMR 4.04	2.1.2 a	\$0.00		
36	BMP	*Demonstrate no net increase in pollutants for discharges to any 303 (d) or 305(b) water (previously only had to identify if 303 d)	2.1.2 b	\$0.00		
37	Admin	*Identify all discharges to waters that are impaired or which have TMDLs (Both in SWMP and Annual report)	2.2	\$0.00		
38	Admin	*Permittee shall annually self-evaluate and maintain the evaluation in its SWMP	4.1 a	\$0.00		
39	Admin	*In evaluating the appropriateness of BMPs, permittees may add BMPs at any time	4.1 b	\$0.00		
40	Admin	Subtracting or replacing BMPs may only be done in limited circumstances, after showing the BMP is ineffective	4.1 b	\$0.00		
41	Admin	*Each Annual shall include a brief explanation of any BMP modification	4.1 b	\$0.00		
42	Admin	EPA or MassDEP may require the permittee to add, modify, etc., any BMP to satisfy conditions of the permit	4.1 c	\$0.00		
43	Admin	*The permittee shall keep all record required by this permit for at least five years	4.2 a	\$0.00		
44	Admin	*"Records" includes "information used in the development of any written program . . . monitoring results, etc."	4.2 a	\$0.00		
45	Admin	these records all be made available to the public	4.2 c	\$0.00		
46	Admin	*the permittee "shall document all monitoring results each year in the annual report"	4.3 b	\$0.00		
47	Admin	*that shall include the date, outfall identifier, location, weather, precipitation and screening or analysis results	4.3 b	\$0.00		
48	Admin	*include all monitoring results for the current reporting period and for the entire permit term	4.3 b	\$0.00		
49	Admin	*permittee shall include "results from any other stormwater or receiving water quality monitoring or studies . . ."	4.3 c	\$0.00		
50	Admin	The annual report shall include a self-assessment of compliance; an assessment of the appropriateness of BMPs	4.4 b i	\$0.00		
51	Admin	*The status of any required plans	4.4 b iii	\$0.00		
52	Admin	*"identification of all discharges determined to be causing or contributing to an exceedance" of WQ standards	4.4 b iii	\$0.00		
53	Admin	*For discharges to TMDLs, identify specific BMPs used to address those requirements	4.4 b iii	\$0.00		
54	Admin	*For discharges to impaired waters, "a description of each BMP required by Appendix H" and all deliverables	4.4 b iii	\$0.00		
55	Admin	*Assessment of the progress toward meeting the requirements for the 6 minimum control measures (see details)	4.4 b iv	\$0.00		
56	Admin	*"All outfall screening and monitoring data" for the reporting term and cumulative for the permit term	4.4 b v	\$0.00		
57	Admin	Description of activities for the next reporting cycle	4.4 b vi	\$0.00		
58	Admin	Description of any changes in identified BMPs or measurable goals	4.4 b vii	\$0.00		
59	Admin	*Description of activities undertaken by any entity contracted for achieving any requirement of the permit	4.4 b viii	\$0.00		
Total				\$20,000.00		