

**Municipality/Organization:** Town of Mendon

---

**EPA NPDES Permit Number:** BRPWM08A

---

**MassDEP Transmittal Number:** W-036130

---

**Annual Report Number  
& Reporting Period:** April 1, 2016 – March 31, 2017

---

## **NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2017)**

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

Contact Person: Alan D. Tetreault Title: Highway Surveyor

---

Telephone #: 508-473-0737 Email: highwaydpt@mendonma.gov

---

Mailing Address: 66 Providence Street Mendon, MA 01756

---

#### 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: /s/ RS

---

Printed Name: Richard W. Schofield, Jr.

---

Title: Chairman, Board of Selectmen

---

Date: May 1, 2017

---

## **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
- Ongoing implementation and improvement of SWMP
- Maintenance of reporting and record keeping of established plans

### Part III. Summary of Minimum Control Measures

#### 1. Public Education and Outreach

<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 14</b> (Reliance on non-municipal partners indicated, if any.)	<b>Planned Activities – Permit Year 15</b>
1A Revised	Community Website	Town Administrator	Post educational material	The Town has a website managed by the BOS; the Highway Department has a page dedicated to Stormwater Management and LID practices.	Same
1B Revised	Newspaper Press Release	Highway Dept./BOS	One press release/yr	Article in paper spring of 2017.	Annual article.
1C Revised	Hazardous Waste Collection Day	Board of Health	One per year	Hazardous Waste Collection Day on June 18, 2016.	Hazardous Waste Collection Day on October 28, 2017.
1D Revised	Educational Displays	Highway Dept.	One display per municipal building	The Highway Department uses rain barrels, which are on display and information available to the public.	Same
1E Revised	Classroom Education	Science Dept./ Highway Dept.	1 Stormwater Topic per year	Ordering more stormwater stickers and bookmarks. Not yet coordinated with school.	Further development of plan with school. To be placed on storm drains summer of 2017.
1F 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 14; Additional funds may become available after July 1 which may enable mailings.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any.)	Planned Activities – Permit Year 15
2A Revised	Adopt-A-Road	Highway Dept.	Initiate program	Officially adopted Adopt-A-Site Program on June 28, 2010. Four sites approved; 3 were failures; one is successful.	Continue program.
2B Revised	Storm Drain Stenciling	Highway Dept.	Mark 25% of town's storm drains annually	In progress each year; restricted by funding; no additional drains marked.	Continue program.
2C Revised	Roadway Clean up Day	Con. Comm.	Annual clean up	Town Wide Clean Up Day on June 4, 2016.	Town Wide Clean Up Day on April 8, 2017. It is estimated that 300 bags of trash were collected for a total of 20 yards of trash.
2D Revised	Adopt-A-Stream	Highway Dept./ BOS	Initiate program	“Stream Team” for Mill River organized through BRWA.	Needs to be developed.
2E Revised	Poster Contest	Con. Comm.	Annual contest	Poster contest sponsored by Con Com in conjunction with Town Clean Up.	There was no response to the poster contest in year 14. Will try again next year.
Revised					

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any.)	Planned Activities – Permit Year 15
3A Revised	Mapping Stormwater Outfalls	Highway Dept.	Field Inspect/map 100% outfalls/year	All outfalls mapped & marked with GPS Locating Markers ~ Identify and inspect 100% outfalls in Urbanized Area.	Identify and inspect 100% outfalls in Urbanized Area.
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	Requirements of IDDP met: training complete, visual inspection of outfalls done; established tracking system and log system.	Develop and utilize logs and complaint/notice procedures for Illicit Discharges; further develop Public Response system and methods to determine sources.
3D Revised	Illegal Dumping	BOH/Highway Dept.	Post signage; clean up when necessary	Continued weekly cleanup of all dumped materials. Dedicated clean up day by Highway Department in April, 2017 due to critical need.	Same as year 14; continued identification of sensitive areas.
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. Official sampling not practiced due to funding constraints. Complaint procedure developed more thoroughly.	Improve dry weather sampling program.
3F Revised	DPW Employee Education	Highway Dept.	Annual training	Annual Refresher, July, 2016.	Refresher, Spring/Summer 2017.
3G Revised	Failing Septic Systems	BOH	Maintain records, incorporate into report	BOH keeps records.	Coordinate with BOH.
3H	Video Inspection	Planning Board	Inspect Storm Drains in new subdivisions	No opportunity for use.	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 14 (Reliance on non-municipal partners indicated, if any.)	Planned Activities – Permit Year 15
4A Revised	Construction site runoff Ordinance	Con. Comm./ Planning Board	Draft for adoption	Stormwater Protection bylaw passed November, 2010. Stormwater Management Bylaw approved by AG March, 2011.	Follow bylaw.
4B Revised	Plan Review	Planning Board/ BOH/ConComm	Enforce existing regulations	Site Plan Review bylaw includes more extensive Site runoff regulations.	Review regulations and improve if necessary.
4C Revised	Inspection/Reporting	Building Inspector/BOH/ Engineer	Enforce existing regulations	Enforced as is.	Same as Year 14.
Revised					
Revised					
Revised					

#### 4a. Additions


**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 14</b> (Reliance on non-municipal partners indicated, if any.)	<b>Planned Activities – Permit Year 15</b>
5A Revised	Post Construction Runoff Ordinance	Planning Board/ Con. Comm.	Draft ordinance	Stormwater Protection bylaw passed November, 2010. Stormwater Management Bylaw approved by AG March, 2011.	Follow bylaw.
5B Revised	Construction site plan review	Planning Board/ Con. Comm.	Enforce existing regulations	Site Plan Review bylaw includes more extensive Site runoff regulations.	Review regulations and improve if necessary.
5C Revised	Stormwater System Maintenance Plan Catch Basin Cleaning	BOS	Enforce existing regulations/bylaws	Enforced as is.	Same as Year 14.
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 14 (Reliance on non-municipal partners indicated, if any.)	Planned Activities – Permit Year 15
6A Revised	Catch Basin Program	Highway Dept.	Annual cleaning	Catch basins cleaned June, 2016.	Same, with continued observance of effectiveness of new catch basins.
6B Revised	Street Sweeping and Parking Lot Cleaning	Highway Dept.	Annual sweeping	Street sweeping all roads; May – June – July, 2016.	Same as Year 14.
6C Revised	SWPPP/MSGP	Highway Dept.	Compliance with existing plan	Ongoing compliance.	Same as Year 14.
6D Revised	Curbside Recycling	Board of Health	Annual evaluation of bi-weekly pickup	Continued weekly pickup.	Continue weekly pickup.
6E Revised	Metal Dumpster Recycling Program	Board of Health	Evaluate program; adjust as necessary	Continued weekly drop off program; transferred management of center to Highway Surveyor in July, 2010. Revolving fund established to help maintain area free of pollution.	Continue weekly program.
6F Revised	Mercury Therm. And BCB Programs	Board of Health	Collection program	Continued button cell battery, fluorescent bulb and mercury thermometer collection.	Continue button cell battery, fluorescent bulb and mercury thermometer collection.
6G Revised	Composting Program	Highway Dept.	Collection of yard waste	Weekly collection of yard waste at Highway Department.	Same as Year 14.
6H Revised	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**

Permit conditions are being completed and followed to every extent possible.