

Municipality/Organization: Dalton

EPA NPDES Permit Number: MA041004

MaDEP Transmittal Number: W-036254

Annual Report Number

& Reporting Period: **No. 1: March 03-March 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Ken Walto

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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: Ken Walto

Title: Town Manager

Date: 4/23/04

Part II. Self-Assessment

The Town of Dalton has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1.1	Educational Brochures	Stormwater Committee	Develop and distribute brochures per attached SWMP	<ul style="list-style-type: none"> Researched relevant and available educational brochures on the impacts of stormwater available through EPA, DEP, Watershed Associations and others. <p>(BRPC is currently in the process of completing an outreach program with informative pamphlets to be distributed in Year 2.)</p>	<ul style="list-style-type: none"> Develop educational brochures on practices for reducing pollutants Distribute brochures in tax bills Distribute brochures to building permit and other permit applicants
Revised					
1.2	Educational Display	Local School	Create display for Town Hall and town library	<ul style="list-style-type: none"> None to date 	<ul style="list-style-type: none"> No activity scheduled for Year 2 Preparation of educational display for town hall/library scheduled for Years 4 & 5
Revised					
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2.1 Revised	Involve public in planning process	Select Board	Establish a Stormwater Committee	<ul style="list-style-type: none"> Initial steps taken to convene a Stormwater Committee with members of DPW, Con Com, Planning, Inspectors and public. The formalization of the Stormwater Committee by the Select Board is scheduled for June 2003. 	<ul style="list-style-type: none"> Conduct 4 meetings of Stormwater Committee during Year 2 Invite public to stormwater planning meetings and arrange cable broadcast
2.2 Revised	Storm drain labeling	Housatonic Valley Association	Label storm drains in defined neighborhoods	<ul style="list-style-type: none"> HVA has met with teachers to discuss storm drain labeling with elementary children 	<ul style="list-style-type: none"> Conduct storm drain labeling with elementary school
2.3 Revised	River clean-up	Housatonic Valley Association	Conduct semi-annual river clean-ups	<ul style="list-style-type: none"> None to date 	<ul style="list-style-type: none"> No activity scheduled for Year 2 Organization of river clean-up scheduled for Year 3
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3.1 Revised	Detect and eliminate illicit discharges	Public Works	See attached plan	<ul style="list-style-type: none"> Draft program manual outlining schedules and tasks Identified priority areas of town based on age of infrastructure, water quality concerns, etc. <p>(BRPC is currently developing a report detailing how to conduct and coordinate an illicit discharge detection sampling program including volunteer monitoring program.)</p>	<ul style="list-style-type: none"> Set-up stormwater hotline Set-up disconnection record log Develop an inspection certification process Respond to public input and water quality sampling results Develop and implement mail and phone contact processes for property owners with potential illicit discharges
3.2 Revised	Storm system map	Public Works	Map 20% of outfalls per year	<ul style="list-style-type: none"> Developed storm sewer system map (20% of outfalls this year) <p>(The Berkshire Regional Planning Commission developed GIS based map.)</p>	<ul style="list-style-type: none"> Develop storm sewer system map (20% of outfalls this year)
3.3 Revised	Prohibit non-stormwater discharges	Stormwater Committee	Develop bylaw	<ul style="list-style-type: none"> Began to evaluate model bylaws and propose General Bylaw prohibiting non-stormwater discharges Identified enforcement authority for stormwater prohibition <p>(BRPC is currently assessing the status of local regulations, policies and resources that may be used in developing appropriate stormwater programs.)</p>	<ul style="list-style-type: none"> Evaluate model bylaws and propose General Bylaw prohibiting non-stormwater discharges Define penalties, fees, sanctions for non-compliance with stormwater prohibition Pass general bylaw prohibiting existing and future non-stormwater connections to the storm sewer system

3.4	Illicit discharge training	Public Works/Stormwater Committee	See attached plan	<ul style="list-style-type: none"> DPW employees participated in illicit discharge detection and elimination workshop 	<ul style="list-style-type: none"> Train Stormwater Committee members to recognize illicit connections Develop educational brochure about program and requirements
Revised					
3.5	Investigate non-stormwater discharges	Public Works	Collect data	<ul style="list-style-type: none"> Ongoing investigation into sanitary connections No sanitary connections have been identified Identified sanitary connections scheduled for immediate disconnection 	<ul style="list-style-type: none"> Investigate dry-weather discharges within 24-48 hours – conduct upstream visual inspections Conduct smoke or dye tests where necessary Conduct field inspections of publicly reported problems HVA will collect and keep records of water quality sampling results HVA will report potential illicit connection problems to DPW Investigate potential problems based on water quality sampling results Disconnect sanitary connections immediately
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4.1 Revised	Regulate construction run-off	Stormwater Committee	Develop bylaw	<ul style="list-style-type: none"> Review of model bylaws for sediment and erosion control for all construction sites >= 1 acre <p>(BRPC is currently assessing the status of local regulations, policies and resources that may be used in developing appropriate stormwater programs.)</p>	<ul style="list-style-type: none"> Work with Planning Board to develop bylaw as part of Zoning, Subdivision and Special Permit regulations
4.2 Revised	Promote the use of BMPs	Permit granting boards	Develop training and review procedures	<ul style="list-style-type: none"> Planned opportunities for board members to receive site plan/BMP training (NEMO) 	<ul style="list-style-type: none"> Develop site plan review procedures Provide information on stormwater BMPs to developers and permit applicants
4.3 Revised	Enforce regulations	Building Inspector	Develop inspection and enforcement procedure	<ul style="list-style-type: none"> Develop site inspection / enforcement procedures Improved Con Com capacity for inspection and enforcement through authorizing use of Berkshire Conservation Agent, annually as needed 	<ul style="list-style-type: none"> Improve capacity of Building/Zoning inspectors enforcement in upland areas through training
4.4 Revised	Sanctions	Building Inspector	Define penalties, fees, sanctions for non-compliance	<ul style="list-style-type: none"> None to date 	<ul style="list-style-type: none"> Determine cost of typical inspection process and define appropriate penalties, fees, and sanctions for non-compliance Approve the use of sanctions for non-compliance that may include monetary and non-monetary penalties
4.5 Revised	Incorporate public input	Public Works/Building Inspector	Set-up Stormwater hotline	<ul style="list-style-type: none"> Identified a contact person/department 	<ul style="list-style-type: none"> Reassess identified contact person/department and reassign as necessary Continued advertisement of stormwater hotline

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5.1	Regulate post-construction run-off	Stormwater Committee/Planning Board	Develop or amend bylaws	<ul style="list-style-type: none"> Review of model bylaws to control/reduce runoff in all new and re-development sites \geq 1 acre <p>(BRPC is currently assessing the status of local regulations, policies and resources that may be used in developing appropriate stormwater programs.)</p>	<ul style="list-style-type: none"> Develop bylaws to control/reduce runoff in all new and re-development sites \geq 1 acre Work with Stormwater Committee to develop bylaw as part of Zoning, Subdivision and Special Permit regulations
Revised					
5.2	Promote the use of BMPs	Permit granting boards	Develop training and review procedures	<ul style="list-style-type: none"> Planned opportunities for board members to receive site plan/BMP training (NEMO) 	<ul style="list-style-type: none"> Develop site plan review procedures Recommend BMPs and Performance Standards for Subdivision/Special Permit regulations
Revised					
5.3	Require operation and maintenance plans	Stormwater Committee/Permit granting boards	Develop bylaw and record keeping system	<ul style="list-style-type: none"> None to date 	<ul style="list-style-type: none"> Encourage public reporting of problems and the use of stormwater hotline Require Operation and Maintenance plans Develop a record-keeping system for O&M plans
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6.1 Revised	Reduce runoff from municipal operations	Public Works	Develop pollution prevention program	<ul style="list-style-type: none"> Developed SWPPP for Highway Garage Established record-keeping for regular pollution prevention activities 	<ul style="list-style-type: none"> Develop a pollution prevention program for municipal buildings and parks, including contracted activities
6.2 Revised	Maintain and inspect public properties	Public Works	Adopt operation and maintenance program	<ul style="list-style-type: none"> Cleaning and inspection at transfer station catch basin Annual inspection of highway garage and transfer station in accordance with SWPPP 	<ul style="list-style-type: none"> Adopt Operation and Maintenance plans for municipal buildings and facilities Quarterly monitoring at transfer station catch basin Adopt Operation and Maintenance plans for municipal land and parks
6.3 Revised	Municipal housekeeping training	Stormwater Committee	See attached plan	<ul style="list-style-type: none"> Plan opportunities for municipal employees and board members to pursue pollution prevention training 	<ul style="list-style-type: none"> Plan opportunities for municipal employees and board members to pursue pollution prevention training
Revised					
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
7.1	TMDL not yet developed				
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed