

Stormwater Management Plan

MA MS4 General Permit Requirements

EPA NPDES Permit Number: MAR041039

*Prepared for:
Holbrook, Massachusetts*

October 2019



Helen Gordon, P.E., BCEE
Senior Program Manager

Environmental  Partners
GROUP

A partnership for engineering solutions

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Certification

Authorized Representative (Optional): All reports, including SWPPPs, inspection reports, annual reports, monitoring reports, reports on training and other information required by this permit must be signed by a person described in Appendix B, Subsection 11.A or by a duly authorized representative of that person in accordance with Appendix B, Subsection 11.B. If there is an authorized representative to sign MS4 reports, there must be a signed and dated written authorization.

The authorization letter is:

- ☐ Attached to this document (document name listed below)

- ☐ Publicly available at the website below

“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 gathered and evaluated 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.”

Printed Name

Christopher Pellitteri, Superintendent of Public Works

Signature

Date

Small MS4 Authorization

The NOI was submitted on

The NOI can be found at the following (document name or web address):

Authorization to Discharge was granted on

The Authorization Letter can be found (document name or web address):



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 1
5 POST OFFICE SQUARE, SUITE 100
BOSTON, MA 02109-3912

VIA EMAIL

April 22, 2019

Timothy Gordon
Town Administrator

And;

Chris M. Pellitteri
Superintendent of Public Works
Public Works Department
50 North Franklin Street
Holbrook, MA. 02343
Cpellitteri@holbrookmassachusetts.us

Re: National Pollutant Discharge Elimination System Permit ID #: MAR041039, Town of
Holbrook

Dear Chris M. Pellitteri:

The 2016 NPDES General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts (MS4 General Permit) is a jointly issued EPA-MassDEP permit. Your Notice of Intent (NOI) for coverage under this MS4 General Permit has been reviewed by EPA and appears to be complete. You are hereby granted authorization by EPA and MassDEP to discharge stormwater from your MS4 in accordance with the applicable terms and conditions of the MS4 General Permit, including all relevant and applicable Appendices. This authorization to discharge expires at midnight on **June 30, 2022**.

For those permittees that certified Endangered Species Act eligibility under Criterion C in their NOI, this authorization letter also serves as EPA's concurrence with your determination that your discharges will have no effect on the listed species present in your action area, based on the information provided in your NOI.

As a reminder, your first annual report is due by **September 30, 2019** for the reporting period from May 1, 2018 through June 30, 2019.

Information about the permit and available resources can be found on our website: <https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit>. Should you have any questions regarding this permit please contact Newton Tedder at tedder.newton@epa.gov or (617) 918-1038.

Sincerely,



Thelma Murphy, Chief
Stormwater and Construction Permits Section
Office of Ecosystem Protection
United States Environmental Protection Agency, Region 1

and;



Lealdon Langley, Director
Wetlands and Wastewater Program
Bureau of Water Resources
Massachusetts Department of Environmental Protection

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FOR COMMENT

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1. BACKGROUND

1.1 Stormwater Regulation

The Stormwater Phase II Final Rule was promulgated in 1999 and was the next step after the 1987 Phase I Rule in EPA's effort to preserve, protect, and improve the Nation's water resources from polluted stormwater runoff. The Phase II program expands the Phase I program by requiring additional operators of MS4s in urbanized areas and operators of small construction sites, through the use of NPDES permits, to implement programs and practices to control polluted stormwater runoff. Phase II is intended to further reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on the unregulated sources of stormwater discharges that have the greatest likelihood of causing continued environmental degradation. Under the Phase II rule all MS4s with stormwater discharges from Census designated Urbanized Area are required to seek NPDES permit coverage for those stormwater discharges.

1.2 Permit Program Background

On May 1, 2003, EPA Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (2003 small MS4 permit) consistent with the Phase II rule. The 2003 small MS4 permit covered "traditional" (i.e., cities and towns) and "non-traditional" (i.e., Federal and state agencies) MS4 Operators located in the states of Massachusetts and New Hampshire. This permit expired on May 1, 2008 but remained in effect until operators were authorized under the 2016 MS4 general permit, which became effective on July 1, 2018.

1.3 Stormwater Management Plan (SWMP)

The SWMP describes and details the activities and measures that will be implemented to meet the terms and conditions of the permit. The SWMP accurately describes the permittee's plans and activities. The document should be updated and/or modified during the permit term as the permittee's activities are modified, changed or updated to meet permit conditions during the permit term. The main elements of the stormwater management program are (1) a public education program in order to affect

public behavior causing stormwater pollution, (2) an opportunity for the public to participate and provide comments on the stormwater program, (3) a program to effectively find and eliminate illicit discharges within the MS4, (4) a program to effectively control construction site stormwater discharges to the MS4, (5) a program to ensure that stormwater from development projects entering the MS4 is adequately controlled by the construction of stormwater controls, and (6) a good house keeping program to ensure that stormwater pollution sources on municipal properties and from municipal operations are minimized. The hyperlinks provided in Appendix A offer additional information and supporting documents related to the MS4 Permit and the aforementioned minimum control measures.

1.4 Town Specific MS4 Background

The Town must give special consideration to and meet eligibility requirements for their discharges to be able to apply for coverage under the General Permit. Eligibility will be determined based on three categories: Endangered Species Act, National Historic Preservation Act, and Water Quality Impaired Waters. The Town must establish that discharges from its storm drain system do not adversely impact endangered species, critical habitats, and historic properties in order to be covered by the General Permit. Furthermore, the Town must identify all receiving waters that have been classified as Water Quality Impaired Waters by the MA DEP. The Town of Holbrook and its surrounding water bodies are shown on *Figure 1: System Locus*. The Holbrook Notice of Intent (NOI) for coverage under the Small MS4 General Permit was submitted to EPA and MassDEP on October 3, 2018. A copy of the NOI is provided in Appendix B.

2. SWMP COMPONENTS

2.1 *Parties Involved in Implementation*

Stormwater programs in the Town of Holbrook are currently a responsibility of the superintendent of Public Works, Christopher Pellitteri. The Town has not yet created/staffed a dedicated stormwater management position or stormwater committee. However, the departments currently involved in stormwater management are listed in the table below.

Name	Title	Department
Christopher Pellitteri	Superintendent of Public Works	Public Works Department
Tim Gordon	Town Administrator	Board of Selectmen
Abbey Myers	Health Agent	Board of Health
William L. Forte	Chair	Conservation Commission
<i>Additional Members*</i>		

A schedule has been developed in effort to comply with the NPDES Permit requirements and timelines as currently established. The schedule is attached as Appendix C.

2.2 *Documentation Regarding Endangered Species*

In order to comply with part 1.9.1 of the NPDES Permit, the Town has attached documentation in Appendix D supporting Holbrook's eligibility determination of Criterion C with regard to federal Endangered and Threatened Species and Critical Habitat Protection. Criterion C states that "the stormwater discharges and discharge related activities will have "no affect" on any federally threatened or endangered listed species or designated critical habitat under the jurisdiction of the U.S. Fish and Wildlife Service (USFWS)." USFWS provided a letter in place of a concurrence letter for informal consultation.

The attachments in Appendix D include the aforementioned letter, as well as the results of the Information for Planning and Conservation (IPaC) environmental review process. Using the IPaC environmental review process, one endangered species is within Holbrook's boundaries: the Northern Long-Eared Bat. The Northern Long-Eared Bat does not have critical habitats designated within the Town, and the MS4 Permit will not adversely affect the species.

2.3 Documentation Regarding Historic Properties

The Town has attached documentation in Appendix E supporting their eligibility determination regarding Historic Properties, in compliance with part 1.9.2 of the Permit. This document, Appendix D of the Massachusetts General MS4 Permit, includes information supporting Holbrook's determination as Criterion A, stating that the discharges do not have the potential to cause effects on historic properties.

Historic site considerations will be evaluated further as part of the design/permitting of new/retrofit BMPs proposed for implementation as part of MS4 compliance. Regarding the National Historic Preservation Act, under 36 CFR 800, this facility is an existing facility authorized by the previous Permit, and is not undertaking any activity involving subsurface land disturbance less than 1 acre. This MS4 Permit will have "no potential to cause effects," in accordance with 36 CFR 800.3(a)(1).

2.4 Documentation Regarding Discharges

Attached in Appendix F is the documentation for tracking any new or increased discharges granted by MassDEP in compliance with part 2.1.2 of the Permit. Increased discharges refer to increased pollutant loading(s) through the MS4 to waters of the US or to impaired waters listed in categories 5 or 4b on the Massachusetts Integrated Report of waters, pursuant to the Clean Water Act. The Permit states that "any authorization of an increased discharge by MassDEP shall be incorporated into the permittee's SWMP."

At this time, the Town of Holbrook has no new and/or increased discharges. Holbrook will document any new and/or increased discharges, including any newly located outfall beyond what was listed in the NOI, any new constructed outfall, or any new development

increasing flow to existing MS4 outfall structures. These discharges will be documented on the form provided in Appendix F and will include project specific information regarding best management practices implemented for those discharges. A sample discharges form is provided in Appendix F.

2.5 Sanitary Sewer Overflow (SSO) Inventory

In the event of an overflow or bypass, a notification must be reported within 24 hours by phone to MassDEP, EPA, and other relevant parties. The verbal notification should be followed up with a written report following MassDEP's Sanitary Sewer Overflow (SSO)/Bypass notification form within five calendar days of the time you become aware of the overflow, bypass, or backup. Upon notification of any SSO or septic overflow, the Holbrook Board of Health will take these appropriate measures to comply with Permit requirements.

As of October 2019, there are no known SSOs or septic overflows that discharge to the MS4. An inventory of all known locations where SSOs have discharged to the MS4 will be maintained by the Town, if any are found. This inventory shall include SSOs resulting from inadequate conveyance capacities, or where interconnectivity of the storm and sanitary sewer infrastructure allows for interconnection of flow between the systems. A sample inventory form is provided in Appendix G and includes the following information:

1. Location (approximate street crossing/address and receiving water, if any);
2. A clear statement of whether the discharge entered a surface water directly or entered the MS4;
3. Date(s) and time(s) of each known SSO occurrence (i.e., beginning and end of any known discharge);
4. Estimated volume(s) of the occurrence;
5. Description of the occurrence indicating known or suspected cause(s);
6. Mitigation and corrective measures completed with dates implemented; and
7. Mitigation and corrective measures planned with implementation schedules.

2.6 IDDE Program

The Town's IDDE plan will be developed during the first year of the new permit. The IDDE program is detailed in section 3.3 of Minimum Control Measures. The Town's Stormwater Management and Erosion Control Bylaw and current Illicit Discharge Bylaw were developed and approved in May 2007. They are provided in Appendix H.

2.7 Sediment and Erosion Control Procedures

Written procedures for the Town's site inspections and enforcement of sediment and erosion control procedures in accordance with part 2.3.5 of the Permit, Construction Site Stormwater Runoff Control, are detailed in sections 3.4 and 3.5 of Minimum Control Measures. This information includes the party responsible for site inspections and implementation of procedures.

2.8 Public Drinking Water Supply Sources Protection

The Town has developed practices in effort to avoid or minimize impacts to surface public drinking water supply sources. These efforts are detailed in Minimum Control Measures section 3.6, Good House Keeping and Pollution Prevention. The Town plans to prioritize the enforcement of existing stormwater pollution prevention plans.

2.9 Activities to Monitor Discharges

The Town will identify any discharges within public drinking water supply source areas and give priority to outfall inspections and screening required of the Minimum Control Measures in section 3.0.

2.10 Annual Program Evaluation

To comply with part 4.1 of the Permit, the Town annually self-evaluates compliance with the terms and conditions of the Permit and submits each self-evaluation as part of the Fiscal Year annual report. The 2019 NPDES Phase II Small MS4 General Permit Annual Report is attached as Appendix I.

3. MINIMUM CONTROL MEASURES

In an effort to reduce pollutants and comply with part 2.3 of the Permit, the Town focuses on the following minimum control measures. These sections describe the Town's practices to comply with each control measure, the responsible person(s) or party of each practice, and the goal(s) for each BMP of each control measure. The BMPs for each of the six minimum control measures are outlined in the forms provided in Appendix J.

3.1 *Public Education and Outreach*

The permittee shall implement an education program that includes educational goals based on stormwater issues of significance within the MS4 area, further detailed in section 4.2. The ultimate objective of a public education program, permit part 2.3.2, is to increase knowledge and change behavior of the public so that the pollutants in stormwater are reduced.

The Town implemented a public education program as required by the 2003 permit and will continue that program and make the necessary adjustments to meet the additional requirements of the 2016 permit.

The program must include the education of the following four audiences: 1. residents, 2. businesses, institutions (churches, hospitals), and commercial facilities, 3. developers (construction), and 4. industrial facilities.

3.1.1 *Background*

The Town developed a 30-minute educational presentation on stormwater that it presents to local middle schools students each year, in collaboration with the Public Works Department (DPW), the Conservation Commission, and Holbrook Public Schools. The Town televises the annual update of the Stormwater Management Plan at a Town Selectmen's meeting every spring on a local access channel. The Public Works Department is continuing to install signage for pet waste clean-up at schools, and maintain existing ones. Additionally, the Town mails to all residents annually a short article or flyer accompanying the Consumer Confidence Report that discusses stormwater education and specifically mentions impacts of stormwater on Lake Holbrook, Sylvan

Lake, and the Cochato River. Similarly, the Town mails a fact sheet about picking up dog waste to all Holbrook residents with the annual Town census form. The Public Works Department also includes stormwater information in permit materials. The Town works to make stormwater material easily accessible to the public by posting flyers and links to further information and programs to their website.

3.1.2 Best Management Practices

- I. Distribution of a minimum of two educational messages over the permit term to the required audiences, as listed below.
 - A. Residents
 1. Include article/flyer about stormwater with annual Consumer Confidence Report.
 2. Mail dog waste educational flyer to all Holbrook pet owners.
 3. Stormwater education program for school children.
 4. Install and maintain signs for pet waste clean-up at schools.
 5. Annual update of the Stormwater Management Plan at a televised Selectmen's meeting.
 6. Make stormwater materials available via stormwater website.
 - B. Businesses, Institutions, and Commercial Facilities
 1. Include information in permit material.
 2. Make stormwater materials available via stormwater website.
 - C. Developers (Construction)
 1. Include information in permit materials and review and update application forms to meet the new requirements.
 2. Make stormwater materials available via stormwater website.
 - D. Industrial Facilities
 1. Distribute information to industrial groups based on zoning and property use.
 2. Make stormwater materials available via stormwater website.

3.2 Public Involvement and Participation

The objective of the public involvement and participation control measure, permit part 2.3.3., is for the Town to provide the public with opportunities to engage in activities that promote good stormwater practices. The public must also be given the chance to review the Stormwater Management Plan (SWMP) and its implementation.

3.2.1 Background

The Town of Holbrook is in the process of forming the Stormwater Advisory Committee (SWAC) made up of representatives from the Board of Selectmen, Public Works Department, the Conservation Commission, the Planning Board, and the Board of Health. To encourage public participation, notices prior to SWAC meetings are posted at the Town library, at Town Hall, and in local newspapers. Each spring, the Public Works Department and the Conservation Commission stencil catch basins with “Don’t dump – drains to lake/river.” The areas prioritized to be stenciled first are those in catchment areas with previous illicit discharges reported.

3.2.2 Best Management Practices

- I. Public Review
 - A. Stormwater Management Plan Review (SWMP).
 1. Allow annual review of SWMP.
 2. Post SWMP on Town website.
- II. Public Participation
 - A. Form Stormwater Advisory Committee (SWAC) and have the Committee meet every month during the first year, and twice per year after.
 - B. Comply with State Public Notification Guidelines and post notices ahead of Stormwater Advisory Committee meetings.
 - C. Continue stenciling catch basins, focusing in catchment areas with reported illicit discharges.

3.3 Illicit Discharge Detection and Elimination (IDDE) Program

The Town shall put an IDDE program, permit part 2.3.4, into place in order to find and eliminate non-stormwater discharge sources to its MS4 system. Procedures shall be implemented to fix any prevalent issues in the Town’s storm sewer system. The following 36 outfall structures listed in the table below discharge within the Town of Holbrook’s MS4 area. The outfall structures listed in the table below are displayed on *Figure 2: MS4 Urbanized Areas*.

Summary of Outfalls and Receiving Waters

Waterbody that receives flow from the MS4 and segment ID if applicable	Number of outfalls into receiving water segment	Chloride	Chlorophyll-a	Dissolved Oxygen/DO Saturation	Nitrogen	Oil & Grease/PAH	Phosphorus	Solids/TSS/Turbidity	E. coli	Enterococcus	Other pollutant(s) causing impairments
Beaver Brook	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cochato River (MA74-06)	6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chlordane, DDT, Fecal Coliform
Lake Holbrook (MA74013)	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nutrient/Eutrophication Biological Indicators
Spring Street Pond	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trout Brook (MA74-12)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tumbling Brook	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed Tributary to Lake Holbrook (42.14433, -71.02361)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed Tributary to Cochato River (42.14983, -71.02926)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed Tributary to Trout Brook (42.14835, -71.01223)	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed Tributary to Tumbling Brook (42.15518, -71.01462)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unnamed Tributary to Weymouth Great Pond (42.16045, -70.98797)	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.3.1 Background

The Superintendent of Public Works has been granted the responsibility to administer, implement, enforce, and delegate the IDDE efforts by the Board of Selectmen. The Holbrook IDDE bylaws have been developed and reviewed to include a procedure for non-stormwater discharges and are detailed in Part A of Section 11-9 Stormwater Management Bylaw within the Town of Holbrook General Bylaws, amended in 2009. The bylaws are attached to this report in Appendix H.

The Town has made ongoing efforts to eliminate illicit discharges. The Public Works Department has continued to order IDDE field investigation to locate and remove reported illicit connections in an effort to enforce the IDDE bylaws. There have not been any violations within the past year. Additionally, the Town stormwater infrastructure has been mapped in GIS and will continue to be updated when new features are installed and when connectivity is refined.

3.3.2 Best Management Practices

I. Legal Authority

A. The IDDE program shall include the existing Town legal authority to prohibit illicit discharges; investigate suspected illicit discharges; eliminate illicit discharges, including discharges from properties not owned by or controlled by

the MS4 that discharge into the MS4 system; and implement appropriate enforcement procedures and actions. Adequate legal authority consists of a currently effective ordinance, by-law, or other regulatory mechanism. For permittees authorized by the MS4-2003 permit, the ordinance, by-law, or other regulatory mechanism was a requirement of the MS4-2003 permit and was required to be effective by May 1, 2008. For new permittees the ordinance, by-law, or other regulatory mechanism shall be in place within three years of the permit effective date.

II. SSO Inventory

- A. Develop SSO Inventory Database within one year of effective permit date that logs historical SSOs that have occurred in the last five years, as discussed in further detail in section 2.5.
 - 1. Coordinate with the Public Works Department for tracking of any future SSOs.

III. Storm Sewer System Map

- A. Update map within two years of effective date of permit and complete full system map ten years after effective date of permit.
 - 1. Make an electronic and physical copy of the map available to the public via the stormwater website and Town Hall.
 - 2. Map/verify 10% of system per year during permit years 1-10.
 - a) Phase I will be focused on during Years 1 and 2, while Phase II will be focused on during Years 3 thru 10.
 - 3. Integrate system map updates with planned utility expansion projects.
 - 4. Cross reference drainage information to ensure mapping is as accurate as possible.
 - 5. Map/verify country drainage – (e.g. scuppers), in addition to outfall pipes.

IV. Written IDDE Program Development

- A. Develop and complete written IDDE program within one year of effective permit date. The IDDE program and permit attachments will be available within the Town Hall at 50 North Franklin Street, Holbrook, MA 02343.
 - 1. The written plan will include but is not limited to the following:
 - a) Outline of responsibilities
 - b) Storm sewer map with locations of known outfalls, including information on relevant connectivity data gaps
 - c) Systematic procedure/protocol to detect and eliminate illicit Discharges
 - d) Assessment/ranking of catchments (based on complaints, past water quality data, adjacent failing septic/sewer systems, density, surrounding area, TMDL surface waters)
 - e) Tracking mechanism to evaluate and report on the overall effectiveness of the IDDE program.

V. Implement IDDE Program

- A. Implement catchment investigations according to program and permit conditions within 18 months of effective permit date.
 - 1. Continue to enforce IDDE bylaw.

2. Draft and implement stormwater management regulations.
 3. Coordinate water quality monitoring through dry weather screening
 - a) The water quality monitoring practice should involve inspections for illicit discharge detection.
- VI. Employee Training
- A. Coordinate annual stormwater training and incorporate with training required in Section 6.2.IV.B.
- VII. Dry Weather Screening
- A. Conduct screening in accordance with outfall screening procedure and permit conditions, within three years of effective permit date.
 1. Screen 25% of outfalls per year during permit years 2-5.
- VIII. Conduct Wet Weather Screening
- A. Conduct screening in accordance with outfall screening procedure and permit conditions and as determined by dry weather screening results, within ten years of effective permit date.
 - B. To identify areas with higher potential for illicit connections, the permittee shall identify the presence of any of the following System Vulnerability Factors (SVFs):
 1. History of SSOs, including, but not limited to, those resulting from wet weather, high water table, or fat/oil/grease blockages;
 2. Common or twin-invert manholes serving storm and sanitary sewer alignments;
 3. Common trench construction serving both storm and sanitary sewer alignments;
 4. Crossings of storm and sanitary sewer alignments where the sanitary system is shallower than the storm drain system;
 5. Sanitary sewer alignments known or suspected to have been constructed with an underdrain system;
 6. Inadequate sanitary sewer level of service (LOS) resulting in regular surcharging, customer back-ups, or frequent customer complaints;
 7. Areas formerly served by combined sewer systems;
 8. Sanitary sewer infrastructure defects such as leaking service laterals, cracked, broken, or offset sanitary infrastructure, directly piped connections between storm drain and sanitary sewer infrastructure, or other vulnerability factors identified through Inflow/Infiltration Analyses, Sanitary Sewer Evaluation Surveys, or other infrastructure investigations.
- IX. Conduct ongoing screening upon completion of the IDDE program.
- X. IDDE Regulations
- A. Continue to eliminate illicit discharge violations.

3.4 Construction Site Stormwater Runoff Control

The Town must implement a program focused on controlling stormwater runoff from construction sites. The program shall minimize or eliminate erosion on site and maintain the site so that the sediment is not transported in stormwater or allowed to discharge to a water of the U.S. through the permittee's MS4, as stated in part 2.3.5 of the Permit.

3.4.1 Background

The Town of Holbrook has adopted construction site stormwater runoff measures and has continued to enforce local, state, and federal bylaws. The Planning Board and Conservation Commission are developing a site plan review protocol for all projects greater than one acre in size that will include a comprehensive review of all construction documents. Proper erosion and sediment controls on all site development plans must be provided to comply with the DEP Stormwater Management Regulations. The Conservation Commission works to reduce non-point source pollution by implementing a vegetated buffer area on construction activities. The Conservation Commission administers the Town's Stormwater Management and Land Disturbance regulations under Part B of the current Stormwater Management Bylaw.

3.4.2 Best Management Practices

- I. Site Inspection and Enforcement of Erosion and Sediment Control (ESC) Measures Procedures
 - A. Complete written procedures of site inspections and enforcement procedures within one year of effective date of the permit.
 1. Recommend standards and practices for town inspection procedures. Seek input from relevant town groups (e.g. Conservation Commission, Public Works Department, Building Department, etc.)
 2. Develop inspection form that includes ESC measures and integrate them with existing Town forms.
- II. Site Plan Review Procedures
 - A. Complete written procedures of site plan review and begin implementation within one year of the effective date of the Permit.
 1. Include site plan review workflow chart with permit applications.
 2. Review current Town procedure regarding when a Construction General Permit (CGP) is needed.
- III. Erosion and Sediment Control Ordinance

- A. Adoption of requirements for construction operators to implement a sediment and erosion control program within one year of the effective date of the Permit.
 - 1. Set limit of one acre before project requires inspection by Town official.
 - a) Coordinate limits and requirements with fill/extraction permits.
 - 2. Update all Town forms with erosion and sediment control checklist.
 - 3. Continue to implement Soil and Erosion Control bylaw.
 - 4. Continue to monitor all construction activities within the Town of Holbrook for erosion and sediment control issues.
- IV. Waste Control
 - A. Adoption of requirements to control wastes, including but not limited to: discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes within one year of the effective date of the Permit.
 - 1. Incorporate into Town's general conditions for building permit and/or site plan review.
 - 2. Review and modify Town bylaw to meet new requirements.
- V. Consideration of Public Input
 - A. Require Planning Board and Conservation Commission to review all site plans associated with issuance of building permits.
 - 1. Continue to notify abutters and post notices.

3.5 Post Construction Stormwater Management in New Development and Redevelopment

The objective of an effective post construction stormwater management program, part 2.3.6 of the Permit, is to reduce the discharge of pollutants found in stormwater to the MS4 through the retention or treatment of stormwater after construction on new or redeveloped sites and to ensure proper maintenance of installed stormwater controls.

3.5.1 Background

The Town has developed bylaws to include the required changes on post-construction stormwater management practices. Ongoing enforcement of existing bylaws continues. Holbrook is developing an inventory of BMPs and a protocol for maintaining existing and newly installed BMPs to increase their effectiveness and extend their lifetime.

3.5.2 Best Management Practices

- I. Post-Construction Ordinance
 - A. The permittee shall develop or modify, as appropriate, an ordinance or other regulatory mechanism within two years of the effective date of the permit.
- II. As-Built Plans For On-Site Stormwater Control
 - A. Require submission of electronic data for as-built drawings (e.g. PDF, AutoCAD, GIS) within two years of completed construction.
 1. O&M certification should include contact and contract information for contractors that perform O&M on the private BMPs.
- III. Inventory and Priority Ranking of MS4-Owned Properties That May Be Retrofitted with BMPs
 - A. Conduct detailed inventory of MS4 owned properties and rank for retrofit potential within four years of permit effective date.
 1. Inventory Town parcels for existing stormwater BMPs and identify opportunities for green infrastructure/low impact development retrofits.
 - a) Include schools, parks, recreation facilities, police/fire/EMS, libraries, public works, and town administrative offices.
- IV. Allow Green Infrastructure
 - A. Within four years of permit effective date, develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist.
 1. Review bylaws and applications in order to incorporate green infrastructure (GI) and low impact development (LID) language as needed.
 2. Educate the public on green infrastructure through existing BMP retrofits/demonstration projects.
- V. Street Design and Parking Lot Guidelines
 - A. Within four years of permit effective date, develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if changes to design standards for streets and parking lots can be modified to support low impact design options.
 1. Publish street design and parking lot guidelines on stormwater website.
- VI. Ensure any stormwater controls or management practices for new development and redevelopment will prevent or minimize impacts to water quality.
 - A. Within two years of permit effective date, adopt, amend, or modify regulation mechanisms to meet permit requirements.
 1. Review rules and regulations and modify as needed. Include evaluation of subdivision/redevelopment requirements for long-term operations and management of private BMPs.
 2. Continue to implement Post-Construction Site Runoff Control Bylaw.
 3. Continue to require submission of long term O&M pollution prevention plans for all development greater than an acre.

4. Continue to enforce asbestos removal bylaw.
 5. Continue to enforce lead paint removal bylaw.
 6. Continue to enforce compliance with local Conservation and Stormwater bylaws and regulations.
- VII. Inventory BMPs and create maintenance plan.

3.6 Good House Keeping and Pollution Prevention for Permittee Owned Operations

The objective of this control measure, part 2.3.7 of the Permit, states that the permittee shall implement an operations and maintenance program for Town-owned operations that shall focus on preventing or reducing pollutant runoff and protecting water quality from Town operations.

3.6.1 Background

The Town has identified sensitive stormwater receptors and notified DPW staff to take appropriate action. Holbrook uses its own catch basin cleaning machine to clean catch basins and also cleans drain pipes as necessary. It posts “No Dumping” signs to control illegal dumping by residents and businesses. Additionally, to mitigate pesticide and fertilizer impacts, the Town conducts trainings to minimize utilization of those products for parks and landscaped areas.

3.6.2 Best Management Practices

- I. O&M Procedures
 - A. Implement written O&M procedures for parks and open spaces, buildings and facilities, and vehicles and equipment within two years of permit effective date.
 - B. Develop standards of practice for O&M of each public facility and combine in Town O&M Manual.
- II. Maintain and update inventory all permittee-owned parks and open spaces, buildings and facilities (including their storm drains), and vehicles and equipment within two years of permit effective date.
 - A. Develop a capital improvement plan that deals with flooding prevention measures and water quality improvements.
 1. Coordinate implementation with Section 5.2.II
- III. Infrastructure O&M
 - A. Establish and implement program for repair and rehabilitation of MS4

- infrastructure within two years of permit effective date.
- B. Inspect assets and assess condition to develop program.
- C. Review annual budget to set aside funding.
- IV. Stormwater Pollution Prevention Plan (SWPPP) for Maintenance Garages, Transfer Stations and Other Waste-Handling Facilities
 - A. Develop plan within two years of permit effective date.
 - B. Schedule annual employee training.
 - 1. Continue to look into workshop and speaking opportunities and seek formal training for all departments.
 - C. Develop an asset management system to process complaints, permits, inspections, and maintenance.
 - D. Continue to implement recycling standards and requirements.
- V. Catch Basin Cleaning
 - A. Develop and maintain an annual cleaning schedule.
 - B. Document catch basins inspected and cleaned, including total mass removed and proper disposal.
 - C. Develop electronic data collection system for tracking, inspection, and maintenance.
 - 1. Update catch basin cleaning services RFP requirements to require electronic data collection that is compatible with the Town's GIS and asset management system.
- VI. Street Sweeping Program
 - A. Continue to implement street sweeping program, sweeping streets a minimum of once annually in the spring.
 - B. Include number of miles of streets cleaned per year, and volume or mass or material removed in each annual stormwater report (rural and uncurbed exceptions apply).
- VII. Road Salt Use Optimization Program/Winter Road Maintenance
 - A. Continue working on salt reduction strategies.
 - 1. Continue to develop and implement winter road maintenance procedures including use and storage of salt and sand.
 - 2. Continue to minimize the use of salts and ensure that snow is not disposed into water ways.
 - 3. Calibrate spreaders to reduce salt use.
- VIII. Inspections and maintenance of stormwater treatment structures.
 - A. Establish and implement inspection and maintenance procedures for annual inspections/maintenance.
 - B. Continue documenting catch basin and outfall inspection/condition data.
- IX. Impacts from vehicle washing and maintenance
 - A. Establish if further vehicle washing controls are needed to minimize impacts From vehicle washing and maintenance.
 - B. Conduct employee trainings.
 - C. Continue to using commercial car wash for small vehicles and Fire Department for larger vehicles.
- X. Pesticide and fertilizer use for parks and landscaped areas
 - A. Continue to conduct training on amounts of herbicides/fertilizers to use to

minimize their usage.

- XI. Illegal dumping
 - A. DPW to install “No Dumping” signs to control illegal dumping
- XII. Household Waste Collection
 - A. Continue to host annual Household Hazardous Waste Days.

FOR COMMENT

4. WATER QUALITY BASED REQUIREMENTS

In compliance with the Clean Water Act (CWA), each state must administer a program to monitor and assess the quality of its surface water and ground water. Section 305(b) process of the CWA entails assessing each use for rivers, lakes, and coastal waters, and causes and sources of impairment are identified wherever possible. Section 303(d) of the CWA along with the regulations at 40 CFR 130.7 requires states to identify those water bodies that are not expected to meet surface water quality standards (SWQS) after the implementation of technology based controls, and prioritize them for the development of Total Maximum Daily Loads (TMDLs). A TMDL establishes the maximum amount of a pollutant that may be introduced into a water body and still ensure attainment and maintenance of water quality standards. The 303(d) *List of Impaired Waters* (303(d) List) lists each water body in one of the following five categories:

- 1) Unimpaired and not threatened for all designated uses;
- 2) Unimpaired for some uses and not assessed for others;
- 3) Insufficient information to make assessments for any uses;
- 4) Impaired or threatened for one or more uses, but not requiring the calculation of a TMDL; or
- 5) Impaired or threatened for one or more uses and requiring a TMDL.

Waters listed in Category 5 constitute the 303(d) List and are to be reviewed and approved by the EPA. An abbreviated version of *Table 1: Impaired Waters, TMDLs and Impairments* is shown below, and is also represented in Appendix B, the Notice of Intent. The MS4 area and Town watersheds are shown on *Figure 3: Town Watersheds*, and an overall map of the Town of Holbrook's stormwater system is attached as *Figure 4: Stormwater System Map*.

Category	Name	Segment ID	Impairment Cause
5 - "Water Requiring a TMDL"	Cochato River	MA74-06	Chlordane
			DDT
			Fecal Coliform
			Oxygen, Dissolved
	Lake Holbrook	MA74013	Nutrient/Eutrophication Biological Indicators
	Sylvan Lake	MA74021	Chlordane
			DDT

4.1 Background

These requirements aim to improve and mitigate stormwater water quality impairments. The Town of Holbrook has three outfalls located within the Taunton River Watershed and 33 outfalls located within the Boston Harbor: Weymouth & Weir Watershed.

There are three Category 5 water segments in Holbrook requiring a TMDL.

1) Cochato River (MA74-06) is a 4.1-miles long river within the Boston Harbor: Weymouth & Weirs Watershed. This segment outlets at Lake Holbrook and originates at the confluence of Farm and Montiquot rivers in Braintree. The upper portion of the river is comprised of three surface waters: unnamed tributary from the outlet of Holbrook, a portion of Mary Lee Brook, and a portion of Glovers Brook. It is impaired with chlordane, DDT, fecal chloroform, and dissolved oxygen.

2) Lake Holbrook (MA74013) is a 31-acre water body, located within in Boston Harbor: Weymouth and Weir watershed. It is impaired due to nutrient/eutrophication biological indicators.

3) Sylvan Lake (MA74021) is six acres and is impaired with chlordane and DDT. Sylvan Lake is located within the Boston Harbor: Weymouth & Weir Watershed.

The Taunton River Watershed and the Boston Harbor: Weymouth and Weir both have a watershed-wide EPA-approved TMDL requirement for bacteria and pathogens. This impairment requires Holbrook to follow the requirements listed below to mitigate bacteria and pathogen discharges to the MS4. Since all the outfalls are within these two watersheds, this water quality-based requirement is applicable to all 36 outfall structures. Additionally, 6 of the 36 outfalls discharge to the Cochato River (MA74-06), which is also subject to a bacteria and pathogen impairment requirement.

In addition to the Taunton River Watershed bacteria and pathogen requirements, all discharges in the Taunton River Watershed must also be tested for Nitrogen and the

Town must adhere to the Nitrogen-based requirements listed in part I of Appendix H of the Permit.

4.2 Permit Requirements

4.2.1 Public Education and Outreach

a. Nitrogen

- Distribute an annual message in the spring (April/May) timeframe that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers.
- Distribute an annual message in the summer (June/July) timeframe encouraging the proper management of pet waste, including noting any existing ordinances where appropriate.
- Distribute an annual message in the fall (August/September/October) timeframe encouraging the proper disposal of leaf litter.

b. Bacteria or Pathogens

- Distribute an annual message that encourages the proper management of pet waste, including noting any existing ordinances where appropriate.
- Disseminate educational materials to dog owners at the time of issuance or renewal of dog license, or other appropriate time.
- Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria or pathogens.

4.2.2 Stormwater Management in New Development and Redevelopment

a. Nitrogen

- Include a requirement that new development and redevelopment stormwater management BMPs be optimized for nitrogen removal.
- Retrofit inventory and priority ranking under 2.3.6.1.b shall include consideration of BMPs to reduce nitrogen discharges.

4.2.3 Good House Keeping and Pollution Prevention

a. Nitrogen

- Establish requirements for use of slow release fertilizers on permittee owned property currently using fertilizer, in addition to reducing and managing fertilizer use as provided in 2.3.7.1
- Establish procedures to properly manage grass cuttings and leaf litter on permittee property, including prohibiting blowing organic waste materials onto adjacent impervious surfaces.

- Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year, once in the spring (following winter activities such as sanding) and at least once in the fall (September 1 - December 1; following leaf fall).

4.2.4 Illicit Discharge Detection and Elimination

a. Bacteria or Pathogens

- Implement the illicit discharge program required by the Permit. Catchments draining to any water body impaired for bacteria or pathogens shall be designated either Problem Catchments or HIGH priority in implementation of the IDDE program.

4.2.5 Additional Requirements (Nitrogen)

a. Nitrogen

- Within four years of the permit effective date the permittee shall complete a Nitrogen Source Identification Report. The report shall include the following elements:
 - Calculation of total MS4 area draining to the water quality limited water segments or their tributaries, incorporating updated mapping of the MS4 and catchment delineations produced pursuant to part 2.3.4.6
 - All screening and monitoring results pursuant to part 2.3.4.7.d, targeting the receiving water segment(s)
 - Impervious area and DCIA for the target catchment
 - Identification, delineation, and prioritization of potential catchments with high nitrogen loading
 - Identification of potential retrofit opportunities or opportunities for the installation of structural BMPs during redevelopment
- The final Nitrogen Source Identification Report shall be submitted to EPA as part of the year 4 annual report.
- Within five years of the permit effective date, the permittee shall evaluate all permittee-owned properties identified as presenting retrofit opportunities or areas for structural BMP installation under permit part 2.3.6.d.ii. Or identified in the Nitrogen Source Identification Report that are within the drainage area of the impaired water or its tributaries.
- The permittee shall provide a listing of planned structural BMPs and a plan and schedule for implementation in the year 5 annual report.
- The permittee shall plan and install a minimum of one structural BMP as a demonstration project within the drainage area of the water quality limited water or its tributaries within six years of the permit effective date.

The demonstration project shall be installed targeting a catchment with high nitrogen load potential.

- The permittee shall install the remainder of the structural BMPs in accordance with the plan and schedule provided in the year 5 annual report.
- Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. The permittee shall document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP in each annual report.

At any time during the permit term, the Town may be relieved of additional requirements in Parts I, II, III and V of Appendix H when it is in compliance with the Permit requirements.

TABLE 1

IMPAIRED WATERS, TMDLS AND IMPAIRMENTS

FOR COMMENT

Town of Holbrook, Massachusetts
Massachusetts Year 2014 Integrated List of Waters

Table 1: Impaired Waters

Category	Name	Segment ID	Description	Size	Units	Impairment Cause
5 - "Water Requiring a TMDL"	Cochato River	MA74-06	Outlet of Lake Holbrook, Holbrook to confluence with Farm and Monatiquot Rivers, Braintree	4.1	MILES	Chlordane
						DDT
						Fecal Coliform
						Oxygen, Dissolved
	Lake Holbrook	MA74013	Holbrook	31	ACRES	Nutrient/Eutrophication Biological Indicators
	Sylvan Lake	MA74021	Holbrook	6	ACRES	Chlordane
						DDT

FIGURE 1
SYSTEM LOCUS

FOR COMMENT

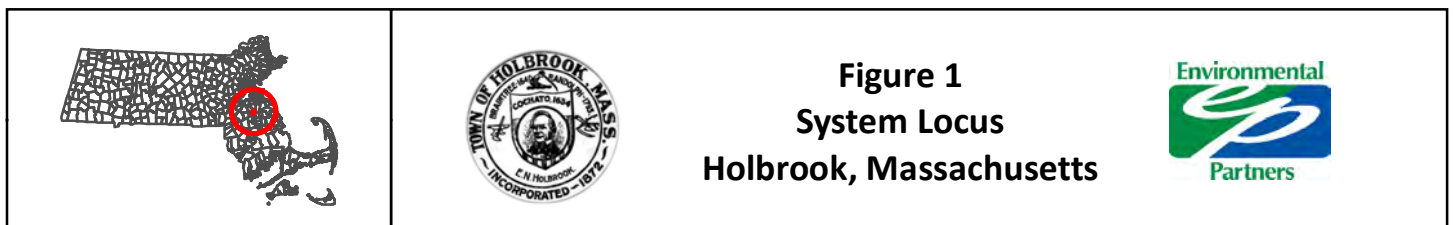
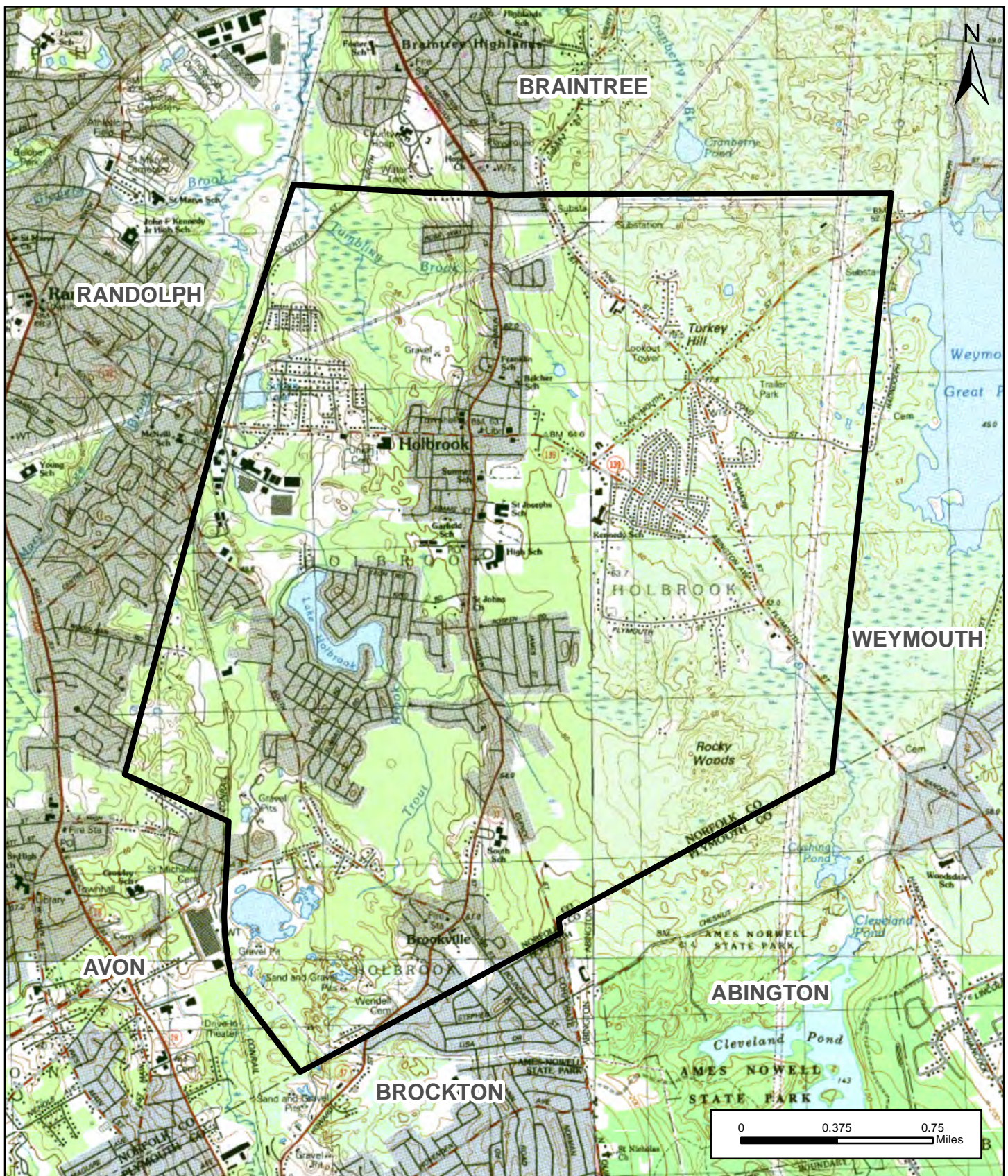


FIGURE 2

MS4 URBANIZED AREAS

FOR COMMENT

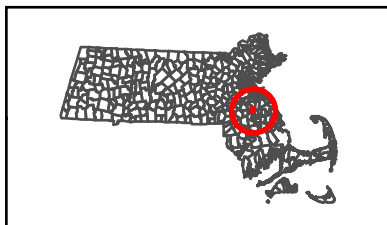
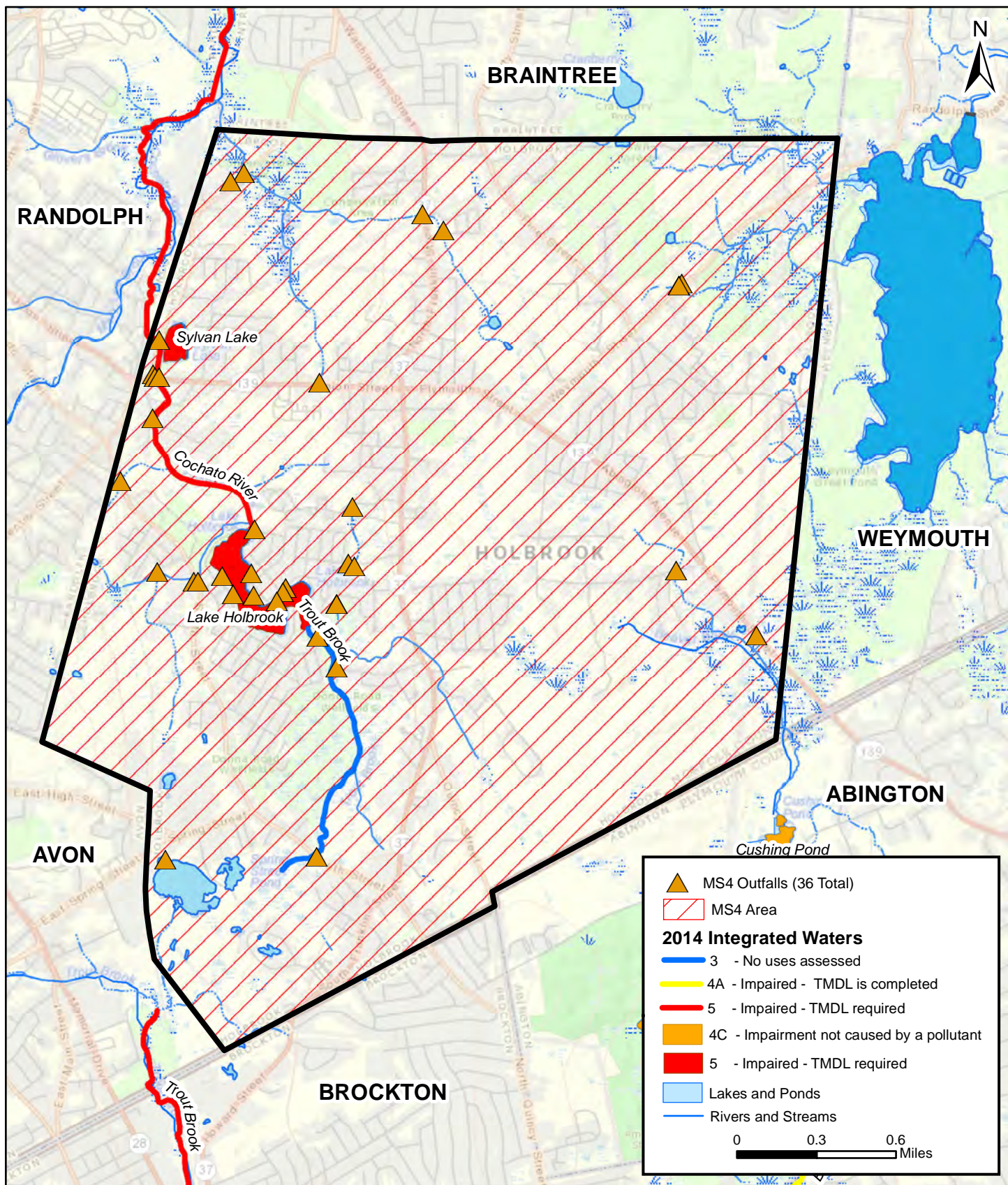


Figure 2
MS4 Urbanized Areas
Holbrook, Massachusetts



FIGURE 3

TOWN WATERSHEDS

FOR COMMENT

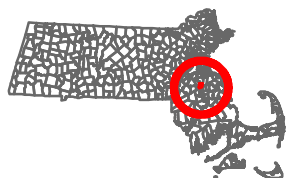
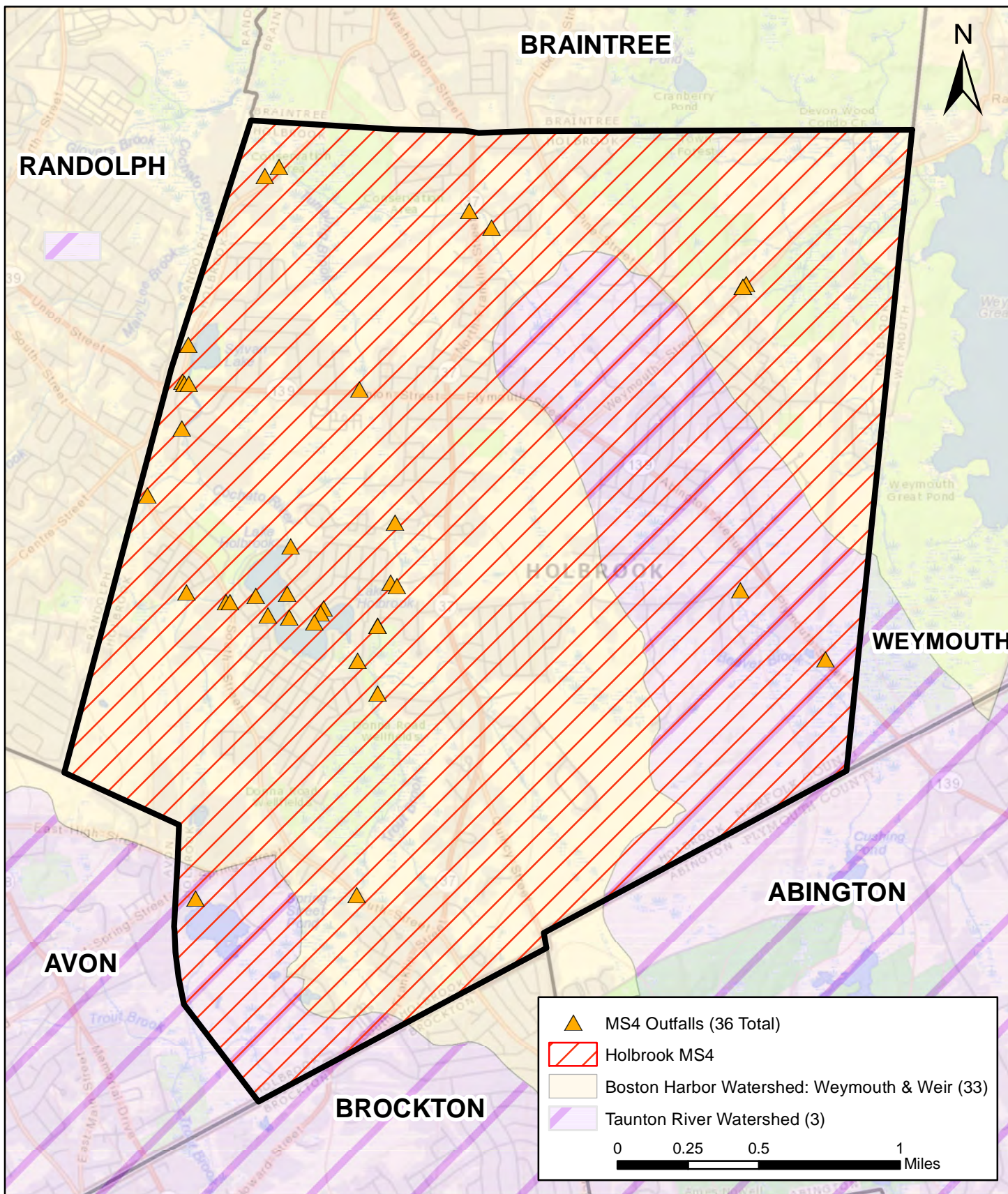


Figure 3
Outfalls by Watershed
Holbrook, Massachusetts



FIGURE 4

STORMWATER SYSTEM MAP

FOR COMMENT

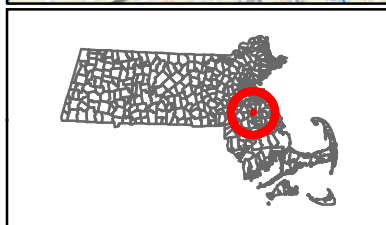
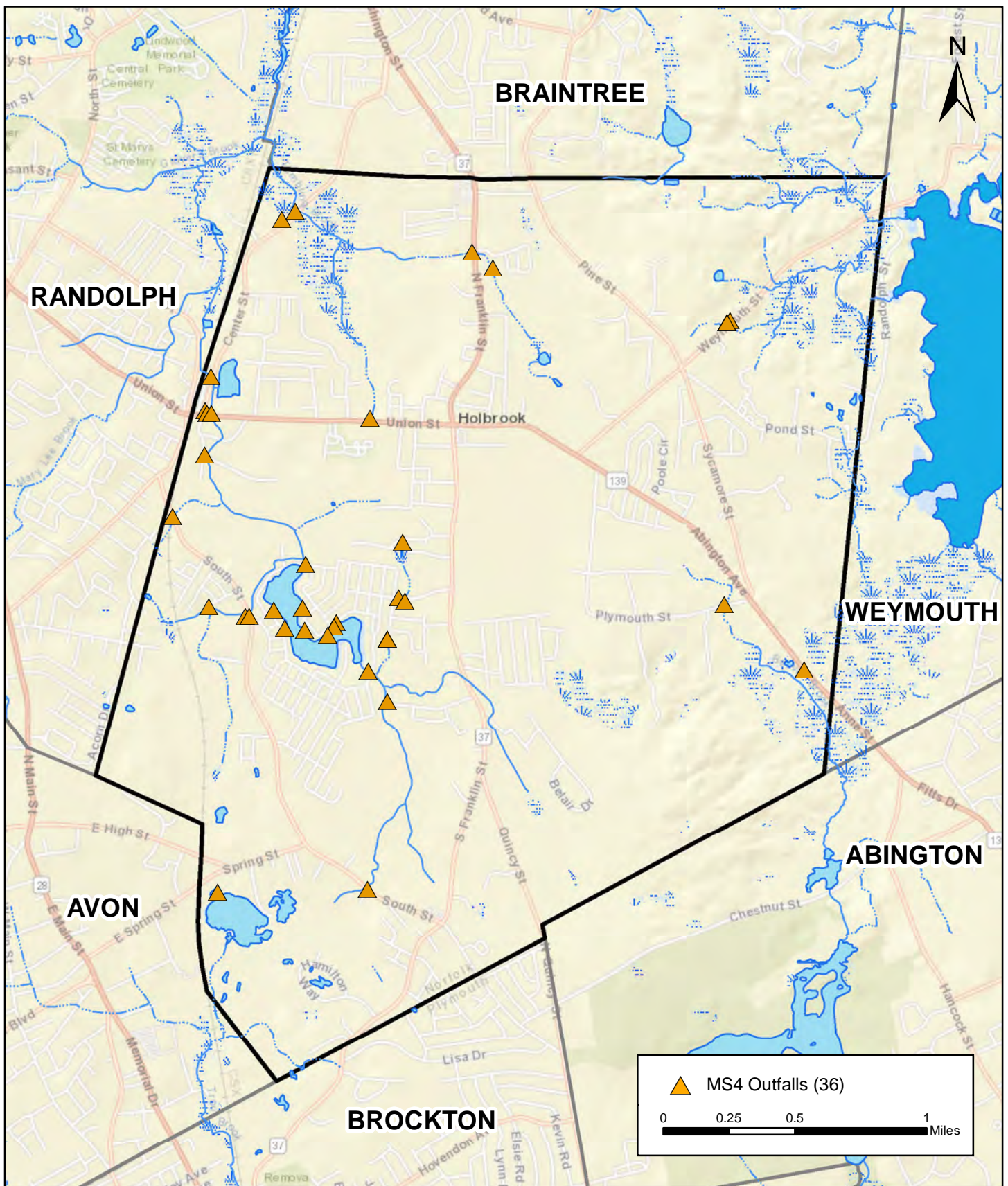


Figure 4
Stormwater System
Holbrook, Massachusetts



APPENDIX A

MA MS4 HYPERLINKS AND REFERENCES

FOR COMMENT

MA MS4 General Permit Hyperlinks

EPA MA MS4 Permit: <https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit>

DEP Permit Information:

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/stormwater.html#8>

Town Hyperlink: <https://www.holbrookma.gov/>

MCM 1: Public Education and Outreach

EPA's Stormwater Education Toolbox

MassDEP's Stormwater Outreach Materials

Other templates relevant to MCM 1 can be found here:

<https://www.epa.gov/npdes-permits/stormwater-tools-new-england#peo>

MCM 3: Illicit Discharge Detection and Elimination (IDDE) Program

IDDE Program Template and SOPs

Other templates relevant to IDDE can be found here:

<https://www.epa.gov/npdes-permits/stormwater-tools-new-england#idde>

MCM 4: Construction Site Stormwater Runoff Control

Examples and templates relevant to MCM 4, including model ordinances and site inspection templates, can be found here: <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#csrc>

MCM 5: Post Construction Stormwater Management in New Development and Redevelopment

Examples and templates relevant to MCM 5, including model ordinances and bylaw review templates and guidance can be found here:

<https://www.epa.gov/npdes-permits/stormwater-tools-new-england#pcsm>

MCM 6: Good Housekeeping and Pollution Prevention for Permittee Owned Operations

Examples and templates relevant to MCM 6, including SOP templates for catch basin cleaning, street sweeping, vehicle maintenance, parks and open space management, winter deicing, and Stormwater Pollution Prevention Plans can be found here:

<https://www.epa.gov/npdes-permits/stormwater-tools-new-england#gh>

APPENDIX B
NOTICE OF INTENT

FOR COMMENT

Part I: General Conditions

General Information

Name of Municipality or Organization: State:

EPA NPDES Permit Number (if applicable):

Primary MS4 Program Manager Contact Information

Name: Title:

Street Address Line 1:

Street Address Line 2:

City: State: Zip Code:

Email: Phone Number:

Fax Number:

Other Information

Stormwater Management Program (SWMP) Location (web address or physical location, if already completed):

Eligibility Determination

Endangered Species Act (ESA) Determination Complete? Eligibility Criteria (check all that apply): ☐ A ☐ B ☒ C

National Historic Preservation Act (NHPA) Determination Complete? Eligibility Criteria (check all that apply): ☒ A ☐ B ☐ C

☒ Check the box if your municipality or organization was covered under the 2003 MS4 General Permit

MS4 Infrastructure (if covered under the 2003 permit)

Estimated Percent of Outfall Map Complete? If 100% of 2003 requirements not met, enter an estimated date of completion (MM/DD/YY):
(Part II, III, IV or V, Subpart B.3.(a.) of 2003 permit)

Web address where MS4 map is published:

If outfall map is unavailable on the internet an electronic or paper copy of the outfall map must be included with NOI submission (see section V for submission options)

Printed copy is attached.

Regulatory Authorities (if covered under the 2003 permit)

Illicit Discharge Detection and Elimination (IDDE) Authority Adopted? <i>(Part II, III, IV or V, Subpart B.3.(b.) of 2003 permit)</i>	<input type="text" value="Yes"/>	Effective Date or Estimated Date of Adoption (MM/DD/YY):	<input type="text" value="05/29/07"/>
Construction/Erosion and Sediment Control (ESC) Authority Adopted? <i>(Part II, III, IV or V, Subpart B.4.(a.) of 2003 permit)</i>	<input type="text" value="Yes"/>	Effective Date or Estimated Date of Adoption (MM/DD/YY):	<input type="text" value="05/29/07"/>
Post- Construction Stormwater Management Adopted? <i>(Part II, III, IV or V, Subpart B.5.(a.) of 2003 permit)</i>	<input type="text" value="Yes"/>	Effective Date or Estimated Date of Adoption (MM/DD/YY):	<input type="text" value="05/29/07"/>

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part II: Summary of Receiving Waters

Please list the waterbody segments to which your MS4 discharges. For each waterbody segment, please report the number of outfalls discharging into it and, if applicable, any impairments.

Massachusetts list of impaired waters: [Massachusetts 2014 List of Impaired Waters- http://www.mass.gov/eea/docs/dep/water/resources/07v5/14list2.pdf](http://www.mass.gov/eea/docs/dep/water/resources/07v5/14list2.pdf)

Check off relevant pollutants for discharges to impaired waterbodies (see above 303(d) lists) without an approved TMDL in accordance with part 2.2.2.a of the permit. List any other pollutants in the last column, if applicable.

[illegible]

Click to lengthen table

FOR COMMENT

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary

Identify the Best Management Practices (BMPs) that will be employed to address each of the six Minimum Control Measures (MCMs). For municipalities/organizations whose MS4 discharges into a receiving water with an approved Total Maximum Daily Load (TMDL) and an applicable waste load allocation (WLA), identify any additional BMPs employed to specifically support the achievement of the WLA in the TMDL section at the end of part III.

For each MCM, list each existing or proposed BMP by category and provide a brief description, responsible parties/departments, measurable goals, and the year the BMP will be employed (public education and outreach BMPs also requires a target audience). **Use the drop-down menus in each table or enter your own text to override the drop down menu.**

MCM 1: Public Education and Outreach

BMP Media/Category (enter your own text to override the drop down menu)	BMP Description	Targeted Audience	Responsible Department/Parties (enter your own text to override the drop down menu)	Measurable Goal	Beginning Year of BMP Implementation
Brochures/Pamphlets	Include an article/flyer about stormwater with the annual Consumer Confidence Report; Educate Town residents about picking up dog waste	Residents	DPW Operations, Town Clerk	Article/Flyer distributed annually to all residents; Pet waste fact sheets mailed to all Holbrook pet owners	2018
School Curricula/Programs	Stormwater education program for school children	Students	DPW Operations, Conservation Commission	Middle school principal contacted, presentation given; Continue posting on website	2018
Displays/Posters/Kiosks	Install and maintain signs for pet waste clean up at schools	General Public	DPW Operations	Inspect all signs and repair as necessary	2018
Meeting	Annual update of the Stormwater Management Plan at a televised Selectmen's meeting	General Public	Stormwater Advisory Committee	Annual update of the SWMP at a televised meeting	2019
Brochures/Pamphlets	Include information in permit materials.	Businesses, Institutions, and Commerce	DPW Operations	Distribute at least two educational messages within the permit term (5 Years)	2019

[illegible]

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 2: Public Involvement and Participation

[illegible]

[illegible]

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 3: Illicit Discharge Detection and Elimination (IDDE)

BMP Categorization (enter your own text to override the drop down menu)	BMP Description	Responsible Department/Parties (enter your own text to override the drop down menu)	Measurable Goal (all text can be overwritten)	Beginning Year of BMP Implementation
SSO inventory	Develop SSO inventory in accordance of permit conditions	Engineering	Complete within 1 year of effective date of permit	2018
Storm sewer system map	Create map and update during IDDE program completion	DPW Operations	Update map within 2 years of effective date of permit and complete full system map 10 years after effective date of permit; Investigate the need for mapping the entire stormwater collection system in GIS	2018
Written IDDE program	Create written IDDE program	Stormwater Advisory Committee	Complete within 1 year of the effective date of permit and update as required	2019
Implement IDDE program	Implement catchment investigations according to program and permit conditions	Plumbing Inspector	Complete 10 years after effective date of permit	2019
Employee training	Train employees on IDDE implementation	DPW Operations	Train annually	2018
Conduct dry weather screening	Conduct in accordance with outfall screening procedure and permit conditions	DPW Operations	Complete 3 years after effective date of permit	2018
Conduct wet weather screening	Conduct in accordance with outfall screening procedure	DPW Operations	Complete 10 years after effective date of permit	2018
Ongoing screening	Conduct dry weather and wet weather screening (as necessary)	DPW Operations	Complete ongoing outfall screening upon completion of IDDE program	2018

[illegible]

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 4: Construction Site Stormwater Runoff Control

BMP Categorization (enter your own text to override the drop down menu or entered text)	BMP Description	Responsible Department/Parties (enter your own text to override the drop down menu)	Measurable Goal (all text can be overwritten)	Beginning Year of BMP Implementation
Site inspection and enforcement of Erosion and Sediment Control (ESC) measures	Complete written procedures of site inspections and enforcement procedures	Planning Board and Conservation Commission	Complete within 1 year of the effective date of permit	2018
Site plan review	Complete written procedures of site plan review and begin implementation	Planning Board and Conservation Commission	Complete within 1 year of the effective date of permit	2018
Erosion and Sediment Control	Adoption of requirements for construction operators to implement a sediment and erosion control program; Inspections of erosion and sediment controls	Planning Board and Conservation Commission	Complete within 1 year of the effective date of permit	2018
Waste Control	Adoption of requirements to control wastes, including but not limited to, discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes	Building Inspector, Planning Board and Conservation Commission	Complete within 1 year of the effective date of permit	2018
Consideration of Public Input	Planning Board and Conservation Commission reviewed all site plans associated with issuance of building permits	Planning Board and DPW Operations	Continue reviews, notifying abutters and posting notices	2018

[illegible]

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 5: Post-Construction Stormwater Management in New Development and Redevelopment

BMP Categorization (enter your own text to override the drop down menu or entered text)	BMP Description	Responsible Department/Parties (enter your own text to override the drop down menu)	Measurable Goal (all text can be overwritten)	Beginning Year of BMP Implementation
As-built plans for on-site stormwater control	The procedures to require submission of as-built drawings and ensure long term operation and maintenance will be a part of the SWMP	Stormwater Advisory Committee	Require submission of as-built plans for completed projects	2018
Target properties to reduce impervious areas	Identify at least 5 permittee-owned properties that could be modified or retrofitted with BMPs to reduce impervious areas and update annually	Stormwater Advisory Committee	Complete 4 years after effective date of permit and report annually on retrofitted properties	2018
Allow green infrastructure	Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist	Stormwater Advisory Committee	Complete 4 years after effective date of permit and implement recommendations of report	2018
Street design and parking lot guidelines	Develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if changes to design standards for streets and parking lots can be modified to support low impact design options	Stormwater Advisory Committee	Complete 4 years after effective date of permit and implement recommendations of report	2018

[illegible]

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FOR COMMENT

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

MCM 6: Municipal Good Housekeeping and Pollution Prevention

BMP Categorization (enter your own text to override the drop down menu or entered text)	BMP Description	Responsible Department/Parties (enter your own text to override the drop down menu)	Measurable Goal (all text can be overwritten)	Beginning Year of BMP Implementation
O&M procedures	Create written O&M procedures including all requirements contained in 2.3.7.a.ii for parks and open spaces, buildings and facilities, and vehicles and equipment	DPW Operations	Complete and implement 2 years after effective date of permit	2018
Inventory all permittee-owned parks and open spaces, buildings and facilities, and vehicles and equipment	Create inventory	DPW Operations	Complete 2 years after effective date of permit and implement annually	2018
Infrastructure O&M	Establish and implement program for repair and rehabilitation of MS4 infrastructure	DPW Operations	Complete 2 years after effective date of permit	2018
Stormwater Pollution Prevention Plan (SWPPP)	Create SWPPPs for maintenance garages, transfer stations, and other waste-handling facilities	DPW Operations	Complete and implement 2 years after effective date of permit	2018
Catch basin cleaning	Establish schedule for catch basin cleaning such that each catch basin is no more than 50% full and clean catch basins on that schedule	DPW Operations	Clean catch basins on established schedule and report number of catch basins cleaned and volume of material moved annually	2018
Street sweeping program	Sweep all streets, sidewalks and permittee-owned parking lots in accordance with permit conditions	DPW Operations	Sweep all streets, sidewalks, and permittee-owned parking lots once per year in the spring	2018
Road salt use optimization program	Establish and implement a program to minimize the use of road salt	DPW Operations	Implement salt use optimization during deicing season	2018

[illegible]

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

Actions for Meeting Total Maximum Daily Load (TMDL) Requirements

Use the drop-down menus to select the applicable TMDL, action description to meet the TMDL requirements, and the responsible department/parties. If no options are applicable, or more than one, **enter your own text to override drop-down menus.**

[illegible]

Notice of Intent (NOI) for coverage under Small MS4 General Permit

Part III: Stormwater Management Program Summary (continued)

Actions for Meeting Requirements Related to Water Quality Limited Waters

Use the drop-down menus to select the pollutant causing the water quality limitation and enter the waterbody ID(s) experiencing excursions above water quality standards for that pollutant. Choose the action description from the dropdown menu and indicate the responsible party. If no options are applicable, or more than one, **enter your own text to override drop-down menus.**

[illegible]

Part IV: Notes and additional information

Use the space below to indicate the part(s) of 2.2.1 and 2.2.2 that you have identified as not applicable to your MS4 because you do not discharge to the impaired water body or a tributary to an impaired water body due to nitrogen or phosphorus. Provide all supporting documentation below or attach additional documents if necessary. Also, provide any additional information about your MS4 program below.

Attachments:

Figure: MS4 Outfalls

Figure: Outfalls by Watershed

USFWS Correspondence

The outfalls included in Part II: Summary of Receiving Waters were selected based on a 100 foot distance from any waters of the U.S. Coordinates listed under unnamed water segments are based on the NAD 1983 StatePlane Massachusetts FIPS 2001 (US Feet) Coordinate System, and are listed as latitude/longitude in decimal degrees.

Regarding the ESA section 7 consultation, I agree that the MS4 Permit will not adversely affect the Northern Long-eared Bat.

Regarding the National Historic Preservation Act, under 36 CFR 800, this facility is an existing facility authorized by the previous Permit, and is not undertaking any activity involving subsurface land disturbance less than 1 acre. This MS4 Permit will have "no potential to cause effects," in accordance with 36 CFR 800.3(a)(1).

Part V: 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, I certify that 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.

Name:

Timothy Gordon

Title:

Town Administrator

Signature:

Timothy J Gordon

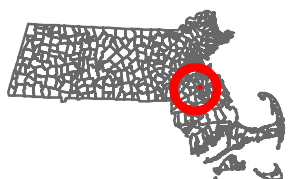
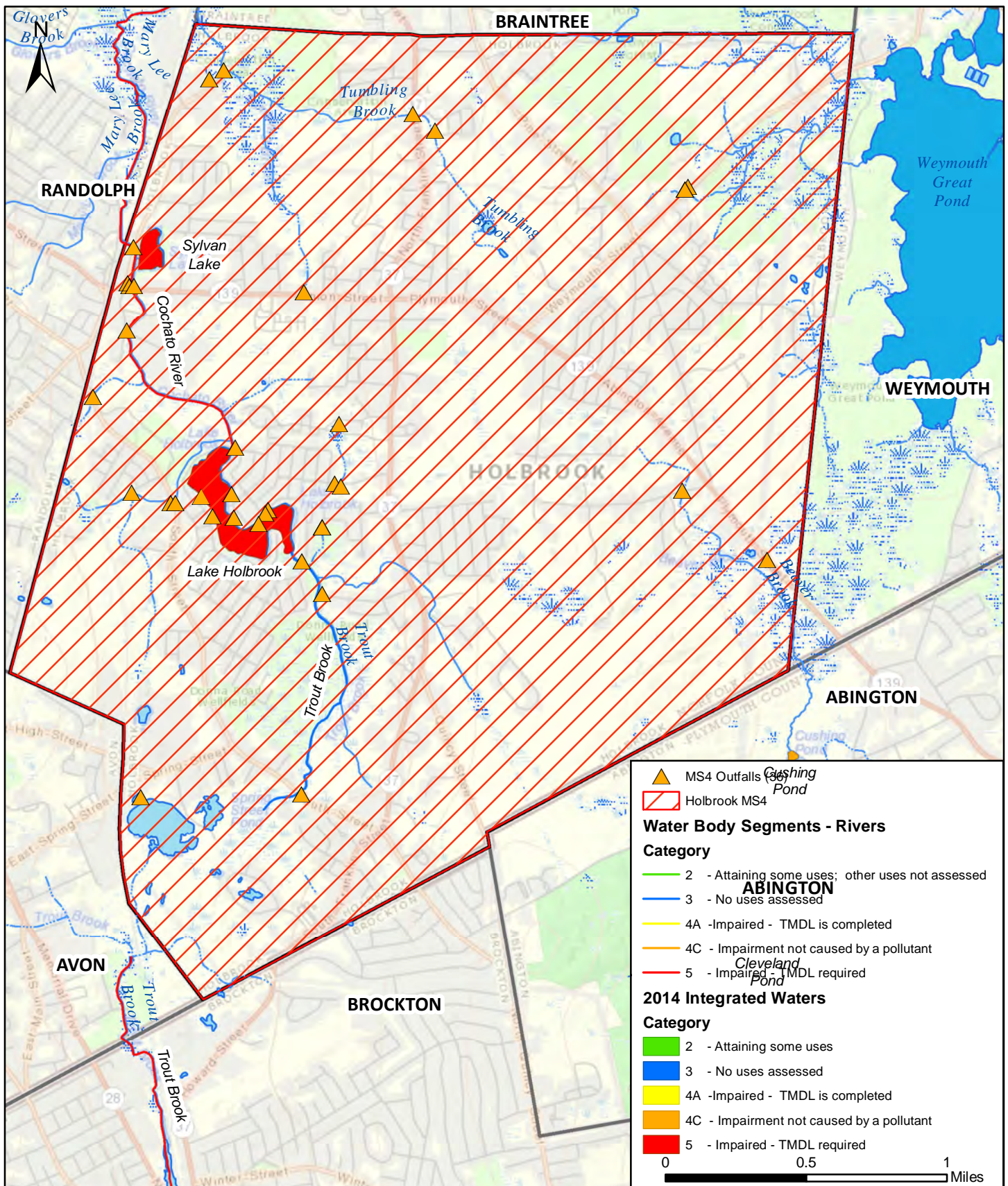
Digitally signed by Timothy J
Gordon
Date: 2018.10.03 12:10:50 -04'00'

Date:

[To be signed according to Appendix B, Subparagraph B.11, Standard Conditions]

Note: When prompted during signing, save the document under a new file name

FOR COMMENT



MS4 Outfalls **Holbrook, Massachusetts** **August 2018**



Part III: Stormwater Management Program Summary (continued)

Use the drop-down menus to select the applicable TMDL, action description to meet the TMDL requirements, and the responsible department/parties. If no options are applicable, or more than one, **enter your own text to override drop-down menus.**

[illegible]

APPENDIX C
PERMIT SCHEDULE

FOR COMMENT

**Phase II MS4 Permit
Schedule Outline
Town of Holbrook, Massachusetts
October 2019**

July 2018 – MS4 Permit effective date to coincide with start of FY19

- **October 3, 2018** – Submit Updated NOI (within 90 days of effective date)

July 2019 – Items due within 1 year of effective date

- Submit Updated Stormwater Management Plan
- Additional Mapping – complete stormwater system GIS (outfalls completed)
- Written IDDE Plan, identify catchments contributing to areas with Bacteria and Nitrogen as High Priority
- Ongoing Outfall Sampling (wet & dry) / Inspections / Update Mapping
- Develop O&M for facilities
- Inventory Facilities
- Education/Outreach – Two educational messages to each of the 4 audiences over 5 years
- Additional Education/Outreach (x2 for *Impaired Water Requirements*)
 - Bacteria TMDL: Targeting Dog Waste / Septic Systems for – Cochato River (MA74-06), Taunton River Watershed, Boston Harbor Watershed
 - Nitrogen: Targeting Fertilizer, Grass Clippings, Dog Waste and Leaf Litter – Taunton River Watershed
- Property Management for Nitrogen – fertilizer use, leaf litter, street sweeping (2x per year)*
- Public Participation
- Annual Training

July 2020 – Items due within 2 years of effective date

- SWPPP for Appropriate Facilities
- SPCC Plan where appropriate
- Parks Maintenance Plan
- Ongoing Outfall Sampling (wet & dry) / Inspections / Update Mapping
- Updated Ordinance for Nitrogen*
- Education/Outreach – Two educational messages to each of the 4 audiences over 5 years
- Additional Education & Outreach (x2 for *Impaired Water Requirements*)
 - Bacteria TMDL: Targeting Dog Waste / Septic Systems for – Cochato River (MA74-06), Taunton River Watershed, Boston Harbor Watershed
 - Nitrogen: Targeting Fertilizer, Grass Clippings, Dog Waste and Leaf Litter – Taunton River Watershed
- Public Participation

- Annual Training

July 2021 – Items due within 3 years of effective date

- Revisions to Stormwater Bylaw — Construction Site Stormwater Runoff Control
- Draft regulations to promote green infrastructure – Post-Construction Management
- Ongoing Outfall Sampling (wet & dry) / Inspections / Update Mapping
- Education/Outreach – Two educational messages to each of the 4 audiences over 5 years
- Additional Education & Outreach (x2 for *Impaired Water Requirements*)
 - Bacteria TMDL: Targeting Dog Waste / Septic Systems for – Cochato River (MA74-06), Taunton River Watershed, Boston Harbor Watershed
 - Nitrogen: Targeting Fertilizer, Grass Clippings, Dog Waste and Leaf Litter – Taunton River Watershed
- Public Participation
- Annual Training

July 2022 – Items due within 4 years of effective date

- Revisions to Stormwater Bylaw - Construction Site Stormwater Runoff Control
- Draft regulations to reduce impervious cover – Post-Construction Management
- Ongoing Outfall Sampling (wet & dry) / Inspections / Update Mapping
- Nitrogen Source Identification Report*
- Education/Outreach – Two educational messages to each of the 4 audiences over 5 years
- Additional Education & Outreach (x2 for *Impaired Water Requirements*)
 - Bacteria TMDL: Targeting Dog Waste / Septic Systems for – Cochato River (MA74-06), Taunton River Watershed, Boston Harbor Watershed
 - Nitrogen: Targeting Fertilizer, Grass Clippings, Dog Waste and Leaf Litter – Taunton River Watershed
- Public Participation
- Annual Training

July 2023 – Permit Length (5 years)

- Inventory/Priority Ranking of LID retrofits on Town-Owned Property – Post-Construction Management
- System development for tracking Impervious Area – Post-Construction Management
- Ongoing Outfall Sampling (wet & dry) / Inspections / Update Mapping
- Evaluate all Properties for BMPs – Nitrogen removal*
- Plan and Scheduled for BMPs - Nitrogen removal*
- Education/Outreach – Two educational messages to each of the 4 audiences over 5 years
- Additional Education & Outreach (x2 for *Impaired Water Requirements*)
 - Bacteria TMDL: Targeting Dog Waste / Septic Systems for – Cochato River (MA74-06), Taunton River Watershed, Boston Harbor Watershed

- Nitrogen: Targeting Fertilizer, Grass Clippings, Dog Waste and Leaf Litter – Taunton River Watershed
- Public Participation
- Annual Training

**Additional requirements for Water Quality Assessment are required due to documented nitrogen impairments in the Taunton River Watershed. (see Appendix H, section I.)*

***Additional requirements for Water Quality Assessment are required due to documented bacteria impairments and an approved TMDL in the Cochato River. (see Appendix H, section II.)*

FOR COMMENT

APPENDIX D

ENDANGERED SPECIES AND CRITICAL HABITATS PROTECTION DOCUMENTS

FOR COMMENT



United States Department of the Interior

FISH AND WILDLIFE SERVICE

New England Field Office
70 Commercial Street, Suite 300
Concord, NH 03301-5087
<http://www.fws.gov/newengland>



January 8, 2018

To Whom It May Concern:

This project was reviewed for the presence of federally listed or proposed, threatened or endangered species or critical habitat per instructions provided on the U.S. Fish and Wildlife Service's New England Field Office website:

<http://www.fws.gov/newengland/EndangeredSpec-Consultation.htm> (accessed January 2018)

Based on information currently available to us, no federally listed or proposed, threatened or endangered species or critical habitat under the jurisdiction of the U.S. Fish and Wildlife Service are known to occur in the project area(s). Preparation of a Biological Assessment or further consultation with us under section 7 of the Endangered Species Act is not required. No further Endangered Species Act coordination is necessary for a period of one year from the date of this letter, unless additional information on listed or proposed species becomes available.

Thank you for your cooperation. Please contact David Simmons of this office at 603-227-6425 if we can be of further assistance.

Sincerely yours,

Thomas R. Chapman
Supervisor
New England Field Office



United States Department of the Interior



FISH AND WILDLIFE SERVICE
New England Ecological Services Field Office
70 Commercial Street, Suite 300
Concord, NH 03301-5094
Phone: (603) 223-2541 Fax: (603) 223-0104
<http://www.fws.gov/newengland>

In Reply Refer To:

July 18, 2018

Consultation Code: 05E1NE00-2018-SLI-2437

Event Code: 05E1NE00-2018-E-05657

Project Name: Holbrook

Subject: List of threatened and endangered species that may occur in your proposed project location, and/or may be affected by your proposed project

To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and/or may be affected by your proposed project. The species list fulfills the requirements of the U.S. Fish and Wildlife Service (Service) under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Please feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the ECOS-IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the ECOS-IPaC system by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.

A Biological Assessment is required for construction projects (or other undertakings having similar physical impacts) that are major Federal actions significantly affecting the quality of the human environment as defined in the National Environmental Policy Act (42 U.S.C. 4332(2)(c)). For projects other than major construction activities, the Service suggests that a biological evaluation similar to a Biological Assessment be prepared to determine whether the project may affect listed or proposed species and/or designated or proposed critical habitat. Recommended contents of a Biological Assessment are described at 50 CFR 402.12.

If a Federal agency determines, based on the Biological Assessment or biological evaluation, that listed species and/or designated critical habitat may be affected by the proposed project, the agency is required to consult with the Service pursuant to 50 CFR 402. In addition, the Service recommends that candidate species, proposed species and proposed critical habitat be addressed within the consultation. More information on the regulations and procedures for section 7 consultation, including the role of permit or license applicants, can be found in the "Endangered Species Consultation Handbook" at:

<http://www.fws.gov/endangered/esa-library/pdf/TOC-GLOS.PDF>

Please be aware that bald and golden eagles are protected under the Bald and Golden Eagle Protection Act (16 U.S.C. 668 *et seq.*), and projects affecting these species may require development of an eagle conservation plan (http://www.fws.gov/windenergy/eagle_guidance.html). Additionally, wind energy projects should follow the wind energy guidelines (<http://www.fws.gov/windenergy/>) for minimizing impacts to migratory birds and bats.

Guidance for minimizing impacts to migratory birds for projects including communications towers (e.g., cellular, digital television, radio, and emergency broadcast) can be found at: <http://www.fws.gov/migratorybirds/CurrentBirdIssues/Hazards/towers/towers.htm>; <http://www.towerkill.com>; and <http://www.fws.gov/migratorybirds/CurrentBirdIssues/Hazards/towers/comtow.html>.

We appreciate your concern for threatened and endangered species. The Service encourages Federal agencies to include conservation of threatened and endangered species into their project planning to further the purposes of the Act. Please include the Consultation Tracking Number in the header of this letter with any request for consultation or correspondence about your project that you submit to our office.

Attachment(s):

- Official Species List

Official Species List

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

New England Ecological Services Field Office
70 Commercial Street, Suite 300
Concord, NH 03301-5094
(603) 223-2541

FOR COMMENT

Project Summary

Consultation Code: 05E1NE00-2018-SLI-2437

Event Code: 05E1NE00-2018-E-05657

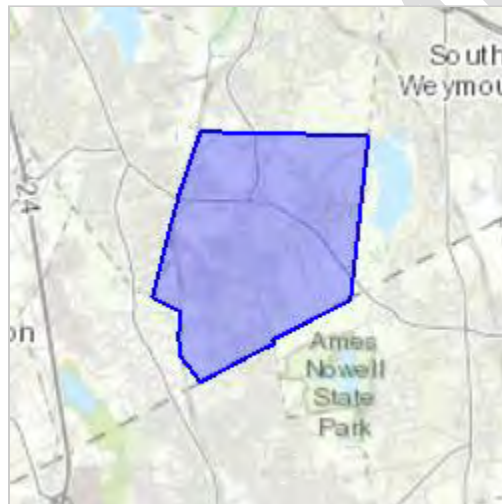
Project Name: Holbrook

Project Type: ** OTHER **

Project Description: Stormwater MS4

Project Location:

Approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/place/42.1437969762205N71.00604246657086W>



Counties: Norfolk, MA | Plymouth, MA

Endangered Species Act Species

There is a total of 1 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries¹, as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

-
1. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

Mammals

NAME	STATUS
Northern Long-eared Bat <i>Myotis septentrionalis</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/9045	Threatened

Critical habitats

THERE ARE NO CRITICAL HABITATS WITHIN YOUR PROJECT AREA UNDER THIS OFFICE'S JURISDICTION.

APPENDIX E

MA MS4 GENERAL PERMIT - APPENDIX D - HISTORIC PROPERTIES DOCUMENTS

FOR COMMENT

Appendix D

National Historic Preservation Act Guidance

Background

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to take into account the effects of Federal “undertakings” on historic properties that are either listed on, or eligible for listing on, the National Register of Historic Places. The term federal “undertaking” is defined in the NHPA regulations to include a project, activity, or program of a federal agency including those carried out by or on behalf of a federal agency, those carried out with federal financial assistance, and those requiring a federal permit, license or approval. See 36 CFR 800.16(y). Historic properties are defined in the NHPA regulations to include prehistoric or historic districts, sites, buildings, structures, or objects that are included in, or are eligible for inclusion in, the National Register of Historic Places. This term includes artifacts, records, and remains that are related to and located within such properties. See 36 CFR 800.16(1).

EPA’s issuance of a National Pollutant Discharge Elimination System (NPDES) General Permit is a federal undertaking within the meaning of the NHPA regulations and EPA has determined that the activities to be carried out under the general permit require review and consideration, in order to be in compliance with the federal historic preservation laws and regulations. Although individual submissions for authorization under the general permit do not constitute separate federal undertakings, the screening processes provides an appropriate site-specific means of addressing historic property issues in connection with EPA’s issuance of the permit. To address any issues relating to historic properties in connection with the issuance of this permit, EPA has included a screening process for applicants to identify whether properties listed or eligible for listing on the National Register of Historic Places are within the path of their discharges or discharge-related activities (including treatment systems or any BMPs relating to the discharge or treatment process) covered by this permit.

Applicants seeking authorization under this general permit must comply with applicable, State, Tribal, and local laws concerning the protection of historic properties and places and may be required to coordinate with the State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO) and others regarding effects of their discharges on historic properties.

Activities with No Potential to Have an Effect on Historic Properties

A determination that a federal undertaking has no potential to have an effect on historic properties fulfills an agency’s obligations under NHPA. EPA has reason to believe that the vast majority of activities authorized under this general permit will have no potential effects on historic properties. This permit typically authorizes discharges from existing facilities and requires control of the pollutants discharged from the facility. EPA does not anticipate effects on historic properties from the pollutants in the authorized discharges. Thus, to the extent EPA’s issuance of this general permit authorizes discharges of such constituents, confined to existing channels, outfalls or natural drainage areas, the permitting action does not have the potential to cause effects on historical properties.

In addition, the overwhelming majority of sources covered under this permit will be facilities that are seeking renewal of previous permit authorization. These existing dischargers should have already addressed NHPA issues in the previous general permit as they were required to certify that they were either not affecting historic properties or they had obtained written agreement from

the applicable SHPO or THPO regarding methods of mitigating potential impacts. To the extent this permit authorizes renewal of prior coverage without relevant changes in operations the discharge has no potential to have an effect on historic properties.

Activities with Potential to Have an Effect on Historic Properties

EPA believes this permit may have some potential to have an effect on historic properties the applicant undertakes the construction and/or installation of control measures that involve subsurface disturbance that involves less than 1 acre of land. (Ground disturbances of 1 acre or more require coverage under the Construction General Permit.) Where there is disturbance of land through the construction and/or installation of control measures, there is a possibility that artifacts, records, or remains associated with historic properties could be impacted. Therefore, if the applicant is establishing new or altering existing control measures to manage their discharge that will involve subsurface ground disturbance of less than 1 acre, they will need to ensure (1) that historic properties will not be impacted by their activities or (2) that they are in compliance with a written agreement with the SHPO, THPO, or other tribal representative that outlines all measures the applicant will carry out to mitigate or prevent any adverse effects on historic properties.

Examples of Control Measures Which Involve Subsurface Disturbance

The type of control measures that are presumptively expected to cause subsurface ground disturbance include:

- Dikes
- Berms
- Catch basins, drainage inlets
- Ponds, bioretention areas
- Ditches, trenches, channels, swales
- Culverts, pipes
- Land manipulation; contouring, sloping, and grading
- Perimeter Drains
- Installation of manufactured treatment devices

EPA cautions applicants that this list is non-inclusive. Other control measures that involve earth disturbing activities that are not on this list must also be examined for the potential to affect historic properties.

Certification

Upon completion of this screening process the applicant shall certify eligibility for this permit using one of the following criteria on their Notice of Intent for permit coverage:

Criterion A: The discharges do not have the potential to cause effects on historic properties.

Criterion B: A historic survey was conducted. The survey concluded that no historic properties are present. Discharges do not have the potential to cause effects on historic properties.

Criterion C: The discharges and discharge related activities have the potential to have an effect on historic properties, and the applicant has obtained and is in compliance with a written agreement with the State Historic Preservation Officer (SHPO), Tribal Historic Preservation Officer (THPO), or other tribal representative that outlines measures the applicant will carry out to mitigate or prevent any adverse effects on historic properties.

Authorization under the general permit is available only if the applicant certifies and documents permit eligibility using one of the eligibility criteria listed above. Small MS4s that cannot meet any of the eligibility criteria in above must apply for an individual permit.

Screening Process

Applicants or their consultant need to answer the questions and follow the appropriate procedures below to assist EPA in compliance with 36 CFR 800.

Question 1: Is the facility an existing facility authorized by the previous permit or a new facility and the applicant is not undertaking any activity involving subsurface land disturbance less than an acre?

YES - The applicant should certify that fact in writing and file the statement with the EPA. This certification must be maintained as part of the records associated with the permit.

The applicant should certify eligibility for this permit using Criterion A on their Notice of Intent for permit coverage. The applicant does not need to contact the state Historic Commission. Based on that statement, EPA will document that the project has “no potential to cause effects” (36 CFR 800.3(a)(1)). There are no further obligations under the Section 106 regulations.

NO- Go to Question 2.

Question 2: Is the property listed in the National Register of Historic Places or have prior surveys or disturbances revealed the existence of a historic property or artifacts?

NO - The applicant should certify that fact in writing and file the statement with the EPA. This certification must be maintained as part of the records associated with the permit.

The applicant should certify eligibility for this permit using Criterion B on their Notice of Intent for permit coverage. The applicant does not need to contact the state Historic Commission. Based on that statement, EPA will document that the project has “no potential to cause effects” (36 CFR 800.3(a)(1)). There are no further obligations under the Section 106 regulations.

YES - The applicant or their consultant should prepare a complete information submittal to the SHPO. The submittal consists of:

- Completed Project Notification Form- forms available at <http://www.sec.state.ma.us/mhc/mhcform/formidx.htm>;

- USGS map section with the actual project boundaries clearly indicated; and
- Scaled project plans showing existing and proposed conditions.

(1) Please note that the SHPO does not accept email for review. Please mail a paper copy of your submittal (Certified Mail, Return Receipt Requested) or deliver a paper copy of your submittal (and obtain a receipt) to:

State Historic Preservation Officer
Massachusetts Historical Commission
220 Morrissey Blvd.
Boston MA 02125.

(2) Provide a copy of your submittal and the proof of MHC delivery showing the date MHC received your submittal to:

NPDES Permit Branch Chief
US EPA Region 1 (OEP06-1)
5 Post Office Square, Suite 100
Boston MA 02109-3912.

The SHPO will comment within thirty (30) days of receipt of complete submittals, and may ask for additional information. Consultation, as appropriate, will include EPA, the SHPO and other consulting parties (which includes the applicant). The steps in the federal regulations (36 CFR 800.2 to 800.6, etc.) will proceed as necessary to conclude the Section 106 review for the undertaking. **The applicant should certify eligibility for this permit using Criterion C on their Notice of Intent for permit coverage.**

APPENDIX F

NEW OR INCREASED DISCHARGES

FOR COMMENT

New or Increased Discharges					
Holbrook, MA					
Location	Description	Proposed Use	Area	Contributing Area to MS4	BMP
**Example Rd	Housing Community	Residence	27 acres	27 acres	Stormceptor unit and detention pond

**Example of what would be written for a new or increased discharge

APPENDIX G
SSO INVENTORY

FOR COMMENT

Sanitary Sewer Overflow (SSO) Inventory Holbrook, MA									
Location	Discharge Location	Is Discharge Entering MS4? (Y/N)	Date/Time of SSO Occurrence	Estimated Volume of SSO Occurrence	Known/Suspected Cause	Mitigation Measures Completed	Mitigation Implementation Date	Mitigation Measures Planned	Mitigation Implementation Schedule
*1 Example Rd	Enters into Example Road	Yes	August 4, 2016 9:00 AM - August 5, 2016 3:00 PM	1,200 gallons	Illicit resident connection	Illicit connection removed	August 8, 2016		

*The SSO occurance listed above is an example

APPENDIX H

CURRENT STORMWATER BYLAW

FOR COMMENT

owner's expense to insure proper operation. High hazard situations will not be allowed to continue unprotected if the backflow preventer fails the test and cannot be repaired immediately. In other situations a compliance date of not more than fourteen days after the test date will be established. The owner is responsible for spare parts, repair tools, or a replacement device. Parallel installation of two devices is an effective means of the owner insuring that uninterrupted water service remains during testing or repair of devices and is strongly recommended when the owner desires such continuity.

- E. Backflow prevention devices will be tested more frequently than specified above in "A" in cases where there is a history of test failures and the Public Works Department feels that due to the degree of hazard involved, additional testing is warranted. Costs of the additional tests will be borne by the owner.

XI. RECORD AND REPORTS

A. RECORDS: The Public Works Department will initiate and maintain the following:

1. Master files on customer cross connection tests and/or inspections.
2. Master files on approved cross connection installations.
3. Copies of lists and summaries supplied to the Massachusetts Department of Environmental Protection.

B. REPORTS: The Public Works Department will submit the following to D.E.P.

1. Initial listing of high hazard cross connections.
2. Initial listing of low hazard cross connections.
3. Annual update lists of items 1 and 2 above.
4. Annual summary of cross connection inspections and surveys.

ADDENDUM

I. RESIDENTIAL DUAL CHECK

Effective the date of the acceptance of the Cross Connection Control Program for the Town of Holbrook, Massachusetts, all new residential buildings will be required to install a residential dual check device immediately downstream of the water meter. This device will be provided by the Public Works Department at a scheduled cost to the homeowner. Installation of this residential dual check device on a retrofit basis on existing service lines will be instituted at a time and at potential cost to the homeowner as deemed necessary by the Public Works Department.

The owner must be aware that installation of a residential dual check valve results in a potential close plumbing system within his residence. As such, provisions may have to be made by the owner to provide for thermal expansion within his closed loop system, i.e., the installation of thermal expansion devices and/or pressure relief valves. *Adopted: STM/February 23, 1998/Article 6*

Section 11-9 **STORMWATER MANAGEMENT BY-LAW**

Part A: Illicit Discharges to The Municipal Storm Drain System

SECTION 1. PURPOSES

A. Increased volumes of stormwater and contaminated stormwater runoff are major causes of:

1. impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater;
2. contamination of drinking water supplies;
3. alteration or destruction of aquatic and wildlife habitat; and
4. flooding.

The United States Environmental Protection Agency has identified land disturbance and polluted stormwater as major sources of water pollution. Regulation of illicit connections and discharges to the municipal storm drain system is necessary for the protection of the

Town of Holbrook's water bodies and groundwater, and to safeguard the public health, safety, welfare and the natural resources of the town.

The objectives of this by-law are:

1. to prevent pollutants from entering the Town of Holbrook's municipal storm drain system;
2. to prohibit illicit connections and unauthorized discharges to the town;
3. to require the removal of all such illicit connections;
4. to comply with state and federal statutes and regulations relating to stormwater discharges; and
5. to establish the legal authority to ensure compliance with the provisions of this by-law through inspection, monitoring, and enforcement.

SECTION 2. DEFINITIONS

For the purposes of this by-law, the following shall mean:

CLEAN WATER ACT: The Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*) as hereafter amended.

DISCHARGE OF POLLUTANTS: The addition from any source of any pollutant or combination of pollutants into the municipal storm drain system or into the waters of the United States or Commonwealth from any source.

GROUNDWATER: Water beneath the surface of the ground.

ILLICIT CONNECTION: A surface or subsurface drain or conveyance, which allows an illicit discharge into the municipal storm drain system, including without limitation sewage, process wastewater, or wash water and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed, permitted or approved before the effective date of this by-law.

ILLICIT DISCHARGE: Direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in Section 7. The term does not include a discharge in compliance with an NPDES Storm Water Discharge Permit or a Surface Water Discharge Permit, or resulting from fire fighting activities exempted pursuant to Section 7, subsection 4, of this by-law.

IMPERVIOUS SURFACE: Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.

MUNICIPAL STORM DRAIN SYSTEM or MUNICIPAL SEPARATE STORM SEWER SYSTEM: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Holbrook.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

STORMWATER DISCHARGE PERMIT: A permit issued by United States Environmental Protection Agency or jointly with the State that authorizes the discharge of pollutants to waters of the United States.

NON-STORMWATER DISCHARGE: Discharge to the municipal storm drain system not composed entirely of stormwater.

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the Federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

POLLUTANT: Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or non-point source, that is or may be introduced into any sewage treatment works or waters of the Commonwealth. Pollutants shall include without limitation:

1. paints, varnishes, and solvents;
2. oil and other automotive fluids;
3. non-hazardous liquid and solid wastes and yard wastes;
4. refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;

5. pesticides, herbicides, and fertilizers;
6. hazardous materials and wastes; sewage, fecal coliform and pathogens;
7. dissolve and particulate metals;
8. animal wastes;
9. rock, sand, salt, soils;
10. construction wastes and residues; and
11. noxious or offensive matter of any kind.

PROCESS WASTEWATER: Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

RECHARGE: The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

STORMWATER: Runoff from precipitation or snow melt.

SURFACE WATER DISCHARGE PERMIT: A permit issued by the Department of Environmental Protection (DEP) pursuant to 314 CMR 3.00 that authorize the discharge of pollutants to the waters of the Commonwealth of Massachusetts.

TOXIC OR HAZARDOUS MATERIAL or WASTE: Any material which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious, or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under G.L. Ch. 21C and Ch. 21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

WATERCOURSE: A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, costal waters, and groundwater.

WASTEWATER: Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

SECTION 3. APPLICABILITY

This by-law shall apply to flows entering the municipal storm drainage system.

SECTION 4. AUTHORITY

This by-law is adopted under the authority granted pursuant to the regulations of the Federal Clean Water Act found at 40 CFR 122.34, and the Phase II ruling from the Environmental Protection Agency found in the December 8, 1999 Federal Register.

SECTION 5. RESPONSIBILITY FOR ADMINISTRATION

The Board of Selectmen as Public Works Commissioners shall administer, implement and enforce this by-law. Any powers granted to or duties imposed upon the Board of Selectmen may be delegated in writing by the Board of Selectmen to its employees or agents.

SECTION 6. REGULATIONS

The Board of Selectmen may promulgate rules and regulations to effectuate the purposes of this by-law. Failure by the Board of Selectmen to promulgate such rules and regulations shall not have the effect of suspending or invalidating this by-law.

SECTION 7. PROHIBITED ACTIVITIES

Prohibited activities are as follows:

1. Illicit discharges: No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into the municipal storm drain system, into a watercourse, or into the waters of the Commonwealth.
2. Illicit Connections: No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, unless permission is granted by the Public Works Department.
3. Obstruction of Municipal Storm Drain System: No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the Board of Selectmen as Public Works Commissioners.

SECTION 8. EXEMPTIONS

Exemptions from the by-law are as follows:

1. Discharge or flow resulting from fire fighting activities.
2. Discharge or flow that results from conditions that require immediate action and occurs during a state of emergency declared by any agency of the Federal or State Government, or by the Holbrook Board of Selectmen or Board of Health.
3. The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwaters provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:
 - (a) Water flushing;
 - (b) Flow from potable water sources;
 - (c) Springs;
 - (d) Natural flow from riparian habitats and wetlands;
 - (e) Diverted stream flow;
 - (f) Rising groundwater;
 - (g) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater;
 - (h) Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;
 - (i) Discharge from landscape irrigation or lawn watering;
 - (j) Water from individual residential car washing;
 - (k) Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided test data is submitted to the town substantiating that the water meets the one ppm standard and the pool is drained in such a way as not to cause a nuisance or public safety issue, and complies with all applicable town by-laws;
 - (l) Discharge from street sweeping;
 - (m) Dye testing;

- (n) Non-stormwater discharge permitted under an NPDES permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
- (o) Discharge for which advanced written approval is received from the Conservation Commission and the Department of Public Works as necessary to protect public health safety, welfare or the environment.

SECTION 9. EMERGENCY SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS

The Department of Public Works may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the Department of Public Works may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

SECTION 10: NOTIFICATION OF SPILLS

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the municipal drainage system or waters of the Commonwealth, the person shall take all necessary steps to ensure containment and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal Fire and Police Departments, the Conservation Commission, the Department of Public Works and the Board of Health. In the event of a release of non-hazardous material, the reporting person shall notify the Conservation Commission and the Department of Public Works no later than the next business day. The reporting person shall provide to the Conservation Commission and the Department of Public Works written confirmation of all telephone, facsimile or in-person notification within three business days thereafter. If the discharge of prohibited materials is from commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

SECTION 11: ENFORCEMENT

- A. Authorized Agents: The Board of Selectmen as Public Works Commissioners, or an authorized agent of the Board of Selectmen, shall enforce this by-law, regulation, order, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.
- B. Civil Relief: If a person violates the provisions of this by-law, regulations, permit, notice, or order issued thereunder, the Board of Selectmen may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.
- C. Orders: The Board of Selectmen, or an authorized agent of the Board of Selectmen, may issue a written order to enforce the provisions of this by-law or the regulations thereunder, which may include: (a) elimination of illicit connections or discharges to the municipal sewer system; (b) performance of monitoring, analyses, and reporting; (c) that unlawful discharges, practices, or operations shall cease and desist; and (d) remediation of contamination in connection therewith.

If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline the Town of Holbrook may, at its option, undertake such work, and expenses thereof shall be charged to the violator.

Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the town, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Board of Selectmen within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Board of Selectmen affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall

become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59, §. 57 after the thirty-first day at which the costs first become due.

- D. Criminal Penalty: Any person who violates any provision of this by-law, regulation, order or permit issued thereunder, shall be punished by a fine of not more than \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- E. Non-Criminal Disposition: As an alternative to criminal prosecution or civil action, the Town of Holbrook may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40 §21D and the Enforcement Appendix of the General By-Laws of the Town of Holbrook, in which case the enforcing person shall be as defined in the General By-Laws. The penalty for each violation shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- F. Entry to Perform duties Under this By-Law: To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Board of Selectmen, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this by-law and regulations and may make or cause to be made such examinations, surveys, or sampling as the Board of Selectmen deems reasonably necessary.
- G. Appeals: The decision or orders of the Board of Selectmen shall be final. Further relief shall be to a court of competent jurisdiction.
- H. Remedies Not Exclusive: The remedies listed in this by-law are not exclusive of any other remedies available under any applicable federal, state or local law.

SECTION 12. SEVERABILITY

The provisions of this by-law are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this by-law or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this by-law.

SECTION 13. TRANSITIONAL PROVISIONS

Residential property owners shall have 180 days from the effective date of the by-law to comply with its provisions, or petition the Board of Selectmen for an extension with the reasons for failure to comply and a schedule for compliance.

PART B; STORMWATER MANAGEMENT AND LAND DISTURBANCE

SECTION 1: PURPOSE

- A. Increase volumes of stormwater and contaminated stormwater runoff, and soil erosion and sedimentation are the major causes of:
 - 1. Impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands, and groundwater;
 - 2. Contamination of drinking water supplies;
 - 3. Alteration or destruction of aquatic and wildlife habitat;
 - 4. Flooding; and
 - 5. Overloading or clogging of municipal catch basins and storm drainage systems.
- B. The objectives of this by-law are to:
 - 1. Protect water resources;
 - 2. Require practices that eliminate soil erosion and sedimentation;
 - 3. Control the volume and rate of stormwater runoff resulting from land disturbance activities to minimize potential impacts of flooding;
 - 4. Promote infiltration and the recharge of groundwater;
 - 5. Ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained;

6. Require practices to control waste such as discarded building materials, concrete truck washout, chemicals, liter, and sanitary waste at the construction site that may cause adverse impacts to water quality;
7. Prevent pollutants from entering the municipal storm drain system;
8. Ensure adequate long-term operation and maintenance of structural stormwater best management practices;
9. Comply with state and federal statutes and regulations relating to stormwater discharges; and
10. Establish the Town of Holbrook's legal authority to ensure compliance with the provisions of this by-law through inspection, monitoring, and enforcement.

SECTION 2. DEFINITIONS

ABUTTER: The owner(s) of land abutting the activity.

AGRICULTURE: The normal maintenance or improvement of land in agricultural or aqua cultural use, as defined by the Massachusetts Wetlands Protection Act and its implementing regulations.

ALTERATION OF DRAINAGE CHARACTERISTICS: Any activity on an area of land that changes the water quality, force, direction, timing or location of runoff flowing from the areas. Such changes include: change from distributed runoff to confined, discrete discharge, change in the volume of runoff from the area, change in the peak rate of runoff from the area, and change in the recharge-to-groundwater on the area.

APPLICANT: Any person, individual, partnership, association, firm, company, corporation, trust, authority, agency, department, or political subdivision, of the Commonwealth or the Federal Government to the extent permitted by law requesting a soil erosion and sediment control permit for proposed land-disturbance activity.

AUTHORIZED ENFORCEMENT AGENCY: The Conservation Commission, its employees or agent designated to enforce this by-law.

COBSTRUCTION AND WASTE MATERIALS: Excess or discarded building or site materials, including but not limited to concrete truck washout, chemicals, liter and sanitary waste at a construction site that may adversely impact water quality.

CLEARING: Any activity that removes the vegetative surface cover.

DEVELOPMENT: The modification of land to accommodate a new use or expansion of use, usually involving construction.

DISTURBANCE OF LAND: Any action that causes a change in the position, location, or arrangement of soil, sand, rock, gravel of similar earth material.

EROSION: The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

EROSION AND SEDIMENTATION CONTROL PLAN: A document containing narrative, drawings and details developed by a qualified Professional Engineer (PE) or a Professional Land Surveyor (PLS), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbance activities.

ESTIMATED HABITAT OF RARE WILDLIFE AND CERTIFIED VERNAL POOLS: Habitats delineated for state-protected rare wildlife and certified vernal pools for use with the Wetlands Protection Act Regulations (310 CMR 10.00) and the Forest Cutting Practices Act Regulations (304 CMR 11.00).

GRADING: Changing the level or shape of the ground surface.

GRUBBING: The act of clearing land surface by digging up roots and stumps.

IMPERVIOUS SURFACE: Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes, without limitation, roads, paved parking lots, sidewalks and rooftops.

LAND -DISTURBING ACTIVITY: Any activity that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.

MASSACHUSETTS ENDANGERED SPECIES ACT: (G.L. c. 131A) and its implementing regulations at (321 CMR 10.00) which prohibit the “taking” of any rare plant or animal species listed as Endangered, Threatened, or of Special Concern.

MASSACHUSETTS STORMWATER MANAGEMENT POLICY: The Policy issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act G.L. c. 131 § 40 and Massachusetts Clean Water Act G.L. c. 21, § 23-56. The Policy addresses stormwater impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and control the quality of runoff from a site.

MUNICIPAL STORM DRAIN SYSTEM or MUNICIPAL SEPARATE STORM SEWER SYSTEM: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Holbrook.

OWNER: A person with a legal or equitable interest in property.

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the Federal Government, to the extent permitted by law, and any officer, employee or agent of such person.

POINT SOURCE: Any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged.

PRE-CONSTRUCTION: All Activity in preparation for construction.

PRIORITY HABITAT OF RARE SPECIES: Habitats delineated for rare plant and animal populations protected pursuant to the Massachusetts Endangered Species Act and its regulations.

RUNOFF: Rainfall, snowmelt, or irrigation water flowing over the ground surface.

SEDIMENT: Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

SEDIMENTATION: The process or act of deposition of sediment.

SITE: Any lot or parcel of land or area of property where land-disturbing activities are, were or will be performed.

SLOPE: The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

SOIL: Any earth, sand, rock, gravel, or similar material.

STABILIZATION: The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent or retard erosion.

STORMWATER: Storm water runoff, snow melt runoff, and surface water runoff and drainage.

STORMWATER MANAGEMENT PLAN: A document containing narrative, drawings and details prepared by a qualified Professional Engineer (PE) or a Professional Land Surveyor (PLS), which includes structural and non-structural best management practices to manage and treat stormwater runoff generated from regulated development activity. A Stormwater Management Plan also includes an Operational & Maintenance Plan describing the maintenance requirements for best structural management practices.

STRIP: Any activity which removes the vegetative ground surface cover, including tree removal, clearing, grubbing, and storage or removal of topsoil.

VERNAL POOLS: Temporary bodies of freshwater which provide critical habitat for a number of vertebrate and invertebrate wildlife species.

WATERCOURSE: A natural or man-made channel through which water flows, or a stream of water, including a river, brook, or underground stream.

WETLAND RESOURCE AREA: Areas specified in the Massachusetts Wetland Protection Act G.L. c. 131, § 40 and in the Town of Holbrook's Wetland By-Law.

WETLANDS: Tidal and non-tidal areas characterized by saturated or nearly saturated soils most of the year that are located between terrestrial (land-based) and Aquatic (water-based) environments, including freshwater marshes around ponds and channels (river and streams), brackish and salt marshes; common names include marshes, swamps and bogs.

SECTION 3. AUTHORITY

This by-law is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule Statutes and pursuant to the regulations of the Federal Clean Water Act found at 40 CFR 122.34, published in the Federal Register on December 8, 1999.

SECTION 4. APPLICABILITY

This by-law shall apply to all activities that result in disturbance of one or more acres of land in the Town of Holbrook. Except as permitted by the Conservation Commission or as otherwise provided in this by law, no person shall perform any activity that results in disturbance of an acre or more of land.

SECTION 5. EXEMPT ACTIVITIES

1. Normal maintenance and improvement of land in agricultural or aqua cultural use, as defined by Wetlands Protection Act regulations 310 CMR 10.4.
2. Storm water discharge resulting from activities that are subject to jurisdiction under Wetlands Protection Act and demonstrate compliance with the Massachusetts Storm Water Management Policy as reflected in an Order of Conditions issued by the Conservation Commission.

SECTION 6. ADMINISTRATION

A. The Conservation Commission shall administer, implement and enforce this by-law. Any powers granted to or duties imposed upon, the Conservation Commission may be delegated in writing by the Conservation Commission to its employees or agents.

B. Waiver: The Conservation Commission may waive strict compliance with any requirement of this by-law or the rules and regulation promulgated hereunder, where:

- (1) Such action is allowed by federal, state and local statutes and/or regulations,
- (2) Is in the public interest, and
- (3) Is not inconsistent with the purpose and intent of this by-law.

C. Rules and Regulations: The Conservation Commission may adopt, and periodically amend rules and regulations to effectuate the purposes of this by-law. Failure by The Conservation Commission to promulgate such rules and regulations shall not have the effect of suspending or invalidating this by-law.

SECTION 7. PERMITS and PROCEDURES

Permits are required prior to an activity disturbing an acre or more of land. The site owner or his agent shall file for the permit with the Conservation Commission; however, any permit will be issued to the owner.

A. Application: A completed application for a Land Disturbance Permit shall be filed with the Conservation Commission. A permit must be obtained prior to the commencement of land disturbing activity that may result in the disturbance of an area of one acre or more. The Land Disturbance Permit Application package shall include:

1. A completed application form with original signatures of all owners;
2. A list of abutters, certified by the Assessor's Office;
3. Six (6) copies of submittal documents;
4. payment of the application and review fees; and

5. One (1) copy each of the application form and the list of abutters filed with the Town Clerk.

- B. Fees: Application fees shall be established by the Conservation Commission to cover various expenses connected with application review, and monitoring permit compliance. In addition, the Conservation Commission may also establish a professional review fee sufficient to cover a professional review based on the magnitude of the project and the potential environmental impacts. The Conservation Commission is authorized to retain a Registered Professional Engineer or other professional consultant to advise the Commission on any or all aspects of these plans. Applicants must pay review fees before the review process may begin. The applicant for a Land Disturbance Permit may be required to establish and maintain an escrow account to cover the costs of said consultant.
- C. Information Requests: The Conservation Commission may request such additional information as is necessary to enable the Commission to determine whether the proposed land disturbance activity will protect water resources and meet the objectives of this by-law.
- D. Determination of Completeness: The Conservation Commission shall make a determination as to the completeness of the application and adequacy of the materials submitted. No review shall take place until the application has been found to be complete.
- E. Coordination with Other Boards: On receipt of a complete application for a Land Disturbance Permit, the Conservation Commission shall distribute one (1) copy each to the Planning Board, Department of Public Works, Board of Health, and Building Department for review and comment. Said agencies shall, in their discretion, investigate the case and report their recommendations to the Conservation Commission.
- F. Entry: Filing an application for a land disturbance permit grants the Conservation Commission, or its Agent, permission to enter the site to verify the information in the application and to inspect for compliance with permit conditions.
- G. Hearing: Within twenty-one (21) days of receipt of a complete application for a Land Disturbance Permit, the Conservation Commission shall hold a public hearing and shall take final action within twenty-one (21) days from the close of the hearing unless such time is extended by agreement between the Applicant and the Conservation Commission. Notice of the public hearing shall be given by publication in a local paper of general circulation, by posting and by certified mailings to abutters, at least seven (7) days prior to the hearing. The Conservation Commission shall be responsible for posting the notice at the Town Hall and for publishing the notice in the local newspaper. The applicant shall be responsible for payment of legal notice in newspaper, notifying abutting property owners, by certified mail, return receipt requested. Copies of the certified mail receipts shall be submitted to the Conservation Commission for verification prior to opening the public hearing.
- H. Action: The Conservation Commission may:
1. **Approve** the Application and issue a permit if it finds that the proposed plan will protect water resources and meets the objectives and requirements of this by-law;
 2. **Approve the Application and issue a permit with conditions, modifications or restrictions** that the Conservation Commission determines are required to ensure that the project will protect water resources and meets the objectives and requirements of this by-law; or
 3. **Disapprove the Application and deny the permit** if it finds that the proposed plan will not protect water resources or fails to meet the objectives and requirements of this by-law. If the Conservation Commission **finds** that the Applicant has submitted insufficient information to describe the site, the work, or the effect of the work on water quality and runoff volume, the Conservation Commission may disapprove the application, denying a permit.
- I. Project changes: The Permittee, or their Agent, must notify the agent of the Conservation Commission in writing of any change or alteration of a land-disturbing activity before the change or alteration occurs. If the agent of the Conservation Commission determines that the change or alteration is significant, based on the design requirements listed in Part II or Part III of the Regulations adopted by the Conservation Commission under this by-law, the agent of the Conservation Commission may require that an amended application or a full application be filed in accordance with this Section. If any change or alteration from the Land Disturbance Permit occurs during land disturbing activities the agent of the Conservation Commission may require the installation of interim erosion and sedimentation control measures before approving the change or alteration.

SECTION 8. EROSION AND SEDIMENT CONTROL PLAN

- A. The Erosion and Sediment Control Plan shall contain sufficient information to describe the nature and purpose of the proposed development, pertinent conditions of the site and the adjacent areas, and proposed erosion and sedimentation

controls. The applicant shall submit such material as is necessary to show that the proposed development will comply with the design standards and contain the information listed in the Regulations, adopted by the Conservation Commission for administration of this by-law.

SECTION 9. STORMWATER MANAGEMENT PLAN

The Stormwater Management Plan shall contain sufficient information to describe the nature and purpose of the proposed development, pertinent conditions of the site and the adjacent areas, and proposed best management practices for the permanent management and treatment of stormwater. The Stormwater Management Plan shall contain sufficient information for the Conservation Commission to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the Applicant for reducing adverse impacts from stormwater. The Plan shall be designed to meet the Massachusetts Stormwater Management Standards and DEP Stormwater Management Handbook Volumes I and II. The Stormwater management Plan shall fully describe the project in drawings, and narrative. The Applicant shall submit such material as is required by the Regulations adopted by the Conservation Commission for the administration of this by-law.

SECTION 10. OPERATION AND MAINTENANCE PLANS

A. An operations and Maintenance Plan (O&M Plan) for the permanent stormwater management system is required at the time of application for all projects. The maintenance plan shall be designed to ensure compliance with this by-law and that the Massachusetts Surface Water Quality Standards contained in 314 CMR 4.00 are met in all seasons and throughout the life of the system. The Conservation Commission shall make the final decision of what maintenance is appropriate in a given situation. The Conservation Commission will consider natural features, proximity of site to water bodies and wetlands, extent of impervious surfaces, size of the site, the types of stormwater management structures, potential need for on-going maintenance activities when making this decision, and require the submittal of certified annual reports as part of the O & M Plan. Once approved by the Conservation Commission, the operations and Maintenance Plan shall be recorded at the Norfolk County Registry of Deeds by the Permittee and recording information submitted to the Conservation Commission prior to start of work. The Operations and Maintenance Plan shall remain on file with the Conservation Commission and shall be an on-going requirement. The Operations and Maintenance Plan shall conform to the requirements listed in the Regulations adopted by the Conservation Commission for the administration of this by-law. Stormwater management easements shall be provided by the property owner (s) in areas and as necessary to carry put the required maintenance.

B. Changes to Operation and Maintenance Plans

1. The owner (s) of the stormwater management system must notify the Conservation Commission or its Agent of changes in ownership or assignment of financial responsibility.
2. The maintenance schedule in the Maintenance Agreement may be amended to achieve the purposes of this by-law by mutual agreement of the Conservation Commission and the Responsible Parties. Responsible Parties shall include Owner(s), persons with financial responsibility, and persons with operational responsibility. Once the amended plan is signed, the Responsible Party shall file it at the Registry of Deeds at the expense of the current Owner(s) and a copy of the recording information submitted to the Conservation Commission.

SECTION 11. INSPECTION

- A. Board Inspection: The Conservation Commission, or its designated agent, shall be notified one (1) week prior to the start of construction for inspection of the erosion and sediment control measures by the Commission. One (1) copy of the permit and approved plans shall be maintained at the site during the progress of the work. Subsequent inspections shall be at the discretion of the Commission or its designated agent.
- B. Permittee Inspections: The Permittee of his/her agent, shall conduct and document inspections of all control measures no less than weekly or as specified in the permit, and prior to and following anticipated storm events. The purpose of such inspections will be to determine the overall effectiveness of the control plan, and the need for maintenance or additional control measures. The Permittee or his/her agent shall submit monthly reports to the Conservation Commission or designated agent in a format approved by Conservation Commission. The Conservation Commission may require, as a condition of approval, that the Permittee's inspections be conducted by a person qualified in environmental monitoring and approved by the Commission.
- C. Access Permission: To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Conservation Commission, its agent, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this by-law and may make or cause to be made such

examinations, surveys or sampling as Conservation Commission deems reasonably necessary to determine compliance with the permit.

SECTION 12. SURETY

The Conservation Commission may require the Permittee to post before the start of land disturbance activity, a surety bond, irrevocable letter of credit, cash or other acceptable security. The form of the bond shall be approved by town counsel, and be in an amount deemed sufficient by the Conservation Commission to ensure that the work will be completed in accordance with the permit. If the project is phased, the Conservation Commission may release part of the bond as each phase is completed in compliance with the permit but the bond may not be fully released until the Commission has received the final report and as-built plan as required by Section 13 and issued a certificate of completion.

SECTION 13. FINAL REPORTS AND AS-BUILT PLAN

Upon Completion of the work, the Permittee shall submit a report (including certified as-built construction plans) from a Professional Engineer (PE), or Professional Land Surveyor (PLS), certifying that all erosion and sediment control devices, and approved changes and modifications, have been completed in accordance with the conditions of the approved permit. Any discrepancies should be noted in the cover letter. In addition to a paper copy of the as-built construction plan, one digital file shall be submitted in Shapefile (.shp); AutoCad DWG format will be acceptable. The media shall be on CD; e-mail files shall not be accepted. The plan Vertical Datum shall reference the North American Vertical Datum of 1998 (NAVD88), and the plan shall contain a minimum of two benchmarks. The Horizontal orientation shall be tied and referenced to the Holbrook GIS horizontal control monuments (North American Datum of 1983, NAD83).

SECTION 14. ENFORCEMENT

- A. The Conservation Commission or an authorized agent of the Commission shall enforce this by-law, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.
- B. Orders
 1. The Conservation Commission, or an authorized agent of the Commission, may issue a written order to enforce the provisions of this by-law or the regulations thereunder, which may include:
 - (a.) A requirement to cease and desist from the land-disturbing activity until there is compliance with the by-law and provisions of the land-disturbance permit;
 - (b.) Maintenance, installation or performance of additional erosion and sediment control measures;
 - (c.) Monitoring, analyses and reporting;
 - (d.) Remediation of erosion and sedimentation resulting directly or indirectly from the land-disturbing activity.
 2. If the enforcing person determines that abatement or remediation of erosion and sedimentation is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town of Holbrook may, at its option, undertake such work, and the property owner shall reimburse the Town's expenses.
 3. Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner shall be notified of the costs incurred by the Town of Holbrook, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Conservation Commission within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Conservation Commission affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate, as provided in G.L. Ch. 59, § 57, after the thirty-first day following the day on which the cost were due.

- C. Criminal Penalty. Any person who violates any provision of this by-law, regulation, order or permit issued there under shall be punished by a fine of not more than \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- D. Non-criminal Disposition. As an alternative to criminal prosecution or civil action, the Town of Holbrook may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D and the Enforcement Appendix of the General By-Laws of the Town of Holbrook, in which case the enforcing person shall be as defined in the General By-Law. The penalty for each violation shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- E. Appeals. The decisions or orders of the Conservation Commission shall be final. Further relief shall be to a court of competent jurisdiction.
- F. Remedies Not Exclusive. The remedies listed in this by-law are not exclusive of any other remedies available under any applicable federal, state or local law.

SECTION 15. CERTIFICATE OF COMPLETION

The Conservation Commission will issue a letter certifying completion upon receipt and approval of the final reports and/or upon otherwise determining that all work of the permit has been satisfactorily completed in conformance with this by-law.

SECTION 16. SEVERABILITY

If any provision, paragraph, sentence, or clause of this by-law shall be held invalid for any reason, all other provisions shall combine in full force and effect. *Adopted: ATM/May 29, 2007/Art. 24*

Section 11-10

Trash Fee

All trash fee payments are due on the due date. If payment is not received within 30 days of the due date, interest will accrue from the date at the rate of (14%) per annum. The Treasurer/Collector will add a \$10.00 demand fee to all payments that are not received within 30 days of the due date. All unpaid trash fees as of December 31 of any year that have not been paid by May 1 of the following year shall be committed to the Board of Assessors as a lien and added to the real estate tax bill with any additional penalty charge equal to 10% of the unpaid trash fee for the prior year. *Adopted: STM/February 11, 2009/Art. 10*

ANIMAL CONTROL REGULATIONS – SECTION 12

Section 12-1

ANIMAL CONTROL LAWS

DOG LEASH LAW

No person shall permit a dog owned or kept by him/her to run at large in any of the streets or public places in the Town or upon the premises of anyone other than the owner or keeper, unless the owner or occupant of such premises grants permission; and no dog shall be permitted in any public place or street within the Town unless the dog is held firmly on a leash or chain. The length of the leash or chain shall not exceed six (6) feet when off the property of the owner or keeper. An owner or keeper may use a leash of a greater length to restrain a dog on the property of the owner or keeper, provided the dog is securely confined to the premises of the owner or keeper.

It shall be the duty of the Dog Officer and every Police Officer to apprehend any dog found running around at large and to impound such dog in the Town Pound. The Dog Officer upon receiving any dog shall make a complete registry, entering the breed, color and sex of such dog and whether licensed. If licensed, the Dog Officer shall enter the name and address of the owner and the number of the license tag.

No later than three days after the impounding of any dog, the owner shall be notified or if the owner of the dog is unknown, written notice shall be posted for three days at one or more conspicuous places in the Town describing the dog and the place and time of taking. The owner of any dog so impounded may reclaim such dog upon payment of the license fee, if unpaid, and all costs and charges incurred by the Town for the impounding and maintenance of such dog.

Dog Officer is hereby authorized to seek a complaint against the owner or keeper of a dog who is found to have violated the provisions of the by-law for which the following penalties shall be imposed:

APPENDIX I

2019 ANNUAL REPORT SELF EVALUATION

ANNUAL EVALUATION FOR YEARS 1 -5+

FOR COMMENT

Year 1 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.

Part I: Contact Information

Name of Municipality or Organization: Town of Holbrook

EPA NPDES Permit Number: MA041039

Primary MS4 Program Manager Contact Information

Name: Chris Pellitteri Title: Superintendent of Public Works

Street Address Line 1: Public Works Department

Street Address Line 2: 50 North Franklin Street

City: Holbrook State: MA Zip Code: 02343

Email: cpellitteri@holbrookmassachusetts.us Phone Number: (781) 767-1800

Fax Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

The SWMP is currently being drafted, and will be posted online upon completion.

Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)

- ☒ Bacteria/Pathogens
 ☐ Chloride
 ☒ Nitrogen
 ☐ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- In State: ☐ Assabet River Phosphorus
 ☒ Bacteria and Pathogen
 ☐ Cape Cod Nitrogen
☐ Charles River Watershed Phosphorus
 ☐ Lake and Pond Phosphorus

- Out of State: ☐ Bacteria/Pathogens
 ☐ Metals
 ☐ Nitrogen
 ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 1 Requirements

- ☒ Develop and begin public education and outreach program
☐ Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 - ☐ The SSO inventory is attached to the email submission
 - ☐ The SSO inventory can be found at the following website:
- ☒ Develop written IDDE plan including a procedure for screening and sampling outfalls
☐ IDDE ordinance complete
☐ Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - ☐ The priority ranking of outfalls/interconnections is attached to the email submission
 - ☐ The priority ranking of outfalls/interconnections can be found at the following website:
- In progress
- ☐ Construction/ Erosion and Sediment Control (ESC) ordinance complete
☐ Develop written procedures for site inspections and enforcement of sediment and erosion control measures
☐ Develop written procedures for site plan review
☐ Keep a log of catch basins cleaned or inspected
☐ Complete inspection of all stormwater treatment structures

Annual Requirements

- ☐ Annual opportunity for public participation in review and implementation of SWMP
- ☒ Comply with State Public Notice requirements
- ☐ Keep records relating to the permit available for 5 years and make available to the public
- ☒ Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- ☐ Annual training to employees involved in IDDE program
- ☒ All curbed roadways have been swept a minimum of one time per year

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☒ Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☐ Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- ☐ Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- ☒ Distribute an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers
- ☐ Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☒ Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

- Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the
- ☐ nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP in each annual report

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

The Town is working with a consultant to develop the updated stormwater management plan, which will be posted for public comment, and illicit discharge detection and elimination (IDDE) plan. These will include an SSO inventory. These plans are currently in a draft stage. Standard operating procedures are also being developed for MCM 4, 5 and 6. The consultant has also been contracted to complete stormwater treatment structure inspections.

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes ☐ No ☒

If yes, describe below, including any relevant impairments or TMDLs:

Outfall collection data is in process.

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed during the reporting period: 2

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP:[Message name here]

Message Description and Distribution Method:

"Take the Stormwater Runoff Challenge" placemat provided by EPA, posted to Public Works webpage

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Distribute at least two educational messages within the permit term (5 Years)

Message Date(s): February 5, 2019

Message Completed for: Appendix F Requirements ☒ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

BMP:[Message name here]

Message Description and Distribution Method:

"Lawn & Garden Tips to Help Curb Stormwater Pollution" flyer provided by Think Blue Massachusetts, posted to Public Works webpage

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Distribute at least two educational messages within the permit term (5 Years)

Message Date(s): June 2019

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☒

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

Finance Committee Meetings

Board of Selectmen Meetings

Was this opportunity different than what was proposed in your NOI? Yes ☒ No ☐

Describe any other public involvement or participation opportunities conducted during the reporting period:
Catch basins were stenciled as they were cleaned.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified: 0

Number of SSOs removed: 0

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified: 0

Total number of SSOs removed: 0

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

The MS4 map is in progress.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.

- ☐ The outfall screening data is attached to the email submission
- ☐ The outfall screening data can be found at the following website:

Below, report on the number of outfalls/interconnections screened during this reporting period.

Number of outfalls screened: 0

Below, report on the percent of total outfalls/ interconnections screened to date.

Percent of total outfalls screened: 0

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period: 0

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated: 0

Optional: Provide any additional information for clarity regarding the catchment investigations below:

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following website:

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified: 1

Number of illicit discharges removed: 1

Estimated volume of sewage removed: Unknown [UNITS]

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.

Total number of illicit discharges identified: 1

Total number of illicit discharges removed: 1

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

The Town identified grey water in a stream, and traced the source back to a nearby laundry business. To resolve this issue, the sewer line was replaced and the discharge was eliminated.

Employee Training

Describe the frequency and type of employee training conducted during the reporting period:

Annual IDDE implementation training. MS4 Permit meetings and education held on:

The Town advised the Public Works crew on how to identify illicit discharges such as the grey water from the laundry business.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed: 0

Number of inspections completed: 0

Number of enforcement actions taken: 0

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The Town is in the process of developing the post-construction ordinance, which will be completed in Year 2.

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

The Town is working to develop a process for requiring as-built drawings in Year 2 of the Permit.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town has not yet begun this assessment. The Town plans to begin planning for this assessment in Year 2 of the Permit.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Town has not yet begun this report. The Town plans to begin planning for this report in Year 2 of the Permit.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The Town has not yet begun this inventory. The Town plans to begin planning for this inventory in Year 2 of the Permit.

MCM6: Good Housekeeping**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The Town does not yet have a catch basin cleaning optimization plan. The Town cleans 25% of all catch basins:



If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- ☐ The catch basin cleaning optimization plan or schedule is attached to the email submission
- ☐ The catch basin cleaning optimization plan or schedule can be found at the following website:

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected: 25%

Number of catch basins cleaned: 25%

Total volume or mass of material removed from all catch basins: 40 [UNITS]Yards

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

All catch basins are cleaned as required. If catch basins are frequently found to be more than 50% full, they are cleaned on a more regular basis.

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

The Town is utilizing Year 1 of the Permit to develop written street sweeping procedures. All Town owned streets are swept annually, in the Spring and Fall.

Report on street sweeping completed during the reporting period using one of the three metrics below.

☐ Number of miles cleaned: 56

☒ Volume of material removed: 30 [UNITS]Yards

☐ Weight of material removed: [UNITS]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

The written winter road maintenance procedures are in progress. The Town is utilizing Year 1 of the Permit to develop these procedures.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

This inventory is in progress. The Town is utilizing Year 1 of the Permit to develop.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

The O&M procedures are in progress. The Town is utilizing Year 1 of the Permit to develop these procedures.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The Town has hired a consultant to assist with development of the SWPPP, to be completed by Year 2.

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed: 0

Describe any corrective actions taken at a facility with a SWPPP:

N/A

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

This written procedure is in progress. The Town is utilizing Year 1 of the Permit to develop.

Additional Information**Monitoring or Study Results**

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- ☒ Not applicable
- ☐ The results from additional reports or studies are attached to the email submission
- ☐ The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

N/A

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program

- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

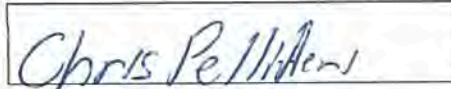
Provide any additional details on activities planned for permit year 2 below:

The Town of Holbrook is currently working with and will continue to work with a consultant on a review of construction/post-construction site stormwater runoff control and illicit discharge and elimination (IDDE) bylaws, an update of the Stormwater Management Plan, an IDDE plan, standard operating procedures, stormwater infrastructure maintenance, annual reporting. The Town will also work on producing a Stormwater Pollution Prevention Plan (SWPPP) for the appropriate facilities and begin an outfall sampling program.

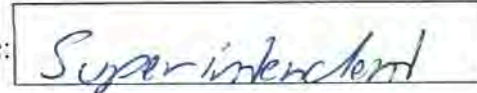
Part V: Certification of Small MS4 Annual Report 2019**40 CFR 144.32(d) Certification**

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, I certify that 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.

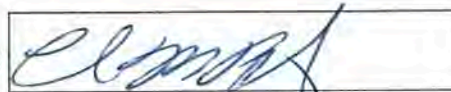
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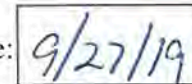
Title:



Signature:



Date:



[Signatory may be a duly authorized representative]

APPENDIX J

MINIMUM CONTROL MEASURES BMPs

FOR COMMENT

<p style="text-align: center;">Town of Holbrook, Massachusetts MA MS4 General Permit - Control Measures</p>						
<p style="text-align: center;">CM #1 - Public Education and Outreach</p>						
BMP ID	BMP Categorization	BMP Description	Target Audience	Responsible Department/Parties	Measurable Goal	Beginning Year of Implementation
R1	Brochures/Pamphlets	Include an article/flyer about stormwater with annual Consumer Confidence Report; Educate Town residents about picking up dog waste	Residents (1)	DPW Operations, Town Clerk	Article/Flyer distributed annually to all residents; Pet waste fact sheets mailed to all Holbrook pet owners	2018
R2	Displays/Posters/ Kiosks	Install and maintain signs for pet waste clean up at schools	Residents (1)	DPW Operations	Inspect all signs and repair as necessary	2018
R3	Brochures/Pamphlets	Include information in permit materials	Businesses, Institutions, and Commercial Facilities (2)	DPW Operations	Distribute at least two educational messages within the permit term (5 Years)	2019
R4	Brochures/Pamphlets	Include information in permit materials; Review and update application forms to meet the new requirements	Developers (construction) (3)	DPW Operations	Distribute at least two educational messages within the permit term (5 Years)	2019
R5	Brochures/Pamphlets	Distribute information to industrial groups based on zoning and property use	Industrial Facilities (4)	DPW Operations	Distribute at least two educational messages within the permit term (5 Years)	2019
R6	Web Page	Make stormwater materials available via stormwater website	Businesses, Institutions, and Commercial Facilities (2)	DPW Operations	Distribute at least two educational messages within the permit term (5 Years)	2019
			Developers (construction) (3)			
			Industrial Facilities (4)			
A1	Meeting	Annual update of the SWMP at televised Selectmen's meeting	Residents (1)	Stormwater Advisory Committee (SWAC)	Annual update of SWMP at a televised meeting	2019
A2	Web Page	Make stormwater materials available via stormwater website	Residents (1)	DPW Operations	Distribute at least two educational messages within the permit term (5 Years)	2019
A3	School Curricula/Programs	Stormwater education program for school children	Students	DPW Operations, Conservation Commission	Middle school principal contracted, presentation given; continue posting on website	2018

R = Required under Permit
A = Additional Activity beyond Permit Requirements (optional)

Town of Holbrook, Massachusetts

MA MS4 General Permit - Control Measures

CM #2 - Public Involvement and Participation

BMP ID	BMP Categorization	BMP Description	Responsible Department/Parties	Measurable Goal	Beginning Year of Implementation
R1	Public Review	SWMP Review	DPW Operations	Allow annual review of stormwater management plan and posting of stormwater management plan on website	2019
R2	Public Participation	General Stormwater Information	Stormwater Advisory Committee (SWAC)	Allow public to comment on stormwater management plan annually	2019
A1	Public Review	Form Stormwater Advisory Committee (SWAC)	Board of Selectmen	Form committee within six months of submission of Notice of Intent. Meet once during first year of Permit, and twice annually thereafter	2018
A2	Public Participation	Comply with State Public Notification Guidelines	Stormwater Advisory Committee (SWAC)	Post notice prior to SAC meetings	2018
A3	Public Participation	Stencil Catch Basins	DPW Operations	Focus stenciling in catchment areas with reported illicit discharges	2018

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Town of Holbrook, Massachusetts

MA MS4 General Permit - Control Measures

CM #3 - Illicit Discharge Detection and Elimination (IDDE) Program

BMP ID	BMP Categorization	BMP Description	Responsible Department/Parties	Measurable Goal	Beginning Year of Implementation
R1	SSO Inventory	Develop SSO inventory in accordance with permit conditions	Engineering	Complete within 1 year of the effective date of permit	2018
R2	Storm Sewer System Map	Create map and update during IDDE program completion	DPW Operations	Update map within 2 years of effective date of permit and complete full system map 10 years after effective date of permit; Investigate the need for mapping the entire stormwater collections system in GIS	2018
R3	Written IDDE Program Development	Create written IDDE program	Stormwater Advisory Committee	Complete within 1 year of the effective date of permit and update as required	2019
R4	Implement IDDE Program	Implement catchment investigations according to program and permit conditions	Plumbing Inspector	Complete 10 years after effective date of permit	2019
R5	Employee Training	Train employees on IDDE implementation	DPW Operations	Train annually	2018
R6	Conduct Dry Weather Screening	Conduct in accordance with outfall screening procedure and permit conditions	DPW Operations	Complete 3 years after effective date of permit	2018
R7	Conduct Wet Weather Screening	Conduct in accordance with outfall screening procedure	DPW Operations	Complete 10 years after effective date of permit	2018
R8	Ongoing Screening	Conduct dry weather and wet weather screening as necessary	DPW Operations	Complete ongoing outfall screening upon completion of IDDE program	2018
A1	Bylaw Enforcement	Continue bylaw enforcement for requirement of inspection of new construction for connections to sanitary sewer	Building Permitting and Enforcement	Continue to conduct field investigation to locate and remove reported illicit connections	2018

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Town of Holbrook, Massachusetts

MA MS4 General Permit - Control Measures

CM #4 - Construction Site Stormwater Runoff Control

BMP ID	BMP Categorization	BMP Description	Responsible Department/Parties	Measurable Goal	Beginning Year of Implementation
R1	Site inspection and enforcement of Erosion and Sediment Control (ESC) measures	Complete written procedures of site inspections and enforcement procedures	Planning Board and Conservation Commission	Complete within 1 year of the effective date of the permit	2018
R2	Site plan review	Complete written procedures of site plan review and begin implementation	Planning Board and Conservation Commission	Complete within 1 year of the effective date of the permit	2018
R3	Erosion and Sediment Control	Adoption of requirements for construction operators to implement a sediment and erosion control program; Inspections of erosion and sediment controls	Planning Board and Conservation Commission	Complete within 1 year of the effective date of the permit	2018
R4	Waste Control	Adoption of requirements to control wastes, including but not limited to, discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes	Building Inspector, Planning Board and Conservation Commission	Complete within 1 year of the effective date of the permit	2018
A1	Consideration of Public Input	Planning Board and Conservation Commission reviewed all site plans associated with issuance of building permits	Planning Board and DPW Operations	Continue reviews, notifying abutters and posting notices	2018

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Town of Holbrook, Massachusetts MA MS4 General Permit - Control Measures					
CM #5 - Stormwater Management in New Development and Redevelopment					
BMP ID	BMP Categorization	BMP Description	Responsible Department/Parties	Measurable Goal	Beginning Year of Implementation
R1	As-built plans for on-site stormwater control	The procedures to require submission of as-built drawings and ensure long term operation and maintenance will be a part of the SWMP	Stormwater Advisory Committee	Require submission of as-built plans for completed projects	2018
R2	Target properties to reduce impervious areas	Identify at least 5 permittee-owned properties that could be modified or retrofitted with BMPs to reduce impervious areas and update annually	Stormwater Advisory Committee	Complete 4 years after permit effective date and report annually on retrofitted properties	2018
R3	Allow green infrastructure	Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist	Stormwater Advisory Committee	Complete 4 years after permit effective date and implement recommendations of report	2018
R4	Street design and parking lot guidelines	Develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if changes to design standards for streets and parking lots can be modified to support low impact design options	Stormwater Advisory Committee	Complete 4 years after permit effective date and implement recommendations of report	2018
R5	Ensure any stormwater controls or management practices for new development and redevelopment meet the retention or treatment requirements of the permit and all applicable requirements of the Massachusetts Stormwater Handbook	Adoption, amendment or modification of a regulatory mechanism to meet permits requirements	Stormwater Advisory Committee	Complete 2 years after permit effective date	2018
A1	Enforce Regulations	New construction in compliance with Planning Board sewer regulations	Stormwater Advisory Committee	Continue to enforce planning board regulations	2018
A2	BMP Evaluation	Create BMP inventory and maintenance plan	Stormwater Advisory Committee	Continue listing necessary BMPS	2018

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Town of Holbrook, Massachusetts

MA MS4 General Permit - Control Measures

CM #6 - Good House Keeping and Pollution Prevention for Permittee Owned Operations

BMP ID	BMP Categorization	BMP Description	Responsible Department/Parties	Measurable Goal	Beginning Year of Implementation
R1	O&M procedures	Create written O&M procedures for parks and open spaces, buildings and facilities, and vehicles and equipment	DPW Operations	Complete within 2 years after permit effective date	2018
R2	Inventory all permittee-owned parks and open spaces, buildings and facilities (including their storm drains), and vehicles and equipment	Create inventory	DPW Operations	Complete 2 years after permit effective date	2018
R3	Infrastructure O&M	Establish and implement program for repair and rehabilitation of MS4 infrastructure	DPW Operations	Complete 2 years after permit effective date	2018
R4	Stormwater Pollution Prevention Plan (SWPPP)	Create Stormwater Pollution Prevention Plan (SWPPP) for maintenance garages, transfer stations and other waste- handling facilities	DPW Operations	Complete 2 years after permit effective date	2018
R5	Catch basin cleaning	Establish schedule for catch basin cleaning such that each catch basin is no more than 50% full and clean catch basins on that schedule	DPW Operations	Clean catch basins on established schedule and report number of catch basins cleaned and volume of material moved annually	2018
R6	Street Sweeping Program	Sweep all streets and permittee-owned parking lots in accordance with permit conditions	DPW Operations	Sweep all streets and permittee-owned parking lots once per year in the spring	2018
R7	Road salt use optimization program	Establish and implement a program to minimize the use of road salt	DPW Operations	Implement salt use optimization during deicing season	2018
R8	Inspections and maintenance of stormwater treatment structures	Establish and implement inspection and maintenance procedures and frequencies	DPW Operations	Inspect and maintain treatment structures at least annually	2018
A1	Minimize impacts from vehicle washing and maintenance	Establish if further vehicle washing controls are needed and conduct employee training	DPW Operations	Continue using commercial car wash for small vehicles and continue to use the Fire Department; Continue training and tracking	2018
A2	Minimize pesticide and fertilizer use for parks and landscaped areas	Continue to conduct training on amounts of herbicides/fertilizers to use	DPW Operations, Conservation Commission	Practice green landscaping continually	2018
A3	Control illegal dumping	Install "No Dumping" signs	DPW Operations	Continue collection events	2018
A4	Hazardous Waste Collection	Host Household Hazardous Waste (HHW) collection days annually	DPW Operations	Continue to hold HHW days	2018

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Town of Holbrook, Massachusetts MA MS4 General Permit - Water Quality Impairments						
Taunton River Watershed, Boston Harbor Watershed: Weymouth and Weir, Cochato River (MA74-06) - Bacteria and Pathogens						
BMP ID	BMP Categorization	BMP Description	Responsible Department/Parties	Measurable Goal	Beginning Year of Implementation	Approach
R1	Public Outreach and Education	Residents	DPW Operations, Town Clerk	Annual distribution of educational messages over the permit term (5 years)	2018	R1.1 Distribute an annual message that encourages the proper management of pet waste, including noting any existing ordinances where appropriate
						R1.2 Disseminate educational materials to dog owners at the time of issuance or renewal of dog license, or other appropriate time
						R1.3 Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria or pathogens
R2	Illicit Discharge	Prioritize catchment areas	DPW Operations	Complete within 1 year of the effective date of permit and update as required	2018	Designate catchments that drain to any bacteria/pathogen impaired water body as Problem Catchments or HIGH priority in IDDE program

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A = Additional Activity beyond Permit Requirements (optional)

Town of Holbrook, Massachusetts						
MA MS4 General Permit - Water Quality Impairments						
Taunton River Watershed - Nitrogen						
BMP ID	BMP Categorization	BMP Description	Responsible Department/Parties	Measurable Goal	Beginning Year of Implementation	Approach
R1	Public Education and Outreach	Residential and Business/Commercial/ Institution	DPW Operations, Town Clerk	Distribute required messages each year	2018	R1.1. Distribute an annual message in the spring (April/May) to encourage proper use and disposal of grass clippings and the proper use of slow-release fertilizers
						R1.2. Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste
						R1.3. Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter
R2	Stormwater Management in New Development and Redevelopment		DPW Operations	Incorporate TMDL into new stormwater regulations	2018	R2.1. Include provisions in new regulations that require new development and redevelopment stormwater management BMPs to be optimized for nitrogen removal
						R2.2. Retrofit inventory and priority ranking under 2.3.6.1.b shall include consideration of BMPs to reduce nitrogen discharges
R3	Good House Keeping and Pollution Prevention for Permittee-Owned Operations		DPW Operations	Establish procedures for dealing with waste produced on permittee-owned properties	2018	R3.1. Establish new requirements and management practices for fertilizer use
						R3.2. Establish procedure to manage grass cuttings and leaf litter
						R3.3. Increase street sweeping frequency
R4	Nitrogen Source Identification Report		DPW Operations	Complete within 4 years of the permit effective date	2018	R4.1. Develop a written Nitrogen Source Identification Report as defined in Appendix F, page 48, Section B.I.1.b
R5	Structural BMPs		DPW Operations	Complete within 5 years of the permit effective date	2018	R5.1. Evaluate all properties identified as having retrofit potential or potential structural BMP installation
						R5.2. Provide a listing of planned structural BMPs and a plan and schedule for implementation
						R5.3. Track structural BMPs and estimate nitrogen removal by each BMP

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