

# **STORMWATER PROGRAM MANAGEMENT PLAN**

**FOR**

**City of Saco, Maine**



**Date: December 20, 2013**

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## **SECTION 1 INTRODUCTION**

### **Section 1.1 Overview of Regulatory Program**

This Municipal Separate Storm Sewer System General Permit, hereinafter described as the “General Permit”, authorizes the direct discharge of stormwater from a regulated small municipal separate storm sewer system (“MS4”) to a MS4 or waters of the state other than groundwater, provided that the MS4 is located in an Urbanized Area as determined by the inclusive sum of the 2000 and 2010 Decennial Census by the Bureau of Census. Small MS4s are those entities required pursuant to 40 CFR 122.26(a)(9)(i)(A) to obtain stormwater permit coverage to operate their small MS4. Discharges from regulated small MS4s must meet the requirements of this General Permit and applicable provisions of Maine’s waste discharge and water classification status and rules. Compliance with this General Permit authorizes a person to discharge stormwater, pursuant to Water Pollution Control Law, 38 M.R.S.A. § 413, as described below. Discharges listed in Part I(D)(2-6) are excluded from coverage operations or activities associated with stormwater runoff from the regulated small MS4 within an identified Urbanized Area.

#### **1.1.1 Stormwater Program Management Plan**

The regulated MS4, hereinafter the “permittee,” shall develop, implement, and enforce a Stormwater Program Management Plan (“Plan”) implementing six minimum control measures, set forth in Section H of the Permit, which are designed to reduce the discharge of pollutants from its regulated small MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act. For the purposes of the permit, narrative effluent limitations requiring implementation of BMPs are generally the most appropriate form of effluent limitations when designed to satisfy technology requirements (including reductions of pollutants to the MEP) and to protect water quality. The Plan and all Minimum Control Measures must be substantially implemented by June 30, 2018. The permittee shall describe in its Stormwater Program Management Plan how it will reduce or eliminate polluted stormwater runoff to the maximum extent practicable, from its MS4.

#### **1.1.2 Minimum Control Measures (MCM’s)**

The General Permit requires that for each MCM, the permittee shall: define appropriate best management practices (BMPs); designate a person(s) or position(s) responsible for each BMP; define a time line for implementation of each BMP; and define measurable goals for each BMP. The Minimum Control Measures to be included in the Plan are as follows:

- Public Education and Outreach on Stormwater Impacts
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management in New Development and Redevelopment
- Pollution Prevention/Good Housekeeping for Municipal Operations

### **1.1.3 Evaluation and Assessment**

As specified in Part IV (J) (1) of the General Permit, the permittee shall evaluate program compliance, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals.

### **1.1.4 Annual Reporting and Record Keeping**

The permittee shall keep records required by the permit for at least three (3) years following its expiration or longer, if requested by the DEP Commissioner. The permittee shall make records, including its Stormwater Program Management Plan, available to the public at reasonable times during regular business hours.

By September 15, 2014, and annually thereafter by September 15, the permittee shall submit a report for the Department's review and approval to:

**Municipal/Industrial Stormwater Coordinator  
Department of Environmental Protection  
17 State House Station  
Augusta, Maine 04333-0017**

The report must include the following.

- a. The status of compliance with permit conditions based on the permittee's Plan, an assessment of the appropriateness of identified best management practices, progress towards achieving identified measurable goals for each of the Minimum Control Measures, and progress toward achieving the goal of reducing the discharge of pollutants to the MEP.
- b. Results of information collected and analyzed, including monitoring data, if any, during the reporting period.
- c. A summary of the stormwater activities the permittee intends to undertake pursuant to its Plan during the next reporting cycle.
- d. A change in any identified BMPs or measurable goals that apply to the Plan.
- e. A summary describing the activities, progress, and accomplishments for each of the minimum control measures #1 through #6 (including such items as the status of education and outreach efforts, public involvement activities, stormwater mapping efforts, dry weather inspections, detected illicit discharges, detected illicit connections, illicit discharges that were eliminated, construction site inspections, number and nature of enforcement actions, post construction BMP status and inspections, and the status of the permittee's good housekeeping/pollution prevention program).

Changes to the report based on the Department's review comment(s) must be submitted to the Department within 60 days of the receipt of the comment(s). If possible, the permittee will provide an estimate of annual expenditures for permit compliance for the reporting period and projected budget for the following year.

### **1.1.5 Impaired Waters and Total Maximum Daily Load (TMDL)**

If the waterbody to which a discharge drains is impaired and has an EPA approved TMDL, then the discharge must be consistent with the TMDL waste load allocation and any implementation plan.

Goosefare Brook has three EPA-approved TMDLs applicable to it, all pertaining to aquatic life use impairments:

- Goosefare TMDL, September 2003 for seven (7) heavy metals,
- Maine Impervious Cover TMDL Assessment for Impaired Streams, September 2012 (uses impervious cover as a surrogate for the mix of pollutants and other impacts associated with stormwater runoff), and
- Maine Statewide Bacteria TMDL Report Addendum 2013, which Goosefare Brook is included due to impairments caused by *Escherichia coli*. (The public comment period for this Addendum closed on December 4, 2013.)

To reduce the impact that stormwater has on the Goosefare Brook, the City will implement the MCMs included in this Plan. This Plan is consistent with the EPA-approved TMDLs by reducing nonpoint source runoff, in particular by actively cleaning catch basins, sweeping streets, reducing erosion and sediment runoff at construction sites, and encouraging developers to consider low impact development (LID) methods and green infrastructure techniques. Furthermore, additional stormwater treatment controls for Goosefare Brook watershed are included in Appendix B of this Plan. Additionally, the City will pursue measures outside of the requirements of the General Permit and this Plan to improve water quality of the Goosefare Brook. Specifically, the City of Saco and Town of Old Orchard Beach are working collaboratively to begin developing a Watershed Management Plan (WMP) for Goosefare Brook through a grant from EPA. The two-year grant process is anticipated to begin in 2014.

### **Section 1.2 Basis of Plan Development**

This Stormwater Program Management Plan was developed in accordance with the requirements of the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems, which was issued by the Maine Department of Environmental Protection (DEP) on July 1, 2013. Per the General Permit, implementation of the six MCMs is required only within the urbanized area, as determined by the inclusive sum of the 2000 and 2013 Decennial Census by the Bureau of Census.

### **Section 1.3 Stormwater Program Permit and Contact Information**

Permitting Authority:	Maine DEP
Permit Number:	MER04111
Permit Type:	General
Permit Name:	Saco NPDES Phase II Stormwater Work Plan
Date Issue:	07/01/2013
Date Expire:	6/30/2018

General Information for MS4 Operator

Operator Name: Richard Michaud  
Operator Title: City Administrator  
Mail City, State, Zip: Saco, ME 04072  
Represented Entity: City of Saco  
Mailing Address: 300 Main Street, Saco, ME 04072  
Phone Number: (207) 282-4191  
E-Mail Address: [rmichaud@sacomaine.org](mailto:rmichaud@sacomaine.org)  
Official Website: [www.sacomaine.org](http://www.sacomaine.org)

General Information for Primary Contact Person

Name: Angela Blanchette, P.E.  
Title: City Engineer  
Phone Number: (207) 284-6641  
E-Mail Address: [ablanchette@sacomaine.org](mailto:ablanchette@sacomaine.org)

General Information for Secondary Contact Person

Name: Patrick Fox  
Title: Public Works Director  
Phone Number: (207) 284-6641  
E-Mail Address: [pfox@sacomaine.org](mailto:pfox@sacomaine.org)

Other Relevant Contact Information

Name: Robert Hamblen  
Title: City Planner  
Phone Number: (207) 282-3487  
E-mail Address: [bhamblen@sacomaine.org](mailto:bhamblen@sacomaine.org)

Name: Richard Lambert  
Title: Code Enforcement Officer  
Phone Number: (207) 284-6983  
E-mail Address: [rlambert@sacomaine.org](mailto:rlambert@sacomaine.org)

## **SECTION 2 REGULATED MS4 INFORMATION**

### **Section 2.1 Location Maps**

The location map for the permittee is included as Figure 2.1.

### **Section 2.2 Urbanized Area Map**

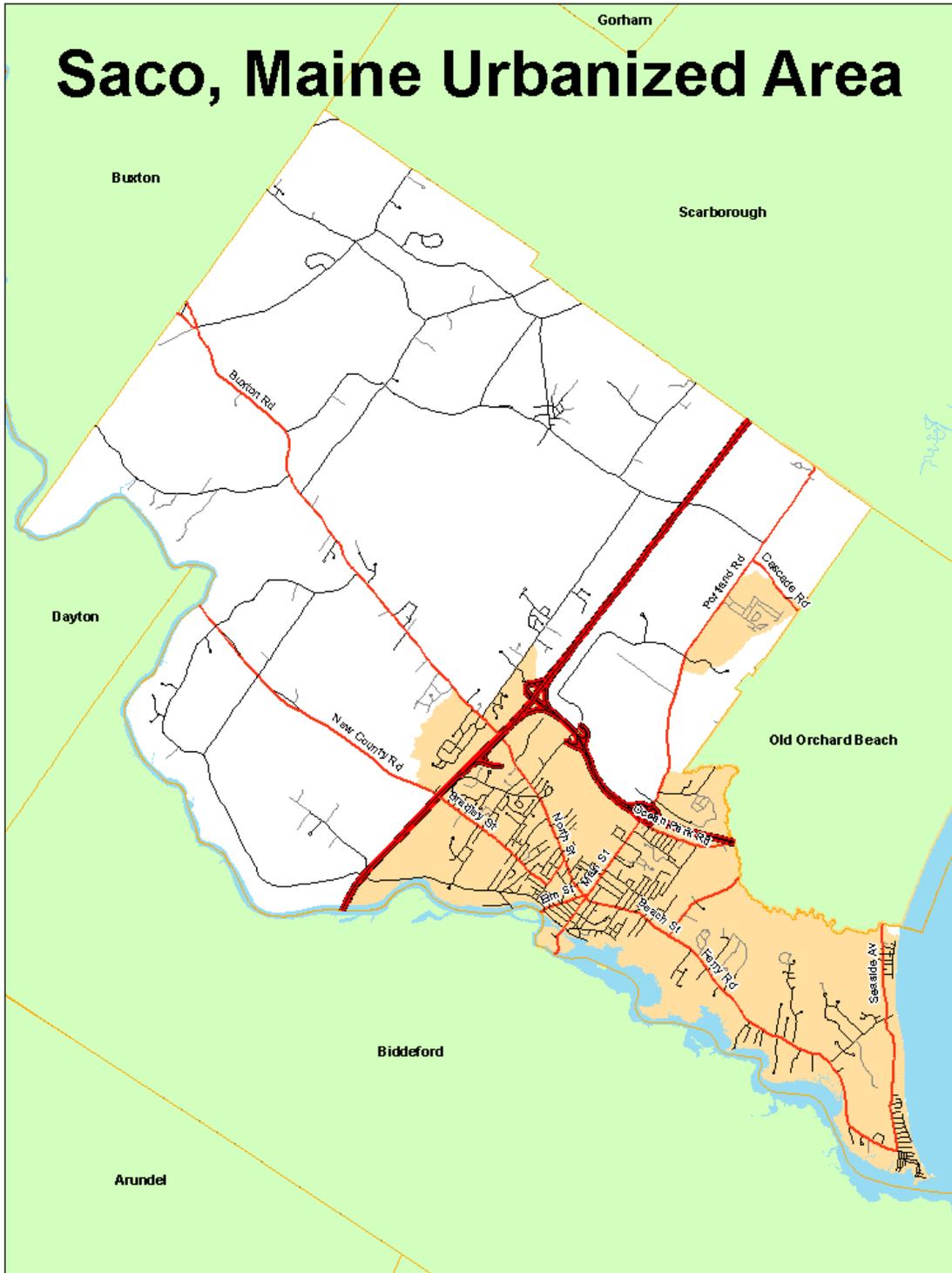
The urbanized area map was developed from the U.S. Census Bureau Census 2000 Urbanized Area and Urban Cluster Data, and is included as Figure 2.2.

### **Section 2.3 Priority Watersheds**

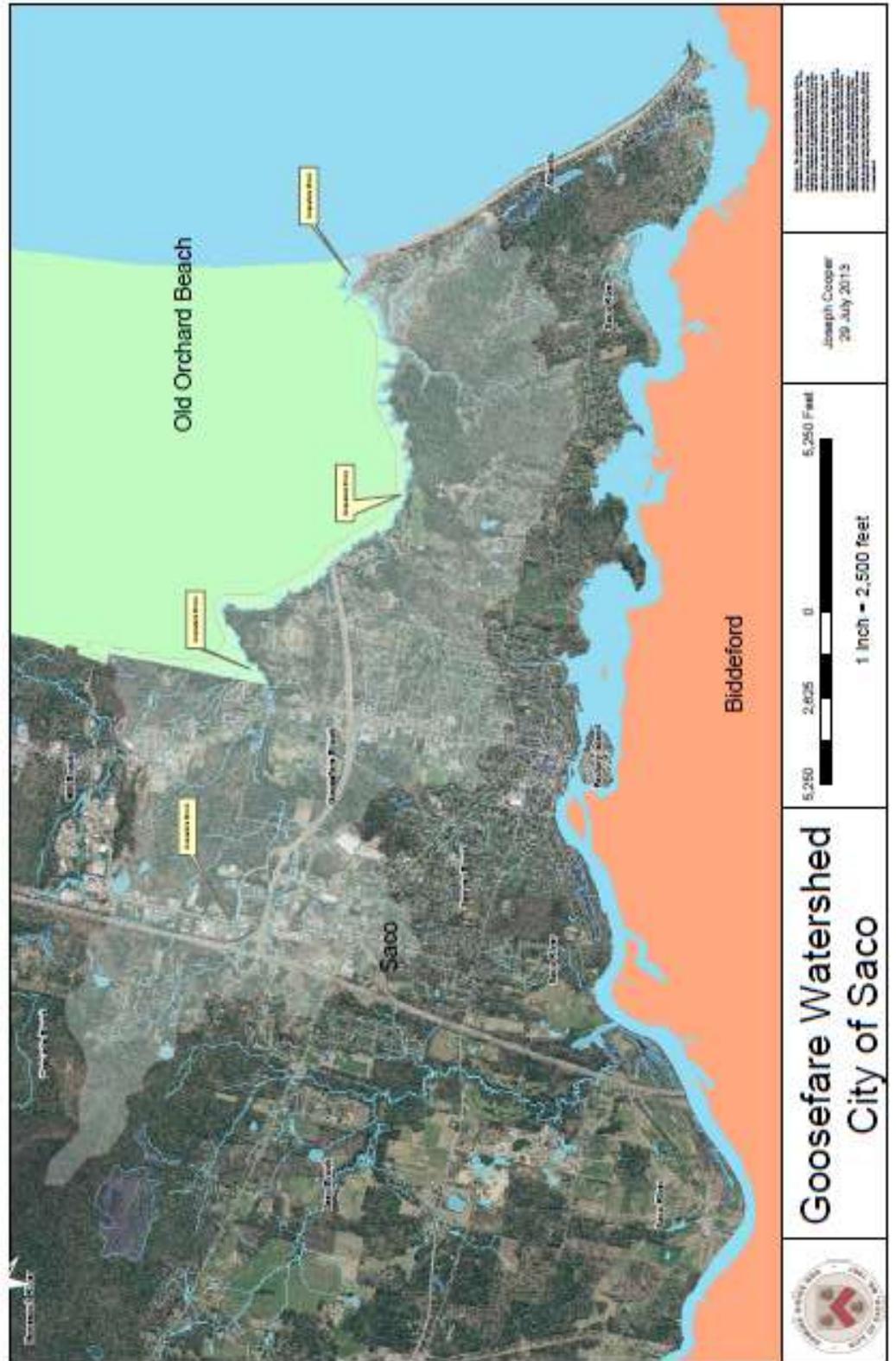
The City's highest priority watershed is: Goosefare Brook. The Goosefare Brook Watershed Map is included as Figure 2.3.



Figure\_2.2



Figure\_2.3



### SECTION 3 MINIMUM CONTROL MEASURES

#### **MCM 1 PUBLIC EDUCATION AND OUTREACH**

The City of Saco will fulfill the requirements for Public Education and Outreach through participation in the Interlocal Stormwater Working Group (ISWG) and the City's provision of funding to the ISWG for Public Education and Outreach services, as described in this section of the plan.

#### **MCM Goals:**

1. To raise awareness that polluted stormwater runoff is the most significant source of water quality problems for Maine's waters;
2. To motivate people to use Best Management Practices (BMPs) which reduce polluted stormwater runoff ; and
3. To reduce polluted stormwater runoff as a result of increased awareness and utilization of BMPs.

#### **BMP 1.1 - Continue Awareness Outreach Efforts.**

Measurable Goal 1.1.1 – In Permit Year 1, the ISWG will implement awareness activities outlined in the revised Statewide Awareness Plan. Activities include:

- Maintain a link to [www.thinkblumaine.org](http://www.thinkblumaine.org) on municipal website;
- Participate in a statewide media campaign to include 12 months of television advertisements and 12 months of online advertisements that direct to [www.thinkblumaine.org](http://www.thinkblumaine.org); and
- Promote their approved public event.

#### **BMP 1.2 – Update and implement Stormwater Awareness Plan.**

Measureable Goal 1.2.1 – By December 2, 2013 submit a Stormwater Awareness Plan to raise awareness of stormwater issues such as the path stormwater runoff takes, sources of stormwater pollution and the impact that polluted stormwater runoff has in the community(s). The plan will identify:

- a) the target audience
- b) the outreach tool(s) to be used
- c) the message
- d) the distribution system
- e) the time line and implementation schedule
- f) the person(s) responsible for implementation
- g) an impact evaluation protocol
- h) a plan modification protocol (this must include DEP approval of significant plan modifications)
- i) the goals (e.g., the targeted level of change sought as a result of the education and outreach effort; specific measurable goals for plan implementation).

Measurable Goal 1.2.2 – Unless DEP responds in writing or verbally otherwise, then as of February 1, 2014 the Stormwater Awareness Plan is considered approved and

implementation of the Stormwater Awareness Plan will begin within one week of approval.

Reporting: review of Stormwater Awareness Plan will be included in every Annual Report. The review will include process and impact indicators as outlined in the Stormwater Awareness Plan. In permit year five an in-depth assessment of both the implementation and the impact of the Stormwater Awareness Plan will be provided.

Responsible Party: City Engineer with implementation by ISWG Education Coordinator

Overall schedule for raising awareness of stormwater will be included as part of the Stormwater Awareness Plan.

### **BMP 1.3 – Develop and implement Stormwater Awareness Plan.**

Measureable Goal 1.3.1 – By January 6, 2014 submit a Permit Awareness Plan to raise awareness of stormwater issues including MS4 permit requirements from municipal employees, elected officials and volunteers within municipal government. The plan will identify:

- a) the target audience
- b) the outreach tool(s) to be used
- c) the message
- d) the distribution system
- e) the time line and implementation schedule
- f) the person(s) responsible for implementation
- g) an impact evaluation protocol
- h) a plan modification protocol (this must include DEP approval of significant plan modifications)
- i) the goals (e.g., the targeted level of change sought as a result of the education and outreach effort; specific measurable goals for plan implementation).

Measurable Goal 1.3.2 – Unless DEP responds in writing or verbally otherwise, then as of March 1, 2014 the Permit Awareness Plan is considered approved and implementation of the Permit Awareness Plan will begin within one week of approval.

Reporting: review of Permit Awareness Plan will be included in every Annual Report. The review will include process and impact indicators as outlined in the Permit Awareness Plan. In permit year five an analysis of the process and impact indicators of the Permit Awareness Plan will be provided.

Responsible Party: City Engineer with implementation by ISWG Education Coordinator

Overall schedule for raising awareness of the permit will be included as part of the Permit Awareness Plan.

**BMP 1.4 – Continue Targeted Best Management Practices Adoption efforts from previous MS4 permit cycle.**

Measurable Goal 1.4.1 – In Permit Year 1, the ISWG will continue BMP adoption activities carried out in permit year 5 of the BMP Adoption Plan. Activities include:

- Providing a minimum of six adult education classes throughout the ISWG region per year;
- Work with a minimum of 21 retail locations to provide healthy lawn care education to consumers;
- Maintain the YardScaping website hosted on CCSWCD’s website; and
- Provide information to targeted neighborhoods via direct mail, neighborhood canvassing, socials or other means.

**BMP 1.5 – Update and implement BMP Adoption Plan**

Measurable Goal 1.5.1 – By November 1, 2013 submit a plan to encourage targeted audience to adopt or practice specific BMPs that will reduce stormwater pollution.

The Plan will include:

- a) The BMP
- b) The target audience
- c) The outreach tool(s) to be used
- d) The message
- e) The distribution system
- f) The time line
- g) The person(s) responsible for implementation
- h) An impact evaluation protocol
- i) A plan modification protocol
- j) The targeted level of change as a result of the outreach effort (specific measurable goals for plan implementation).

Measurable Goal 1.5.2 – Unless DEP responds in writing or verbally otherwise, then as of January 15, 2014 the BMP Adoption Plan is considered approved and implementation of the Plan will begin.

Reporting – a review of BMP Adoption Plan will be included in every Annual Report. The review will include process and impact indicators as outlined in the BMP Adoption Plan. In permit year five an in-depth assessment of both the implementation and the impact of the BMP Adoption Plan will be provided.

Responsible Party: City Engineer with implementation by ISWG Education Coordinator

Overall schedule for BMP adoption will be included in the BMP Adoption Plan.

## **BMP 1.6 – Develop and implement Targeted Outreach in Priority Watershed Plan.**

Measureable Goal 1.6.1 – By July 1, 2014 submit a draft plan on how to meet either permit requirement H.1.a.iv.1 or H.1.a.iv.2. The plan will identify:

- a) Identify the specific stormwater activity or pollutant to be addressed
- b) the target audience
- c) the outreach tool(s) to be used
- d) the message and the BMPs to be encouraged
- e) the time line and implementation schedule
- f) the person(s) responsible for implementation
- g) the goal of the outreach effort
- h) impact evaluation protocol.

Measurable Goal 1.6.2 – by November 1, 2014 submit a final plan. Unless DEP responds in writing or verbally otherwise, then as of January 5, 2015 the Targeted Outreach in Priority Watershed Plan is considered approved and implementation will begin.

Reporting: review of Targeted Outreach in Priority Watershed Plan will be included in Annual Reports starting in permit year two. The review will include process and impact indicators as outlined in the Targeted Outreach in Priority Watershed Plan. In permit year five an analysis of the process and impact indicators of the Targeted Outreach in Priority Watershed Plan will be provided.

Responsible Party: City Engineer with implementation by ISWG Education Coordinator

Overall schedule for targeted outreach in priority watershed will be included as part of the Targeted Outreach in Priority Watershed Plan.

## **BMP 1.7 – School Outreach**

Measureable Goal 1.7.1 – In Permit Year 1, continue the incorporation and implementation of “It’s all connected” school curriculum in elementary and/or middle schools.

Measurable Goal 1.7.2 – In Permit Years 2 - 5, as funding permits, continue the incorporation and implementation of “It’s all connected” school curriculum in elementary and/or middle schools.

Reporting – Annual reports will include the total number of students reached, which schools were involved and the lesson topics that were covered.

Responsible party – City Engineer with implementation by ISWG Education Coordinator

## **MCM 2 PUBLIC INVOLVEMENT AND PARTICIPATION**

The City of Saco will fulfill the requirements for Public Involvement and Participation through participation in the Interlocal Stormwater Working Group (ISWG) and the City's provision of funding to the ISWG for Public Involvement and Participation services, or through directly fulfilling the requirements, as described in this section of the plan.

### **MCM Goals:**

1. Involve the public in both the planning and implementation process of improving water quality via the stormwater program.

### **BMP 2.1 – Public Notice Requirement**

Measureable Goal 2.1.1 – ISWG and/or its members will follow state and local Public Notice requirements for both ISWG and individual Stormwater Management Plans. Copies of the plans will be made available on the Maine DEP web site.

Measureable Goal 2.1.2 – ISWG and/or its members will follow state and local Public Notice requirements when involving stakeholders in the implementation of the Small MS4 General Permit.

Report – The annual report will describe compliance with public notice requirements including documentation of meetings and attendance, where applicable.

Responsible party – City Engineer with implementation by ISWG Stormwater Program Coordinator

### **BMP 2.2 – Host Public Events**

Measurable Goal 2.2.1 – ISWG and/or permittee will annually host/conduct or participate in at least one public event such as storm drain stenciling, stream clean-up, household hazardous waste collection day, volunteer monitoring, neighborhood educational events, conservation commission outreach program, Urban Impaired Stream outreach program, or adopt a storm drain or local stream program). The target audience will be a segment of the urbanized area population the permittee wishes to reach. The ISWG and/or permittee will consult with DEP to ensure the event will satisfy requirements.

Reporting - The annual report will include description of the event including estimated attendance/participation and an impact evaluation to assess effectiveness of the methods used to plan and host the event.

Responsible Party – City Engineer with implementation by ISWG Education Coordinator

## **MCM 3 ILLICIT DISCHARGE DETECTION AND ELIMINATION**

### **MCM Goals**

1. Continue to update and keep current existing watershed based storm sewer system infrastructure map;
2. Continue to enforce non-stormwater discharge ordinance;
3. Continue to implement the prioritized dry weather outfall inspection plan;
4. Continue to implement an open ditch illicit discharge/illicit connection detection program; and
5. Develop and implement a strategy to detect and address failing septic systems discharging to the MS4 within the Goosefare Brook Watershed.

For specific permit requirements and suggestions, refer to MDEP's General Permit for the Discharge of Stormwater from Small Municipal or State or Federally Owned Municipal Separate Storm Sewer Systems Part IV(H)(3).

### **BMP 3.1 – Develop a watershed based storm sewer system infrastructure map.**

Measureable Goal 3.1.1 – At a minimum, the City of Saco will review its existing storm sewer infrastructure maps and revise as necessary in each Permit Year.

Measureable Goal 3.1.2 – The City of Saco will review its existing outfall maps and revise as necessary any attributions or locations in each Permit Year.

Measureable Goal 3.1.3 – The City of Saco has developed a watershed based storm sewer system infrastructure map, including outfalls, inlets, stormwater catch basins, connecting surface and subsurface infrastructure depicting the direction of in-flow and out-flow pipes, and other pertinent attributes. Mapping is GIS based and is updated as required. By the end of Permit Year 5, the City of Saco will continue to:

- Update the watershed based storm sewer system infrastructure map to show all newly connected surface and subsurface infrastructure depicting the direction of in-flow and out-flow of pipes;
- Ensure each new catch basin will be uniquely identified to facilitate control of potential illicit discharges, and to ensure proper operation and maintenance of the structures;
- For each newly identified outfall, the following information included: type, material, and size of conveyance, outfall or channelized flow (e.g. 24" concrete pipe); the name and location of the immediate surface waterbody or wetland to which the stormwater runoff discharges (or, if an outfall does not discharge directly to a named waterbody, the name and location of the nearest named waterbody to which the outfall eventually discharges.)
- Update the watershed based storm sewer system infrastructure map to include identified septic systems meeting the requirements of BMP 3.5, as required.

Reporting – Annual update of mapping efforts undertaken in the Permit Year.

Responsible Party – City Engineer

### **BMP 3.2 – Non-Stormwater Discharge Ordinance.**

Measureable Goal 3.2.1 – Ordinance has been adopted and implemented in 2005. By Permit Year 4, the City of Saco will review the existing Ordinance to ensure it is adequately addressing any stormwater discharges that may cause or contribute to water quality violations and shall amend the Ordinance, if required, by the end of Permit Year 5.

Reporting – Document any illicit discharge incidents and municipal enforcement actions as a result of the adopted Ordinance will be included in the Annual Report submitted to MeDEP each year of the permit.

Responsible Party – Code Enforcement Officer with support by City Engineer

### **BMP 3.3 – Dry Weather Outfall Inspection Program**

Measureable Goal 3.3.1 – In Permit Years 1 - 5, continue to conduct annual dry weather outfall inspections in all sub-watersheds within the highest priority watershed, such that by Permit Year 5, inspections are being conducted in all sub-watersheds of the Goosefare Brook watershed, and in one or more sub-watersheds of the second highest priority watershed. The City of Saco will also document and make use of opportunistic inspections.

Reporting – Inspection results will be documented in a database management system or other recordkeeping system and a summary will be reported in annual reports submitted to the DEP.

Responsible Party – City Engineer

### **BMP 3.4 – Open Ditch Illicit Discharge Program**

Measureable Goal 3.4.1 – During Permit Year 1-5, to the extent allowable under State or local law, the City of Saco will continue to implement its strategy for detecting illicit discharges within its open ditch systems in the Urbanized Area.

Reporting – Annual reports to DEP each year of the permit will include a status report on the development and implementation of the Open Ditch Illicit Discharge Program, including a description of the strategy to be employed, once developed. Note: reporting of illicit discharge detections and actions taken will be done under MCM 3, Goal 2, Non-Stormwater Discharge Ordinance.

Responsible Party – City Engineer

### **BMP 3.5 – Septic System Assessment**

Measureable Goal 3.5.1 – During Permit Year 1-3 the City of Saco will develop a list of septic systems in the Goosefare Brook Watershed that are 20 years old or greater and which may discharge to the MS4 should the system fail.

Measureable Goal 3.5.2 – During Permit Year 4, the City will conduct drive-by evaluations of septic system areas within the Goosefare Brook Watershed and

document the findings.

Measureable Goal 3.5.3 – By the end of Permit Year 5, the City of Saco will update the City’s watershed based storm sewer system infrastructure map to include known septic system locations.

Reporting – Annual reports to DEP each year of the permit will include a status report on the development and implementation of the Open Ditch Illicit Discharge Program, including a description of the strategy to be employed, once developed. Note: reporting of illicit discharge detections and actions taken will be done under MCM 3, Goal 2, Non-Stormwater Discharge Ordinance.

Responsible Party – City Engineer with support by Code Enforcement Officer

**BMP 3.6 – Coordinate with the water utility regarding water line and hydrant flushing to determine if either is a significant contributor of pollutants to the MS4**

Measureable Goal 3.6.1 – In Permit Year 1, coordinate with the water utility via mail or in person to evaluate whether or not water line or hydrant flushing from potable water sources is a significant contributor of pollutants to the MS4. Evaluation will include the following action:

- Provide the water utility with a location map showing the extent of the municipal urbanized area, and the highest priority watershed(s).
- Gather information from the water utility, specific to the urbanized area and priority watershed(s), including the number and location of hydrants and details on water line or hydrant flushing that outlines procedures, including how often flushing occurs, typical flow rates and duration, where the water is conveyed, what the target or actual chlorine concentrations are, and what best practices are employed to prevent erosion and address potential pollutants.

Measureable Goal 3.6.2 – By no later than December 30, 2014, unless otherwise approved by the Department, using available GIS or other municipal mapping information, the location of hydrants will be added to the storm sewer system infrastructure map to aid in the evaluation; the municipality will work with the water utility to prioritize the hydrants or water lines that have the potential to cause exceedances of the ambient water quality criterion for chlorine when discharged through the MS4. The municipality will request a water quality progress report that documents what best management practices are being implemented for flushing activity at the prioritized hydrants as well as the water utility’s testing results of the total residual chlorine for any such discharges.

Measurable Goal 3.6.3 – Permit Years 3 – 5, the municipality will request an annual water quality progress report that documents what best management practices are being implemented for flushing activity at the prioritized hydrants as well as the water utility’s testing results of the total residual chlorine for any such discharges.

Measurable Goal 3.6.4 – If it is determined by the end of Permit Year 3, that water line or hydrant flushing is a significant contributor of pollutants to the MS4, and the water utility has demonstrated that it will not voluntarily implement BMPs in order to reach ambient water quality criteria for chlorine, the municipality will, as soon as practicable or by no later than the end of Permit Year 4, update their IDDE ordinance to allow enforcement of discharges that cause exceedances of water quality criteria.

Reporting: The annual report will include a status update on the evaluation of water line and hydrant flushing as a significant contributor of pollutants to the MS4 and an update on subsequent actions.

Responsible Party – City Engineer

#### **MCM 4 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL**

##### **MCM Goal**

1. Continue to implement and enforce a program, to reduce pollutants in any stormwater runoff to the regulated small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. For specific permit requirements and suggestions, refer to MDEP's General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems Part IV(H)(4).

Per General Permit Part IV(H)(4a.), the City of Saco will rely on the Maine Construction General Permit or Chapter 500, Stormwater Management.

##### **BMP 4.1 – Notification to construction site developers and operators of the requirements for registration under the Maine Construction General Permit or Chapter 500, Stormwater Management for the discharge of stormwater associated with construction activities;**

Measurable Goal 4.1.1 – During Permit Year 1-5, continue notification procedures currently in place on the Building Permit application.

Measurable Goal 4.1.2 – By the end of Permit Year 4, evaluate current system and modify if necessary.

##### **BMP 4.2 – Annually document every construction activity that disturbs one or more acres within the Urbanized Area.**

Measurable Goal 4.2.1 – In Permit Year 1, refine and revise tracking system, to record every activity that disturbs one or more acres of land. Note: this system must track and differentiate construction activities within UIS watersheds; the priority watershed(s) and all other watersheds. The system will be used to summarize data to be included in annual reports submitted to the DEP.

**BMP 4.3 – Continue to implement a construction site inspection program.**

Measurable Goal 4.3.1 – During Permit Year 1-5, continue to use existing procedure for construction site inspections by either a municipal official or a contracted third party to meet the terms and conditions of the MS4 General Permit. Construction activities will be inspected at least three times with one inspection occurring at the end of the project to ensure that all post construction BMPs were properly installed and the final stabilization of the site is complete.

Measurable Goal 4.3.2 – By the end of Permit Year 1, refine and revise a standardized inspection form to ensure documentation of all required inspections.

Measurable Goal 4.3.3 – By the end of Permit Year 1, refine and revise a process for tracking inspected sites.

Reporting - Inspection results will be documented in a database management system or other recordkeeping system and a summary will be reported in annual reports submitted to the DEP.

Responsible Party – Code Enforcement Officer with support by City Engineer

**MCM 5 Post-Construction Stormwater Management**

Goals (within the Urbanized Area)

- Continue to implement program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the City of Saco’s MS4;
- Continue to enforce existing Ordinance or similar measure to ensure adequate long-term operation and maintenance of post construction BMPs;
- Ensure post construction BMPs are functioning as intended; and
- Document and report annually to the MDEP all applicable post-construction related information.

For specific permit requirements and suggestions, refer to MDEP's General Permit for the Discharge of Stormwater from Small Municipal or State or Federally Owned Municipal Separate Storm Sewer Systems Part IV(H)(5).

**BMP 5.1 – Continue to enforce existing Ordinance, or similar measure, to ensure long-term operation and maintenance of Post-Construction BMPs**

Measurable Goal 5.1.1 – The City of Saco will rely on Chapter 500, State permit process and standards for the installation of Post-Construction BMPs.

Measurable Goal 5.1.2 – In Permit Year 1-5 the city of Saco will utilize an existing Post-Construction Ordinance to ensure the long-term operation and maintenance of Post-Construction BMPs and will provide required information noted in part IV(H)(5a)(ii) of the General Permit.

Reporting – Status of implementation of Ordinance or similar measure will be provided in the annual report.

Responsible Party – City Planner with support from City Engineer

**BMP 5.2 – Manage Inspection Program for Post-Construction**

Measurable Goal 5.2.1 – During Permit Year 1-5, the City of Saco will continue to encourage private owners and operators of a post construction BMP to use a third-party inspector, consistent with the City’s ordinance. If the owner or operator of a post construction BMP hires a qualified third party inspector, the City has no inspection requirements. If the owner or operator of a post construction BMP does a “self” inspection, the City is required to conduct annual inspections of a percentage of those post construction BMPs located within the Goosefare Brook watershed, in accordance with the schedule outlined in the General Permit.

Measurable Goal 5.2.2 – In Permit Years 2, the City of Saco will refine, as necessary, the notification process for third-party inspections of private post-construction BMPs.

Measurable Goal 5.2.3 – In Permit Year 2, the City of Saco will refine, as necessary, the mechanism by which the City tracks the inspections of post construction BMPs.

Reporting - Documentation and tracking of all inspections will be maintained by the City for annual reporting to DEP. Information to be collected includes:

- The cumulative number of sites that have post construction BMPs discharging into the City’s MS4;
- A summary of the number of sites that have post construction BMPs discharging into the City’s MS4 that were reported to the municipality;
- The number of sites with documented functioning post construction BMPs; and
- The number of sites that required routine maintenance or remedial action to ensure that the post construction BMP is functioning as intended.

Responsible Party – City Planner with support from City Engineer

**BMP 5.3 – Develop and implement a procedure for notifying developers to consider incorporating low impact development techniques.**

Measurable Goal 5.3.1 – During Permit Year 1, the City of Saco will develop an administrative procedure requesting developers to consider incorporating low impact development techniques in their project.

Measurable Goal 5.3.2 – By the end of Permit Year 2, the City of Saco will implement an administrative procedure requesting developers to consider incorporating low impact development techniques in their project.

Reporting – Status of development and implementation of procedure or similar measure will be provided in the annual report.

Responsible Party – City Planner with support from City Engineer

## **MCM 6      Pollution Prevention/Good Housekeeping for Municipal Operations**

This program has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

### **MCM Goals**

- Maintain an inventory of all municipal operations conducted in, on, or associated with facilities, buildings, golf courses, cemeteries, parks and open space owned or operated by the City of Saco that have the potential to cause or contribute to stormwater or surface water pollution.
- Maintain and review written operation and maintenance procedures for the Goosefare Brook watershed that includes maintenance schedules and inspection procedures to ensure long-term operation of structural and non-structural controls that reduce stormwater pollution to the maximum extent practicable.
- Maintain and review operation and maintenance procedures for the remaining watersheds within the Urbanized Area.
- Prevent the accumulation of sediment by developing a program to sweep all publicly accepted paved streets and publicly owned paved parking lots as well as cleaning catch basins and other stormwater structures.
- Maintain and update the SWPPP which will outline sources of potential stormwater pollutants and the methods by which these pollutants will be reduced or prevented from entering Waters of the State.

For specific permit requirements and suggestions, refer to MDEP's General Permit for the Discharge of Stormwater from Small Municipal or State or Federally Owned Municipal Separate Storm Sewer Systems Part IV(H)(6).

### **BMP 6.1 Operations at municipally owned grounds and facilities.**

Measurable Goal 6.1.1 – During Permit Years 1-5 the city of Saco will continue to maintain and update, as required, an inventory of all municipal operations conducted in, on, or associated with facilities, buildings, golf courses, cemeteries, parks and open space owned or operated by the City of Saco that have the potential to cause or contribute to stormwater or surface water pollution.

Measurable Goal 6.1.2 – During Permit Years 1-5, the City of Saco will continue to maintain and review and update as required, written O&M procedures for its Urban Area watershed that includes maintenance schedules and inspection procedures to ensure long-term operation of structural and non-structural controls that reduce stormwater pollution to the maximum extent practicable.

Measurable Goal 6.1.3 – As per the MS4 GP requirements the O&M Plan must at a minimum address:

- Alternative Products
- Automobile Maintenance
- Hazardous Materials Storage
- Landscaping and Lawn Care
- Parking Lot and Street cleaning + Roadway/Bridge maintenance
- Pest Control

- Road Salt Application and Storage
- Spill Response and Prevention
- Storm Drain System Cleaning
- Vehicle Washing
- Vehicle Fueling System

Reporting - Annual reports to DEP each year of the permit will include a status report on the maintenance of the inventory and the continued implementation of the O & M procedures.

Responsible Party – Public Works Director

### **BMP 6.2 Municipal employee training.**

Measurable Goal 6.2.1 – During Permit Year 1-5 continue to provide municipal employee training to reduce stormwater pollution potential from municipal operations and facilities. Topics to be covered by the training program may include, but is not limited to:

- Maintenance activities, maintenance schedules, and long-term inspection procedures for structural and non-structural stormwater controls to reduce pollutants discharged from the separate storm sewers.
- Controls for reducing or eliminating the discharge of pollutants into the separate storm sewers from streets, roads, highways, municipal parking lots, maintenance and storage yards, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations, snow disposal areas, and waste transfer stations.
- Procedures for disposing of waste removed from the separate storm sewers and areas listed above in accordance with all regulatory requirements (such as dredge spoil, accumulated sediments, floatables, and other debris).
- Training materials are available from the EPA, State, regional stormwater groups or other organizations, Guidelines and Standard Operating Procedures for Stormwater Phase II Communities in Maine, Volumes 1 and 2 and the Think Blue Maine website ([www.thinkblumaine.org](http://www.thinkblumaine.org)).

Reporting - Annual reports to DEP each year of the permit will include a status report on the types of training presented and the number of employees trained.

Responsible Party – Public Works Director

### **BMP 6.3 Street Sweeping**

Measurable Goal 6.3.1 – Each permit year the City of Saco will continue to implement the program to sweep all publicly accepted paved streets and publicly owned paved parking lots maintained by the City at least once a year as soon as possible after snowmelt.

Reporting - Annual reports to DEP each year of the permit will include a status report on street sweeping.

Responsible Party – Public Works Director

**BMP 6.4 Cleaning of Stormwater Structures including Catch Basins**

Measurable Goal 6.4.1 – Each permit year the City of Saco will continue to implement, and evaluate a program and, if necessary, clean catch basins and other stormwater structures that accumulate sediment at least once every other year and dispose of the removed sediments in accordance with current state law. The City of Saco will clean catch basins more frequently if inspections indicate excessive accumulation of sediment. Excessive accumulation is greater than or equal to 50 percent filled.

Reporting - Annual reports to DEP each year of the permit will include a status report on cleaning of stormwater structures.

Responsible Party – Public Works Director

**BMP 6.5 Maintenance and Upgrading of Stormwater Conveyances and Outfalls.**

Measurable Goal 6.5.1 – During Permit Years 1-5 continue to implement a prioritized schedule, as necessary, for repairing or upgrading the conveyances, structures and outfalls of the City of Saco’s MS4.

Reporting - Annual reports to DEP each year of the permit will include a status report on the maintenance and upgrading of stormwater conveyances and outfalls.

Responsible Party – Public Works Director

**BMP 6.6 – Stormwater Pollution Prevention Plans (SWPPP’s)**

Measurable Goal 6.6.1 – The city of Saco will continue to implement SWPPPs for each applicable facility during Permit Year 1-5. In Permit Year 3 the City of Saco will ensure all facility SWPPPs meet the Multi-Sector General Permit (MSGP) requirements published on April 26, 2011, including visual monitoring. The City will collaborate with DEP on developing a training program to provide to municipal facility staff informing them on the requirements of the SWPPP and how to effectively implement their plans.

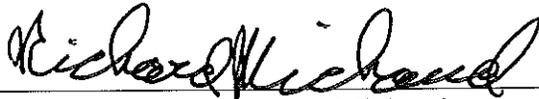
Reporting - Annual reports to DEP each year of the permit will include a status report on the implementation of the SWPPPs.

Responsible Party – Public Works Director

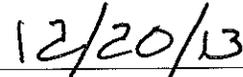
**SECTION 4  
GENERAL REQUIREMENTS**

**Section 4.1 Required Signatures**

"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."



Signature: Richard Michaud  
Title: City Administrator



Date

**Section 4.2 Plan Availability**

This Plan will be retained by the permittee's chief elected official or principal executive officer for the duration of the permit period and copies will be available and retained by municipal officials or employees responsible for implementation of the Plan. The permittee will make a copy of the Plan available to the following immediately upon request:

- a. The Commissioner of the Department;
- b. In the case of a regulated small MS4 adjacent to or interconnected with the permittee's storm sewer system, to the operator of that regulated small MS4; and
- c. In the case of a regulated small MS4 stormwater discharge to a water supply watershed, to the public water supply company.

# Appendix A

# NOTICE OF INTENT TO COMPLY WITH MAINE GENERAL PERMIT FOR THE DISCHARGE OF STORMWATER FROM MUNICIPAL SEPARATE STORM SEWER SYSTEMS

PLEASE TYPE OR PRINT IN *BLACK INK ONLY*

Municipality:	City of Saco	Mailing Address:	300 Main Street		
Town/City:	Saco	State:	Maine	Zip Code:	04072
Name and title of chief elected official or principal executive officer:	Richard Michaud City Administrator	Mailing Address:	300 Main Street		
Town/City:	Saco	State:	Maine	Zip Code:	04072
Name of primary contact person responsible for MS4 stormwater management program:	Angela Blanchette City Engineer	Mailing Address:	300 Main Street		
Town/City:	Saco	State:	Maine	Zip Code:	04072
Daytime phone: (with area code)	(207)284-6641	Email if available:	ablanchette@sacomaine.org		
Estimate of the area in square miles of the Urbanized Area:	10.27 sq miles	Permit Number(if applicable):	MER041011		
Name of stream(s), wetland(s) or waterbody(ies) to which the regulated Small MS4 discharges and a list of impaired waterbody(s) which receive stormwater from the Regulated Small MS4 (attach additional sheets as necessary):	Goosefare Brook, Deep Brook, Cascade Brook, Sawyer Brook, Saco River, Atlantic Watershed				

I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that a false statement knowingly made in the submitted information may be punishable as a criminal offense, in accordance with Maine General Statutes.

I certify that this permit registration is on complete and accurate forms as prescribed by the Department without alteration of the text.

I also certify under penalty of law that I have read and understand all requirements of the General Permit. I certify that all requirements for authorization under the general permit are met and that a system is in place to ensure that all terms and conditions of this general permit will continue to be met for all discharges authorized by this general permit for the municipality. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowingly making false statements.

Signature of chief elected official or principal executive officer:		Date:	7/25/13
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This NOI registration form must be filed with the Department at the following address:  
 Stormwater Coordinator  
 Maine Department of Environmental Protection  
 Bureau of Land & Water Quality  
 17 State House Station  
 Augusta ME 04333-0017

OFFICE USE ONLY	Ck.#	Date	Staff	Staff	After Photos
NOI #	FP		Acc. Date	Def. Date	

# Appendix B

## APPENDIX B

The City of Saco’s approach to meet the terms and conditions of Maine’s 2013 MS4 General Permit for urban impaired stream watersheds is based on identifying additional structural and non-structural treatment controls to reduce pollutants from the City’s separate storm sewer system to urban impaired streams. The following strategy will be employed in the City’s highest priority watershed, Goosefare Brook.

**Strategy and Goals:** (MS4 Permit Requirement) The City of Saco will implement BMPs as described in the table below. Additional BMPs may be implemented in Years Two – Five, based on the review of available data, and results from the goals that are implemented.

<b>Measurable Goal</b>	<b>BMP</b>	<b>Implementation Schedule</b>
B-1	Maintain signage identifying the Goosefare Brook watershed (MCM1)	Permit Year One – Five
B-2	Supplement regional Household Hazardous Waste Collection Day(s) with additional advertising that is targeted within the priority subwatershed. Additional advertising may include: posters at central locations, mailings, distribution of door-hangers, etc., as funding allows, to specifically encourage residents within the selected subwatersheds to participate in the collection day(s) (MCM 2)	Permit Years One – Five
B-3	Conduct inspections of all Industrial, Commercial, and Institutional construction activities (nonresidential) within the Urban Impaired Stream Watershed that disturbs more than 10,000 square feet. (MCM 4)	Permit Years Two – Five
B-4	Conduct more than three inspections of construction sites that disturb greater than or equal to one acre within the watershed and include a minimum of one site inspection during or soon following a significant rain event. (MCM 4)	Permit Years Two – Five
B-5	Encourage select Public Works Department and Code Enforcement Office staff to attend a Basic and Advanced Erosion and Control Practices for Contractors course offered through the DEP Non-point Source Training and Resource Center or its designee, and encourage follow through with the certification process, if appropriate. (MCM 6)	Permit Year Two

B-6	Implement enhanced municipal street sweeping program, which includes sweeping the priority areas first in the spring and a second time during the season as necessary.	Permit Years One - Five
B-7	Implement enhanced catch basin cleaning in the Goosefare Brook watershed, which includes cleaning on an annual basis and multiple times as deemed necessary.	Permit Years One - Five