

Municipality/Organization:

EPA NPDES Permit Number:

MassDEP Transmittal Number: W-

Annual Report Number **Year 10**
& Reporting Period: **April 1, 2012 – March 31, 2013**

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2013)

Part I. General Information

Contact Person: Keith Silver

Title: Highway Superintendent

Telephone #: 508-285-0237

Email: highway@nortonmaus.com

Mailing Address: 70 East Main Street Norton, Ma 02766

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

Printed Name: Michael Yunits

Title: Town Manager

Date:

Part II. Self-Assessment

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised	Non-Point Source Posters in public bldgs.	Highway Dept	Post in all schools and municipal bldgs.	Non-point source posters posted in all public buildings	Will continue with posting of posters
Revised	Develop pamphlet	Water & sewer Department	Distribute information via mailings	Pamphlets distributed via mailings	Will continue with mailings
Revised	Air Stormwater Messenger on local cable channel	Highway Dept	Add storm water page to Town website	Storm water information posted to town website	Will update page when necessary
Revised	Post stormwater protection information to Town website	Highway Dept	Add storm water page to Town website	Storm water information posted to Town website	Will update page when necessary
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised	Establish Storm water Advisory Committee	Selectmen	Meeting of SAC to be held bi-annually	Storm water Advisory Committee is made up of key Town employees at this time	Meeting of SAC will be held bi-annually
Revised	Establish Storm water Hotline	Highway Dept	Seet up phone numbers and tracking/response system	Storm water Hotline in place	Storm water hotline will stay in place
Revised	Co-sponsor stream cleanup day w/local organizations	Highway Dept	Annual Stream Clean up day	Have not sponsored an annual stream clean up day, but the highway dept. crews clean area's each year. Conservation dept. plans canoe trips each year and clean the streams and rivers	Will clean streams each year with Highway Dept. and Conservation Dept. canoe trips with public, also cleaning streams and rivers.
Revised					
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised	Develop illicit discharge by-law and adopt by Town	Stormwater Advisory Committee	Draft proposed by-law and adoption by Town	Illicit discharge by-law proposed and adopted	Will update as needed
Revised	Develop IDDE Plan	Stormwater Advisory Committee	Recommend IDDE plan to Town	An IDDE plan is being reviewed at this time	Working on the plan to get ready for recommendation to the Town
Revised	Map outfalls, receiving waters and storm drain system	Highway Dept	Conduct field survey of outfalls and maps	Field survey of outfalls conducted and map completed	Outfalls, receiving water and storm drain systems maps updated and current
Revised	Develop public education brochure	Highway Dept	Develop public education brochure	Public education brochure developed	Public education brochure dispersed
Revised	Town collection of motor oil and antifreeze	Highway Dept	Collection hours provided twice per month	Town collection of motor oil and antifreeze on the 2 nd and 4 th Saturday of the month	Will continue with this practice in the future
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised	Develop new by-laws for construction site runoff	Planning/Cons. Committee	Present proposed by-law at Town Meeting	New by-law was implemented for construction runoff	Will continue to follow by-law for construction runoffs
Revised	Develop Site Inspection Protocol	Planning/Cons. Committee	Site review protocol adopted	Site review protocol being followed by both depts..	Will continue this procedure
Revised	Develop Site Inspection Protocol	Planning/Cons. Committee	Site inspection protocol adopted	Site inspection being followed by both departments	Will continue this procedure
Revised	Set up hotline for public complaints	Planning Dept	Complaint reg/tracking procedure established	Hotline is set up for all public complaints	Will continue this procedure
Revised					
Revised					

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised	Develop post construction inspection protocol	Planning Dept	Site Inspection protocol drafted	Site inspection protocol drafted	Will continue w/procedures
Revised	Develop new by laws for post construction controls	Planning Dept	Present draft by law at Town meeting for adoption	By-laws in place for post construction controls	Will continue to follow these procedures
Revised	Require long term O&M plans for BMP's	Planning/Cons. Committee	Establish long term O&M procedures	Long term O&M procedures established	Will continue to follow these procedures
Revised	Review Planning and Zoning for nonstructural BMP's	Planning Dept	Planning and Zoning guidelines reviewed	Planning and Zoning for Non-structural BMP's have been reviewed and follow BMP	Will continue to follow these procedures
Revised	Fact sheet of recommended BMP's	Planning/cons. Comm	Distribute fact sheet to developers	A fact sheet of BMP's is dispersed to developers	Will continue to follow these procedures
Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised	Employee training program	Highway Dept	Conduct annual employee training	Employee training has been conducted annually	Employee training is done throughout the year – every year
Revised	Vehicle mtnc/inspection program	Highway Dept	Conduct program regularly	Vehicle mtnc/insp. Program is in effect. All vehicle are maintained and inspected on a daily basis	Vehicle mtnc/insp. Program will stay in effect
Revised	Park vehicles in covered area	Highway Dept	Vehicles parked in covered area	All vehicles are parked in garage bays	All vehicles will remain parked in garage bays
Revised	Keep spill prevention kits on site	Highway Dept	Spill prevention kits on site	Spill prevention kits are on site at all times	Spill prevention kits will remain on site at all times
Revised	Stockpile prevention	Highway Dept	Keep san and salt in shed	All sand and salt are stored in shed	All san and salt will remain stored in sheds
Revised					

6a. Additions

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

(Since beginning of permit coverage unless specified otherwise by a **, which indicates response is for period covering April 1, 2010 through March 31, 2011)

Programmatic

	(Preferred Units)	Response
Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures **	(\$)	No budget
Total program expenditures since beginning of permit coverage	(\$)	Individual budgets
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		Individual budgets

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	95%
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	
Shoreline cleaned since beginning of permit coverage	(mi.)	
Household Hazardous Waste Collection Days		
▪ days sponsored **	(#)	24
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	n

Legal/Regulatory

	In Place Prior to Phase II	Reviewing Existing Authorities	Drafted	Draft in Review	Adopted
Regulatory Mechanism Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					
Accompanying Regulation Status (indicate with "X")					
▪ Illicit Discharge Detection & Elimination					
▪ Erosion & Sediment Control					
▪ Post-Development Stormwater Management					

Mapping and Illicit Discharges

	(Preferred Units)	Response
Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	100%
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	100%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	100%
Illicit discharges identified **	(#)	
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	
% of population on sewer	(%)	11%
% of population on septic systems	(%)	89%

Construction

(Preferred Units) Response

Number of construction starts (>1-acre) **	(#)	
Estimated percentage of construction starts adequately regulated for erosion and sediment control **	(%)	
Site inspections completed **	(# or %)	
Tickets/Stop work orders issued **	(# or %)	
Fines collected **	(# and \$)	
Complaints/concerns received from public **	(#)	

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections (for proper BMP installation & operation) completed **	(# or %)	
BMP maintenance required through covenants, escrow, deed restrictions, etc.	(y/n)	
Low-impact development (LID) practices permitted and encouraged	(y/n)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets) **	(times/yr)	2
Average frequency of catch basin cleaning (commercial/arterial or other critical streets) **	(times/yr)	4
Qty of structures cleaned **	(#)	95%
Qty. of storm drain cleaned **	(%, LF or mi.)	80%
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	150
Disposal or use of screenings (landfill, POTW, compost, beneficial use, etc.) **	(location)	compost

Basin Cleaning Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	In house
• Hourly or per basin contract rate **	(\$/hr or \$ per basin)	In house
• Disposal cost**	(\$)	In house
Cleaning Equipment		
• Clam shell truck(s) owned/leased	(#)	1 owned
• Vacuum truck(s) owned/leased	(#)	1 owned
• Vacuum trucks specified in contracts	(y/n)	
• % Structures cleaned with clam shells **	(%)	99%
• % Structures cleaned with vector **	(%)	1%

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	3
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	1000
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Landfill/compost
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	
• Disposal cost**	(\$)	
Sweeping Equipment		
• Rotary brush street sweepers owned/leased	(#)	1 owned
• Vacuum street sweepers owned/leased	(#)	1 owned
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	50%
• % Roads swept with vacuum sweepers **	%	50%

Reduction (since beginning of permit coverage) in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Integrated Pest Management (IPM) Practices Implemented	(y/n)	

	(Preferred Units)	Response
Average Ratio of Anti-/De-Icing products used ** (also identify chemicals and ratios used in specific areas, e.g., water supply protection areas)	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized **	(y/n or %)	N
Manual control spreaders used **	(y/n or %)	Y
Zero-velocity spreaders used **	(y/n or %)	N
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/l _n mi. or %)	-50% salt
Estimated net reduction or increase in typical year sand application rate **	(±lbs/l _n mi. or %)	-25% sand
% of salt/chemical pile(s) covered in storage shed(s)	(%)	100%
Storage shed(s) in design or under construction	(y/n or #)	N
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	Y

Water Supply Protection

Storm water outfalls to public water supplies eliminated or relocated	# or y/n	Y
Installed or planned treatment BMPs for public drinking water supplies and their protection areas	# or y/n	Y
Treatment units induce infiltration within 500-feet of a wellhead protection area	# or y/n	Y