

Municipality/Organization: Town of Mattapoisett
EPA NPDES Permit Number: MAR041136SP
MassDEP Transmittal Number: W-035940
Annual Report Number & Reporting Period: Year 17
April 1, 2016 – March 31, 2017


NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Michael Gagne Title: Town Administrator
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Certification:

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

Signature: 
Printed Name: Michael Gagne
Title: Town Administrator
Date: 4/6/2018

Part II. Self-Assessment

Part II. Self-Assessment

The Town of Mattapoisett had begun to make progress on its permit obligations in Year 17. Since his hire, Mr. Gagne has recognized the importance of improving stormwater quality and initiated a program to dramatically improve compliance in Year 10. This includes retaining consulting services to assist in reporting and working with the various town boards and committees, specifically the Highway Department and Conservation Commission, to identify those areas in need of attention. To this end, the Conservation Commission, in conjunction with the Mattapoisett Land Trust, has taken the point on establishing a Priority Lands Clean-up Day, an effort enthusiastically supported by the community and the Coalition for Buzzards Bay. The Highway Department has undertaken significant efforts to identify problem areas, building on work performed in prior years. The Town has prioritized problem areas within the village center and has begun to implement significant stormwater improvements within the village center and elsewhere throughout town.

Mattapoisett continues to be beset by a shortage of operations staff with the licenses required to operate the large machinery required to complete certain of the requirements. Despite repeated efforts to obtain the required skillset, we have been unable to fill this essential need with our current staff. Strain on tax receipts over the past few years has precluded our ability to hire these skills from outside. We are however, optimistic that as the economy improves, we will be afforded the opportunity to remedy this circumstance.

The residents and businesses in Mattapoisett cherish the aesthetic, environmental and economic value of the local and regional water resources. There is a great deal of pride in Town about the condition of our open space, and the Town has made significant efforts to preserve and protect these assets; we acknowledge that there is more to be done, and will continue to seek creative ways to address our current shortage of qualified personnel.

Mattapoisett is pleased to present the following summary describing its success at implementing the requirements of the NPDES Phase II permit.

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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities
1A	Classroom Education	School District	Incorporate water quality information in third and fifth grades, Years 1-5	Action not completed in Year 17	School plans on to work toward completing this goal.
Revised					
1B	Field Trip	School District and Water Department	Water Department, provide guest speaker to one class and guide follow-up field trip to municipal wells, Years 1-5	Years 1-2 complete; identifying appropriate personnel remains key to this goal.	School district and Water Department will work toward identifying a suitable candidate.
Revised					
1C	Newspaper Press Releases	Board of Selectman (BOS)	Two (2) per years in local newspaper, Years 1-5	Action not completed in Year 17	The Town will publish press releases relating to stormwater
Revised					
1D	Local Cable Access	Board of Selectman (BOS)	Post Bulletins-tow (2) per year on local cable access channel, years 1-5	Action not completed in Year 17	The town will air information relating to stormwater during Year 18
Revised					
1E	Informational Flyers/Pamphlets	Board of Selectman (BOS)	Make one (1) informational flyer or pamphlet available in Town Hall, Year 2-5	Action not completed in Year 17	The Town will look to make these brochures available in Year 18
Revised					

1F	Community website	Board of Selectman (BOS)	Post Bulletins, two (2) per year on the Town website, Year 1-5	Action not completed in Year 17	The town will post stormwater bulletins on the town website and consider links to additional stormwater organizations
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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2A	Adopt-a-Road Adopt-a-Stream Adopt-a-Beach	Highway Department and School District	Support interested groups by collecting bagged trash; Center School to conduct beach clean-up, Years 1-5	The Mattapoissett DPW cleans the streams, beaches, and parks several times per year and spot cleans as necessary. The town collects bagged trash from interested groups, such as the Mattapoissett Land Trust that conduct cleanups.	DPW will continue its efforts at trash and debris removal as part of its environmental maintenance strategy.
Revised					
2B	Community Hotline	Board of Selectman (BOS)	Publicize Police Department hotline number, encourage use for reporting illegal dumping, Years 1-5	Residents are encouraged to contact the Mattapoissett Police Department to report illegal activities, including illegal dumping.	Residents will be encouraged to report illegal dumping to the Mattapoissett Police Department.
Revised					
2C	Storm Drain Stenciling	Highway Department	Stencil 25% of storm drains each year, Years 2-5	All basins the drain toward the ocean have been stenciled. The Town re-stencils as necessary.	DPW plans to continue maintaining stenciling and identify and stencil catch basins that drain into Town waterbodies.
Revised					
2D	Watershed Committee	Water & Sewer Commission	Work with Mattapoissett River Valley Watershed Advisory Board, Years 1-5	The Water & Sewer Commission is an active participant on the MRVWAB, which meets on a quarterly basis. The board seeks to protect the watershed lands via grants to acquire open space and through public education.	MRVWAB will continue to meet quarterly to ensure that the watershed which serves Fairhaven, Marion and Rochester, as well as Mattapoissett remains protected.
Revised					
2E	Student Sampling Program	School District	Seventh Graders and Environmental studies class to conduct beach sampling, Years 1-5	Action not completed in Year 17	The school district hopes to re-start the program in Year 18
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities
3A	Mapping Stormwater Outfalls	Highway Department	Develop map of stormwater outfalls, Year 1: Field inspect and verify 25% per year, Years 2-5	Stormwater map was created and verified by the DPW and Water and Sewer Department. All catch basins, drainage manhole and outfalls are inspected annually.	The Highway Department will continue to regularly inspect and maintain the stormwater system.
Revised					
3B	Develop Illicit Discharge Program	Highway Department	Year 1: Evaluate Year 2: Draft Plan Year 3: Adoption Years 3-5: Implementation	BBAC Stormwater Collaborative, Highway Department and BBAC staff began monitoring outfalls discharging into impaired shellfish beds, the majority of which are in Urbanized Areas and subject to the MS4 permit. Monitoring was focused on bacteria and the potential presence of illicit discharges during wet and dry weather.	Monitoring will continue provided funding is available
3B Revised	Develop Illicit Discharge Program	Highway Department	Monitor Illicit Discharges as part of the BBAC Stormwater Collaborative. Monitoring will be focused on impaired shellfish resource areas during wet and dry weather.		
3C	Non-Stormwater Bylaw	Board of Selectman & Highway Department	Year 1: Evaluate Year 2: Draft Plan Year 3: Adoption Years 3-5: Implementation	There is no by-law, though the Highway Department inspects each structure every year and notifies the Board of Selectman if an illicit discharge is discovered.	The Highway Department will continue to inspect the stormwater system. The Highway Department and The Board of Selectman will look into drafting a Town stormwater by-law.
Revised					

3D	Illegal Dumping	Board of Health	Years 1-5: Perform regular patrols and cleanup illegally dumped trash, as needed	The Mattapoissett Police Department and Health Department routinely inspects for illegal dumping. If an item is observed, the Highway Department is notified for collection and disposal.	The Health Department and Mattapoissett Police Department will continue to perform regular patrols and will take appropriate actions to deal with illegal dumping.
3E	Failing Septic System Program	Board of Health (BOH)	Years 1-5: Obtain records on septic system pumping	The BOH maintains records for septic system pump outs. A system requiring 4 or more pump outs in a year is considered to be failing. The BOH takes actions to ensure the owner gets the failing system repaired.	The Health Agent will continue to obtain and maintain records on septic system pumping and maintenance activities.
Revised					
3F	Water Quality Monitoring	Board of Health (BOH)	Years 1-5: Perform regular sampling at 14 public/semi-public beaches during the summer months.	The beaches are sampled once every 7 days during the summer. Sampling are analyzed for fecal and total coliform.	The beaches will continue to be sampled for indicator bacteria.
Revised					
				Established	
Revised					

3a. Additions

3A-2	Mapping Stormwater Outfalls	Highway Department	Provide better siting of outfalls with improved GPS technology	With the formation of the BBAC Stormwater Collaborative, the outfalls discharging into impaired shellfish waters are being re-mapped.	Mapping of selected outfalls completed
3F-2	Water Quality Monitoring	Board of Selectman & Highway Department	Perform water quality monitoring as part of the BBAC Stormwater Collaborative. Monitoring will be focused on impaired shellfish resource areas during wet and dry weather.	BBAC Stormwater Collaborative, Highway Dept and BBAC staff began monitoring outfalls discharging into impaired shellfish beds, the majority of which are in Urbanized Areas and subject to the MS4 permit. Monitoring was focused on bacteria and the potential presence of illicit discharges during wet and dry weather.	Monitoring will continue provided funding is available.
3G	Identifying other Stormdrain Structures	Board of Selectman & Highway Department	Refine existing stormdrain atlas database utilizing existing roads plans.	As part of the Stormwater Collaborative, road plans located in the Highway Dept. office are being scanned to provide more information regarding the stormdrain infrastructure (slope, pipe dia./type, etc.)	With assistance from the Buzzards Bay NEP, the plans will be geo-referenced and will provide supplemental information to our stormdrain database.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities
4A	Construction Runoff Bylaw	Highway Department Planning Board Conservation Commission	Year 1: Evaluate Year 2: Draft Plan Year 3: Adoption Years 3-5: Implementation	The planning Board and Conservation Commission have discussed the need for a Construction Runoff Bylaw, but no bylaw was drafted in Year 17.	The Planning Board and the Conservation Commission will review the Town bylaws that are in place. The Conservation Commission presented a proposed bylaw at the spring of 2015 Town meeting, which was overwhelmingly defeated. The Commission has no plans to re-visit a bylaw in the near future.
Revised					
4B	Plan Review	Planning Board	Years 3-5: Enforcement under adoption Bylaw	No Bylaw was adopted	The Planning Board and Conservation Commission will review the Town bylaws that are in place.
Revised					
4C	Inspection/ Reporting	Highway Department Planning Board Conservation Commission	Years 3-5: Enforcement under adoption Bylaw	No Bylaw was adopted	The Planning Board and the Conservation Commission will continue to make efforts to complete inspection and reporting enforcement for the construction site runoff controls in Year 18.
Revised					
Revised					
Revised					
Revised					

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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities
5A	Post-Construction Site Runoff Bylaw	Planning Board Conservation Commission	Year 1: Evaluate Year 2: Draft Plan Year 3: Adoption Years 3-5: Implementation	The Planning Board and Conservation Commission do not have bylaws regarding post construction runoff for stormwater	The Planning Board and Conservation Commission will review existing bylaws and look into a new bylaw as modeled by the MassDEP
Revised					
5B	Construction Site Plan Review	Planning Board Conservation Commission	Years 3-5: Enforcement under adopted Bylaw	The Planning Board and Conservation Commission do not have bylaws regarding post construction runoff for stormwater	The Planning Board and Conservation Commission will review existing bylaws and look into a new bylaw as modeled by the MassDEP
Revised					
5C	Stormwater System Maintenance Plan	Highway Department Planning Board Conservation Commission	Years 3-5: Enforcement under adopted Bylaw	The Stormwater System Maintenance Program has not been formally adopted, though the Highway Department regularly inspects and maintains the stormwater system.	The Highway Department will work on finalizing the Stormwater System Maintenance Plan in Year 18, and will continue to inspect and maintain the stormwater system.
Revised					
Revised					
Revised					
Revised					

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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities
6A	Municipal Maintenance Activity Program	Highway Department	Year 1: Evaluate and draft policies, as needed Years 2-5: Implementation and compliance	There is no “official” policy. However, there is a program for municipal maintenance in place that is updated as necessary.	Continue acting upon municipal maintenance program and identify and update deficiencies, as needed.
Revised					
6B	Training of all Municipal Employees	Highway Department	Year 1: Initial Good Housekeeping training Years 2-5: Annual refresher training	Staff has taken an informal refresher course in Year 17.	The Highway Department will hold annual refresher training for all employees.
Revised					
6C	Catch Basin Cleaning Program	Highway Department	Years 1-5: Clean 50% of catch basins each year	The two key personnel retired mid-way through the permit period. Their positions have been filled, but only one of the positions could be filled with labor possessing the appropriate licenses to operate equipment. Thus, due to the shortage in qualified labor no catch basins were cleaned in Year 17 .	The Highway Department is encouraging a second laborer to secure their CDL and hydraulics license. They would provide greater resources available for catch basin cleaning.
Revised					
6D	Street Sweeping and Cleaning	Highway Department	Years: 1-5: Sweep all streets once per year	All of the streets were swept in Year 17	All streets will be swept in Year 18
Revised					
6E	Used Oil Recycling	Board of Health	Years 1-5: Ongoing collection and recycling of used motor oil at Town of Fairhaven recycling center	Oil recycling was coordinated with Fairhaven and with the Town of Rochester in Year 17.	Oil recycling will be performed in coordination with Fairhaven and Rochester in Year 18.

Revised					
6F	Hazardous Waste Collection	Board of Health	Years 1-5: Annual event collecting household hazardous waste.	Household hazardous waste collection was performed in Year 17	Household hazardous waste collection will be performed in Year 18.
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 17 (Reliance on non-municipal partners indicated, if any)	Planned Activities
Revised	No TMDL's Established				
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

The Highway Department keeps a log of all catch basins that have been cleaned, as well as their condition. Turnover of key staff has resulted in inconsistent collection and reporting of data.

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)	
Annual program budget/expenditures **	(\$)	
Total program expenditures since beginning of permit coverage	(\$)	
Funding mechanism(s) (General Fund, Enterprise, Utility, etc)		

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/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 **	(#)	
▪ community participation **	(# or %)	
▪ material collected **	(tons or gal)	
School curricula implemented	(y/n)	

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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	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	
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	(%)	

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

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

	(Preferred Units)	Response
Average frequency of street sweeping (non-commercial/non-arterial streets) **	(times/yr)	
Average frequency of street sweeping (commercial/arterial or other critical streets) **	(times/yr)	
Qty. of sand/debris collected by sweeping **	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	
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	(#)	
• Vacuum street sweepers owned/leased	(#)	
• Vacuum street sweepers specified in contracts	(y/n)	
• % Roads swept with rotary brush sweepers **	%	
• % Roads swept with vacuum sweepers **	%	

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 %)	
Manual control spreaders used **	(y/n or %)	
Zero-velocity spreaders used **	(y/n or %)	
Estimated net reduction or increase in typical year salt/chemical application rate	(±lbs/ln mi. or %)	
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln mi. or %)	
% of salt/chemical pile(s) covered in storage shed(s)	(%)	
Storage shed(s) in design or under construction	(y/n or #)	
100% of salt/chemical pile(s) covered in storage shed(s) by May 2008	(y/n)	

Water Supply Protection

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