

**Municipality/Organization:** NORTON, MA

**EPA NPDES Permit Number:** NAR 041145

**MaDEP Transmittal Number:** W-

**Annual Report Number Year 14**  
**& Reporting Period:** April 1 2016 – March 31, 2017

## **NPDES PII Small MS4 General Permit Annual Report**

### **Part I. General Information**

Contact Person: Keith Silver

Title: Highway Superintendent

Telephone #: 508-285-0237

Email: highway@nortonmaus.com

### 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: 3-30-2017

## **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 14<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 14 |
|---------------|---|-------------------------------|--------------------|--|-------------------------------------|
| 1a<br>Revised | Non-Point Source Posters in public bldgs..              | Highway Dept.                 |                    | Non-point source posters posted in all public buildings  | Continuing to post posters          |
| 1b<br>Revised | Develop pamphlet  | Water & Sewer Dept.           |                    | Pamphlets are distributed via mailings   | Will continue with mailings         |
| 1c<br>Revised | Air Storm water Message on local cable channel          | Highway Dept                  |                    | Messages aired on local cable channel  | Will continue with messages         |
| 1d<br>Revised | Post storm water protection information to Town website | Highway Dept                  |                    | All Storm water information posted to Town website   | Updates are done when necessary     |
|               |   |                               |                    |  |                                     |
| Revised       |   |                               |                    |  |                                     |
| Revised       |   |                               |                    |  |                                     |

#### 1a. Additions

|  |  |  |  |  |  |
|--|--|--|--|--|--|
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## 2. Public Involvement and Participation

| BMP ID #      | BMP Description                                     | Responsible Dept./Person Name | Measurable Goal(s)                       | Progress on Goal(s) – Permit Year 14<br>(Reliance on non-municipal partners indicated, if any)             | Planned Activities – Permit Year 14  |
|---------------|---|-------------------------------|--|--|--|
| 2a<br>Revised | Establish Storm water Advisory Committee            | Selectmen                     | Meeting of SAC to being held bi-annually | Key Town employees make up Committee   | Meeting of SAC is held bi-annually   |
| 2b<br>Revised | Establish Storm water Hotline                       | Highway Dept                  | Hotline all set up                       | Hotline in place and available   | Storm water hotline will stay in place   |
| 2c<br>Revised | Co-sponsor stream cleanup day w/local organizations | Highway Dept                  | Spring Annual Stream cleanup day         | Spring annual stream clean up day done.<br>Conservation Dept. has canoe trips to clean streams and rivers. | Highway Dept. and Conservation Dept cleans streams every year.<br>Public also assists in this cleanup. |
| Revised       |   |                               |  |  |  |

### 2a. Additions

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### 3. Illicit Discharge Detection and Elimination

| BMP ID #      | BMP Description                                    | Responsible Dept./Person Name | Measurable Goal(s)                        | Progress on Goal(s) – Permit Year 14<br>(Reliance on non-municipal partners indicated, if any)   | Planned Activities – Permit Year 14                              |
|---------------|--|-------------------------------|---|--|--|
| 3a<br>Revised | Illicit discharge by law and adopted by Town       | Storm water Committee         | Adopted by Town                           | Illicit discharge by-law adopted   | Updated as needed  |
| 3b<br>Revised | IDDE Plan Adopted                                  | Storm water Committee         | Town IDDE plan                            | An IDDE plan has been reviewed   | Adopted  |
| 3c<br>Revised | Map outfalls, receiving waters, storm drain system | Highway Dept                  | Field surveys done by GPS                 | GPS mapping in effect  | Outfalls, receiving water, storm drain system updated frequently |
| 3d<br>Revised | Develop public education brochure                  | Highway Dept                  | Develop public education brochure         | Public education brochure completed  | Brochure dispersed   |
| 3e<br>Revised | Town collection of motor oil and anti-freeze       | Highway Dept                  | Collection hours provided twice per month | Motor oil and antifreeze collected the 2 <sup>nd</sup> & 4 <sup>th</sup> Saturday of each month. | Practice continues   |
|               |  |                               |   |  |  |
|               |  |                               |   |  |  |

#### 3a. Additions

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#### 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description                                    | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 14<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 14 |
|----------|--|-------------------------------|--------------------|--|-------------------------------------|
| Revised  | Developed new by-laws for construction site runoff | Planning/Con. Com.            | adopted            | A new by-law was developed for and is implemented for construction runoff                      | Procedure continuing                |
| Revised  | Developed site review procedures                   | Planning/Con. Com.            | done               | Site review protocol is being followed by both departments                                     | Procedure continuing                |
| Revised  | Site inspection protocol                           | Planning/Con. Com.            | adopted            | Site inspection is being followed by both departments  | Procedure continuing                |
| Revised  | Hotline for public complaints                      | Planning Dept                 | established        | Hotline set up for public complaints   | Procedure continuing                |
| Revised  |  |                               |                    |  |                                     |
| Revised  |  |                               |                    |  |                                     |

##### 4a. Additions

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## 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 14<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 14 |
|---------------|--|-------------------------------|---|--|-------------------------------------|
| 5a<br>Revised | Developed post construction inspection protocol      | Planning Dept                 | Site inspection protocol drafted                  | Site inspection protocol drafted   | Continuing procedures               |
| 5b<br>Revised | Developed 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  | Continuing to follow this           |
| 5c<br>Revised | Required long term O&M plans for BMP's               | Planning /Con. Com            | Established long term O&M procedures              | Long term O&M procedures established   | Continuing to follow this           |
| 5d<br>Revised | Reviewed planning & zoning for non-structural BMP's  | Planning Dept.                | Planning and zoning guidelines reviewed           | Planning and zoning for non-structural BMP's have been reviewed and follow BMP                 | Continuing to follow this           |
| 5e<br>Revised | Fact sheet of recommended BMP's                      | Planning/Con. Com             | Distribute fact sheet to developers               | A fact sheet of BMP's is dispersed to developers   | Continuing to follow this           |
|               |  |                               |   |  |                                     |

### 5a. Additions

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## 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 14<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 14 |
|---------------|------------------------------------|-------------------------------|-------------------------------------|--|-------------------------------------|
| 6a<br>Revised | Employee training program          | Highway Dept.                 | Conducting annual employee training | Annual training being conducted  | Done throughout each year           |
| 6b<br>Revised | Vehicle maintenance/inspection     | Highway Dept.                 | Regularly conducting program        | All vehicles inspected and maintained on a daily basis   | Will stay in effect                 |
| 6c<br>Revised | Park vehicles in covered area      | Highway Dept.                 | Vehicles parked in covered area     | All vehicles are parked in garage bays   | Will remain in garage               |
| 6d<br>Revised | Keep spill prevention kits on site | Highway Dept.                 | Spill prevention kits on site       | Spill prevention kits are on site at all times   | Will remain on site at all times    |
| 6e<br>Revised | Stockpile prevention               | Highway Dept.                 | Keep sand and salt in shed          | All sand and salt are stored in a shed   | Will remain in sheds                |
|               |                                    |                               |                                     |  |                                     |

### 6a. Additions

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|--|--|--|--|--|--|
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**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 14<br>(Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 14 |
|----------|-----------------|-------------------------------|--------------------|--|-------------------------------------|
| Revised  |                 |                               |                    |  |                                     |

**7a. Additions**

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|--|--|--|--|--|--|
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**7b. WLA Assessment**

## Part IV. Summary of Information Collected and Analyzed

## Part V. Program Outputs & Accomplishments (OPTIONAL)

### Programmatic

|  |       |           |
|--|-------|-----------|
| Stormwater management position created/staffed | (y/n) | Y         |
| Annual program budget/expenditures             | (\\$) | No budget |
|  |       |           |
|  |       |           |

### Education, Involvement, and Training

|   |               |     |
|---|---------------|-----|
| Estimated number of residents 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.)  |     |
| Household Hazardous Waste Collection Days                               |               |     |
| ▪ days sponsored  | (#)           | 24  |
| ▪ community participation   | (%)           |     |
| ▪ material collected  | (tons or gal) |     |
| School curricula implemented  | (y/n)         | N   |
|   |               |     |
|   |               |     |

## Legal/Regulatory

|  | In Place | Prior to<br>Phase II | Under<br>Review | Drafted | 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

|   |                    |      |
|---|--------------------|------|
| Outfall mapping complete                    | (%)                | 100% |
| Estimated or actual number of outfalls      | (#)                | 107  |
| System-Wide mapping complete                | (%)                | 100% |
| Mapping method(s)                           | GPS                |      |
| ▪ Paper/Mylar PAPER                         | (%)                | 100% |
| ▪ CADD                                      | (%)                |      |
| ▪ GIS purchased \$15,000 GPS TREMBLE SYSTEM | (%)                | 80   |
| Outfalls inspected/screened                 | (# or %)           | 100% |
| Illicit discharges identified               | (#)                | 100% |
| Illicit connections removed                 | (# )<br>(est. gpd) |      |
| % of population on sewer                    | (%)                | 12%  |
| % of population on septic systems           | (%)                | 88%  |
|   |                    |      |
|   |                    |      |

## Construction

|   |            |     |
|---|------------|-----|
| Number of construction starts (>1-acre)   | (#)        |     |
| Estimated percentage of construction starts adequately regulated for erosion and sediment control | (%)        | 100 |
| Site inspections completed  | (# or %)   | 100 |
| Tickets/Stop work orders issued   | (# or %)   |     |
| Fines collected   | (# and \$) |     |
| Complaints/concerns received from public  | (#)        | 30  |
|   |            |     |
|   |            |     |

## Post-Development Stormwater Management

|  |          |  |
|--|----------|--|
| Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control | (%)      |  |
| Site inspections completed   | (# or %) |  |
| Estimated volume of stormwater recharged   | (gpy)    |  |
|  |          |  |
|  |          |  |

## 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       |
| Total number of structures cleaned   | (#)            | 96%     |
| Storm drain cleaned  | (LF or mi.)    | 80%     |
| Qty. of screenings/debris removed from storm sewer infrastructure                              | (lbs. or tons) | 150     |
| Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.) |                | Compost |
| Cost of screenings disposal  | (\\$)          |         |
|  |                |         |
|  |                |         |
|  |                |         |

|  |                |             |
|--|----------------|-------------|
| Average frequency of street sweeping (commercial/arterial or other critical streets) | (times/yr)     | Spring-fall |
| Qty. of sand/debris collected by sweeping  | (lbs. or tons) | 800 TONS    |
| Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)                | (location)     | Compost     |
| Cost of sweepings disposal   | (\$)           |             |
| Vacuum street sweepers purchased/leased  | (#)            | purchased   |
| Vacuum street sweepers specified in contracts  | (y/n)          | Y           |
|  |                |             |
|  |                |             |

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)

|               |             |     |
|---------------|-------------|-----|
| ▪ Fertilizers | (lbs. or %) | n/a |
| ▪ Herbicides  | (lbs. or %) | n/a |
| ▪ Pesticides  | (lbs. or %) | n/a |
|               |             |     |
|               |             |     |

|  |   |      |
|--|---|------|
| Anti-/De-Icing products and ratios                       | % NaCl<br>% CaCl <sub>2</sub><br>% MgCl <sub>2</sub><br>% CMA<br>% Kac<br>% KCl<br>% Sand | 20%  |
| Pre-wetting techniques utilized                          | (y/n)   | Y    |
| Manual control spreaders used                            | (y/n)   | Y    |
| Automatic or Zero-velocity spreaders used                | (y/n)   | N    |
| Estimated net reduction in typical year salt application | (lbs. or %)   | -75% |
| Salt pile(s) covered in storage shed(s)                  | (y/n)   | Y    |
| Storage shed(s) in design or under construction          | (y/n)   | Y    |
|  |   |      |
|  |   |      |