



BRISTOL ENGINEERING ADVISORS, INC.
Infrastructure and Water Resources Engineering

March 1, 2011

Ms. Denny Dart (OES 04-4)
US Environmental Protection Agency, New England Region
Office of Environmental Stewardship
5 Post Office Square
Boston, Massachusetts 02109-3912

Re: Response to Correspondence dated January 7, 2011
Request for Information Pursuant to Section 308 of the Clean Water Act, EPA Docket No.
11-308-079
EPA NPDES Permit #: MAR041136 SP

Dear Ms. Dart:

On behalf of the Town of Mattapoissett, Bristol Engineering Advisors, Inc. (Bristol) is pleased to provide the enclosed NPDES Phase II Small MS4 General Permit Annual Report for Year 6 and Year 7 of the reporting period. These documents are submitted in accordance with the correspondence referenced above.

Based on our review of the historical record, it appears that Year 4 and Year 5 may not have been submitted. These documents are proactively included in this submission.

If you have any questions regarding this information, please contact either Michael Gagne, Town of Mattapoissett, or me at (508)758-8270.

Respectfully submitted,

BRISTOL ENGINEERING ADVISORS, INC.


Peter Newton, PG

Cc: Michael Gagne, Town of Mattapoissett

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BRISTOL ENGINEERING ADVISORS, INC.

Municipality/Organization	Town of Mattapoisett
EPA NPDES Permit Number	MAR041136 SP
MassDEP Transmittal Number	W-035940
Annual Report Number & Reporting Period	No. 4: April 2006 – May 2007

NPDES Phase II Small MS4 General Permit Annual Report

Part I. General Information

Contact Person:	Michael Gagne ¹	Title:	Town Administrator
Telephone No:	(508) 758-4100	Email:	mgagne@mattapoisett.net

Certification:

I declare under penalty of perjury that I am authorized to respond on behalf of the Town of Mattapoisett. I certify that the foregoing responses and information submitted were prepared under my direction or supervision and that I have personal knowledge of all matters set forth in the responses and the accompanying information. I certify that the responses are true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Signature: 

Printed Name: Michael Gagne

Title: Town Administrator

Date: 2-28-11

¹ Mr. Gagne became Town Administrator in September 2009, Year 7 of the Permit.

Part II. Self Assessment

The Town of Mattapoisett has not made significant progress on its permit obligations in Year 4. There was significant turn-over among staff, including the election of a new Highway Superintendent.

Despite the above, the residents and businesses in Mattapoisett recognize 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; yet we acknowledge there is more to be done.

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

BMP ID#	BMP Description	Responsible Department/ Personnel	Measurable Goal(s)	Progress on Goal(s) in Year 4	Planned Activities in Year 5
1A	Classroom Education	School District	Incorporate water quality information in third and fifth grades, Years 1-5	Not Complete	School District plans to work toward completing this goal
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	Yrs 1 and 2 complete; retirement of personnel key to this goal.	School District and Water Department will work toward identifying a suitable candidate.
1C	Newspaper Press Releases	Board of Selectmen (BOS)	Two (2) per year in local newspaper, Years 1-5	Action not completed in Year 4	The Town will publish press releases relating to stormwater
1D	Local Cable Access	BOS	Post Bulletins – two (2) per year on local cable access channel, Years 1-5	Action not completed in Year 4	The Town will air information relating to stormwater during Year 5
1E	Informational Flyers/ Pamphlets	BOS	Make one (1) informational flyer or pamphlet available in Town Hall, Year 2-5	Action not completed in Year 4	The Town will look to make these brochures available in Year 5.
1F	Community Website	BOS	Post Bulletins, two (2) per year on the Town website, Year 1-5	Action not completed in Year 4	The Town will post stormwater bulletins on the Town website and consider links to additional stormwater organizations.

2. Public Participation

BMP ID#	BMP Description	Responsible Department/ Personnel	Measurable Goal(s)	Progress on Goal(s) in Year 4	Planned Activities in Year 5
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 Mattapoisett 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 Mattapoisett Land Trust that conduct cleanups.	DPW will continue its efforts at trash and debris removal as part of its environmental maintenance strategy.
2B	Community Hotline	BOS	Publicize Police Department hotline number, encourage use for reporting illegal dumping, Years 1-5	Residents are encouraged to contact the Mattapoisett PD to report illegal activities, including illegal dumping	Residents will be encouraged to report illegal dumping to the Mattapoisett PD
2C	Storm Drain Stenciling	Highway Department	Stencil 25% of storm drains each year, Years 2-5	All basins that 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 to Town waterbodies.
2D	Watershed Committee	Water & Sewer Commission	Work with Mattapoisett River Valley Watershed Advisory Board, Years 1-5	The W&SD is an active participant of the MRVWAB, which meets on a quarterly basis. The Board seeks to protect 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 Mattapoisett remains protected.
2E	Student Sampling Program	School District	Seventh Graders and Environmental Studies class to conduct waterfront and beach sampling, Years 1-5	Action not completed in Year 4	The School District intends to re-start the program in Year 5.

3. *Illicit Discharge Detection and Elimination*

BMP ID#	BMP Description	Responsible Department/ Personnel	Measurable Goal(s)	Progress on Goal(s) in Year 4	Planned Activities in Year 5
3A	Mapping Stormwater Outfalls	Highway Department	Develop map of stormwater outfalls, Year 1: Field inspect and verify 25% per year, Years 2-5	A Stormwater map was created and verified by the DPW and Water & Sewer Dept. All catch basins, drainage manholes and outfalls are inspected annually.	The Highway Department will continue to regularly inspect and maintain the stormwater system.
3B	Develop Illicit Discharge Program	Highway Department	Year 1: Evaluate Year 2: Draft Plan Year 3: Adoption Years 3-5: Implementation	There is no official IDDE Plan, though the Highway Department inspects each structure every year and notifies the Board of Selectmen if an illicit discharge is discovered.	The Highway Department will continue to inspect the stormwater system.
3C	Non-Stormwater Bylaw	BOS & Highway Department	Year 1: Evaluate Year 2: Draft Bylaw 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 Selectmen if an illicit discharge is discovered.	The Highway Department will continue to inspect the stormwater system. The Highway Department and BOS will look into drafting a Town stormwater bylaw.
3D	Illegal Dumping	Board of Health (BOH)	Years 1-5: Perform regular patrols and cleanup illegally dumped trash, as needed	The Mattapoissett PD and Health Agent routinely inspects for illegal dumping. If an item is observed, the Highway Department is notified for collection and disposal.	The Health Agent and Mattapoissett PD will continue to perform regular patrols and will take the appropriate actions to deal with illegal dumping.

BMP ID#	BMP Description	Responsible Department/ Personnel	Measurable Goal(s)	Progress on Goal(s) in Year 4	Planned Activities in Year 5
3E	Failing Septic System Program	BOH	Years 1-5: Obtain records on septic system pumping	<p>The BOH maintains records for septic system pump outs.</p> <p>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</p>	The Health Agent will continue to obtain and maintain records on septic system pumping and maintenance activities.
3F	Water Quality Monitoring	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. Samples are analyzed for fecal and total coliform	Beaches will continue to be sampled for indicator bacteria.

4. Construction Site Runoff Control

BMP ID#	BMP Description	Responsible Department/ Personnel	Measurable Goal(s)	Progress on Goal(s) in Year 4	Planned Activities in Year 5
4A	Construction Runoff Bylaw	Highway Department Planning Board Conservation Commission	Year 1: Evaluate Year 2: Draft Bylaw 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 4.	The Planning Board and Conservation Commission will review the Town bylaws that are in place.
4B	Plan Review	Planning Board	Years 3-5: Enforcement under adopted Bylaw	No bylaw was adopted.	The Planning Board and Conservation Commission will review the Town bylaws that are in place.
4C	Inspection/ Reporting	Highway Department Planning Board Conservation Commission	Years 3-5: Enforcement under adopted Bylaw	No bylaw was adopted.	The Planning Board will make efforts to complete inspection and reporting enforcement for construction site runoff controls in Year 5

5. *Post-Construction Runoff Control*

BMP ID#	BMP Description	Responsible Department/ Personnel	Measurable Goal(s)	Progress on Goal(s) in Year 4	Planned Activities in Year 5
5A	Post-Construction Runoff Bylaw	Planning Board Conservation Commission	Year 1: Evaluate Year 2: Draft Bylaw 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 DEP.
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 DEP.
5C	Stormwater System Maintenance Plan	Highway Department Planning Board Conservation Commission	Years 3-5: Enforcement under adopted Bylaw	The Stormwater System Maintenance Plan 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 5, and will continue to inspect and maintain the stormwater system.

6. *Municipal Good Housekeeping*

BMP ID#	BMP Description	Responsible Department/ Personnel	Measurable Goal(s)	Progress on Goal(s) in Year 4	Planned Activities in Year 5
6A	Municipal Maintenance Activity Program	Highway Department	Year 1: Evaluate and draft additional 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 the municipal maintenance program and identify and update deficiencies, as needed.
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 4	The Highway Department will hold annual refresher training for all employees.
6C	Catch Basin Cleaning Program	Highway Department	Years 1-5: Clean 50% of catch basins each year	Highway Department attempts to inspect 100% of catch basins annually, workload permitting. Catch basins are cleaned and repaired as needed.	Highway Department will continue to clean, inspect and repair catch basins.
6D	Street Sweeping and Cleaning	Highway Department	Years 1-5: Sweep all streets once per year	All of the streets were swept in Year 4.	All streets will be swept in Year 5
6E	Used Oil Recycling	BOH	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 4.	Oil recycling will be performed in coordination with Fairhaven in Year 5
6F	Hazardous Waste Collection	BOH	Years 1-5: Annual event collecting household hazardous waste	Household hazardous waste collection was performed in Year 4.	Household hazardous waste collection will be performed in Year 5.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations

BMP ID#	BMP Description	Responsible Department/ Personnel	Measurable Goal(s)	Progress on Goal(s) in Year 4	Planned Activities in Year 5
	No TMDL's Established		N/A	N/A	N/A

7a. Additions

BMP ID#	BMP Description	Responsible Department/ Personnel	Measurable Goal(s)	Progress on Goal(s) in Year 4	Planned Activities in Year 5

7b. Waste Load Allocation Assessment

BMP ID#	BMP Description	Responsible Department/ Personnel	Measurable Goal(s)	Progress on Goal(s) in Year 4	Planned Activities in Year 5

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 and Accomplishments (OPTIONAL)

Programmatic

Stormwater Management Position Created?	Y/N	
Stormwater Management Position Staffed?	Y/N	
Annual Program Budget	\$	
Annual Program Expenditures	\$	

Education, Involvement and Training

Estimated number (%) of residents reached by education program(s)	# (%)	
Stormwater Management Committee established	Y/N	
Stream Teams established	Y/N (#)	
Shoreline Clean-Up participation (Shoreline miles cleaned)	Y/N (mi)	
Household Hazardous Waste Collection		
Number of days sponsored	#	
Community participation	# (%)	
Quantity of material collected	Tons/gallons	
School Curricula implemented	Y/N	

Legal/Regulatory

	Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status				
Illicit Discharge Detection and Elimination				
Erosion & Sediment Control				
Post-Development Stormwater Management				
Accompanying Regulation Status				
Illicit Discharge Detection and Elimination				
Erosion & Sediment Control				
Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall Mapping Complete	# (%)	
Estimated or Actual number of Outfalls	#	
System-Wide mapping progress	%	
Mapping method(s)		
Paper/Mylar	%	
CADD	%	
GIS	%	
Outfalls inspected/screened	# (%)	
Illicit Discharges identified	#	
Illicit Discharges removed	# (%)	
% of Population on Sewer	%	
% of Population on Septic	%	

Construction

Number of Construction starts (>1-acre)	#	
Estimated percentage of construction starts adequately regulated for erosion and sediment control	%	
Site Inspections completed	# (%)	
Tickets and/or Stop Work Orders issued	#	
Fines collected	# (\$)	
Complaints received from the public	#	

Post-Development Stormwater Management

Estimated percentage of construction starts adequately regulated for erosion and sediment control	%	
Site Inspections completed	#	
Estimated Volume of Stormwater recharged	gpy	

Operations and Maintenance

Catch Basins		
Avg Frequency of cleaning (non-commercial/non-arterial street)	#/year	
Avg Frequency of cleaning (commercial/arterial or other critical streets)	#/year	
Total number of structures cleaned	# (%)	
Storm drains cleaned	LF	
Qty of screenings/debris removed from storm sewer infrastructure	Tons	
Disposal location of screenings/debris		
Cost of screenings/debris disposal	\$	
Street Sweeping		
Avg Frequency of cleaning (non-commercial/non-arterial street)	#/year	
Avg Frequency of cleaning (commercial/arterial or other critical streets)	#/year	
Qty of sand/debris removed from storm sewer infrastructure	Tons	

Disposal location of sweepings		
Cost of sweepings disposal	\$	
Vacuum Street Sweepers purchased/leased	#	
Vacuum Street Sweepers specified in contracts	Y/N	
Reduction in Application of Public Land of: (N/A = never used)		
Fertilizers	Lbs (%)	
Herbicides	Lbs (%)	
Pesticides	Lbs (%)	
Anti-icing/De-icing products and ratios	% NaCl % CaCl2 % MgCl2 % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	Y/N	
Manual Control Spreaders used	Y/N	

Automatic or Zero-Velocity Spreaders used	Y/N	
Estimated Net Reduction in Typical Year Salt application	Lbs (%)	
Salt Pile in Storage Shed	Y/N	
Storage Shed in Design or Under Construction	Y/N	