

Municipality/Organization: TOWN OF NORTON

EPA NPDES Permit Number: MAR041145

MassDEP Transmittal Number: W-

**Annual Report Number
& Reporting Period:**

April 1, 2006 – March 31, 2007

NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2007)

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: James P Purcell

Title: Town Manager

Date:

Part II. Self-Assessment

The Town of Norton has completed the required self-assessment and has determined that our municipality is moving forward to complete compliance with all the permit conditions.

Part 4.3.3 (BMP ID #3a)-The Town of Norton was unsuccessful in the adoption of an illicit discharge by-law before Permit Year Four end. But as of October 15, 2007, was successful in the adoption of the by-law. The Stormwater Advisory Committee is currently working on an IDDE Plan to recommend to the Town.

Part 5.0 Failed to submit annual report on or before May 1st. Submitted report November 16, 2007.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1a	Non-Point Source Posters in public buildings	Highway Dept	Post in all schools and municipal buildings	Reviewing material	Will post non-point source posters in all schools and municipal buildings
1b	Develop pamphlet	Water & Sewer Dept	Distribute information via mailings	Reviewing material	Will distribute information via mailings
1c	Air Stormwater Message on local cable channel	Highway Dept	Air one message for two weeks each quarter	Stormwater tips are aired on local cable access channel in the following order: Feb & March-ON, Apr & May-OFF, Jun & Jul-ON, Aug & Sept-OFF, Oct & Nov-ON, Dec & Jan-OFF	Will continue with this procedure.
1d	Post Stormwater protection information to town website	Highway Dept	Add stormwater page to town website	Stormwater protection information page still exists on town website	Stormwater protection page will remain on town website

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
2a	Establish Stormwater Advisory Committee	Selectmen	Meeting of SAC to be held bi-annually	A Stormwater Advisory Committee has been formed. Key town employees compose this committee.	Meeting of SAC will be held bi-annually.
2b	Establish Stormwater Hotline	Highway Dept	Set up phone numbers and tracking/response system	A Stormwater hotline has been established through the Highway Department's voicemail system (508-285-0237) and listed on cable and website.	Stormwater hotline will remain in effect.
2c	Co-sponsor stream cleanup day w/ local organizations	Highway Dept	Annual Stream Clean-up day.	A Stream clean up day has not been established by the Highway Dept., Highway Dept crews clean along stream area's each year. Conservation sponsor's a canoe trip in stream's and clean up along banks while canoeing.	Will continue annual clean up with Highway Department crews and Conservation canoe trips.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
3a	Develop illicit discharge By-law and adopt by Town	Stormwater Advisory Committee	Draft proposed By-law and adoption by Town	Illicit discharge by-law drafted and will be reviewed by Town Council	By-law will be adopted by Town for Permit Year 5
3b	Develop IDDE Plan	Stormwater Advisory Committee	Recommend IDDE Plan to Town	An IDDE Plan will be discussed within the specified time frame in hopes to be recommended to the Town before Winter 2007-2008.	Have IDDE Plan recommended to the Town.
3c	Map outfalls, receiving waters, and storm drain system	Highway Dept	Conduct field survey of outfalls and maps	Completed	Completed
3d	Develop public education brochure	Highway Dept	Develop public education brochure	Brochure developed for public	Will continue with brochure
3e	Town collection of motor oil and anti-freeze	Highway Dept	Collection hours provided twice per month	Town collection of motor oil and antifreeze free of charge on the 2 nd and 4 th Saturday of each month, all year.	Will continue with this practice.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4a	Develop new By-laws for construction site runoff	Planning/Con. Com.	Present proposed By-law at Town Meeting	Completed	Completed
4b	Develop site review procedures	Planning/Con. Com.	Site review protocol adopted	Completed	Completed
4c	Develop Site Inspection Protocol	Planning/Con. Com.	Site inspection protocol adopted	Completed	Completed
4d	Set up hotline for public complaints	Planning Dept.	Complaint registration/tracking procedure established	Public complaints can be received by the Stormwater hotline established by the Highway Dept.	This procedure will remain in effect.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5a	Develop post-construction inspection protocol	Planning Dept	Site inspection protocol drafted	See attached letter	Will continue with procedures
5b	Develop new By-Laws for post construction controls	Planning Dept	Present draft By-Law at Town meeting for adoption	See attached letter	Will continue with procedures
5c	Require long-term O&M plans for BMPs	Planning Dept/Con.Com	Establish long-term O&M procedures	See attached letter	Will continue with procedures
5d	Review Planning and Zoning for Non-structural BMPs	Planning Dept	Planning and Zoning guidelines reviewed	Planning and Zoning for Non-structural BMP's have been reviewed and follow BMP	Will continue with this procedure
5e	Fact sheet of recommended BMPs	Planning/Con.Com	Distribute fact sheet to developers	A fact sheet of recommended BMPs will be reviewed	A fact sheet of recommended BMPs will be distributed to developers

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6a	Employee training program	Highway Dept	Conduct annual employee training	Annual employee training has been conducted.	Annual employee training is done throughout the year each year
6b	Vehicle maintenance/inspection program	Highway Dept	Conduct program regularly	Vehicle maintenance/inspection program is in effect. All vehicles are maintained and inspected on a daily basis.	Vehicle maintenance/inspection program will stay in effect.
6c	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.
6d	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.
6e	Stockpile prevention	Highway Dept	Keep sand/salt in shed	All sand and salt mixtures are stored in shed.	All sand and salt mixtures are to remain stored in shed.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5

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, 2006 through March 31, 2007)

Programmatic

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

Education, Involvement, and Training

Estimated number of property owners reached by education program(s)	(# or %)	95%
Stormwater management committee established	(y/n)	Yes
Stream teams established or supported	(# or y/n)	No
Shoreline clean-up participation or quantity of shoreline miles cleaned **	(y/n or mi.)	Yes
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)	No

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	(%)	99%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete (complete storm sewer infrastructure)	(%)	99%
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened **	(# or %)	98%
Outfalls inspected/screened (Since beginning of permit coverage)	(# or %)	98%
Illicit discharges identified **	(#)	0
Illicit discharges identified (Since beginning of permit coverage)	(#)	
Illicit connections removed **	(#); and (est. gpd)	0
Illicit connections removed (Since beginning of permit coverage)	(#); and (est. gpd)	0
% of population on sewer	(%)	11%

% of population on septic systems	(%)	89%
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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)	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.)	50%
Qty. of screenings/debris removed from storm sewer infrastructure **	(lbs. or tons)	100
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)	N/A
• % Structures cleaned with clam shells **	(%)	99%
• % Structures cleaned with vactor **	(%)	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)	800
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.) **	(location)	Landfill/compost
Annual Sweeping Costs		
• Annual budget/expenditure (labor & equipment)**	(\$)	N/A
• Hourly or lane mile contract rate **	(\$/hr. or ln mi.)	N/A
• Disposal cost**	(\$)	N/A
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)	N/A
• % 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 %)	N/A
▪ Herbicides	(lbs. or %)	N/A
▪ Pesticides	(lbs. or %)	N/A
Integrated Pest Management (IPM) Practices Implemented	(y/n)	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) Ice Ban "Majic" – non-corrosive 50%/25% sand-25% salt	% 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/ln mi. or %)	-50% salt
Estimated net reduction or increase in typical year sand application rate **	(±lbs/ln 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