

Municipality/Organization: _____

EPA NPDES Permit Number: MAR-41145 _____

MassDEP Transmittal Number: W- _____

Annual Report Number Year 8

& Reporting Period: April 1, 2010 – March 31, 2011 _____

**NPDES PII Small MS4 General Permit
Annual Report
(Due: May 1, 2011)**

Part I. General Information

Contact Person: Keith Silver

Title: Highway Superintendent

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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: _____

9/13/2011

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
1a	Non-Point Source Posters in public buildings	Highway Dept	Post in all schools and municipal buildings	Non-point source posters posted in all public buildings	Will continue with posting of posters
Revised					
1b	Develop pamphlet	Water & Sewer Department	Distribute information via mailings	Pamphlets distributed via mailings	Will continue with mailings
Revised					
1c	Air Stormwater Message on local cable channel	Highway Dept	Air one message for two weeks each quarter	Messages aired on local cable channel	Will continue with messages
Revised					
1d	Post stormwater protection information to town website	Highway Dept	Add stormwater page to town website	Stormwater information posted to town website	Will update page when necessary
Revised					
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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities
2a	Establish Stormwater Advisory Committee	Selectmen	Meeting of SAC to be held bi-annually.	Stormwater Advisory Committee is made up of key town employees at this time.	Meeting of SAC will be held bi-annually
Revised					
2b	Establish Stormwater Hotline	Highway Dept	Set up phone numbers and tracking/response system.	Stormwater Hotline in place	Stormwater hotline will stay in place
Revised					
2c	Co-sponsor stream cleanup day w/ local organizations	Highway Dept	Annual Stream Cleanup day	Have not sponsored an annual stream clean up day, but the highway department crews clean area's each year. Also Conservation Department plans canoe trips each year and clean the stream and rivers as well	Will clean streams each year with Highway Department and Conservation Dept. canoe trips with public will also clean streams and rivers.
Revised					
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
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 proposed and adopted	Will update as/if needed
Revised					
3b	Develop IDDE Plan	Stormwater Advisory Committee	Recommend IDDE Plan to Town	An IDDE plan is being reviewed at this time.	Hopes to have IDDE plan ready for recommendation to town
Revised					
3c	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	Keep outfalls, receiving water, and storm drain system map updated
Revised					
3d	Develop public education brochure	Highway Dept	Develop public education brochure	Public education brochure developed	Public education brochure dispersed
Revised					
3e	Town collection of motor oil and anti-freeze	Highway Dept	Collection hours provided twice per month	Town collection of motor oil and antifreeze on the 2 nd and 4 th Saturday of each month	Will continue with this practice.
Revised					
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
4a	Develop new by-laws for construction site runoff	Planning/Con. Com.	Present proposed by-law at Town Meeting	A new by-law was developed for and is implemented for construction runoff	Will continue to follow by law for construction runoff
Revised					
4b	Develop site review procedures	Planning/Con. Com	Site review protocol adopted	Site review protocol is being followed by both departments	Will continue this procedure
Revised					
4c	Develop Site Inspection Protocol	Planning/Con. Com	Site inspection protocol adopted	Site inspection is being following by both departments	Will continue this procedure
Revised					
4d	Set up hotline for public complaints	Planning Dept	Complaint registration/tracking procedure established	Hotline set up for public complaints	Will continue this procedure
Revised					
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
5a	Develop post construction inspection protocol	Planning Dept	Site Inspection protocol drafted	Site inspection protocol drafted	Will continue with procedures
Revised					
5b	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 this procedure
Revised					
5c	Require long term O & M plans for BMP's	Planning/Con. Com	Establish long-term O & M procedures	Long term O & M procedures established	Will continue to follow this procedure
Revised					
5d	Review Planning and 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	Will continue to follow this procedure
Revised					
5e	Fact sheet of recommended BMP's	Planning/Con Com	Distribute fact sheet to developers	A fact sheet of BMP's is dispersed to developers	Will continue to follow this procedure
Revised					
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
6a Revised	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 Revised	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 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
6d 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
6e Revised	Stockpile prevention	Highway Dept	Keep sand and salt in shed	All sand and salt are stored in shed	All sand 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					
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					
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

Stormwater management position created/staffed	(Preferred Units)	
	(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 Dept Budget

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 ** ▪ community participation ** ▪ material collected **	(#) (# or %) (tons or gal)	24
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%
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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 ml.)	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 vacor **	(%)		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 in 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)	

Average Ratio of Anti-/De-icing products used **	(Preferred Units)	Response
(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/in mi. or %)	-50% salt
Estimated net reduction or increase in typical year sand application rate **	(±lbs/in 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