Municipality/Organization: **TOWN OF NORTON**

EPA NPDES Permit Number: MAR041145

MaDEP Transmittal Number: W-

2004 MAY -5 P 9:38

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Keith Silver Title: Highway Superintendent

Telephone #: 508-285-0237 Email:

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: James P Purcell

Printed Name: James Purcell

Title: Town Manager

Date: 4-29-04

Part II. Self-Assessment

The Town of Norton is exercising, due diligence with respect to compliance with NPDES PII Small MS4 General Permit Annual Report as evidenced by Parts I through V of this report.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1A	Non-point source Posters in public bldgs	Highway Department	Post in all schools and Municipal Bldgs	Posters and information have been drawn up and dispersed.	
Revised					
1B	Develop pamphlet	Highway Department	Develop and distribute in tax bills	Pamphlets have been created and sent out in 04 tax bills	
Revised					
1C	Air stormwater message On local cable	Highway Department	Air one message for two weeks each quarter	Message on cable; 1 tip per month airs entire month	On-going program
Revised					
1D	Post stormwater protection info on Town web site	Highway Department	Develop web site page	Town is in process of updating web-site. Once wed-site is up and running information on stormwater will be posted.	On-going program
Revised					
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2A	Establish Stormwater Advisory Committee	Selectmen	Meeting of SAC to be held annually	Selectmen are interviewing residents for the advisory committee	A Committee will be selected.
Revised					
2B	Establish Stormwater hotline	Highway Department	Setup phone numbers and response system	Communications Dept and Highway Superintendent's numbers will be posted on the cable channel by Winter 04	Ready to be posted on cable channel for Winter 04
Revised					
2C	Co-sponsor stream cleanup day w/ local organizations	Highway Department	Annual Stream Clean-up Day	Establish rubbish clean-up day town wide. Clean up day will take place on May 1, 2004.	On-going program for each spring
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3A	Develop illicit discharge By-law and adopt by Town	Stormwater Advisory Committee	Draft proposed By-law and adoption by Town	By law has been drawn up, but will not be adopted until Fall Town Meeting	Once by law in place Advisory Committee will appoint a person to enforce the law
Revised					
3B	Develop IDDE Plan	Stormwater Advisory Committee	Recommend IDDE Plan to Town	Once Committee is appointed plan will be developed	
Revised					
3C	Map outfalls receiving waters and storm drains	Highway Department	Conduct field survey of outfalls and map	Field survey done summer of 03 waiting for maps and survey to be returned from engineers.	Maps & Survey received and filed
Revised					
3D	Develop public education brochure	Highway Department	Develop public education brochure	Brochure sent out in 04 tax bills	On-going Program
Revised					
3E	Town Collection of Motor Oil & Anti Freeze	Highway Deparment	Collection of motor oil and anti-freeze	The Town currently accepts, free of charge, used motor oil and anti-freeze 2 times a month	On-going Program 2 times a month.
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4A Revised	Develop new by-laws for construction site run off	Planning/Conservation Commission	Draft proposed by-law and adoption by Town	Planning Board and Con Comm will review proposed by-law when it is received.	
4B Revised	Develop site review procedures	Planning/Conservation Commission	Site review Protocol adopted	Con Comm continues to review projects for proper erosion and sedimentation control. We require copies of NPDES applications for disturbance of > 1 acre. The Planning Board requires Site Plan Approval for all projects with more than 2500 sq ft or more than 10 paring spaces. Site Plan Approval incorporates review of stormwater management systems. Projects w/ more than 10,000 sf or 25 parking spaces require an Special Permit and in almost all cases, stormwater managerment systems are reviewed by a outside professional consulting engineer.	Con Comm will continue to review erosion control & dewatering methods as well as require copies of NPDES applications
4C Revised	Develop site inspection protocol	Planning/Conservation Commission	Site inspection protocol adopted	Con Comm inspects haybales/silt fence for proper installation and requires additional controls if necessary. At present, the Planning Board requires "as-buit" plans and inspects construction on approved projects as necessary to ensure compliance. Planning Board uses consulting engineers to inspect subdivisions and other private development which is not a subdivision as deem appropriate.	Con Comm Will review new methods of erosion control and evaluating the use of compost in combination w/ erosion controls.

4D	Set-up hotline for public complaints	Planning Department	Complaint registration/tracking procedure established	Once by law is accepted the hotline will be in place by Spring 06	
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5A	Develop post-construction inspection protocol	Planning Department	Site inspection protocol drafted		
Revised					
5B	Develop new by-laws for post construction controls	Planning Department	Present draft by law at Town meeting for adoption		
Revised					
5C	Require long-term O & M plans for BMPs	Planning/Conservation Committee	Establish long term O & M procedures		
Revised					
5D	Review Planning and Zoning for Non-structure BMPs	Planning Department	Planning and Zoning guidelines reviewed		
Revised					
5E	Fact sheet of recommended BMPs	Planning/Conservation Commission	Distribute fact sheet to Developers		
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6A	Employee training program	Highway Department	Conduct Annual training	Conducted annual training program w/ Highway and Water Department	On-going program Annually
Revised					
6B	Vehicle maintenance Inspection program	Highway Department	Conduct program regularly	On-going program	On-going program
Revised					
6C	Park vehicles in covered area	Highway Department	Vehicles parked in covered area	Most vehicles are parked in covered area , a pole barn is being constructed for the remaining vehicles	All vehicles are under cover
Revised					
6D	Keep spill prevention kits on site	Highway Department	Spill prevention kits on site	We have kits in the garage, new oil room, and used oil shed	Kits have remained unused in these three areas
Revised					
6E	Stockpile prevention	Highway Department	Keep sand/salt in shed	Salt shed was built and completed in Winter 2001, stockpile has been in shed since that time	On-going program
Revised					
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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
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)

Programmatic

Stormwater management position created/staffed	(y/n)	N/A
Annual program budget/expenditures	($)	N//A

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	18,000
Stormwater management committee established	(y/n)	N/A
Stream teams established or supported	(# or y/n)	8 + volunteers
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	10 + volunteers
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1 day/yr
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	N/A

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination		X	X	
▪ Erosion & Sediment Control		X	X	
▪ Post-Development Stormwater Management		X	X	
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination		X	X	
▪ Erosion & Sediment Control		X	X	
▪ Post-Development Stormwater Management		X	X	

Mapping and Illicit Discharges

Outfall mapping complete	(%)	80%
Estimated or actual number of outfalls	(#)	125 EST.
System-Wide mapping complete	(%)	80%
Mapping method(s)		
▪ Paper/Mylar	(%)	100%
▪ CADD	(%)	N/A
▪ GIS	(%)	N/A
Outfalls inspected/screened	(# or %)	125 EST.
Illicit discharges identified	(#)	N/A
Illicit connections removed	(#) (est. gpd)	N/A
% of population on sewer	(%)	25%
% of population on septic systems	(%)	75%

Construction

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

Post-Development Stormwater Management

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

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1time/2yrs
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1time/2yrs
Total number of structures cleaned	(#)	2500
Storm drain cleaned	(LF or mi.)	3000LF
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	700 tons
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)	Landfill	Compost
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2times/1yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2times/1yr

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	($)	N/A
Vacuum street sweepers purchased/leased	(#)	N/A
Vacuum street sweepers specified in contracts	(y/n)	N/A

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 % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	 2% 60%
Pre-wetting techniques utilized	(y/n)	NO
Manual control spreaders used	(y/n)	YES
Automatic or Zero-velocity spreaders used	(y/n)	NO
Estimated net reduction in typical year salt application	(lbs. or %)	0%
Salt pile(s) covered in storage shed(s)	(y/n)	YES
Storage shed(s) in design or under construction	(y/n)	YES