Received 3/13/07

TOWN OF MATTAPOISETT
Office of the Town Administrator

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Mattapoisett, MA 02739

Michael J. Botelho
Town Administrator

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March 7, 2007

U.S. Environmental Protection Agency, Region 1
ATTN: Thelma Murphy
One Congress Street
Suite 1100 (SEW)
Boston, MA 02114-2023

RE: Docket No. 07-308-25; Town of Mattapoisett NPDES Annual Report, March 2004 to March 2005

Dear Ms. Murphy;

A search of records in the Town of Mattapoisett failed to locate the NPDES Annual report for the year March 2004 to March 2005. Accordingly, a report has been created for that period and is forwarded enclosed.

Please contact me if you have any questions.

Sincerely,

Michael J. Botelho
Town Administrator

Enclosure: NPDES PII Small MS4 General Permit Annual Report, March 2004 to March 2005.

Municipality/Organization: Town of Mattapoisett

EPA NPDES Permit Number: MAR041136 SP

MaDEP Transmittal Number: W-035940

Annual Report Number & Reporting Period: No. 1: March 2004-March 2005

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Michael J. Botelho Title: Town Administrator

Telephone #: 508-758-4100 Email: mbotelho@mattapoisett.net

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 J. Botelho

Title: Town Administrator

Date: March 6, 2007

Part II. Self-Assessment

The Town of Mattapoisett began implementation of goals noted in its Notice of Intent. A summary of the Town's activity in implementing the requirements of its NPDES Phase II permit appears on the following pages.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1A	Classroom Education	School District	Incorporate water quality information in grades 3 and 5. Years 1-5	Not complete.	School District plans to work toward completing the goal.
Revised					
1B	Field Trip	School District and Water Department	Water Department provide guest speaker to one class and guide field trip to municipal wells. Years 1-5	Water Department and School District accomplished this goal in years 1 and 2.	Continue to provide guest speaker and guided field trip.
Revised					
1C	Newspaper Press Releases	Board of Selectmen	2 per year in local paper. Year 1-5.	Storm water press releases did not occur in years 1 and 2.	Initiate press releases in year 3.
Revised					
1 D	Local Cable Access	Board of Selectmen	Post bulletins 2 per year on local access channel. Years 1-5	The Town airs information on a variety of public information matters on two local access channels. To date specific storm water information has not been aired.	Initiate storm water information on public access.
Revised					
1E	Informational Flyers/ Pamphlets	Board of Selectmen	Make 1informational pamphlet or flyer available in Town Hall. Year 2- 5.	Brochures on proper fertilizer use for homeowners are mailed with tax bills. These brochures are also available in Town Hall.	The Town will maintain this program and will expand the range of brochures.
Revised					
1F	Community Website	Board of Selectmen	Post bulletins, 2 per year, on the Town website. Years 1-5	Bulletins are currently not posted directly. However, there is a link to the Buzzards Bay Action Committee that features information on storm water issues.	The Town plans to post bulletins in future years.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2A	Adopt a Road/Stream/Beach	Highway Department and School District	Support interested groups by collecting bagged trash. Center School conduct beach cleanup. Years 1-5	The Mattapoisett DPW cleans the roadways, beaches, streams and parks several times each year. The DPW also assists homeowners and groups in conducting other cleanups.	The DPW will continue its cleanup program for all roadways, parks, streams and beaches.
Revised					
2B	Community Hotline	Board of Selectmen	Publicize Police Hotline Number. Encourage use to report illegal dumping. Years 1-5	There are several phone lines that reach the police department directly. These may be used to report illegal dumping. The lines are not publicized specifically for use regarding illegal dumping.	The Town will publicize and encourage use of a direct line to the police department for use in reporting illegal dumping.
Revised					
2C	Storm Drain Stenciling	Highway Department	Stencil 25% of storm drains each year. Years 1-5	During the first year the DPW stenciled all storm drains in the central village area. This year all other storm drains that lead to the ocean have been stenciled.	The DPW plans to maintain stencils and to continue stenciling other storm drains.
Revised					
2D	Watershed Committee	Water and Sewer Commission	Work with Mattapoisett River Valley Watershed Advisory Board. Years 1-5	The Watershed Advisory Board meets on a quarterly basis to discuss water supply protection and the purchase of land to protect the watershed. The group also reviews subdivision plans	The committee will continue to meet and to seek funds for use in protecting the aquifer.
Revised					
2E	Student Sampling Program	School District	Seventh graders and environmental studies class to conduct waterfront beach sampling. Years 1-5.	Student Sampling has not yet begun. However, the local Board of Health does conduct water quality sampling throughout the summer.	Student sampling will begin in year 3.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3A	Mapping Storm water outfalls	Highway Department	Develop map of storm water outfalls Year 1. Field inspect and verify 25% years 2-5	A storm water outfall map of the Town was created by greater New Bedford Technical High School students. The map has been reviewed and approved by the Mattapoisett Highway and Water Departments. All catch basins, manholes and outfalls are inspected each year by DPW personnel. The Division of Marine Fisheries inspects, samples and tests outfalls monthly. In the event that discharge is discovered the Board of Health is contacted.	The regular maintenance and inspection programs will continue.
3B	Develop Illicit Discharge Program	Highway Department	Evaluate year 1, Draft plan Year 2, Propose for Adoption Year 3. Implement years 3-5	There is not yet an official document to detect and eliminate illicit discharges. However, the DPW inspects every structure within the storm sewer system annually and is confident that there are no connections to the system except for cellar sump pumps. In the event that an illicit discharge is detected the DPW will inform the Board of Selectmen and Board of Health.	The DPW and Division of Marine Fisheries will continue inspecting in year 3.
3C	Non-Stormwater By-law	Board of Selectmen and Highway Department	Evaluate year 1, draft year 2, propose for adoption by year 3. Implement years 3-5.	The by-law has not been drafted. However, the DPW inspects every structure within the storm sewer system annually and is confident that there are no connections to the system except for cellar sump pumps. In the event that an illicit discharge is detected the DPW will inform the Board of Selectmen and Board of Health.	The DPW and Division of Marine Fisheries will continue inspecting in year 3. The Board of Selectmen will look into the by-law proposal in future years.

Revised					
3D	Illegal Dumping	Board of Health	Perform regular patrols and cleanup illegally dumped trash as needed. Years 1-5	The Police Department and Health Agent routinely inspect the town for illegally dumped items. In the event that any are found the Highway Department is notified to pick up and dispose of the item.	This program will continue in year 3.
3E	Failing Septic Program	Board of Health	Obtain Records on Pumped Septic Systems. Years 1-5.	The BOH obtains pump out records. If a system has 4 or more pump outs in a year it is deemed to have failed. In this case the BOH notifies the homeowner of the need to repair the system, and may send a demand letter for enforcement if needed.	This program will continue in year 3.
3F	Water Quality Monitoring	Board of Health	Regular sampling at 14 public/semi-public beaches during summer months. Years 1-5	Beaches are sampled once every 7 days foe fecal coliform and total coliform	This program will continue in year 3.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4A	Construction Runoff By-Law	Highway Department/ Planning Board/ Concom	Evaluate year 1. Draft By-law Year 2. Propose for adoption by Year 3. Implement Year 3-5	The current by-laws only refer to soil removal, wetlands and disturbing 5 acres or more. There are no construction runoff by-laws that emulate the DEP model by-laws. The Concom has attempted to pass new by-laws in the past, but these have been rejected by Town Meeting.	Planning Board and Concom will review existing by-laws.
4B	Plan Review	Planning Board	Enforcement under new by-law in Years 3-5.	The Planning Board does not currently have a by-law that specifically requires plan review regarding storm water runoff. There is a by-law that requires site plan review for certain types of projects. Planning Board uses this by-law for plan review purposes.	The Planning Board will make an effort to complete Plan review enforcement for construction site runoff control during year 3.
4C	Inspection and Reporting	Highway Department, Planning Board, Concom	Enforcement under adopted by-law Years 3-5	The Planning Board, DPW and Concom will develop plans and procedures for Inspection and reporting.	Initiate inspection and reporting enforcement for construction runoff.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5A	Post Construction Runoff By-law	Planning Board, Concom	Evaluate Year 1, draft year 2, Propose for adoption Year 3, Implement years 3-5	The Planning Board and Concom have not yet drafted the post construction runoff by-law.	Seek to propose a by-law following the DEP model.
5B	Construction Site Plan Review	Planning Board, Concom	Enforcement in years 3-5	Current site plan review process does not specifically address post construction runoff; but a review process is in place.	Planning Board and Concom will look to revise the current site plan review process to include post construction runoff.
5C	Storm Water System Maintenance Plan	Planning Board, Concom, Highway Dept.	Enforcement under adopted by-law in years 3-5.	The Storm Water System Maintenance Plan has not yet been written; however, the Highway department conducts regular inspections and performs maintenance and cleaning on all storm water structures annually.	The Highway Department will continue its system of routine inspection, maintenance and cleaning.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6A	Municipal Maintenance Activity Program	Highway Dept.	Evaluate and draft policies in year 1, enforcement in years 2-5.	There is no written program; however, the Highway Department conducts routine maintenance throughout the Town.	The routine maintenance program will continue. New activities will be added as scope changes dictate.
6B	Train all Municipal Employees	Highway Department	Initial training in Year 1. Annual refresher in years 2-5	Initial good housekeeping training has been completed. Refresher training is on-going.	The Highway Department will continue to train as needed.
6C	Catch Basin Cleaning Program	Highway Department	Clean 50% of Catch Basins each year.	The Highway Department has a regular program of inspection and maintenance of all structures. The program includes cleaning catch basins and drainage manholes, jetting pipes and cutting roots as needed.	The Highway department will continue to conduct its regular cleaning program.
6D	Street Sweeping and Cleaning	Highway Department	Sweep all streets once per year.	All streets are swept at least once per year.	The Highway Department will continue to maintain the street sweeping program.
6E	Used Oil Recycling	BOH	On-going collection and recycling with the Town of Fairhaven. Years 1 –5.	The used oil collection and recycling program is an on-going program with the Town of Fairhaven.	The program will continue during year 3.
6F	Hazardous Waste collection	BOH	Annual event collecting household hazardous waste with the Town of Rochester.	The household hazardous waste collection program happens each year in partnership with the Town of Rochester	The program will continue in year 3.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
				No TMDL's in the Town of Mattapoisett.	

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

BMP's have not been installed. Sampling and analysis by the Town has not been performed. Sampling and analysis is conducted by others (Buzzards Bay Coalition, Buzzards Bay Action Committee, Office of Coastal Zone Management, DEP and DEM and others).

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

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

Education, Involvement, and Training

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

Legal/Regulatory

	In Place Prior to Phase II	Under 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	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	
% of population on septic systems	(%)	

Construction

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 completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

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

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

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % 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. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	
Storage shed(s) in design or under construction	(y/n)	