Municipality/Organization: **Town of Norwood, MA**

EPA NPDES Permit Number: **MAR041053AH**

MaDEP Transmittal Number: **W-036392**

Annual Report Number & Reporting Period: **No. 1: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John J. Carroll Title: General Manager

Telephone #: 781-762-1240 Email: jcarroll@ci.norwood.ma.us

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: John Carroll

Printed Name: John J. Carroll

Title: General Manager

Date: 5.02.05

Part II. Self-Assessment

Attending the various talks held by Thelma Murphy, EPA - Regional Storm Water Coordinator, during the past permit year has been helpful in understanding the EPA requirements and Town's responsibilities during this Permit process.

Public Education and Outreach – Public Involvement and Participation

In addition to the BMP's outlined in the Town of Norwood's NOI there are numerous events throughout the year where providing information and raising awareness is a major element. The Recreation Department's Earth Day works with the students of each school in Town to cleanup schools, parks, conservation lands and other Town owned properties. Information and assistance is provided from Waste Management with support from local businesses. There is an ongoing program of Student Community Services Hours where similar work is provided. The Recreation Department also works with the local Boys and Girls Scouts clearing pathways along Hawes Brook

Departments within the Town Hall have a community bulletin board where information is posted and made available to the general public. The Conservation Commission and The Board of Health regularly post and update information as applicable. Information concerning compost bins, fertilizer application, leaf and yard waste pick-up, hazardous waste storage and disposal is always available.

2F – Create Stormwater Committee
The Engineering Department has been responsible for the NPDES General Permit and has conducted meetings with various department heads concerning stormwater discharge and the implementation of Best Management Practices (BMP's).

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	Recycling & Rubbish Web Page	Manager's Office	Dates and information updated as needed.	Continue to update and host web page on Town of Norwood site.	Continue to update and host web page on Town of Norwood site.
Revised					
1B	Automatic Meter Reading (AMR)	Manager's Office	Town wide metering completed.	Town will monitor abnormal water usage through billing cycles.	Continue to monitor the water usage of customers.
Revised					
1C	Recycling & Rubbish Flyers	Manager's Office	12,000 flyers mailed – April 16,000 flyers inserted in Light Dept. bill – Sept.	Continue Town wide notification of recycling/rubbish dates and general information.	Continue Town wide notification of recycling/rubbish dates and general information.
Revised					
Revised					
Revised					
Revised					

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	"You Can Help" Web Site	Board of Health (BOH)	No direct volunteering from web posting. Most volunteers are repeat or word of mouth.	Part of the Town's recycling and rubbish web page. Will continue to post and inform people of this site through flyers.	Continue to post web page and inform the public of the site through flyers and mailing inserts.
Revised					
2B	Household Hazardous Waste Days	Dept. Public Works (DPW) and BOH	409 vehicles (Spring 2004)	Notification through web page, flyers and cable TV. Contracted Clean Harbors for spring Hazardous Waste Day	Will continue to inform the public of the positive benefits of Hazardous Waste Days to increase participation.
Revised					
2C	Recycling Days	DPW / BOH	397 vehicles (Fall 2004)	Notification through web page, flyers and cable TV.	Will continue to inform the public of the positive benefits of Recycling Days to increase participation
Revised					
2D	Paint Recycling Shed	DPW / BOH	Filled two flex bins	Notification through web page, flyers and cable TV.	Will continue to inform the public of the positive benefits of Recycling Paint to increase participation
Revised					
2E	Compost Bin Sales	BOH	42 bins sold (2004)	BOH information on bin sales included in Town web page, annual flyers and local newspaper ads. (Sales increased after newspaper ad)	Increase sales of compost bins through education and advertising.
Revised					
2F	Create Stormwater Committe	Manager's Office	See Part II – Self Assessment		
Revised					

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	GIS - Develop Stormwater Data Layer	Engineering	Completed stormwater data layer.	Engineering Department working to correct any errors found in the stormwater data layer.	Continue to correct (quality control) and update stormwater data layer as needed.
Revised					
3B	Develop Sewer GIS	Engineering			Work to secure funding for GIS upgrades and data layer creation.
Revised					
3C	Visual inspection of outfalls	Engineering	Outfalls identified on GIS data layer from in-house information	Plans created for each brook in town and the GIS stormwater data layer abutting those brooks. This information is from in-house information only and will serve as the base plans for the visual inspection of outfalls.	Field verification of outfalls shown on the prepared GIS base maps and inspection and documentation of those outfalls to begin in summer 2005. 50% completion of the town wide brook outfalls anticipated.
Revised					
3D	Infiltration/Inflow Program	DPW	On going program to identify and correct any observed I/I problems.	Cross connections identified at St. George/Pond Ave. (Stormwater into Sewer system).	Engineering Dept. to survey and design solution at St. George/Pond Aves. Contract to be bid in Year 3.
Revised					
Revised					
Revised					

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	Site Plan Review	Eng. / Planning Board	Site Plan Review currently in place	Through Site Plan Review – the Town has required the use of stormwater treatment systems.	Continue to work with design engineers, contractors and the general public to require the use of stormwater treatment systems.
Revised					
4B	Stormwater Management (Zoning Ordinance)	Eng. / Building Dept.	Bylaw currently in place.	The Town of Norwood - Zoning Bylaw includes Stormwater Management under its Development Standards (Environmental Protection Requirements)	Continue to implement (through Site Plan Review) and update as needed, stormwater management practices and procedures.
Revised					
4C	Erosion Control (Zoning Ordinance)	Eng. / Building Dept.	Bylaw currently in place.	The Town of Norwood - Zoning Bylaw includes Erosion Control under its Development Standards (Environmental Protection Requirements)	Continue to implement (through Site Plan Review) and update as needed, erosion control practices and procedures.
Revised					
Revised					
Revised					
Revised					

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	Stormwater Management (Zoning Ordinance)	Bld. Dept / Planning Board		Required documentation on operations and maintenance plans during Site Plan Review and Planning Board submittals.	
Revised					
5B	Erosion Control (Zoning Ordinance)	Bld. Dept / Planning Board		Required documentation on operations and maintenance plans during Site Plan Review and Planning Board submittals.	
Revised					
5C	Create Guidance / Design Manual	Bld. Dept / Eng.		Verbally direct design contractors to include post construction requirements	Provide written guidelines for design engineers
Revised					
Revised					
Revised					
Revised					

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	Site Selection – DPW Yard	Town Manager	Town hired consultant to work with the appointed DPW Task Force to perform conceptual design and feasibility study of potential DPW sites.	Private site removed from selection process. Feasibility study of Hennessey Field (Town owned site) being developed.	Selectmen meeting scheduled Spring 2005 with neighbors abutting Hennessey Field. Selectmen approval needed to bring site selection to Town Meeting.
Revised					
6B	Site Development - Construction			Employ BMP's on municipal site and roadway projects	Continue to employ BMP's on municipal site and roadway projects
Revised					
6C	Street sweeping	DPW	All streets swept a minimum of twice per year.	Streets swept a minimum of twice a year.	Engineering and DPW to work together to identify areas that may require more sweeping upon completion of outfall inspection (3C) summer 2005
Revised					
6D	Catch basin cleaning	DPW	Removed 560 tons of debris	Town to continue the cleaning of catch basins. Currently 1/3 of catch basins per year.	Town to continue the cleaning of catch basins. Eng/DPW to coordinate additional catch basin cleaning as needed during outfall inspections.
Revised					
6E	Pet Waste Ordinance	BOH		Town has a Bylaw on pet waste.	Notices of pet waste ordinance and informational flier to be distributed at Town Clerk's office with license renewals.
Revised					
Revised					

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
7A	Visual inspect 303(d) listed outfalls	Eng.	See Part II – Self Assessment	Base plans prepared from stormwater GIS layer.	Begin visual inspection of 50% of outfalls in 303(d) waterways in Year 3
Revised					
7B	Assess TMDL (pathogens)	B.O.H.	See Part II – Self Assessment		Begin TMDL assessment of 50% of outfalls in 303(d) waterways in Year 2
Revised					
7C	Implement Inspection	DPW	Identify any cross connections of stormwater/sewer	DPW continuing inspection of any cross connections.	Continue looking for illicit discharges
Revised					
Revised					
Revised					
Revised					

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facsimile transmittal

To:	Ann Herrick (CIP)	**Fax:**	~~617-918-0505~~ 617-918-0560 Re: Fax
From:	Andrew Murphy A.M.	**Date:**	~~April 28, 2006~~ 6-1-06
Re:	NEPDES II - Norwood, MA	**Pages:**	12 (including cover sheet)
CC:	[Click here and type name]		

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

A ~~copy of this report has been~~ mailed.

NPDES PII -
March 04 - March 05