Municipality/Organization: Town of Mattapoisett

EPA NPDES Permit Number: MAR041136 SP

MaDEP Transmittal Number: W- 035940

Annual Report Number & Reporting Period: **No. 1: March 05-March 06**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Michael Botelho Title: Town Administrator

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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: 12/19/2006

Part II. Self-Assessment

The Town of Mattapoisett has successfully implemented or begun implementation of several Measurable Goals noted in its Notice of Intent.

Mattapoisett is pleased to present the following summary describing its success at implementing the requirements of the NPDES Phase II Permit.

Part III. Summary of Minimum Control Measures

1. Public Education

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1A	Classroom Education	School District	Incorporate water quality information in third and fifth grades, Years 1-5.	The public education regarding water quality information has not been completed yet.	The School District plans to contact the appropriate Departments within the District to complete the goal.
1B	Field Trip	School District and Water Department	Water Department, provide guest speaker to one class and guide follow-up field trip to municipal wells, Year 1-5	In years 1 and 2, the Water Department and the School District had a guest speaker and guided a field trip to the municipal wells. In year 3 the contact teacher retired and the program was paused while the Water Department superintendent finds a new contact.	The Water Department superintendent is actively looking for a new contact within the schools to continue the program. The Water Department plans to continue the program in year 4.
1C	Newspaper Press Releases	Board of Selectmen (BOS)	2 per year in local newspaper, Year 1-5	During permit years 1-3 the newspaper press releases relating to storm water have not occurred.	The Town will publish press releases relating to storm water for years 4 and 5.
1D	Local Cable Access	BOS	Post Bulletins 2 per year on local cable access channel, Year 1-5	The Town airs information on two public TV channels. One channel is the Town's channel and one channel is the local cable TV channel. The Town channel airs information on seasonal issues but has not yet aired information relating to storm water.	The Town will air information relating to storm water during years 4 and 5.

1. Public Education (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1E	Informational Flyers/Pamphlets	BOS	Make 1 informational flyer or pamphlet available in Town Hall, Year 2-5	Brochures are mailed out with the tax bills that the Buzzards Bay Action Committee developed called "STOP!" which instructs homeowners on proper fertilizer use. These brochures are also available in the Town Hall.	The Town will maintain the availability of the brochure and will look into acquiring more brochures.
1F	Community Website	BOS	Post Bulletins 2 per year on the Town website, Year 1-5	Bulletins are currently not posted on the website but there is a link to an organization that is dedicated to storm water issues called the Buzzards Bay Action Committee	The Town will post storm water bulletins on the town website during years 4 and 5.

2. Public Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
2A	Adopt-a-Road/Stream/Beach	Highway Department and School District	Support interested groups by collecting bagged trash; Center School to Conduct beach clean-up, Year 1-5	The Mattapoisett Department of Public Works (DPW) cleans all of the streams, beaches, and parks several times a year and also spot cleans an area in the event that a resident calls about a littered area. The DPW also clears debris from streams to ensure non-restricted flow in the streams. The Town will collect bagged trash from interested groups that conduct cleanups.	The Mattapoisett DPW will continue its efforts to maintain clean parks, streams, and beaches. The Highway Department will look into finding an interested group to Adopt a road/stream/beach.
2B	Community Hotline	BOS	Publicize Police Department hotline number, encourage use for reporting illegal dumpings, Years 1-5	There are a few phone lines that reach the Police Department directly. These lines are used for a variety of purposes which includes illegal dumping. The hotlines have not been publicly encouraged for use regarding illegal dumping.	The Town will publicly advertise and encourage the use of a hotline that dials directly to the Police Department regarding illegal dumping.
2C	Storm Drain Stenciling	Highway Department	Stencil 25% of storm drains each year, Years 2-5	During Year 1 the DPW stenciled the entire downtown area drainage system that drains towards the ocean. Any other catch basins that drain towards the ocean have been stenciled.	The DPW plans to continue to maintain the existing stencils and add more stencils to catch basins that drain to water bodies in town.

2. Public Participation (cont'd)

2D	Watershed Committee	Water and Sewer Commission	Work with Mattapoisett River Valley Watershed Advisory Board, Years 1-5	The water department meets with the Mattapoisett River Valley Watershed Advisory Board on a quarterly basis. The typical topics of discussion are water supply protection and purchasing property to protect the water supply. The group also reviews subdivision plans. The group has recently acquired $179,000 to purchase 70 acres within the Zone II aquifer protection zone. The funds are raised through water supply rates and grants by the Buzzards Bay Advisory Committee.	Watershed Committee will continue to meet quarterly. The Watershed committee will continue to find funding and available land to protect the water supply aquifer.
2E	Student Sampling Program	School District	Seventh Graders and Environmental Studies class to conduct waterfront and beach sampling, Years 1-5	The seventh grade conducted sampling of the waterfront and beaches with the Buzzards Bay Advisory Committee during Year 3 of the permit.	The School district plans to continue the program for year 4.

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3A	Mapping Storm water Outfalls	Highway Department	Develop map of storm water outfalls, Year 1. Field inspect/verify 25%, Year 2-5	A storm water map has been created and reviewed by the highway department and the water department. The map was created by the New Bedford Vocational Technical High School pre-engineering students. The map shows the outfalls within the town. All of the catch basins, drainage manholes, and outfalls are inspected every year by the DPW personnel. The Division of Fisheries also inspects, samples, and tests the outfalls monthly. In the event that a discharge is discovered the BOH is contacted.	The Highway Department will continue to conduct the regular maintenance of the system. The Highway Department will continue the inspection program for year 4.
3B	Develop Illicit Discharge Program	Highway Department	Evaluate Year 1. Draft plan Year 2, Propose for adoption by Year 3, Implement Year 3-5.	There has not been an official document developing a program to detect and eliminate illicit discharges to the storm water system. The DPW inspects every structure within the storm water system each year and is very confident that there are no connections to the system except for cellar sump pumps. In the event that al illicit discharge is discovered the DPW would inform the Board of Selectmen. The Division of Fisheries also inspects, samples, and tests the outfalls monthly. In the event that a discharge is discovered the BOH is contacted.	The Highway Department and the Division of Fisheries will continue inspecting the storm water system during year 4.

3. Illicit Discharge Detection and Elimination (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3C	Non-Storm water By-Law	BOS/Highway Department	Evaluate Year 1. Draft by-law Year 2, Propose for adoption by Year 3, Implement Year 3-5	The By-law has not been drafted yet. The DPW inspects every structure within the storm water system and is very confident that there are no connections to the storm sewer system except for cellar sump pumps. In the event that an illicit discharge is discovered the DPW informs the Board of Selectmen. The Division of Fisheries also inspects, samples, and tests the outfalls monthly. In the event that a discharge is discovered the BOH is contacted.	The Highway Department will continue inspecting the storm water system during year 4. The Highway Department and BOS will look into the Town Bylaws during Year 4.
3D	Illegal Dumping	Board of Health (BOH)	Perform regular patrols & cleanup illegally dumped trash as needed, Year 1-5.	The Police Department and the Health Agent routinely inspects the town for illegally dumped items. If an item is found then the Highway Department is notified to dispose of the item.	The Health Agent and the Police Department will perform regular patrols & cleanup illegally dumped trash during year 4.

3. Illicit Discharge Detection and Elimination (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3E	Failing Septic System Program	BOH	Obtain records on pumped septic systems, Years 1-5.	The BOH obtains the records for septic system pump outs. If a house is noticed to have 4 or more pump outs in a year then the system is considered in failure. The BOH first sends a letter to the house and will then inspect the system. Once the system is determined to be in failure the BOH will send a registered letter to the property owner to have the system repaired. In the event that the property owner does not respond, than the BOH sends a demand letter demanding the system be repaired.	The Health Agent will obtain records on pumped septic systems during year 4.
3F	Water Quality Monitoring	BOH	Regular sampling at 14 public/semi-public beach sites during the summer months, Years 1-5.	The beaches are sampled once every 7 days. The samples are tested for both Fecal coliform and Total coliform.	The Health Agent will maintain the same procedure during year 4.

4. Construction Site Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3	Planned Activities – Permit Year 4
4A	Construction Runoff By-Law	Highway Department / Planning Board / Con Com	Evaluate Year 1. Draft by-law Year 2, Propose for adoption by Year 3, Implement Year 3-5	The current bylaws only refer to wetlands and disturbing 5 acrea or more. There are no construction runoff bylaws that have emulate the model bylaws developed by the DEP in consultation with the Attorney General's Office. The Con Com has attempted to pass new bylaws in the past but the bylaws have been rejected at Town Meeting.	The Planning Board and the Conservation Committee will review the current bylaws that are in place.
4B	Plan Review	Planning Board	Enforcement under adopted by-law, Year 3-5.	The Planning Board currently does not have a bylaw requiring plan reviews regarding storm water runoff. The Planning Board has not enforced Plan Review of construction site runoff controls during Year 3.	The Planning Board will make efforts to complete Plan Review enforcement for construction site runoff controls during year 4.
4C	Inspection/Reporting	Highway Department/ Planning Board / Con Com	Enforcement under adopted by-law, Year 3-5	The Con Com, DPW and, Planning Board have not enforced Inspection or Reporting on construction site runoff controls during Year 3.	The Planning Board will make efforts to complete Inspection and Reporting enforcement for construction site runoff controls during year 4.

5. Post-Construction Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5A	Post Construction Runoff By-Law	Planning Board/ConCom	Evaluate Year 1. Draft by-law Year 2, Propose for Adoption by Year 3, Implement Year 3-5.	The Planning Board and Con Com do not have any bylaws in place regarding Post Construction Runoff for storm water.	The Planning Board and Con Com will look into existing bylaws and adding new bylaws as modeled by the DEP during Year 4.
5B	Construction Site Plan Review	Planning Board/ConCom	Enforcement under adopted by-law, Year 3-5.	The Planning Board and Con Com do not have any bylaws in place regarding Post Construction Runoff for storm water.	The Planning Board and Con Com will look into existing Site Plan Review bylaws and adding new bylaws as modeled by the DEP during Year 4.
5C	Storm Water System Maintenance Plan	Planning Board/ConCom/ Highway Department	Enforcement under adopted by-law, Year 3-5.	The Storm Water System Maintenance Plan has not been put on paper yet. The Highway Department has in place a regular inspection and cleaning program where all of the system structures are inspected and cleaned if necessary every year, this includes cleaning catch basins and drainage manholes, jetting pipes, and cutting roots out of the pipes.	The Highway Department will continue to conduct the regular maintenance of the system.

6. Municipal Good Housekeeping

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6A	Municipal Maintenance Activity Program	Highway Department	Evaluate and Draft additional policies as necessary, Year 1. Comply Year 2-5.	There is no official paper policy, but there is a program for municipal maintenance in place. The annual program is updated as the scope of the program expands.	The program will continue during year 4. Any new tasks will be incorporated into the yearly program.
6B	Training of all Municipal Employees	Highway Department	Initial Good Housekeeping training, Year 1. Annual Refresher, Year 2-5.	The Initial Good Housekeeping training was completed and the entire staff has taken the refresher course every year.	The Highway Department will continue to train its personnel at the refresher workshops.
6C	Catch Basin Cleaning Program	Highway Department	Clean 50% of catch basins each year, Year 1-5.	The Highway Department has, in place, a regular inspection and cleaning program where 100% of the system structures are inspected and cleaned, if necessary, every year. The program includes cleaning catch basins and drainage manholes, jetting pipes, and cutting roots out of the pipes.	The Highway Department will continue to conduct the regular maintenance of the system during year 4.

6. Municipal Good Housekeeping (cont'd)

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
6D	Street Sweeping and Cleaning	Highway Department	Sweep all streets once per year, Year 1-5.	All of the streets within Town are swept at least once a year every year including year 1-3 of the permit.	The Highway Department will maintain the program for year 4.
6E	Used Oil Recycling	BOH	Ongoing collection and recycling at Town of Fairhaven, Years 1-5.	The oil recycling program has been an ongoing program with the Town of Fairhaven previous to and during years 1-3 of the permit.	The used oil recycling program will be continued during year 4.
6F	Hazardous Waste Collection	BOH	Annual event collecting household hazardous waste with Town of Rochester, Year 1-5.	The annual household hazardous waste collection with the Town of Rochester occurred during Year 3. Brochures are mailed to the town's people and the collection is advertised on the town website and on the local cable channel.	The program will continue during year 4.

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)- *NOT APPLICABLE*

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
				No TMDLs in the Town of Mattapoisett	

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

BMPs have not been installed. Sampling and analysis has not been performed.

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)	