Municipality/Organization: Town of Norfolk

EPA NPDES Permit Number:

MaDEP Transmittal Number: W- 040563

Annual Report Number & Reporting Period: **No. 3: March 05-April 06**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Remo R. Vito Jr. Title: Dept. of Public Works Director

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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: Remo R. Vito, Jr.

Title: Director of Public Works

Date: May 2, 2006

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1	Create a Stormwater Program	Department of Public Works Planning Board Conservation Commission Board of Health Board of Selectmen	Norfolk will present its draft Comprehensive Stormwater Management Program to the public at a public meeting.	o Measurable Goal complete year 1. o The Comprehensive Storm Water Management Program is underway.	The Comprehensive Stormwater Management Program will continue.
2	Create a Stormwater Program	Department of Public Works	Norfolk will identify appropriate sources of funding assistance (SRF, 319 Grant Program, 604(b) Grant Program, Lakes & Ponds Grant Program, Source Water Protection Grant Program, Recycling Grant Program) and apply for assistance in implementing portions of its Comprehensive Stormwater Management Program, including public education and outreach.	o The Town of Norfolk has received approval from DEP for SRF loan assistance to develop the Illicit Discharge Detection and Elimination (IDDE) program, a requirement of the NPDES Phase II Stormwater regulation. o Progress of the the Norfolk IDDE program was presented at Town Meeting. o No additional funding has been acquired by Norfolk for year 3. o 319 Grants will not be sought due to program exclusions imposed by EPA for NPDES Phase II compliance activity.	The Town of Norfolk will make use of allocated funding and continue to identify appropriate funding sources.
3	Address specific groups	Department of Public Works	Distribute EPA and other relevant educational brochures to targeted audiences. Distribution points include Town Hall, Library, and Transfer Station.	o The Town of Norfolk has a disk containing EPA educational materials for easy printing and distribution. o DEP and EPA educational stormwater protection brochures were distributed at the April, 2005 multi-department meeting. o Earth Day activities addressed local families and children with a Stormwater education display with handouts and brochures. o An educational storm water display was set up at Town Hall / public library, and Norfolk Community Day on June 11, 2005.	o Stormwater protection brochures will continue to be printed and made available at Town buildings. o Attend the Mass Audubon Earth Day in Norfolk and upload photographic slide show of the event on the Town website.
4	Target groups likely to impact storm water	Department of Public Works	Brochures targeting specific audiences and activities will be available. These target groups include homeowner and lawn maintenance activities, disposal of household waste, and pet maintenance.	The Town of Norfolk produced and distributed the following brochures (also available on the Town website): o "Town of Norfolk Recycling/Transfer Station Newsletter for Spring 2005" o "Protecting Water Quality in Norfolk's Lakes and Streams."	The Town of Norfolk expects to continue this program.

2. Public Involvement and 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
8	Promote Household Waste Recycling	Department of Public Works	The Town of Norfolk will work with the consortium to identify a permanent site for the location of a regional transfer station and hazardous waste collection center. Consortium meets monthly and is dependent on available funding.	o The Town of Norfolk continues to work with the consortium to identify a permanent site for the location of a regional transfer station and a hazardous waste collection center. The consortium is an ongoing program involving 11 towns. o The town collects oil, batteries, CRT, mercury, paints, and any household hazardous waste. The waste is stored for up to 6 months when a hazardous waste hauler disposes of the collected wastes. Unknown substances are collected and the town calls to have the waste identified by the hazardous waste haulers and disposed of.	o The Town of Norfolk will continue to work with the consortium. Other communities have indicated an interest in joining the consortium. o The Town of Norfolk will continue to sponsor Hazardous Waste Collection.
9	Storm drain stenciling	Department of Public Works	Norfolk will work with local Scout groups to develop a stenciling program. Stenciling will target Norfolk's sub watersheds.	Measurable Goal not complete year 3. Upon the completion of the outfall and receiving water mapping the stenciling program will start.	The Town of Norfolk will consider using Scout groups in a storm drain stenciling program.
10	Community clean-ups	Department of Public Works Norfolk Conservation Commission Mirror Lake Committee	Town of Norfolk will encourage local stream team cleanups, such as those performed at Mirror Lake, with local residents and area Scout groups. Town will provide notice of event on local access channel and website.	o The Pondville Pre-Release Center holds a semi-annual town wide litter pick-up. The DPW collects litter from this pick-up. The Norfolk DPW also picks up trash collected by volunteer neighborhood groups. o Mirror Lake is cleaned once a year with DPW garbage bags. o The Charles River area is cleaned by scouts every year with DPW assistance.	The Town of Norfolk will continue to support clean-up events by supplying bags and disposal.
11	Community clean-ups	Department of Public Works Audubon Society	The Town of Norfolk will support Audubon's annual Earth Day cleanup in Stony Brook Wildlife Sanctuary through posting of event on website and local access channel.	o The Town of Norfolk supports the annual Audubon Earth Day cleanup at Stony Brook Wildlife Sanctuary through posting of the event on website and local access channel. o The Town of Norfolk provided support to the Audubon clean-up efforts.	The Town of Norfolk will continue to provide support to the Audubon clean-up efforts.
12	Community clean-ups	Department of Public Works	Town will provide trucks and other material to support cleanup efforts and disposal of materials.	The Town of Norfolk provides trailer, containers, and trash disposal for the annual Earth Day clean up.	The Town of Norfolk expects to continue supporting clean up efforts.

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
17	Public information program regarding hazardous wastes and dumping	Department of Public Works Consortium Board of Health	Norfolk and the consortium will provide educational brochures to residents within the member communities promoting proper disposal of household hazardous wastes and conditions for utilization of the consortium facility, currently located in Norfolk.	o Transfer Station brochures are sent out annually. Two annual letters (one in spring and one in fall) are sent out to the consortium members. o Norfolk is in the process of developing an IDDE plan. Part of this plan is to develop brochures as part of the public outreach plans.	Norfolk will continue to print and distribute the current brochures in place and will add more brochures to its annual mailings regarding Hazardous Waste.
18	Initiation of recycling programs	Department of Public Works Consortium	Norfolk will apply for funding assistance from DEP's Recycling Grant Program for assistance in public education and the purchase of recycling materials.	o The Town of Norfolk applied for and received funding assistance from DEP's Recycling Grant Program this year. o The Town of Norfolk is investigating the feasibility of applying for a Renewable Energies Trust grant to install a windmill to power downtown street lights and the DPW facility.	o The Town of Norfolk will apply again for the grant program in Permit Year 4. o The Town of Norfolk may apply for a Renewable Energies Trust grant to support the installation of a wind mill.
19	Watershed assessments and studies	Department of Public Works Conservation Commission Board of Health	Norfolk will identify opportunities for funding assistance from DEP's 604(b) and 319 grant programs and the Department of Environmental Management's Lakes and Ponds Grant Program to support watershed assessment and implementation activities. Tasks may include design and installation of stormwater BMPs and public outreach including storm drain stenciling. Emphasis will be on assessments and remediation of stormwater related problems impacting water quality in Kingsbury Pond, Mirror Lake, sections of the Charles River, and Stop River. These water bodies have been identified as impaired and are on DEP's 303d list.	o During Permit Year 1, the Town of Norfolk focused on SRF loan assistance to develop the Illicit Discharge Detection and Elimination (IDDE) program. o During Year 2 Norfolk received funding from the SRF program to fund the IDDE program.	The Town of Norfolk will continue to identify appropriate funding sources especially in relation to remediation of stormwater related problems within the DEP identified 303d water bodies.

4. Construction Site Stormwater 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
21	Bylaw: Storm water management regulations for construction sites 1 acre or larger	Planning Board Conservation Commission Town Counsel By-Law Study Committee Board of Health Zoning Board of Appeals	Norfolk will review model by-law developed by DEP in consultation with the Attorney General's Office.	o (Y2 - The Town of Norfolk reviewed by-law requirements at the April 1, 2004 multi-department meeting.) o As part of the Comprehensive Storm water Management Program (CSMP) the Town has undertaken initial review of existing regulations and model bylaws.	o Meetings of relevant departments will continue the development of appropriate by-laws. Information on model by-laws will be secured. o As part of the CSMP the Town's consultant will prepare recommendations (where appropriate) for changes to bylaws.

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
22	Bylaw: Require post-construction runoff controls	Planning Board Conservation Commission Town Counsel By-Law Study Committee Board of Health Zoning Board of Appeals	Norfolk will review model by-law developed by DEP in consultation with the Attorney General's Office.	o (Y2 - The Town of Norfolk reviewed by-law requirements at the April 1, 2004 multi-department meeting.) o As part of the Comprehensive Storm water Management Program (CSMP) the Town has undertaken initial review of existing regulations and model bylaws. o The Town has received model by-laws addressing non-stormwater discharge prohibition and is reviewing for proposal to Town meeting	o As part of the CSMP, by-laws addressing pre & post construction controls of stormwater will be developed (where appropriate) for changes to bylaws.

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
27	Identify applicable structural and non-structural long-term runoff control strategies BMPs	Department of Public Works	Norfolk will review and implement recommendations within EPA required Spill Control and Countermeasure Plans (SPCC).	The Town of Norfolk has an SPCC Plan for its fuel depot and a Stormwater Pollution Prevention Plan (SWPPP) for the transfer station. Both plans contain BMPs, good housekeeping practices, and employee education.	The Town of Norfolk will continue to comply with plan requirements.
28	Review storm drainage infrastructure needs	Department of Public Works	Norfolk will incorporate storm drain infrastructure review in its Chapter 90 project utilizations.	Park Street, Lawrence Street, and Town Center currently have BMPs in place. The catch basins have a minimum of 5' sumps. Town wide projects include construction of water quality swales, installation of Stormceptor units, and other appropriate stormwater BMPs. As part of the existing Town regulations. Private property owners who wish to tie into the drainage system must install a Stormceptor (oil water separator combined with a deep sump) prior to the connection to the municipal drain lines.	The Town of Norfolk will continue to consider stormwater management in the design and construction of roadway improvements.

Part IV. Summary of Information Collected and Analyzed

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 Under

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)