

Municipality/Organization: Town of Bellingham

EPA NPDES Permit Number: MAR041091

MaDEP Transmittal Number: W- 040693

**Annual Report Number
& Reporting Period:** No. 6: March 2013-March 2014

NPDES PII Small MS4 General Permit Annual Report

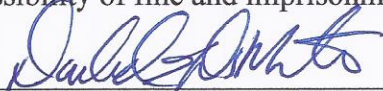
Part I. General Information

Contact Person: Donald F. DiMartino **Title:** DPW 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: Donald F. DiMartino

Title: DPW Director

Date: 4/25/2014

Part II. Self-Assessment

Task 1.02 Distribution of Written Information – We feel the bill stuffers are an antiquated system. We have moved to social media (Facebook) and web-based educational materials. We plan to continue and enhance this and other educational programs with the part-time Town Planner adding Public Education Administrator to her title and job description.

Task 2.02 Open and Advertise Stormwater Management Committee Meetings – Quarterly meetings are not needed as no new regulations were fully promulgated. There is simply not enough interest or reason for a committee of volunteers to meet.

Task 6.01 Continuous Street Sweeping & CB Cleaning.

The Catch Basin cleaning was stepped up this year for the first time ever. The outsourcing of Street Sweeping has freed up staff to clean catch basins.

The town wide street sweeping outsourced contract is now in place. We had all street swept in the fall (September 2013). All streets were done in a little more than two weeks. In February, we scheduled the contractor to start the spring town wide sweeping in mid April 2014.

Task 6.04 All Town Facilities Stormwater Review and Master Plan all town facilities were audited reviewed but no master plan has been prepared. Economic limitations affected the progress and we will now wait until the second permit period regulatory requirements are clear. Doing any construction on stormwater BMP's prior to the promulgation of second permit requirements could waste the limited available funds.

General:

We are very much on hold doing the best we can with the available funds but in no position to do more. We also expect that the MS4 renewal will create significant additional needs and costs which may then lead to a more reliable funding source; although I see no way that the Town will approve a stormwater utility. Budget for Fiscal 2015 have been

submitted and approved by the Finance Committee and Selectmen with enhanced funding for stormwater management. The Budget for FY 2015 must be voted at the May 28th Town Meeting but rarely are changes made after the FinCom and Selectmen's hearings are completed. We have also establish a part-time position (part of the tasks of a full time employee) to be MS4 Coordinator to assist the DPW Director in all work related to this program.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
1.01 Revised	Youth Summer Water Awareness Program	Donald DiMartino	Run Program in Summer of 2003	No activity required beyond year one, however we continued this program and it has been getting funded annually. In year 5 the program run by DPW Public Ed. Administrator (PEA) in coordination with the Bellingham Arts Center reached about 100 students in grades one through six with parent and senior citizen participation.	None in 2014. Our PEA is now school principal in a system outside of Bellingham. In March we started the process of adding PEA responsibilities to the part-time Town Planners job description. Progress has been good. It appears education programs will be reinstituted.
1.02 Revised	Distribute Written Information <i>See above</i>	Donald DiMartino	Distribute Semi-Annually Starting in 2005	Required in third year but completed in first year. Color bill stuffers prepared by the PEA. Text fact sheet stuffers used as well.	No plans for bill stuffers to be continued. It is considered by many a waste of paper and such items are usually thrown out when bills are opened without a glance.
1.03 Revised	SmartStorm Roof Runoff Recharge/reuse Info Posting	Donald DiMartino	Post on Cable & Web once CRWA produces info flyer	Posted on Website continuously since July 14, 2004. This has been annually reviewed to insure that links and information are up to date.	I believe this program is defunct. Limited rain barrel programs are still available but utilization saw an initial bump but has been dead.

1a. Additions - NONE

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
2.01	Create Storm Water Management Committee	Donald DiMartino	First Meeting by May 31, 2004	Water Resources Committee (WRC) created by Selectmen first meeting held April 26, 2004, Nine-member committee.	No activity required
Revised					
2.02	Open and Advertise SWMC Meetings	SWMC	Quarterly Televised Meetings 2004 thru 2008	WRC did not meet in this reporting period. There was simply not enough to place on an agenda and ask volunteer members of other town committees to attend another.	Meeting will be scheduled if the need arises.
Revised	<i>Renamed Committee</i>	<i>Now called WRC</i>	<i>Committee renamed Water Resource Committee (WRC)</i>		

2a. Additions - NONE

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
3.01	Complete GIS Mapping of 2000 Urbanized Area	Donald DiMartino	Map and Databases Complete by July 1, 2006.	None required in Year 7 > GIS Maps of all basins, manholes, outfalls and known pipes completed by July 1, 2006 goal date.	Continue to update GIS Mapping as new development's drainage systems are constructed and field investigation finds unknown pipes and structures continues. Some storm drain systems in old area had zero or poor plans. Our consultant is now performing field survey to resolve structure connectivity and pick up key information on pipe size, depth and condition. We expect our mapping to be complete in 2014.
Revised					
3.02	Distribute Written Info to Residents on Illicit Discharge	Donald DiMartino	One of the 1.02 Distributions to cover Illicit Discharges in 2005	None required in Year 7 > Delivered full page color flyer to every building in Town as insert in the May 2006 issue of the Bellingham Bulletin. We posted illicit discharge and detection photos on local cable scroll.	None - <u>We have not received a single call regarding an illicit discharge in 6 years.</u>
Revised			Drafted newspaper full-page color ad as too complex a topic for youth flyers.		
3.03	Illicit Discharge Bylaw to Town Meeting	SWMC/WRC	October 2006 Fall Town Meeting Bylaw for Acceptance	None required in Year 7 > October 11, 2006 Fall Town Meeting accepted bylaw: Article 8 Bylaw Governing Discharges to the Storm Sewer System, which became effective on October 20, 2007.	NONE - DONE
Revised					

3.04	Train DPW Staff to Identify Illicit Discharges	Donald DiMartino	Annual Training Start Spring 2004 w/Summer Help Staff	This year we distributed a memo and three full color pages depicting illicit discharges. Distributed in June after the summer help staff is in place.	The Town Planner will be putting this program back together with an annual training session for DPW and Parks Staff
Revised					

3a. Additions – **NONE**

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
4.01	Review Existing Bylaws	SWMC/WRC	Review report completed by March 2007	None – Review completed in Year 3, see 4.02 for revisions.	NONE - DONE
Revised					
4.02	Suggest Modification to Bylaws & Regulations	SWMC/WRC	October 2007 Fall Town Meeting Bylaw for Acceptance	On October 10, 2007 the Planning Board held a hearing and voted to accept revisions to Regulations and Procedural Rules, to add Erosion and Sedimentation Control requirements. In December 2007, the Planning Board Stormwater Management and Erosion Control Handbook was completed and made available on line and from the Planning Office. The Zoning Bylaw revisions, approved in 2006, reference the Planning Board Procedural Rules and thereby cover site development as well as subdivision of land proposals under the now comprehensive Stormwater Management regulations.	None until second compliance period requirements that are promulgated.
Revised					

4.03	Procedures for Town's Site Inspectors	SWMC/WRC	Draft procedures completed by March 2008	Simple one page procedure drafted March 2008. (Being a small town with only one inspector the procedure is not highly critical.)	None

4a. Additions – NONE

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
5.01	Review existing bylaws	SWMC/WRC	Review report completed by December 2005	None - Review completed in year 3.	None
Revised					
5.02	Suggest Modification to Bylaws & Regulations	SWMC/WRC	October 2006 Fall Town Meeting Bylaw for Acceptance	None required in Year 7.	Continued implementation and enforcement of new Rules, Regulations, and bylaws.
Revised					
5.03	Annual Review of Post Construction Runoff Procedures	SWMC/WRC	Forms and Procedures completed by March 2008	Maintenance and condition of publicly owned stormwater basin are reviewed annually with maintenance reports completed by DPW Staff.	Continue annual inspection and cleaning and refine the record keeping and cost tracking associated with maintenance of stormwater basins.
Revised					

5a. Additions - NONE

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
6.01	Continuous Street Sweeping & CB Cleaning	DPW	Continuous as Weather and Manpower Allow	Performed continuous Street Sweeping weather permitting. CB Cleaning was done as staffing and weather conditions allow. Disposed of sweepings and catch basin cleanings thru contract with waste management firm involved in Town composting contract.	Sweep all streets twice a year via contracted sweeping service. Clean CB's as staff allows.
Revised					
6.02	Sweeping & CB Cleaning Records	DPW	Establish Maintenance Records Procedure by March 2008.	Sweeper operator forms use and procedure in place. CB forms have been drafted and use started January 2007.	Crews continue to use Sweeping and CB cleaning daily record forms.
Revised					
6.03	DPW & Parks Dept. Facilities Maser Plan	DPW – Consultant	Complete Master Plan by July of 2005	Master Plan completed in 2006. Worked on non-structural items. Planned to construct structural stormwater improvements at the DPW, but delayed due in part to economic conditions and in light of major modifications to requirements expected when second permit period regulations are issued.	Continue to stress procedural changes with staff. Amend plan for all facilities as required in the second permit period regulations and as funding allows.
Revised					
6.04	All Town Facilities Stormwater Review and Master Plan	DPW – Consultant	Complete Master Plan by July of 2007	Audit of all facilities complete. Master Plan preparation delayed in light of major modifications to requirements expected when second permit period regulations are promulgated.	Prepare plan for all facilities if required in the second permit period regulations as funding allows.
Revised			Completion delayed until December 2007		

6.05	Construct Recharge & Treatment at Plymouth Road	DPW – Contractor	Complete Construction by November of 2004	None all work completed in 2006	None
Revised					

6a. Additions -NONE

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

- **TMDL report for the lower Charles Basin has been published.**
- The USEPA has not issued the revised draft MS4 second phase stormwater permit regulations.
- The USEPA Residual Designation Authority (RDA) Pilot program that proposed TMDL reduction for the Charles River Basin Phosphorous loading in Bellingham, Franklin and Milford appears to be over with indications any future RDA used by USEPA Region 1, will be more site specific. The Horsley Whitten Report on the three RDA Pilot communities has indicated a gigantic cost to implement the expected EPA MS4 and RDA program. An increase in annual stormwater expense of approximately \$1.0 Million and a capital program of over \$30 Million. No budgeting has been done or funding established for this program in the proposed FY 2014 budgets.
- No new USEPA or MassDEP regulations were added between April of 2013 and the end of March 2014.
- All Town road projects that require widening and MS4 outfalls have gone through the same design and permitting scrutiny as any project. Stormwater quality basins have been a part of nearly every road improvement project advanced by the Town for the last 10 years.

Part IV. Summary of Information Collected and Analyzed -

- **Street sweeping forms for volume and weight generated 4/1/2013 to 3/31/2014 sweeping.**
- **Catch Basin cleaning forms volume and weight generated 4/1/2013 to 3/31/2014 cleaning, stockpile measurement, worksheets.**
- **Town managed annual detention basin maintenance work records.**

**Part V. Program Outputs & Accomplishments (OPTIONAL) –
Programmatic**

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures		95,195
• SW Education- \$1,000 • Disposal of Sweepings- \$4,015 • Disposal of CB Cleanings- \$17,600 • Contracted Sweeping - \$18,900 • SW Basin Maintenance - \$11,200 • DPW CB Cleaning - \$18,840 • DPW - Street Sweeping - \$23,640		

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	25%
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1 Annually
▪ community participation	(%)	25%
▪ material collected	(tons or gal)	Unknown
School curricula implemented	(y/n)	Y (MCAS)

(\$)

Legal/Regulatory

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

Mapping and Illicit Discharges

Outfall mapping complete	(%)	100%
Estimated or actual number of outfalls	(#)	240
System-Wide mapping complete	(%)	99%
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD X	(%)	
▪ GIS	(%)	100%
Outfalls inspected/screened	(# or %)	10%
Illicit discharges identified	(#)	0
Illicit connections removed X	(#) (est. gpd)	0

% of population on sewer	(%)	25%
% of population on septic systems	(%)	75%

Construction

Number of construction starts (>1-acre)	(#)	2
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	100%
Site inspections completed	(# or %)	100%
Tickets/Stop work orders issued	(# or %)	0
Fines collected	(# and \$)	0
Complaints/concerns received from public	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	90%
Site inspections completed	(# or %)	100%
Estimated volume of stormwater recharged	(gpy)	Unknown

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	Less than One
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	Less than One
Total number of structures cleaned (4/1/2013 – 3/31/2014)	(#)	295
Storm drain cleaned	(LF or mi.)	0
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	440 Tons
Disposal or use of cleanings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill
Cost of screenings disposal	(\$)	\$17,600.00

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2
Qty. of sand/debris collected by sweeping	(lbs. or tons)	365 Tons

Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	(\$)	4,015.00
Vacuum street sweepers purchased/leased	(#)	Zero (Contracted)
Vacuum street sweepers specified in contracts	(y/n)	N

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

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	60% >1% 40% Salt shortage required larger use of salt than desired
Pre-wetting techniques utilized	(y/n)	Y
Manual control spreaders used	(y/n)	N
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	0
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	Y