

Municipality/Organization: Town of Bellingham

EPA NPDES Permit Number: MAR041091

MaDEP Transmittal Number: W- 040693

**Annual Report Number
& Reporting Period:** No. 6: March 2017-March 2018

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: 4/24/2018

Part II. Self-Assessment

The postponement of the implementation of the revised MS4 permit has put our stormwater activities on hold. We established a separate stormwater budget effective July 1, 2017. It is not an enterprise fund and its funding came mostly from a transfer out of the Highway Maintenance Budget. I do not see us establishing a Stormwater Utility anytime soon, but Town financial elected and appointed officials have been kept aware of the MS4 Permit revisions. Most of the funds in year one of the Stormwater Maintenance budget has been either used to address drainage pipe issues and some transferred back to the Highway Budget. The FY2019 budget request for Stormwater has passed the Selectmen and Finance Committee hearing process. If approved by the Annual Town Meeting voters we should have sufficient to funding to get us through year one of the revised MS4 permit.

Task 1.02 Distribution of Written Information – We feel the bill stuffers are an antiquated system. We have moved to social media (Facebook), ads in the town wide distribution free newspaper place four to six times per year and web-based educational materials. We plan to continue and enhance this and other educational programs. We have hired a new Town Planner with a job description to include tasks previously assigned to the part-time Public Education Administrator. This employee now spends time on MS4 education, but it does provide us ongoing updates and additional education ideas. In October of 2016 we purchased the Stormwater Matters educational program from the SuAsCo that the Planner uses to draft informational postings on the website and in the newspaper ads.

Below is a list of information and public education efforts managed this year by the Town Planner (DPW Public Education Administrator)

- Stormwater Education presentation at the Library for Kids
- Bellingham Bulletin Monthly ad directed towards residents
- Stormwater Matters Bookmarks distributed at the library
- Cable Access slide show of Stormwater Matters advertisements
- Posters distributed to the schools and hung up in town hall
- All proposed development project applications receive a stormwater best practices package

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 again done as a primary crew task on only on about 50 days due to staffing limitations.

The town wide street sweeping outsourced contract continue to be utilized. We had all street swept once in the spring of 2017, scheduling issues with the contractor made it impossible to get them into town for the fall sweeping. We continue to plan to sweep spring and fall and have requested and received funding for that level of sweeping.

Task 6.04 All Town Facilities Stormwater Review and Master Plan – We have specifically decided to wait to address this under the revised MS4 regulations that will take effect in 2018. We have hired an engineering firm to help us address all MS4 requirements. Economics are still a major question. At the time I am completing this report I can't insure we will have the funding needed to prepare a detailed master plan of all town facilities.

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	Youth Summer Water Awareness Program	Donald DiMartino	Run Program in Summer of 2003	No activity required beyond year one, however we continued this	None in 2015

Revised				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.	
1.02	Distribute Written Information	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.	See Self Assessment Item #1.02
Revised	<i>See above</i>				
1.03	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.	This program is defunct.
Revised					

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	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>	ask volunteer members of other town committees to attend another.	
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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. Much of the town's system has now been surveyed for structure connectivity, pipe size, depth and condition.
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 10 years.</u> We are now using local newspaper, web news, and face book to share water resource information with the public.
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	NONE - DONE

Revised				Governing Discharges to the Storm Sewer System, which became effective on October 20, 2007.	
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 and MS4 Manager distribute training info annually to DPW and Parks Staff who work at outfalls.
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	None until second compliance period requirements that are promulgated. Our MS4

Revised				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.	consultant began the task of reviewing current bylaws in January of 2017. They will be helping us come up to date during our fiscal year 2019.
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.)	Our MS4 consultant began the task of reviewing current procedures in January of 2017. They will be helping us come up to date during our fiscal year 2019.

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.	Our MS4 consultant began the task of reviewing current bylaws in January of 2017. They will be helping us come up to date during our fiscal year 2019.
Revised					
5.02	Suggest Modification to Bylaws & Regulations	SWMC/WRC	October 2006 Fall Town Meeting Bylaw for Acceptance	None required in Year 7.	Our MS4 consultant began the task of reviewing current bylaws in January of 2017. They will be

Revised					helping us come up to date during our fiscal year 2019.
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.	Our MS4 consultant began the task of reviewing current procedures in January of 2017. They will be helping us come up to date during our fiscal year 2019.
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 once this 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 Master Plan	DPW – Consultant	Complete Master Plan by July of 2005	Master Plan completed in 2006. Worked on non-structural items. We	We continue to stress procedural changes with staff.

Revised				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 revised MS4 permit is issued. There have been many changes to the DPW facility most striking is the addition of a sanitary sewer connection. This will require that we complete redesign the structural DPW stormwater quality plan.	Amend plan for all facilities as required in the revised MS4 permit as funding allows.
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.	No action this year, we will prepare a plan for all facilities if required in the revised MS4 permit 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)

- 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 11 years.

Part IV. Summary of Information Collected and Analyzed -

- Street sweeping forms for volume and weight generated 4/1/2017 to 3/31/2018 sweeping.
- Catch Basin cleaning forms volume and weight generated 4/1/2017 to 3/31/2018 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 (<i>Proposed FY2019</i>)	(\$)	\$522,600
• SW Education- \$4,000 • Disposal of Sweepings- \$15,000 • Disposal of CB Cleanings- \$30,000 • Contracted Sweeping - \$80,000 • SW Basin Maintenance - \$20,000 • DPW CB Cleaning Labor - \$52,000 • DPW CB Cleaning Clam Truck Annualized (15Yr) - \$12,000 • DPW - Street Sweeping Labor- \$74,000 • DPW - Street Sweeping Equipment (Annual Lease) - \$33,000 • Engineering Consultant MS4 & Repair Design - \$102,000 • Stormwater Management Staff - \$89,000 • Miscellaneous Expenses and Salaries \$11,600		

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				X
Accompanying Regulation Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination				X
▪ Erosion & Sediment Control				X
▪ Post-Development Stormwater Management				X

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	(%)	
▪ GIS	(%)	100%

Outfalls inspected/screened	(# or %)	10%
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	0
% of population on sewer	(%)	25%
% of population on septic systems	(%)	75%

Construction

Number of construction starts (>1-acre)	(#)	3
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	(#)	6

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 (4/1/2017 – 3/31/2018)	(#)	234
Storm drain cleaned (Hartford and Caroline)	(LF or mi.)	~1,000 LF
Qty. of screenings/debris removed from storm sewer (*Quantity agreed from storage stockpile)	(lbs. or tons)	134 Tons*
Disposal or use of cleanings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill

Cost of screenings disposal (*Quantity agreed from storage stockpile)	(\$)	\$5,340.00
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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 (*Quantity agreed from storage stockpile)	(lbs. or tons)	1,000 Tons*
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	(\$)	11,050.00
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	80% >1% 20%
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)	N