Municipality/Organization:	**Arlington, Massachusetts**
EPA NPDES Permit Number:	**MA041027**
MaDEP Transmittal Number:	**W-040959**
Annual Report Number & Reporting Period:	**No. 1: May 03-May 04**

MAY 3 2004 JUN -9 A 12: 25

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: John G. Sanchez, P.E. Title: Director of Public Works

Telephone #: 781-316-3101 Email: jsanchez@town.arlington.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: Nancy T. Galkowski

Printed Name: Brian Sullivan NANCY T. GALKOWSKI

Title: DEPUTY Town Manager

Date: April 30, 2004

Part II. Self-Assessment

The Town of Arlington has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1-1	Place Educational Information on the Town's Website	Department of Public Works, Town Webmaster	Post stormwater related information on the Town Hall web page. Update website regularly.	Draft Stormwater Management Program (SWMP) posted on website for review and comment period.	Continue posting stormwater related information on Town Hall web page.
Revised					
1-2	Conduct Household Hazardous Waste Collection Days	Department of Public Works, Arlington Recycling Committee	Sponsor 8 household hazardous waste collection days/yr. Develop the Arlington Recycling Program brochure and distribute to all Arlington residents via a mass mailing on an annual basis. Track the number and type of informational brochures collected by Arlington residents at the DPW and at the booth at Arlington Town Day. Send 8 press releases advertising the event to the *Arlington Advocate* and track whether they were published. Advertise the events on the Town's website.	Sponsored 8 household hazardous waste collection days at the Minutemen Hazardous Product Facility in Lexington, MA. Events advertised in the *Arlington Advocate* and on the Town's website. A brochure on Arlington's recycling program distributed to new residents. Hosted a booth at Arlington Town Day.	Continue to sponsor 8 household hazardous waste collection days annually and advertise these events in the *Arlington Advocate* and on the Town's website. Continue distributing a brochure on Arlington's recycling program to residents. Continue to host a booth at Arlington Town Day.
Revised					
1-3	Intensify the Existing Pet Waste and Waterfowl Management Campaign	Board of Health, Animal Control Officer	Track the number of brochures distributed. Track the number of violations issued annually. Develop an informational press release on pet waste and waterfowl management for the *Arlington Advocate* and track whether it was published.	No activities were planned for Permit Year 1.	Distribute brochures. Develop an informational press release on pet waste and waterfowl management for the *Arlington Advocate*. Track number of violations.
Revised					
1-4	Place Educational Information on Arlington Cable Television	Department of Public Works, Arlington Cable Television	Obtain "Oil Leak" and "Fertilizer" PSAs from the Washington State Department of Ecology Water Quality Consortium. Track how frequently the PSAs are broadcast on ACTV.	PSA's not obtained during Permit Year 1.	Obtain the PSA's and broadcast on ACTV.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1-5	Promote Water Conservation Practices for Homeowners	Department of Public Works	Post water conservation posters at Town Hall and the public libraries. Include water conservation bill inserts with the water bill. Issue an annual press release to the *Arlington Advocate* to promote water conservation.	Posters hung in the Town Hall and public libraries. Educational displays on water conservation also posted at the libraries. Included tips for water conservation in the water bill. Water conservation promoted in the *Arlington Advocate*.	Continue posting water conservation posters at Town Hall and public libraries and including water conservation tips with the water bill. Issue an annual press release to the *Arlington Advocate* to promote water conservation. At DPW Day, distribute brochures on water conservation and make dye tablets for toilets available to residents.
Revised					
1-6	Develop a Press Release and Flyer Targeting Community Businesses	Department of Public Works, Town Webmaster	Submit the press release to the *Arlington Advocate* and track whether it was published. Submit copies of the informational flyers to the Arlington Chamber of Commerce and track whether it was included in the newsletter. Post the informational flyer on the Town's website.	No activities were planned for Permit Year 1.	No activities are planned for Permit Year 2.
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2-1	Public Access to SWMP and Receipt of Comments	Department of Public Works, Town Webmaster	Make draft SWMP available to the public for the review and comment period. Finalize SWMP. Make the final SWMP accessible to the public via the Town's public libraries and website.	Draft SWMP made available to public for review and comment period on the Town's website and at the Town's libraries.	Comments received will be reviewed and incorporated into the Final SWMP as appropriate.
Revised					
2-2	Educational Outreach for Spy Pond	Spy Pond Committee, Friends of Spy Pond Park, Planning and Community Development Department	Develop fertilizer flyer and track the number of volunteers involved in its distribution. Develop door hanger and track the number of volunteers involved in its distribution. Sponsor ecological gardening classes and track the number of participants. Post Spy Pond-related information on the Spy Pond website and update website regularly. Host booths at Arlington Town Day	Developed and distributed fertilizer flyers. Sponsored ecological gardening classes. Spy Pond-related information posted on Spy Pond website. Hosted booths at Arlington Town Day.	Continue educational outreach by distributing fertilizer flyers and hosting booths at Arlington Town Day. Continue sponsoring ecological gardening classes. Continue to post Spy Pond-related information on the Spy Pond website.
Revised					
2-3	Sponsor Annual Cleanup at Spy Pond	Spy Pond Committee, Friends of Spy Pond Park, Department of Public Works, Planning and Community Development Dept.	Track the number of cleanup volunteers and supporting businesses. Track the quantity and types of waste collected as a result of the cleanup event.	Approximately 20 people participated in a clean-up at Spy Pond in April 2004. Between 20 and 30 bags of waste collected.	Continue to sponsor the annual clean-up. In addition, proposed are 9 clean-ups for the Minuteman Bikeway, a portion of which is adjacent to Spy Pond.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2-4	Sponsor Storm Drain Marking Activities at Spy Pond	Spy Pond Committee, Planning and Community Development Department	Identify areas where marking will take place and establish schedule for the activity. Track the number of storm drains marked each year. Track the number of volunteers assisting in the marking activity. Provide maintenance to previously installed markers as necessary. Publicize storm drain marking event(s) via a press release to the *Arlington Advocate*.	No storm drain marking activities in Permit Year 1.	In Spring 2005 (end of Permit Year 2/beginning of Permit Year 3), perform storm drain marking activities, as well as maintenance on previously installed markers. Storm drain marking event(s) to be publicized via a press release to the *Arlington Advocate*.
Revised					
2-5	Sponsor Annual Clean-up at Arlington Reservoir	Arlington Reservoir Committee, Department of Public Works	Track the number of cleanup volunteers and supporting businesses. Track the quantity and types of waste collected as a result of the cleanup event.	Conducted a clean-up of Arlington Reservoir.	Continue to sponsor the annual clean-up.
Revised					
2-6	Conservation Land Stewards	Arlington Conservation Commission	Track the number of Land Steward volunteers. Maintain records of major activities, such as clean-ups, at individual sites. Develop an informational press release on the Land Steward Program for the *Arlington Advocate* and track whether it was published. Develop an informational brochure on the Land Steward Program and track the number of brochures collected by residents.	Conducted clean-ups at Turkey Hill and Meadowbrook Parks. Currently, approximately 100 people registered in the program, with many others participating in stewardship activities. Public education included informational press releases in the *Arlington Advocate*, a booth at Arlington Town Day, and an informational brochure on the program.	Continue to sponsor clean-ups at parks. Continue to educate the public on this program through press releases in the *Arlington Advocate*, hosting a booth at Arlington Town Day, and providing informational brochures to residents.
Revised					
2-7	A-B-C Stormwater Flooding Board to Address Issues in the Little River and Alewife Brook Areas	Board of Selectmen, Town Webmaster	Execute the Environmental Joint Powers Agreement. A-B-C Stormwater Flooding Board to meet throughout the permit term. Information and status of Board's activities to be reported on Town website and in the *Arlington Advocate*.	The Environmental Joint Powers Agreement (EJPA) not executed in the Permit Year 1.	Execute the EJPA. Arlington, Belmont, and Cambridge to issue a joint report on flooding in Summer 2004. Report to be posted on Town's website. The A-B-C Stormwater Flooding Board to commence meetings. Information regarding the Board's activities to be posted on the Town's website and in the *Arlington Advocate*.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2-8	Conduct Lawn Care/Landscaping Survey in Spy Pond Watershed	Spy Pond Committee, Planning and Community Development Department	Develop and distribute survey. Send a press release explaining the lawn care/landscaping survey to the *Arlington Advocate*. Track the number of completed surveys. Compile surveys to develop future educational outreach materials.	No activities were planned for Permit Year 1.	No activities are planned for Permit Year 2.
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3-1	Maintain Outfall Location Map	Department of Public Works	Update the outfall location map if there are any changes to the stormwater drainage system during the permit term.	Completed outfall location map in GIS.	Update the outfall location map as required.
Revised					
3-2	Revision of Existing General and Zoning Bylaws	Planning and Community Development Department, Arlington Conservation Commission, Engineering Division of the Department of Public Works	Review Town's existing General and Zoning Bylaws. Draft revised bylaws so that they fulfill the regulatory requirements of NPDES Phase II Minimum Control Measures 3, 4, and 5. Have revised bylaws available for public comment to gage public acceptance and revise as necessary. Present revised bylaws to Town Meeting for adoption. Post revised bylaws on Town's website.	No action was taken on this BMP during Permit Year I.	Planning and Community Development Department to review the Zoning Bylaws, particularly the Environmental Design Review standards. Develop articles for Town Warrant during Winter 2004/2005 for Town Meeting in Spring 2005.
Revised					
3-3	Implement an Illicit Discharge Detection and Elimination Plan	Department of Public Works	Develop an Illicit Discharge Detection and Elimination Plan. Conduct dry-weather field screening of outfalls and track the number of surveys indicating a possible illicit connection. Trace the source of potential illicit discharges. Track the number of illicit connections found. Track the number of illicit connections repaired/replaced. Report on the success of obtaining alternative funding to assist in illicit connection removal.	No activities were planned for Permit Year 1.	An existing Illicit Discharge Detection and Elimination Plan to be reviewed and modified as required to be consistent with the NPDES Phase II regulations.
Revised					
3-4	Rehabilitate and Replace Sanitary Sewer Pipes	Department of Public Works	Rehabilitation/replacement of sanitary sewer pipes exfiltrating wastewater. Maintain documentation of construction activities and re-sampling.	Rehabilitated Cross Street and Waldo Road. Replaced sewer pipes in Indian Hill Road.	Rehabilitate sewer pipes in Landsdowne Road, Hemlock Street, and Pine Street.
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3-2	Revision of Existing General and Zoning Bylaws			See Section 3: Illicit Discharge Detection and Elimination	
Revised					
4-1	Develop a Site Inspection Form and Conduct Site Inspections	Engineering Division of the Department of Public Works	Develop an ESC Site Inspection Form. Track the frequency of inspections conducted for each site. Track the completion of inspection forms. Track the number of failed ESC BMPs discovered on each site.	No activities were planned for Permit Year 1.	No activities are planned for Permit Year 2.
Revised					
4-2	Develop and Implement a Citizen Tip Line	Department of Public Works, Town Webmaster	Establish the Citizen Tip Line. Advertise the Citizen Tip Line. Track the number of complaints received via the Citizen Tip Line. Track the problems/incidents remedied as a result of the Citizen Tip Line.	No activities were planned for Permit Year 1.	No activities are planned for Permit Year 2.
Revised					

4a. Additions

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3-2	Revision of Existing General and Zoning Bylaws			See Section 3: Illicit Discharge Detection and Elimination	
Revised					
5-1	Arlington Redevelopment Board Stormwater Design Guidelines	Planning and Community Development Department Arlington Redevelopment Board	Obtain approval of the handbook by the Arlington Redevelopment Board. Track the distribution of handbook to developers.	No activities were planned for Permit Year 1.	The Arlington Redevelopment Board to review the handbook, and, if approved, to begin distributing it to developers.
Revised					

5a. Additions

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 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6-1	Develop a Formal Training Program for DPW Staff	Department of Public Works	Establish a formal training program for DPW employees. Conduct training sessions with all current employees. Train all new DPW employees in accordance with the training program requirements. Track employee training activities and participation trained. Conduct refresher training for employees after every two years of employment.	No activities were planned for Permit Year 1.	Develop formal training program for DPW employees and commence training sessions.
Revised					
6-2	Catch Basin Cleaning Program	Department of Public Works	Track the catch basins that are cleaned each year, including the leaching catch basins, Vortechnic devices and oil/water separator. Maintain a log of the disposed materials	Completed annual catch basin cleaning program as scheduled. Maintained a log of disposed materials.	Continue annual catch basin cleaning program.
Revised					
6-3	Parking Lot and Street Sweeping Program	Department of Public Works	Track the streets and lots that are swept each year. Maintain a log of the disposed materials	Completed annual parking lot and street sweeping program as scheduled. Maintained a log of disposed materials.	Continue annual parking lot and street sweeping program.
Revised					
6-4	Implement Stormwater Pollution Prevention Plan	Department of Public Works	Review the recommendations outlined in Table 5 of the SWPPP. Develop a schedule to implement these recommendations. Track progress in implementing recommendations.	No action was taken on this BMP during Permit Year 1.	Review the recommendations outlined the SWPPP and develop a schedule of implementation.
Revised					
6-5	Vehicle and Equipment Cleaning Policy	Department of Public Works	Continue to wash vehicles and equipment indoors. Incorporate policy requirements into the DPW employee-training program. Construct a new wash bay.	Washed vehicles and equipment indoors.	Continue to wash vehicles and equipment indoors. Incorporate this policy into the DPW employee-training program.
Revised					

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6-6	Develop a Landscaping and Lawn Care Policy	Department of Public Works	Develop and implement a landscaping and lawn care policy. Place policy in the DPW employee-training manual. Document employee training and periodic re-training.	No activities were planned for Permit Year 1.	No activities are planned for Permit Year 2.
Revised					
6-7	Replace Stormwater Drainage System Along Summer Street	Department of Public Works	Install new stormwater drainage system in Summer Street. Maintain records of water quality sampling from the detention basin.	No activities were planned for Permit Year 1.	Begin installation of the new stormwater drainage system in Summer Street in Summer 2004.
Revised					
6-8	Maintenance of the Detention Basin at Reed's Brook	Department of Public Works	Develop a maintenance plan for the detention basin at the Reed's Brook site. Educate DPW employees on the proper maintenance of the detention basin and document training and periodic re-training. Maintain records of maintenance activities.	No activities were planned for Permit Year 1.	Develop a maintenance plan for the detention basin at the Reed's Brook site and commence maintenance activities.
Revised					
6-9	Install Leaching Catch Basins In Spy Pond Watershed	Planning and Community Development Department Department of Public Works	Develop plans for leaching catch basins. Install leaching catch basins.	No activities were planned for Permit Year 1.	No activities are planned for Permit Year 2.
Revised					

6a. Additions

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

NOT APPLICABLE TO THE TOWN OF ARLINGTON

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

The Town of Arlington did not collect and/or analyze any data during Permit Year 1.

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	(#)	8
▪ 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	(%)	100%
Estimated or actual number of outfalls	(#)	123
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	100%
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)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1
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)	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)	
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)	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)	Y