Municipality/Organization: Belmont, MA

EPA NPDES Permit Number: MAR021074 2004 MAY 14 P 2:53

MaDEP Transmittal Number: W-041153

Annual Report Number & Reporting Period: No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Peter Castanino Title: Director of Public Works

Telephone #: (617) 480-7171 Email: pcastanino@town.belmont.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: Melvin A. Klechner

Printed Name: Melvin A. Klechner

Title: Town Administrator

Date: May 12, 2004

Part II. Self-Assessment

The Town of Belmont 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

Part IV. Summary of Information Collected and Analyzed

N/A – No sampling or data collection included as part of SWMP.

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	Drafted	Under Review	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)	

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	***Develop Stormwater Web Page on Town Web Site***	Belmont Office of Community Development, Belmont Department of Public Works, Belmont Webmaster	1.Develop a Stormwater Web Page linked to the home page of the Town's web site. Post information on stormwater related issues and programs. 2.Update web page on a regular basis	The Town developed the Stormwater Web Page and linked it to the Town's web site. Information has been added relative to the SWMP.	As activities related to stormwater occur, information will be added to the web page.
Revised					
1-2	***Post Information on Town Hall Bulletin Boards***	Belmont Office of Community Development, Belmont Department of Public Works, Belmont Webmaster	1. Track the publications & information posted on Bulletin Board's each year 2. Post electronic versions on Belmont Stormwater Web Page	The Town has posted information on the Bulletin Boards relative to the review and approval of the SWMP.	Informational material relative to stormwater related issues and activities will be posted throughout the year.
Revised					
1-3	***Distribute Educational Flyers with Community Newsletter***	Belmont Office of Community Development, Belmont Department of Public Works, Belmont Webmaster	1.Track the number of flyers distributed each year 2. Post electronic versions of flyers on Belmont Stormwater Web Page	No flyers were identified to be sent out Year 1.	A flyer will be sent out with the Town's newsletter and posted on the stormwater website in the summer of 2004.
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 Review of Town's Stormwater Management Program***	Belmont Board of Selectmen, Belmont Office of Community, Development Belmont Department of Public Works, Belmont Webmaster	1. Obtain public input on draft SWMP 2. Finalize SWMP and make accessible to the public	A public hearing and public comment period was provided. The SWMP was finalized in October 2003 and has been made available to the public at the Town Hall and Department of Public Works.	No additional activiti
Revised					
2-2	***A-B-C Stormwater Flooding Board to Address Issues in the Little River and Alewife Brook Areas***	Belmont Board of Selectmen, Belmont Webmaster	1. Execute the Environmental Joint Powers Agreement 2. A-B-C Stormwater Flooding Board to meet throughout the permit term 3. Information and Status of Board's activities to be reported on Town Web Site	A Joint Powers Agreement has been executed between the Towns.	A representative fro Board and provide a activities.
Revised					

2-3	***Sponsor Storm Drain Stenciling Program***	Belmont Department of Public Works, Belmont Conservation Commission	1. Identify areas for storm drain stenciling 2. Track number of storm drains stenciled 3. Track number of volunteers involved in stenciling activity 4. Summarize the condition of the inlets based on information obtained from volunteers 5. Publicize storm drain stenciling event(s) on web site, on Town Hall Bulletin Boards and via a press release to local newspaper	No activities were planned for Year 1.	No activities were or the Town has develc catch basins that co Pond. Stenciling act Summer and Fall of
Revised					
2-4	***Conduct Attitude Surveys***	Belmont Office of Community Development	1. Develop Survey. 2. Send a press release explaining the stormwater awareness survey to the local newspapers. 3. Track the number of completed surveys. 4. Compile surveys in order to gauge any change in attitude/behavior regarding stormwater issues.	No activities were planned for this reporting period.	A survey will be deve the Summer of 2004
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	***Outfall Location Map***	Belmont Department of Public Works Belmont Office of Community Development	1. Develop a schedule for outfall verification and outfall identification activities. 2. Perform and track the outfall verification and outfall identification activities as scheduled.	No activities were planned for Year 1.	The Town will develc and identification of c field verification durir
Revised					
3-2	***Develop and Adopt a Stormwater By-Law***	Belmont Board of Selectmen Belmont Town Counsel Belmont Department of Public Works Belmont Office of Community Development	1. Draft the Stormwater By-Law. 2. Adopt Stormwater By-Law 3. Post Stormwater By-Law on Town's Stormwater Web Site	No activities were planned for Year 1.	No activities are plan
Revised					
3-3	***Implement an Illicit Discharge Detection and Elimination Plan***	Belmont Department of Public Works Belmont Office of Community Development	1. Track and prioritize new potential problem areas. 2. Track the number of illicit connections found. 3. Track the number of illicit connections eliminated. 4. Verify the elimination of illicit connections.	The Town is currently seeking bids for a construction contract to rehabilitate sewers to address the highest priority areas. Most of the work originally envisioned to be split into two contracts has been incorporated into this contract.	Construction will be c 2004.
Revised					

3-4	***Conduct Infiltration/Inflow Removal from Sanitary Sewer System***	Belmont Office of Community Development	1. Implement construction contract to remove private inflow. 2. Track results of private inflow removal. 3. Post information on I/I Private Inflow Removal project on Stormwater Web Page and in Town Newsletter.	The Town awarded the contract to construct the Private Inflow Source Removal Contract. Construction activities have commenced.	Construction will be c Once construction is rates will be verified.
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
4-1	***Construction Site Inspection and Enforcement***	Belmont Building Division	1. Develop Site Inspection Form consistent with requirements of Stormwater By-Law 2. Perform and track inspections. 3. Track enforcement actions resulting from inspections.	No activities were planned for Year 1.	No activities are planr
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
5-1	***Update Site Plan Review Process***	Belmont Board of Selectmen Belmont Planning Board Belmont Office of Community Development	1. Review Draft Stormwater By-Law to determine what, if any Site Plan Review procedures should be modified or added. 2. If necessary, adopt revisions to Zoning By-Law. 3. If changes adopted, post Zoning By-Law revisions on Town's Web Site.	No activities were planned for Year 1.	No activities are plann
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	***Training Program for Belmont DPW Staff***	Belmont Department of Public Works	1. Continue to provide annual training sessions of all DPW personnel involved with the site operations to ensure compliance with the SPCC Plan. 2. Train all new DPW employees in accordance with the training program requirements. 3. Track employee participation in training and keep all records in a central location with the DPW Administration throughout the permit term.	Annual training was completed.	Annual training will be
Revised					
6-2	***Catch Basin Cleaning Program***	Belmont Department of Public Works	1. Clean all catch basins on an annual basis 2. Document annual cleaning activities and keep all records in a central location with the DPW Administration throughout the permit term.	Annual cleaning of all catch basins was completed.	Annual cleaning of all
Revised					

6-3	***Street Sweeping Program***	Belmont Department of Public Works	1. Perform street sweeping of all municipal and private roadways in Town at least 3 times per year. 2. Perform one of the street sweepings in the Spring to remove winter debris. 3. Track street sweeping activities and keep records in a central location with the DPW Administration throughout the permit term.	Street sweeping of all streets occurred at least 3 times during Year 1.	Sweeping of all streets during Year 2.
Revised					
6-4	***Vehicle & Equipment Maintenance and Cleaning Policy***	Belmont Department of Public Works	1. Conduct weekly routine visual inspections and comprehensive written inspections on a quarterly basis. Utilize inspection sheets and document inspections in accordance with the SPCC Plan. 2. Inspection records should be kept in a central location with the DPW Administration throughout the permit term.	The Town implemented inspections and procedures in accordance with the Spill Prevention Control and Countermeasure Plan throughout Year 1.	The Town will continu and procedures in acc Prevention Control an throughout Year 2.
Revised					

6-5	***Landscaping and Lawn Care***	Belmont Department of Public Works	1. Continue to train DPW employees in "green landscaping" techniques. Document and keep records of employee training in a central location with the DPW Administration throughout the permit term	The Town continued to train employees in "green landscaping" techniques and implement their existing landscaping and lawncare practices throughout Year 1.	The Town will continue "green landscaping" te existing landscaping a throughout Year 2.
Revised					
6-6	***Road Salt Application and Storage***	Belmont Department of Public Works	1. Perform routine inspections of salt storage site to determine if salt pile is covered. Document inspections and keep records in a central location with the DPW Administration throughout the permit term. 2. Perform routine inspections of silt fencing containment device at snow disposal site. Document inspections and keep records in a central location with the DPW Administration throughout the permit term. 3. Perform clean up of snow disposal site in the spring. Document clean up activities and keep records in a central location with the DPW Administration throughout the permit term.	Clean up of the snow disposal area was also completed in the spring. The Town conducted the specified routine inspections of the salt storage and salt pile area. Town also performed routine inspections of the silt fencing containing the snow disposal area. Clean up of the snow disposal area was also completed in the spring.	The Town will continue inspections of the salt snow disposal area. T to perform clean up of the spring.
Revised					

6-7	***Hazardous Material Storage***	Belmont Department of Public Works	1. Continue to conduct and document routine inspections of the areas containing oil in accordance with to the Spill Prevention Control and Countermeasure Plan. Keep records of inspections in a central location with the DPW Administration throughout the permit term.	The Town conducted and documented routine inspections in accordance with the Spill Prevention Control and Countermeasure Plan.	The Town will continue routine inspections in a Prevention Control and during Year 2.
Revised					

6a. Additions

6-8	***Construct Structural BMP's in area tributary to Spy Pond***	Belmont Office of Community Development	1. Construct some deep sump catch basins and baffle tanks near Spy Pond.	The Town, in conjunction with the Town of Arlington, obtained a grant from EPA to fund the proposed construction.	The Town will constru and Fall of 2004.
6-9	***Workshops on landscaping and non-point source pollution***	Belmont Office of Community Development	1. Conduct workshops	The Town, in conjunction with the Town of Arlington, obtained a grant from EPA to fund the proposed workshops.	The Town will conduc Summer and Fall of 2

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *<<if applicable>>N/A*

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					

7a. Additions

7b. WLA Assessment