Municipality/Organization: Town of Yarmouth, DPW

EPA NPDES Permit Number: MAR041176

MaDEP Transmittal Number: W-035324

Annual Report Number
& Reporting Period: No. 2: May 04 – May 05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Richard P. deMello, P.E. Title: Town Engineer

Telephone #: 508-398-2231 x250 Email: rdemello@yarmouth.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:

Printed Name: Robert C. Lawton, Jr.

Title: Town Administrator

Date: May 5, 2005

Part II. Self-Assessment

The Town of Yarmouth has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the provisions as outlined in Part III of this report. Any listing here would simply be redundant. And we failed to submit this annual report on or before May 1st. Instead it was mailed on May 9th.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1-1	Educational Flyer/Door Hanger	DPW/Eng'g R. deMello	Design/distribute 300 copies – impaired watersheds first.	deMello continued cooperation with all Cape towns through the Cape Cod Commission's (CCC) Project Storm to create new educational materials useful by all towns and to share any Phase II related information (see Attachment A). Americorps (AC) and Senior Environment Corps (SEC) were included. Created, printed, and distributed 1800 Project Storm bookmarks at Town Hall, 3 libraries, senior center, police, recreation, and DNR depts. Installed 200 drain decals and placed 400 door hangers in Bass River watershed. See Attached samples and 2-4.	Distribute 500 bookmarks to same locations as last year. Town and SEC to distribute 300+ door hangers in impaired watersheds. CCC to assist in creation of traveling stormwater exhibit for libraries, Town Hall, Chamber of Commerce, and Town Meeting (grant application for this item was unsuccessful).
Revised	*Educational Materials (broaden subject)*		*Work with CCC and other Cape towns to develop educational materials and share information.*		
1-2	Annual Public Meeting	DPW/Selectmen G. Allaire	Hold advertised public meeting.	Several in-house meetings and several Stormwater Management Committee meetings held. See 2-2 and 2-3.	Present SWMP to Board of Selectmen at advertised and televised public meeting where we will also seek public input.
Revised					
1-3	Posting of Outlet Maps	DPW/Eng'g R. deMello	Display for 1month per year.	Continued to collect information on outlet pipes. See 3-2.	Make outlet map part of traveling exhibit (see 1-1) once outlet inventory completed. Post map in Eng'g Office.
Revised			*Complete outlet mapping.*		
1-4	Add to Town Web Page	IT Director S. McInnes	Add stormwater information.	Updated Phase II Stormwater Information under FAQs for the Engineering Division on Town web page. Section updated on CCC web page.	Add/ update information on Town and CCC web pages as information is developed and/or becomes available.
Revised	*Add to CCC Web Page*		*Add to CCC Web Page*		
1-5	Household Hazardous Waste Collection	Health Division B. Murphy	Hold annual collection.	Six (6) regional collection days held with the Town of Barnstable. Ads placed in newspaper and flyers distributed (see Attachment B). 273 Yarmouth households participated in collections (or 34 drums collected). See 2-5.	Repeat last years' regional collections and/or hold Yarmouth only collection.
Revised	*Regional Household Haz Waste Collection with Barnstable*		*Participate in regional collection days.*		

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2-1	Encourage Public Participation	DPW G. Allaire	Complaint log set-up.	Continued evaluation of 2 available software packages for Townwide Infrastructure Management uses – MUNIS and Azteca (CityWorks).	Prepare Request for Proposals (RFP), advertise, and select software (we learned that we can not sole source for the software).
Revised			*Evaluate software.*		
2-2	Stormwater Management Committee (SMC)	DPW G. Allaire	Appoint Committee.	SMC goals given to existing committee – the Integrated Water Resources Management Planning Committee (IWRMPC) made up of Town employees, businessmen and residents. Town and IWRMPC continued to support Estuary Program funding and study.	Continue to include stormwater management in all committee efforts including State Estuary Program involvement.
Revised	*Name change to Integrated Water Resources Management Planning Committee (IWRMPC)*				
2-3	Annual Public Meeting	DPW/Selectmen G. Allaire	Hold advertised public meeting.	Several in-house meetings and several IWRMPC meetings held. See 1-2 and 2-2.	Present SWMP to Board of Selectmen at advertised and televised public meeting where we will also seek public input.
Revised					
2-4	Storm Drain Decals	DPW/Eng'g R. deMello	Install 50 drain decals/year.	Yarmouth purchased 2000 drain decals, and installed 200 decals and placed 400 door hangers in Bass River watershed. See Attached samples and 1-1.	Town and SEC to install 50+ decals near catch basins in impaired watersheds.
Revised					
2-5	Household Hazardous Waste Collection	Health Division B. Murphy	Hold annual collection.	Six (6) regional collection days held with the Town of Barnstable. Ads placed in newspaper and flyers distributed (see Attachment B). 273 Yarmouth households participated in collections (or 34 drums collected). See 1-5.	Repeat last years' regional collections and/or hold Yarmouth only collection.
Revised	*Regional Household Haz Waste Collection with Barnstable*		*Participate in regional collection days.*		
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
3-1	Storm Drain Outlets ID	DNR K. vonHone	Inspect impaired watersheds	Over the past 16+ years, DNR staff has worked with Division of Marine Fisheries and the Conservation Administrator to inspect impaired watersheds. Two (2) CPR grants have been used to inspect Bass River outlets over last 2 years.	Inspect the Parkers River watershed.
Revised					
3-2	Drain Network Mapping	DPW/Eng'g R. deMello	Complete 75% of outlet inventory.	Completed locating and mapping 75%+ of our drainage outlets.	Locate and map remaining 25% of our drainage outlets.
Revised					
3-3	Illicit Discharge ID	DNR/ConCom vonHone/Hall	Inspect outlets during dry weather.	Awaiting completion of mapping before DNR can view all outlets. Town has completed television inspection and repair of our 2 largest drainage outlet systems (Old Main Street systems). See 3-2.	Once outlet mapping has been completed, view outlets during dry weather using EPAs' Visual Inspection document and form. Impaired watersheds to be top priority.
Revised					
3-4	Illicit Discharge Enforcement	DNR, ConCom, Health	Review existing by-laws and regulations.	Review of existing by-laws and regulations indicated adequate ability to enforce illicit discharge removal.	Coordinate with BMPs #4 and #5 to ensure consistency of enforcement and by-law wording.
Revised					
3-5	Town Employee Training	DPW/Hwy J. Lefter	Hold annual training session.	Informal training and educating completed during past 3 years. Continued to seek more formal training through the County Health Department, Bay State Roads Program, BCPWA, etc. See 6-2.	Continue informal training when opportunities arise. Continue seeking formal training options, and train Town employees beginning with the Highway Division employees when formal training program found.
Revised			*Develop training program.*		
Revised					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
4-1	Con. Com. By-law Review/Change	Con. Com. B. Hall	Review By-law.	Initial review of by-law completed and by-law found to be inadequate to meet EPA requirements. Town staff attended several available seminars to better understand EPA requirements and Massachusetts laws.	Assign committee members to determine best Town department and by-law to create enforceable by-laws, and begin draft of appropriate by-law(s).
Revised					
4-2	Zoning By-law Review/Change	Planning T. Sylvia	Review By-law.	Ditto 4-1.	Ditto 4-1.
Revised					
4-3	Subdvision Regulation Review/Change	Planning T. Sylvia	Review Regulations.	Ditto 4-1.	Ditto 4-1.
Revised					
4-4	Construction Inspection	Building Comm J. Brandolini	Review Zoning By-law.	Ditto 4-1.	Ditto 4-1.
Revised					
Revised					
Revised					

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
5-1	Con. Com. By-law Review/Change	Con. Com. B. Hall	Review By-law.	Initial review of by-law completed and by-law found to be inadequate to meet EPA requirements. Town staff attended several available seminars to better understand EPA requirements and Massachusetts laws.	Assign committee members to determine best Town department and by-law to create enforceable by-laws, and begin draft of appropriate by-law(s).
Revised					
5-2	Zoning By-law Review/Change	Planning T. Sylvia	Review By-law.	Ditto 5.1.	Ditto 5.1.
Revised					
5-3	Subdvision Regulation Review/Change	Planning T. Sylvia	Review Regulations.	Ditto 5.1.	Ditto 5.1..
Revised					
5-4	Post-Construction Inspections	Building Comm J. Brandolini	Review Zoning By-law.	Ditto 5.1.	Ditto 5.1.
Revised					
Revised					
Revised					

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
6-1	Develop BMP Policy Guide	DPW/Eng'g R. deMello	Prepare and print guide.	CCC submitted grant application to State to develop a BMP guide to be used Cape wide. Application unsuccessful because State felt that the DEP Stormwater Management Policy contained all needed BMP info. However, that was found not to be an accurate assessment as several key BMPs were not found in Policy.	Continue to work with CCC (Project Storm) to complete initial draft of guide for BMPs not contained in Policy that will be applicable for Cape wide use.
Revised			*Work thru CCC to develop guide.*		
6-2	Town Employee Training	DPW/Hwy J. Lefter	Hold annual training session.	Informal training and educating completed during past 3 years. Continued to seek more formal training through the County Health Department, Bay State Roads Program, BCPWA, etc. See 3-5.	Continue informal training when opportunities arise. Continue seeking formal training options, and train Town employees beginning with the Highway Division employees when formal training program found.
Revised			*Develop training program.*		
6-3	Coordinate with Con. Com.	DPW/ConCom deMello/Hall	Hold annual update meeting.	Annual meeting held, and numerous project-specific meetings and field visits held. Sample project includes second Bass River CPR Grant.	Hold annual meeting, and numerous project-specific meetings and field visits as needs arise.
Revised					
6-4	Hazardous Materials Storage Program	Health B. Murphy	License and inspect all businesses.	Licensed and inspected 117 businesses.	License and inspect all businesses.
Revised					
6-5	Used Oil Recycling	Waste Mngmt R. Angell	Burn all used oil to heat garages.	Burned all Town-produced used oil at the Waste Management and Highway Divisions to heat Town garages. Also recycled 3,975 gallons of used motor oil received from residents.	Burn all Town-produced used oil at the Waste Management and Highway Divisions to heat Town garages.
Revised					

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

NOTE: Although this section is not applicable because Yarmouth's impaired waters do not have approved TMDLs, we have developed these BMPs so that we may keep track of our planned and completed work efforts within these very important waterways.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
7-1	Boat Pump-out Program	DNR K. vonHone	Provide boat pump-out service.	Collected and disposed approximately 600 gallons of wastewater from vessels in Bass River using the free pump-out service.	Continue to collect and dispose wastewater from vessels in Bass River using the boat pump-out service.
Revised					
7-2	Street Sweeping Program	DPW/Hwy J. Lefter	Annually sweep roads in impaired watersheds.	Contractor completed annual sweeping of all roads in all wetland watersheds Town wide.	Contractor to complete annual sweeping of all roads in all wetland watersheds Town wide. Town to resweep roads in impaired watersheds, when deemed warranted.
Revised	*Prioritize areas*				
7-3	Catch Basin Cleaning Program	DPW/Hwy J. Lefter	Clean 200+/- priority catch basins/year.	Completed locating and mapping 75%+ of our drainage outlets and systems (see 3-2). Installed drain decals at priority catch basins (see 2-4). Drafted bidding documents for Barnstable County Purchasing and CZM to bid Capewide basin cleaning using a vac-machine.	Locate and map remaining 75% of our drainage outlets and systems. Town and SEC to install 50+ decals near priority catch basins in impaired watersheds. Continue cleaning priority catch basins.
Revised	*Prioritize areas*				
7-4	Improve Drain Outlet Quality	DPW/Eng'g R. deMello	Improve quality of 2 drainage outlets/yr.	Using a $102,500 Regional (with Town of Dennis) CPR Grant received, installed drainage leaching facilities at 3 drain outlet sites along Bass River: Bass River Beach Boat Ramp; Aunt Jane's Road; and, Highbank Bridge.	Improve 2 drainage outlets at Bass River.
Revised					
7-5	Encourage MHD Action	DPW G. Allaire	Share information	Paid for preparation of design plans for leaching facilities along Route 28 at Bass River. Applied for and received $182,000 Enhancement Grant (1996), and $174,400 319 Grant (2005) for construction. Provided Town land for the construction of most of the leaching facilities.	Share water quality testing results obtained via the ongoing State Estuary studies of Town embayments with MHD. Encourage MHD to bid and construct drainage facilities along Route 28 as designed.
Revised					

Part IV. Summary of Information Collected and Analyzed

Information provided above in Part III.

ATTACHMENT A

PROJECT STORM

STormwater Outreach for Regional Municipalities

What is Project STORM?

Project STORM (Stormwater Outreach for Regional Municipalities) is a collaborative effort among towns on Cape Cod to share resources, ideas and solutions to mitigate the impacts of stormwater. Project STORM provides assistance to towns across Cape Cod that must implement the new Phase II Stormwater regulations. Project STORM aims to educate all residents on Cape Cod on the importance of preventing stormwater pollution to make our water bodies cleaner and safer to use

Accomplishments to date:

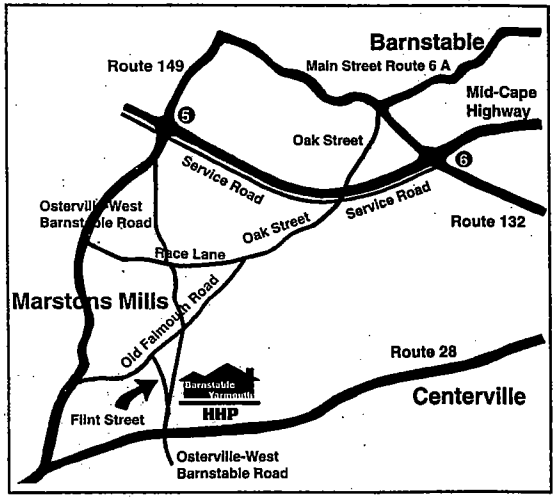
- Printed and distributed 2,000 stormwater posters about impacts from fertilizer applications, car washing, pet waste, and leaking oil.
- Developed regional stormwater logo for use on educational materials
- Coordinated with Phase II communities to bulk purchase 5,700 storm-drain decals and 11,500 storm-water education door hangers (Barnstable, Sandwich, Chatham, Yarmouth and Orleans).
- Designed and coordinated order with multiple towns for 22,000 stormwater bookmarks
- (Barnstable, Dennis, Mashpee, Sandwich, Chatham and Yarmouth).
- Facilitated regular meetings with Phase II community coordinators to discuss implementation of the EPA stormwater regulations.
- Pursued state and federal grant funding to assist towns with stormwater education and outreach projects.
- Prepared long term work plan for education and outreach needs.
- Engaged AmeriCorp member to assist Project STORM outreach addressing local bylaws, and stormwater best management practices for Cape Cod.
- Held water festivals for students in Barnstable, Sandwich, Brewster, Wellfleet, Orleans, Eastham, Yarmouth, Dennis, Harwich and Chatham. Water festivals included several activities that were specific about stormwater pollution and multiple activities that taught about nonpoint source pollution. In the 2004-2005 school year over 1500 students participated in water festival activites.

2004 Collection Dates

March 27
April 24
May 22
June 26
Sept. 25
Oct. 23

All Collections are at the Barnstable Transfer Station located at 45 Flint Street, off Osterville-West Barnstable Road in Marstons Mills. *Look for the Transfer Station signs.*

9am-12:30pm

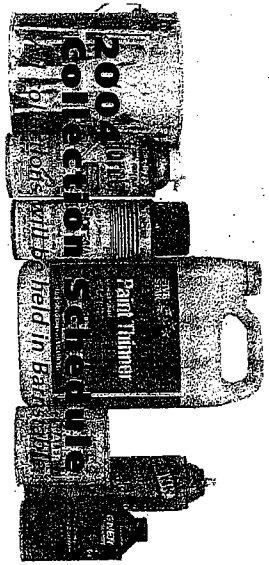


Questions???

For additional information, contact these agencies:

- Barnstable County Hazardous Materials Program 508-375-6699 or 800-319-2783
- Barnstable Transfer Station 508-420-2258
- Yarmouth Drop-off Area 508-760-4804

Funds for designing, printing and mailing this brochure provided by American Ref-Fuel Company of SEMASS and Barnstable County.



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POSTAL CUSTOMER

Towns of Barnstable, and Yarmouth

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Barnstable • Yarmouth

Household Hazardous Products Collections

For Barnstable and Yarmouth Residents

6 Saturdays

9am-12:30pm
March 27
April 24
May 22
June 26
Sept. 25
Oct. 23

Businesses must call 1-800-319-2783 to make arrangements to participate at cost

The Barnstable Household Hazardous Products Colle are a cooperative effort of the Towns of Barnstable-a Yarmouth funded, in part, by Barnstable County.

ATTACHMENT B

What are Household Hazardous Products (HHP)?

A wide range of materials used in homes are considered hazardous. Generally, these products are oil- or solvent-based, contain heavy metals such as mercury or cadmium, or are caustic materials such as acids or drain cleaners.

Why are household hazardous products a problem?

Some household products contain ingredients that may be hazardous to human health and the environment. Over-exposure to these chemicals may weaken the immune system or cause chronic health problems.

In the environment they can contaminate air, water, and soil. Cape Cod groundwater supplies are at risk of being contaminated by hazardous household products we dispose of in our trash, on land, or down drains. Surface waters are also at risk.

How should I prepare for the collections?

Look around your home, garage and [illegible] to find products that you no longer want. Read the label to find the products that can damage skin; explode with heat or pressure; easily catch fire; cause injury when eaten, inhaled, or absorbed; or generate noxious fumes or explode when mixed with other substances. Set these aside for the next collection.

Proof of Residence

Residents will need a current town beach or dump sticker, driver's license or registration, utility or property tax bill with a local address.

Bring to the Collections

- ✔ Pesticides, Herbicides, Fungicides
- ✔ Outdated Pesticides – DDT, Chlordane, Silvex, Pentawood Preservatives
- ✔ Rodent Poisons, "No Pest" Strips, Flea Collars
- ✔ Gasoline, Brake and Power Steering Fluids
- ✔ Radiator Flush, White Wall Cleaner, Bug and Tar Remover
- ✔ Furniture Polish, Metal Polish, Moth Balls
- ✔ Drain Cleaners, Spot Removers, Solvents
- ✔ Cesspool Cleaners, Acids
- ✔ Oil-based and Alkyd Paints and Stains
- ✔ Marine Paints, Auto Paints, Solvent-based Paints
- ✔ Solvent-based Paint Thinners and Strippers, Turpentine, Mineral Spirits, Acetone
- ✔ Solvent-based Wood Finishes, Varnish, Shellac, Wood Preservatives
- ✔ Photo and Pool Chemicals, Chemistry Sets
- ✔ Two-part Adhesives, Roofing Cement with Asbestos

Mercury Products Collection

Bring thermostats, switches and thermometers containing mercury and receive a free digital thermometer in exchange, compliments of American Ref-Fuel Company of SEMASS.

HHP

- **Do Not Mix Wastes**
- **Bring Wastes in Original Closed Containers**
- **Pack Wastes in Sturdy Boxes and Separate with Newspaper**
- **Do Not Bring Children or Pets if Wastes are Carried Inside Vehicle**
- **Put Boxes in Trunk of Car or Bed of Truck**

HHP

Recycle These Items
at your Town's Recycling Center

Recycling these products locally provides residents year-round access to disposal and saves your town disposal costs.

- Used Oil, Oil Filters and Antifreeze
- Lead-Acid and Rechargeable Batteries
- Fluorescent Bulbs
- Televisions, Computers and Monitors
- Empty Fire Extinguishers and Propane Gas Cylinders
- Empty Cans and Dry Paint Cans

Do Not Bring These Items
to the Collections

- ✘ Latex and Acrylic Paints, Water-based Stains and Water-based Finishes–***are not hazardous***. Pour paint into a box of kitty litter to absorb the liquid. When the liquid is dry or fully absorbed, put the box in your household trash. Recycle open, dry paint cans.
- ✘ Medical or Biohazardous Materials, Syringes – check with your Doctor
- ✘ Explosives, Ammunition, Fireworks or Flares – ask the Police
- ✘ Smoke Detectors – put in household trash
- ✘ Use up, give away, dry out and dispose of in household trash, or recycle products such as those listed below.

Abrasive cleaners
Air fresheners and deodorizers
Ammonia-based cleaners
Bleach
Cosmetics and nail polish
Shampoo
Car waxes and polishes
Lime
Fertilizer without pesticides
Plant food
Borax and boric acid

Alkaline batteries
Empty aerosol cans
Empty metal cans
Spackle and joint compound
Latex caulking compound
Glazing compound
Latex driveway sealer
Latex paste and glue
Laundry detergents
Dish detergents
Glass and window cleaners