Municipality/Organization: Town of Yarmouth, DPW

EPA NPDES Permit Number: MAR041176

MaDEP Transmittal Number: W-035324

Annual Report Number & Reporting Period: No. 3: May 05 – May 06

05/08/06

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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

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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: Robert C. Lawton, Jr.

Title: Town Administrator

Date: May 3, 2006

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. Because we wished to report the results of a Proposition 2-1/2 Override request to restore funding for a potion of our Stormwater Management Program we failed to submit this annual report on or before May 1st. The election for this override was held on May 2, 2006, and unfortunately it was not approved by the voters. Therefore, this report was instead mailed on May 3rd.

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
1-1	Educational Flyer/Door Hanger	DPW/Eng'g R. deMello	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. Americorps (AC) and Senior Environment Corps (SEC) were included. Distributed 500 Project Storm bookmarks at Town Hall, 3 libraries, senior center, police, recreation, and DNR depts. Installed 50+ drain decals and placed 100+ door hangers in Bass River watershed. See 2-4.	Distribute 500 bookmarks to same locations as last year. Town and SEC to distribute 100+ door hangers in impaired watersheds. Request CCC to assist in creation of traveling stormwater exhibit for libraries, Town Hall, and Town Meeting (grant application for this item was again 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 update 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.	Five (5) regional collection days held with the Town of Barnstable and one (1) Yarmouth only. Ads placed in newspaper and flyers distributed. 428 Yarmouth households participated in collections (or 51 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
2-1	Encourage Public Participation	DPW G. Allaire	Complaint log set-up.	Prepared Request for Proposals (RFP), advertised, evaluated proposals, and short-listed 3 software packages for Computer Maintenance Management System (CMMS) which will include this item – CarteGraph, GBAms, and Azteca (CityWorks).	Complete site visits to Towns which presently use the short-listed software (Portland, ME, Norwalk, CT, Brookline, MA), hold interviews, and select software package.
Revised			*Purchase 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 update 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.	Installed 50+ decals and placed 100+ door hangers in Bass River watershed. See 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.	Five (5) regional collection days held with the Town of Barnstable and one (1) Yarmouth only. Ads placed in newspaper and flyers distributed. 428 Yarmouth households participated in collections (or 51 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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
3-1 Revised	Storm Drain Outlets ID	DNR K. vonHone	Inspect impaired watersheds	Over the past 17+ 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 the years.	Inspect the Parkers River watershed.
3-2 Revised	Drain Network Mapping	DPW/Eng'g R. deMello	Complete 90% of outlet inventory.	Completed locating and mapping 90%+ of our drainage outlets.	Locate and map remaining 10% of our drainage outlets.
3-3 Revised	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.
3-4 Revised	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.
3-5 Revised	Town Employee Training	DPW/Hwy J. Lefter	Hold annual training session. *Develop training program.*	Informal training and educating completed during past 5 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					

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
4-1	Con. Com. By-law Review/Change	Con. Com. B. Hall	Review By-law.	Initial review of by-laws completed and by-laws found to be inadequate to meet EPA requirements. Town staff attended several available seminars to better understand EPA requirements and Massachusetts laws. Ad-hoc Committee (Con.Com., Planning, Eng'g) set-up to draft regulations.	Ad-hoc committee to begin draft of appropriate by-law(s). Presently leaning toward Con. Com. regulation changes plus minor Zoning and Planning reference changes.
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
5-1	Con. Com. By-law Review/Change	Con. Com. B. Hall	Review By-law.	Initial review of by-law completed and by-laws found to be inadequate to meet EPA requirements. Town staff attended several available seminars to better understand EPA requirements and Massachusetts laws. Ad-hoc Committee (Con.Com., Planning, Eng'g) set-up to draft regulations.	Ad-hoc committee to begin draft of appropriate by-law(s). Presently leaning toward Con. Com. regulation changes plus minor Zoning and Planning reference changes.
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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
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 5 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 third Bass River CPR Grant.	Hold annual meeting, and numerous project-specific meetings and field visits as needs arise.
Revised					

6-4 Revised	Hazardous Materials Storage Program	Health B. Murphy	License and inspect all businesses.	Licensed 157and inspected most businesses.	License and inspect businesses.
6-5 Revised	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 3,725 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.

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 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
7-1 Revised	Boat Pump-out Program	DNR K. vonHone	Provide boat pump-out service.	Collected and disposed approximately 650 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.
7-2 Revised	Street Sweeping Program *Prioritize areas*	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.
7-3 Revised	Catch Basin Cleaning Program *Prioritize areas*	DPW/Hwy J. Lefter	Clean 200+/- priority catch basins/year.	Completed locating and mapping 90%+ of our drainage outlets and systems (see 3-2). Installed drain decals at priority catch basins (see 2-4).	Locate and map remaining 10% 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.

7-4 Revised	Improve Drain Outlet Quality	DPW/Eng'g R. deMello	Improve quality of 2 drainage outlets/yr.	Removed drainage outlets and/or installed leaching facilities at North Cove Landing and Crosby Street (at Bass River).	Improve 2 drainage outlets at Bass River (third CPR Grant $60,500– Follins Pond and Gun Rock Roads).
7-5 Revised	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.

Part IV. Summary of Information Collected and Analyzed

Information provided above in Part III.