Municipality/Organization: Town of Falmouth

EPA NPDES Permit Number: MAR 041114

MADEP Transmittal Number: W-035626

Annual Report Number & Reporting Period: No. 5: March 07-March 08

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MAY 03 2008

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Peter M. McConarty Title: Civil 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 L. Whritenour, Jr.

Title: Town Administrator

Date: 5/5/08

Part II. Self-Assessment

The Town of Falmouth has been moving forward with the NPDES Phase II requirements.

The Department of Public Works (D.P.W.) is currently in the process of a re-organization of operations, staffing and funding. An outside matrix report has been submitted and is currently being evaluated for inclusion with the D.P.W. re-organization process. Due to the present economy and funding, inclusion of recommendations from the matrix report will have a direct effect on NPDES compliance.

The Engineering department has a full-time engineering position that is in charge of implementing the Phase II requirements. Several programs have been developed and implemented which include:

1. A *"Catch Basin and Street Cleaning Program"* including:

   - A spreadsheet containing road lengths, number of catch basins, drop inlets, leach basins, piping, structure type, and condition.
   - Established drainage districts.
   - Overlay of drainage structures on town assessor maps.
   - Up-to-date maintenance, cleaning and sweeping schedule.
   - Amount of debris removed.

2. Full-time personnel dedicated to the catch basin cleaning truck.

   Street cleaning is performed in the Spring after snow removal operations, maintenance during the summer months and in the Fall after the hurricane and nor'easter season. The Town currently owns two Elgin Pelican street cleaners.

3. The Town *"Driveway Permit"* has been modified to include NPDES stormwater requirements. The modified *"Driveway Permit"* includes:

   - Submittal of a site Plan depicting erosion and sedimentation control.
   - No driveway shall be constructed directing stormwater onto roadways.
   - Bonding ensuring all site work is constructed according to the driveway permit and attachments.

4. The engineering division currently has a list of drainage concerns. Each site is evaluated for repair (including best management practices (BMP's), water quality, and accessibility for maintenance.

5. Implementation of a Public Participation Program is anticipated to be in operation by the end of permit period #5.

6. The Mapping Program is nearly complete. The paper maps have been incorporated into the Town wide GIS mapping. During the Phase II permit period, the GIS personnel have located nearly all the Town maintained outlets with their GPS equipment. The engineering staff will need to locate some outlets not readily identified.

The Town received a copy of *"Massachusetts Estuaries Project –Nitrogen Loading thresholds for Great Pond, Green Pond, and Bournes Pond"*.

Regulatory and housekeeping issues are under construction and review.

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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
1-1	Educational Flyer	Admin. and DPW	Flyer prepared and distributed	Posters developed.	Distribute flyers.
Revised					
1-2	Annual Public Hearing	Admin.	Meetings held per schedule	Meeting not scheduled and held.	Annual meeting to be scheduled and held.
Revised					
1-3	Posting Of Maps	Engineering	Map prepared and displayed	Update map.	Finalize map and display revised version.
Revised		Engineering and GIS			
Revised					
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
2-1	Encourage participation	Admin./DPW	Maintain complaint file	Maintain a complaint report file.	Complaint report file created and maintained.
Revised					
2-2	Stormwater Committee	Selectmen/DPW	Update management program	Committee established and meetings held.	Hold meetings and update management program.
Revised					
2-3	Selectmen's Meeting Review	Selectmen	Meetings held per schedule	Meeting held and review of comments pending.	Hold meetings per schedule and review comments of meeting.
Revised		Administrator			
2-4	Storm Drain Stenciling	DPW/ Engineering	Documentation of catch basins stenciled	Implement installation program	Purchase Stenciling. Implement installation program.
Revised					
2-5	Hazardous Waste Collection	Board Of Health	Documentation of Collection	Hazardous waste collection was conducted 4 times in conjunction with 3 bordering towns. May thru Oct	Conduct hazardous waste collection days 4 days between May and Oct In conjunction with 3 bordering towns
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
3-1	Discharge Identification	DPW	Production of maps	Field inventory and locate with GPS to update GIS data.	Field inventory and locate with GPS to update GIS data.
Revised		DPW/ Engineering			
3-2	Drainage Network Mapping	DPW/GIS	Production of maps	Field verify and update GIS database.	Field verify and update GIS database.
Revised		DPW/GIS Engineering			
3-3	Illicit Discharge Identification	DPW/Board Of Health	Quantify Identification	Identified illicit discharges with BMP 3-1 & 3-2.	Identified illicit discharges with BMP 3-1 & 3-2.
Revised					
3-4	Illicit Discharge Enforcement	DPW/Board of Health/Planning	Quantify Identification	Finalize review of existing enforcement measures.	Finalize review of existing enforcement measures. Modify if necessary.
Revised					
3-5	DPW Training	DPW	Meetings held	Not implemented.	Implement training and revise schedule to coincide with BMP 6-2.
Revised					
3-6	Public Information on Illicit Connections	DPW/Admin.	Maintain report file	Not implemented.	Implement in conjunction with BMP 1-1.
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
4-1	Con. Com. Bylaw Review	Con. Com.	Review and/or revise bylaws	Review of bylaws and regulations.	Finalize review of bylaws and regulations.
Revised					
4-2	Planning Board Regulations Review	Planning Board	Review and/or revise regulations	Review of regulations.	Finalize review of regulations.
Revised					
4-3	Zoning Bylaw Review	Planning Board	Review and/or revise regulations.	Review of Zoning Bylaws.	Finalize review of Zoning Bylaws.
Revised					
Revised					
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
5-1	Con. Com Bylaw Review	Con. Com.	Review and/or revise bylaws	Initiated review of bylaws and regulations.	Finalize review of bylaws and regulations.
Revised					
5-2	Planning Board Regulations Review	Planning Board	Review and/or revise regulations	Initiated review of regulations.	Finalize review of regulations.
Revised					
5-3	Zoning Bylaw Review	Planning Board	Review and/or revise regulations.	Initiated review of Zoning Bylaws.	Finalize review of Zoning Bylaws.
Revised					
Revised					
Revised					
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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
6-1	DPW Policy Guide	DPW	Preparation of Policy Guide	Not initiated.	Initiate the development of the DPW Policy Guide.
Revised					
6-2	DPW Annual Training	DPW	Complete annual training	Not implemented.	Implement and revise schedule to coincide with BMP 3-5.
Revised					
6-3	DPW Permit Filing	DPW	Copies of permits on file	Implemented and on-going..	Continue filing permits and adhere to design standards.
Revised					
Revised					
Revised					
Revised					

6a. Additions

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	(#)	129
System-Wide mapping complete	(%)	90
Mapping method(s)		
▪ Paper/Mylar	(%)	100
▪ CADD	(%)	
▪ GIS	(%)	80
Outfalls inspected/screened	(# or %)	20
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	3
% of population on septic systems	(%)	97

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 %)	0
Fines collected	(# and $)	0
Complaints/concerns received from public	(#)	0

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)	Continuous
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	Continuous
Total number of structures cleaned (3,200 +/- Total), Clean approx. 60-75 month)	(#)	On-going
Storm drain cleaned (See above)	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	4 C.Y. Each
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Gravel Pit
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	2 or as needed
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	2 or as needed
Qty. of sand/debris collected by sweeping	(lbs. or tons)	20 C.Y./Day
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Gravel Pit
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	N/A
Vacuum street sweepers specified in contracts	(y/n)	N/A

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers Reduction from 3 lbs per acre to 2 lbs per acre	(lbs. or %)	2 lbs per Acre
▪ Herbicides	(lbs. or %)	None Used
▪ Pesticides	(lbs. or %)	Minimal Used

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	Start 2007-08
Manual control spreaders used	(y/n)	N
Automatic or Zero-velocity spreaders used	(y/n)	Y (7)
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	Y Complete