Municipality/Organization: Town of Yarmouth, MA/DPW

EPA NPDES Permit Number: MAR041176

MassDEP Transmittal Number: W-035324

Annual Report Number
& Reporting Period: April 1, 2007 – March 31, 2008

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: April 30, 2008

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.

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/Door Hanger	DPW/Eng'g R. deMello	Distribute 300 copies – impaired watersheds first.	R. deMello and other Town staff continued cooperation with all Cape towns through the Cape Cod Commission's (CCC) Project Storm to share any Phase II related information. Distributed 200 Project Storm bookmarks at Town Hall, 3 libraries, senior center, recreation, and DNR depts. Installed 50+ drain decals and placed 100+ door hangers. See 2-4.	Distribute 100+ door hangers and install 50+ drain decals in impaired watershed. Continue working with CCC and Cape towns on common stormwater issues.
Revised	*Educational Materials (subject broadened)*		*Work with CCC and other Cape towns to develop educational materials and share information.*		
1-2	Annual Public Meeting	DPW/Selectmen G. Allaire	Hold public meeting.	Several in-house meetings and several Stormwater Management Committee (SMC) meetings held. See 2-2 and 2-3.	Present SWMP update to Board of Selectmen at televised public meeting where public input is also sought.
Revised					
1-3	Posting of Outlet Maps	DPW/Eng'g R. deMello	Display for 1 month per year.	Continued to collect information (photographs/locations) on outlet pipes as well as on complete drainage infrastructure. See 3-2.	Post map at Town Hall, Town meeting, and libraries once complete.
Revised			*Complete outlet mapping.*		
1-4	Add to Town Web Page	IT Director S. McInnes	Add stormwater information.	Updated Phase II Stormwater Information on web page under Engineering Division and DPW.	Add information onto Town's new web page 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. See 2-5.	Repeat last year's 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 4 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 5
2-1	Encourage Public Participation	DPW G. Allaire	Complaint log set-up.	CityWorks (Azteca) Computerized Maintenance Management System (CMMS) software was purchased and installed, and is currently being used in a pilot program. Software includes a Customer Service package for complaint management.	Complete pilot program and additional training, and begin use of complaint tracking.
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 residents, businessmen, and employees. Town and IWRMPC continued to support Estuary Program funding and study, and to include stormwater issues as appropriate.	Continue to include stormwater management issues in all committee efforts including the DEP Estuary Program involvement.
Revised	*Name change to: Integrated Water Resources Management Planning Committee (IWRMPC)*				
2-3	Annual Public Meeting	DPW/Selectmen G. Allaire	Hold 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 televised public meeting where public input is also sought.
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 impaired watershed. See 1-1.	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. See 2-5.	Repeat last year's regional collections and/or hold Yarmouth only collection.
Revised					

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	Storm Drain Outlets ID	DNR K. von Hone	Inspect impaired watersheds.	Over the past 20+/- years, DNR staff has worked with DMF and the Town Conservation Administrator to inspect impaired watersheds. Two (2) CPR grants have been used to inspect and inventory Bass River outlets.	Inspect another impaired watershed (Parkers River or Mill Creek).
Revised					
3-2	Drain Network Mapping	DPW/Eng'g R. deMello	Complete outlet inventory.	Completed locating all known Town drainage outlets, and approximately 90% of the entire drainage system network.	Locate and map the remaining 10% of our drainage system network, and coordinate map with new CityWorks software.
Revised					
3-3	Illicit Discharge ID	DNR/Con.Com. vonHone/Hall	Inspect outlets during dry weather.	Town has completed television inspection and repair of our 2 largest drainage outlet systems (Old Main Street systems). Inspected all known drainage outlets along wetlands during dry weather – no problems noted.	Inspect known Town drainage outlets during dry weather flow using inspection form created by Yarmouth DPW for this purpose.
Revised					
3-4	Illicit Discharge Enforcement	DNR, Con. Com., Health	Review existing by-laws and regulations.	Although review indicated that the Town had adequate ability to enforce illicit discharge removal, April 07 Town Meeting approved additional by-law for Conservation Commission. Revisions made to draft rules and regulations based upon CCC review/comments.	Conservation Commission hold public meeting and finalize draft rules and regulations based upon approved by-law and Phase II requirements.
Revised			*Con. Com. strengthen by-law, rules and regulations.*		
3-5	Town Employee Training	DPW/Hwy J. Lefter	Hold annual training session.	Informal training and educating completed during past, especially relative to routine maintenance. Continued to seek more formal training through County Health, Bay State Roads Program, etc. See 6-2.	Continue informal training when opportunities arise. Continue seeking formal training or develop a program in-house.
Revised			*Develop training program.*		

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. By-law Review Change	Con. Com. Brad Hall	Review By-law.	Ad-hoc committee (Con.Com., Planning, Eng'g) drafted by-law and new rules/regulations. April 07 Town Meeting approved by-law. No Zoning or Subdivision Regulation changes needed. Revisions made to draft rules and regulations based upon CCC review/comments.	Conservation Commission hold public meeting and finalize draft rules and regulations based upon approved by-law and Phase II requirements.
Revised	*Add By-law*		*Add By-law.*		
4-2	Zoning By-law Review/Change	Planning T. Sylvia	Review Zoning By-law.	No Zoning By-law changes needed.	N/A
Revised					
4-3	Subdivision Regulation Review/Change	Planning T. Sylvia	Review Subdivision Rules/Regulations.	No Subdivision Rules and Regulation changes needed.	N/A
Revised					
4-4	Construction Inspection	Building Comm J. Brandolini	Review Zoning by-law.	Ad-hoc committee (Con.Com., Planning, Eng'g) drafted by-law, and new rules and /regulations. April 07 Town Meeting approved by-law. Revisions made to draft rules and regulations based upon CCC review/comments.	Conservation Commission hold public meeting and finalize draft rules and regulations based upon approved by-law and Phase II requirements.
Revised		*Con. Com. B. Hall*	*Adopt Con. Com. rules/regulations.*		

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. By-law Review Change	Con. Com. Brad Hall	Review By-law.	Ad-hoc committee (Con.Com., Planning, Eng'g) drafted by-law and new rules/regulations. April 07 Town Meeting approved by-law. No Zoning or Subdivision Regulation changes needed. Revisions made to draft rules and regulations based upon CCC review/comments.	Conservation Commission hold public meeting and finalize draft rules and regulations based upon approved by-law and Phase II requirements.
Revised	*Add By-law*		*Add By-law.*		
5-2	Zoning By-law Review/Change	Planning T. Sylvia	Review Zoning By-law.	No Zoning By-law changes needed.	N/A
Revised					
5-3	Subdivision Regulation Review/Change	Planning T. Sylvia	Review Subdivision Rules/Regulations.	No Subdivision Rules and Regulation changes needed.	N/A
Revised					
5-4	Post-Construction Inspection	Building Comm J. Brandolini	Review Zoning by-law.	Ad-hoc committee (Con.Com., Planning, Eng'g) drafted by-law, and new rules and regulations. April 07 Town Meeting approved by-law. Revisions made to draft rules and regulations based upon CCC review/comments.	Conservation Commission hold public meeting and finalize draft rules and regulations based upon approved by-law and Phase II requirements.
Revised		*Con. Com. B. Hall*	*Adopt Con. Com. rules/regulations.*		

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	Develop BMP Policy Guide	DPW/Eng'g R. deMello	Prepare and print guide.	Reviewed and commented on proposed changes to DEP Stormwater Management Policy. Development of a BMP guide for the Cape not needed.	Continue to work with the CCC (Project Storm) and attend pertinent seminars to increase BMP knowledge.
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, especially relative to routine maintenance. Continued to seek more formal training through County Health, Bay State Roads Program, etc. See 3-5.	Continue informal training when opportunities arise. Continue seeking formal training or develop a program in-house.
Revised			*Develop training program.*		
6-3	Coordinate with Con. Com.	DPW/Con.Com deMello/Hall	Hold annual update meeting.	Annual meeting held, and numerous project-specific meetings and field visits held. Sample projects included proposed drainage at Keveney Lane and Highbank Bridges during maintenance activities.	Hold annual meeting, and numerous project-specific meetings and field visits as needs arise.
Revised					
6-4	Hazardous Materials Storage Program	Health Division B. Murphy	License and inspect all businesses.	Licensed 129 and inspected most businesses.	License and inspect businesses.
Revised					
6-5	Used Oil Recycling	Waste Mngmnt R. Angell	Burn all used oil to heat garages.	Burned all Town-produced used oil at Waste Management and Highway Divisions to heat Town garages. Also, recycled 4,200 gallons of used motor oil received from residents.	Burn all Town-produced used oil at 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>>*

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
7-1	Boat Pump-out Program	DNR K. von Hone	Provide boat pump-out service.	Collected and properly disposed over 600 gallons of wastewater from vessels in Bass River using this free pump-out service. Applied for and received a CPR grant and installed a permanent boat pump-out facility at Packet Landing on Bass River.	Maintain, and operate the new permanent boat pump-out facility installed last year at Packet Landing on Bass River free of charge.
Revised			*Construct permanent boat pump-out facility on Bass River.*		
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.	Sweep all roads in all wetland watersheds Town wide. Re-sweep roads in key impaired watershed areas, as needed.
Revised					
7-3	Catch Basin Cleaning Program	DPW/Hwy J. Lefter	Clean 200+/- priority catch basins/year.	Completed locating and mapping known Town outlets (see 3-2). Installed drain decals at priority basins in impaired watersheds (see 2-4).	Set-up more formal priority basin cleaning program for the coming years.
Revised					
7-4	Improve Drain Outlet Quality	DPW/Eng'g R. deMello	Improve quality of 2 drain outlets/year.	Removed drainage outlets and/or installed leaching facilities at Longview Drive and Wing Avenue via another CPR grant.	Improve 2 drainage outlets at Bass River.
Revised					
7-5	Encourage MHD Action	DPW G. Allaire	Share Information.	Continued to pay for and revise design plans per MHD requirements for drainage leaching facilities to leach stormwater on to Town property from State Route 28 (at Bass River).	Continue to encourage construction of leaching facilities for Route 28. Plans are close to final and project ready for bidding.
Revised					

Part IV. Summary of Information Collected and Analyzed

Information provided above in Part III.