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Municipality/Organization: Town of Bellingham

EPA NPDES Permit Number: MAR041091

MaDEP Transmittal Number: W- 040693

**Annual Report Number
& Reporting Period:** No. 6: March 2009-March 2010

NPDES PII Small MS4 General Permit Annual Report

APR 27 2010

Part I. General Information

Contact Person: Donald F. DiMartino **Title:** DPW Director

Telephone #: 508-966-5813 **Email:** ddimartino@bellinghamma.org

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: Donald F. DiMartino

Title: DPW Director

Date:

Part II. Self-Assessment

Task 2.02 Open and Advertise Stormwater Management Committee Meetings – Quarterly meetings are not needed and even the two meetings scheduled did not attain a quorum. The “meetings” will continue to be held but only once or twice a year and used more as an informational session than a decision making meeting. Meetings are televised live on Cable TV.

Task 6.01 Continuous Street Sweeping & CB Cleaning. The Catch Basin cleaning has not been on going but not at the level we would like to see. We remain in a hiring freeze and with three position cut from the Highway Department. Funding requests to outsource Catch Basin cleaning has also been rejected. We have enhanced our inventory and work tracking but continue to have a large number of catch basins that have not been cleaned and several years, if ever.

Task 6.04 All Town Facilities Stormwater Review and Master Plan all town facilities were audited reviewed but no master plan has been prepared. Economic limitations affected the progress and we will now wait until the second permit period regulatory requirements are clear. Doing any construction on stormwater BMP's prior to the promulgation of second permit requirements could waste the limited available funds.

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 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
1.01	Youth Summer Water Awareness Program	Donald DiMartino	Run Program in Summer of 2003	No activity required beyond year one, however we continued this program and it has been getting funded annually. In year 5 the program run by DPW Public Ed. Administrator (PEA) in coordination with the Bellingham Arts Center reached about 100 students in grades one through six with parent and senior citizen participation.	We plan to continue similar program every year if funds are available. Annual budget line items have been added so barring major cuts this program should continue.
Revised					
1.02	Distribute Written Information	Donald DiMartino	Distribute Semi-Annually Starting in 2005	Required in third year but completed in first year. Color bill stuffers prepared by the PEA. Text fact sheet stuffers used as well.	Plan to continue to insert informational flyers as bill stuffers highlighting stormwater and general water resource issues annually.
Revised					
1.03	SmartStorm Roof Runoff Recharge/reuse Info Posting	Donald DiMartino	Post on Cable & Web once CRWA produces info flyer	Posted on Website continuously since July 14, 2004. This has been annually reviewed to insure that links and information are up to date.	Continue the posting and update as non-municipal partners change or improve available information.
Revised					

1a. Additions - NONE

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
2.01 Revised	Create Storm Water Management Committee	Donald DiMartino	First Meeting by May 31, 2004	Water Resources Committee (WRC) created by Selectmen first meeting held April 26, 2004, Nine-member committee.	No activity required
2.02 Revised	Open and Advertise SWMC Meetings <i>Renamed Committee</i>	SWMC <i>Now called WRC</i>	Quarterly Televised Meetings 2004 thru 2008 <i>Committee renamed Water Resource Committee (WRC)</i>	WRC met September 1, 2009 and March 9, 2010. All meetings televised on local cable channel, with meeting posting. <i>(Copies of the meeting agendas are attached.)</i>	No quorum was attained for either meeting so they become informational televised sessions. We will continue to schedule at least one a year.

2a. Additions - NONE

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
3.01 Revised	Complete GIS Mapping of 2000 Urbanized Area	Donald DiMartino	Map and Databases Complete by July 1, 2006.	None required in Year 7 > GIS Maps of all basins, manholes, outfalls and known pipes completed by July 1, 2006 goal date.	Update GIS Mapping as new development's drainage systems are constructed and field investigation finds unknown pipes and structures.
3.02 Revised	Distribute Written Info to Residents on Illicit Discharge	Donald DiMartino	One of the 1.02 Distributions to cover Illicit Discharges in 2005 Drafted newspaper full-page color ad as too complex a topic for youth flyers.	None required in Year 7 > Delivered full page color flyer to every building in Town as insert in the May 2006 issue of the Bellingham Bulletin. We posted illicit discharge and detection photos on local cable scroll.	Continue to place and rotate pictures on local cable scroll and add to website. <u>We have not received a single call regarding an illicit discharge in 4 years.</u>
3.03 Revised	Illicit Discharge Bylaw to Town Meeting	SWMC/WRC	October 2006 Fall Town Meeting Bylaw for Acceptance	None required in Year 7 > October 11, 2006 Fall Town Meeting accepted bylaw: Article 8 Bylaw Governing Discharges to the Storm Sewer System, which became effective on October 20, 2007.	NONE
3.04 Revised	Train DPW Staff to Identify Illicit Discharges	Donald DiMartino	Annual Training Start Spring 2004 w/Summer Help Staff	This year we distributed a memo and three full color pages depicting illicit discharges. Distributed in June after the summer help staff is in place.	Annually distribute the similar color handout to all new staff and discuss as agenda item at staff meeting, after summer help is in place.

3a. Additions - NONE

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
4.01 Revised	Review Existing Bylaws	SWMC/WRC	Review report completed by March 2007	None – Review completed in Year 3, see 4.02 for revisions.	NONE
4.02 Revised	Suggest Modification to Bylaws & Regulations	SWMC/WRC	October 2007 Fall Town Meeting Bylaw for Acceptance	On October 10, 2007 the Planning Board held a hearing and voted to accept revisions to Regulations and Procedural Rules, to add Erosion and Sedimentation Control requirements. In December 2007, the Planning Board Stormwater Management and Erosion Control Handbook was completed and made available on line and from the Planning Office. The Zoning Bylaw revisions, approved in 2006, reference the Planning Board Procedural Rules and thereby cover site development as well as subdivision of land proposals under the now comprehensive Stormwater Management regulations.	Additional changes to bylaws and regulations will be driven by the second compliance period requirements that are yet to be issued. Discussion of the need for Low Impact Development options and utilization of the Mass DEP Wetlands Regulations that define and provide credits for LID development will likely be the basis. Town bylaws and Planning Board Regulations direct <u>all</u> to the Mass DEP Stormwater Regulations for new and redevelopment creating 10 parking spaces. This applies to all development regardless of wetland or ConCom jurisdiction.
4.03	Procedures for Town's Site Inspectors	SWMC/WRC	Draft procedures completed by March 2008	Simple one page procedure drafted March 2008. (Being a small town with only one inspector the procedure is not highly critical.)	None

4a. Additions – NONE

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
5.01 Revised	Review existing bylaws	SWMC/WRC	Review report completed by December 2005	None - Review completed in year 3.	None
5.02 Revised	Suggest Modification to Bylaws & Regulations	SWMC/WRC	October 2006 Fall Town Meeting Bylaw for Acceptance	None required in Year 7.	Implementation and enforcement of new Rules, Regulations, and bylaws.
5.03 Revised	Annual Review of Post Construction Runoff Procedures	SWMC/WRC	Forms and Procedures completed by March 2008	Maintenance and condition of publicly owned stormwater basin are reviewed annually with maintenance reports completed by DPW Staff.	Continue annual inspection and cleaning and refine the record keeping and cost tracking associated with maintenance of stormwater basins.

5a. Additions - NONE

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Next Compliance Cycle
6.01 Revised	Continuous Street Sweeping & CB Cleaning	DPW	Continuous as Weather and Manpower Allow	Performed continuous Street Sweeping weather permitting. CB Cleaning was done as staffing and weather conditions allow. Disposed of sweepings and catch basin cleanings thru contract with waste management firm involved in Town composting contract.	Continue street sweeping and catch basin cleaning as staff and weather allow. Continue tracking and proper disposal of sweepings and CB cleanings thru annual budget appropriations.
6.02 Revised	Sweeping & CB Cleaning Records	DPW	Establish Maintenance Records Procedure by March 2008.	Sweeper operator forms use and procedure in place. CB forms have been drafted and use started January 2007.	Crews continue to use and modify the Sweeping and CB cleaning daily record forms. CB forms updated and added into GIS system. GPS may be used to track sweeping work performed in the future.
6.03 Revised	DPW & Parks Dept. Facilities Master Plan	DPW – Consultant	Complete Master Plan by July of 2005	Master Plan completed in 2006. Worked on non-structural items. Planned to construct structural stormwater improvements at the DPW, but delayed due in part to economic conditions and in light of major modifications to requirements expected when second permit period regulations are issued.	Continue to stress procedural changes with staff. Amend plan for all facilities as required in the second permit period regulations and as funding allows.
6.04 Revised	All Town Facilities Stormwater Review and Master Plan	DPW – Consultant	Complete Master Plan by July of 2007 Completion delayed until December 2007	Audit of all facilities complete. Master Plan preparation delayed in light of major modifications to requirements expected when second permit period regulations are promulgated.	Prepare plan for all facilities as required in the second permit period regulations as funding allows.
6.05 Revised	Construct Recharge & Treatment at Plymouth Road	DPW – Contractor	Complete Construction by November of 2004	None all work completed in 2006	None

6a. Additions -**NONE**

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7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA)

- TMDL report for the lower Charles Basin has been published. Mass DEP and USEPA regulations have yet to be implemented.
- The Massachusetts DEP has issued draft stormwater permit regulations and USEPA is using their Residual Designation Authority to Pilot a proposed TMDL reduction for the Charles River Basin Phosphorous loading. No new regulations were in place by the end of March 2010

Part IV. Summary of Information Collected and Analyzed -

- Street sweeping forms for volume and weight generated 4/1/2009 to 3/31/2010 sweeping.
- Catch Basin volume and weight generated 4/1/2009 to 3/31/2010 cleaning, stockpile measurement, worksheets.
- Town managed annual detention basin maintenance work records.

Part V. Program Outputs & Accomplishments (OPTIONAL) – Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	(\$)	30,000
• <i>SW Ed (422-53500) \$6K – Disposal of Sweepings and CB Cleanings \$17K – SW Basin Mntn \$7K</i>		

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	100%
Stormwater management committee established	(y/n)	Y
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1 Annually
▪ community participation	(%)	25%
▪ material collected	(tons or gal)	Unknown