



Town of Hull Department of Public Works

March 16, 2009

MAR 18 2009

David Gray, CIP
US EPA Region 1
1 Congress St., Suite 1100
Boston, MA 02114-2023

Dear Mr. Gray:

Enclosed please find one copy of Hull's Small Municipal Storm Sewer System Annual Report for the period from April 2007 to March of 2008.

Please do not hesitate to contact me if you have any questions or require additional information.

Sincerely,


Joseph Stigliani
Director of Public Works

Enc: (1)

Municipality/Organization: Town of Hull

EPA NPDES Permit Number: MAR041040

MADEP Transmittal Number: W-046041

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

**NPDES PII Small MS4 General Permit
Annual Report**

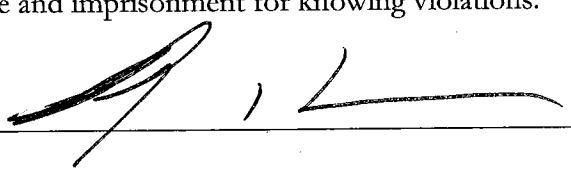
Part I. General Information

Contact Person: Joseph Stigliani **Title:** Director of Public Works

Telephone #: 781-925-0900 **Email:** jstigliani@town.hull.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: Philip Lemnios

Title: Town Manager

Date: 3/12/09

Part II. Self-Assessment

The Town of Hull failed to submit Year 5 Annual Report by May 1, 2008 deadline.

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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2 nd Permit Term
1.1	Storm Water Flyer to Community Residents	Storm Water Committee, local watershed groups	Flyer distributed to 75% residences	The Town built the website, adding information on drainage and storm water management. A copy of the current website is attached. The Town has started selecting educational material that will be distributed to residents and available at public buildings. The Town has been selecting and posting materials from the USEPA and the Wampanoag Tribe of Gay Head <i>Island Blue Pages</i> (Martha's Vineyard book of water resource protection). Educational brochures are available at the Town Hall and DPW office.	Add to other media – town paper and cable channel. Looking into which flyers will be made up and sent out. In the next permit term, storm water related education will be available on the Town's webpage which is in draft form as of Year 4 and cable channel as well as at the Town Hall. The Town will continue to review educational materials and update the website and pamphlets to produce and distribute.
Revised					
1.2	Identify and expand upon storm water, watershed, and water quality education in the school system.	Storm Water Committee, School Department	Current lesson plans identified and reviewed. Lesson plan modified, distributed, number of classes taught.	Minimal progress was made due to staff-resource constraints. The DPW director position was vacant in Year 5 (the position was filled in late 2008). Meetings were held with the School Department; however, no environmental curriculum expansions have been made. Education materials that could be used by the schools have been reviewed in previous years.	The DPW director will work with the School Department to phase in an appropriate environmental curriculum and/or make this information available on Hull's cable channel, the schools' "Public Information Station" and the public library.

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 – 2 nd Permit Term
Revised	<i>(Combined with 1.8) Identify and expand upon storm water, watershed, and water quality education in the school system. Meet with local school officials annually to identify past activities and upcoming curriculum. Identify organizations that offer storm water education resources.¹</i>	<i>DPW Director, Storm Water Committee, School Department</i>	<i>Current lesson plans identified and reviewed. Lesson plan modified, distributed, number of classes taught. School Department official contacted, meeting conducted, Each school has designated contact. Organizations identified and contacted</i>		
1.3	Storm water flyer and survey to community businesses.	Storm Water Committee, Conservation Commission, Board of Health	Flyer and survey developed, distributed to at least 50% local businesses.	The DPW director has obtained and reviewed materials that could be used for the business community storm water flyer. The Town is mostly residential and does not have a substantial business community or the types of business that contribute difficult pollutants (large commercial or industrial). Additionally, the Town has an appropriate enforceable policy pertaining to junk/litter and dumpster operation and maintenance.	In subsequent years, the Town will assess the need to focus an educational program on this audience.
Revised					

Note:

1. Italics indicates revisions that were made to a planned minimum measure.

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 – 2 nd Permit Term
1.4	Identify and coordinate with local media sources to publicize press releases, meetings, and events.	Storm Water Committee	Local media sources identified. Media package developed, distributed to local media.	The DPW director has been sending informational items to the <i>Hull Times</i> , which started in Year 4. There are ample media outlets readily available including the Town's cable channel, and <i>Hull Times</i> . In Year 5, Town meetings	The Town will continue to post notices in the <i>Hull Times</i> . Additionally, storm water related education and annual reports will be available on the Town's webpage as well as at the Town Hall. They will also employ local cable access as appropriate.

Revised					
1.5	Coordinate with local watershed groups on providing a series of lectures to community residents	Storm Water Committee, local watershed groups (i.e., WRWA & SPWA)	Watershed groups contacted. Lecture series developed and scheduled. Record each series. Number of residents that attend.	The Town has been working with the local SPWA. The SPWA provides formal outlet for community and Town to coordinate on this resource; however, no lectures were provided in Year 5.	The Town will confirm that SPWA will again have this public forum. The Town will seek similar opportunities with the Weir River Estuary group.
Revised				During Year 5, a regular maintenance plan for the area around pond was developed.	
1.6	Consider posting signs at publicly accessible storm water outfalls	DPW, Board of Health, local watershed groups	Map outfalls, signs developed, signs installed. Consider using volunteers where possible.	In Year 5, the Town has hired an intern and purchased equipment to locate and assess storm drain infrastructure components.	BMP determined to be inappropriate due to impracticability of sign maintenance and poor cost-benefit of measure. BMP deleted.
Revised	Delete	Delete	Delete		
1.7	Develop a Storm Water Awareness Package	Storm Water Committee Board of Selectmen, Conservation Commission	Materials to be included in package compiled. Number of packages distributed.	The DPW Director has reviewed and selected materials.	A topic for the educational flyer will be determined (see BMP ID#1.1) and materials will be made available with notice on the Town's website, the Town's cable channel, and the schools' "Public Information Station."
Revised					

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 – 2 nd Permit Term
1.8	Meet with local school officials annually to identify past activities and upcoming curriculum. Identify organizations that offer storm water education resources.	Storm Water Committee, School Department	School Department official contacted, meeting conducted, Each school has designated contact. Organizations identified and contacted	See BMP 1.2	See BMP 1.2.
Revised	<i>Combine with 1.2</i>	<i>Combine with 1.2</i>	<i>Combine with 1.2</i>		
1.9	Develop Storm Drain Stenciling Program	DPW, Storm Water Committee, Conservation Commission, local watershed groups	Program developed, volunteers organized, basins identified and stenciled	In a previous reporting term, the DPW director identified sources for the stencils as well as volunteer groups that may do the stenciling and events when the stencils can be applied. No additional progress was made this term due to vacancy in the DPW director's position.	The Town will provide materials to volunteers during cleanups to apply stencils. Town will seek to include Boy and Girl Scout Troops.
Revised					
1.10	Make the Storm Water Management Plan available to the general public	Town Manager, Storm Water Committee	Develop a Plan. Make the Plan available at Town Hall, Library, and in schools as an environmental education resource. Consider putting the plan on the website	The Storm water management plan is available at the DPW office.	See 1.11 The Town will post the storm water bylaws and management plan as well as annual reports on the website, Town's cable TV station, and the schools' "Public Information Station." The documents will also be made available at the public library.
Revised	<i>Combined with 1.11</i>	<i>Combined with 1.11</i>	<i>Combined with 1.11</i>		

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 – 2nd Permit Term
1.11	Consider developing a Storm Water Management Web page informing citizens about SWMP waste disposal options, storm water “friendly” practices, volunteering opportunities, and the status of local beaches	DPW, Conservation Commission, Storm Water Committee, Board of Health, Surf Riders Assoc.	Web page developed. Consider links to other websites such as WRWA, MA DEP, and USEPA.	The Town has started to draft and post components on the website. In Year 5, the Town posted information on work orders that have been completed which includes a section for drainage issues. The Town currently has many items on its webpage that are storm water related including, but not limited to, proper disposal procedures (recycling, composting, household hazardous wastes), storm water related by-laws (i.e., storm water, dumpster, and junk by-laws), and environmental grant documents.	The Town plans to organize the new information on the website onto a single “storm water” page within its DPW page. The Town will post updates, notices and other information on the web page. The Town will also post notices in the <u>Hull Times</u> . Additionally, storm water related education and annual reports will be available on the Town’s webpage and cable channel as well as at the Town Hall.
Revised	<i>Develop a Storm Water Management Web page informing citizens about SWMP waste disposal options, storm water “friendly” practices, volunteering opportunities, and the status of local beaches. Use the web site to post the SWMP and annual report.</i>	<i>No change</i>	<i>No change</i>		

1a. Additions

Abbreviations:

SWMP – Storm Water Management Plan

DPW – Department of Public Works

MA DEP – Massachusetts Department of Environmental Protection

US EPA – United States Environmental Protection Agency

WRWA – Weir River Watershed Association

SPWA – Straights Pond Watershed Association

CZMA – Coastal Zone Management Agency

2. Public Involvement and Participation

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 – 2 nd Permit Term
2.1	Research possible resources available to the Town to assist in developing a storm water public participation and outreach program	Town Manager, Conservation Commission, Storm Water Committee	Research performed. Possible resources identified and inventoried. Resources contacted.	In Year 5, the Town gave out all of the water conservation devices (received from a grant in Year 4). Given the small size of the Town of Hull, Town Officials have a great working knowledge of the local environmental groups and organizations. The Town continues to work with these groups often to meet both Town and organization goals. Additionally, the DPW director meets regularly with the Conservation Administrator, head of the sewer department, residents, and local organizations to improve the storm water system.	The Town will continue to collaborate with local groups and organizations. The Town plans to increase public awareness which will include educational flyers and other opportunities that the Town identifies as effective and may obtain funds to implement..
Revised	<i>Develop a storm water public participation and outreach program</i>	<i>DPW Director, Conservation Commission, Storm Water Committee</i>	<i>Participation and outreach program developed</i>		
2.2	Start a local Storm Water Committee to assist in developing and implementing plan	Town Manager, DPW, Conservation Commission	Committee established, meetings conducted, plan developed, activities conducted.	Meeting with community groups and Town officials on regular basis (quarterly at a minimum) to discuss storm water issues.	The workgroup will continue to meet regularly. The Town plans to contact the School Department to become involved in the committee. Stormwater management will be included with annual "Pre-disaster Mitigation Plan" meeting for CRS Program (plan attached).
Revised					
2.3	Storm Water Plan Annual Meeting	Storm Water Committee	Annual meetings planned, noticed, conducted, minutes prepared. Number of attendees. Comments received, considered. (Plan Development, Final Plan, and Annual Report).	No progress was made toward this goal in Year 5.	The Town will hold a Storm Water Plan Annual Meeting.
Revised					

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 – 2nd Permit Term
2.4	Storm Water Traveling Exhibit	Storm Water Committee, School Department, local watershed groups	Consider working with schools and other organizations to develop exhibit. Displayed in several public locations. Prospects identified for future displays.	The Town has been in the process of developing materials to include as part of the traveling exhibit and is exploring the possibility of a student group putting the display together.	See BMP 2.6.
Revised	<i>Combined with 2.6</i>	<i>Combined with 2.6</i>	<i>Combined with 2.6</i>		
2.5	Identify and coordinate with neighboring communities in the watershed who are implementing Storm Water Management Plans.	Town Manager, Board of Selectmen, Storm Water Committee	Communities identified and contacted. Coordination meeting. Multi-town programs planned and implemented.	The Town meets with Plymouth County Highway association regularly (bi-monthly) and is in contact with DPW directors in the neighboring towns of Hingham and Cohasset on a regular basis.	The Town will continue to contact neighboring towns to gauge their interest in collaborating on Phase II tasks.
Revised					

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 – 2nd Permit Term
2.6	Coordinate with the School Department to promote storm water awareness projects in the schools and then displaying these projects to the public	Town Manager, Conservation Commission, Storm Water Committee, School Department, DPW Director, local watershed groups	School Dept. contacted and meeting scheduled. Possible projects identified. Projects completed and displayed in public buildings.	The DPW director is in the process of reviewing available materials. Contact with the School Department was made in a previous reporting cycle. No additional progress was made this term due to vacancy in the DPW director's position.	The DPW director will work with the School Department to develop appropriate environmental curriculum, environmental awareness displays, and projects for the school system.
Revised	<i>Coordinate with the School Department to promote storm water awareness projects in the schools and then displaying these projects to the public. As part of this, develop a Storm Water Traveling Exhibit</i>	<i>DPW Director, Conservation Commission, Storm Water Committee, School Department</i>	<i>School Dept. contacted and meeting scheduled. Possible projects identified. Projects completed and displayed in public buildings. Display traveling exhibit in several public locations. Prospects identified for future displays.</i>		

2.7	Develop Storm Drain Stenciling Program	DPW, Storm Water Committee, WRWA, SPWA, Conservation Committee	Program developed, volunteers organized, basins identified and stenciled	No progress was made due to vacancy of the DPW Director position and subsequent transition of a new director into the role.	Combine with BMP 1.9.
Revised	<i>Combine with 1.9</i>				
2.8	Coordinate with WRWA, SPWA, Surf Riders Association, Weir River Estuaries, and others to implement water quality monitoring and review results.	DPW, Storm Water Committee, Conservation Commission, High School, local watershed groups, Board of Health	Meeting conducted, activities scheduled, conducted. Results reviewed, potential actions identified, implemented.	SPWA continues to do water quality monitoring through assistance from the Town. Periodic water quality monitoring funded by the Town through a watershed management fund.	The Town plans to contact additional groups and request information as part of broadening involvement in its storm water committee.
Revised	<i>Coordinate with WRWA, SPWA, Surf Riders Association, Weir River Estuaries, and others to implement water quality monitoring and review results. Identify and coordinate with potential volunteers, to include "neighborhood watch" groups, Boy and Girl Scout organizations, school groups/clubs, local and regional environmental advocates.</i>	<i>No change</i>	<i>Meeting conducted, activities scheduled, conducted. Results reviewed, potential actions identified, implemented. Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of volunteers participating.</i>		
2.9	Identify and coordinate with potential volunteers, to include "neighborhood watch" groups, Boy and Girl Scout organizations, school groups/clubs, local and regional environmental advocates.	DPW, Conservation Commission, Storm Water Committee	Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of volunteers participating.	Progress was not made in Year 5 due to vacancy of the DPW Director position and subsequent transition of a new director into the role.	See BMP 2.8.
Revised	<i>Combined with 2.8</i>	<i>Combined with 2.8</i>	<i>Combined with 2.8</i>		

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 – 2 nd Permit Term
2.10	Continue to sponsor, support cleanup projects	DPW, Town Manager, Conservation Commission, Storm Water Committee, CZMA, local watershed groups, Board of Health	Groups identified. Contact established, meetings conducted. Activities scheduled, conducted. Number of events sponsored/supported, amount of material collected, number of volunteers participating.	Many cleanup efforts were completed in Year 5 including neighborhood clean ups, beach cleanups, and household hazardous waste collection events. The Town supports at least two Town cleanups in which approximately 30 cy of waste was disposed. Cleanups are performed during the Coast Sweep in the fall in conjunction with many of the local watershed associations. Participants collect trash along beaches and also on Beachgrass Planting Day in March. A formal “Beach Management Plan” that indicates exactly what can be done for beach maintenance and cleanup is being finalized. The most recent version is attached.	In future years, the Town will continue to support clean up projects.
Revised					
2.11	Identify storm water projects important to Hull citizens (i.e. Straits Pond and Estuary Park projects) and assist in promoting and coordinating volunteer efforts on these projects	DPW, Conservation Commission, Town Manager and Board of Selectmen, SPWA, Weir River Estuaries	Projects identified, inventoried, and promoted. Local watershed groups are assisted. Number of volunteers assisting in projects.	No progress was made due to vacancy of the DPW Director position and subsequent transition of a new director into the role. Pursued funding from Mass highway (Hingham, Hull and Cohasset) to reconstruct Straits Pond Dam and tide gate, and project is out to bid.	The Town will continue to collaborate with local groups and organizations and will work to develop an inventory of these projects.
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2nd Permit Term
3.1	Consider implementation of a GIS system to include the Storm Sewer System	DPW	Mapping completed, consider integration of asset management system	Storm Water Mapping and Assessment (SWMAP) was designed and initiated by the DPW in a previous reporting cycle. It's being funded through Chapter 90 (\$75,000) The GIS mapping has been separated in to two phases. Phase 1 is locating storm water elements which was completed in Years 4 and 5. Phase 2 is assessing condition of all storm water system components. The GIS system was combined with a new program for storm drain system maintenance (CB cleaning truck, sewer jet truck, and street sweeper), for which new logs are being used. The Town frequently inspects outfalls, tide gates and sea walls as part of routine maintenance of the stormwater system, but has not started recording the inspections.	The stormwater element mapping has been completed (maps attached). Coordination of Phase 2 to identify and record the condition of outfalls to incorporate into GIS is being developed and recording of inspections is planned for the summer of 2009.
Revised	<i>Map and assess condition of storm water of storm water system components. Verify outfall locations as identified in the Harbor Management Plan. Conduct an outfall survey.</i>	<i>No change</i>	<i>Mapping completed, consider integration of asset management system. Number of outfalls verified. Survey of outfalls completed. Investigations identified, prioritized, conducted.</i>		
3.2	Verify outfall locations as identified in the Harbor Management Plan. Conduct an outfall survey.	DPW	Number of outfalls verified. Survey of outfalls completed. Investigations identified, prioritized, conducted.	Outfalls have been verified and have been included on the GIS mapping database; however the town has not started recording the inspections to complete the outfall survey.	See BMP 3.1
Revised	<i>Combined with 3.1</i>	<i>Combined with 3.1</i>	<i>Combined with 3.1</i>		

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 – 2nd Permit Term
3.3	Adopt by-law to effectively prohibit illicit discharges into the storm sewer system.	DPW, Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	The Town has existing by-laws that appear to meet this Phase II requirement. Most recently, the Town has adopted updated storm water regulations which establish “Standards and Specifications for Stormwater Management systems” in the Town of Hull.	The Town will continue to enforce storm water bylaws and regulations.
Revised					

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 – 2 nd Permit Year
3.4	Develop a program to record and investigate suspected illicit discharges.	DPW	Program developed. Suspected illicit connections investigated. Source identified and scheduled for removal. Enforcement actions taken or referred to other entity such as police, Health Department, MA DEP or USEPA.	The DPW staff have been trained to look for illicit discharges when catch basin cleaning is being performed. Catch basin cleaning is usually performed multiple days each week. The Town continues to investigate citizen complaints. Sewer department works with DPW to identify illicit discharges as well. The Town is working on a project to identify a cross-connection with dye testing. An example CB cleaning log is attached. Also, the Town developed a SOP for regular inspection of the Town's storm water system infrastructure components, which is attached.	This program will be used to implement the by-law and regulations that are in place to prohibit illicit connections. The need for additional effort will be assessed. The Town will continue to identify storm water elements, making investigation of suspected illicit discharges easier to perform and track.
Revised					
3.5	Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste	DPW, Storm Water Committee, WRWA	Ensure that educational materials developed include illicit discharge awareness. Materials developed and distributed.	The Town trained DPW employees on identification of illicit discharges in a prior reporting year. Brochures describing proper household hazardous waste management and disposal were sent to 100% of households in electric bills in Year 2. The related information has also been published in the <u>Hull Times</u> . No additional progress was made this term due to vacancy in the DPW director's position.	Storm water related education will be available on the Town's webpage and cable channel as well as at Town Hall. The Town plans to develop materials which will focus on illicit discharges.
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2 nd Permit Year
4.1	Review, revise (if necessary), and implement the existing storm water by-law to require erosion and sediment controls.	Town Planner, DPW, Conservation Commission, Storm Water Committee	Review of model ordinance and existing storm water by-law. Ensure compliance with existing laws and regulations. Review of storm water management plans. Conduct informational meetings. Modify exiting by-law if necessary.	The Town has adopted storm water by-laws and regulations that appear to meet this Phase II requirement. A copy of the Town's storm water by-law and regulation is attached. Also attached is a copy of the Town's "Stormwater System Standard Operating Procedures."	The Town will continue to look into having the bylaws reviewed.
Revised					
4.2	Ensure that construction site operators disturbing one acre or more implement erosion and sediment controls	Building Officials, Town Planner, DPW, Conservation Commission	Inspection schedule established. Inspections conducted. Deficiencies noted and corrected.	The Building Department monitors all construction sites. The DPW and Conservation Administrator perform site inspections on sites over one acre and other sites that are considered to be a concern. There were no projects over one acre submitted in Year 5. There were two sites over an acre that were closed out, both sites were inspected.	Enforcement methods will follow the adopted soil erosion and sediment control by-law.
Revised					
4.3	Ensure construction site operators disturbing one acre or more control construction wastes, and other wastes that may cause adverse impacts to water quality during construction	Building Officials, Town Planner, DPW, Storm Water Committee, Conservation Commission	Ensure storm water by-law includes language to control construction wastes. Inspections conducted. Deficiencies noted and corrected.	Hand out brochures to tell applicants how to manage construction wastes. Continue inspection of construction sites as described in management measure 4.2 to ensure that wastes are properly disposed.	The Town will continue to ensure that any development or redevelopment projects that disturb one acre or more control construction wastes.
Revised					

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 – 2nd Permit Year
4.4	Develop procedures for site plan review which incorporate consideration of potential water quality impacts	Building Officials, Town Planner, DPW, Storm Water Committee, Conservation Commission	Ensure storm water by-law includes language for site plan review. Consider providing guidance documents or other outreach materials for developers.	DPW reviews permit applications for water quality. New developments are required to install BMPs as part of the development. Plans are reviewed for storm water quality. Town works with applicants to develop designs that will help the Town to achieve better storm water quality. Town is installing catch basin oil/water separators in road projects and when catch basins are rebuilt. There are not typically many commercial projects since the Town is mostly residential. The Town currently reviews site plans via selected Town officials (i.e., Department of Public Works, Sewer Department, Building Department) and Town Commissions (i.e., Conservation Commission). About 80% of the town is subject to the wetland act and must be reviewed by the Conservation Commission, regardless of size.	The Town will ensure that any development or redevelopment projects that disturb one or more acres go through a site review process. All procedures will follow the adopted soil erosion and sediment control by-law.
Revised					
4.5	Develop procedures for site inspection and enforcement of control measures	Building Officials, Town Planner, DPW, Conservation Commission	Inspection schedule established. Inspections conducted. Deficiencies noted and corrected.	DPW also does inspections on sites of high concern and then reports to the Building Department who is responsible for enforcement. Conservation Administrator also does inspections, specifically in resource areas in coastal banks and wetlands. Conservation Administrator also reviews plans for sites in resource areas.	The Town will ensure (via inspections) that any development or redevelopment projects that disturb one acre or more implement erosion and sediment controls. All enforcement methods will follow the adopted soil erosion and sediment control by-law.

Revised					
4.6	Develop procedures for receipt and consideration of information submitted by the public	Building Officials, Town Planner, DPW, Storm Water Committee, Conservation Commission	Develop a form for the public to provide information. Designate municipal official responsible for receiving, reviewing, and responding to information. Track deficiencies and corrections. Post form on Town website.	DPW, Conservation Commission, and Building Department typically receive most of the complaints relating to storm water. Complaints are reported to the agencies that did not receive the complaint, and the appropriate agencies visit the complaint site. The DPW visits sites where complaints were reported. DPW, conservation administration, and the building inspector work in conjunction to solve the community's storm water issues and complaints. Complaints are recorded in the work order reporting system and hand written work orders are input and categorized into the drainage section of the work order reporting form. There were 66 stormwater related complaints in Year 5.	The Town will consider the need to add codes for the type of storm water complaint. Continue to report and track complaints through tracking system.
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 5 (Reliance on non-municipal partners indicated, if any)	Planned Activities – 2nd Permit Term
5.1	Identify structural and non-structural best management practices (BMPs) appropriate for the community	Town Planner, DPW, Conservation Commission, Storm Water Committee	Incorporate by reference state specific standards (i.e. acceptable practices under Wetlands Protection Act). Identify standard practices which are not acceptable in the community. Consider developing guidance documents or other outreach materials for developers outlining BMP selection and guidance on proper operation and maintenance.	Task completed.	Task completed.
Revised					

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 – 2nd Permit Term
5.2	Adopt by-law to require post-construction runoff controls	Town Planner, DPW, Conservation Commission, Storm Water Committee	Review of model ordinance to ensure compliance with existing laws and regulations. Draft language and legal review. Conduct informational meetings as necessary. Submit to warrant, schedule for vote at Town Meeting. Article voted, accepted.	The Town looked into costs for an independent review of the bylaws, and is looking into ways to fund the review. The Town has a storm water by-law on the books and current “Standards and Specifications for Stormwater Management Systems,” we believe this meets the Phase II requirements.	The Town will enforce the existing by-law and regulations to ensure continued compliance.
Revised					
5.3	Ensure all new development and redevelopment projects that disturb one acre or more require long term operation and maintenance of post-construction runoff controls	Town Planner, DPW, Conservation Commission, Storm Water Committee	Ensure proposed by-law or regulations, language and enforceable mechanism for long term operation and maintenance of post-construction runoff controls.	In Year 5, there were 2 development/redevelopment sites that disturbed one acre or more, both of which were closed out. No new sites over one acre were started or submitted for permits.	The Town will continue to ensure (via inspections) that any development or redevelopment projects that disturb one acre or more implement long term operation and maintenance of post-construction runoff controls. All enforcement methods will follow the adopted stormwater by-law and regulations.
Revised					

5a. Additions

5.4	Acquire land for conservation and preservation as open space	Town Manager, Conservation Commission.	Acres preserved and to remain undeveloped	Town continues to acquire conservation land in Town. The Town is actively trying to acquire identified properties.	Ongoing

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 – 2nd Permit Term
6.1	Review and expand upon the current public street and parking lot sweeping program. Consider tracking streets and curb miles swept and the quantity of material collected.	DPW, Storm Water Committee	Continue existing program. Consider incorporating routes as a data layer in GIS. Maintain records of curb-miles swept, approximate volume of material collected. Note areas that accumulate more sediment and consider more frequent sweeping or further investigation of pollutant source.	In Year 5, the Town swept 100% of Town-owned roadways and many areas received sweeping multiple times during the spring, summer, and early fall. The high traffic, beach, and low-lying areas receive the most frequent sweeping. The DPW also responds to citizen complaints on nearly generally within 24 hours of receipt. More than 1,000 cubic yards of street sediment was collected in Year 5. The Town developed new logs which differentiate between beach sand sweepings and road sweepings. A copy of a section of the log is attached.	Sweeping activities will continue to occur at least annually during each year of the permit. More frequent sweeping will occur on an as-needed basis. The Town will use obtained funds to repair sweeper so that it is now more efficient.
Revised					

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 – 2nd Permit Term
6.2	Consider including pollution prevention training for equipment operators	DPW, Storm Water Committee	Consider including pollution prevention training for equipment operators. Evaluate the existing level of awareness of equipment operators. Consider incorporating Health and Safety training with storm water awareness training.	In house training is done to educate staff. During crew meetings, DPW director provides staff storm water management education. There are pollution prevention (spill containment) supplies on all vehicles and in the DPW garage. All DPW employees receive on-the-job training on how to use these items to prevent pollution. Additionally, the Fire Department is trained and available to respond to any hazardous material spills within the municipality. The Coast Guard is also available for any spills in marine areas. Copies of meeting notes and agendas are attached.	The Town will continue with pollution prevention training for equipment operators.
Revised	<i>Include pollution prevention, environmental awareness, and spill response training for equipment operators</i>	<i>DPW, Storm Water Committee, Fire Department, and Police Department</i>	<i>Provide pollution prevention, environmental awareness and spill response training for equipment operators and other town staff as appropriate. Evaluate the existing level of awareness of equipment operators.</i>		

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 – 2 nd Permit Term
6.3	Review and expand upon the current storm sewer system inspection and maintenance program	DPW, Conservation Commission, Storm Water Committee	Continue existing program. Identify the system and all public structures tributary to the system. Conduct a catch basin sediment accumulation pilot program. Establish a routine inspection and maintenance program. Maintain records of inspections conducted, number of basins cleaned, approximate volume of material collected. Note areas that accumulate more sediment and consider more frequent inspection, cleaning or further investigation.	The storm water system is maintained on a daily basis (weather dependent) during the spring, summer, and fall. In Year 5, the Town's approximately 3,000 catch basins were inspected and cleaned as needed. Catch basins near beach areas are cleaned monthly. The DPW also responds to citizen complaints generally within 24 hours of receipt. Over 1,000 cubic yards of material was removed from Town catch basins in Year 5. The DPW maintains records regarding the cleaning and maintenance of the Town's catch basins. The Town owns and maintains a SewerJet truck which is use to maintain the storm sewer pipes. The Town recently developed a "Standard Operating Procedure" for the Town's storm water system to ensure that all infrastructure components of the system are regularly inspected (attached).	Catch basin cleaning and maintenance activities will continue to occur at least annually during each year of the permit and records maintained.
Revised					
6.4	Identify, as necessary, structural modifications to the storm sewer system in conjunction with future roadway improvements	DPW	Evaluate system improvement needs in conjunction with planned roadway improvements.	In Year 5, the Moreland Avenue storm water improvement project was completed, checked for proper operation, and hoods were installed. The Town also installed tideflex check valves at James Avenue.	The Town will continue to identify modifications as part of future roadway improvements to determine whether the installed system is working appropriately, and then will install the catch basin hoods for the Moreland Avenue project.

Revised					
6.5	Provide spill response and storm water / environmental awareness training to mechanics and equipment operators	DPW, Fire Department, Police Department	Develop training program. Identify staff for training. Conduct initial and annual refresher training. Maintain training roster for each session, and include documentation in personnel files.	All DPW employees receive on-the-job training on how to use these items to prevent pollution. Additionally, the Fire Department is trained and available to respond to any hazardous material spills within the municipality. The Coast Guard is also available for any spills in marine areas. There are pollution prevention (spill containment) supplies on all vehicles and in the DPW garage and the Town applied for funds to obtain an emergency response trailer which will enable quicker responses.	The Town will continue with storm water / environmental awareness training to mechanics and equipment operators on an as-needed basis.
Revised	<i>Combined with 6.2</i>	<i>Combined with 6.2</i>	<i>Combined with 6.2</i>		
6.6	Post spill prevention/emergency action plans prominently in areas where hazardous materials are used and stored	DPW, Fire Department, Police Department	Develop posters outlining spill prevention/emergency response plans. Post prominently in the garage	Task completed.	Task completed. Repost as needed.
Revised					
6.7	Conduct annual inspection of municipal maintenance facilities.	DPW, Fire Department, Police Department	Develop Checklist. Conduct inspections. Record and correct deficiencies.	In Year 5, the Town brought in an independent inspector to analyze housekeeping practices at the DPW facility. The Town works with school department maintenance department to improve storm water issues.	The Town will continue to do self-inspections and implement further recommendations including installation of spill containment pallets. The Town will work with other departments to perform inspections of other facilities.
Revised					

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 – 2 nd Permit Term
6.8	Develop a program for curb-side pick-up and composting of yard wastes	Town Manager, DPW, Hull Municipal Landfill	Yard waste collected from citizens and composted at the Hull Landfill.	The Town began designing a new composting program this year. Home composters are available for subsidized purchase from the Town.	The Town is considering siting the composting facility at the landfill and has spoken with the MADEP and a consultant on this project.
Revised	<i>Develop a program for composting of yard wastes</i>	<i>DPW Director, Town Manager, DPW, Hull Municipal Landfill</i>	<i>Yard waste composted at the Hull Landfill.</i>	The Town is working with a consultant for the preliminary location/conceptual plan for the existing landfill. Part of the landfill is still active. The conceptual design includes citing a yard waste composting facility at the landfill.	
6.9	Investigate floor drain connections at maintenance facilities and post “no dumping” signs in the vicinity of these drains	DPW, Police Department, Fire Department	Number of floor drains connections investigated. Floor drains closed or connected to the sanitary sewers with adequate BMPs. Signs posted.	The floor drains have been connected to the Town’s sewer system.	Task completed.
Revised					
6.10	Establish a program to discourage and investigate illegal dumping. Enforce penalties.	DPW, Police Department, Storm Water Committee, Neighborhood Groups	Educate citizens on the dangers of illegal dumping. Monitor chronic dumping areas. Enforce penalties and fees.	The Board of Health actively issues citations/orders to those who are caught illegally dumping. The Police Department is also available to enforce penalties against illegal dumpers. The Town has a litter and dumpster by-law that provides legal enforcement abilities.	The Town will continue to actively cite illegal dumpers.
Revised					

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 – 2 nd Permit Year
6.11	Publicize and support Household Hazardous Waste (HHW) Collection events	DPW, Town Recycling Center, Sewer Commission, Wastewater Treatment Plant.	Continue to coordinate with the Town Recycling Center and the Sewer Commission to publicize and support HHW Collection events. Record the number of attendees, volunteers. Record the types and amounts of material collected.	Hull belongs to a consortium of nearby municipalities that financially support HHW collection events. Not only does the Town have a collection day at a location within the municipality, but also with Town approval, a resident may bring hazardous waste to another participating community's collection day. The Town funds disposal costs. Collection events are publicized through notices in the <i>Hull Times</i> and mailers (see attached)	The Town will continue to support HHW collection events.
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) *NOT APPLICABLE*

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 – 2nd Permit Year
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	
Annual program budget/expenditures	(\$)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	
Stormwater management committee established	(y/n)	
Stream teams established or supported	(# or y/n)	YES
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	YES
Household Hazardous Waste Collection Days		
▪ days sponsored	(#)	1 in Town, approval for disposal at all others
▪ community participation	(%)	
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				

▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "X")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	
Mapping method(s)		
▪ Paper/Mylar	(%)	
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	100%
% of population on septic systems	(%)	0%

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

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	(#)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1+
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1+
Total number of structures cleaned	(#)	3,000
Storm drain cleaned	(LF or mi.)	
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Over 1,000 cy
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Landfill
Cost of screenings disposal	(\$)	
Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1+
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	Monthly in spring, summer, and early fall
Qty. of sand/debris collected by sweeping	(lbs. or tons)	More than 1,000 cy
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Landfill
Cost of sweepings disposal	(\$)	
Vacuum street sweepers purchased/leased	(#)	Not tracked
Vacuum street sweepers specified in contracts	(y/n)	
Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	
Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	

Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	YES
Storage shed(s) in design or under construction	(y/n)	N/A