

Municipality/Organization: Town of Yarmouth, MA/DPW

EPA NPDES Permit Number: MAR041176

MassDEP Transmittal Number: W-035324

**Annual Report Number
& Reporting Period: April 1, 2006 – March 31, 2007**

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: June 22, 2007

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. This report was also submitted about 7 weeks late because of a staff unanticipated extended medical leave.

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 create new educational materials useful by all towns and to share any Phase II related information. Americorps (AC) and Senior Environment Corps (SEC) were included. Distributed 500 Project Storm bookmarks at Town Hall, 3 libraries, senior center, recreation, and DNR depts. Installed 50+ drain decals and placed 100+ door hangers in Bass River watershed. See 2-4.	Town/SEC distribute 100+ door hangers and install 50+ drain decals in impaired watershed (Bass River). Continue working with CCC and Cape towns on stormwater issues and portable stormwater exhibit.
Revised	<i>Educational Materials (subject broadened)</i>		<i>Work with CCC and other Cape towns to develop educational materials and share information.</i>		
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			<i>Complete outlet mapping.</i>		
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. Sections updated on CCC web page.	Add/update information on Town/CCC web pages as information is developed and/or becomes available.
Revised	<i>Add to CCC Web Page.</i>		<i>Add to CCC Web Page.</i>		
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	<i>Regional Household Haz Waste Collection with Barnstable</i>		<i>Participate in regional collection days.</i>		

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 Revised	Encourage Public Participation	DPW G. Allaire	Complaint log set-up. <i>Purchase software.</i>	CityWorks (Azteca) Computerized Maintenance Management System (CMMS) software was selected and purchased, and is currently being installed and employees are being trained. Software includes a Customer Service package for complaint management.	Complete software installation and training, and begin use of complaint tracking.
2-2 Revised	Stormwater Management Committee (SMC) <i>Name change to: Integrated Water Resources Management Planning Committee (IWRMPC)</i>	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.
2-3 Revised	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.
2-4 Revised	Storm Drain Decals	DPW/Eng'g R. deMello	Install 50 drain decals/year.	Installed 50+ decals and placed 100+ door hangers in Bass River watershed. See 1-1.	Town and SEC to install 50+ decals near catch basins in impaired watersheds.
2-5 Revised	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.

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 Revised	Storm Drain Outlets ID	DNR K. von Hone	Inspect impaired watersheds.	Over the past 18+ 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).
3-2 Revised	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.
3-3 Revised	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). Also inspected all known drainage outlets along Bass River and Nantucket Sound during dry weather – no problems noted.	Inspect known Town drainage outlets during dry weather flow using new inspection form created by Yarmouth DPW for this purpose. Impaired waterways to be top priority.
3-4 Revised	Illicit Discharge Enforcement	DNR, Con. Com., Health	Review existing by-laws and regulations. <i>Con. Com. strengthen by-law, rules and regulations.</i>	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.	Conservation Commission hold public meeting and finalize draft rules and regulations based upon approved by-law and Phase II requirements.
3-5 Revised	Town Employee Training	DPW/Hwy J. Lefter	Hold annual training session. <i>Develop training program.</i>	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.

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

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 Revised	Develop BMP Policy Guide	DPW/Eng'g R. deMello	Prepare and print guide. <i>Work thru CCC to develop guide.</i>	Attended tour of UNH structural BMP demonstration project to obtain useful BMP information for Cape Cod towns and to supplement the BMP info in the DEP Stormwater Management Policy. Development of a BMP guide for the Cape seems futile at this point.	Continue to work with the CCC (Project Storm) and attend pertinent seminars to increase BMP knowledge.
6-2 Revised	Town Employee Training	DPW/Hwy J. Lefter	Hold annual training session. <i>Develop training program.</i>	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.
6-3 Revised	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 4 th Bass River CPR grant, and 2 nd WRP grant.	Hold annual meeting, and numerous project-specific meetings and field visits as needs arise.
6-4 Revised	Hazardous Materials Storage Program	Health Division B. Murphy	License and inspect all businesses.	Licensed 154 and inspected most businesses.	License and inspect businesses.
6-5 Revised	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 3,600 gallons of used motor oil received from residents.	Burn all Town-produced used oil at Waste Management and Highway Divisions to heat Town garages.

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 Revised	Boat Pump-out Program	DNR K. von Hone	Provide boat pump-out service. <i>Construct permanent boat pump-out facility on Bass River.</i>	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 to install a permanent boat pump-out facility at Packet Landing on Bass River.	Design, install, maintain, and operate the permanent boat pump-out facility at Packet Landing on Bass River free of charge.
7-2 Revised	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.
7-3 Revised	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 Bass River watershed (see 2-4).	Set-up more formal priority basin cleaning program for the coming years.
7-4 Revised	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 Follins Pond and Gun Rock Roads via a CPR grant. Applied for and received a new CPR grant for 2007.	Improve 2 drainage outlets at Bass River (4 th CPR grant) at Longview Drive and Wing Avenue (North Cove Landing outlet).
7-5 Revised	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 share water testing results obtained via the ongoing State Estuary studies of Town embayments with MHD. Continue to encourage construction of leaching facilities for Route 28.

Part IV. Summary of Information Collected and Analyzed

Information provided above in Part III.