

Municipality/Organization: Town of Burlington, Massachusetts
EPA NPDES Permit Number: MAR041030
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Annual Report Number & Reporting Period: Year 12
April 1, 2014 – March 31, 2015

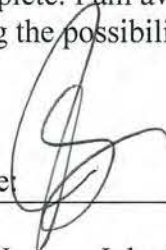
NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2015)

Part I. General Information

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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: John D. Petrin

Title: Town Administrator

Date: 4/29/15

Part II. Self-Assessment

The Town of Burlington has conducted the annual self-assessment of its Stormwater Management Program and finds that it is in compliance with the requirements of the NPDES Small MS4 Permit issued in 2003. Evaluation of each minimum control measure follows, with general comments below and specific recommendations in Part III.

Public Education & Outreach

The identified goals for Public Education & Outreach have been reached. However, many of the printed educational materials were developed during the first permitting year and still need to be updated. Town staff is in the process of revisiting and expanding the stormwater pages on the Town website, and incorporating information that was not automatically converted over to the Town's new website. The Town of Burlington is working with the Northern Middlesex Stormwater Coalition to produce new materials, including videos. Two public service announcements (PSA) on stormwater pollution in local watersheds have been developed and posted on the Town's website. Coordination with the local cable television channel, BCAT, has proven effective in reaching broader audiences. Updated, targeted outreach should employ print (i.e. brochures and news articles), web-based, broadcast, and community-based (i.e. outings, meetings, and lectures) efforts.

Public Participation & Involvement

Public Participation & Involvement goals have been reached and the Students for Environmental Action remain active partners in our efforts. The Town of Burlington again partnered with the Great American Rain Barrel Company to host a municipal rain barrel purchasing program, which was very successful. A program was started to make high efficiency lower flow shower heads and faucet aerators available to residents. Efforts to establish a "Stream Team" in Burlington have, thus far, gone unrealized. Coordination with local watershed associations (Ipswich River Watershed Association, Mystic River Watershed Association, and Shawsheen River Watershed Association) is vital to volunteer program success. Wayne Castonguay, Executive Director of the Ipswich River Watershed Association, presented at the April 10, 2014 Conservation Commission meeting with hopes of increasing Burlington's participation in watershed activities.

Illicit Discharge Detection & Elimination Program

Burlington's Illicit Discharges and Detection Bylaw, prohibiting illicit connections and providing authority for enforcement, was adopted in 2006. Burlington has a well-documented stormwater management system. Documentation consists of a GIS map and associated database, which were created in 2004 and have been periodically updated since. Field verification of this data should be implemented and updates to the database made on a more regular basis. This data helps to identify potential problem areas allowing for a targeted approach to visual inspections and future sampling efforts. Dry weather sampling was conducted in 2004 and no illicit connections were detected. The Board of Health and Department of Public Works staff have been trained in identifying and reporting illicit connections. Staff should evaluate the feasibility of reinstating an online reporting system for illicit discharges.

*Construction Site Stormwater Runoff Control **and** Post-Construction Stormwater Management*

Any project filing for a Wetlands Permit with the Conservation Commission undergoes extensive review for erosion control and post-construction stormwater management. New wetlands regulations were passed in 2013, which increased jurisdictional protection within 200 feet of many small streams. Additionally, any project requiring Site Plan Review or a Special Permit from the Planning Board is

reviewed for erosion control and stormwater management by Conservation Department staff. The Erosion & Sedimentation Control Bylaw, approved and adopted in 2006, authorizes jurisdiction of erosion control and stormwater management for any project disturbing more than 10,000 square feet of land. These permitting regulations ensure that most development projects in town are reviewed for erosion control and stormwater management. However, some single-family residential construction on small lots does not trigger any formal review under this bylaw. New Stormwater and Runoff Management regulations, implemented by the Board of Health in March 2015, will capture most projects, including single family construction. Ultimately, officials may also wish to consider amending the Erosion & Sedimentation Control Bylaw to include additional jurisdictional triggers, such as construction of a foundation.

Pollution Prevention & Good Housekeeping

Pollution prevention practices in Burlington are well-established and up-to-date, however additional documentation of existing procedures should be completed and any gaps addressed. Pollution prevention training is provided to Department of Public Works, Recreation Maintenance, and Facilities staff. However, training should be better documented and periodically reviewed by the Stormwater Management Committee. Burlington's participation in the Northern Middlesex County of Governments (NMCOG) Stormwater Coalition will provide additional training opportunities for municipal staff. The Board of Health holds regular hazardous waste collection days twice a year and offers mercury-containing products (thermometers, lamps, batteries, etc.) and cell phone recycling year round. The Board of Health also offers a Universal Waste and electronic waste collection days twice a year for businesses. The Students for Environmental Action hosted an electronics recycling day again. The Recreation Department has committed to utilizing only organic fertilizers in town. The Department of Public Works has employed a vegetation management plan to reduce the amount of pesticides used along the roadways and to prevent usage of pesticides near wetlands. Street sweeping and catch basin cleaning occurs yearly, with ongoing inspections and repairs of infrastructure. NMCOG is working to coordinate combined bidding for services such as catch basin cleaning.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	Activities for next Reporting Cycle	Comments, Notes, and/or Summary of Results
1 - 1	Develop brochure and/or fact sheet for homeowners	Final drafts - 1st yr; review by SWMC; distribute 2nd year	Extensive research was done to identify resource materials. Pamphlet for homeowners has been drafted and reviewed by SWMC. Edits were incorporated and a brochure was mailed to all residents in Town.	This should be updated in 2015-2016 and resent.	<i>Completed</i> - Brochure addresses: - auto maintenance - yard work - herbicides and pesticides - landscaping - painting <i>Ongoing</i> - The revision of brochures is currently underway and will be coordinated with electronic media updates.
1 - 2	Develop brochure and/or fact sheet for businesses	Draft within 2nd year; review by SWMC; distribute 3rd year	Draft brochure for business sector was finalized. Brochure was formatted, printed, addressed and mailed to all businesses in Burlington.	This should be updated in 2015-2016, reviewed by BOH staff for food service facilities, and resent.	<i>Completed</i> - Brochure addresses: - general best practices for all - landscape contractors - food service facilities - automotive repair shops <i>Ongoing</i> - The revision of brochures is currently underway and will be coordinated with electronic media updates.
1 - 3	Collect/assemble educational materials for school use	Discuss with schools and collect materials	Efforts were made to identify educational materials for school use during 1 st and 2 nd permit years. Additional efforts were made to research appropriate curriculum for inclusion at town schools.	Efforts should be made to work with all schools to incorporate Project Wet or similar curriculum into existing framework.	<i>Ongoing</i> - Water pollution is discussed as part of the water cycle in grade 2 classes. The high school environmental education teacher covers water quality and pollution with students. Additional efforts should be made to incorporate water pollution curriculum (such as Project Wet) in other grades.

1 - 4	Place educational materials for BMPs 1-3 in library	If suitable materials are found, discuss with library and place materials in library.	Materials were identified and used for a "Stormwater Display" at the library.	Set up "Stormwater Display" again in April 2016.	Completed - The Burlington Public Library featured a "Stormwater Display" during the month of April 2013 and April 2014 as well. The display featured a rain barrel, a catch basin cover, books, periodicals, worksheets, and activities relating to water quality.
1 - 5	Add storm water information and links to Town web site	Convert materials to pdf format in 4th yr; develop web pg 5th yr	Web site was created in year 5, with customized materials for various audiences. However, the Town website has since undergone a redevelopment and the Stormwater pages are being revisited at this time.	Continue to expand and update web pages for residential, commercial, industrial, and municipal audiences utilizing new CMS based site. Research and link to LID planning tools.	Completed - Researched, developed, and customized extensive materials for public education on the subject of storm water pollution prevention for businesses and homeowners. Ongoing - New pages are under construction as the website has been redeveloped. Additional updated materials are needed. New Stormwater and Runoff Management Regulations are on BOH website. A rain garden fact sheet has been developed and is on the Conservation website.
1 - 6	Publicize SWMC meetings for public education opportunities	Conduct at least 4 public meetings in 5 years	Annual meetings are usually held either in the spring or fall each year. Press releases are issued to local papers.	Will continue. Meeting will be held when new NPDES permit is issued.	Ongoing Original 5 year permit committed to conducting 4 public meetings over the 5 year term. We have met that commitment. Public Meeting March 2011 Held to discuss the pending new stormwater regulations. Purpose of meeting was to educate Town board members and the public of pending NPDES regulations. This will be repeated when the revised permit is issued.

1a. Public Education and Outreach - Additions

1-7	Public Education Outings	Conduct public education outings with a focus on the subjects of water quality, stormwater, and watershed science	The Conservation Department held regular outings, including Vernal Pool ID workshops, Canoe Trip on the Shawsheen, Drinking Water Reservoir Clean Up, and others.	Will continue	<i>Ongoing</i> Periodic nature walks were implemented to increase public awareness of the importance of protecting natural resources. Nature walks for public education are planned to continue indefinitely.
1-8	Municipal Employee Education	Hold regular meetings to discuss stormwater management, conduct trainings, organize educational outings	Development/ Permitting meetings are held periodically during which projects are reviewed for permit compliance, including stormwater issues. Stormwater meetings are held periodically, during which stormwater management is reviewed and LID opportunities discussed. Stormwater workshops and conference announcements are shared with Department Heads.	Will continue	<i>Completed & Ongoing</i> A tour of the Lexington DPW facility was arranged. Another tour will be offered in the future.. The Wetlands 101 training, offered to DPW staff, should occur yearly prior to the start of construction season and should be offered to both DPW and Recreation Maintenance staff. A new Stormwater Committee, comprised of staff from Conservation, DPW, Engineering, Health, Planning, and Recreation was formed in March 2015, and is meeting regularly in anticipation of the re-issuance of the NPDES permit, and will assist in disseminating information to applicable employees.

1-9	Create Water Quality Activity Kit at the Library	Kit available to children	A water kit is available to children to use while at the Library	Will continue	Completed – There is a water activity kit available to visitors, which will remain a permanent part of the Library’s offerings.
1-10	Increase usage of broadcast media for public education on stormwater issues	PSA run on BCAT, lobby video	Two stormwater education videos were created to run in the Town Hall Annex lobby. One is on permeable pavement and one details creating a rain garden. BCAT is running EPA’s “After the Storm” periodically. The Northern Middlesex Stormwater Coalition produced two new PSAs on stormwater pollution in local watersheds.	Will continue	Completed – Porous pavement and rain garden videos are on rotation in the Town Hall Annex lobby. Ongoing BCAT periodically broadcasts “After the Storm” and PSAs on stormwater pollution in local watersheds. These PSAs are also posted on the Town’s website.

2. Public Involvement and Participation

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	Activities for Next Reporting Cycle	Comments, Notes, and/or Summary of Results
2 - 1	Document existing public involvement opportunities	Summarize in 1st annual report	No activity	None	<i>Not continued</i> - Summary of existing public involvement opportunities (BMP 2-1) is not useful, since these opportunities are now being created under the EPA permit (i.e., Annual SWMC meeting, hearings on new bylaws, etc). This BMP will not be continued.
2 - 2	Publicize participation opportunities with Shawsheen, Mystic River, and Ipswich Watershed Associations	Monitor publicity generated in local newspapers during permit term. Provide assistance to ensure publicity if needed.	Communication and collaboration has been established with SRWA, MyRWA, and IRWA. Events and outings are cross publicized.	Continue monitoring for publicity of appropriate events.	<i>Ongoing</i> - Activities of the Shawsheen, Mystic River, and Ipswich Watershed Associations are shared with the Burlington Conservation Stewards.
2 - 3	Plan and implement projects with High School environmental group	Develop plan and implement projects during 4th and 5th years of permit	Students continue to participate in the storm drain marking/stenciling efforts, but little else has resulted from this collaboration.	Additional streets shall be targeted for stormwater catch basin marking during subsequent permit years. Additional projects should be discussed with the students and developed with school's science coordinator/staff.	<i>Ongoing</i> - New aluminum storm drain markers have been installed in two neighborhoods and will remain in place longer than spray paint stencils.

2 - 4	Publicize SWMC meetings for opportunities for public involvement	Maintain copies of publicity in file over 5 year permit term	Press releases were issued to local newspapers.	Press releases will continue to be issued.	<i>Ongoing</i> - will publicize meetings when held.
2 - 5	Issue press releases when storm water materials in library	Maintain copies of publicity in file over 5 yr permit term	Press releases have been issued for "Stormwater Awareness Month" and resulted in modest coverage.	Press releases shall continue to be sent for "Stormwater Awareness Month" as well as highlight other offerings in the collection, such as the permanent water quality kit.	<i>Ongoing</i> - Press releases are drafted announcing the stormwater display for the month of April in the Burlington Public Library.

2a. Public Involvement and Participation – Additions

2-6	Collaborate on watershed based stormwater improvement projects	Partner with regional groups on water quality improvement projects.	MyRWA led regional effort to identify retrofit BMPs in the Aberjona River Watershed. Sites selected in Burlington were analyzed and a final recommendation was made.	Participate in additional opportunities as they become available.	The intersection of Burlington Mall Road and Stony Brook Road was selected and a retrofit BMP was designed by the Bioengineering Group. Although designed to serve as a model for the Burlington Mall Road median redevelopment / adoption project, this design was not constructed.
2-7	Establish a "Stream Team"	Interested residents identified and organized, involved in sampling water, organizing clean up events, and leading outings	IRWA was contacted to assist in forming and training a stream team	Continue to identify interested residents and host trainings.	<i>Ongoing</i> - IRWA, MyRWA, or SRWA collaboration is necessary. Previous attempts to establish a Stream Team have not been successful. Clean-up events have occurred occasionally and will continue. However, sampling needs will not be adequately met with volunteer efforts.

2-8	Hand Stream Cleaning Program	Continue summer stream cleaning program	This program has been in place for 17 years with plans to continue indefinitely.	Incorporate an element of water quality monitoring into the stream cleaning program.	<i>Ongoing</i> – This well-established program is for hand-cleaning Burlington’s streams. Two to three summer workers walk the streams removing trash, debris, and obstructions from the stream channels.
2-9	Water Conservation Initiatives	Host purchasing or donation programs for rain barrels, low flow shower heads, and similar devices.	The Town partnered with the Great American Rain Barrel Company to host a municipal rain barrel purchasing program.	Continue programs, and research additional options.	<i>Completed</i> – Annual rain barrel purchasing program has been held for several years. High efficiency lower flow shower heads and faucet aerators have been made available to residents. <i>Ongoing</i> – Coordinate and continue these programs in future years.

3. Illicit Discharge Detection and Elimination Program

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	Activities Next Reporting Cycle	Comments, Notes, and/or Summary of Results
3 - 1	Map storm water system and outfall locations	Complete map and outfall database by end of 2nd permit year	The GIS mapping and outfall database is now complete.	None	Completed 2004- during 2nd permit year. Work left on mapping such as corrections to flow direction and the addition of some outfall locations was finished. In 2010, newly identified outfalls were added to maps and database. Ongoing - any newly identified outfalls to be added to map and database.
3 - 2	Finish map database and assign names for tributaries that discharge into named waterbodies	Finalize database in 2nd year; submit revised waterbodies list to EPA / DEP as permit modification if needed; and update mapping database in 3rd and 5th years from manual checking selected data.	Completed - GIS mapping and outfall database is 100 percent complete.	Submit information as needed to EPA.	Completed - GIS mapping and outfall database is 100 percent complete during 2nd permit year. Ongoing - This database continues to be updated yearly, and will assist with future stormwater planning and maintenance efforts.
3 - 3	Develop sampling and analysis plan for dry weather flows	Plan completed in year 1	Completed	Assess whether to use contractor for future sampling and analysis plan.	Completed - A plan was developed during 1st permit year to sample 5 locations of dry weather flows detected during the mapping field verification. Two samples were collected from each location.

3 - 4	Visually inspect outfalls for dry weather flows	Selective inspection 1st & 2nd year; spot inspection yrs 3-5, inspection records in program file	Town-wide inspection for first year was completed.	Selected inspections will be done if needed. Assess whether to use contractor for future inspections.	Completed - A field check of the entire town was completed as part of field verification to support the mapping activity. Five (5) outfalls were identified as having dry weather flows.
3 - 5	Conduct sampling at outfalls with dry weather flows	Conduct sampling - selected outfalls in 1st yr; selected additional sampling in years 3 & 5 if needed; results in program file	Sampling and analysis activities were completed at 5 outfall locations during 1st permit year.	Additional sampling will be done if needed. Assess whether to use contractor for future sampling.	Completed - Each outfall location was sampled for bacteria, ammonia, surfactants, conductivity, and fluorides. Since no flowing water was occurring at 4 of 5 sites, samples of standing water at the mouth of pipe were taken. Based on these results, no illicit connections are believed to exist at these locations.
3 - 6	Develop training materials for DPW / others for illicit discharge	Develop training materials in subsequent year	Coordination with the Town environmental engineer has been established and training materials are to be developed.	Develop training materials in subsequent year	Ongoing - DPW employees are trained to recognize and report illicit discharges. This training needs to be formalized and documented. Ongoing - Training will be offered through the Northern Middlesex Stormwater Collaborative.

3 - 7	Review current bylaws / regulations relevant to illicit discharge - Burlington and other towns	Review was completed in 1st year	Complete	None	Completed - Extensive effort was made during the 1st permit year to identify bylaws in use by other districts (nationwide). Bylaws have been obtained that will serve as a model for Burlington's adoption and implementation of an illicit discharge bylaw. A review of these bylaws has been completed.
3 - 8	Develop bylaw to prohibit illicit discharge	Develop draft bylaw in 3rd year and brought to Town Meeting in 4th year for approval	Illicit discharge bylaw was adopted in 2006	None	Completed - Comments by Town Boards and Committees have been incorporated. Meetings and public hearings were held with various Town Departments to arrive at a consensus on implementation logistics for a new bylaw. Review by Town Counsel was completed. Town meeting approved bylaw in 4th permit year at the September 2006 Town Meeting. Approval of this bylaw was subsequently obtained by the State Attorney General.

3 - 9	Develop illicit discharge and detection plan	Plan is currently being drafted.	Coordination with the Department of Public Works, the Health Department, and the Conservation Department is ongoing.	Final plan to be completed during the coming year. Assess whether to use contractor for plan development.	Ongoing - Illicit Discharge Detection & Elimination Plan is being drafted. The implementation of the Vegetation Management Plan will minimize pesticide application to only approved areas, limits pesticide application in sensitive areas, and requires that precautions be taken to limit excess pesticide runoff and discharge into our stormwater system.
3 - 10	Train DPW personnel to recognize illicit discharges	Train DPW / others in next year (which is after BMP 3-9 completed).	No activity scheduled for this reporting period.	Hold training sessions when IDDE program is completed.	Ongoing -training was implemented for outfall inspectors. Additional training though NMSC will be offered as an illicit discharge and detection plan is completed.
3 - 11	Implement illicit discharge detection plan	Plan will be implemented once completed.	Also, on-line reporting of illegal dumping activities through web installed on Stormwater Web site 2012 - The online form for reporting illicit discharges was taken down when the Town website was redeveloped.	Plan to be reviewed for consistency with new NPDES permit requirements and updated as needed. Reinstate online form for reporting illicit discharges and coordinate report handling with Town staff.	Ongoing - Outfalls are visually inspected yearly for contaminated water flows and sediment buildup.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	Activities for Next Reporting Cycle	Comments, Notes, and/or Summary of Results
4 - 1	Collect and summarize other towns' sedimentation and erosion control bylaws	Sample bylaws collected, will be put in file for review.	Other districts' bylaws were found and reviewed.	None	<i>Completed</i> - Extensive effort was made to identify other districts' bylaws as a model has been completed. Review of these bylaws has been completed.
4 - 2	Summarize existing bylaws and regs within Burlington for evaluating stormwater impacts	Summary memo to file (completed in 1st year)	Not completed	None scheduled	<i>Not continued</i> - The MA State Wetlands Protection Act and Burlington's Bylaw Articles XIV (Wetlands Protection) are the main regulations that offer evaluation of storm water impacts. These regulations are well known to Town residents. An additional summary memo would not provide any significant additional value.
4 - 3	Conduct meetings with various stakeholders in Town to obtain input regarding erosion bylaw implementation	Notes summarizing the results of these meetings (completed in 1st or 2nd year) in the form of minutes of meeting taken during Annual SWMC meeting.	Discussions were held with various stakeholders in Town. Numerous public meetings were held.	None	<i>Completed</i>

4 - 4	Develop sedimentation and erosion control bylaw and obtain final approval	Developed draft bylaw and brought to Town Meeting for approval	Draft erosion bylaw was presented to Planning Board, Board of Health, Conservation Commission, Board of Selectmen, and Town Bylaw Review Committee in public meetings. Draft bylaw has also been reviewed by Town Counsel. Comments were incorporated. Presentation was made to September 2006 Town Meeting. Procedures, standard conditions and logistics were developed during 2007 / 2008 permit year. Bylaw is fully operational at this time.	Development of regulations to support bylaw. The Sedimentation and Erosion Control Bylaw should be reviewed and updated as needed to support the 2013 NPDES permit requirements.	Completed - Comments by Town Boards and Committees have been incorporated. Meetings and public hearings were held with various Town Departments to arrive at a consensus on implementation logistics for a new bylaw. Review by Town Counsel was completed. Town meeting approved bylaw in 4th permit year at the September 2006 Town Meeting. Approval of this bylaw was subsequently obtained by the State Attorney General. Procedures, standard bmp permit conditions and logistics were developed during 2007 / 2008 permit year. Bylaw is fully operational at this time. Bylaw developed is relatively unique in Commonwealth. It features joint authority by Planning Board and Conservation Commission, and levels of permit / enforcement applicability based on size of land disturbance area proposed.
4 - 5	Develop site inspection checklists to support bylaw implementation	Draft checklists completed in 5th year	Checklist completed in this reporting period	A database of site inspections is under development.	Completed - a site inspection checklist is available to support the implementation and enforcement of sedimentation and erosion control permits.

4a. Construction Site Stormwater Runoff Control - Additions

4-6	Develop Board of Health regulations for stormwater and runoff management	Develop and implement regulations	BOH has developed and adopted new Stormwater and Runoff Management Regulations, effective in March 2015.	Implement regulations for construction sites.	<i>Ongoing</i> - Implementation of new regulations and coordination between Town staff.
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5. Post Construction Stormwater Management

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	Activities for Next Reporting Cycle	Comments, Notes, and/or Summary of Results
5 - 1	Collect and summarize other towns' sedimentation and erosion control bylaws for post construction control	Sample bylaws collected, will be put in file for review.	Other districts' bylaws were found and reviewed.	None	<i>Completed</i> - Extensive effort was made to identify other districts' bylaws as a model has been completed. Review of these bylaws has been completed.
5 - 2	Summarize existing bylaws and regulations within Burlington for evaluation of stormwater impacts for post construction control	Summary memo to file (completed in 1st year to be done with BMP 4-2)	Not completed	None scheduled	<i>Not continued</i> - The MA State Wetlands Protection Act and Burlington's Bylaw Articles XIV (Wetlands Protection) are the main regulations that offer evaluation of storm water impacts. These regulations are well known to Town residents. An additional summary memo would not provide any significant additional value.
5 - 3	Conduct meetings with various stakeholders in Town to solicit input on implementing bylaw for post construction control	Notes summarizing the results of these meetings (completed in 1st or 2nd year) in the form of minutes of meeting taken during Annual SWMC meeting.	Discussions were held with various stakeholders in Town. Numerous public meetings were held.	None	<i>Completed</i>

5 - 4	Develop draft sedimentation and erosion control bylaw and obtain final approval for post construction control	Developed draft bylaw and brought to Town Meeting in 4th year for approval	Draft erosion bylaw was presented to Planning Board, Board of Health, Conservation Commission, Board of Selectmen, and Town Bylaw Review Committee in public meetings. Draft bylaw has also been reviewed by Town Counsel. Comments were incorporated. Presentation was made to September 2006 Town Meeting. Procedures, standard conditions and logistics were developed during 2007 / 2008 permit year. Bylaw is fully operational at this time.	Development of regulations to support bylaw.	Completed - Comments by Town Boards and Committees have been incorporated. Meetings and public hearings were held with various Town Departments to arrive at a consensus on implementation logistics for a new bylaw. Review by Town Counsel was completed. Town meeting approved bylaw in 4th permit year at the September 2006 Town Meeting. Approval of this bylaw was subsequently obtained by the State Attorney General. Procedures, standard bmp permit conditions and logistics were developed during 2007 / 2008 permit year. Bylaw is fully operational at this time. Bylaw developed is relatively unique in Commonwealth. It features joint authority by Planning Board and Conservation Commission, and levels of permit / enforcement applicability based on size of land disturbance area proposed.
5 - 5	Develop site inspection checklists to support bylaw implementation for post construction control	Draft checklists completed in 5th year	Checklist completed in this reporting period	A database of site inspections is under development.	Completed - a site inspection checklist is available to support the implementation and enforcement of sedimentation and erosion control permits.

5a. Post Construction Stormwater Management – Additions

5-6	Develop Board of Health regulations for stormwater and runoff management	Develop and implement regulations	BOH has developed and adopted new Stormwater and Runoff Management Regulations, effective March 13, 2015.	Implement regulations for post-construction stormwater management.	<i>Ongoing</i> – Implementation of new regulations and coordination between Town staff.
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6. Pollution Prevention and Good Housekeeping

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	Activities for Next Reporting Cycle	Comments, Notes, and/or Summary of Results
6 - 1	Summarize existing procedures within Burlington for preventing pollution from parks/open space, fleet, storage yards, roads/parking lots, and storm sewer maintenance activities	Summary memo to file to be completed.	Work has begun to identify and collect existing procedures.	This information needs to be collected and summarized. Applicable departments need to identify where additional data is needed. The website was not converted to the new Town website.	<i>Completed</i> - after interviewing various town personnel, existing written procedures were found to be non-existent. However, best practices were being followed in many instances. <i>Ongoing</i> - Recreation Department is in the process of documenting the waste oil procedure for their garage. DPW is in the process of documenting existing procedures for their facilities.
6 - 2	Summarize existing Town of Burlington programs for preventing pollution (including Recycling, Hazardous Waste Collection, mercury recycling, activities of stream cleaning committee, and stream cleaning program)	Summary memo to file.	Materials have been assembled for this activity.	This information needs to be collected and summarized. The website was not converted to the new Town website.	<i>Completed</i> - existing programs were identified and found to be documented in Annual Report and reported to the public in various public meeting forums of the Conservation Commission and Board of Health. No further documentation is needed.

6 - 3	Develop and promulgate procedures (as needed) for controlling pollutant discharges from the maintenance of parks and open space	Procedures to be developed in 5th permit year followed by implementation	Procedures were developed	This information needs to be collected and summarized. Recreation needs to identify where additional data is needed. The website was not converted to the new Town website.	Completed – Procedures were drafted, reviewed, and finalized based on input from all relevant town departments. Procedures were then published on Burlington Storm Water web page.
6 - 4	Develop and promulgate procedures (as needed) for controlling pollutant discharges from the maintenance of vehicle fleet	Procedures to be developed in 5th permit year followed by initial implementation	Procedures were developed	This information needs to be collected and summarized. Applicable departments need to identify where additional data is needed. The website was not converted to the new Town website.	Completed – Procedures were drafted, reviewed, and finalized based on input from all relevant town departments. Procedures were then published on Burlington Storm Water web page.
6 - 5	Develop and promulgate implement procedures (as needed) for controlling pollutant discharges from the maintenance of storage yards	Procedures to be developed in 5th permit year followed by initial implementation	Procedures were developed	This information needs to be collected and summarized. Applicable departments need to identify where additional data is needed. The website was not converted to the new Town website.	Completed – Procedures were drafted, reviewed, and finalized based on input from all relevant town departments. Procedures were then published on Burlington Storm Water web page.

6 - 6	Develop and promulgate procedures (as needed) for controlling pollutant discharges from the maintenance of streets and parking lots	Procedures to be developed in 5th permit year followed by initial implementation	Procedures were developed	This information needs to be collected and summarized. DPW needs to identify where additional data is needed. The website was not converted to the new Town website.	Completed - Procedures were drafted, reviewed, and finalized based on input from all relevant town departments. Procedures were then published on Burlington Storm Water web page. Ongoing - DPW will be doing more detailed documentation of street sweeping.
6 - 7	Develop and promulgate procedures (as needed) for controlling pollutant discharges from the maintenance of storm sewer system	Procedures to be developed in 5th permit year followed by initial implementation	Procedures were developed	This information needs to be collected and summarized. DPW needs to identify where additional data is needed. The website was not converted to the new Town website.	Completed - Procedures were drafted, reviewed, and finalized based on input from all relevant town departments. Procedures were then published on Burlington Storm Water web page. Ongoing - DPW routinely repairs catch basins as needed, and documents repairs.
6 - 8	Develop training materials for controlling pollutant discharges from operation and maintenance activities by town personnel	Training materials to be drafted.	No activity. Not scheduled for this reporting period.	Draft training materials.	Ongoing - Rescheduled for completion next year. This may be provided through our membership in the Northern Middlesex Stormwater Collaborative. BOH staff to assist in developing training materials.

6 - 9	Finalize training materials and implement training sessions for controlling pollutant discharges from operation and maintenance activities by town personnel	Training materials to be finalized next year and training sessions implemented in subsequent year	No activity. Not scheduled for this reporting period.	Finalize training materials and implement training sessions for controlling pollutant discharges from operation and maintenance activities by town personnel during next permit year.	<i>Ongoing</i> - Rescheduled for completion in next year. This may be provided through our membership in the Northern Middlesex Stormwater Collaborative. BOH staff to assist in conducting trainings.
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7. BMPs for Meeting TMDL

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	Activities for Next Reporting Cycle	Comments, Notes, and/or Summary of Results
7 - 1	Continue street sweeping program	Priority to be given in both frequency and priority to Butterfield Pond, Vine Brook, Sandy Brook, and Long Meadow Brook to reduce turbidity (implemented in all permit years); budget available for review	Ongoing	Continue program	<i>Ongoing</i> - will continue
7 - 2	Implement illicit discharge & detection plan	Priority given to Long Meadow Brook and Sandy Brook areas which are impaired with pathogens and have TMDLs (to be implemented in 5th year). Records of activity to be placed in program file	On-line reporting of illegal dumping activities through web installed on Stormwater Web site	Initial activities may include sampling of impaired waters for coliform bacteria.	<i>Ongoing</i> - plan is not finished.
7 - 3	Implement Control Measures 6-3 to 6-7 to reduce pathogen load and other pollutants contributed by storm sewers to Vine Brook, Sandy Brook and Long Meadow Brook. (repeat from above)	Procedures drafted and implemented in 5th year	Procedures drafted and finalized	None.	<i>Completed</i>
7 - 4	Develop surface water sampling plan (both source and in-stream) for fecal coliform on Vine Brook, Sandy Brook, and Long Meadow Brook (impaired streams)	Develop plan in next year to be developed after EPA finalizes regulations for next general permit.	No activity.	Plan for surface water sampling of impaired waters for coliform bacteria, will be developed during next permit year.	<i>Ongoing</i> - rescheduled for completion in conjunction with re-issuance of NPDES permit.

7 - 5	Implement surface water sampling plan	Conduct sampling in next year	No activity	Initial surface water sampling of impaired waters for coliform bacteria, will be done during next permit year.	<i>Ongoing</i> - rescheduled for completion in conjunction with re-issuance of NPDES permit.
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