



TOWN OF BURLINGTON

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April 7, 2008

Ms. Ann Herrick
United States Environmental Protection Agency
1 Congress Street
Suite 1100 (CIP)
Boston, Massachusetts 02114-2023

Annual Report - Reporting Period May 1, 2007 to May 1, 2008 **Town of Burlington - Storm Water Management Program**

To: Environmental Protection Agency

Attached to this transmittal letter is the Annual Report for the Town of Burlington's Storm Water Management Program for the reporting period May 1, 2007 to May 1, 2008.

This report combined with this transmittal letter constitutes a self-assessment review of compliance with the permit conditions. The attached report is constructed in table format to facilitate review of the progress on each Best Management Practice. The table contains a(n):

- assessment of the appropriateness of the selected BMPs
- assessment of the progress toward achieving the measurable goals
- summary of results of any information collected to date
- discussion of activities for the next reporting cycle
- discussion of any changes in identified BMPs or measurable goals

The Town of Burlington accomplished the following major activities during the 5th permit year:

- developed, reviewed and finalized pollution prevention procedures entitled:
 - Buildings, Grounds, and Landscape Maintenance Procedure
 - Drainage System Maintenance Procedure
 - Outdoor Storage of Containers and Raw Materials Procedure
 - Parking and Storage Area Maintenance Procedure
 - Road, Street, and Sidewalk Maintenance Procedure
 - Vehicle and Equipment Cleaning Procedure
 - Vehicle and Equipment Fueling Procedure
 - Vehicle and Equipment Repair Procedure
 - Wading Pool Maintenance Procedure
 - Waste Handling Procedure
 - Water and Sewer Utility Procedure

Ms. Ann Herrick
United States Environmental Protection Agency
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- Developed and implemented numerous logistics, forms, and "standard" best management practices permit conditions to fully implement new erosion control (and post construction erosion control) bylaw.
- Work started on a draft of our Illicit Discharge and Detection Plan. We are planning to finish this plan during the next permit year.
- Held Annual Storm Water Management Committee meeting in December 2007. Development of surface water sampling plans was discussed relative to pending EPA regulations / permit conditions in the next General Permit.
- Researched, developed, and customized for Town of Burlington residents extensive materials for public education on the subject of storm water pollution prevention for businesses and homeowners for development of Storm Water Information web pages for the Town.
- Developed, implemented, and launched Burlington Storm Water Management web page. The link may be found at <http://www.burlington.org/dpw/Stormwater/index.html>. Materials were installed in pdf format for ready download by interested parties.

If you have any questions or comments regarding the above or the attached annual report, please contact John Sanchez, DPW Superintendent, at Tel (781) 270-1670.

Sincerely yours,



Robert Mercier
Town Administrator

RAM/jcc

attachment

Public Education and Outreach - Annual Report
Town of Burlington - Storm Water Management Program
Reporting Period: May 1, 2007 to May 1, 2008

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	BMP Still Approp 'yes/no'	Activities for next Reporting Cycle	Changes Req'd in BMP 'Yes/No'	Comments, Notes, and/or Summary of Results
1 - 1	Develop brochure and / or fact sheet for homeowners	Final drafts - 1st yr; review by SWMMC; distribute 2nd year	Extensive research done to identify resources materials. Pamphlet for homeowner has been drafted and reviewed by SWMMC. Edits were incorporated. Brochure was mailed to all residents within Town.	Yes	None - completed	No	Completed - Brochure addresses 'What is storm water pollution', 'What you can do', auto maintenance, yard work, herbicides and pesticides, landscaping, and painting.
1 - 2	Develop brochure and fact sheet for sector businesses	Draft within 2nd year; review by SWMMC; distribute 3rd year	Draft brochure for business sectors was reviewed by BOH staff for food service facilities and finalized. Brochure was formatted, printed, addressed and mailed to all businesses within the Town of Burlington.	Yes	None - completed	No	Completed - Draft brochure for business sectors was reviewed by BOH staff for food service facilities and finalized. Brochure was formatted, printed, addressed and mailed to all businesses within the Town of Burlington. Brochure addresses: - general best practices for all - landscape contractors - food service facilities - automotive repair shops
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.	Yes	Additional search for resources will take place during the next reporting period.	Maybe	Ongoing - Adequate resource materials not identified (except for EPA placemat and stickers). A meeting was held in May 2006 with EPA personnel. EPA agreed to send a resource disk with additional materials that may be useful to schools. Additional efforts will be made to identify educational materials in subsequent years. Also, this curricula topic may not be a priority for schools compared with other objectives. Additional materials from EPA not received.

1 - 4	Place educational materials for BMPs 1-3 in library	If suitable materials found, discuss with library and place materials in library.	Some materials identified. Additional materials will be researched as per BMP 1,3.	Yes	Implement BMP 1-3	No	<i>Ongoing</i> - Intent was to place educational materials for children in library. If resources are identified, this will be done (as per BMP 1-3).
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 has been created with customized materials with multiple sub-pages.	Yes	Update web references and install on web site	No	<i>Completed</i> - Researched, developed, and customized for Town of Burlington residents extensive materials for public education on the subject of storm water pollution prevention for businesses and homeowners for development of Storm Water Information web pages for the Town. Developed, implemented, and launched Burlington Storm Water Management web page. The link may be found at http://www.burlington.org/dpw/Stormwater/index.html Materials were installed in pdf format for ready download by interested parties.
1 - 6	Publicize SWMC meetings for public education opportunities	Conduct at least 4 public meetings in 5 years	4th Annual SWMC meeting held in December 4, 2007. Press releases were issued to local newspapers.	Yes	Will continue	No	<i>Completed</i> - 4 th Annual Meeting held December 4, 2007

Public Involvement and Participation - Annual Report
Town of Burlington - Storm Water Management Program
Reporting Period: May 1, 2007 to May 1, 2008

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	BMP Still Approp 'yes / no'	Activities for Next Reporting Cycle	Changes Req'd in BMP 'Yes / No'	Comments, Notes, and/or Summary of Results
2 - 1	Document existing public involvement opportunities	Summarize in 1st annual report	No activity	No	None	Yes	<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 SWM/C 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.	No activity	Yes	Continue monitoring for publicity of appropriate events.	No	<i>No action needed</i> - Activities of the Shawsheen, Mystic River, and Ipswich Watershed Associations are periodically publicized in the local newspaper. Further effort under this permit to publicize these activities is redundant and not needed. We will monitor to ensure that events are publicized and assist if needed.
2 - 3	Plan and implement projects with High School environmental group	Develop plan and implement projects during 4th and 5th years of permit	Made contact with Ms. Jill McInerry at the High School. A storm sewer stenciling project took place on April 21, 2007. Ten (10) students participated with DPW personnel who provided logistics and safety services. Plans are in place to also have the high school Environmental Club participate in a vernal pool workshop in Spring 08.	Maybe	Additional streets may be targeted for stormwater catch basin stenciling during subsequent permit year.	No	<i>Completed</i> - The list of streets where storm sewers were stenciled include: - Spruce Hill - Valley - Shady Lane - Woodside - Pine Ridge - Partridge - Willow Way - Hickory Lane - Demone - Mark - Hope - Laurel Hill

2 - 4	Publicize SWM/C meetings for opportunities for public involvement	Maintain copies of publicity in file over 5 year permit term	4 th Annual SWM/C meeting held December 2007. Press releases were issued to local newspapers.	Yes	Press releases will continue to be issued.	No	<u>Completed</u>
2 - 5	Issue press releases when storm water materials in library	Maintain copies of publicity in file over 5 yr permit term	Efforts were made to identify educational materials for school use during 1st and 2nd permit year. These resources would also be placed in the library. Adequate resource materials not identified (except for EPA placemat and stickers). Additional efforts will be made to identify educational materials; delay until 5th year.	Yes	Press releases will be issued when materials for library is ready.	No	<u>Ongoing</u> - See BMP 1-4

Illicit Discharge Detection and Elimination - Annual Report
 Town of Burlington - Storm Water Management Program
 Reporting Period: May 1, 2007 to May 1, 2008

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	BMP Still Approp 'yes / no'	Activities Next Reporting Cycle	Changes Req'd in BMP 'Yes / No'	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.	Yes	None	No	<u>Completed</u> - during 2nd permit year. Work left on mapping such as corrections to flow direction and the addition of some outfall locations was finished.
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.	Yes	Submit information as needed to EPA.	No	<u>Completed</u> - GIS mapping and outfall database is 100 percent complete during 2nd permit year.
3 - 3	Develop sampling and analysis plan for dry weather flows	Plan completed in year 1.	Completed	Yes	None	No	<u>Completed</u> - 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.	Yes	Selected inspections will be done if needed	No	<u>Completed</u> - 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.	Yes	Additional sampling will be done if needed	No	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 DPVW / others for illicit discharge	Develop training materials in subsequent year	No activity during this year	Yes	Develop training materials in subsequent year	No	Ongoing - Rescheduled for completion in subsequent year.
3 - 7	Review current bylaws / regs relevant to illicit discharge - Burlington and other towns	Review was completed in 1st year	Complete	Yes	None	No	Completed - Extensive effort was made during the 1st permit year to identify bylaws in use by others 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	Draft illicit discharge bylaw was presented to Planning Board, Board of Health, Conservation Commission, Board of Selectmen, and Town Bylaw Review Committee. Draft bylaw has also been reviewed by Town Counsel. Comments were incorporated. Presentation was made to September 2006 Town Meeting.	Yes	None	No	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 to be finalized in next year.	Draft of Illicit Discharge and Detection Plan completed.	Yes	Final plan to be completed during the coming year	No	Ongoing - Finalization of plan has been scheduled for the next year.

Construction Site Storm Water Runoff Control - Annual Report
 Town of Burlington - Storm Water Management Program
 Reporting Period: May 1, 2007 to May 1, 2008

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	BMP Still Approp 'yes / no'	Activities for Next Reporting Cycle	Changes Req'd in BMP 'Yes / No'	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.	Yes	None	No	Completed - 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 storm water impacts	Summary memo to file (completed in 1st year)	Not completed	No	None scheduled	Yes	Not continued - 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 SWM/C meeting.	Discussions were held with various stakeholders in Town. Numerous public meetings were held.	Yes	None	No	Completed

4 - 4	Develop sedimentation and erosion control bylaw and obtain final approval	Develop 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.	Yes	Development of regulations to support bylaw.	No	<p>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.</p> <p>Procedures, standard bmp permit conditions and logistics were developed during 2007 / 2008 permit year. Bylaw is fully operational at this time.</p> <p>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.</p>
4 - 5	Develop site inspection checklists to support bylaw implementation	Draft checklists completed in 5th year	Draft completed in this reporting period	Yes	To be finalized in next permit year.	No	<p>Ongoing - will be used after permits are issued</p>

Post Construction Stormwater Management - Annual Report
 Town of Burlington - Storm Water Management Program
 Reporting Period: May 1, 2007 to May 1, 2008

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	BMP Still Approp 'yes / no'	Activities for Next Reporting Cycle	Changes Req'd in BMP 'Yes / No'	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.	Yes	None	No	Completed - 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 regs within Burlington for eval stormwater impacts for post construction control	Summary memo to file (completed in 1st year to be done with BMP 4-2)	Not completed	No	None scheduled	Yes	Not continued - 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.	Yes	None	No	Completed

5 - 4	Develop draft sedimentation and erosion control bylaw and obtain final approval for post construction control	Develop 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.	Yes	Development of regulations to support bylaw.	No	<p><u>Completed</u> - 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.</p> <p>Procedures, standard bmp permit conditions and logistics were developed during 2007 / 2008 permit year. Bylaw is fully operational at this time.</p> <p>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.</p>
5 - 5	Develop site inspection checklists to support bylaw implementation for post construction control	Draft checklists completed in 5th year	Draft completed in this reporting period	Yes	To be finalized in next permit year.	No	<p><u>Ongoing</u> – will be used after permits are issued</p>

Pollution Prevention and Good Housekeeping - Annual Report
Town of Burlington - Storm Water Management Program
Reporting Period: May 1, 2007 to May 1, 2008

BMP ID #	BMP Description	Measurable Goal	Progress Toward Achieving Goals	BMP Still Approp 'yes/no'	Activities for Next Reporting Cycle	Changes Req'd in BMP 'Yes/No'	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.	Yes	None.	No	<u>Completed</u> – after interviewing various town personnel, existing written procedures were found to be non-existent. However, best practices were being followed in many instances.
6 - 2	Summarize existing Town of Burlington programs for preventing pollution (including Recycling, Haz Waste Collection, mercury recycling, activities of stream cleaning committee, and stream cleaning program)	Summary memo to file.	Work has begun to assemble materials for this activity.	Yes	None	No	<u>Completed</u> - 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.	Yes	None	No	<u>Completed</u> – Procedures were drafted, reviewed, and finalized based on input from all relevant town departments. Procedures were then published on web 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.	Yes	None	No	<u>Completed</u> – Procedures were drafted, reviewed, and finalized based on input from all relevant town departments. Procedures were then published on web 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.	Yes	None	No	<u>Completed</u> – Procedures were drafted, reviewed, and finalized based on input from all relevant town departments. Procedures were then published on web 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 .	Yes	Develop vegetation management plan	No	<u>Completed</u> – Procedures were drafted, reviewed, and finalized based on input from all relevant town departments. Procedures were then published on web Burlington Storm Water web page.
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 .	Yes	None	No	<u>Completed</u> – Procedures were drafted, reviewed, and finalized based on input from all relevant town departments. Procedures were then published on web Burlington Storm Water web page.
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.	Yes	Draft training materials next year	No	<u>Ongoing</u> - Rescheduled for completion next year.
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.	Yes	Finalize training materials and implement training sessions for controlling pollutant discharges from operation and maintenance activities by town personnel during next permit year.	No	<u>Ongoing</u> - Rescheduled for completion in next year