



TOWN of BROOKLINE
Massachusetts

Richard Kelliher
Town Administrator

MAY 1 2009

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April 27, 2009

Ann Herrick (CIP)
U.S. Environmental Protection Agency
One Congress Street
Boston, MA 02114

Re: NPDES PII Small MS4 General Permit Annual Report No.6, Town of Brookline, MA.
EPA NPDES Permit Number: MARNEC813

Ms. Herrick:

The Town of Brookline is pleased to submit its sixth annual report to the U.S. Environmental Protection Agency as part of the NPDES Phase II General Permit requirements for Small Municipal Separate Storm Sewer Systems. Please review the attached annual report summarizing stormwater management activities for the sixth permit year.

If you have any questions please feel free to call.

Respectfully,

Richard Kelliher
Town Administrator

Attachment: NPDES PII Small MS4 General Permit Annual Report No.6
Comprehensive IDDE Plan

cc. A. Thomas DeMaio, Commissioner of Public Works
Peter M. Ditto, P.E., Director of Engineering/Transportation
Bill Walsh-Rogalski, EPA
Todd Borci, EPA
David Gray, EPA

Municipality/Organization: Town of Brookline, MA

EPA NPDES Permit Number: MARNEC813

MaDEP Transmittal Number: W-035336

**Annual Report Number
& Reporting Period:** No. 6: March 08-March 09

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Peter M. Ditto, P.E. **Title:** Director of Engineering and Transportation

Telephone #: (617) 730-2138 **Email:** Peter_Ditto@town.brookline.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: Richard Kelliher

Title: Town Administrator

Date: 4/27/09

Part II.

II A. Self-Assessment

The Town of Brookline has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except Minimum Control Measure (MCM) #3 Illicit Discharge Detection and Elimination (IDDE). Sources of bacterial contamination have been found in some of the Town drains. Currently, the Town is working on an EPA approved IDDE program to reduce sources of bacterial contamination in storm drains. Summary data on the IDDE program is presented in Parts IV and V of this report.

In general, the overall goal for the Town's stormwater program is to improve the quality of water discharged from storm drains. The Town tracks improvements in water quality through stormwater sampling and inspections of various drains.

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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
1A	Informational Brochures	DPW/Engineering	Distribute brochures	Brochures placed at DPW facilities.	Continue to distribute brochures
Revised			Estimate the number of brochures handed out		
1B	Town Stormwater Website	DPW/Engineering, IT Dept, and Con Comm	Develop Website	Maintained Website.	Update Website as needed.
Revised			Start a counter on the website to track the number of viewers		
1C	“Infoline”	DPW/Engineering	Set up “Infoline”	Maintained “Infoline”	Continue to handle calls
Revised			Personnel have been assigned to handle these calls		
1D	Stormwater email account	DPW/Engineering	Website has an email account so residents may ask questions	Maintained Stormwater email account.	Maintain email account
Revised			Log the number of emails.		

1E	Posters/Videos in Schools	DPW/Engineering and School Dept.	Education material for schools and libraries	Town has added "Reining in the Storm" at the Public Library.	Update posters and videos as needed.
Revised			Track the number of times the video is checked out.		

1a. Additions

1D					
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2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
2A	Local Advertisements	DPW/Engineering	Annual Public Service Announcements	handouts placed at Town Hall	Continue to Distribute handouts
Revised			Count the number of handouts distributed.		
2B	Local Clean-ups	DPW, Con Comm, and local groups	Conduct Annual clean-ups around water resource areas.	DPW, Con Comm, and Local groups conducted annual clean-ups around Muddy River, Halls Pond, and other water resource areas.	Continue annual clean-ups.
Revised			Track the amount of materials cleaned-up (ex. Bags of trash).		
2C	Community "Hotline"	DPW/Engineering	Create "Hotline"	"Hotline" maintained by DPW/Engineering.	Continue to Maintain "Hotline"
Revised			Personnel have been assigned to handle these calls		
2D	Storm Drain Stenciling Program	DPW/Parks and Con Comm	Maintain Storm Drain Stenciling Program	Conducted annual stenciling	Continue stenciling program
Revised			Track number of basins stenciled.		

2a. Additions

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3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
3A Revised	Storm Drain System Map	DPW/Engineering and GIS dept.	Maps have been created	Updated maps	Continue to update GIS maps as needed based on changes and drain system.
3B Revised	Illicit Discharge Detection and Elimination (IDDE) Program	DPW/Engineering and Water and Sewer Division	Town has had an aggressive IDDE program for years Monitor improvements in water quality	Continued to maintain an aggressive IDDE Program. Located and removed 9 Illicit discharges.	Continue to maintain an aggressive IIDDE Program.
3C Revised	IDDE Ordinance	DPW/Engineering	Create By-law	Maintained and enforced Storm Water By-law	Continue to maintain and enforce Storm Water By-law.
3D Revised	IDDE “Hotline”	DPW/Engineering	Create “Hotline” Personnel have been assigned to handle these calls	“Hotline” maintained by DPW/Engineering.	Continue to Maintain “Hotline” and email account
3E Revised	Revise Sewer and Drain Use Regulations	DPW/Engineering	Revise and Adopt new regulations	DPW/Engineering in the process of revising Sewer and Drain Use Regulations.	Regulate Sewer and Drain use and work with contractors and public to eliminate non-storm water discharges
Revised					

3a. Additions

3F	Comprehensive IDDE Plan	DPW/Engineering	Monitor improvements in water quality	Implement Plan	Continue to implement plan
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4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
4A	Site Runoff Control (Erosion and Sediment Control ESC By-law)	DPW/Engineering	Create ESC By-law	Maintained and enforced ESC component of Storm Water By-law.	Continue to maintain and enforce Storm Water By-law.
Revised					
4B	ESC Plan Review	DPW/Engineering	Conduct Plan review after adoption of Storm Water By-law	DPW/Engineering reviewed and approved 31 plans for construction projects	Continue ESC plan review.
Revised			Track number of plans reviewed.		
4C	Construction Inspection	DPW/Engineering	Conduct Inspections	DPW/Engineering inspected 31 construction sites	Continue Construction Site Inspections.
Revised			Track number of inspections.		
4D	“Hotline” for non-compliant construction sites	DPW/Engineering	Create “Hotline”	“Hotline” maintained by DPW/Engineering.	Continue to Maintain “Hotline”
Revised			Personnel have been assigned to handle these calls		
Revised					

4a. Deletions

4E	Creation of contractors BMP handbook for construction activities	DPW/Engineering	Did not create handbook. Information available instead on website		
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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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
5A Revised	Post Construction Control By-law	DPW/Engineering	Create By-law	Implemented Post Construction Controls as part of Storm Water By-law	Continue to maintain and enforce Storm Water By-law.
5B Revised	Plan Review	DPW/Engineering and Building Dept.	Conduct Plan Review Track number of plans reviewed.	Coordinated with Building and Planning Department to ensure plan review on all projects. Review 31 plans	Continue Plan Review Process
5C Revised	O&M of Runoff Control Structures/Practices	DPW/Engineering	Incorporate into all plans of Storm Water Management Structures and Practices Track number of sites with O&M practices.	Worked with developers, contractors, engineers, and architects to include O&M into all plans. 31 sites incorporated O&M practices.	Continue to ensure O&M of Storm Water Structures and Practices.
5D Revised	Inspection of Runoff Control Structures/Practices	DPW/Engineering	Conduct Inspections Track number of inspections.	Conducted 31 inspections	Continue inspections.
Revised					
Revised					

5a. Additions

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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 6 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 7
6A Revised	DPW Employee Training	DPW/Engineering	Conduct Annual Training Track education with a questionnaire.	Met with various Division Personnel (Highway/Sanitation, Water/Sewer, and Parks) to discuss Storm Water issues related to municipal operations.	Continue DPW personnel training and education.
6B Revised	Municipal Maintenance Activities	DPW/Engineering	Conduct Annual Inspection and review operation practices Log inspections and monitor progress on O&M practices	Conducted inspections at DPW facilities. (see Part IV for summary)	Continue inspections at DPW facilities
6C Revised	Household Hazardous Waste Collection Program	DPW	Conduct HHP day Track Waste Recovered, recycled, and disposed.	Collected household hazardous Products in the Spring. See Part V for tracking summary.	Continue to maintain waste collection program

6a. Additions

6D	Street Sweeping Program	DPW/Highway	Track tons of sweepings collected.	Conducted Street Sweeping. Documented material collected, transported and disposed (See Part V O&M Section).	Continue Street Sweeping Program
6E	Catch Basin Cleaning Program	DPW/Water and Sewer/Engineering	Track tons cleanings collected.	Cleaned catch basins (See Part V O&M Section).	Continue Catch Basin Cleaning Program.