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Municipality/Organization: Belmont, MA

EPA NPDES Permit Number: MAR021074

MassDEP Transmittal Number: W-041153

Annual Report Number  
& Reporting Period: April 1, 2011 – March 31, 2012

## NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2012)

### Part I. General Information

Contact Person: Peter J. Castanino Title: Director of Public Works

Telephone #: (617) 993-2680 Email: pcastanino@belmont-ma.gov

Mailing Address: 19 Moore Street, 1<sup>st</sup> Floor, Belmont, MA 02478

#### 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: Kellie A. Hebert

Title: Interim Town Administrator

Date: April 25, 2012

## **Part II. Self-Assessment**

The Town of Belmont has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the development of an Attitude Survey and Stormwater By-Law. The Town of Belmont is committed to achieving all of the BMP goals set forth herein and will continue efforts to reach full compliance.

**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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
1-1  Revised	<i>Develop Stormwater Web Page on Town Web Site</i>	Belmont Office of Community Development, Belmont Department of Public Works, Belmont Webmaster	<ol style="list-style-type: none"> <li>1. Develop a Stormwater Web Page linked to the home page of the Town's web site. Post information on stormwater related issues and programs.</li> <li>2. Update web page on a regular basis</li> </ol>	The Stormwater Web Page was updated with stormwater related activities within the Town.	Stormwater related information will continue to be posted on the website.
1-2  Revised	<i>Post Information on Town Hall Bulletin Boards</i>	Belmont Office of Community Development, Belmont Department of Public Works, Belmont Webmaster	<ol style="list-style-type: none"> <li>1. Track the publications &amp; information posted on Bulletin Board's each year</li> <li>2. Post electronic versions on Belmont Stormwater Web Page</li> </ol>	The Town has posted information on the Bulletin Boards relative to the review and approval of the SWMP.	Informational material relative to stormwater related issues and activities will be posted throughout the year.
1-3  Revised	<i>Distribute Educational Flyers with Community Newsletter</i>	Belmont Office of Community Development, Belmont Department of Public Works, Belmont Webmaster	<ol style="list-style-type: none"> <li>1. Track the number of flyers distributed each year</li> <li>2. Post electronic versions of flyers on Belmont Stormwater Web Page</li> </ol> <p>The Town has discontinued the community newsletter. Therefore, the educational flyer will be distributed with the municipal light electric bill.</p>	The distribution of flyers was discontinued.	The Town will periodically evaluate the effectiveness of reestablishing this practice.

**1a. Additions**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
1-4 Revised	<b>Provide Stormwater Information at "Meet Belmont"</b>	Belmont Office of Community Development, Belmont Department of Public Works	1. Provide stormwater information at the annual "Meet Belmont" event for newcomers and current residents.	At the Meet Belmont event, held on August 30, 2011, the DPW and Office of Community Development provided stormwater related information.	The DPW and Office of Community Development will participate in the Meet Belmont event, scheduled for August 2012.
1-5 Revised	<b>Provide Stormwater Information at Environmental Fair</b>	Belmont Office of Community Development, Belmont Department of Public Works	1. Provide stormwater information to residents at the Environmental Fair.	The Environmental Fair was not held in 2011.	An Environmental Fair is currently not planned for Fall 2012.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
2-1 Revised	<b>Public Review of Town's Stormwater Management Program</b>	Belmont Board of Selectmen, Belmont Office of Community, Development Belmont Department of Public Works, Belmont Webmaster	<ol style="list-style-type: none"> <li>1. Obtain public input on draft SWMP</li> <li>2. Finalize SWMP and make the final SWMP accessible to the public on the Town's website.</li> </ol>	Completed in Permit Year 1.	No activities are planned.
2-2 Revised	<b>A-B-C Stormwater Flooding Board to Address Issues in the Little River and Alewife Brook Areas</b>	Belmont Board of Selectmen, Belmont Webmaster	<ol style="list-style-type: none"> <li>1. Execute the Environmental Joint Powers Agreement</li> <li>2. A-B-C Stormwater Flooding Board to meet throughout the permit term</li> <li>3. Information and Status of Board's activities to be reported on Town Web Site</li> </ol>	A representative from the Town is part of the Board and provided reports of meetings and activities to the Town's Board of Selectmen. Efforts of the Board focused on developing future studies and obtaining funding to conduct studies.	A representative from the Town will continue to be part of the Board and provide a report of meetings and activities.
2-3 Revised	<b>Sponsor Storm Drain Stenciling Program</b>	Belmont Department of Public Works, Belmont Conservation Commission	<ol style="list-style-type: none"> <li>1. Identify areas for storm drain stenciling</li> <li>2. Track number of storm drains stenciled</li> <li>3. Track number of volunteers involved in stenciling activity</li> <li>4. Summarize the condition of the inlets based on information from volunteers</li> <li>5. Publicize storm drain stenciling event(s) on web site, on Town Hall Bulletin Boards and via a press release to local newspaper</li> </ol>	The DPW successfully stenciled 353 catch basins with pre-manufactured markers placed adjacent to storm drains.	DPW anticipates completion of the storm drain stenciling program in Permit Year 10.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
2-4	<b>Conduct Attitude Surveys</b>	Belmont Office of Community Development	<ol style="list-style-type: none"> <li>1. Develop Survey.</li> <li>2. Send a press release explaining the stormwater awareness survey to the local newspapers.</li> <li>3. Track the number of completed surveys.</li> <li>4. Compile surveys in order to gauge any change in attitude/behavior regarding stormwater issues.</li> </ol>	Due to staffing limitations the survey was not conducted.	A survey will be developed and conducted.
Revised					

**2a. Additions**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
2-5	<b>Conduct Lawn Care/Landscaping Survey in Spy Pond Watershed</b>	Belmont Office of Community Development	<ol style="list-style-type: none"> <li>1. Develop and distribute survey.</li> <li>2. Send a press release explaining the lawn care/landscaping survey to local newspapers.</li> <li>3. Track the number of completed surveys.</li> <li>4. Compile surveys to develop future educational outreach materials.</li> </ol>	Completed in Permit Year 3.	No activities are planned.
Revised					

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year- 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
3-1 Revised	<b>Outfall Location Map</b>	Belmont Department of Public Works Belmont Office of Community Development	<ol style="list-style-type: none"> <li>1. Develop a schedule for outfall verification and outfall identification activities.</li> <li>2. Perform and track the outfall verification and outfall identification activities as scheduled.</li> </ol>	The Town updated the outfall location map as required.	The Town will update the outfall location map as required.
3-2 Revised	<b>Develop and Adopt a Stormwater By-Law</b>	Belmont Board of Selectmen Belmont Town Counsel Belmont Department of Public Works Belmont Office of Community Development	<ol style="list-style-type: none"> <li>1. Draft the Stormwater By-Law.</li> <li>2. Adopt Stormwater By-Law</li> <li>3. Post Stormwater By-Law on Town's Stormwater Web Site</li> </ol>	Because of staffing limitations, no work was performed on developing the stormwater by-law.	The Town will draft a stormwater by-law in the future.
3-3 Revised	<b>Implement an Illicit Discharge Detection and Elimination Plan</b>	Belmont Department of Public Works Belmont Office of Community Development	<ol style="list-style-type: none"> <li>1. Track and prioritize new potential problem areas.</li> <li>2. Track the number of illicit connections found.</li> <li>3. Track the number of illicit connections eliminated.</li> <li>4. Verify the elimination of illicit connections.</li> </ol>	Phase IV design of the recommended rehabilitation, as outlined in the October 2010 illicit connection identification report, was completed. Follow-up dyed-water tracing and CCTV inspection, as outlined in the October 2010 report, was completed and a report of Findings was submitted to DEP in September 2011. Recommended rehabilitation was incorporated into the Phase IV design.	SRF funding was successfully obtained for Phase IV construction. Bidding is anticipated in June 2012 with a construction notice to proceed in July 2012.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
3-4	<b>Conduct Infiltration/Inflow Removal from Sanitary Sewer System</b>	Belmont Office of Community Development	<ol style="list-style-type: none"> <li>1. Implement construction contract to remove private inflow.</li> <li>2. Track results of private inflow removal.</li> <li>3. Post information on I/I Private Inflow Removal project on Stormwater Web Page and in Town Newsletter.</li> </ol>	The 2009 bid construction project to remove I/I was completed in 2011. The project removed approximately 430,000 gpd of infiltration.	MWRA financial assistance for I/I removal is anticipated for approval in May 2012. Upon successfully obtaining MWRA funding, project design will commence in June with a construction notice to proceed in August 2012. The project goal is to remove 200,000 gpd of infiltration.

### 3a. Additions

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
3-5	<b>Development and Modeling of Sanitary and Drainage System GIS Database</b>	Belmont Office of Community Development	<ol style="list-style-type: none"> <li>1. Locate all sanitary and drainage system structures (including outfalls) using GPS.</li> <li>2. Incorporate record information into GIS database.</li> <li>3. Perform modeling of sanitary and drainage systems.</li> <li>4. Prepare Technical Memorandum prioritizing areas for future study and rehabilitation.</li> </ol>	The sewer and storm drain models and GIS databases continue to be updated.	The sewer and storm drain models and GIS databases will continue to be updated.



BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
3-6  Revised	<b>Evaluation of sanitary and drainage systems in areas proposed under pavement management program</b>	Belmont Office of Community Development	<ol style="list-style-type: none"> <li>1. Clean and TV inspect sewer and drainage within roadways proposed for reconstruction under Town's pavement management program (PMP).</li> <li>2. Evaluate and identify portions of system that need rehabilitation or replacement.</li> <li>3. Implement recommendations in conjunction with pavement management program in these areas.</li> </ol>	Preliminary design reports for 2011 and 2012 PMP related sewer and storm drain rehabilitation were completed in July 2011 and March 2012, respectively. 2011 PMP rehabilitation requiring excavation was completed. Sanitary sewer and storm drain investigations in support of Trapelo Road reconstruction commenced in March 2012.	2012 PMP rehabilitation is anticipated to be completed under two separate construction contracts. Trapelo Road investigations will continue; construction schedule to be determined. Further sanitary sewer and storm drain investigations are anticipated in support of the 2013 PMP.
3-7  Revised	<b>Evaluation of Illicit Sewer Connections to Storm Drains in Wellington Brook Watershed</b>	Belmont Office of Community Development	<ol style="list-style-type: none"> <li>1. Sample storm drain outfalls in the Wellington Brook watershed.</li> <li>2. Clean and TV inspect drainage systems in areas where illicit sewer connections are identified.</li> <li>3. Eliminate the illicit connections.</li> <li>4. Verify the elimination of illicit connections.</li> </ol>	No illicit connection work in the Wellington Brook Watershed was conducted in permit year 9.	No activities are planned.

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
4-1	<b>Construction Site Inspection and Enforcement</b>	Belmont Building Division	<ol style="list-style-type: none"> <li>1. Develop Site Inspection Form consistent with requirements of Stormwater By-Law</li> <li>2. Perform and track inspections.</li> <li>3. Track enforcement actions resulting from inspections.</li> </ol>	No activities were planned.	No activities are planned for next year. The Site Inspection Form will be developed upon adoption of the stormwater by-law.
Revised					

#### 4a. Additions

No additions to report at this time.

## 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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
5-1	<i>Update Site Plan Review Process</i>	Belmont Board of Selectmen Belmont Planning Board Belmont Office of Community Development	<ol style="list-style-type: none"> <li>1. Review Draft Stormwater By-Law to determine what, if any Site Plan Review procedures should be modified or added.</li> <li>2. If necessary, adopt revisions to Zoning By-Law.</li> <li>3. If changes adopted, post Zoning By-Law revisions on Town's Web Site.</li> </ol>	No activities were planned.	No activities are planned for next year. The Site Plan Review procedures will be reviewed upon adoption of the stormwater by-law.
Revised					

### 5a. Additions

No additions to report at this time.

## 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 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
6-1 Revised	<b>Training Program for Belmont DPW Staff</b>	Belmont Department of Public Works	<ol style="list-style-type: none"> <li>Continue to provide annual training sessions of all DPW personnel involved with the site operations to ensure compliance with the SPCC Plan.</li> <li>Train all new DPW employees in accordance with the training program requirements.</li> <li>Track employee participation in training and keep all records in a central location with the DPW Administration throughout the permit term.</li> </ol>	Annual training was completed.	Annual training will be provided.
6-2 Revised	<b>Catch Basin Cleaning Program</b>	Belmont Department of Public Works	<ol style="list-style-type: none"> <li>Clean all catch basins on an annual basis</li> <li>Document annual cleaning activities and keep all records in a central location with the DPW Administration throughout the permit term.</li> </ol>	Annual cleaning of all catch basins was completed.	Annual cleaning of all catch basins will be conducted.
6-3 Revised	<b>Street Sweeping Program</b>	Belmont Department of Public Works	<ol style="list-style-type: none"> <li>Perform street sweeping of all municipal and private roadways in Town at least 3 times/year.</li> <li>Perform one of the street sweepings in the spring to remove winter debris.</li> <li>Track street sweeping activities and keep records in a central location with the DPW Administration throughout the permit term.</li> </ol>	Street sweeping of all streets was conducted twice. The business district was swept twice weekly from April to November.	Street sweeping of all streets will be conducted twice next year. The business district will be swept twice weekly from April to November.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
6-4  Revised	<b>Vehicle &amp; Equipment Maintenance and Cleaning Policy</b>	Belmont Department of Public Works	<ol style="list-style-type: none"> <li>1. Conduct weekly routine visual inspections and comprehensive written inspections on a quarterly basis. Utilize inspection sheets and document inspections in accordance with the SPCC Plan.</li> <li>2. Inspection records should be kept in a central location with the DPW Administration throughout the permit term.</li> </ol>	The Town conducted inspections in accordance with the Spill Prevention Control and Countermeasure Plan.	The Town will continue to conduct inspections in accordance with the Spill Prevention Control and Countermeasure Plan.
6-5  Revised	<b>Landscaping and Lawn Care</b>	Belmont Department of Public Works	<ol style="list-style-type: none"> <li>1. Continue to train DPW employees in "green landscaping" techniques. Document and keep records of employee training in a central location with the DPW Administration throughout the permit term.</li> </ol>	The Town continued to train employees in "green landscaping" techniques and implement their existing landscaping and lawn care practices.	The Town will continue to train employees in "green landscaping" techniques and to implement existing landscaping and lawn care practices.
6-6  Revised	<b>Road Salt Application and Storage</b>	Belmont Department of Public Works	<ol style="list-style-type: none"> <li>1. Perform routine inspections of salt storage site to determine if salt pile is covered. Document inspections and keep records in a central location with the DPW Administration throughout the permit term.</li> </ol>	The Town conducted routine inspections of the salt storage and salt pile area.	The Town will continue to conduct routine inspections of the salt storage and salt pile area.
6-7  Revised	<b>Hazardous Material Storage</b>	Belmont Department of Public Works	<ol style="list-style-type: none"> <li>1. Continue to conduct and document routine inspections of the areas containing oil in accordance with the Spill Prevention Control and Countermeasure Plan. Keep records of inspections in a central location with the DPW Administration throughout the permit term.</li> </ol>	The Town conducted and documented routine inspections in accordance with the Spill Prevention Control and Countermeasure Plan.	The Town will continue to conduct and document routine inspections in accordance with the Spill Prevention Control and Countermeasure Plan.

**6a. Additions**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
6-8 Revised	<i>Construct Structural BMP's in area tributary to Spy Pond</i>	Belmont Office of Community Development	1. Construct some deep sump catch basins and baffle tanks near Spy Pond.	Completed in Permit Year 2.	No activities are planned.
6-9 Revised	<i>Workshops on landscaping and non-point source pollution</i>	Belmont Office of Community Development	1. Conduct workshops	Completed in Permit year 2.	No activities are planned.

**7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>N/A**

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 9 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Future
Revised					

**7a. Additions**


**7b. WLA Assessment**

**Part IV. Summary of Information Collected and Analyzed**

The report entitled "2011 ILLICIT CONNECTION IDENTIFICATION PROGRAM, OUTFALL AREAS 1, 2 & 10" was submitted to DEP in September 2011.