

Municipality/Organization: Town of Yarmouth, MA/DPW

EPA NPDES Permit Number: MAR041176

MassDEP Transmittal Number: W-035324

**Annual Report Number
& Reporting Period: April 1, 2015 – March 31, 2016**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Jeffrey S. Colby, P.E.

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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: Peter Johnson-Staub

Title: Acting Town Administrator

Date: May 1, 2016

Part II. Self-Assessment

The Town of Yarmouth has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the provisions as outlined in Part III of this report. Several large ongoing projects in Yarmouth that relate directly to stormwater and water quality but are not listed below in any of the sections include:

1. Yarmouth contracted with SMAST, using Town funds, to complete a flushing study of the Parkers River/Swan Pond watershed as it relates to the existing bridge constriction on Route 28 at Parkers River. The study results have become part of the Estuary Study of that watershed, and have determined that bridge widening will have significant impacts on improving water quality as well as restoring the large salt marsh to the north. We have also applied for and received a Provisional Project Designation for this bridge replacement project under CZM's old Wetlands Restoration Program. The Division of Ecological Restoration contracted with Applied Coastal and determined the ideal bridge opening size to balance potential upstream flooding with ecological improvements. The Cape Cod Conservation District then hired a consulting engineer to complete a "Low-Property Mitigation Plan Alternative Analysis" for several properties upstream of the proposed bridge widening. The Division of Ecological Restoration (DER) then hired the Louis Berger Group (LBG) who performed a Bridge Type Study as required by MassDOT the owner of the Bridge on Route 28. In March 2013 the Town and DER cooperatively hired LBG to complete the initial phases of the Phase I – 25% Preliminary Bridge Design as required by MassDOT. LBG is working on the 75% Design Plans. Bidding for construction is anticipated to occur over the winter with construction anticipated to begin in 2017.
2. Several years ago Yarmouth applied for and received a grant through the Cape Cod Commission for a "Does It Make Sense" (DIMS) Study of a potential Stormwater Management Utility for the Town. The initial workshops were a great success, were well received by the Board of Selectmen and the general public, and resulted in the backing of the idea of a possible development of a stormwater fee. However, the poor economy continues to keep this utility fee on hold.
3. For many years the Town has been working with the Army Corps of Engineers to improve the flushing of Run Pond which is going eutrophic. The initial studies have been completed, and we will continue to search for funds to complete the project construction. In 2013, the DPW installed leaching drainage facilities within the Run Pond Watershed and these facilities have decreased the amount stormwater runoff that enters Run Pond.
4. Yarmouth was the first Cape town to use porous pavement to address stormwater infiltration adjacent to a wetland, including the Long Pond Drive sidewalk replacement project referenced in previous annual reports. The porous pavement installed over the years has been working wonderfully and has pleased abutters and conservationists alike. In 2015, we hired VHB, Inc. to design sidewalks using porous pavement on Camp Street (outlets #T-199 & 200) and Bayview Street (outlet #T-211).
5. In anticipation of the new Phase II Stormwater requirements, Yarmouth continued mapping the drainage systems and watershed upgradient of our stormwater outlets (pipes and swales). We have also hired a consultant, CEI, to help us develop and implement a Stormwater Management Program compliant with the new permit released in April 2016.
6. In 2011 the Town purchased and installed ArcPublisher software so that we can now share all of our drainage map information by publishing a drainage map on the Town's public drive. Other departments can view the map using free ArcReader software.

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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14
1-1	Educational Flyer/Door Hanger	DPW/Highway Colby/Kelley	Distribute 300 copies – impaired watersheds first.	Due to budget and staff constraints, door hangers were not installed this year. Educational materials and links were developed for inclusion on the Town’s website (see 1-4). Continued cooperation with other Cape towns to share any Phase II related information. Continued participation in the County Coastal Resources Committee.	Distribute door hangers in impaired watersheds as budget and resources allow. Continue working with Cape towns on common stormwater issues by joining the Cape Cod Stormwater Group (aka Project Storm).
Revised	<i>Educational Materials (subject broadened)</i>		<i>Work with other Cape towns to develop educational materials and share information.</i>		
1-2	Annual Public Meeting	DPW/Selectmen Colby	Hold public meeting.	Stormwater information discussed at Board of Selectmen Meeting as part of Section 208 Plan and Town sewerage discussions - meetings are televised on local cable channel. See 2-2 and 2-3.	Continue to discuss stormwater at Board of Selectmen meetings.
Revised					
1-3	Posting of Outlet Maps	DPW/IT Engineer/Barrow	Display for 1 month per year.	Continued to collect and plot (in GIS) information on drainage systems upgradient of outlet pipes and swales, along with delineation of their drainage areas. See 3-2.	Add drainage information to GIS and update/publish drainage system map.
Revised			<i>Complete outlet mapping.</i>		
1-4	Add to Town Web Page	IT Director S. McInnes	Add stormwater information.	Generated information on Yarmouth’s Stormwater Management Program and tips for residents for posting on Yarmouth’s website.	Update the Town’s website to include new stormwater information. This will be incorporated with other updates associated with recent reorganization of several Town departments, most notably the DPW.
Revised	<i>Add to CCC Web Page.</i>		<i>Add to CCC Web Page.</i>		
1-5	Household Hazardous Waste Collection	Water and Waste Management Divisions Colby	Hold Annual Collection.	Two Household Hazardous Materials collections were held: one on July 25, 2015 and one on August 29, 2015. Ads placed in newspaper and flyers distributed. See 2-5. During Earth Day 2015, Con.Com. worked alongside Yarmouth Pride Day organizer, Boy Scout Troop 50 of Yarmouth Port, and about 20 volunteers in a day of trash clean-up for the Town.	One collection day is scheduled for 2016. A second day may be added if funding allows.
Revised	<i>Regional Household Haz Waste Collection with Barnstable</i>		<i>Participate in regional collection days.</i>		

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14
2-1	Encourage Public Participation	DPW/Highway Colby/Kelley	Complaint log set-up.	The Town completed the installation of new permitting and licensing software (Accela); however, is pursuing a separate work order software package, which will include capabilities for a complaint log set up.	Evaluate work order software. Once selected, purchased and installed, work on set up and use of complaint log.
Revised			<i>Purchase software.</i>		
2-2	Stormwater Management Committee (SMC)	DPW Colby	Appoint Committee.	SMC goals given to existing committee – the Integrated Water Resources Planning Committee (IWRPC) made up of Town residents, businessmen, and employees. The Committee is no longer active; however, the Town continues to discuss stormwater issues at public Board of Selectmen meetings.	Evaluate forming an in-house Town Stormwater Management Team involving various Town departments to develop and implement a Stormwater Management Program under the new permit. Evaluate forming a new sewer committee.
Revised	<i>Name change to: Integrated Water Resources Planning Committee (IWRPC)</i>				
2-3	Annual Public Meeting	DPW/Selectmen Colby	Hold public meeting.	Stormwater information discussed at Board of Selectmen Meeting as part of Section 208 Plan and Town sewer discussions - meetings are televised on local cable channel. See 1-2.	Continue to discuss stormwater at Board of Selectmen meetings.
Revised					
2-4	Storm Drain Decals	DPW/Highway Colby/Kelley	Install 50 drain decals/year.	Due to budget and staff constraints, storm drain decals were not installed this year.	Install decals near catch basins in impaired watersheds as budget and resources allow.
Revised					
2-5	Household Hazardous Waste Collection	Water and Waste Management Divisions Colby	Hold Annual Collection.	Two Household Hazardous Materials collections were held: one on July 25, 2015 and one on August 29, 2015. Ads placed in newspaper and flyers distributed. See 1-5. During Earth Day 2015, Con.Com. worked alongside Yarmouth Pride Day organizer, Boy Scout Troop 50 of Yarmouth Port, and about 20 volunteers in a day of trash clean-up for the Town.	One collection day is scheduled for 2016. A second day may be added if funding allows.
Revised					

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14
3-1	Storm Drain Outlets ID	DNR K. von Hone	Inspect impaired watersheds.	All regulated MS4 outfalls were most recently inspected and documented for dry weather flows between 2012 and 2014. Over the past 20+/- years, DNR staff has also worked with DMF and the Town Conservation Administrator to inspect impaired watersheds. Two (2) CPR grants have been used to inspect and inventory Bass River outlets. Nothing new in 2015.	DNR staff to continue its inspection program as funds allow. Future outfall inspections will be conducted under the new permit.
Revised					
3-2	Drain Network Mapping	DPW/IT Engineer/Barrow	Complete outlet inventory.	Yarmouth's Town-owned drainage network is mapped. Worked on delineating watersheds to each MS4 drainage outlet.	Continue updating MS4 drainage network map as new information becomes available. Continue delineating outfall drainage areas.
Revised					
3-3	Illicit Discharge ID	DPW/Con.Com. Engineer/ Administrator	Inspect outlets during dry weather.	All regulated MS4 outfalls were most recently inspected and documented for dry weather flows between 2012 and 2014. No dry weather flows observed. Town has completed television inspection and repair of our 2 largest drainage outlet systems (Old Main Street systems).	Future outfall inspections will be conducted under the new permit.
Revised					
3-4	Illicit Discharge Enforcement	Con. Com./Health Administrator/ Murphy	Review existing by-laws and regulations.	Although review indicated that the Town had adequate ability to enforce illicit discharge removal, April 07 Town Meeting approved additional by-law for Conservation Commission. CCC reviewed/commented, edits made, and final rules & regulations adopted January 5, 2009.	Conservation Commission will continue to enforce new rules and regulations.
Revised			<i>Con. Com. strengthen by-law, rules and regulations.</i>		
3-5	Town Employee Training	DPW/Highway Colby/Kelley	Hold annual training session.	Training of Department heads performed on June 1, 2015 regarding the requirements and responsibilities of the upcoming MS4 permit. Training presentation on good housekeeping, spill response, etc., prepared for DPW staff. Informal training is performed relative to routine maintenance. Continued to seek more formal training through County Health, Bay State Roads Program, etc. See 6-2.	Continue informal training when opportunities arise. Use new training presentation to train DPW staff. Continue seeking other formal training avenues.
Revised			<i>Develop training program.</i>		

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14
4-1	Con. Com. By-law Review Change	Con. Com. Administrator	Review By-law.	Ad-hoc committee (Con.Com., Planning, Eng'g) drafted by-law and new rules/regulations. April 07 Town Meeting approved by-law. No Zoning or Subdivision Regulation changes needed. CCC reviewed/commented, edits made, and final rules & regulations adopted January 5, 2009.	Conservation Commission will continue to enforce new rules and regulations.
Revised	<i>Add By-law</i>		<i>Add By-law.</i>		
4-2	Zoning By-law Review/Change	Planning Williams	Review Zoning By-law.	No Zoning By-law changes needed for stormwater.	This will be re-evaluated under the next permit term.
Revised					
4-3	Subdivision Regulation Review/Change	Planning Williams	Review Subdivision Rules/Regulations.	No Subdivision Rules and Regulation changes needed for stormwater.	This will be re-evaluated under the next permit term.
Revised					
4-4	Construction Inspection	Building Comm	Review Zoning by-law.	Ad-hoc committee (Con.Com., Planning, Eng'g) drafted by-law, and new rules and /regulations. April 07 Town Meeting approved by-law. CCC reviewed/commented, edits made, and final rules & regulations adopted January 5, 2009.	Conservation Commission will continue to enforce new rules and regulations.
Revised		<i>Con. Com. Administrator</i>	<i>Adopt Con. Com. rules/regulations.</i>		

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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14
5-1	Con. Com. By-law Review Change	Con. Com. Administrator	Review By-law.	Ad-hoc committee (Con.Com., Planning, Eng'g) drafted by-law and new rules/regulations. April 07 Town Meeting approved by-law. No Zoning or Subdivision Regulation changes needed. CCC reviewed/commented, edits made, and final rules & regulations adopted January 5, 2009.	Conservation Commission will continue to enforce new rules and regulations.
Revised	<i>Add By-law</i>		<i>Add By-law.</i>		
5-2	Zoning By-law Review/Change	Planning Williams	Review Zoning By-law.	No Zoning By-law changes needed for stormwater.	This will be evaluated under the next permit term.
Revised					
5-3	Subdivision Regulation Review/Change	Planning Williams	Review Subdivision Rules/Regulations.	No Subdivision Rules and Regulation changes needed for stormwater.	This will be evaluated under the next permit term.
Revised					
5-4	Post-Construction Inspection	Building Comm	Review Zoning by-law.	Ad-hoc committee (Con.Com., Planning, Eng'g) drafted by-law, and new rules and regulations. April 07 Town Meeting approved by-law. CCC reviewed/commented, edits made, and final rules & regulations adopted January 5, 2009.	Conservation Commission will continue to enforce new rules and regulations.
Revised		<i>Con. Com. Position vacant</i>	<i>Adopt Con. Com. rules/regulations.</i>		

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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14
6-1	Develop BMP Policy Guide	DPW Colby	Prepare and print guide.	Evaluated developing a BMP guide specific to the Cape and determined it was not necessary. Rely on DEP Stormwater Management Policy and other guides such as “Coastal Stormwater Management Through Green Infrastructure: A Handbook for Municipalities” 2014. Keeping up with innovative BMPs such as the EPA funded nitrogen removal BMPs installed on the Cape in 2015.	Continue to work with other Cape towns, and attend pertinent seminars to increase BMP knowledge.
Revised		<i>Work thru CCC to develop guide.</i>			
6-2	Town Employee Training	DPW/Highway Colby/Kelley	Hold annual training session.	Training presentation on good housekeeping, spill response, etc., prepared for DPW staff. Informal training is performed relative to routine maintenance. Continued to seek more formal training through County Health, Bay State Roads Program, etc. See 3-5.	Continue informal training when opportunities arise. Use new training presentation to train DPW staff. Continue seeking other formal training avenues.
Revised		<i>Develop training program.</i>			
6-3	Coordinate with Con. Com.	DPW/Con.Com Kelley/Administrator	Hold annual update meeting.	Annual meeting held, and numerous project-specific meetings and field visits held. Con.Com. attended June 1, 2015 training/meeting regarding Yarmouth’s Stormwater Management Program and has been an active participant in the generation of the program and associated Town regulations.	Hold annual meeting, and numerous project-specific meetings and field visits as needs arise.
Revised					
6-4	Hazardous Materials Storage Program	Health Division B. Murphy	License and inspect all businesses.	Licensed 181 and inspected most businesses.	License and inspect businesses.
Revised					
6-5	Used Oil Recycling	DPW/Highway Colby/Kelley	Burn all used oil to heat garages.	Burned all Town-produced used oil at Waste Management and Highway Divisions to heat Town garages. Also, recycled 3,150 gallons of used motor oil received from residents.	Burn all Town-produced used oil at Waste Management and Highway Divisions to heat Town garages.
Revised					

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14
7-1	Boat Pump-out Program	DNR K. von Hone	Provide boat pump-out service.	Replaced 1995 pump-out boat with new 23' pump-out boat and continue to offer pump-out services at the land based pump-out station located at Packet Landing in Bass River. Collected and properly disposed over 1,065 gallons of wastewater from vessels using this free pump-out service.	Maintain and operate the boat pump-out facilities.
Revised			<i>Construct permanent boat pump-out facility on Bass River.</i>		
7-2	Street Sweeping Program	DPW/Highway Colby/Kelley	Annually sweep roads in impaired watersheds.	Town swept all Town-owned roads and parking lots.	Sweep all town-owned roads in regulated urbanized areas as budget and resources allow.
Revised					
7-3	Catch Basin Cleaning Program	DPW/Highway Colby/Kelley	Clean 200+/- priority catch basins/year.	Inspected and cleaned 50% of priority catch basins in wetland watersheds.	Inspect and clean (if needed) priority town-owned catch basins within regulated urbanized areas and Town wetland watersheds.
Revised					
7-4	Improve Drain Outlet Quality	DPW Colby	Improve quality of 2 drain outlets/year.	Continued to prioritize stormwater discharges into embayments and estuaries for future removal as funds allow. Removed drainage outlets and/or installed leaching facilities at 2 sites at Wilbur Park and Long View Drive, both at Bass River.	Continue to apply for available grants to improve drainage outlets through removal/reduction of discharges.
Revised					
7-5	Encourage MHD Action (<i>Now MDOT</i>)	DPW Colby	Share Information.	Paid for design plans meeting MDOT requirements for drainage leaching facilities to leach stormwater on to Town property from State Route 28 (at Bass River). MDOT contractor finalized installation of system in 2012.	Continue to collaborate with MDOT as opportunities arise.
Revised					

Part IV. Summary of Information Collected and Analyzed

Information provided above in Part III.