



Town of Belmont, Massachusetts
STORMWATER MANAGEMENT PROGRAM

OCTOBER 2003

FAY, SPOFFORD & THORNDIKE
Engineers • Scientists • Planners • Landscape Architects • Surveyors

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INTRODUCTION

Purpose:

Under Phase II of the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) stormwater program, operators of regulated small municipal separate storm sewer systems (MS4s) require authorization to discharge stormwater under an NPDES permit. The Town of Belmont has been identified as being located within an Urbanized Area, as identified by the latest Decennial (2000) census and has been designated as a community that will be regulated by this program. For Massachusetts the Phase II NPDES stormwater program will be administered by EPA's Region 1 Office with assistance from the Massachusetts Department of Environmental Protection. To meet the requirements of this program the Town will seek to obtain coverage under EPA Region 1's NPDES General Permit for Stormwater Discharges.

To obtain coverage under EPA's General Permit, the Town must develop, implement and enforce a storm water management program (SWMP). The SWMP will be designed, to the maximum extent practicable, to reduce the discharge of pollutants from Belmont's storm sewer system; to protect water quality, and to satisfy the water quality requirements of the Clean Water Act. As required, the SWMP identifies Best Management Practices (BMPs) with measurable goals to address each of the six minimum control measures established by EPA. The minimum control measures are as follows:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post Construction Stormwater Management in New Construction and Redevelopment
6. Pollution Prevention and Good Housekeeping in Municipal Operations

To obtain coverage under the General Permit the Town must submit a Notice of Intent (NOI) to EPA Region 1 and the Massachusetts DEP. The NOI provides information pertaining to the permit applicant, including the applicant's eligibility for a General Permit and identifying all receiving waters within the community. In addition, the NOI provides a summary of and implementation schedule for the Town's SWMP.

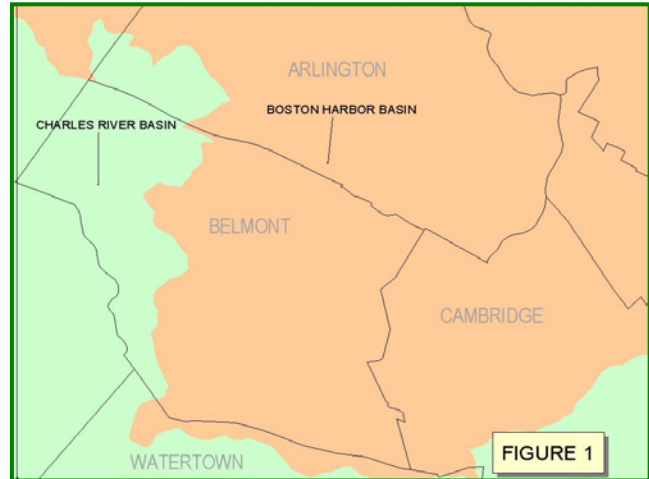
Additionally, the Town must give special consideration to and meet eligibility requirements for their discharges to be able to apply for coverage under EPA's . Eligibility will be determined based on three categories, Endangered Species Act (ESA), National Historic Preservation Act and Water Quality Impaired Waters. The Town must confirm that it is eligible for coverage under the General Permit by establishing that discharges from its storm drain system do not adversely impact to endangered species, critical habitat and historic properties. In addition, the Town



must identify all receiving waters that have been classified as Water Quality Impaired Waters by the MA DEP. Although not specific items addressed in the SWMP, special consideration has been given to these areas of concern in the development of the SWMP.

Background and Development of SWMP

As illustrated on Figure 1, the Town is located within two major drainage basins, the Mystic River portion of the Boston Harbor Basin and the Charles River Basin. The Town of Belmont has an extensive storm drain system that discharges in both basins at 34 outfall locations. These outfalls discharge to various waterbodies throughout the Town including Clay Pit Pond, Little Pond, Little River and Beaver Brook. As part of the development of this SWMP, the Town identified areas that have previously identified water quality issues and focused their efforts on BMPs that would provide the greatest benefit to addressing these areas.



According to the Massachusetts Year 2002 Integrated List of Waters, there are two waterbodies within the Town of Belmont identified as impaired waters requiring Total Maximum Daily Load (TMDL) limits. The attached table lists these waterbodies, their state identification number, surface area, and pollutant of concern. Because this document is currently in draft form, Arthur Johnson of the Massachusetts Department of Environmental Protection (DEP) was contacted to verify this information. Confirmation that these waterbodies would maintain their current designation was received in the form of an electronic email on January 23, 2003.

Belmont Category 5 - Waters Requiring A TMDL

NAME	SEGMENT I.D.	SURFACE AREA	POLLUTANT OF CONCERN
Clay Pit Pond	MA71011_2002	13 acres	Nutrients Noxious aquatic plants
Alewife Brook (Starting at outlet of Little Pond)	MA71-40_2002	2.25 miles	Metals/Nutrients/Pathogens Organic enrichment/Low DO Oil and grease/Taste, odor and color



The Town of Belmont has 7 direct discharges to impaired waterbodies requiring TMDLs. The overall goal of the Town's SWMP is to reduce the discharge of pollutants from the storm drain system to all receiving waters, including those listed as impaired in the Massachusetts Year 2002 Integrated List of Waters. The Town's planned public education efforts and public participation activities will raise awareness throughout the community regarding the impacts of non-point source pollution on the receiving waterbodies and will educate the public on methods to reduce this type of pollution. It is expected that as the public becomes more aware of the Town's water quality issues and the personnel responsibilities expected of them and others in the Town's, they will modify their behaviors to help improve water quality. Public participation activities such as storm drain stenciling will be planned to target the Town's impaired waters.

Based on the Town's current departmental structure, there are two departments that are primarily responsible for dealing with the management of the Town's stormwater. The newly created Department of Public Works (DPW) is responsible for operating and maintaining the storm drain system. The Office of Community Development (OCD) has significant involvement with the planning, design and implementation aspects of stormwater management throughout Town. Specifically, the Building, Engineering and Planning Divisions provide the technical expertise necessary to evaluate and make recommendation relative to stormwater issues. The OCD also enforces local regulations that impact building and development within the Town.

As part of the development of the SWMP, the Town performed a self-assessment of its current practices, programs and regulations as they relate to stormwater management. The self-assessment identified a number of ongoing programs, regulations and maintenance efforts that the Town already implements. The proposed SWMP has been developed by building on these ongoing efforts.



PUBLIC EDUCATION AND OUTREACH

Required Elements:

1. Develop and implement a public education program to distribute educational material to the community.
2. Public education program will provide information to community concerning stormwater discharge impacts on water bodies.
3. Public education program will address steps and/or activities that the public can take to reduce the pollutants in stormwater runoff.

Proposed Public Education and Outreach Plan:

The Town of Belmont has developed a Public Education and Outreach Plan to meet the required elements of EPA's General Permit. Utilizing existing forms of media available to the Town, such as the Town's website, bulletin boards in Town Hall and the quarterly community newsletter, the Town's plan will direct information toward both the general public and targeted audiences. The plan includes the following BMPs:

- | | |
|---------|---|
| BMP 1-1 | Develop a Stormwater Web Page on Town Web Site |
| BMP 1-2 | Post Educational Information on Town Hall Bulletin Boards |
| BMP 1-3 | Distribute Educational Flyers in Quarterly Newsletter |



BMP 1-1 Stormwater Page on Town Web Site

BMP Description

Recognizing the Internet as a powerful means of communication, the Town of Belmont established a community web site several years ago and has been utilizing it as a way to distribute information to the community. Currently interested persons can access the web site at www.town.belmont.ma.us to get information about local government, community services, business services and local happenings. In recent years the Town has also used their web site to inform the public about major redevelopment and capital improvement projects. As part of the Town's public education program a new page dedicated to stormwater issues and information will be developed and linked to the Town's web site home page.

Information relating to stormwater and the status of the Town's stormwater management program will be placed on this web page. This will include posting educational information and flyers (*BMP 1-2 and BMP 1-3*), as well as information regarding ongoing local efforts such as illicit detection and elimination program (*BMP 3-3*), new stormwater related changes to Town regulations (*BMP 3-2 and BMP 5-1*), Tri-Community efforts to address flooding in the Alewife section of Town (*BMP 2-2*) and townwide maintenance (*BMP 6-2 thru BMP 6-7*). Information regarding the purpose of the Town conducted stormwater attitude surveys (*BMP 2-4*) as well as the survey itself will also be posted on the web site.

In addition to providing information on stormwater, the web site will also provide links to web sites that are sponsored by the Environmental Protection Agency, the Massachusetts Department of Environmental Protection and watershed groups such as the Charles River Watershed Association and the Mystic River Watershed Association. By providing links to these web sites, interested persons will be directed to a significant amount of information on stormwater and watershed issues already compiled by the above noted agencies and authorities.

Primary Audience:

General Public

Measurable Goals:

- Develop a Stormwater Web Page linked to the home page of the Town's web site. Post information on stormwater related issues and programs.
- Update web page on a regular basis

Responsible Parties:

Office of Community Development ("OCD"), Department of Public Works ("DPW") and Town's Webmaster



Implementation Strategies

All information to be posted on the Town's Stormwater Web Page will be directed to the OCD. The OCD will work with the Town Webmaster to organize and post the information on the web site.

Timeline

During the first year of the permit term the Town will develop the Stormwater Web Page and link it to the home page of the Town's web site. Once established, new information will be continuously added and updated on the Stormwater Web Page of the web site, as outlined above, throughout the permit term.

Annual Evaluation

The OCD will be responsible for preparing a summary of the status of the information posted on the Town's Stormwater Web Page. The status will include an assessment of the progress made towards achieving the identified measurable goals.



BMP 1-2 Post Information on Town Hall Bulletin Boards

BMP Description

Within Town Hall there are several bulletin boards on which community and meeting information is posted. The community is familiar with these locations and they are a logical place to post educational information on stormwater issues. As part of the Town's public information program these bulletin boards will be utilized to post general information on stormwater and its impact to local water bodies as well as specific information on Town sponsored programs and activities related to improving the quality of stormwater.

Utilizing publications relating to stormwater impacts that have been developed by the Environmental Protection Agency will be used to raise awareness among residents about what they can do to reduce stormwater pollution. Electronic version of this information will also be posted on the Town's Stormwater Web Page for viewing throughout the permit term. The topics of the publications that will be posted include lawn care, pet waste management, trash management, vehicle care and maintenance, and proper disposal of household hazardous waste materials. Information related to ongoing Town programs and activities, such as the Tri-Community Working Group activities in the Alewife section of Town, the Storm Drain and Sanitary Sewer Committee meetings, townwide maintenance of the storm drain system, and projects implemented as part of the illicit detection and elimination program. All postings will identify officials within the Town that residents and businesses can contact to ask questions or obtain additional information.

Primary Audience:

General Public

Measurable Goals:

- Track the publications and information posted on the Town's Bulletin Board's each year
- Post electronic versions of the postings on the Belmont Stormwater Web Page

Responsible Parties:

Office of Community Development, Department of Public Works and Town's Webmaster

Implementation Strategies

All information to be posted on the Town's Bulletin Boards will be directed to the OCD who will post the information. The OCD will also work with the Town Webmaster to organize and post the information on the web site.



Timeline

The Town already has bulletin boards and will begin posting information in the summer of 2003. Posted information will be updated and rotated throughout the permit term.

Annual Evaluation

The OCD will be responsible for preparing a summary of the status of the information posted on the Town Hall Bulletin Boards. The status will include an assessment of the progress made towards achieving the identified measurable goals.



BMP 1-3 Distribute Educational Flyers with Community Newsletter

BMP Description

A component of the Town's public education efforts will include the distribution of educational flyers. These flyers will be distributed as an inserts in the Belmont Community Newsletter on a biennial basis. The flyers will be both an educational and motivational tool, increasing public awareness of stormwater issues and teaching citizens about their influence on stormwater quality and flow.

Every other year the OCD and DPW will distribute one flyer to the Town's residents. The Town will utilize flyer's developed by the Environmental Protection Agency and/or developed by the Town, and cover such topics as lawn care, pet waste management, vehicle care and maintenance, and proper disposal of household hazardous waste materials. The flyers will provide residents with information about preventing stormwater pollution and offer incentives for changed behaviors. For example, a lawn care brochure identifying proper fertilizing, watering, and mowing practices that would help protect water resources and save the homeowner both time and money. The flyers will be used to raise awareness among residents about what they can do to reduce stormwater pollution. The electronic version of these flyers will also be posted on the Town's Stormwater Web Page for viewing throughout the permit term.

Primary Audience:

General Public

Measurable Goals:

- Track the number of flyers distributed each year
- Post electronic versions of flyers on the Belmont Stormwater Web Page

Responsible Parties:

Office of Community Development, Department of Public Works, Belmont Town Hall Update Quarterly Newsletter and Town's Webmaster

Implementation Strategies

The OCD will customize an EPA flyer or develop a new flyer based on local Stormwater issues. The Town will cover the costs associated with printing. The flyers will be attached to the Belmont Newsletter and mailed to the Town's residents. The flyers will also be provided to the Town's Webmaster for posting on the Town's web page.



Timeline

The flyers will be sent out on a biennial basis starting in the Summer of 2004.

Annual Evaluation

The OCD will be responsible for preparing a summary of the status of the flyers distributed. The status will include an assessment of the progress made towards achieving the identified measurable goals.



PUBLIC INVOLVEMENT AND PARTICIPATION

Required Elements:

1. All public involvement activities must comply with state public notice requirements at MGL Chapter 39 Section 23B and local public notice requirements.
2. The public shall have the opportunity to participate in the implementation and review of the Stormwater Management Program.

Proposed Public Involvement and Participation Plan:

The Belmont Selectmen have been very active with respect to townwide Stormwater issues and appointed a Sewer and Stormwater Drainage Committee in 2002 to identify problems within the Town. The Selectmen have also worked with neighboring communities of Cambridge and Arlington to form a Tri-Community Working Group to address issues associated with the Alewife Brook. The Town will continue to provide public involvement on stormwater issues through these already established committees and working groups, as well as to seek additional activities within targeted areas. Building on the public participation program the Town is currently implementing, a Public Involvement and Participation Plan has been developed to meet the required elements of EPA's General Permit. The plan includes the following BMPs:

- | | |
|---------|---|
| BMP 2-1 | Public Review of Town's Stormwater Management Program |
| BMP 2-2 | A-B-C Stormwater Flooding Board to Address Issues in Little River and Alewife Brook Areas |
| BMP 2-3 | Sponsor Storm Drain Stenciling Program |
| BMP 2-4 | Conduct Attitude Surveys |



BMP 2-1 Public Review of Town's Stormwater Management Program

BMP Description

An informational press release concerning the status of the Town's Stormwater Management Program ("SWMP") will be prepared by the Town and submitted to the local newspaper for publication in order to introduce the Draft SWMP to the public and provide for a public comment period. The Town's draft SWMP will be made available for public review beginning on Monday, July 21, 2003 at the Belmont Public Library, the Office of Community Development, the Department of Public Works, the Town Clerk's Office and via the Town's official website. Placement of the draft SWMP at these locations and the opportunity to provide written public comment on the plan was publicized in the informational press release submitted to the local newspaper, in addition to postings at the Clerk's office, and on the Town's web page. On Monday, August 4, 2003, the Belmont Selectmen will review and receive public comment on the draft SWMP during their meeting. Written comments on the draft SWMP will be accepted until Tuesday, August 5, 2003.

The SWMP informational press release and public review period have been established for two reasons. The first is to ensure adequate public review, input and support of the Stormwater Management Program. Comments received during the review period will be used by the Town to make decisions about the Final SWMP. The second reason is to identify to residents and businesses the importance their role in achieving the overall goals of this program. The Town will use the final SWMP as an educational tool throughout the permit term and will make it available to the public at Town Hall, the Belmont Public Library and on the Town's website.

Primary Audience:

General Public

Measurable Goals:

- Obtain public input on draft SWMP
- Finalize SWMP and make accessible to the public

Responsible Parties:

Board of Selectmen, Office of Community Development ("OCD"), Department of Public Works ("DPW") and Town's Webmaster



Implementation Strategies

The OCD will provide copies of the draft and final SWMP to the Belmont Public Library and the Town Clerk's office, and coordinate with the Town's Webmaster to place the document on the Town's website for the public to access

Timeline

An informational press release was issued to the Belmont Citizen Herald on July 9, 2003 and appeared in the newspaper during the week of July 14, 2003. A draft of the Town's SWMP was provided to the Belmont Public Library, the Office of Community Development, the Department of Public Works, the Town Clerk's Office, and posted on the Town's web page from Monday July 21, 2003 through Tuesday, August 5, 2003 for review by the public. Written comments were accepted at the Office of Community Development through the end of the review period. The Final SWMP will be available at the Belmont Public Library, Office of Community Development, Department of Public Works, Town Clerk's Office and on the Town's web site by September 1, 2003.

Annual Evaluation

The Office of Community Development will be responsible for preparing an assessment of the progress made towards achieving the identified measurable goals.



BMP 2-2 A-B-C Stormwater Flooding Board to Address Issues in the Little River and Alewife Brook Areas

BMP Description

A tri-community working group consisting of the neighboring communities of Arlington, Belmont and Cambridge has been formed to address issues related to stormwater in the Little River and Alewife Brook areas. The purpose of this joint effort is to identify and implement cost-effective solutions to reduce or eliminate any adverse effects of flooding and other hazards in the Alewife sub-watershed area. The three communities have agreed that it is necessary to address these issues jointly since the independent actions of one community can affect one or more of the other communities in the watershed area. The communities believe that by developing a consensus approach to managing, protecting and enhancing natural resources and the environment they can work toward reducing or eliminating adverse effects of flooding or other hazards associated with stormwater flow in the Alewife sub-watershed.

The Town voted to enter an Environmental Joint Powers Agreement with Arlington and Cambridge at the Annual Town Meeting this spring. It is anticipated that the joint powers agreement will be executed by all three Towns in the near future. Under this agreement the communities will work together to collect information, identify issues and develop an approach to address the issues within the Alewife sub-watershed area for a period of up to five years. This Board is required to meet in compliance with open meeting laws of the Commonwealth of Massachusetts (MGL Chapter 39 Section 23B) and is expected to meet on a regular basis though out much of the permit term. The meetings held by the A-B-C Stormwater Flooding Board will offer a significant opportunity for the public to participate and be involved in addressing the issues within the Alewife sub-watershed area.

Primary Audience:

General Public

Measurable Goals:

- Execute the Environmental Joint Powers Agreement
- A-B-C Stormwater Flooding Board to meet throughout the permit term
- Information and Status of Board's activities to be reported on Town Web Site

Responsible Parties:

Board of Selectmen and Town's Webmaster



Implementation Strategies

The Board of Selectmen will work with other member communities and the Secretary of Environmental Affairs to meet all requirements necessary to allow for the execution of the Environmental Joint Powers Agreement. Once executed the newly formed A-B-C Stormwater Flooding Board will meet on a regular basis. Twice a year Belmont's representative to the Board will prepare a summary of the Board's activities and actions for posting on the Town's Stormwater Web Page.

Timeline

The Environmental Joint Powers Agreement will be executed within the first year of the permit term. Once executed the Board will meet on a regular basis throughout the permit term.

Annual Evaluation

The Board of Selectmen will be responsible for preparing an assessment of the progress made towards achieving the identified measurable goals.



BMP 2-3 Sponsor Storm Drain Stenciling Program

BMP Description

Stenciling storm drain inlets with a simple phrase like “Drains to the Alewife Brook” is an effective way to identify the connection between the drain inlets and the receiving waterbodies. The purpose of the message is to raise public awareness to help deter littering and other practices that contribute to non-point source pollution. The Town’s DPW and Conservation Commission will co-sponsor a storm drain stenciling event during the 2005 and 2007 permit years.

The DPW will provide the materials and seek volunteers from the community, such as High School students, Girl Scout Troops, Boy Scout Troops or neighborhood groups, to work with and perform the storm drain stenciling. Utilizing the Town’s Stormwater Web Page (*BMP 1-1*) and Town Hall Bulletin Boards (*BMP 1-2*) the DPW will solicit help from the community. The Town will be responsible for providing stencils; paints and safety materials for the activity while the community volunteers will stencil the storm drain inlets. As the volunteers conduct the storm drain labeling they will also note the condition of the inlets, such as whether they are clogged with debris or show signs of dumping. The DPW and the Conservation Commission will work together with the community volunteers to identify environmentally sensitive areas, areas where illegal dumping has been recorded in the past and areas of high pedestrian traffic to be the focus of the activity.

The media coverage and publicity efforts that result from this event will help educate members of the community about the importance of environmental management. The event will be publicized via the Stormwater Web Page, on Town Hall Bulletin Boards, and in a press release to the Belmont Citizen-Herald. The press release will explain the purpose of the project, solicit volunteers for the activity, and offer tips on how citizens can reduce non-point source pollution to urban runoff by modifying certain behaviors.

Primary Audience:

General Public

Measurable Goals:

- Identify areas for storm drain stenciling
- Track number of storm drains stenciled
- Track number of volunteers involved in stenciling activity
- Summarize the condition of the inlets based on information obtained from volunteers



- Publicize storm drain stenciling event(s) on web site, on Town Hall Bulletin Boards and via a press release to local newspaper

Responsible Parties:

DPW and Conservation Commission

Implementation Strategies

Prior to stenciling the drain inlets the DPW and Conservation Commission will identify the most effective areas to conduct the stenciling activities. With direction from the Town, the volunteers will conduct the storm drain labeling and note the condition of the inlets.

Timeline

Belmont's stenciling activities are scheduled to occur during the Summer of 2005 and 2007.

Annual Evaluation

The DPW will prepare a summary of the stenciling activities that includes an assessment of the progress towards achieving the identified measurable goals.



BMP 2-4 Conduct Attitude Surveys

BMP Description

The Town will conduct attitude surveys as a method to establish a baseline of how the public perceives stormwater management. The survey will be administered by the Office of Community Development and made available at various convenient locations throughout the Town and on the Town's Stormwater Web Page. Locations will include municipal buildings, public school buildings and the Belmont Public Library. Information regarding the survey's purpose and availability will be communicated to the residents through a press release to the local newspaper, on the Town's web page and posted on the Town Hall Bulletin Boards.

At the end of the survey period the results will be compiled and analyzed. Stormwater management needs to be a community-wide effort, attitudes toward stormwater and the best practices used to manage it greatly influence the effectiveness of control measures and cleanup efforts. By understanding what the public perceives and wants the Town can better implement stormwater management measure into the community.

Primary Audience:

General Public

Measurable Goals:

- Develop Survey.
- Send a press release explaining the stormwater awareness survey to the local newspapers.
- Track the number of completed surveys.
- Compile surveys in order to gauge any change in attitude/behavior regarding stormwater issues.

Responsible Parties:

OCD

Implementation Strategies

The OCD will develop survey questions and survey locations. The survey will be available at convenient locations throughout the community, including the library,



schools, Town Hall, etc. The survey will also be submitted to the Town's webmaster for placement on the Town's web page so that residents will have the option to download the form and e-mail it or drop it off. A notice of the survey will be posted via a press release in the Belmont Citizen Herald. The press release will include information regarding the purpose of the survey and the status of the Town's Stormwater Management Plan.

Timeline

Surveys will be conducted two times during the permit term, once in 2004 and again in 2007. By utilizing two surveys, the Town will be able to track any changes in attitudes and opinions and assess the changing needs of the community.

Annual Evaluation

The OCD will prepare a summary of the survey activities that includes an assessment of the progress towards achieving the identified measurable goals.



ILLICIT DISCHARGE DETECTION AND ELIMINATION

Required Elements:

1. Develop a storm sewer map. At a minimum, the map must show the location of all outfalls and the names of all waters that receive discharges from those outfalls. Initial mapping should be based on all existing information available to the permittee including Town records and drainage maps. Field surveys may be necessary to verify existing records and locate all outfalls.
2. Develop, implement and enforce a program to detect and address non-stormwater discharges including illegal dumping, into the system.
3. Must effectively prohibit, through a bylaw or other regulatory mechanism, non-stormwater discharges into the system and implement appropriate enforcement procedures and actions. If a regulatory mechanism does not exist, development and adoption of such a mechanism must be included as part of the stormwater management program.
4. Must inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper waste disposal.
5. Non-stormwater discharges listed in Part I.F of the EPA's General Permit must be addressed if they are identified as being significant contributors of pollutants.

Proposed Illicit Detection and Elimination Plan:

The Town of Belmont has been very active in identifying illicit connections to their storm drain system. In recent years their efforts have been concentrated on the Mystic/Alewife basin portion of the Town. Building on the illicit detection and elimination program the Town is currently implementing, a Plan has been developed to meet the required elements of EPA's General Permit. The plan includes the following BMPs:

- | | |
|---------|--|
| BMP 1-1 | Develop a Stormwater Web Page on Town Web Site |
| BMP 2-3 | Sponsor Storm Drain Stenciling Program |
| BMP 3-1 | Outfall Location Map |
| BMP 3-2 | Develop and Adopt a Stormwater By-Law |
| BMP 3-3 | Illicit Discharge Detection and Elimination Plan |
| BMP 3-4 | Conduct I/I Removal from Sanitary Sewer |
| BMP 6-1 | Training Program for Belmont DPW Employees |



BMP 3-1 Outfall Location Map

BMP Description

The Town maintains record plans of the drainage, but they are not available electronically. Utilizing the available record information, a USGS map and input from the OCD an outfall map (Figure 3-1) was developed for the Town's storm drainage system. It was noted that some streams identified on the USGS map have been re-routed or directed into culverts several years ago. In accordance with EPA guidance, the outfalls from these points have also been identified. All roadways, waterbodies and wetlands located within the municipal boundaries are illustrated on the map. All named water bodies are identified, however, there are many unnamed small streams, brooks and ponds within the municipality. Throughout the permit term the Town will work to field verify all the outfalls that have been identified on the outfall location map and update the map with pertinent data. The Town will also work to identify municipal outfalls that have been overlooked and add them to the outfall location map.

Measurable Goals:

- Develop a schedule for outfall verification and outfall identification activities.
- Perform and track the outfall verification and outfall identification activities as scheduled.

Responsible Parties:

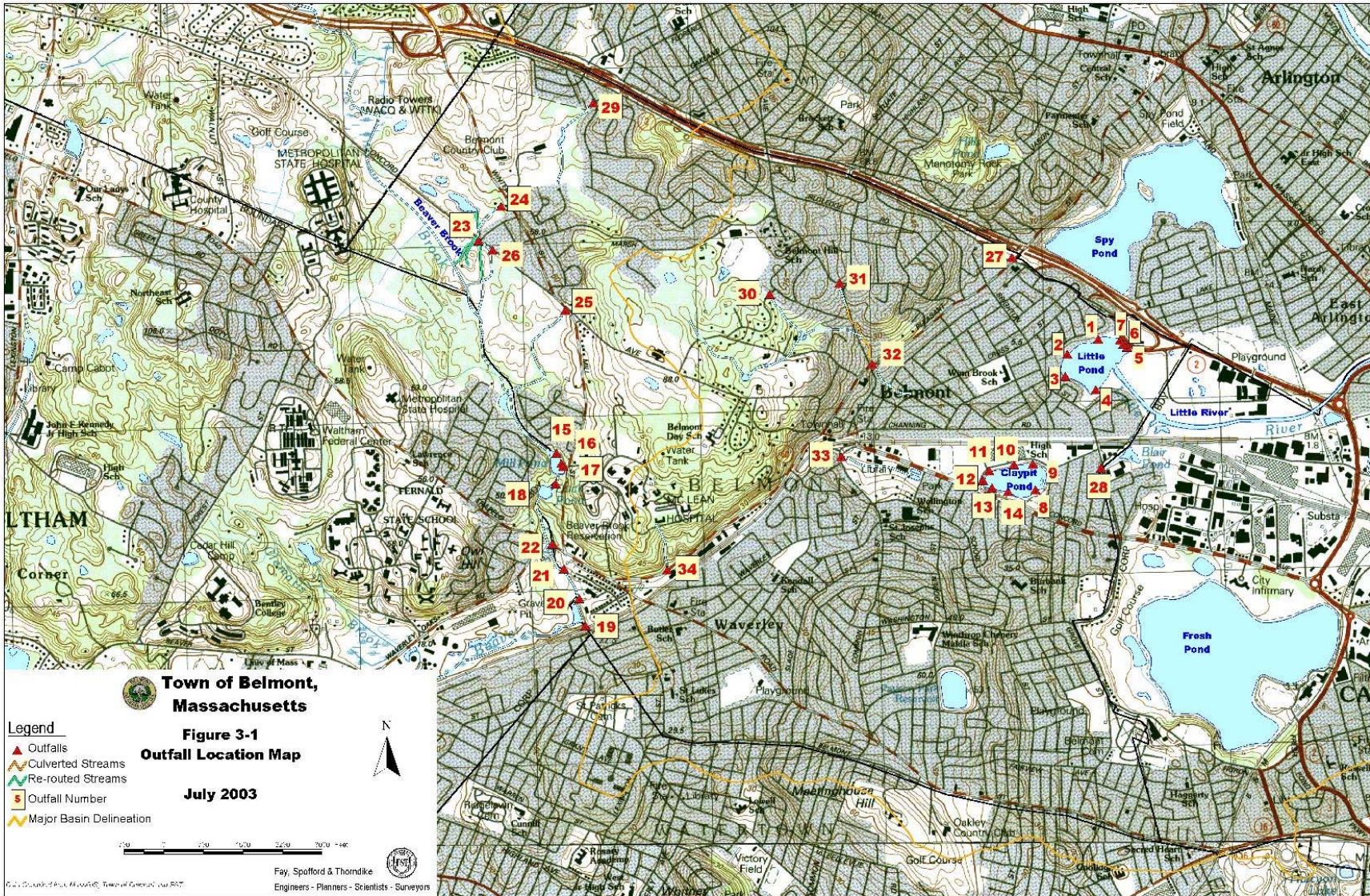
OCD and DPW

Implementation Strategies

The Belmont DPW will develop a schedule to field verify the outfalls that have been identified on the existing storm drainage map and locate any outfalls that may have been overlooked or previously undocumented. Each year a portion of the Town will be identified for outfall verification and outfall identification activities.

Timeline

The DPW will develop a schedule for outfall verification and outfall identification activities within the regulated area of Town by the Spring of 2004. Outfall verification and outfall identification activities will begin in the Summer of 2004 and continue through the Fall of 2007.





Annual Evaluation

The Belmont DPW will prepare a summary of the progress made on verifying the outfalls identified on the outfall location map. The summary will include an assessment of the progress towards achieving the identified measurable goals.



BMP 3-2 Develop and Adopt a Stormwater By-Law

BMP Description

During the permit term the Town will develop a Stormwater By-Law and bring it before Town Meeting for adoption. The proposed Stormwater By-Law will serve as a mechanism to prohibit illicit discharges from entering the municipal separate storm sewer system.

Illicit discharges to the municipal separate storm sewer system result in untreated waste entering the receiving waterbodies. Illicit discharges can result from sanitary sewer lines that are incorrectly connected to the storm sewer system, cross-connections between sanitary sewers and the storm sewer system and improper disposal of auto and household wastes to the storm sewer system. The By-Law will prohibit illicit connections and discharges to the municipal storm sewer system and establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance. The By-Law will also provide for appropriate enforcement procedures and actions to be taken in the event of a violation.

Erosion and sedimentation that results from work on uncontrolled construction sites can be significant contributors to reduced water quality and other environmental degradation in the receiving waterbodies. By requiring construction phasing and the installation and maintenance of erosion and sedimentation controls, the impacts on receiving waters can be significantly reduced. Currently if a construction project does not fall under the jurisdiction of the local Planning Board or Conservation Commission the Town does not have the opportunity to review or approve an erosion and sedimentation control plan. The By-Law will require a Site Development Permit be obtained for any activity that will disturb an area equal to or greater than one acre. In order to obtain the permit the By-Law will mandate that a project proponent develop and submit an Erosion and Sedimentation Control Plan to the Town. The By-Law will further stipulate that no work can proceed on the site until a Site Development Permit has been issued. The Regulations developed for the new Stormwater By-Law will outline the requirements and procedures for the submission, review and approval of the permit, in addition to Erosion and Sedimentation Control Plan design criteria, requirements for construction phasing, maintenance requirements and procedures for inspection and enforcement. The measures proposed in the Erosion and Sedimentation Control Plan must be maintained at the site during all phases of construction. Inspections would serve as a mechanism to determine the overall effectiveness of the Erosion and Sedimentation Control Plan and ensure the proper implementation. The By-Law will provide the Town's designated inspector access to the property as necessary to make regular inspections of the site to determine compliance with the permit. A standard inspection form will be developed as part of the Regulations and will require that inspection forms be completed during the inspections and submitted to the Town.



Any violation of the terms of a permit issued under would result in the project's site development permit being suspended or revoked. Violations will also be subject to a fine for each offense. The By-Law will include a mechanism that allows the Town to retain the services of a professional engineer or other agent to perform the inspections and make the developer responsible for the cost.

Primary Audience:

Developers, Contractors, General Public

Measurable Goals:

- Draft the Stormwater By-Law.
- Adopt Stormwater By-Law.
- Post Stormwater By-Law on Town's Stormwater Web Site.

Responsible Parties:

Board of Selectmen, Town Counsel, DPW and OCD

Implementation Strategies

The OCD with assistance from the DPW and Town Counsel will draft the Stormwater By-Law and present it to the Board of Selectmen for inclusion as a warrant article at Town Meeting. The warrant article for the new Stormwater By-Law will see a vote of acceptance at Town Meeting. Upon being adopted the Town will administer, implement and enforce the provisions of the By-Law.

Timeline

The OCD, with assistance from the DPW and Town Counsel, will draft the Stormwater By-Law by the Summer of 2005 and present it to the Selectmen in the Fall of 2005. The warrant article proposing the new Stormwater By-Law will go before Town Meeting for a vote of approval in Spring 2006. Once adopted the Town will begin to administer, implement and enforce the new By-Law. The Town will also post the new By-Law and Regulations on the Town's website.

Annual Evaluation

The OCD together with the DPW will prepare a summary that includes the progress made towards drafting the Stormwater By-Law and an assessment of the progress towards achieving the identified measurable goals.



BMP 3-3 Illicit Discharge Detection and Elimination Plan

BMP Description

Belmont already implement's an Illicit Discharge Detection and Elimination Plan (IDDEP) that includes the following components: identifying priority areas, tracing the source of an illicit discharge, and removing the source of an illicit discharge.

Identifying priority areas

The Town uses available information to identify potential priority areas. DPW employees, who are responsible for operation and maintenance of the sanitary and storm sewer systems, are also instructed to look for evidence of illicit discharges while performing routine maintenance. Where areas of concern are identified the Town collects information and conducts sampling at discharge points to local waterbodies. The Town also assesses complaints that have been received regarding illegal dumping or discharges to the storm sewer system. The Town's commercial and industrial sectors are assessed in order to identify areas having discharges with high potential to affect water quality. As much of the Town's infrastructure is older and there is an increased potential of having deteriorated sanitary and storm drain infrastructure, areas of the Town know to have infiltration/inflow problems have been identified as potential priority areas. In an effort to prioritize potential problem areas, the Massachusetts Integrated List of Waters will be reviewed in order to obtain pertinent information from the 303(d) list and 305(b) report.

Tracing the Source of an Illicit Discharge

Once the priority areas have been identified the Town conducts dry-weather sampling at stormwater discharge locations tributary to the potential problem area. Based on the results of the initial sampling program, the problem area is further defined and additional dry weather sampling and storm drain inspections are conducted to identify smaller sub-areas containing potential illicit connections. Depending on the results additional testing such as dyed water tracing, smoke testing and internal house inspections may be performed to identify the source of the illicit discharges.

Removing the Source of an Illicit Discharge

Once the source(s) are identified the Town may seek voluntary compliance by notifying the responsible party of the connection, its environmental consequences, the applicable regulations and information on how the situation can be remedied or the Town may choose to implement their own program to eliminate the illegal connection.

The Town will attempt to prevent illegal dumping by raising awareness throughout the community and by enforcement measures outlined in the Stormwater By-Law and Regulations (*BMP 3-2*). As a member of the Lexington Minuteman Hazardous



Household Waste group, the Town maintains and provides residents with permanent collection points for vehicle and household wastes. The DPW will also sponsor storm drain stenciling (*BMP 2-4*) in order to help educate the public about the relationship between catch basins and the receiving waterbodies. All of these programs will be publicized via the Town's Stormwater web page as well as flyers distributed to the public and posted at Town Hall.

Measurable Goals:

- Track and prioritize new potential problem areas
- Track the number of illicit connections found.
- Track the number of illicit connections eliminated.
- Verify the elimination of illicit connections

Responsible Parties:

DPW and OCD

Implementation Strategies

The DPW and the OCD are currently implementing an Illicit Discharge Detection and Elimination Plan and have been concentrating their efforts in the Mystic River/Alewife Brook section of Town based on known problems and regulatory requirements. As EPA has prioritized the Mystic River/Alewife Brook watershed, the Town will continue to focus their efforts in this section of Town. Based on work that has been done to date, the Town will also implement two rehabilitation construction contracts to remove illicit connections through the permitting term.

Timeline

The DPW and the OCD will continue to implement the current IDDEP throughout the permit term. The OCD will implement Sewer Rehabilitation Contract No. 1 in the highest priority area of the Mystic River/Alewife Brook watershed in the Fall of 2003. The OCD will implement Sewer Rehabilitation Contract No. 2 in the Fall of 2004. Verification sampling to confirm the elimination of the illicit connections will be conducted following the completion of each construction contract.

Annual Evaluation

The OCD together with the DPW will prepare a summary of the Illicit Discharge Detection and Elimination Plan implementation. The summary will include an assessment of the progress towards achieving the identified measurable goals.



BMP 3-4 Conduct Infiltration/Inflow Removal from Sanitary Sewer

BMP Description

For more than 20 years the Town has aggressively sought to identify and remove sources of infiltration and inflow (I/I) in their sanitary sewer system. Such extraneous sources of water take up capacity in the sanitary sewer system and have the potential to cause surcharging within the system, backups of raw sewage into basements and occasionally sanitary sewer overflows. This sometimes results in illicit discharges of untreated wastewater to the storm sewer system and local waterbodies. Removal of I/I from the sanitary sewer system reduces the potential for these illicit discharges.

Due to the age of the Town's sanitary sewer infrastructure, I/I is a continuing problem that requires continuous maintenance and rehabilitation to control. The Town has been aggressive in performing maintenance on the sanitary sewer system and annually performs television inspection and testing and sealing of pipeline joints to identify significant problems in the system and control infiltration. Over the years the Town's I/I removal program sought to identify and remove all sources of inflow within the public system. Having achieved that goal, the Town is now concentrating on private sources of inflow, such as sump pumps, foundation drains and roof drains that are directly connected to the sanitary sewer system. Removal of these sources will alleviate the strain on the sanitary sewer during wet weather events when backups and overflows are most likely to occur. The Town has performed the necessary investigations to identify more than 200 sources of private inflow throughout the Town. These sources will be disconnected from the sanitary sewer and new storm drain service connections will be provided as part of a Private Inflow Source Removal construction contract.

Since work associated with the implementation of this construction contract will involve work in private homes, this project also offers an opportunity to educate the public on illicit connections and discharges. As part of this effort the Town will utilize the Stormwater Web Page and the Town Newsletter as a way of distributing information on the need for and benefits of the project.

Measurable Goals:

- Implement construction contract to remove private inflow
- Track results of private inflow removal
- Post information on I/I Private Inflow Removal project on Stormwater Web Page and in Town Newsletter



Responsible Parties:

OCD

Implementation Strategies

The OCD will finalize and implement the Private Inflow Source Removal construction contract during the permitting term. Once construction is completed efforts will be made to verify benefits of the private inflow source removal.

Timeline

The OCD will implement the Private Inflow Source Removal construction contract in the Fall of 2003. Verification of results of inflow removal will be determined after construction is complete in the Spring of 2005.

Annual Evaluation

The OCD will prepare a summary that includes the progress made towards implementing I/I removal and an assessment of the progress towards achieving the identified measurable goals.



CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Required Elements:

If not already in place, the Town must develop, implement and enforce a program to reduce pollutants in any stormwater runoff to a municipal separate storm sewer system from construction activities that result in the disturbance of greater than or equal to one acre of land.

1. To extent allowable under state or local law, By-Law or regulatory mechanism, require sediment and erosion control at construction sites.
2. To the extent allowable by state or local law, implement both sanctions to ensure compliance with the program. Sanctions may be monetary or non-monetary penalties.
3. Require construction site operators to implement appropriate soil and erosion control BMPs at site.
4. Require control of waste and debris on site during construction.
5. Site Plan Review procedures should include consideration of potential water quality impacts and preconstruction review.
6. Provide for procedures to receive and consider information from the public.
7. Provide for inspection and enforcement of control measures at construction sites.

Proposed Construction Site Stormwater Runoff Control Plan:

The Town of Belmont currently has regulations in place that detail site plan review procedures. The Town's Building Department also inspects sites during construction. Building on the existing procedures and regulations the Town is currently implementing, a Plan has been developed to meet the required elements of EPA's General Permit. The plan includes the following BMPs:

- | | |
|---------|--|
| BMP 1-1 | Develop a Stormwater Web Page on Town Web Site |
| BMP 3-2 | Develop and Adopt a Stormwater By-Law |
| BMP 4-1 | Construction Site Inspection and Enforcement |
| BMP 5-1 | Update Site Plan Review |



BMP 4-1 Construction Site Inspection and Enforcement

BMP Description

The Town of Belmont currently has procedures in place that requires periodic inspection during building construction by the OCD's Building Division. Currently the Building Division requires a minimum of 5 inspections at certain points during construction. For the purpose of this minimum control measure, once the new Stormwater By-Law is implemented the Building Inspector could include inspection of the site for compliance with the Site Development Permit. The Building Inspector would also have the ability to enforce and issue sanctions as necessary. On large development projects, and as provided for in the Stormwater By-Law, the Town may delegate the site inspection responsibilities to the Town's designated inspector.

Primary Audience:

Developers, Contractors, General Public

Measurable Goals:

- Develop Site Inspection Form consistent with requirements of Stormwater By-Law
- Perform and track inspections.
- Track enforcement actions resulting from inspections.

Responsible Parties:

Building Division

Implementation Strategies

The Building Division will develop a site inspection form once the Stormwater By-Law is adopted. Inspections conducted by the Building Division will incorporate the site inspection into their existing inspection of construction in Town. If necessary the Town will delegate site inspections responsibilities to a designated inspector. In both cases the Town may seek a fee from the Developer to cover the costs of the site inspections.

Timeline

It is anticipated that the Stormwater By-Law will be implemented by the Summer of 2006. The Town will begin inspections and enforcement once the Stormwater By-Law is adopted.



Annual Evaluation

The OCD's Building Division will prepare a summary that includes an assessment of the progress towards achieving the identified measurable goals.



POST CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Required Elements:

If not already in place, the Town must develop, implement and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than one acre and discharge into the municipal system. The program must include projects less than one acre if the project is part of a larger common plan of development, which disturbs greater than one acre.

1. To the extent allowable under state and local law, bylaw or other regulatory mechanism, address post construction runoff from new development and redevelopment. If such a bylaw does not exist, Town must develop and adopt such a bylaw as part of the program.
2. Develop procedures to ensure adequate long-term operation and maintenance of best management practices.
3. Develop procedures to ensure that any controls that are in place will prevent or minimize impacts to water quality.

Proposed Post Construction Stormwater Management in New Development and Redevelopment Plan:

As part of the Zoning By-Law, the Town of Belmont currently has regulations in place that detail site plan review procedures. Building on the existing procedures and regulations the Town is currently implementing, a Plan has been developed to meet the required elements of EPA's General Permit. The plan includes the following BMPs:

- | | |
|---------|--|
| BMP 1-1 | Develop a Stormwater Web Page on Town Web Site |
| BMP 3-2 | Develop and Adopt a Stormwater By-Law |
| BMP 5-1 | Update Site Plan Review |



BMP 5-1 Update Site Plan Review

BMP Description

As part of its Zoning By-Law, the Town of Belmont currently has procedures in place for Site Plan Review. Among other things, these procedures evaluate and determine the project's impacts to surface water, drainage, sound, preservation of views, light buffers, light and air. The current procedures apply to a wide variety of development/redevelopment projects including public buildings, school conversions, elderly housing, cluster development, major business development, new building or addition in Business Districts if creating more than 1000 SF of gross floor area or resulting in six or more parking spaces, and a change in use of a property in the General Business District that abuts a residential district.

To meet the requirements of this minimum control measures some modifications may need to be incorporated into the Site Plan Review procedures. These procedures should be consistent with requirements identified under the new Stormwater By-Law.

Primary Audience:

Developers, Contractors, General Public

Measurable Goals:

- Review Draft Stormwater By-Law to determine what, if any Site Plan Review procedures should be modified or added.
- If necessary, adopt revisions to Zoning By-Law.
- If changes adopted, post Zoning By-Law revisions on Town's Web Site.

Responsible Parties:

Board of Selectmen, Planning Board and OCD

Implementation Strategies

The OCD will review and compare existing Zoning By-Law with proposed draft Stormwater By-Law. If changes to Zoning By-Law are necessary OCD will present revisions to the Board of Selectmen for inclusion as a warrant article at Town Meeting. The warrant article for the amendments to the Zoning By-Law will seek a vote of acceptance at Town Meeting. Upon being adopted, the Town will administer, implement and enforce the provisions of the By-Law.



Timeline

The OCD will compare the Zoning By-Law with the draft Stormwater By-Law by the Summer of 2005. If amendments to the Zoning By-Law are deemed necessary, the OCD will present them to the Selectmen in the Fall of 2005. The warrant article proposing any required amendments By-Law will go before Town Meeting for a vote of approval in Spring 2006. Once adopted the Town will post the amendments to the Zoning By-Law on the Town's website.

Annual Evaluation

The OCD will prepare a summary that includes an assessment of the progress toward achieving the identified measurable goals.



POLLUTION PREVENTION AND GOOD HOUSEKEEPING IN MUNICIPAL OPERATIONS

Required Elements:

1. Develop and implement a program with a goal of preventing and/or reducing pollutant runoff from municipal operations. The program must include an employee-training component.
2. At a minimum maintenance activities for the following should be included: parks and open space; vehicles and building; new construction and land disturbance; and stormwater system maintenance.
3. Develop schedules for municipal maintenance activities described above.
4. Develop inspection procedures and schedules for long-term structural controls.

Pollution Prevention and Good Housekeeping in Municipal Operations:

The newly formed Belmont DPW (which consolidated the Highway Department, the Cemetery Department, Water Department, and Facilities and Grounds Department as of July 1, 2003) provides construction, operation and maintenance of the Town's facilities and grounds, parks, cemeteries and infrastructure. The Town already implements an extensive operations and maintenance program. Building on the existing procedures and regulations the Town is currently implementing, a Plan has been developed to meet the required elements of EPA's General Permit. The plan includes the following BMPs:

BMP 6-1	Training Program for Belmont DPW Employees
BMP 6-2	Catch Basin Cleaning Program
BMP 6-3	Street Sweeping Program
BMP 6-4	Vehicle and Equipment Maintenance and Cleaning Policy
BMP 6-5	Landscaping and Lawn Care
BMP 6-6	Road Salt Application and Storage
BMP 6-7	Hazardous Material Storage



BMP 6-1 Training Program for Belmont DPW Employees

BMP Description

A formal training program has already been established to teach DPW employees about stormwater management, potential sources of contamination, and Best Management Practices (BMPs). The training program also instills a thorough knowledge of the Spill Prevention Control and Countermeasure (SPCC) Plan for the Belmont Highway Facility (prepared for the Town by Comprehensive Environmental Inc. and dated May 2002), good housekeeping techniques, and good management practices. Through this program, employees are trained in the management of hazardous materials.

Primary Audience:

Belmont DPW Employees

Measurable Goals:

- Continue to provide annual training sessions of all DPW personnel involved with the site operations to ensure compliance with the SPCC Plan.
- Train all new DPW employees in accordance with the training program requirements.
- Track employee participation in training and keep all records in a central location with the DPW Administration throughout the permit term.

Responsible Parties:

DPW

Implementation Strategies

The DPW has an employee training program in place. DPW management will track all training received by employees and identify employees requiring refresher training.

Timeline

The DPW will continue to provide annual training sessions to all DPW personnel involved with site operations. New DPW employees will be trained in accordance with the program requirements included in the SPCC.



Annual Evaluation

The DPW will prepare a summary that includes an assessment of the progress toward achieving the identified measurable goals.



BMP 6-2 Catch Basin Cleaning Program

BMP Description

Catch basins are equipped with a sump below the invert of the pipe outlet to collect solids and prevent debris from clogging the storm drain piping system or being washed into the receiving waterbodies. Catch basins must be cleaned periodically to maintain this ability to trap sediments. Removing sediment, decaying debris, and trash from catch basins has aesthetic and water quality benefits, including reducing foul odors, and reducing suspended solids that reach the receiving waters. Currently, the Town has a catch basin cleaning program where all of the catch basins are cleaned annually. Each year the DPW hires a sub-contractor to come in and perform the necessary maintenance. The catch basins are cleaned manually, and the residuals are taken to an approved landfill for disposal.

Measurable Goals:

- Clean all catch basins on an annual basis
- Document annual cleaning activities and keep all records in a central location with the DPW Administration throughout the permit term.

Responsible Parties:

DPW

Implementation Strategies

The Town will continue to clean all catch basins on an annual basis. All cleaning activities will be documented.

Timeline

The DPW will continue to implement annual cleaning of all catch basins throughout the permit term.

Annual Evaluation

The DPW will prepare a summary that includes an assessment of the progress toward achieving the identified measurable goals.



BMP 6-3 Street Sweeping Program

BMP Description

Street sweeping on a regular basis will remove sediment and other pollutants from roadways and other paved surfaces, therefore minimizing the amount of pollutants delivered to receiving waters. Currently, the Town has a street sweeping program where all municipal and private roadways are swept 3-5 times per year. The program includes a spring street sweeping to clear roadways of winter debris. The Town maintains two (2) mechanical sweepers for this program.

Primary Audience:

Belmont DPW Employees

Measurable Goals:

- Perform street sweeping of all municipal and private roadways in Town at least 3 times per year.
- Perform one of the street sweepings in the Spring to remove winter debris.
- Track street sweeping activities and keep records in a central location with the DPW Administration throughout the permit term.

Responsible Parties:

DPW

Implementation Strategies

The DPW will sweep all municipal and private roadways a minimum of three times per year and will include once in the Spring to remove winter debris.

Timeline

The DPW will continue their existing street sweeping program throughout the permitting period.

Annual Evaluation

The DPW will prepare a summary that includes an assessment of the progress toward achieving the identified measurable goals.



BMP 6-4 Vehicle and Equipment Maintenance and Cleaning Policy

BMP Description

The DPW conducts the maintenance and cleaning of all of its vehicles and equipment at its Highway Facility located at 37 C Street in Belmont. The Town's SPCC Plan has established procedures that enforce the use of measures that will prevent or minimize contamination of stormwater runoff from all areas used for vehicle and equipment maintenance. DPW personnel are also trained in good housekeeping practices (*BMP 6-1*). Used oil and oil filters are taken off site and recycled. The Town also makes efforts to use alternative products whenever possible. The water used for washing the vehicles and equipment is discharged to a floor drain which outlets to an oil/water separator before discharging to the sanitary sewer system.

Primary Audience:

Belmont DPW Employees

Measurable Goals:

- 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.
- Inspection records should be kept in a central location with the DPW Administration throughout the permit term.

Responsible Parties:

DPW

Implementation Strategies

The DPW will continue to implement the procedures established by the SPCC Plan, including weekly inspections.

Timeline

The DPW will continue to perform the stated inspections and implement procedures established by the SPCC Plan throughout the permitting period.

Annual Evaluation

The DPW will prepare a summary that includes an assessment of the progress toward achieving the identified measurable goals.



BMP 6-5 Landscaping and Lawn Care

BMP Description

The Town of Belmont is responsible for the maintenance of ballparks, cemeteries, public parks and traffic islands. The Town's routine maintenance consists of mowing and fertilization using organic fertilizer. Mowing is conducted weekly, or as necessary depending on the weather. The Town also has a program for revegetating bare areas with low water use/native vegetation. The DPW personnel are trained in "green landscaping" techniques.

Primary Audience:

Belmont DPW Employees

Measurable Goals:

- 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

Responsible Parties:

DPW

Implementation Strategies

The DPW will continue to implement existing landscaping and lawncare practices. The DPW will also continue training employees in "green landscaping" techniques through out the permit term.

Timeline

The DPW will continue their existing landscaping and lawncare program throughout the permitting period.

Annual Evaluation

The DPW will prepare a summary that includes an assessment of the progress toward achieving the identified measurable goals.



BMP 6-6 Road Salt Application and Storage

BMP Description

The Town of Belmont uses salt and Ice B Gone for de-icing during winter conditions. There is a 3,000 gallon AST in a storage building and the salt pile is located within the salt shed building at the Highway Facility located at 37 C Street that stores the materials for use in roadway applications. The salt pile always remains covered in building. Snow removal is disposed of at the former incinerator site at 1130 Concord Ave in Belmont. Silt fencing is used as a containment device at the snow disposal site to protect the adjacent brook. The disposal site is cleaned each spring.

Primary Audience:

Belmont DPW Employees

Measurable Goals:

- 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.
- Perform routine inspections of silt fencing containment device at snow disposal site. Document inspections and keep records in a central location with the DPW Administration throughout the permit term.
- Perform clean up of snow disposal site in the spring. Document clean up activities and keep records in a central location with the DPW Administration throughout the permit term.

Responsible Parties:

DPW

Implementation Strategies

Continue to implement existing program for road salt application and storage and snow storage plan. Perform routine inspections of both the salt storage site and snow storage site throughout the months they are utilized by the Town. Clean up of the snow disposal site will occur every spring.

Timeline

The DPW will continue to implement their existing road salt application and storage and snow storage program throughout the permitting period.



Annual Evaluation

The DPW will prepare a summary that includes an assessment of the progress toward achieving the identified measurable goals.



BMP 6-7 Hazardous Material Storage

BMP Description

In compliance with the Federal Oil Pollution Prevention Regulation (40 CFR part 112.3), the Town recently undertook the preparation of a SPCC plan. The objective of a SPCC Plan is to establish procedures, methods, and equipment or other requirements for equipment to prevent the discharge of oil into or upon the navigable waters of the U.S. or adjoining shorelines. SPCC plans shall address the following:

- (1) operating procedures that prevent oil spills;
- (2) control measures installed to prevent a spill from reaching navigable waters; and countermeasures to contain, clean up and mitigate the effects of an oil spill that reaches navigable waters.

The Town of Belmont's SPCC Plan was prepared for the Belmont Highway Facility located at 37 C Street by Comprehensive Environmental Inc. in May 2002. This facility is used to maintain and store vehicles and materials used for the maintenance of roads, infrastructure and Town owned land. It consists of paved and unpaved areas for bulk material storage, a salt storage building, and five (5) service/storage buildings. The DPW handles and stores oil products and other toxic materials for the operation and maintenance of town-owned vehicles and equipment. The focus of this SPCC plan is the containment and countermeasures available at the site to prevent a discharge of oil. DPW employees are trained in hazardous materials management. All hazardous materials are clearly labeled and are stored in safe areas on pallets or in containment. An effort is made to minimize the types of hazard materials stored at its facility.

Primary Audience:

Belmont DPW Employees

Measurable Goals:

- Continue to conduct and document routine inspections of the areas containing oil in accordance with to the SPCC Plan. Keep records of inspections in a central location with the DPW Administration throughout the permit term.

Responsible Parties:

DPW



Implementation Strategies

Continue to implement existing program for hazardous materials storage as required by the SPCC. Perform routine inspections of storage area.

Timeline

The DPW will continue to implement their existing program for hazardous materials storage as required by the SPCC throughout the permitting period.

Annual Evaluation

The DPW will prepare a summary that includes an assessment of the progress toward achieving the identified measurable goals.