



PERMIT YEAR 1 ANNUAL REPORT  
2013-2018 MUNICIPAL SEPARATE STORM SEWER  
SYSTEM PERMIT

FOR

TOWN OF CAPE ELIZABETH, MAINE

Due to Maine DEP September 15, 2014  
Submitted to Maine DEP September 9, 2014

# Table of Contents

<b>SECTION 1</b>	<b>INTRODUCTION .....</b>	<b>4</b>
<b>SECTION 2</b>	<b>PROGRESS ON MINIMUM CONTROL MEASURES .....</b>	<b>6</b>
	<b>MCM 1 Public Education and Outreach .....</b>	<b>6</b>
	BMP 1.1: Continue Awareness Outreach Efforts.....	6
	BMP 1.2: Update and implement Public Stormwater Awareness Plan. ....	7
	BMP 1.3: Develop and Implement Municipal/Permit Stormwater Awareness Plan. ....	9
	BMP 1.4: Continue Targeted Best Management Practices Adoption efforts from previous MS4 permit cycle. ....	11
	BMP 1.5: Update and Implement BMP Adoption Plan .....	12
	BMP 1.6: Develop and Implement Targeted Outreach in Priority Watershed Plan. ....	16
	BMP 1.7: School Outreach .....	17
	<b>MCM 2 Public Involvement and Participation .....</b>	<b>19</b>
	BMP 2.1: Public Notice Requirement.....	19
	BMP 2.2: Host Public Events .....	20
	<b>MCM 3 Illicit Discharge Detection and Elimination .....</b>	<b>23</b>
	BMP 3.1: Maintain an updated Watershed-Based Storm Sewer System Infrastructure Map .....	23
	BMP 3.2: Continue to Enforce the Non-Stormwater Discharge Ordinance.....	24
	BMP 3.3: Continue Illicit Discharge Detection and Elimination Program .....	24
	BMP 3.4: Continue Open Ditch Illicit Discharge Program .....	25
	BMP 3.5: Document and Evaluate Aging Septic Systems .....	26
	BMP 3.6: Coordinate with the water utility regarding water line and hydrant flushing to determine if either is a significant contributor of pollutants to the MS4.....	27
	<b>MCM 4 Construction Site Stormwater Runoff Control .....</b>	<b>30</b>
	BMP 4.1: Continue notification to construction site developers and operators of the requirements for registration under the Maine Construction General Permit or Chapter 500, Stormwater Management for the discharge of stormwater associated with construction activities;.....	30
	BMP 4.2: Continue documenting every construction activity that disturb one or more acres within the Urbanized Area. ....	31
	BMP 4.3: Continue implementing the construction site inspection program. ....	32
	BMP 4.4: Enhanced Certifications in Trout Brook.....	32
	<b>MCM 5 Post-Construction Stormwater Management .....</b>	<b>34</b>
	BMP 5.1: Continue to Enforce Ordinance or Similar Measure .....	34
	BMP 5.2: Track Post Construction Sites to ensure proper reporting and compliance with the Ordinance.....	34
	<b>MCM 6 Pollution Prevention/Good Housekeeping for Municipal Operations .....</b>	<b>36</b>
	Stormwater Program Management	

BMP 6.1: Operations at Municipally Owned Grounds and Facilities .....	36
BMP 6.2: Training.....	38
BMP 6.3: Continue Street Sweeping Program .....	39
BMP 6.4: Cleaning of Stormwater Structures Including Catch Basins .....	39
BMP 6.5: Maintenance and Upgrading of Storm water Conveyances and Outfalls .....	40
BMP 6.6: Stormwater Pollution Prevention Plans (SWPPPs).....	41
<b>SECTION 3 CERTIFICATION .....</b>	<b>43</b>

**APPENDICES**

- A. ISWG Attendance**
- B. Household Hazardous Waste Day Survey**
- C. Stormwater Outfall Inspection Summary and NOV**
- D. Construction Inspection Tracking Spreadsheet**
- E. Post Construction Inspection Tracking Spreadsheet**
- F. Inventory of Municipal Operations**
- G. Grounds Maintenance, Police and Fire Department SOPs**

## SECTION 1 INTRODUCTION

The town of Cape Elizabeth is subject to the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (hereafter referenced as the "General Permit") which was issued by the Maine Department of Environmental Protection (DEP) on July 1, 2013. The General Permit authorizes the direct discharge of stormwater from or associated with a regulated small municipal separate storm sewer system (MS4) to another MS4 or to waters of the State other than groundwater.

This document constitutes the annual report for Permit Year 1 of the five-year permit cycle from 2013 to 2018 as required by Part IV Section J Reporting and Record Keeping of the MS4 General Permit.

The following table provides a listing of the annual report requirements provided in the General Permit, and the Town of Cape Elizabeth status:

Annual Report Requirement	Cape Elizabeth Status
<p>a. The status of compliance with permit conditions based on the Stormwater Program Management Plan, an assessment of the appropriateness of identified best management practices (BMPs), progress towards achieving identified measurable goals for each of the MCMs, and progress toward achieving the goal of reducing the discharge of pollutants to the Maximum Extent Practicable.</p>	<p>The Town of Cape Elizabeth is in compliance with the Permit Conditions based on the Stormwater Program Management Plan (revised 4/3/2014) approved by the Maine DEP on 5/13/2014.</p> <p>The BMPs identified in the Town’s Plan are still appropriate.</p> <p>Section 2 of this annual report contains the details of the Town’s progress on the measurable goals for each of the MCMs. The Town is reducing the discharge of pollutants to the Maximum Extent Practicable.</p>
<p>b. Results of information collected and analyzed, including monitoring data, if any, during the reporting period.</p>	<p>No stormwater monitoring data was collected by the Town of Cape Elizabeth during Permit Year 1.</p> <p>Any monitoring data collected as a result of illicit discharge investigations is described in Minimum Control Measure 3.</p>

<p>c. A summary of the stormwater activities the town intends to undertake pursuant to its Plan during the next reporting cycle.</p>	<p>Section 2 of this annual report includes the BMPS and measurable goals identified in the Stormwater Program Management Plan that will be implemented in subsequent years.</p>
<p>d. A change in any identified BMPs or measurable goals that apply to the Plan.</p>	<p>Changes to the BMPs and measurable goals are described in Section 2, where the progress is described.</p>
<p>e. A summary describing the activities, progress, and accomplishments for each of the MCMs (including such items as the status of education and outreach efforts, public involvement activities, stormwater mapping efforts, dry weather inspections, detected illicit discharges, detected illicit connections, illicit discharges that were eliminated, construction site inspections, number and nature of enforcement actions, post construction BMP status and inspections, and the status of the town's good housekeeping/pollution prevention program).</p>	<p>Section 2 of this annual report contains the details of the Town's progress on the measurable goals for each of the BMPs.</p>

## SECTION 2      PROGRESS ON MINIMUM CONTROL MEASURES

### **MCM 1 Public Education and Outreach**

The town is fulfilling the requirements for Public Education and Outreach through participation in ISWG and the town’s provision of funding to ISWG for Public Education and Outreach services.

#### **MCM Goals**

1. To raise awareness that polluted stormwater runoff is the most significant source of water quality problems for Maine's waters;
2. To motivate people to use Best Management Practices (BMPs) which reduce polluted stormwater runoff; and
3. To reduce polluted stormwater runoff as a result of increased awareness and utilization of BMPs.

Responsible party (for all MCM 1) - Public Works Director (with implementation assistance by Interlocal Stormwater Working Group (ISWG) education coordinator.)

#### **BMP 1.1: Continue Awareness Outreach Efforts.**

Measurable Goal 1.1.1 – In Permit Year 1, ISWG will implement awareness activities outlined in the revised Statewide Awareness Plan. Activities include:

- Maintain a link to [www.thinkbluemaine.org](http://www.thinkbluemaine.org) on municipal website;
- Participate in a statewide media campaign to include 12 months of television advertisements and 12 months of online advertisements that direct to [www.thinkbluemaine.org](http://www.thinkbluemaine.org); and
- Promote their approved public event.

The following is a summary of the other activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	<p><i>Link to thinkbluemaine</i> A link to the Thinkbluemaine.org website is available from the Town’s Public Works Department page.</p> <p>Documentation of the statewide media campaign is described in BMP 1.2 Update and Implement Public Statewide Awareness Plan. Documentation of promotion of the public event is described in BMP 2.2 Host Public Event.</p>	None
2		

Permit Year	Description of Progress	Changes
3		
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**BMP 1.2: Update and implement Public Stormwater Awareness Plan.**

Measurable Goal 1.2.1 – By December 2, 2013 submit a Public Stormwater Awareness Plan to raise awareness of stormwater issues such as the path stormwater runoff takes, sources of stormwater pollution and the impact that polluted stormwater runoff has in the community(s). The plan will identify:

- a) the target audience
- b) the outreach tool(s) to be used
- c) the message
- d) the distribution system
- e) the time line and implementation schedule
- f) the person(s) responsible for implementation
- g) an impact evaluation protocol
- h) a plan modification protocol (this must include DEP approval of significant plan modifications)
- i) the goals (e.g., the targeted level of change sought as a result of the education and outreach effort; specific measurable goals for plan implementation).

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The ISWG education coordinator prepared a plan on behalf of all of the MS4 communities in the state. The ISWG education coordinator received an extension from 12/2/2014 to 12/16/2014 for submittal of the Draft Public Stormwater Awareness Plan. The ISWG education coordinator provided the draft plan to the Maine DEP on 12/16/2014. The Maine DEP provided comments to the ISWG education coordinator on 12/20/2014. The ISWG education coordinator revised the document and resubmitted it to the Maine DEP on 1/10/2014. The Maine DEP approved the plan on 1/15/2015.	None
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Measurable Goal 1.2.2 – Unless DEP responds in writing or verbally otherwise, then as of February 1, 2014 the Stormwater Awareness Plan is considered approved and implementation of the Stormwater Awareness Plan will begin within one week of approval.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	<p><i>Television advertising</i>            The ISWG education coordinator coordinated a television and online media campaign through Time Warner Cable on behalf of ISWG. The ducky and devil ducky ads ran two weeks per month from March through June 2014. The ads were shown on cable television stations most likely to reach the target audience (e.g. HGTV, The Weather Channel, ESPN, Fox News, DIY).</p> <p>The following television campaign data were provided by Time Warner Cable:</p> <p>Ducky 1 – 824 runs            Devil Duck – 1240 runs            Total – 2064 runs            Estimated reach: 35.9%            Estimated Frequency: 3.8</p> <p><i>Online advertising</i>            The ISWG education coordinator developed online ads with a clean water message that directed to <a href="http://www.ThinkBlueMaine.org">www.ThinkBlueMaine.org</a>. Time Warner Cable placed the ads on websites most likely to reach the target audience (e.g. local and national news websites, outdoor-themed sites). The online ad campaign ran continuously from March through June 2014.</p> <p>The following online campaign data were provided by Time Warner Cable:            701,137 impressions were run            Click through rate = 0.04% (on par with national average).</p> <p>Based on analytical software installed on the Think Blue Maine website, hits during the online media campaign increased 82% over the previous four month period.            Between March and June 2014, hits to</p>	None



Permit Year	Description of Progress	Changes
	<a href="http://www.ThinkBlueMaine.org">www.ThinkBlueMaine.org</a> equaled 1,365. Hits between November 2013 and February 2014 equaled 794.	
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**BMP 1.3: Develop and Implement Municipal/Permit Stormwater Awareness Plan.**

Measurable Goal 1.3.1 – By January 6, 2014 submit a Permit Awareness Plan to raise awareness of stormwater issues including MS4 permit requirements from municipal employees, elected officials and volunteers within municipal government. The plan will identify:

- a) the target audience
- b) the outreach tool(s) to be used
- c) the message
- d) the distribution system
- e) the time line and implementation schedule
- f) the person(s) responsible for implementation
- g) an impact evaluation protocol
- h) a plan modification protocol (this must include DEP approval of significant plan modifications)
- i) the goals (e.g., the targeted level of change sought as a result of the education and outreach effort; specific measurable goals for plan implementation).

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The ISWG education coordinator submitted a draft Municipal/Permit Awareness Plan on behalf of the ISWG communities on 2/7/2014. The ISWG education coordinator received comments from the Maine DEP on 3/14/2014. The ISWG education coordinator revised the document and resubmitted it to the Maine DEP on 3/28/2014. The Plan was approved by the Maine DEP on 4/28/2014.	None
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Measurable Goal 1.3.2 – Unless DEP responds in writing or verbally otherwise, then as of March 1, 2014 the Permit Awareness Plan is considered approved and implementation of the Permit Awareness Plan will begin within one week of approval. Reporting - review of Permit Awareness Plan will be included in every Annual Report. The review will include process and impact indicators as outlined in the Permit Awareness Plan. In permit year five an analysis of the process and impact indicators of the Permit Awareness Plan will be provided.

Responsible Party – Public Works Director (with implementation assistance by ISWG education coordinator)

Overall schedule for raising awareness of the permit will be included as part of the Permit Awareness Plan.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	<p>The Plan’s PY1 activities and the progress completed for each activity is described below:</p> <p><i>Develop standard PowerPoint presentation that is easily tailored to target municipalities.</i> – The ISWG education coordinator prepared a draft template for presentations to the audiences described in the fact sheets, for the topics provided in the fact sheet.</p> <p><i>Develop fact sheets about permit requirements and compliance for elected officials and municipal managers/directors; provide to ISWG reps for inclusion in information packets for newly elected officials.</i> – Fact sheets were developed and provided to the Maine DEP for comment on 7/14/2014. The Maine DEP provided comments on 7/16/2014.</p> <p><i>Develop talking points for use when meeting with newly elected officials; provide to ISWG reps for use when meeting with newly elected officials.</i> - Talking points for newly elected municipal officials will be finalized upon completion of the municipal fact sheets.</p> <p><i>Provide regional good housekeeping/pollution prevention training for municipal staff.</i> Training was provided at the</p>	<p>Survey of awareness is being developed and will be carried out in Permit Year 2.</p>

Permit Year	Description of Progress	Changes
	<p>APWA Highway Congress 6/5/2014. Four Cape Elizabeth public works employees attended.</p> <p><i>Provide display or demonstration at APWA's Highway Congress.</i> CCSWCD provided an educational display about proper vehicle washing at APWA's annual Highway Congress, held on June 6, 2014.</p> <p><i>Develop and carry out annual survey of ISWG municipal representatives (or other relevant municipal staff) to gauge level of awareness.</i> The ISWG education coordinator is in the process of developing a survey for ISWG representatives to determine their municipal councils' awareness of their stormwater program. The survey will be finalized and administered to ISWG representatives in PY2.</p> <p>Although Cape Elizabeth's municipal outreach was scheduled for Permit Year 3, the Town's consultant provided an overview of the MS4 General Permit requirements and implementation status at a Town Council meeting on 11/6/2013.</p>	
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**BMP 1.4: Continue Targeted Best Management Practices Adoption efforts from previous MS4 permit cycle.**

Measurable Goal 1.4.1 – In Permit Year 1, the Town will continue BMP adoption activities carried out in permit year 5 of the BMP Adoption Plan. Activities include:

- Providing a minimum of six adult education classes throughout the ISWG region per year;
- Work with a minimum of 21 retail locations to provide healthy lawn care education to consumers;
- Maintain the YardScaping website hosted on CCSWCD's website; and
- Provide information to targeted neighborhoods via direct mail, or storm drain stenciling.
- Maintain a mailing list of property owners in the Trout Brook Watershed.

Reporting – A status report of the progress on the activities will be included in each annual report.

Responsible party - Public Works Director (with implementation assistance by ISWG education coordinator)

Permit Year	Description of Progress	Changes
1	The first four bullet items listed under this BMP and Measurable Goal are effectively the same as those listed under BMP 1.5 Measurable Goal 1.5.2 and therefore progress is reported under Measurable Goal 1.5.2.  The Town Planner maintains a list of property owners in Trout Brook.	None
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**BMP 1.5: Update and Implement BMP Adoption Plan**

Measurable Goal 1.5.1 – By November 1, 2013 submit a plan to encourage targeted audience to adopt or practice specific BMPs that will reduce stormwater pollution. The Plan will include:

- a) the BMP
- b) the target audience
- c) the outreach tool(s) to be used
- d) the message
- e) the distribution system
- f) the time line
- g) the person(s) responsible for implementation
- h) an impact evaluation protocol
- i) a plan modification protocol
- j) the targeted level of change as a result of the outreach effort (specific measurable goals for plan implementation).

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The ISWG education coordinator revised the Targeted Best Management Practices Adoption Plan developed under the 2008 permit. The Plan was submitted to Maine DEP on October 31, 2013. The revised Plan was submitted on December 20, 2013 and notice of plan approval was received	None

Permit Year	Description of Progress	Changes
	on January 15, 2014.	
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Measurable Goal 1.5.2 – Unless DEP responds in writing or verbally otherwise, then as of January 15, 2014 the BMP Adoption Plan is considered approved and implementation of the Plan will begin.

Reporting – a review of BMP Adoption Plan will be included in every Annual Report. The review will include process and impact indicators as outlined in the BMP Adoption Plan. In permit year five an in-depth assessment of both the implementation and the impact of the BMP Adoption Plan will be provided.

Progress on implementation of the Plan is provided below:

**Point of Sale**

Task	Status	Details
Retain 21 Point of Sale locations in the ISWG communities.	complete	Two additional Point of Sale locations joined the program in 2014 (Broadway Gardens in Westbrook and Home Depot in Windham), one store decided to not participate in the program (Radley's Hometown Hardware in Old Orchard Beach) bringing the total number of stores participating in the program to 22. The distribution of the stores is as follows:
		Biddeford: 0
		Cape Elizabeth: 0
		Cumberland: 1
		Falmouth: 2
		Freeport: 1
		Gorham: 2
		Old Orchard Beach: 0
		Portland: 2
		Saco: 1
		Scarborough: 2
		South Portland: 3
		Westbrook: 2
		Windham: 3
Yarmouth: 3		
Establish Point of Sale program in Home Depot stores	ongoing	The ISWG education coordinator began piloting the Point of Sale program in the Windham Home Depot store in the spring of 2014. Program components are being tracked and evaluated to determine an effective program for Home Depot stores. It is anticipated that all Home Depot stores in the ISWG communities will be included in the

		Point of Sale program in 2015.
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**Adult Education**

Offer a minimum of seven adult education classes per year	complete	Cumberland: 9/21/2013, 5 participants
		Scarborough: 9/25/2013, 7 participants
		Gorham: 9/29/2013, 11 participants
		Falmouth: 3/26/2014, Youth YardScaping teacher training, 8 participants
		Scarborough: 4/9/2014, 14 participants
		Falmouth: 6/2/2014, Falmouth Middle School Youth YardScaping presentation, 32 participants (included adults)
		Falmouth: 6/3/2014, Falmouth Middle School Youth YardScaping presentation, 28 participants (included adults)
		Falmouth: 6/4/2014, Falmouth Middle School Youth YardScaping presentation, 38 participants (included adults)
		Falmouth: 6/5/2014, Falmouth Middle School Youth YardScaping presentation, 35 participants (included adults)
Promote adult education classes	complete	Press releases publicizing the available classes were submitted to local publications, additional information was published in local adult education brochures, via direct mail, using social media, and through host locations.
Track behavior change	complete	CCSWCD staff documented class evaluations and contacted past adult education class participants to determine which YardScaping practices were implemented. Please see summary of behavior change reported by participants of PY5 classes, as well as those practices participants of PY1 classes intend to implement below.

**Adult Education Behavior Change Tracking**

During the fall of 2013, CCSWCD staff made follow up phone calls with participants of YardScaping adult education classes held in the fall of 2012 and spring of 2013 (PY5 who provided their contact information on class evaluations in order to determine the level of follow through of the YardScaping practices class participants intended to use). As expected, it was difficult to reach people, but the information gleaned from those who were reached provided an anticipated rate of compliance for the YardScaping practices that class participants intended to implement.

Projected Behavior Change from 2008 PY5 classes			
Lawn Care Practice	Plan to implement	Implemented Practice	Projected behavior change based on follow up
Set Mower to a height of 3"	17	17	100.00%
Leave grass clippings	9	9	100.00%
Sharpen mower blades	17	4	23.53%
Aerate	37	20	54.05%
Topdress	37	19	51.35%
Overseed	38	25	65.79%
Use low maintenance seed	39	25	64.10%
Get a soil test	38	5	13.16%
Use nitrogen-only fertilizer	34	9	26.47%
Use compost tea	26	9	34.62%

Follow up phone calls are made six months to one year after the class to allow participants a growing season to implement the recommended practices. Below are the results of the Permit Year 1 post-class evaluations completed by the YardScaping class participants.

<b>2013 PY1 Post-Class Evaluations</b>			
<b>Lawn Care Practice</b>	<b>Plan to implement</b>	<b>Currently do not implement</b>	<b>% planning to implement</b>
Set Mower to a height of 3"	4	4	100.00%
Leave grass clippings	5	5	100.00%
Sharpen mower blades	10	10	100.00%
Aerate	22	23	95.65%
Topdress	21	22	95.45%
Overseed	16	16	100.00%
Use low maintenance seed	15	16	93.75%
Get a soil test	19	20	95.00%
Use nitrogen-only fertilizer	16	20	80.00%
Use compost tea	20	22	90.91%

CCSWCD staff will contact the class participants from the Permit Year 1 classes in the fall of 2014 to determine which behaviors have been adopted.

**Targeted Information Distribution**

One neighborhood per ISWG community distributed targeted lawn care outreach materials	YardScaping information was distributed throughout priority neighborhoods in each ISWG community. The following number of households received information:
	Biddeford: 122
	Cape Elizabeth: 79
	Cumberland: 112
	Falmouth: 95
	Freeport: 40
	Gorham: 68
	Old Orchard Beach: 77
	Portland: 203
	Saco: 107
	Scarborough: 110
	South Portland: 86
	Westbrook: 205
	Windham: 92
Yarmouth: 61	

**Websites & Free Media**

Maintain and monitor CCSWCD YardScaping website	YardScaping classes, socials and point of sale stores were updated on CCSWCD's YardScaping website and social media was used to provide healthy lawn care information to followers and the public. Increased hits were seen after targeted neighborhood outreach efforts, public events, and adult education presentations.
Newspaper coverage of YardScaping	<i>Portland Press Herald</i> : Create a thriving backyard community (May 31, 2014)
	<i>Portland Press Herald</i> : Maine Voices: Clean water can't be taken for granted

activities and healthy lawn care	(April 13, 2014)
	<i>Portland Press Herald</i> : Conventional and organic approaches (April 6, 2014)
	<i>Portland Press Herald</i> : Maine Gardener: Feeling fallish? Your lawn is, too (October 6, 2013)

**Activities completed in addition to those identified in the plan**

Neighborhood socials	One neighborhood social was held in Portland on 9/20/2013. 10 people participated.
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**BMP 1.6: Develop and Implement Targeted Outreach in Priority Watershed Plan.**

Measurable Goal 1.6.1 – By July 1, 2014 submit a draft plan on how to meet either permit requirement H.1.a.iv.1 or H.1.a.iv.2. The plan will identify:

- a) the specific stormwater activity or pollutant to be addressed
- b) the target audience
- c) the outreach tool(s) to be used
- d) the message and the BMPs to be encouraged
- e) the time line and implementation schedule
- f) the person(s) responsible for implementation
- g) the goal of the outreach effort
- h) impact evaluation protocol.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The ISWG education coordinator worked with the York County MS4s to develop a regional MS4 Enhanced Outreach Plan. The draft plan was submitted to Maine DEP on June 25, 2014.	None
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Measurable Goal 1.6.2 – by November 1, 2014 submit a final plan. Unless DEP responds in writing or verbally otherwise, then as of January 5, 2015 the Targeted Outreach in Priority Watershed Plan is considered approved and implementation will begin.

Reporting - review of Targeted Outreach in Priority Watershed Plan will be included in Annual Reports starting with the permit year two annual report. The review will include process and impact indicators as outlined in the Targeted Outreach in



Priority Watershed Plan. In permit year five an analysis of the process and impact indicators of the Targeted Outreach in Priority Watershed Plan will be provided.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	No work required to be completed this Permit Year. The Maine DEP comments will be addressed and finalized by November 1, 2014.	None
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**BMP 1.7: School Outreach**

Measurable Goal 1.7.1 – In Permit Year 1, continue to offer the “It’s all connected” school curriculum to elementary and/or middle schools.

Measurable Goal 1.7.2 – In Permit Years 2 - 5, as funding permits, to offer the “It’s all connected” school curriculum to elementary and/or middle schools.

Reporting – Annual reports will include the total number of students reached, which schools were involved and the lesson topics that were covered.

The following is a summary of the activities completed for the Measurable Goals associated with the School Outreach BMP. Any changes to the Measurable Goals are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	<p>PWD and CCSWCD offered the “Its all connected” program to the Cape School District. The following is a summary of the programming provided to Cape Elizabeth students:</p> <p>Total students: 150 (CCSWCD: 15, PWD: 135)                      Total contact hours: 718 (CCSWCD: 60, PWD: 658)                      Lesson topics: Macroinvertebrate sampling and identification &amp; bio assessment, water quality and nonpoint source pollution and prevention, water cycle and distribution, water systems/movement, watershed delineation, local watersheds, nested watershed concept, topography, stormwater, brook trout anatomy, life cycle, habitat and adaptations, native and invasive aquatic species, impervious/pervious surface, best</p>	

Permit Year	Description of Progress	Changes
	<p>management practices.            Schools: Pond Cove Elementary School, Cape Elizabeth High School            Educator: CCSWCD, PWD  <b>Educator contact information</b>  <b>CCSWCD:</b> Deb Debiegun, District Educator, Cumberland County Soil &amp; Water Conservation District, ddebiegun@cumberlanswcd.org, 207-892-4700 x 101</p> <p><b>PWD:</b> Sarah Plummer, Environmental Education Coordinator, Portland Water District, splummer@pwd.org, 207-774-5961 x 3324</p> <p>In addition, the public works department continued to support the beach clean up efforts coordinated by the middle school, which occurred on September 27, 2013. The department provided 8 man hours of labor removing collected rubbish, using two dump trucks, a loader, and a pickup truck.</p>	
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**MCM 2 Public Involvement and Participation**

The town is fulfilling the requirements for Public Involvement and Participation through participation in the ISWG and the town's provision of funding to ISWG for Public Involvement and Participation services, or through directly fulfilling the requirements.

MCM Goals:

1. Involve the public in both the planning and implementation process of improving water quality and reducing quantity via the stormwater program.

**BMP 2.1: Public Notice Requirement**

Measurable Goal 2.1.1 – ISWG and/or its members will follow state and local Public Notice requirements for both ISWG and individual Stormwater Management Plans. Copies of the plans will be made available on the town’s web site.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The Town provided public notice of its NOI and SWPM Plan on the Town website.	None
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Measurable Goal 2.1.2 – ISWG and/or its members will follow state and local Public Notice requirements when involving stakeholders in the implementation of the Small MS4 General Permit.

Reporting – The annual report will describe compliance with public notice requirements including documentation of meetings and attendance, where applicable.

Responsible party - Public Works Director (with implementation assistance by ISWG stormwater program coordinator)

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The ISWG meetings are open to the public. A listing of meetings and attendance is provided in Appendix A.	None
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**BMP 2.2: Host Public Events**

Measurable Goal 2.2.1 – ISWG and/or the town will annually host/conduct or participate in at least one public event such as storm drain stenciling, stream clean-up, household hazardous waste collection day, volunteer monitoring, neighborhood educational events, conservation commission outreach program, Urban Impaired Stream outreach program, or adopt a storm drain or local stream program). The target audience will be adult residents living in the Urbanized Area of the Town of Cape Elizabeth. The message will be tailored to best reach the target audience given the characteristics of the public event. The ISWG and/or permittee will consult with DEP to ensure the event will satisfy requirements. In particular, the town of Cape Elizabeth will continue hosting an annual household hazardous waste day to minimize the potential for illegal dumping in Trout Brook.

Reporting - The annual report will include description of the event including estimated attendance/participation and an impact evaluation to assess effectiveness of the methods used to plan and host the event.

Responsible Party: Public Works Director (with implementation assistance by ISWG education coordinator)

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	<b>Urban Runoff &amp; Green Neighbor Family Fest</b>  The third annual <i>Urban Runoff</i> 5K race and walk and the <i>Green Neighbor Family Fest</i> were held on April 26, 2014. The goal of these events was to raise awareness of polluted runoff and support ISWG’s school education program. With approval from Maine DEP, the race and festival served as the Public Involvement and Participation event for all ISWG communities.	None

Permit Year	Description of Progress	Changes
	<p>By all accounts, the event was a huge success. Approximately 600 runners and walkers registered for the race, and many local businesses supported the race through sponsorships, in-kind donations, and employee participation as race participants and volunteers. Local media outlets advertised the events, including the donation of radio advertisement and an on-air interview during the month of April by 98.9 WCLZ and news coverage by News Chanel 8 WMTW. Social media, paid online advertising, posters, and direct mail and email were also used to promote the race and cause. Stormwater awareness messages were included on the event website, social media, eblasts, and other marketing tools that were sent to all registered participants, sponsors, and partners.</p> <p>Anecdotes as well as a post-race survey completed by race participants demonstrate the success of the race’s planning and implementation. Many participants particularly enjoyed the course, which changed this year to end in front of Deering High School. Many survey respondents indicated the cause of the race, clean water education, was a major reason why they chose to participate.</p> <p>The <i>Green Neighbor Family Fest</i> was held after the race in Deering High School gymnasium due to weather. The event ran for three hours and was attended by approximately 700 people. Scheduled events included the awards ceremony and a live music. A total of 21 exhibits were set up by local nonprofit and governmental organizations, universities, and businesses to provide hands-on, educational activities for children. These activities included a marine touch tank, making “seed bombs” (seeds rolled in compost), water quality experiments, “poo bag” toss (about proper disposal of pet waste), and many more. Children also took part in face painting and water related prize giveaways.</p> <p>The festival was also a great success. Children were engaged, and parents provided feedback that the activities were not only fun, but also educational for both parents and children.</p> <p>Plans are underway to host the fourth annual <i>Urban Runoff 5K</i> and <i>Green Neighbor Family Fest</i> on Saturday, April 25, 2015.</p> <p>The public works director volunteered at the event.</p>	

Permit Year	Description of Progress	Changes
	<p><b>Household Hazardous Waste Day</b></p> <p>The Town hosted a Household Hazardous Waste Day on May 10, 2014. The estimated cost to the town to host this collection is approximately \$13,543. This amount indicates a slight decrease over the expenditures for Permit Year 5 of the previous cycle. The town continues to survey residents in regards to this successful annual event. The Town advertises the event using the announcement contained in Appendix B. A summary of the survey results are also contained in Appendix B. Questions ranged from what types of wastes residents were dropping off to whether or not they would be willing to pay to drop off these wastes and what level of awareness they had about town, state and other organizations stormwater programs. Results this year indicated that “oil based paint” and “solvents/cleaners” were the most common wastes being dropped off. As has been true of prior years, most residents had heard about the event thru the small weekly newspaper (Cape Courier), 74% of residents had previously participated in this event, 70% said they would be willing to pay a fee and 30% of residents were aware of the stormwater management efforts of the “Think Blue Maine” campaign (down from 35% last year. It should be noted that a car count was not able to be conducted, 329 surveys were received this year.</p> <p><b>Prescription Medication Drop-off Day</b></p> <p>The Town hosted a collection of unwanted prescription medications on April 26, 2014. The Town collected 249.6 lbs of medications.</p>	
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**MCM 3 Illicit Discharge Detection and Elimination**

**MCM Goals**

1. Maintain an updated watershed-based storm sewer system infrastructure map;
2. Continue to enforce the town’s non-stormwater discharge ordinance;
3. Continue to implement the town’s illicit discharge detection and elimination program (the program includes a prioritized dry weather outfall inspection plan that will be expanded into watersheds that have not been inspected);
4. Continue to implement the town’s strategy to detect any illicit discharges to the open ditch system within Trout Brook; and
5. Develop a list of septic systems in Trout Brook that are 20 years old or older and implement a drive-by evaluation and documentation program
6. Work with the Portland Water District to identify if hydrant flushing practices in the MS4 constitute significant contributors of pollutants.

For specific permit requirements and suggestions, Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems Part IV.H.3 refer to the General Permit.

**BMP 3.1: Maintain an updated Watershed-Based Storm Sewer System Infrastructure Map**

Measurable Goal 3.1.1 - The town created a watershed-based map of the MS4 infrastructure during the prior two permit cycles (2003-2013). Annually by June 30 each year, the town will update the paper copies of the maps to reflect new infrastructure and changes to the infrastructure. If funding allows, the electronic map system will also be updated.

Reporting - Annual update of mapping efforts undertaken in the Permit Year.

Responsible Party - public works director

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	Watershed based maps that outline the storm sewer system have been developed. The existing maps continue to be updated to reflect changes to the system as they are constructed. Updates are hand notations on paper maps, which are updated electronically by a consultant as time and funds allow.	None
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Permit Year	Description of Progress	Changes
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**BMP 3.2: Continue to Enforce the Non-Stormwater Discharge Ordinance**

Measurable Goal 3.2.1 - The town of Cape Elizabeth adopted and implemented a Non-Stormwater Discharging Ordinance (Article II, Section 18-2-8 Non-Stormwater Regulation of Chapter 18 Conservation) effective July 13, 2005. As part of the Illicit Discharge Detection and Elimination Program, the town maintains a listing of illicit discharges that have been identified and how they are addressed. The town will update the spreadsheet by June 30 each year to include information on whether the Non-Stormwater Discharge Ordinance was used as an enforcement tool for the illicit discharges.

Responsible Party - public works director

Reporting - Documentation of illicit discharge incidents and municipal enforcement actions as a result of the adopted ordinance will be included in annual reports to DEP each year of the permit. This information will be reported under BMP 3.3 Continue Dry Weather Outfall Inspection Program.

Responsible Party: public works director.

**BMP 3.3: Continue Illicit Discharge Detection and Elimination Program**

Measurable Goal 3.3.1 – During the past permit cycle, the town developed an illicit discharge detection and elimination program which included annual dry weather inspections in the Town’s two highest priority watersheds (Trout Brook and Spurwink River). Implementation of the IDDE program will continue, and dry weather outfall inspections will be expanded to watersheds that were not previously inspected beginning in Permit Year 2.

Reporting - Inspection results will be documented in a spreadsheet or other recordkeeping system and a summary will be reported in annual reports submitted to the DEP.

Responsible Party - public works director

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The Town inspected 115 outfalls in the urbanized area,	None



Permit Year	Description of Progress	Changes
	<p>expanding inspections from the highest priority (Trout Brook and Spurwink River) watersheds to the Casco Bay Watershed.</p> <p>No evidence of illicit discharge was identified except for one outfall on Ocean House Road that discharges to Trout Brook. This outfall has a known illicit discharge, for which a Notice of Violation has been issued. The Town is working with the discharger to correct the issue. The NOV specifies that the discharge discontinue by October 1, 2014.</p> <p>The public called in two additional potential illicit discharges in Permit Year 2.</p> <p>A copy of the inspection record for the outfalls is provided in Appendix C as well as a copy of the NOV that was issued, and a copy of the Illicit Discharge Tracking Sheet that shows the status of those potential illicit discharges identified.</p> <p>The public works director also provided a memorandum to staff on May 17, 2014 reminding them to be on the lookout for illicit discharges when performing their duties. The Town also began preparation of a written document describing the IDDE program that they have implemented over the past two permit cycles.</p>	
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**BMP 3.4: Continue Open Ditch Illicit Discharge Program**

Measurable Goal 3.4.1 – During the past permit cycle, the town developed a strategy for detecting illicit discharges in their open ditch system within their highest priority watershed (Trout Brook). The town will expand the open ditch inspection program into the second highest priority watershed (Spurwink River).

Reporting - Annual reports to DEP each year of the permit will include a status report on the inspections completed. Note: reporting of illicit discharge detections and actions taken will be done under BMP 3.3 Continue Dry Weather Outfall Inspection Program.

Responsible Party - public works director.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	Ditch inspections during Permit Year 1 included Spurwink Road, Gull Crest and the DPW area. The inspections identified two previously unknown drains. No evidence of illicit discharges were observed in or around the drains. The inspections were conducted in conjunction with maintenance work.	None
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**BMP 3.5: Document and Evaluate Aging Septic Systems**

Measurable Goal 3.5.1 – By June 30, 2016, the town will develop a list of aging (i.e., greater than 20 years old) septic systems in its two highest priority watersheds (Trout Brook and Spurwink River) that might discharge to the MS4 if they were to fail.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	No work was required to be completed this year.	None
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Measurable Goal 3.5.2 – By June 30, 2017, the town will implement a drive-by evaluation and documentation program of the aging septic systems identified in Measurable Goal 3.5.1. The program will include a mechanism to address any discharges from failed septic systems.

Reporting – The Permit Year 3 Annual report will include a status report on the number of septic systems identified. The Permit Year 4 Annual Report will include a description of the evaluation and documentation program. Note: reporting of illicit discharge detections and actions taken will be done under BMP 3.2, Continue to Enforce the Non- Stormwater Discharge Ordinance.

Responsible Party - code enforcement officer

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	No work required to be completed this permit year.	None
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**BMP 3.6: Coordinate with the water utility regarding water line and hydrant flushing to determine if either is a significant contributor of pollutants to the MS4**

Measurable Goal 3.6.1 – By June 30, 2014 (end of Permit Year 1), coordinate with the water utility via mail or in person to evaluate whether or not water line or hydrant flushing from potable water sources is a significant contributor of pollutants to the MS4. Evaluation will include the following action:

- Provide the water utility with a location map showing the extent of the municipal urbanized area, and the highest priority watershed(s).
- Gather information from the water utility, specific to the urbanized area and priority watershed(s), including the number and location of hydrants and details on water line or hydrant flushing that outlines procedures, including how often flushing occurs, typical flow rates and duration, where the water is conveyed, what the target or actual chlorine concentrations are, and what best practices are employed to prevent erosion and address potential pollutants.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The Town and their stormwater consultant met with the Portland Water District on 10/1/2013 to discuss hydrant flushing in the Town. The PWD informed the Town of the number and location of hydrants, and gave general information on typical flow rates and duration of flushing and where the water is conveyed. The PWD informed the Town that flushing was scheduled to occur in the spring 2014, and that flushing occurs on a three year cycle.	None

Permit Year	Description of Progress	Changes
	<p>The Town also met with the PWD and ISWG communities on 1/17/2014, where further discussions occurred regarding the flow rates, target chlorine concentrations and best practices. The PWD agreed to conduct chlorine monitoring and to investigate BMPS to reduce chlorine discharges.</p> <p>The Town provided the PWD with shape files showing the highest priority watershed – Trout Brook (4/17/2014), information on the types of discharges that might cause exceedances of the Non-Stormwater Discharge Ordinance (4/3/2014 email), and electronic files of the storm drain system (4/17/2014).</p>	
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Measurable Goal 3.6.2 - By no later than December 30, 2014, unless otherwise approved by the Department, using available GIS or other municipal mapping information, the location of hydrants will be added to the storm sewer system infrastructure map to aid in the evaluation; the municipality will work with the water utility to prioritize the hydrants or water lines that have the potential to cause exceedances of the ambient water quality criterion for chlorine when discharged through the MS4. The municipality will request a water quality progress report that documents what best management practices are being implemented for flushing activity at the prioritized hydrants as well as the water utility’s testing results of the total residual chlorine for any such discharges.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The PWD provided the Town with electronic files showing the locations of the hydrants on 2/21/2014.	None
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Measurable Goal 3.6.3: Permit Years 3 – 5, the municipality will request an annual water quality progress report that documents what best management practices are being implemented for

flushing activity at the prioritized hydrants as well as the water utility’s testing results of the total residual chlorine for any such discharges.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	No work required to be completed this permit year.	None
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Measurable Goal 3.6.4: If it is determined by the end of Permit Year 3, that water line or hydrant flushing is a significant contributor of pollutants to the MS4, and the water utility has demonstrated that it will not voluntarily implement BMPs in order to reach ambient water quality criteria for chlorine, the municipality will, as soon as practicable or by no later than the end of Permit Year 4, update their IDDE ordinance to allow enforcement of discharges that cause exceedances of water quality criteria.

Reporting - The annual report will include a status update on the evaluation of water line and hydrant flushing as a significant contributor of pollutants to the MS4 and an update on subsequent actions.

Responsible Party - public works director.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	No work required to be completed this permit year.	None
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**MCM 4 Construction Site Stormwater Runoff Control**

**MCM Goals**

Continue to implement and enforce a program to reduce pollutants in any stormwater runoff to the regulated small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. For specific permit requirements and suggestions, refer to DEP's General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems Part IV.H.4.

The town will rely on the Maine Construction General Permit or Chapter 500, Stormwater Management.

In addition, the town will require contractors performing municipal work to be certified in erosion and sediment control through the state program, and the public works director and department supervisor will become certified.

**BMP 4.1: Continue notification to construction site developers and operators of the requirements for registration under the Maine Construction General Permit or Chapter 500, Stormwater Management for the discharge of stormwater associated with construction activities;**

Measurable Goal 4.1.1 – Continue notifying developers and contractors through the modified building permit and Planning Board review process, and through meetings with Code Enforcement and Planning staff. The documents provide notification to applicants of the requirements for registration under the Maine Construction General Permit or Chapter 500 Stormwater Management for the Discharge of Stormwater Associated with Construction Activities.

Responsible Party - public works director (Planning Board review process), code enforcement officer (building permit)

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The Town continued notification procedures currently in place using the Town Planning Staff and Code Enforcement staff directing construction site developers to Town Subdivision, Zoning and Stormwater, Non-Stormwater Control Ordinances for requirements related to Federal and State regulations. The Planning Board applications have been modified to include notification to applicants of the requirements for registration under the MCGP or Chapter	None

Permit Year	Description of Progress	Changes
	500 Stormwater Management. The Town continues to evaluate the current system and modifies it if needed.	
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**BMP 4.2: Continue documenting every construction activity that disturb one or more acres within the Urbanized Area.**

Measurable Goal 4.2.1 – During the previous Permit Cycle, the public works director developed a spreadsheet to document the construction activities that disturb more than one acre of land in the Urbanized Area. By June 30 each year the spreadsheet will be updated to include the construction projects in the Urbanized Area that disturbed more than one acre of land.

Responsible Party - public works director

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	Of the 110 building permits that were issued during Permit Year 1, none except those that passed through planning board were for projects that would cause one or more acres of disturbance.  Only one site which triggered the construction inspection requirements was under construction during Permit Year 1. A spreadsheet is maintained documenting selected site inspections (Appendix D).	None
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**BMP 4.3: Continue implementing the construction site inspection program.**

Measurable Goal 4.3.1 – During the previous permit cycle, the town developed a procedure for construction site inspections by either a municipal official or a contracted third party to meet the terms and conditions of the MS4 General Permit (i.e., to ensure projects are in compliance with the Maine Construction General Permit and Basic Standards of Chapter 500, Stormwater Management). The program includes three construction inspections for sediment and erosion control issues in those sites that are in the highest priority watershed (Trout Brook), and two inspections in all other portions of the Urbanized Area. One of the inspections occurs at the end of construction to document that final stabilization of the site has been completed. The town will continue to implement this program, and by June 30 each year will document this information in the Construction Inspection Tracking spreadsheet that is also used to document BMP 4.2.

Responsible Party - public works director (third party inspections), code enforcement officer (when no third party inspections are completed)

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	At least 6 inspections were conducted by a third party contractor for the site that required inspections. Generally issues such as repair of silt fence and maintenance of the construction entrance were recommended and then repaired by the contractor prior to the next inspection. The Maine DEP was not required to be involved in any issues associated with implementation of the Construction SWPPP for the site.	None
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**BMP 4.4: Enhanced Certifications in Trout Brook**

Measurable Goal 4.4.1 – By June 30, 2016, the public works director and department supervisor will become certified in sediment and erosion control through the State program.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.



Permit Year	Description of Progress	Changes
1	The public works director completed the classroom training for certification in sediment and erosion control on 12/2/2013 and completed field training for full certification on 6/24/2014.	None
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Measurable Goal 4.4.2 – Whenever the town undertakes a major project in Town (including Trout Brook), they specify in the bidding documents that the contractor be certified by the state in sediment and erosion control.

Responsible Party: public works director

Reporting – The Permit Year 1, 2, and 3 Annual reports will include a summary of information tracked in the spreadsheet.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	No Town construction was conducted during Permit Year 1 that triggered this requirement.	This measurable goal was expanded to the entire Town (it previously identified that the practice was applicable only to projects in Trout Brook).
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**MCM 5 Post-Construction Stormwater Management**

Goals (within the Urbanized Area)

- Continue to implement a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the town’s MS4;
- Continue to implement an ordinance or similar measure to ensure adequate long-term operation and maintenance of post construction BMPs;
- Ensure post construction BMPs are functioning as intended; and
- Document and report annually to the MDEP all applicable post-construction related information.

For specific permit requirements and suggestions, refer Part IV.H.5 of the General Permit.

**BMP 5.1: Continue to Enforce Ordinance or Similar Measure**

Measurable Goal 5.1.1 – During the previous permit cycle, the town passed a Post Construction Discharge Ordinance (effective April 8, 2010) which requires that any site that disturbs more than one acre certify to the town annually by May 1 that they have inspected and maintained their stormwater BMPS. The ordinance is Article IV of Chapter 18 Conservation. The town will continue to enforce this ordinance.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The Town continues to enforce this ordinance.	None
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**BMP 5.2: Track Post Construction Sites to ensure proper reporting and compliance with the Ordinance**

Measurable Goal 5.2.1 - The town has developed a spreadsheet to track sites that trigger the Post Construction Ordinance and to document the following elements which are required to be reported to the Maine DEP:

- The cumulative number of sites that have post construction BMPs discharging into the permittee's MS4;
- A summary of the number of sites that have post construction BMPs discharging into the permittee's MS4 that were reported to the municipality;
- The number of sites with documented functioning post construction BMPs; and
- The number of sites that required routine maintenance or remedial action to ensure that the post construction BMP is functioning as intended.

The town will complete the spreadsheet by June 30 each year.

The town ordinance requires that owners and operators hire a "Qualified Third Party Inspector" to inspect the site, therefore the General Permit requirements related to town inspections in watersheds of Urban Impaired Streams and Lakes Most at Risk do not apply.

Reporting - Documentation of all inspections will be entered into a spreadsheet for tracking and annual reporting to DEP.

Responsible Party - public works director

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	<p>The Town updated its Post-Construction Spreadsheet, which is contained in Appendix E. Eastman Meadows is the only project triggering the ordinance where construction has been completed. A maintenance certification was provided to the Public Works Director and by the Cottage Brook Homeowners Association September 5, 2014. The following is a summary of the Post Construction BMPs for the Town:</p> <p>1 Site discharge to the Town's MS4  1 site provided its maintenance certification to the Town  1 sites had fully functioning BMPs  0 site required routine maintenance.</p>	None
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**MCM 6 Pollution Prevention/Good Housekeeping for Municipal Operations**

This program has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

**MCM Goals**

- Maintain an updated inventory of all municipal operations conducted in, on, or associated with facilities, buildings, golf courses, cemeteries, parks and open space owned or operated by regulated MS4s that have the potential to cause or contribute to stormwater or surface water pollution.
- Continue to implement written operation and maintenance procedures for the facilities in the inventory to ensure long term operation of structural and non-structural controls that reduce stormwater pollution to the maximum extent practicable.
- Train employees on ways to prevent and reduce stormwater pollution from municipal operations and facilities.
- Continue to implement a program to sweep all publicly accepted paved streets and publicly owned paved parking lots as well as cleaning catch basins and other stormwater structures.
- Continue to maintain the conveyances, structures and outfalls of the regulated MS4.
- Continue to implement the Stormwater Pollution Prevention Plan for the Department of Public Works and Recycling Center sites.

For specific permit requirements and suggestions, refer to Part IV.H.6 of the General Permit.

**BMP 6.1: Operations at Municipally Owned Grounds and Facilities**

Measurable Goal 6.1.1 – During the previous permit cycle, the town developed an inventory of all municipal operations conducted in, on, or associated with facilities, buildings, golf courses, cemeteries, parks and open space that have the potential to cause or contribute to stormwater or surface water pollution.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The Inventory of Municipal Operations was updated in March of 2014. The Inventory is attached as Appendix F.	None
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Measurable Goal 6.1.2 – The town relies on the Standard Operating Procedures which are revised as necessary. The town will continue to implement these SOPs at the inventoried facilities in town. Where the public works director is not responsible for implementing the SOPs (i.e., at the police and fire departments), those facilities will maintain copies of their SOPs on-site.

Reporting - Annual reports to DEP each year will include a status report on the progress of implementing the SOPs.

Responsible Party – public works director

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The Town updated its Police, Fire and Grounds Maintenance SOPs in April 2014. Copies of the updated SOPs are contained in Appendix G.	None
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**BMP 6.2: Training**

Measurable Goal 6.2.1 – Formal stormwater pollution prevention employee training is completed annually. Refresher trainings occur on an informal basis whenever deemed necessary by the public works director. The trainings cover such topics as spill prevention and response, good housekeeping, and materials management practices. The town will train other employees in the Standard Operating Procedures during Permit Year 2.

Reporting - Annual reports to DEP each year will include a status report on the development of the training program and number of employees trained.

Responsible Party - public works director.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	<p>Thirteen public works employees were trained in IDDE and Pollution Prevention Good Housekeeping (SWPPP and SPCC Plan) on 8/15/2013.</p> <p>The two Recycling Center employees and the public works director were trained on the SWPPP on 9/23/2013.</p> <p>Four additional public works employees were trained in pollution prevention Good Housekeeping at the Highway Congress on 6/5/2014.</p> <p>The public works director received his Tank Smart training on 6/19/2014.</p> <p>The public works director and planner also attended the Maine Stormwater Conference on November 21 and 22, 2013.</p>	None
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**BMP 6.3: Continue Street Sweeping Program**

Measurable Goal 6.3.1 - Each permit year the town will continue to sweep all publicly accepted paved streets and publicly owned paved parking lots at least once a year as soon as possible after snowmelt. Additional street sweeping will be conducted in the Trout Brook Watershed to minimize pollutant transport.

Reporting - Annual reports to DEP each year will include a status report on street sweeping. To track the additional street sweeping in the Trout Brook Watershed, number of hours of sweeping will be reported.

Responsible Party - public works director.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	All municipal streets that have winter sand accumulation are swept three to four times per year. Streets are swept in early spring and usually completed by mid-May/June depending on the spring rains. Approximately 738 hours were logged and ~300 cubic yards of material was collected through street sweeping.  Materials collected are stockpiled at the Public Works/Transfer Station for later removal.	None
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5		

**BMP 6.4: Cleaning of Stormwater Structures Including Catch Basins**

Measurable Goal 6.4.1 - Each permit year the town will continue to inspect all catch basins and will clean catch basins and other stormwater structures that accumulate more than three inches of sediment. The town will clean catch basins more frequently if inspections indicate excessive accumulation of sediment. Excessive accumulation is greater than or equal to 50 percent filled.

Reporting - Annual reports to DEP each year will include a status report on cleaning of stormwater structures.

Responsible Party - public works director.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The Town checked and cleaned 412 catch basins in July/August of 2012. Approximately 114 cubic yards of catch basin grit was collected and deposited at CPRC Group in Scarborough. All basins are inspected and only cleaned if more than 3 inches of material exists.	None
2		
3		
4		
5		

**BMP 6.5: Maintenance and Upgrading of Storm water Conveyances and Outfalls**

Measurable Goal 6.5.1 – The town will continue to maintain and upgrade the stormwater conveyance systems based on the results of the catch basin, outfall, and ditch inspections, in accordance with the urgency of the repair. The town continues to perform systematic upgrades of the storm drain system in correlation with the road paving program for the town.

Reporting - Annual reports to DEP each year will include a status report on the maintenance and upgrading of stormwater conveyances and outfalls.

Responsible Party - public works director.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The Town expended 48 hours on outfall inspections, 237.5 hours on maintenance and repairs, 130 hours on mechanical cleaning of catch basins, and 672 hours manually cleaning infrastructure (raking debris and leaves) between July 1, 2013 and June 30, 2014. Drainage repairs completed included: <ul style="list-style-type: none"> <li>• Brush removal on the detention ponds in the Cross Hill Area</li> <li>• Third Party maintenance on the filterra® units at the high school and Fort Williams</li> </ul>	None



Permit Year	Description of Progress	Changes
	<ul style="list-style-type: none"> <li>Repairs to drainage swales, and culverts in and around Gull Crest and the Public Works Garage</li> <li>Repairs to outfalls identified during outfall inspections (e.g., riprap placement, clearing of vegetation)</li> <li>Chimney Rock Road received new drainage infrastructure (~\$130,000)</li> </ul>	
2		
3		
4		
5		

**BMP 6.6: Stormwater Pollution Prevention Plans (SWPPPs)**

Measurable Goal 6.6.1 – During Permit Year 1, the town will update the SWPPP for the Public Works Facility and Recycling Center to conform to the conditions and requirements of the Maine Multi-Sector General Permit for Stormwater Discharge Associated with Industrial Activity published April 26, 2011. During subsequent permit years, the town will implement the SWPPP, including conducting quarterly visual monitoring and quarterly housekeeping inspections.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The SWPPP for the Public Works Facility and Recycling Center was updated in September 2013 to conform to the requirements of the MSGP.	None.
2		
3		
4		
5		

Measurable Goal 6.6.2 – Although the public works garage does not exceed the 1,320 gallon threshold requiring an Oil Spill Prevention Control and Countermeasure Plan, the Garage holds a Site Location of Development Permit requiring a Spill Plan. The town will update the Spill Plan during Permit Year 1.

Reporting - Annual reports to DEP each year will include a status report on the development of

the SWPPP and SPCC Plans.

Responsible Party: public works director.

The following is a summary of the activities completed for this Measurable Goal. Any changes to the Measurable Goal are identified in the last column of the table.

Permit Year	Description of Progress	Changes
1	The SPCC Plan for the Public Works Facility was updated in September 2013.	None
2		
3		
4		
5		

### SECTION 3 CERTIFICATION

The General Permit requires that this Plan be certified by either a principal executive officer or ranking elected official. This section provides the necessary 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 gathered and evaluated 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:   
Michael K. McGovern

Date: 4 September 2014

Title: Town Manager

# **APPENDIX A**

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## **ATTENDANCE AT ISWG MEETINGS**

**Interlocal Stormwater Working Group  
Permit Year 1 Meeting Attendance**

Last	First	Organization/Municipality	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Blanchette	Angela	Saco	1			1					1		1		4
Bobinski	Mike	City of Portland													-
Bohlen	Curtis	Casco Bay Estuary Partnership	1										1		2
Bolduc	Michael	City of Saco													-
Bradstreet	Steve	Ransom / Cumberland	1												1
Branscom	John	Maine Turnpike Authority	1			1			1		1		1		5
Buckley	Stephen	Scarborough	1		1	1			1		1		1		6
Burns	Robert	Gorham	1		1	1			1		1				5
Clannon	LaMarr	Maine NEMO													-
Corbin	Garrett	MMA													-
Decrosta	Steve	Falmouth Conservation Commission													-
Dillon	Fred	South Portland	1			1			1		1		1		5
Diskinson	Mel	Falmouth Conservation Commission													-
Dubois	Marianne	Maine DEP							1						1
Dudley	Eric	Westbrook				1									1
Earley	Kathi	Portland	1			1					1		1		4
Finch	Susan	SMCC			1	1			1		1		1		5
Fitch	Jami	CCSWCD	1		1	1			1		1		1		6
Fortier	Doug	Windham	1			1			1		1		1		5
Gammon	Todd	AMEC													-
Gallinaro	Nancy	Portland											1		1
Harding	Steve	AMEC	1			1			1				1		4
Henderson	Zach	Woodard & Curran													-
Hinderliter	Jeffrey	OOB	1												1
Howard	Carter	Saco											1		1
Johnson	Steve	Yarmouth	1			1					1		1		4
Katsiaficas	Jim	Perkins Thompson													-
Kidder	Tyler	USM							1						1
Kuhns	Mick	Maine DEP													-
Ladd	David	Maine DEP			1	1			1		1				4
Leavett	Lynn	Westbrook	1			1			1		1		1		5
Lee Pinard	Tamara	CCSWCD	1		1	1			1		1				5
Malley	Robert	Cape Elizabeth	1		1	1			1		1		1		6
Milligan	Tom	City of Biddeford	1		1	1			1		1		1		6
Mountain	Aimee	GZA / MTA									1		1		2
Niles	Rich	AMEC	1		1						1				3
O'Dore	Aric	Maine Water									1				1
Presgraves	Albert	Freeport	1		1	1			1		1				5
Rabasca	Kristie	Integrated Enviro. Eng. / Cumberland	1		1	1			1		1		1		6
Reynolds	Jay	Falmouth	1												1
Rinehart	Christine	Wright-Pierce / OOB	1		1	1					1		1		5
Robertson	Bill	Old Orchard Beach													-
Roncarati	Doug	Portland	1		1	1			1		1		1		6
Saunders	Robyn	CCSWCD; GZA / MTA (through Jan. 2014)	1			1							1		3
Shaw	Michael	Scarborough	1		1						1		1		4
Street	Erik	Yarmouth													-
Strouse	Aubrey	Verdent Water	1												1
Thomes	David	South Portland			1										1
Tibbetts	Steve	MDOT	1		1						1				3
True	Heather	CCSWCD													-
Wendel	Jim	Scarborough													-
White	Kelsey	CCSWCD	1		1				1						3
Witherill	Don	Maine DEP													-
			28		17	22			19		24		22		132

## **APPENDIX B**

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### **HOUSEHOLD HAZARDOUS WASTE DAY SURVEYS**

**2014 Household Hazardous Waste Survey Results**

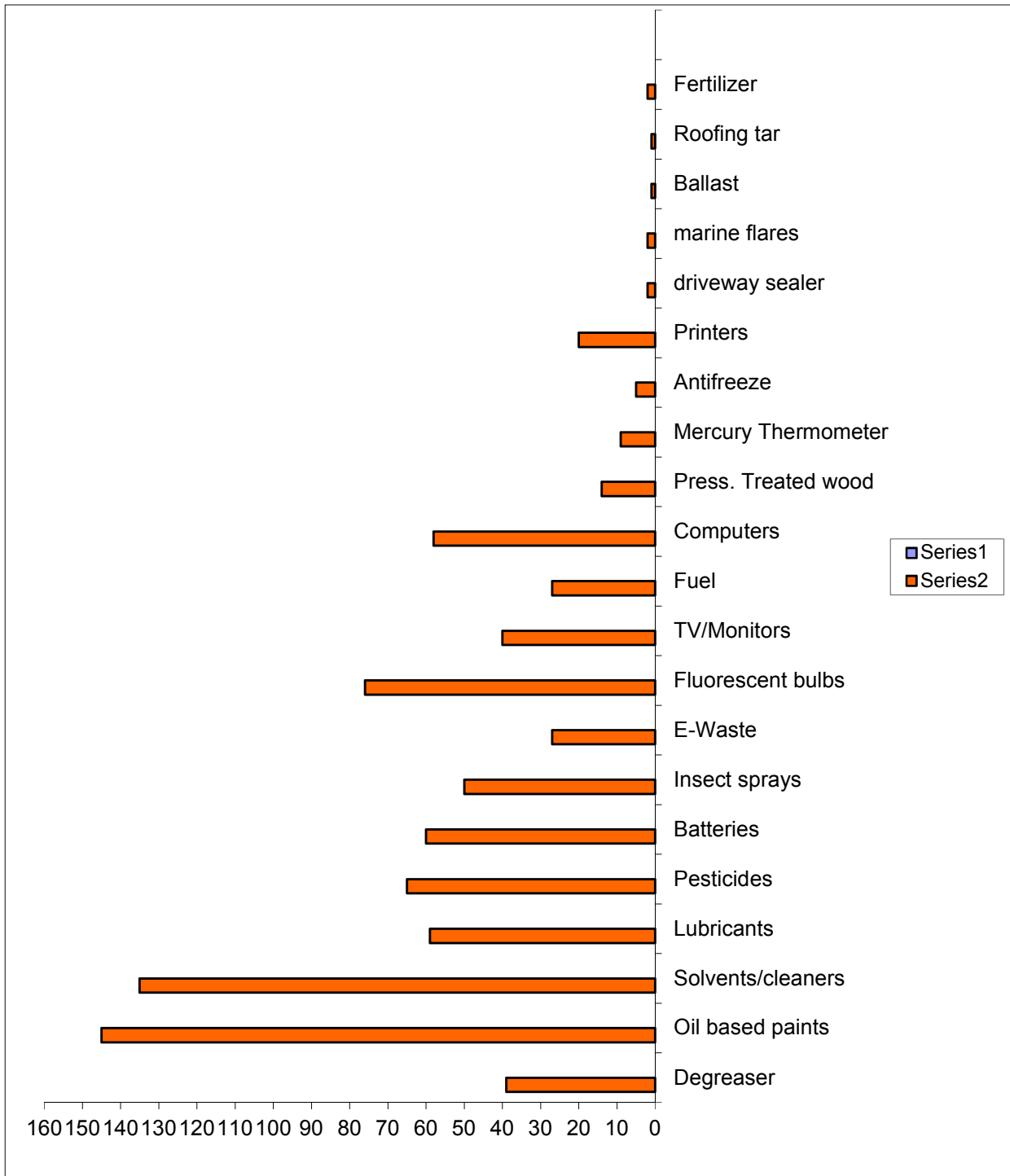
**Responses: 329**

**Question 1**

**What types of waste are you dropping off today?**

	<b>Totals</b>
Degreaser	39
Oil based paints	145
Solvents/cleaners	135
Lubricants	59
Pesticides	65
Batteries	60
Insect sprays	50
E-Waste	27
Fluorescent bulbs	76
TV/Monitors	40
Fuel	27
Computers	58
Press. Treated wood	14
Mercury Thermometer	9
Antifreeze	5
Printers	20
driveway sealer	2
marine flares	2
Ballast	1
Roofing tar	1
Fertilizer	2

## 2014 Household Hazardous Waste Survey Results



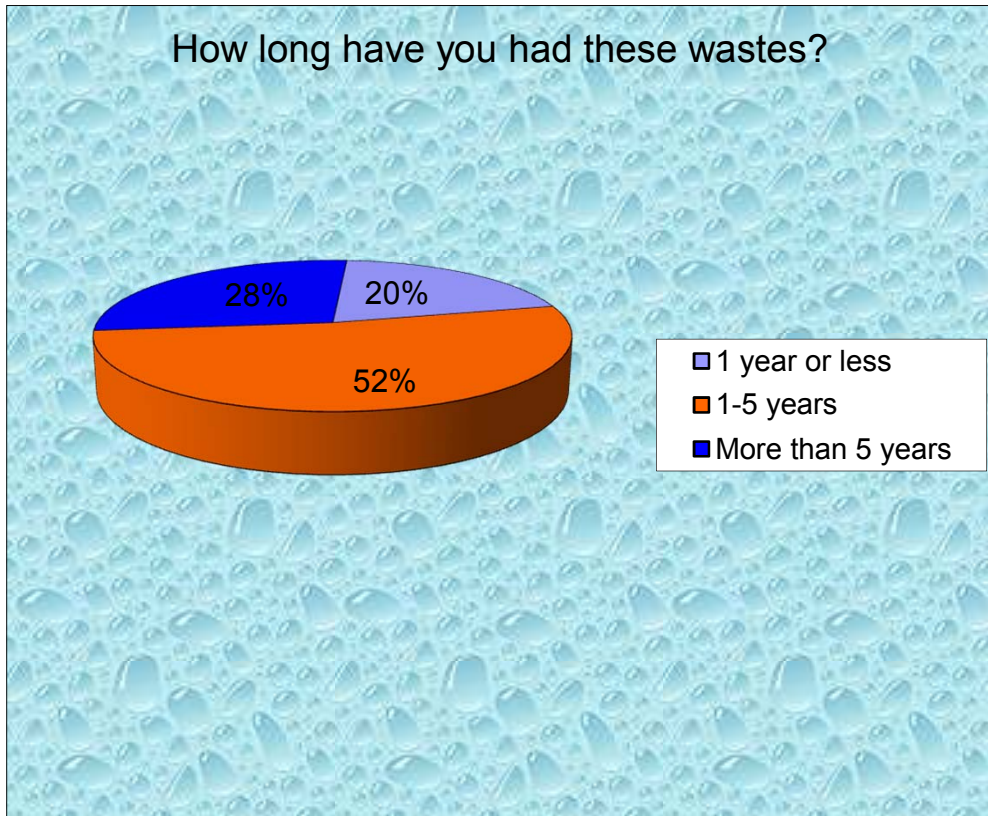


2014 Household Hazardous Waste Survey Results

**Question 2**

**How long have you had these wastes ?**

	<b>Total</b>
1 year or less	74
1-5 years	191
More than 5 years	102

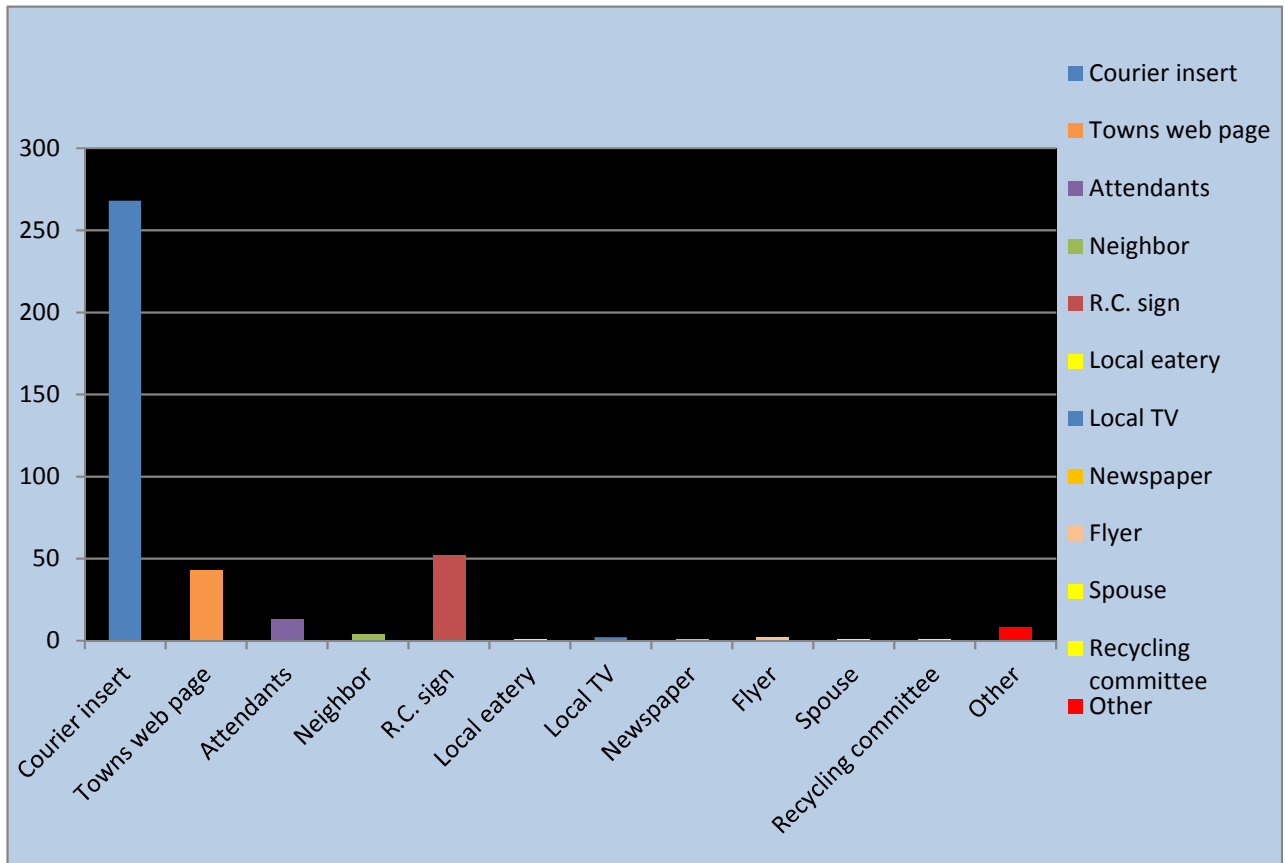


**2014 Household Hazardous Waste Survey Results**

**Question 3**

**How did you hear about today's event ?**

	<b>Total</b>
Courier insert	268
Towns web page	43
Attendants	13
Neighbor	4
R.C. sign	52
Local eatery	1
Local TV	2
Newspaper	1
Flyer	2
Spouse	1
Recycling committee	1
Other	8

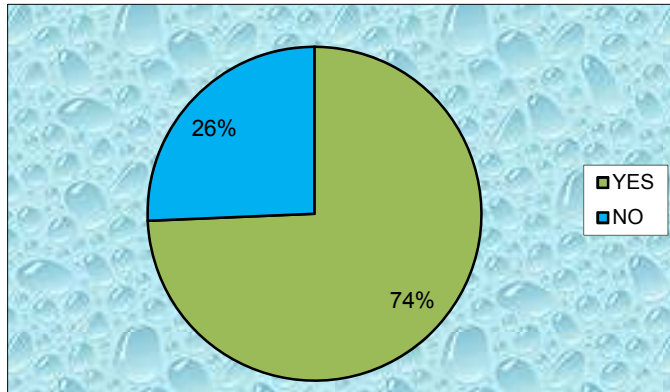


**2014 Household Hazardous Waste Survey Results**

**Question 4**

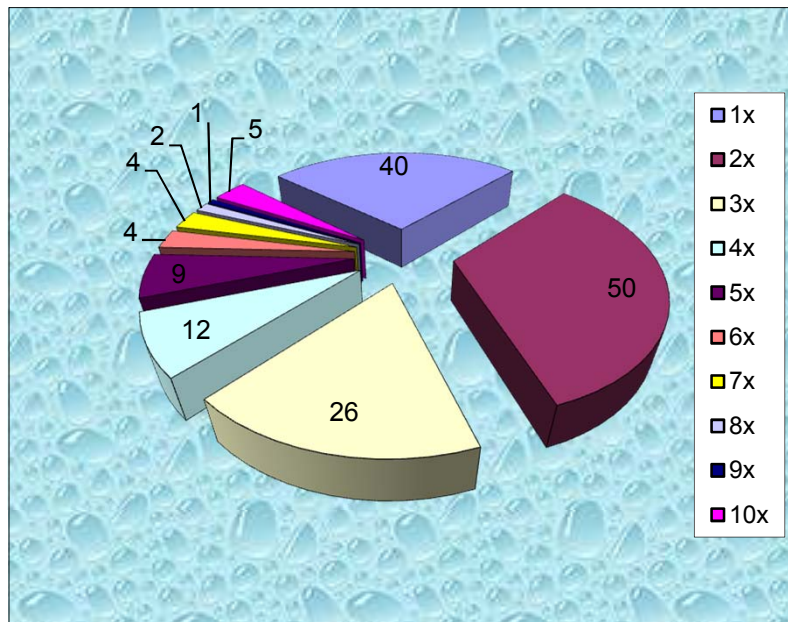
**Have you participated in a previous HHW waste collection event?**

<b>Total</b>	
YES	272
NO	94



<b>If yes how many times</b>	
1x	40
2x	50
3x	26
4x	12
5x	9
6x	4
7x	4
8x	2
9x	1
10x	5

If yes, how many times?

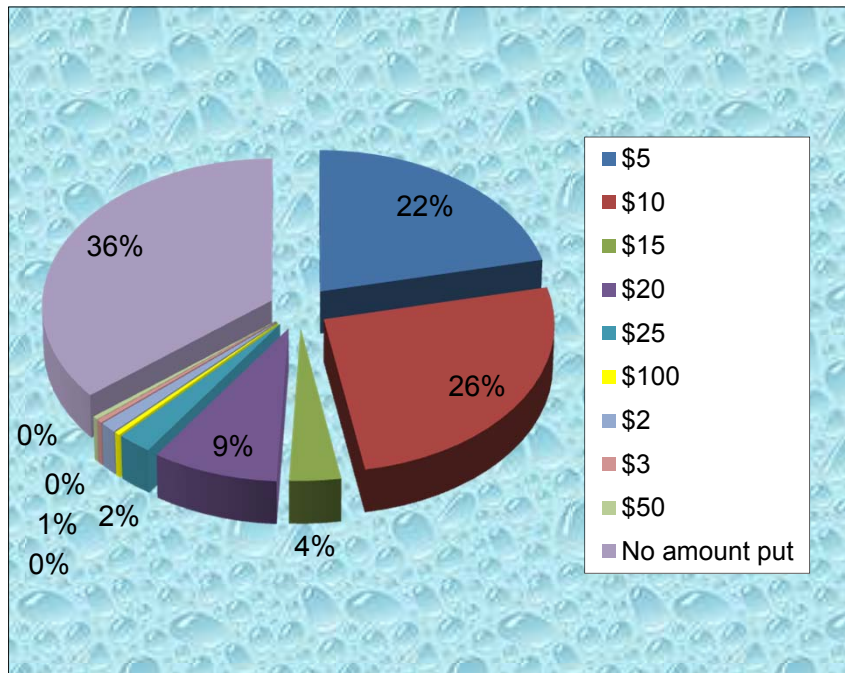
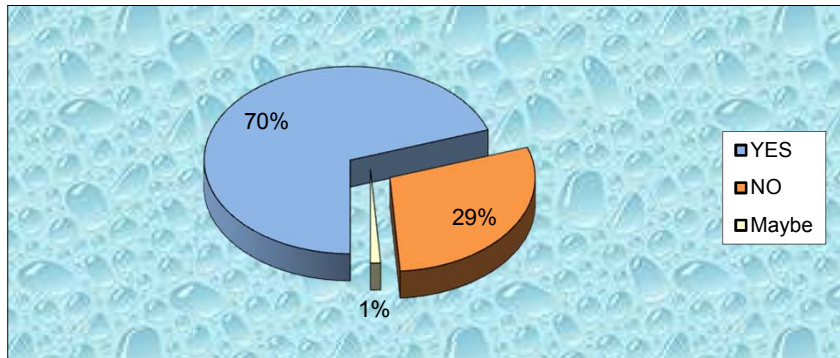


**2014 Household Hazardous Waste Survey Results**

**Question 5**

**Would you be willing to pay for HHW disposal if a fee was charged for this event ?**

	<b>Total</b>	
YES	249	
NO	104	
Maybe	4	
If yes, how much ?		
\$5	55	
\$10	66	
\$15	9	
\$20	22	
\$25	6	
\$100	1	
\$2	3	
\$3	1	
\$50	1	
No amount put	92	

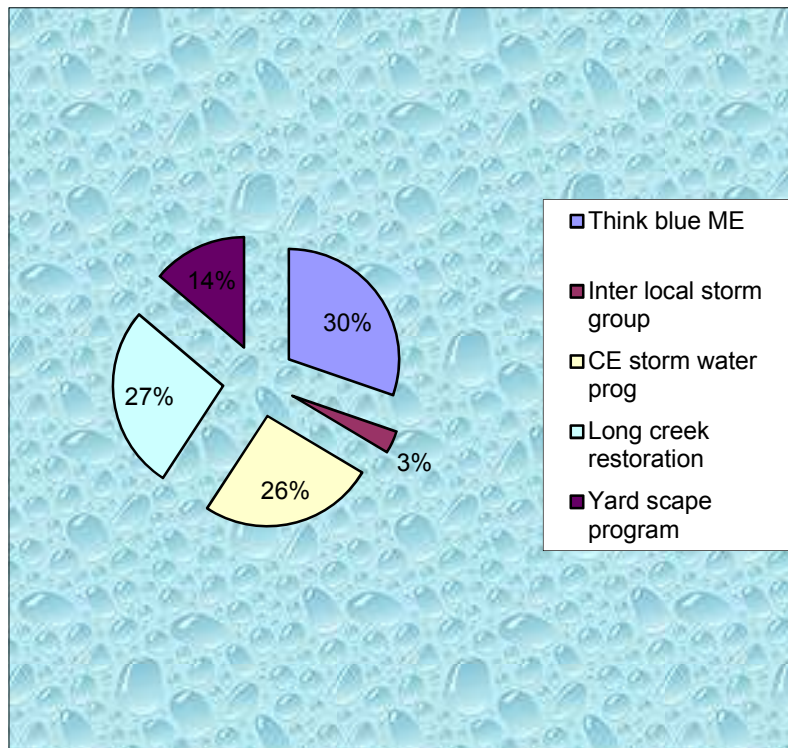


**2014 Household Hazardous Waste Survey Results**

**Question 6**

**Are you aware of any of the following stormwater management efforts?**

	<b>Total</b>
Think blue ME	92
Inter local storm group	10
CE storm water prog	78
Long creek restoration	82
Yard scape program	42



# **APPENDIX C**

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## **STORMWATER OUTFALL INSPECTION DOCUMENTATION**

**Cape Elizabeth Stormwater Outfall Inspection Record for Five Year Cycle Starting July 1, 2013**

<b>I.D.</b>	<b>Outfall Pipe Location</b>	<b>Watershed and/or Receiving Waters</b>	<b>Year 1</b>	<b>Year 2</b>
001	Pleasant Avenue @ Abby Lane	Trout Brook	11/12/2013	
001-A	Int. of Ridge & Dawe Road	Trout Brook	11/12/2013	
002	Valley Road	Trout Brook	11/12/2013	
003	Valley Road/Dawe Road Int.	Trout Brook	11/13/2013	
004	235 Spurwink Avenue	Trout Brook	11/13/2013	
005	Across From 170 Spurwink Ave.	Trout Brook	11/13/2013	
006	152 Spurwink Ave.	Trout Brook	11/13/2013	
007	81 Ocean House Road	Trout Brook	11/13/2013	
008	63 Ocean House Road	Trout Brook	11/13/2013	
009	117 Spurwink Avenue	Trout Brook	11/13/2013	
010	85 Spurwink Avenue	Maxwell's Farm Pond/Trout Brook	11/13/2013	
011	6 Hamlin Street	Trout Brook	11/13/2013	
012	3 Bradford Road	Trout Brook	11/13/2013	
013	26 Waterhouse Road	Trout Brook	11/13/2013	
014	Ocean Hse. Rd. @ State Ave.	Trout Brook	11/13/2013	
015	State Ave. @ Wilton Lane	Trout Brook	11/14/2013	
015-A	D/E of Linwood Street	Trout Brook	11/14/2013	
016	Across from 150 Mitchell Road	Trout Brook	11/14/2013	
016-A	No. of 216 Mitchell Road		11/14/2013	
017	Campion Road X-Country	Trout Brook	11/14/2013	
018	Int. of Lydon Lane & McAuley Rd.	Trout Brook	11/14/2013	
019	12 McAuley Road	Trout Brook	11/14/2013	
020	McAuley Road (Upper West End)	Trout Brook	11/14/2013	
021	8 Cheverus Road	Trout Brook	11/14/2013	
022	Between #29 & #33 Thrasher Rd.	Trout Brook	11/14/2013	
023	Behind #39 Thrasher Road	Trout Brook	11/14/2013	
023-A	Between #31 & #33 Columbus Rd.	Trout Brook	11/14/2013	
024	Meadowview Lane Cul-de-Sac	Trout Brook	11/14/2013	
025	337 Mitchell Road	Dyer Pond	11/14/2013	
026	Stonegate Rd. @ No. Pumping Sta.	Dyer Pond	11/14/2013	
027	Between #2 & #6 Granite Ridge Rd.	Dyer Pond	11/14/2013	
028	14 Stonegate Road	Dyer Pond	11/14/2013	
029	D/E of Quartz Knob Road	Dyer Pond	11/14/2013	
030	2 Rock Crest Drive	Dyer Pond	11/14/2013	
031	Int. of Graytone & Rock Crest	Dyer Pond	11/14/2013	
032	Graystone Road	Dyer Pond	11/14/2013	
033	15 Rock Crest Drive	Dyer Pond	11/14/2013	
034	17 Rock Crest Drive	Dyer Pond	11/14/2013	
035	Rock Crest Dr. Cul-de-Sac	Dyer Pond	11/14/2013	
036	7 Longfellow Drive	Spurwink River	11/14/2013	
036-A	Village Crossing Outfall	Spurwink River	11/14/2013	
037	Between #49 & #51 Longfellow Dr.	Spurwink River	11/14/2013	
038	D/E of Longfellow Dr (CEHS End)	Spurwink River	11/14/2013	
039	N.W. Corner of CEHS Turf Field	Spurwink River	11/14/2013	
<b>040</b>	<b>East Corner of CEHS Turf Field</b>	<b>Spurwink River</b>	11/14/2013	
041	S.W. Corner of CEHS Turf Field	Spurwink River	11/14/2013	
042	South Corner of CEHS Turf Field	Spurwink River	11/14/2013	
043	Behind CEHS Swimming Pool	Spurwink River	11/14/2013	
044	S.E. Co. of Varsity Soccer Field	Spurwink River	11/14/2013	
045	CEHS Pool & Fitness Lot	Spurwink River	11/14/2013	
046	CEMS Faculty Lot	Spurwink River	11/14/2013	
047	6 Evergreen Circle	Spurwink River	11/14/2013	

**Cape Elizabeth Stormwater Outfall Inspection Record for Five Year Cycle Starting July 1, 2013**

<b>I.D.</b>	<b>Outfall Pipe Location</b>	<b>Watershed and/or Receiving Waters</b>	<b>Year 1</b>	<b>Year 2</b>
048	1 Pine Point Road	Spurwink River	11/14/2013	
049	52 Brentwood Road	Spurwink River	11/14/2013	
050	Between #36 & #40 Brentwood Rd.	Spurwink River	11/14/2013	
051	28 Brentwood Road	Spurwink River	11/14/2013	
052	10 Brentwood Road	Spurwink River	11/14/2013	
053	Between #3 & #5 Penwood Road	Spurwink River	11/14/2013	
053-A	D/E of Tall Pine Road	Spurwink River	11/14/2013	
054	Between #19 & #21 Maple Lane	Spurwink River	11/14/2013	
055	Between #9 & #11 Maple Lane	Spurwink River	11/14/2013	
056	Adjacent #3 Maple Lane	Spurwink River	11/14/2013	
<del>057</del>	<del>Across from 43 Starboard Drive</del>	<del>Spurwink River</del>	11/14/2013	
058	Across from 23 Starboard Drive	Spurwink River	11/14/2013	
059	Across from 21 Starboard Drive	Spurwink River	11/14/2013	
060	Across from 13 Starboard Drive	Spurwink River	11/14/2013	
061	Across from 1 Starboard Drive	Spurwink River	11/14/2013	
062	So. Int. of Wainwright & Spurwink	Spurwink River	11/14/2013	
063	No. Int. Wainwright & Spurwink	Spurwink River	11/14/2013	
064	510 Spurwink Avenue	Spurwink River	11/14/2013	
065	Across from Spurwink Church (77)	Spurwink River	11/14/2013	
066	Adjacent to 2 Leighton Farms Rd.	Spurwink River	11/14/2013	
067	Autumn Tides Road Cul-de-Sac	Spurwink River	11/14/2013	
068	Across from Cross Hill Pump. Sta.	Spurwink River	11/21/2013	
069	Sawyer Road @ Silva Drive	Spurwink River	11/21/2013	
070	Behind #1 Silva Drive	Spurwink River	11/21/2013	
071	Between #1169 & #1165 Sawyer	Spurwink River	11/21/2013	
072	Stream Crossing @ NET Pole #1525	Spurwink River	11/21/2013	
073	Adjacent to 1084 Sawyer Road	Spurwink River	11/21/2013	
074	Adjacent to 326 Spurwink Avenue	Spurwink River	11/21/2013	
075	D/E of Pheasant Hill Road	Spurwink River	12/4/2013	
076	Adjacent to 528 Spurwink Avenue	Spurwink River	12/4/2013	
077	Adjacent to Sprague Hall	Spurwink River	12/4/2013	
078	<b>Outfall numbers reserved for future use.</b>			
079				
080				
081				
082				
083				
084				
085	D/E of Ottawa Road	Atlantic Ocean	12/4/2013	
086	D/E of Sea View Avenue	Atlantic Ocean	12/4/2013	
087	Adjacent to 874 Shore Road	Atlantic Ocean	12/4/2013	
088	884 Shore Road	Atlantic Ocean	12/4/2013	
089	Casino Beach (Submerged)	Atlantic Ocean	12/4/2013	
090	Maiden Cove Lane	Atlantic Ocean	12/4/2013	
091	Garden Lane	Atlantic Ocean	12/4/2013	
092	Ship Cove Beach - Fort Williams Park	Atlantic Ocean	12/5/2013	
092	Ship Cove - Fort Williams Park	Atlantic Ocean	12/5/2013	
093	South of PHL - Fort Williams Park	Atlantic Ocean	12/5/2013	
094	Pond Cove Beach	Atlantic Ocean	12/5/2013	
095	Olde Colony Lane	Atlantic Ocean	12/5/2013	
096	Shipwreck Cove?	Atlantic Ocean	5/5/2014	
097	Reef Road - North	Atlantic Ocean	5/5/2014	



**Cape Elizabeth Stormwater Outfall Inspection Record for Five Year Cycle Starting July 1, 2013**

<b>I.D.</b>	<b>Outfall Pipe Location</b>	<b>Watershed and/or Receiving Waters</b>	<b>Year 1</b>	<b>Year 2</b>
098	Reef Road - South	Atlantic Ocean	5/5/2014	
099	D/E of Algonquin Road	Atlantic Ocean	5/5/2014	
100	33 Pilot Point Road	Atlantic Ocean	5/12/2014	
101	Salt Spray Lane	Atlantic Ocean	5/12/2014	
102	Between # & # Salt Spray Lane	Atlantic Ocean	5/12/2014	
103	Hunt's Point Road Cul-de-Sac	Atlantic Ocean	5/12/2014	
104	6 Hunt's Point Road	Atlantic Ocean	6/4/2014	
105	D/E of Hunt's Point Road - West End	Atlantic Ocean	6/4/2014	
106	### Heritage Court	Atlantic Ocean	6/4/2014	
107	###Cove View Road	Atlantic Ocean	6/4/2014	
108	###Lighthouse Point Road	Atlantic Ocean	6/4/2014	
109	Dyer Cove Beach	Atlantic Ocean	6/4/2014	
110	Across from 58 Kettle Cove Road	Atlantic Ocean	6/4/2014	
111	Across from 62 Kettle Cove Road	Atlantic Ocean	6/4/2014	
112	Crescent View Ave (Ag Field)	Atlantic Ocean	6/4/2014	

**Cape Elizabeth Stormwater Outfall Inspection Report - Year 1, Cycle 3**

I.D.	Outfall Pipe Location	Watershed and/or Receiving Waters	Ditching/ RipRap	Cut Brush	Headwall Work	Jet Pipe	Good Condition
	1 Pleasant Avenue @ Abby Lane	Trout Brook		X			
001-A	Int. of Ridge & Dawe Road	Trout Brook					X
	2 Valley Road	Trout Brook					X
	3 Valley Road/Dawe Road Int.	Trout Brook					X
	4 235 Spurwink Avenue	Trout Brook					X
	5 Across From 170 Spurwink Ave.	Trout Brook					X
	6 152 Spurwink Ave.	Trout Brook					X
	7 81 Ocean House Road	Trout Brook					X
	8 63 Ocean House Road	Trout Brook					X
	9 117 Spurwink Avenue	Trout Brook					X
	10 85 Spurwink Avenue	Maxwell's Farm Pond/Trout Brook					X
010-A	Behind #58 Spurwink Ave	Trout Brook					X
	11 6 Hamlin Street	Trout Brook					X
011-A	Behind #10 Aster Ln	Trout Brook					X
	12 3 Bradford Road	Trout Brook					X
	13 26 Waterhouse Road	Trout Brook	X	X			
	14 Ocean Hse. Rd. @ State Ave.	Trout Brook					X
	15 State Ave. @ Wilton Lane	Trout Brook					X
015-A	D/E of Linwood Street	Trout Brook					X
	16 Across from 150 Mitchell Road	Trout Brook		X			
016-A	No. of 216 Mitchell Road			X			
	17 Campion Road X-Country	Trout Brook					X
	18 Int. of Lydon Lane & McAuley Rd.	Trout Brook	X				
	19 12 McAuley Road	Trout Brook	X				
	20 McAuley Road (Upper West End)	Trout Brook			X		
	21 8 Cheverus Road	Trout Brook	X				
	22 Between #29 & #33 Thrasher Rd.	Trout Brook		X			
	23 Behind #39 Thrasher Road	Trout Brook					X
023-A	Between #31 & #33 Columbus Rd.	Trout Brook					X

Cape Elizabeth Stormwater Outfall Inspection Report - Year 1, Cycle 3

I.D.	Outfall Pipe Location	Watershed and/or Receiving Waters	Ditching/ RipRap	Cut Brush	Headwall Work	Jet Pipe	Good Condition
	24 Meadowview Lane Cul-de-Sac	Trout Brook					X
	25 337 Mitchell Road	Dyer Pond		X			
	26 Stonegate Rd. @ No. Pumping Sta.	Dyer Pond					X
	27 Between #2 & #6 Granite Ridge Rd.	Dyer Pond					X
	28 14 Stonegate Road	Dyer Pond		X			
	29 D/E of Quartz Knob Road	Dyer Pond		X			
	30 2 Rock Crest Drive	Dyer Pond			X		
	31 Int. of Graytone & Rock Crest	Dyer Pond					X
	32 Graystone Road	Dyer Pond			X		
	33 15 Rock Crest Drive	Dyer Pond				X	
	34 17 Rock Crest Drive	Dyer Pond	X				
	35 Rock Crest Dr. Cul-de-Sac	Dyer Pond					X
	36 7 Longfellow Drive	Spurwink River					X
036-A	Village Crossing Outfall	Spurwink River		X			
	37 Between #49 & #51 Longfellow Dr.	Spurwink River					X
	38 D/E of Longfellow Dr (CEHS End)	Spurwink River					X
	39 N.W. Corner of CEHS Turf Field	Spurwink River					X
	40 East Corner of CEHS Turf Field	Spurwink River					X
	41 S.W. Corner of CEHS Turf Field	Spurwink River		X			
	42 South Corner of CEHS Turf Field	Spurwink River					X
	43 Behind CEHS Swimming Pool	Spurwink River					X
	44 S.E. Co. of Varsity Soccer Field	Spurwink River					X
	45 CEHS Pool & Fitness Lot	Spurwink River		X			
	46 CEMS Faculty Lot	Spurwink River					X
	47 6 Evergreen Circle	Spurwink River					X
	48 1 Pine Point Road	Spurwink River	X				
	49 52 Brentwood Road	Spurwink River					X
	50 Between #36 & #40 Brentwood Rd.	Spurwink River					X
	51 28 Brentwood Road	Spurwink River					X
	52 10 Brentwood Road	Spurwink River					X
	53 Between #3 & #5 Penwood Road	Spurwink River					X
053-A	D/E of Tall Pine Road	Spurwink River					X
	54 Between #19 & #21 Maple Lane	Spurwink River					X
	55 Between #9 & #11 Maple Lane	Spurwink River		X			
	56 Adjacent #3 Maple Lane	Spurwink River	X				

### Cape Elizabeth Stormwater Outfall Inspection Report - Year 1, Cycle 3

I.D.	Outfall Pipe Location	Watershed and/or Receiving Waters	Ditching/ RipRap	Cut Brush	Headwall Work	Jet Pipe	Good Condition
57	Across from 43 Starboard Drive	Spurwink River					X
58	Across from 23 Starboard Drive	Spurwink River					X
59	Across from 21 Starboard Drive	Spurwink River					X
60	Across from 13 Starboard Drive	Spurwink River					X
61	Across from 1 Starboard Drive	Spurwink River				X	
62	So. Int. of Wainwright & Spurwink	Spurwink River					X
63	No. Int. Wainwright & Spurwink	Spurwink River			X		
64	510 Spurwink Avenue	Spurwink River					X
65	Across from Spurwink Church (77)	Spurwink River					X
66	Adjacent to 2 Leighton Farms Rd.	Spurwink River					X
67	Autumn Tides Road Cul-de-Sac	Spurwink River					X
68	Across from Cross Hill Pump. Sta.	Spurwink River					X
69	Sawyer Road @ Silva Drive	Spurwink River		X			
70	Behind #1 Silva Drive	Spurwink River	X	X			
71	Between #1169 & #1165 Sawyer	Spurwink River		X			
72	Stream Crossing @ NET Pole #1525	Spurwink River					X
73	Adjacent to 1084 Sawyer Road	Spurwink River					X
74	Adjacent to 326 Spurwink Avenue	Spurwink River					X
75	D/E of Pheasant Hill Road	Spurwink River					X
76	Adjacent to 528 Spurwink Avenue	Spurwink River	X				
77	Adjacent to Sprague Hall	Spurwink River	X				
78							
79							
80							
81							
82							
83							
84							
85	D/E of Ottawa Road	Atlantic Ocean					X
86	D/E of Sea View Avenue	Atlantic Ocean					X
87	Adjacent to 874 Shore Road	Atlantic Ocean					X
88	884 Shore Road	Atlantic Ocean	X	X			
89	Casino Beach (Submerged)	Atlantic Ocean					X
90	Maiden Cove Lane	Atlantic Ocean					X
91	Garden Lane	Atlantic Ocean					X

**Cape Elizabeth Stormwater Outfall Inspection Report - Year 1, Cycle 3**

I.D.	Outfall Pipe Location	Watershed and/or Receiving Waters	Ditching/ RipRap	Cut Brush	Headwall Work	Jet Pipe	Good Condition
	92 Ship Cove Beach - Fort Williams Park	Atlantic Ocean	X				
	92 Ship Cove - Fort Williams Park	Atlantic Ocean	X				
	93 South of PHL - Fort Williams Park	Atlantic Ocean					X
	94 Pond Cove Beach	Atlantic Ocean				X	
	95 Olde Colony Lane	Atlantic Ocean	X				
	96 Shipwreck Cove?	Atlantic Ocean					X
	97 Reef Road - North	Atlantic Ocean					X
	98 Reef Road - South	Atlantic Ocean					X
	99 D/E of Algonquin Road	Atlantic Ocean					X
	100 33 Pilot Point Road	Atlantic Ocean	X				
100-A	19Pilot Point Road	Atlantic Ocean	X			X	
	101 Salt Spray Lane	Atlantic Ocean	X				
	102 Between # & # Salt Spray Lane	Atlantic Ocean					X
	103 Hunt's Point Road Cul-de-Sac	Atlantic Ocean	X	X		X	
	104 6 Hunt's Point Road	Atlantic Ocean	X			X	
	105 D/E of Hunt's Point Road - West End	Atlantic Ocean	X				
	106 #?? Heritage Court	Atlantic Ocean	X				
	107 #??Cove View Road	Atlantic Ocean	X	X			
	108 #??Lighthouse Point Road	Atlantic Ocean	X		X		
	109 Dyer Cove Beach	Atlantic Ocean					X
	110 Across from 58 Kettle Cove Road	Atlantic Ocean	X	X		X	
	111 Across from 62 Kettle Cove Road	Atlantic Ocean					X
	112 Crescent View Ave (Ag Field)	Atlantic Ocean					X

**"X" Indicates Action Required**



# TOWN OF CAPE ELIZABETH

## PUBLIC WORKS DEPARTMENT

10 COOPER DRIVE  
CAPE ELIZABETH, MAINE 04107

ROBERT C. MALLEY  
PUBLIC WORKS DIRECTOR  
TEL. 799-4151  
FAX 799-4426  
E-MAIL: robert.malley@capeelizabeth.org

June 18, 2014

Mr. Raymond Taylor  
Classic Services  
2 Harrison Avenue  
Cape Elizabeth, ME 04107

### **Re: Notice of Violation – Cape Elizabeth MS4 Permit Requirements**

Dear Raymond,

As you know, a dedicated team of individuals from the Cumberland County Soil & Water Conservation District (CCSWCD) has been exploring options with you to redirect the discharge from your car washing business located at 2 Harrison Avenue. These discharges are flowing into Trout Brook, which has been designated as an impaired stream by the Maine DEP. After review of the stormwater permit issued to the Town by the Maine Department of Environmental Protection (DEP) and the Town's Non-Stormwater Control Ordinance, I have determined that the discharge is a violation of Section 18-2-8 (c) (1) of our Conservation Ordinance (see enclosure). You will see that this section of the ordinance identifies allowable non-stormwater discharges. Although "residential car washing" is listed as an allowed non-stormwater discharge, washing fluids from businesses are not allowed. The key factor classifying your discharge as a business rather than residential car washing, is the increased volume of washing that you do.

The team from CCSWCD has worked diligently to find a reasonable solution for you to eliminate the discharge from entering the brook via a catch basin on Ocean House Road. Initially it was hoped that funds from a grant received to begin the restoration of Trout Brook could be utilized to assist you with funding a remediation effort, such as the installation of a drain that could be connected to the sanitary sewer. After careful examination of the grant requirements, it has been determined by the staff at the CCSWCD that the grant funds cannot be expended on the correction of this violation. There is a possibility that the Maine DEP might be able to offer limited funding assistance for the remediation. Wendy Garland, who has been working with you is the local contact person and she can be reached at her office at 822-6300 or via cell at 615-2451.

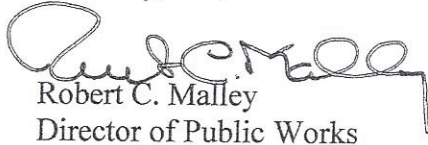
Though we are cognizant of the financial impact of the required remediation, I am more concerned that we are in violation of both our stormwater permit from the Maine DEP and our own ordinance governing stormwater discharges. The Town could also be assessed fines from Environmental Protection Agency (EPA) if we fail to eliminate this discharge.

Given the above referenced violation, I am requiring the discharge from your business be redirected to the sanitary sewer on, or before October 1, 2014. Failure to correct the discharge violation will require the Town to take enforcement action against your business, which we hope to avoid.

I am happy to share options that have been discussed by our team with both you, and a contractor of your choice. Keep in mind that the Town will need to approve the remediation scenario you choose to make sure it complies with the ordinance. There are also additional compliance and ordinance requirements that must be met if any of this work occurs in the public right-of-way. Working within the public right-of-way requires the issuance of a Street Opening Permit, which can only be issued to a contractor meeting the requirements set forth in the Town Ways Ordinance (Chapter 17).

Please let me know if you have any questions regarding this matter and we look forward to a mutual resolution.

Sincerely,

  
Robert C. Malley  
Director of Public Works

Cc: Michael K. McGovern, Town Manager  
Ben McDougal, Code Enforcement Officer  
Wendy Garland, Maine DEP  
David Ladd, Maine DEP  
Pat Marass, CCSWCD  
Kristie Rabasca, Integrated Environmental Engineering

Town of Cape Elizabeth  
Stormwater Phase II  
IDDE Tracking Sheet

<u>Date of Incident/Date Reported:</u>	<u>Report Initiated by:</u> Complaint, catch basin cleaning, dry weather outfall inspection, etc.	<u>Location of Potential Illicit Discharge:</u> If known - lat/long, stream address or outfall #, closest street address, nearby landmark, etc.	<u>Description of Potential Illicit Discharge:</u> For example - dumping, wash water, suds, oil/solvents/chemicals , sewage, etc.	<u>Actions taken and dates</u>	<u>Location of Documentation showing Resolution:</u>
3/17/2012	Reported to Police Dispatch	Gull Crest Field	Individual completed an oil change at Gull Crest Field, and dumped oil into a culvert.	Police, Maine DEP and Public Works were notified immediately by dispatch. Maine DEP hazmat team assisted in cleaning up the oil.	Permit Year 4 Annual Report for 2008-2013 cycle
6/7/2013	Opportunistic Observation by Sonny Young (Public Works)	Catch basin behind guardrail on Ocean House Road across from State Street. (CB 1095).	Observation of soap suds and oil odor coming from catch basin.	<p>6/2013 This catch basin is connected to the system at Harrison Avenue, which is being considered for retrofit to address car washing discharges. The Town, CCSWCD, the City of South Portland are cooperating to address the issue as part of the Trout Brook Watershed Management Plan implementation.</p> <p>Raymond Taylor operates a car and boat washing business at his residence (2 Harrison Avenue). The CCSWCD had been working with Mr. Taylor to identify a stormwater BMP to help mitigate his discharges to Trout Brook. The CCSWCD determined that they could not assist Mr. Taylor with their grant funding for legal reasons.</p> <p>The Public Works Department and CCSWCD met with Mr. Taylor on 4/17/2014 to review potential options to mitigate his discharge. Mr. Taylor was notified verbally at this time that the discharge was not allowed under the Town's ordinances (Section 18-2-8 (c) (1) ).</p> <p>A NOV was issued on 6/18/2018 requiring the discharge cease by 10/1/2014. The Town continues to work with Mr. Taylor to resolve this issue.</p>	



Town of Cape Elizabeth  
Stormwater Phase II  
IDDE Tracking Sheet

<u>Date of Incident/Date Reported:</u>	<u>Report Initiated by:</u> Complaint, catch basin cleaning, dry weather outfall inspection, etc.	<u>Location of Potential Illicit Discharge:</u> If known - lat/long, stream address or outfall #, closest street address, nearby landmark, etc.	<u>Description of Potential Illicit Discharge:</u> For example - dumping, wash water, suds, oil/solvents/chemicals, sewage, etc.	<u>Actions taken and dates</u>	<u>Location of Documentation showing Resolution:</u>
9/11/2013	Call in to Public works	Intersection of Shore and Preble Street	Report of paint in a catch basin and on road.	Public Works Crew responded and found evidence that a paint can had fallen off of a vehicle, resulting in a spill of approximately 1 quart of paint. Approx. 1/2 cup of paint entered the basin, and crews prevented further paint from entering by absorbing with sand, and disposing of sand as solid waste.  No further action necessary	Permit Year 1 Annual Report for 2013-2018 cycle.
6/20/2014	Call in to Public Works	Peables Cove Cape Elizabeth	Report of foul smell on five consecutive days (June 15-20) - noxious, raw sewage. Near swimming area	Meeting 6/30/2014 with residents, PWD, PWD, sampling for ammonia, surfactants, no significant indication of human source. 7/1/2014 sampling for enterococci, posted swimming advisory as precaution. Enterococci result 7/3/2014 < 10 col/ml. Swimming advisory removed.	Permit Year 1 Annual Report for 2013-2018 cycle.

## **APPENDIX D**

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### **CONSTRUCTION INSPECTION TRACKING SPREADSHEET**

<b>DEP Permit By Rule ID</b>	<b>Town's project name</b>	<b>Date construction commenced</b>	<b>Inspection dates (three inspections are required)</b>	<b>Inspection include assessment of stabilization of disturbed</b>	<b>Were any necessary corrections satisfactorily implemented?</b>	<b>Was DEP notified of a violation?</b>
	Cottage Brook	Sep-13	Acorn 9/20/2013	Yes	Yes - additional silt fence, no impact to resources	no
	Cottage Brook	Sep-13	Acorn 10/15/2013	Yes	Requested Installation of sedimentation barriers from Station 22+50 to 23+00	no
	Cottage Brook	13-Sep	Acorn 10/31/2013	Yes	Yes - Installed additional silt fence as requested 10/15/2013	no
	Cottage Brook	13-Sep	Acorn 1/17/2014	Yes	Silt fence in need of repair in locations from STA 10+00 to STA 16+00, LT. Erosion Control Berm was present in locations in need of repair. Construction entrances in need of maintenance due to excess mud on site.	no
	Cottage Brook	13-Sep	Acorn 1/21/2014	Yes	Construction entrance in need of maintenance.	no

DEP Permit By Rule ID	Town's project name	Date construction commenced	Inspection dates (three inspections are required)	Inspection include assessment of stabilization of disturbed	Were any necessary corrections satisfactorily implemented?	Was DEP notified of a violation?
	Cottage Brook	13-Sep	Acorn 3/31/2014	Yes	Silt fence and ECB were failing at time of inspection on both sides of roadway in locations between STA 12+50 to STA 14+50. Contractor was made aware of the situation and began repairing and reinforcing existing ECB/silt fence in these locations.	no
	Cottage Brook	13-Sep	Acorn 7/7/2014	No		

## **APPENDIX E**

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### **POST-CONSTRUCTION INSPECTION TRACKING SPREADSHEET**

**Post Construction Tracking Spreadsheet  
July 1, 2013 through June 30, 2018**

Map/Lot	Date First Certification Required	Project Name	Owner/Operator Contact Name, Address, Phone	Discharge to UIS or Lake at Risk? (Provide name of Water if Yes)	Permit Year 1 Certification Information (July 1, 2013 - June 30, 2014)		
					Annual Certification Submitted?	Are all site BMPs functioning as intended?	Maintenance completed (if required)
Map R4 Lots 18-3 to 18-46	5/1/2014	Eastman Meadows FitzPatrick Associates, Inc. Joel Fitzpatrick One Wallace Ave South Portland, ME 207-767-2104	During summer 2014, maintenance responsibility transferred to the Homeowners Association: Al Carville, President alcarville@aol.com or 207-838-1673  or Marion Morang, Treasurer limonm@maine.rr.com  or Peter Landis, Secretary, peterlandis52@gmail.com	Yes - Trout Brook	Yes 8/13/213	No	13 of 29 catchbasins required cleaning which was completed within 10 days of the inspection. All other BMPs (DMH, embankments, pavement surfaces, soil filters) were functioning normally and required no maintenance.

**Post Construction Tracking Spreadsheet  
July 1, 2013 through June 30, 2018**

Map/Lot	Date First Certification Required	Project Name	Owner/Operator Contact Name, Address, Phone	Discharge to UIS or Lake at Risk? (Provide name of Water if Yes)	Permit Year 2 Certification Information (July 1, 2014 - June 30, 2015)		
					Annual Certification Submitted?	Are all site BMPs functioning as intended?	Maintenance completed (if required)
Map R4 Lots 18-3 to 18-46	5/1/2014	Eastman Meadows FitzPatrick Associates, Inc. Joel Fitzpatrick One Wallace Ave South Portland, ME 207-767-2104	During summer 2014, maintenance responsibility transferred to the Homeowners Association: Al Carville, President alcarville@aol.com or 207-838-1673  or Marion Morang, Treasurer limonm@maine.rr.com  or Peter Landis, Secretary, peterlandis52@gmail.com	Yes - Trout Brook	Yes 9/5/2014	Yes	9 Catch basins contained less than 4 inches of sediment.

# **APPENDIX F**

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## **INVENTORY OF MUNICIPAL OPERATIONS**



**Inventory of Town-Maintained Facilities**  
**Applicable to Cape Elizabeth Stormwater Management Program**  
**BMP 6.1 Operations at Municipally Owned Open Spaces and Facilities**

<b>Athletic Fields</b>	<b>Address</b>	<b>Purpose</b>	<b>Primary Activity</b>	<b>Fertilizer?</b>
Soccer/Track Field	School Campus	Athletic	Mowing, Field Lining	Yes
Turf Field	School Campus	Athletic	Field Lining, Grooming	No
Holman Field	School Campus	Athletic	Mowing, Field Lining	Yes
Soccer/Lacrosse	School Campus	Athletic	Mowing, Field Lining	Yes
Capano Field	School Campus	Athletic	Mowing, Field Lining	Yes
Middle School BB	School Campus	Athletic	Mowing, Field Lining	Yes
Lions Field Rec. Area (2)	Ocean Hse. Rd.	Baseball	Mowing, Field Lining	Yes
Plaisted Park	Shore Road	Baseball	Mowing, Field Lining	Yes
Gull Crest Fields (2)	Spurwink Ave.	Athletic	Mowing, Field Lining	Yes

<b>Open Space</b>	<b>Address</b>	<b>Purpose</b>	<b>Primary Activity</b>	<b>Fertilizer?</b>
Fort Williams Park	Shore Road	Rec.	Mowing	No
School Grounds	Ocean Hse. Rd.	Rec.	Mowing	No
Gull Crest Property	Spurwink Ave.	Pass. Rec.	Mowing	No
Riverside Cemetery	Spurwink Ave.	Mowing	No	
Thomas Jordan Trust	Spurwink Ave.	Pass. Rec.	Mowing	No
Queen Acres Green	Beverly Terrace	Pass. Rec.	Mowing	No
Cross Hill Green	Cross Hill Road	Pass Rec.	Mowing	No

<b>Facilities</b>	<b>Address</b>	<b>Purpose</b>	<b>Primary Activity</b>	<b>Fertilizer?</b>
Public Works Facility	Cooper Drive Ind.	Equip. Stor., Fueling &		n/a
Recycling Center	Dennison Drive	Recycling	Storage of Materials	n/a
Salt Shed	Dennison Drive	Mat. Stor.	Material & Veh.Storage	
Parks Maint. Bldg.	Fort Will. Park	Storage	Equip. Maint., Cleaning	n/a
Heavy Equip. Stor. Bldg.	Fort Will. Park	Storage	Equipment/Veh. Stor.	n/a
Red Cement Stor. Bldg.	Fort Will. Park	Storage	Equipment/Veh. Stor.	n/a
Holman Field Stor. Bldg.	School Campus	Storage	Equipment Storage	n/a
Gull Crest Stor. Bldg.	Gull Crest Drive	Storage	Equipment & E-Waste	n/a
Riverside Cem. Stor. Bldg.	Riverside Cem.	Storage	Tool Storage	n/a
Town Center Fire Station	Jordan Way	Fire Stat.	Vehicle Storage/washing	n/a
Cape Cottage Fire Station	Shore Road	Fire Stat.	Vehicle Storage/washing	n/a
Fort Williams Park Fire Sta.	Fort Will. Park	Storage	Non-Profit Equip. Stor.	n/a

## **APPENDIX G**

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### **GROUNDS MAINTENANCE, FIRE AND POLICE SOPS**



# OPERATION AND MAINTENANCE PROCEDURES FOR CAPE ELIZABETH LANDSCAPING OPERATIONS



**PURPOSE** These operation and maintenance procedures provide guidance to personnel related to protection of stormwater from pollutants. The procedures need to be implemented to satisfy Pollution Prevention and Good Housekeeping requirements specified in the General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems. The Town of Cape Elizabeth is subject to this permit.

**APPLICABILITY** These procedures apply to landscaping activities conducted by the Town of Cape Elizabeth employees at properties listed in the Inventory of Town Maintained Facilities (Appendix C to the Stormwater Program Management Plan). These activities are conducted by Public Works employees.

**RESPONSIBLE PARTIES** The Public Works Director is primarily responsible for implementing the Permit Requirements, and is responsible for ensuring that public works employees implement these procedures. A copy of the procedures will remain in the Public Works Directors files.

**VEHICLE & EQUIPMENT FUELING, WASHING & STORAGE** (lawn mowers, trimmers, weed whackers, blowers)

**Always:**

- When fueling must be done in the field, do so over a paved or concrete area well away from any storm drains or ditches. When pouring fuel from a portable gas container, use a funnel.
- Maintain all fueling equipment in good working order. Conduct preventive maintenance.
- Conduct regular inspections of the fueling area and clean up any spills and absorbent on the ground.
- Use drip pans under leaking equipment.
- Completely drain oil filters before disposal by poking a hole in the top and allowing it to drain for 24 hrs.
- Clean up all spills and leaks immediately with soil, sand, rags or paper towels. Keep others away from the spill and make sure it does not run off into other areas. Scoop all into a leak-proof container and properly dispose of it.
- Keep “clean-up supplies” such as a containment drum, kitty litter, sand, sawdust, a shovel, a broom and dustpan in your storage facility and ready to use.
- Place stockpiled materials away from ledge or rock outcrops, storm drains, ditches and surface waters.

**When Possible:**

- Perform all fueling activities for lawn care equipment in an enclosed building with closed drainage.
- Keep stockpiles under cover or use erosion control mulch to contain.
- Reduce the amount of liquid cleaning agents used or use low phosphate or phosphate free products.
- Conduct maintenance within a building or covered area.
- Park vehicles/equipment indoors or under a roof.
- Wash equipment/vehicles in a designated area that is permeable or drains to a buffer and does not directly drain to a ditch or waterbody.
- Discharge all wash water containing degreasers, acids, bases, and or metal brighteners to an on site treatment facility, the sanitary sewer in accordance with the treatment plant standards, or an approved holding tank.
- Drain fluid from stored/salvaged vehicles/equipment.

**Never:**

- Never allow “topping off” of fuel tanks.
- Never allow drivers or operators to leave their vehicles or equipment unattended while fueling.
- Never dump gas, wastes or contaminated water down storm drains.

- Never refuel or change the mower oil near storm drains.
- Never hose down the work area unless the runoff will either be directed to an oil/ water separator and discharged into the city's sanitary sewer system or contained and disposed of as a hazardous waste.

## **FERTILIZERS:**

### **Always:**

- Keep records/documentation of all materials applied and when.
- Check the weather forecast and apply according to product instructions as to whether to apply dry or lightly watered in.
- Store in closed containers labeled with contents and purchase date.
- Keep containers in a secure building enclosure and clean as needed.
- Always routinely inspect storage area for leaks, spills, residue, and trash.
- If fertilizer accidentally ends up on pavement, always sweep it up as and put it back in the bag.

### **Whenever possible:**

- Consider a low or no fertilizer approach to maintain turf.
- Perform a soil test to determine actual fertilization needs and application rate.
- Calibrate fertilizer spreaders to avoid excessive application.
- When fertilizer is needed, use slow or timed release nitrogen sources.

### **Never:**

- Never apply fertilizers within five feet of pavement, 25 feet of a storm drain inlet, or 50 feet of a stream or water body.

## **PESTICIDES**

### **Always:**

- Use a licensed commercial pesticide company or licensed personnel for pesticide application, storage and disposal.

## **LANDSCAPING PRACTICES (mowing, irrigation,etc)**

### **Always:**

- Mow only as low as needed for the area's intended use. If areas are not being used, allow to return to meadow or field and mow once or twice per year rather than every week.
- Keep mower blades sharpened to avoid damaging grass leaf tissue.
- Remove any grass clippings off of paved surfaces and return to the grassed area.
- Water at appropriate times (when no rain is forecasted and in the morning).

### **When Possible:**

- Use mulching type mowers if available.
- Re-seed and mulch area where soils are exposed.
- Mow when the grass is dry to prevent spread of turf diseases.

### **Never:**

- Never use leaf blowers to blow waste into storm drains or ditches. Only blow into streets when it will be picked up within 24-48 hours or prior to a rain or heavy wind event.
- Never irrigate based on timers or schedules instead of monitoring for rainfall.

**SPILL CLEAN UP:** (crude oil, gasoline, heating oil, various fuel oils, lubricating oil, hydraulic oil, asphaltic residuals)

**Always:**

- Stop the source of the spill and contain any liquids, if possible to safely do so.
- Contact the MDEP to report **any size spill**.
  - **MDEP Petroleum Products Spill Response: 1-800-482-0777**
  - **MDEP Hazardous Material (non-oil spill): 1-800-452-4664**
- Report any discharge of hazardous waste immediately, (within one hour) to local emergency officials [fire department], then contact **MDEP Hazardous Material Department** (as described above).
  - Hazardous materials spills involve non-oil spills that pose a threat to human health or the environment, such as chemical releases.
- Cover the spill with absorbent material such as kitty litter, sawdust, or oil absorbent pads. Do not use straw or water.

**WILDLIFE: (DUCKS, GEESE, GULLS, ETC)**

**Facts:**

- Wildlife always have plenty of natural food sources
- They do not need Wonder Bread, French fries or pretzels (these foods have no nutritional value to wildlife)
- Wildlife's' most common instinct is "fear of humans"
  - If this instinct is lost-wildlife could be hurt or killed and humans put themselves at risk too
- Birds and other animals that have a steady diet of human food are overweight and undernourished.

**More than meets the eye:**

- The animals you feed aren't the only animals you may impact;
  - Bald Eagles eat ducks, which impacts the food chain (unhealthy ducks result in unhealthy eagles).
  - Sometimes a french fry, pretzel, etc., can get caught in their windpipes and actually split the esophagus causing the animal to die.

**Never:**

- Never feed wild animals and birds.

**TRAINING**

Public Works employees will be trained annually in these procedures

New Public Works employees will be provided training materials with their new employee orientation package.

Cape Elizabeth Police Department

Adopted: 04/21/2014  
SUBJECT: VEHICLE WASHING

Policy 2014 - 01

EFFECTIVE DATE: 04/21/2014

AMENDS/SUPERSEDES:

APPROVED: \_\_\_\_\_  
Chief of Police

I. POLICY: It is the policy of the Cape Elizabeth Police Department and its members to practice good environmental protocol in day to day operations.

The Public Works Director is primarily responsible for implementing requirements of a General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (General Permit), and as such has worked with the Police Chief to develop these operations and maintenance procedures. All employees will keep a copy of this policy in their Policy and Procedure Manual. All new employees will receive training on this policy in their Field Training.

II. PURPOSE: These operations and maintenance procedures provide guidance to personnel related to protection of stormwater from pollutants. The procedures need to be implemented to satisfy Pollution Prevention and Good Housekeeping requirements specified in the General Permit. The Town of Cape Elizabeth is subject to this permit.

III. PROCEDURES:

- A. When fueling vehicles never "top off the tank" and nozzle shall be observed when fueling.
- B. Never park a vehicle leaking liquids outdoors. If possible park the vehicle under cover at the Public Works Building and notify the Public Works Director or his/her designee.

C. When washing vehicles there are three areas which are approved:

1. Inside wash bay at Central Fire Station.  
(Includes Employees Vehicles)
2. Inside wash bay at Public Works.
3. Just outside the wash bay door at Public Works.  
(Includes Employees Vehicles)

D. Spill Clean Up and Reporting of Large Spills or Spills contacting Soil, Groundwater or Surface Water:

1. If at Public Works, contact Public Works Director or, his/her designee about spill immediately. Emergency Contact Call Sheets are posted at the fuel pump island.

E. Spill Clean Up and Reporting of Small Spills that have not contacted Soil, Groundwater, or Surface Water:

1. Stop the source of the spill and contain liquids, if possible to safely do so.
2. Use adsorbent pads and granular material to soak up spill material located in cabinet at fuel pump island.
3. Contact Public Works Director or his/her designee during the next regular business day - emergency contact phone list is posted at the fueling island.



# OPERATION AND MAINTENANCE PROCEDURES TO PROTECT STORMWATER FOR CAPE ELIZABETH FIRE STATIONS



**PURPOSE** These operation and maintenance procedures provide guidance to personnel related to protection of stormwater from pollutants. The procedures need to be implemented to satisfy Pollution Prevention and Good Housekeeping requirements specified in the General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (the General Permit). The Town of Cape Elizabeth is subject to this permit.

**APPLICABILITY** These procedures apply to activities conducted at Town of Cape Elizabeth fire stations.

**RESPONSIBLE PARTIES** The Public Works Director is primarily responsible for implementing the General Permit requirements, and as such has worked with the Fire Chief to develop these operation and maintenance procedures. A copy of the procedures will remain in the Fire Chief's files and the Public Works Director's files. The Fire Chief or, his/her designee is primarily responsible for ensuring that Fire Department personnel follow these procedures.

## **VEHICLE & EQUIPMENT FUELING**

- Never allow "topping off" of fuel tanks.
- Never allow drivers or operators to leave their vehicles or equipment unattended while fueling.
- Never fuel portable motorized equipment near a storm drain.

## **VEHICLE & EQUIPMENT STORAGE**

- When possible, park vehicles/equipment indoors or under a roof.
- Never park leaking vehicles outside.

## **VEHICLE & EQUIPMENT WASHING & STORAGE**

Whether washing a personal vehicle or a Fire department vehicle:

- Wash vehicles and equipment in the wash bay at the Town Center Fire Station (Jordan Way) or in the wash bay at Public Works (Cooper Drive). These wash bays discharge to the sanitary sewer. Washing outside at Public Works where the wash water flows to a vegetated buffer without causing soil erosion or damage to vegetation is also allowed.
- Never use detergents for vehicles/equipment when washing in exterior areas that discharge directly to separated storm system (only rinsing is allowed at the Cape Cottage Fire Station).

**SPILL CLEAN UP AND REPORTING** (crude oil, gasoline, heating oil, various fuel oils, lubricating oil, hydraulic oil, asphaltic residuals)

### **Large spills, or spills that have contacted soil, groundwater or surface water:**

- Dial 911 to report any spills immediately dangerous to life or health
- Contact the MDEP
  - **MDEP Petroleum Products Spill Response: 1-800-482-0777**
  - **MDEP Hazardous Material (non-oil spill): 1-800-452-4664**
- If at Public Works, contact Public Works Director or, his/her designee to notify them of the spill immediately. Emergency Contact Call Sheets are posted at the fuel pump island.



**Small Spills that have not contacted soil, groundwater or surface water:**

- Stop the source of the spill and contain any liquids, if possible to safely do so.
- Use adsorbent pads or granular material to soak up the spilled material.
- If material is flammable (flash point is lower than 140 °F, such as TruFuel or gasoline), containerize the adsorbent material for disposal by a third party contractor.
- If the material is combustible (flash point is higher than 140 °F, such as hydraulic oil, or motor oil), small quantities may be disposed of in the regular trash.

**If in doubt about the size or type of spill, report the spill as follows:**

- If at Public Works, contact the Public Works Director or, his/her designee – an emergency contact phone list is posted at the fueling island, they can assist in making the determination.
- At all other locations, contact the Fire Chief or ranking officer on duty for further direction.

**GENERAL WORK PRACTICES**

- Never dump gas, wastes or contaminated water down storm drains.
- Never hose down work areas unless the runoff will either be directed to an oil/ water separator and discharged into the city's sanitary sewer system or contained and disposed of properly.

**TRAINING**

Fire Department employees will be trained annually in these procedures in conjunction with other annual training.

New Fire Department personnel will be provided with this operation and maintenance procedure with their orientation package.