Municipality/Organization: **Wayland, Massachusetts**

EPA NPDES Permit Number: **MAR041169** 2004 MAY -3 P 11: 32

MaDEP Transmittal Number: **W- 041312**

Annual Report Number & Reporting Period: **No. 1: March 03-March 04**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Brian Monahan Title: Conservation Administrator

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Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

Printed Name: Jeffrey Ritter

Title: Executive Secretary

Date: April 30, 2004

Part II. Self-Assessment

The Town had established a number of goals for program year 1 and generally is on target to achieve many of the goals set. The Town appropriated money and has commenced the mapping of the stormwater outfalls. That project also includes some information that may be useful in the detection of illicit discharges. The final project, which is currently anticipated to be available within the next program year will be a data layer on the Town's G.I.S. system and available for all Town Departments and others as a tool.

The Conservation Commission, the Board that the Stormwater Coordinator (the Conservation Administrator) has also adopted Rules and Regulations that incorporate consideration of stormwater within the permitting process under the purview of the Commission. The Commission considers drainage, stormwater pollution plans, and stormwater maintenance as part of their review of applicable projects – those subject to their jurisdiction as well as providing comments to the Planning Board and Department for other projects.

The Conservation Department has created a Stormwater segment on the Town of Wayland web page – a link within the Conservation Commission section, which has been featured on the front page of the Town's web site for a period of time. The Commission's staff prepared a paragraph narrative that was included as part of an insert into one of the town's tax mailings – which goes to all tax payers. The Town has paid its membership fees to the basin organization (SuAsCo) and received a copy of the poster that they distributed which has been displayed in the Town Offices, will be taken to Town Meeting, and later to the Town library. Generally, through a number of means the awareness of stormwater and the issues with water quality are being integrated into the language of the various departments within Town government. Recognition of the need to address stormwater is included within the goals of the Board of Selectmen and there is a growing awareness of the issues related to water quality and runoff.

There are some outstanding items for Program Year 1 that still need to be implemented. The Town of Wayland has numerous Boards/Commissions and will need to create a Stormwater Committee. One reason that this has proceeded with care is to take the time to consider the existing laws, governance and Boards and to not create a separate entity that would conflict with current laws. It was a goal of the Town's Stormwater Management Plan to integrate stormwater activities to the maximum extent possible into the existing structure. Creating another Committee without that integration would not promote coordination but create potential inefficiencies in very limited resources available at the local level. To date, using existing procedures and forums stormwater is becoming part of the vocabulary of the community, which is one of the most important educational components of the Stormwater Management Plan.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
#1	Standard Notice w.r.t. Stormwater				Review means/method to assure all review Boards consistent w.r.t. program requirements.
Revised					
#2	Stormwater flyer prepared by SuAsCo			Flyer prepared and displayed in a number of places in Town Offices	Continue to make available flyer.
Revised					
Revised					
Revised					
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1	Tax Bill Insert			Tax bill insert was prepared by Con. Department and distributed in one billing cycle.	
Revised					
2	Web Page		Create a web page.	Stormwater component was created as part of the Con. Dept. section of Town of Wayland web page. Updated on occasion.	Continue to provide updates as needed and when appropriate.
Revised					
3	Stormwater Summit		Annual Meeting	Needs to be scheduled	Assess effectiveness of such meetings.
Revised					
Revised					
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1	Mapping of outfalls		Create map	Mapping currently underway.	Integrate mapped information into other applicable processes. Assess any illicit discharge information collected during mapping.
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1	Construction site runoff			ConCom and other permitting Boards discussing construction site impacts and seeking, as applicable, SPP Plans.	Continue to promote awareness of construction site impacts and to integrate concept into other permitting activities.
Revised					
2	Requirements for construction site operators			Currently being done by ConCom through Order of Conditions and promoted to other permitting bodies.	Expand current approach to include more review Boards and Departments for overall program consistency.
Revised					
Revised					
Revised					
Revised					
Revised					

4a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1	Reduce or eliminate dischagres			Use of e-mail to notify all Department Heads of need to promote certain good housekeeping during snow storms designed to promote reduction of runoff.	Continue current activities.
Revised					
2	SWMP - Landfill			Separate SWMP prepared for Board of Health (B.O.H.)	Obtain report from B.O.H. on progress and success of implementation.
Revised					
Revised					
Revised					
Revised					
Revised					

6a. Additions