Municipality/Organization: **Town of Wenham**

EPA NPDES Permit Number: **MAR041230**

MaDEP Transmittal Number: **W-**

Annual Report Number & Reporting Period: **No. 2: March 04-March 05**

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Daniel S. Lynch Title: Director of Public Works

Telephone #: (978) 468-5530 Email: dlynch@wenhamma.gov

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: Jeff A. Chelgren

Printed Name: Jeffrey A. Chelgren

Title: Town Administrator

Date: April 19, 2005

Received 8/17/05 CIP-Murphy

Part II. Self-Assessment

The Town of Wenham has completed the self-assessment and has determined that our municipality is in compliance with the second year permit with the exception of storm drain stenciling, which was started but is incomplete and review of BMP's for use in developments. The Town of Wenham is still in the process of stenciling catch basins and review of BMP's. The Town of Wenham is continuing the mapping of the drains and outfalls utilizing GIS/GPS technology (Weston & Sampson Engineering) which was originally scheduled to begin in year three of the permit.

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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1A	Brochure Fact Sheet	Public Works Department	Develop and distribute to all residents in water bill	Door Cards left at various house locations explaining storm drain pollution concerns.	Fact sheets to be mailed w/ water bills. Subject of stormwater brochure to be determined.
Revised					
2A	Storm Drain Stenciling	Public Works Department	Stencil Storm Drains at various locations around schools	Storm drain stenciling commenced March 05	Storm drain stenciling to continue.
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1B	Storm drain stenciling	Public Works Department	Public Information	Catch basin markers started in March 05	Program incomplete will need to continue with markers.
Revised					
2B	Household Hazardous waste collection	Health Dept. in combination w/ Town of Hamilton	Cleaner Environment	Household hazardous waste collection held in Hamilton	Household hazardous waste collection to be held on Saturday (date to be determined) w/ the Town of Hamilton
Revised					
3B	Community Cleanup	Community participation	Public Awareness		Community clean up day to held in Spring
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1C	Mapping	Public Works Department	Mapping Catch Basins & outfalls with GIS/GPS	Weston and Sampson Engineering Inc. completed approx. 80% of catch basins and manhole locations. DPW to check plots for accuracy.	Continue with mapping of drainage system
Revised					
2C	Identify problem areas	Public Works Department	Inspection of outfalls in dry/wet conditions to determine illicit connections		Inspection of outfalls
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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1D	Ordinance/Regulatory Mechanism for developments	Public Works Conservation & Planning Board etc	Limiting Storm Water Run off		Develop regulatory ordinance to be voted at town meeting (May 06)
Revised					
2D	Sight Plan Review	To be determined	Limiting Storm Water Run off		Develop procedures for board reviews of construction disturbing more than 1 acre
Revised					
3D	Sight inspection	To be determined	Compliance with newly adopted ordinance		Inspection authority to be established Possible approval at Town Meeting May 06
Revised					
Revised					
Revised					
Revised					

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1E	Develop structural / non structural BMP's	Public Works Department	Reduce Pollutants	Review current use of BMP's for development/redevelopment	Review of BMP's is still in progress
Revised					
2E	Ordinance governing post construction run off	Public Works / Town Boards	Reduce Pollutants		Ordinance to quantify/ qualify post construction run off. Town meeting approval needed May 06
Revised					
3E	Ensure long term maintenance	Private/Public	Assure Long Term Maintenance		Funding Private/ Public Town Meeting approval needed
Revised					
Revised					
Revised					
Revised					

5a. 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 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
1F	Operation/ Maintenance Program	Public Works Department	Sweep all streets and clean all catch basins	Contracted catch basin cleaning and street sweeping. To be done annually.	Continue with program
Revised					
2F	Employee Training	Public Works Department	Conduct catch basin survey for integrity/dry weather flows	Work progressing on catch basin survey and reporting findings on excel spreadsheet. No appreciable dry weather flows noted to date.	Continue with training and data collection
Revised					
3F	Determine appropriate BMP's	Public Works Department	Installed deep sump catch basin w/ infiltration trenches for new cemetery and Pleasant Street sidewalk and roadwork	Installation completed on cemetery roadway year 1. Installation of Pleasant Street infiltration completed year 2	
Revised					
4F	Public Involvement	Public Works Department/ Health Department	HHW Collection / Public Participation	Currently Town of Wenham participates in HHW collection every other year.	Conduct HHW collection jointly w/ Town Of Hamilton
Revised					
Revised					
Revised					

6a. Additions

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

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 2 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 3
2G	Infiltration Drain Fields	Public Works Department	Reduce Pollutants	Installed Deep sump catch basins w/ infiltration trench on Pleasant Street	Apply infiltration trenches whenever deemed appropriate by Public Works
Revised					
3G	Dry Wells	Public Works Department/ Planning Board	Reduce Runoff	Planninig Board / Public Works requires roof runoff to dry wells	Develop By-law for roof runoff for development/redevelopment >1 acre
Revised					
4G	Deep sump/Hooded Basins	Public Work Department/ Planning Board	Reduce sediment/ pollutants	Plannig Board / Public Works requires Deep Sumps w/ hooded outlets.	Require all new subdivisions to install deep sump hooded basins
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	($)	

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	All water users
Stormwater management committee established	(y/n)	N
Stream teams established or supported	(# or y/n)	N
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	N
Household Hazardous Waste Collection Days	yes	Y
▪ days sponsored	(#)	1 day
▪ community participation	(%)	unknown
▪ material collected	(tons or gal)	
School curricula implemented	(y/n)	

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with "**X**")				
▪ Illicit Discharge Detection & Elimination				
▪ Erosion & Sediment Control				
▪ Post-Development Stormwater Management				

Mapping and Illicit Discharges

Outfall mapping complete	(%)	20%
Estimated or actual number of outfalls	(#)	
System-Wide mapping complete	(%)	80%
Mapping method(s)		
▪ Paper/Mylar	(%)	90%
▪ CADD	(%)	
▪ GIS	(%)	80%
Outfalls inspected/screened	(# or %)	20%
Illicit discharges identified	(#)	0
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	<5%
% of population on septic systems	(%)	>95%

Construction

Number of construction starts (>1-acre)	(#)	0
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	
Site inspections completed	(# or %)	
Tickets/Stop work orders issued	(# or %)	
Fines collected	(# and $)	
Complaints/concerns received from public	(#)	0

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1/yr
Total number of structures cleaned	(#)	463
Storm drain cleaned	(LF or mi.)	<100 LF
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		
Cost of screenings disposal	($)	

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/yr
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1/yr
Qty. of sand/debris collected by sweeping	(lbs. or tons)	
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	
Cost of sweepings disposal	($)	
Vacuum street sweepers purchased/leased	(#)	N
Vacuum street sweepers specified in contracts	(y/n)	N

Reduction in application on public land of: ("N/A" = never used; "100%" = elimination)		
▪ Fertilizers	(lbs. or %)	
▪ Herbicides	(lbs. or %)	
▪ Pesticides	(lbs. or %)	

Anti-/De-Icing products and ratios	% NaCl % $CaCl_2$ % $MgCl_2$ % CMA % Kac % KCl % Sand	<50% <1% <50%
Pre-wetting techniques utilized	(y/n)	Y
Manual control spreaders used	(y/n)	Y
Automatic or Zero-velocity spreaders used	(y/n)	N
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Watershed Management

BRP WM 08A NPDES Stormwater General Permit Notice of Intent for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

F. Example Storm Water Management Program TIME FRAMES

Transmittal Number

Facility ID (if known)

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	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR FOUR				PERMIT YEAR FIVE				
BMP ID #	**Spring 03**	**Summer 03**	**Fall 03**	**Winter 03-04**	**Spring 04**	**Summer 04**	**Fall 04**	**Winter 04-05**	**Spring 05**	**Summer 05**	**Fall 05**	**Winter 05-06**	**Spring 06**	**Summer 06**	**Fall 06**	**Winter 06-07**	**Spring 07**	**Summer 07**	**Fall 07**	**Winter 07-08**	**Next Permit**
1A		X	X			X	X			X	X			X	X			X	X		
2A					X				X				X				X				
3A													X	X	X	X	X	X	X	X	X
4A													X	X	X	X	X	X	X	X	X
1B						X															
2B							X				X				X				X		
3B									X				X				X				
4B														X				X			
1C									X	X	X	X	X	X	X	X	X	X	X	X	X
2C									X	X	X	X	X	X	X	X	X	X	X	X	X
3C													X	X	X	X	X	X	X	X	X
4C																	X	X	X	X	X
1D									X	X	X	X	X	X	X	X	X	X	X	X	X
2D									X	X	X	X	X	X	X	X	X	X	X	X	X
3D									X	X	X	X	X	X	X	X	X	X	X	X	X
1E						X	X	X													
2E									X	X	X	X	X	X	X	X	X	X	X	X	X
3E									X	X	X	X	X	X	X	X	X	X	X	X	X
4E																	X	X	X	X	X
1F	X	X			X	X			X	X			X	X			X	X			X
2F		X		X				X				X				X				X	
3F				X																	
4F							X				X				X				X		X
1G													X	X			X	X			X
2G						X	X		X	X	X		X	X	X		X	X	X		X
3G					X	X			X	X			X	X			X	X			X
4G					X	X			X	X			X	X			X	X			X