**Municipality/Organization:** **Wayland, MA**

**EPA NPDES Permit Number:** MAR041169

**MaDEP Transmittal Number:** **W- 041312**

**Annual Report Number & Reporting Period:** **No. 2: March 05 – April 06**

# 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: Frederic Turkington

Title: Town Administrator

Date: September 28, 2006

**Part II. Self-Assessment:**

The Town of Wayland continues to address the components of the Town's SWMP within the context of limited funding for all town activities. The Town has met the criteria for the through participation in a regional effort with a product produced by the SuAsCo Watershed Community Council (Sudbury, Assabet, and Concord Rivers). The product was distributed by SuAsCo in February/March. Follow-up response has not been fully evaluated after the distribution of the material.

The Town of Wayland had appropriated $54,000 dollars to have an inventory of the stormwater outfalls within the urbanized areas of the community. Included in that on-going project is some assessment of any illicit discharges observed when the inventory is being developed. The project was halted after several months in June, 04 as the process involves using GPS to develop the data and the Town was expended more money to obtain data than it would during months when the leaves are not present on trees. Work resumed in February 05 and a product was delivered to the Town of Wayland. There are gaps in the data, which will need to be supplemented – a portion of the town was not inventoried since funds were expended before the areas could be surveyed. The project had been based upon an estimate of catch basins, which was low thus areas were not surveyed. The Conservation Commission has explored some ways to get additional funding and will continue to coordinate supplementing the data obtained to date. The information, intended to be a data layer for the Town's GIS system also needs additional work. A data layer was put on the GIS available to the GIS Staff Person – the data needed further refinement and manipulation to fit other layers on the GIS. The person who employed by the Town has since left and the position is anticipated to be filled by the end of September. Not having the technical expertise in-house has limited its value. The Conservation Commission continues to seek information when applications are filed with them about drainage and the nearest catch basin when a project is within the Urbanized Area of Wayland. As-built plans are sought on CAD files such that additional information can be added to the Town's database. All of the effort to supplement data and to implement stormwater goals is generally confined to existing staff functions with shrinking funds and growing demands on staff time. However, storm water concerns are generally institutionalized in many of the permit and plan reviews being conducted by the Conservation Commission, Planning Board, Board of Health, Road Commissioners, and others.

Part of the Drainage mapping exercise included assessing outfalls for illegal discharges. Each outfall surveyed was to be evaluated for potential or actual unauthorized discharges. That data was also to be included with the GIS information and must be quantified to determine what follow-up efforts are required. The Town has just filled the GIS position and initial contact has begun to move forward with getting the drainage data that has been collected onto a GIS layer available to Staff in applicable departments such as Conservation, Planning, Highway, Board of Health, and others.

The Conservation Commission is in the process of implementing a Supplemental Environmental Project that would provide additional funding to get more of the drainage outfalls mapped in the Urbanized Areas. The Commission has an initial agreement with an applicant to provide money that would allow more fieldwork to be conducted. While it may not be adequate to map all of the remaining outfalls the effort, combined with other site plan requirements of the Conservation Commission and other boards may achieve a goal of having the majority of the data mapped for the urbanized areas in Wayland. The Commission requires standardized data for all projects and seeks electronic data files upon the completion of larger projects, which can be given to the Surveying Department (where the GIS person is located) and integrated into a data layer once the overall data layer has been groomed for use.

Not all program components have been implemented for this year. Some of the BMPs should be re-evaluated with the goal of determining if there may be other alternatives that better fit both the existing town staffing/structure and the fact that funding is not going to be available for any new program initiative. During the next year an effort will be made to look closely at how the SMMP might be modified to more accurately reflect what components can be absorbed within existing tasks such as the examples detailed in the prior paragraph. The one exception to this is the development of a Stormwater Bylaw. The Commonwealth of Massachusetts, through the DCR, has created a sample bylaw and the intent is, consistent with the current SMMP, to explore the adoption of such in the Town of Wayland over the next program year. The Town, through the Conservation Commission/staff, continues to provide information on a web page and seeks to try to provide notice at least annually in tax inserts to the residents.

The Town of Wayland has contributed a nominal dedicated amount of money to participate in the regional watershed association's efforts to address public participation and public education. Storm water is a focus of at least three regulatory boards: the Conservation Commission, the Planning Board, and the Board of Health. Through funding for Staff and review efforts there is an effort to address storm water quality. Permit applications are reviewed for stormwater BMPs for drainage and decisions include a requirement to have a record Operations & Maintenance Plan (O&M). Many of these plans are memorialized in the permits. Staff seeks to provide education in decisions with respect to the requirements for the need to address stormwater issues. Two examples are conditions included in recent decisions. One has become a standard in all Conservation decisions: "Conservation approval does not alter the need for the work to be conducted in compliance with State or Federal regulations and permitting applicable to storm water discharge from construction sites disturbing greater than 1 acre. http://cfpub.epa.gov/npdes/stormwater/cgp.cfm". This is an example of the effort being made with very limited resources. The focus is on educating the participants as well as taking advantage of training offered through EPA web casts and other sources.

## 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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| PEO2<br>Revised | | | | Brochure is available in the Town Offices. Web site is reviewed at least annually and new/informative links added. | Continue to provide distribution of brochure and review of web site. |
| PEO5<br>Revised | Stormwater Video | | Obtain "After the Storm" | Attended EPA Workshop in Storrs, CT and obtained copy of video. | Attempt to continue to find opportunities for use of video. |
| PEO6<br>Revised | Educational Program | | SuAsCo product | Product was distributed to the Wayland Public School system. | Attempt to assess its usefulness and to provide any follow-up support within funding limitations. |
| PEO8<br>Revised | Summary of activities for the Board of Selectmen | | Attend some form of public forum to make a presentation to BOS. | Attended a Board of Selectmen's meeting and made a 20 minute presentation. Copy of this report to also be given to Selectmen. | Seek time on Selectmen's agenda for annual update with follow-up by providing copy MS4 Annual Report. |
| Revised | | | | | |
| Revised | | | | | |

### 1a. Additions

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## 2. Public Involvement and Participation

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| PP1 | Modify Hearing Notices | | Change in public notice. | Some adjustments have been made in ConCom notices to abutters. | Further work to create a broader notice to public about stormwater. |
| Revised | | | | | |
| PP2 | Web Page | | | | |
| Revised | | | | | |
| PP3 | Stormwater Annual Summit | | Hold Annual Meeting | The Town of Wayland has numerous committees, boards, and groups. The addition of another meeting is challenging – conflicts are inevitable. | Attempt to revise this BMP to develop a workable solution. |
| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 2a. Additions

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## 3. Illicit Discharge Detection and Elimination

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| IDE1 | Map development | | Final product on Town's GIS system. | Project continues to move towards completion. | Attempt to have a data layer available on the Town's GIS system. |
| Revised | | | | | |
| IDE2 | Develop Stormwater Bylaw | | Presentation of a proposed bylaw to Town Meeting. | Continues to be a goal to be addressed. | Distribute a sample to others including those Boards/Commissions who directly regulate stormwater and to BOS. If possible, in year 4, present model to Town Meeting if that option is selected. |
| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 3a. Additions

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## 4. Construction Site Stormwater Runoff Control

| BMP ID # | BMP Description | Responsible Dept./Person Name | Measurable Goal(s) | Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| CSW1 | Develop program to reduce pollutants in stormwater. | | | Done through existing permitting i.e. issuance of Order of Conditions by ConCom addressing discharges to catch basins. | Explore further implementation and reporting on efforts. |
| Revised | | | | | |
| CSW2 | Develop construction site requirements | | | Through existing regulatory review Boards/Commissions look at construction site impacts. An example of a standard condition is included in this report. | Continue current practices while looking for additional means to monitor progress and consistency among various permitting Boards. |
| Revised | | | | | |
| CSW3 | Site inspections and enforcement activities | | | Existing staff does coordinate on many efforts including: Health Director, Building Commissioner, Town Planner, and Conservation Administrator. | Continue existing efforts. |
| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 4a. Additions

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## 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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| PCS1 | Explore best BMPs for Town of Wayland | | | Generally work addressed through discussions with Land Use Committee – a gathering of professional staff that discusses development proposals and related issues. | Continue existing efforts. |
| Revised | | | | | |
| PCS2 | Draft appropriate regulatory mechanism | | | This task needs to be further reviewed. It may be addressed through discussions of any Stormwater Bylaw. | Consider integrating with any stormwater bylaw draft and/or other existing local regulation. |
| Revised | | | | | |
| PCS3 | Coordinate Board reviews. | | | On going and generally done, via staff meetings with presumption of communication to applicable Board and/or Commission. | Continue existing efforts. |
| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 5a. Additions

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## 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 3 (Reliance on non-municipal partners indicated, if any) | Planned Activities – Permit Year 4 |
|---|---|---|---|---|---|
| GH2 | Landfill SMMP | | | Landfill under Board of Health and presumption made that the appropriate parties are complying with their plan. | Continue as noted. |
| Revised | | | | | |
| GH3 | Develop a format for all Boards/Commissions to evaluate SMPP | | | Need to re-assess this BMP and determine a more viable format. | Look at ways to collect existing date, i.e. catch basin cleaning in a format to be including with this report. |
| Revised | | | | | |
| GH4 | Develop Annual Report | | | Report speaks for itself. | Prepare report and seek ways to include more documentation on actual efforts. |
| Revised | | | | | |
| GH5/6 | Both BMPs relate to annual training | | | Training done informally through meetings and one on one conversations between Stormwater Coordinator and other staff. | Assess most effective mechanism to provide education and training, if needed. |
| Revised | *Assess need for this training and how to accomplish it.* | | | | |
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| Revised | | | | | |
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| Revised | | | | | |

## 6a. Additions

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