

MAY 4 2009

# Department of Public Works

WILLIAM J. LEE MEMORIAL TOWN HALL  
ONE LAFAYETTE STREET  
WAKEFIELD, MASSACHUSETTS 01880

P

Tel. (781) 246-6300  
Fax (781) 246-6266

Richard F. Stinson  
Director of Public Works



April 30, 2009

Thelma Murphy, Regional Stormwater Coordinator  
United States Environmental Protection Agency  
NPDES Stormwater Phase II Program  
Municipal Assistance Unit (CMU)  
One Congress Street, Suite 1100  
Boston, MA 02114-2023

RE: NPDES Stormwater Phase II Permit  
Annual Report Permit Year Six  
Wakefield, Massachusetts

Dear Sir or Madam:

The Town of Wakefield, Massachusetts is pleased to submit this Annual Report covering Permit Year Six (May 1, 2008 through April 30, 2009.) This submittal is in accordance with the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) Stormwater Phase II Regulations and the Massachusetts DEP requirements.

The format of this report follows the Section F listing of information items under Part II Massachusetts Small MS4 Storm Water Management Program. See the Table of Contents following this cover letter for identification of each report section.

In summary, the Town of Wakefield has met compliance with the Town's permit application submittal dated July 28, 2003.

The only permit component that was changed was the Adopt-A-Stream Program. In lieu of this program, the Department of Public Works (DPW) implemented a stream-cleaning program, starting in the spring of 2007.

In addition to the permit activities, we corresponded with the Massachusetts Historical Commission (MHC) and National Heritage and Endangered Species Program (NHESP)

to ensure that the guidance provided in the Addendum A and B of the NPDES Stormwater Permit is followed. **Correspondence has been received from both MHC and NHESP that verifies that we have no active projects at this time that will require their review and certification.** Their correspondence goes further to provide guidance on what type of projects would require their review and certification, and the process for submitting a proposed project for review.

If you have any questions or comments, please contact me at 781-246-6301.

Very truly yours,

A handwritten signature in black ink, appearing to read "R. F. Stinson", written over a horizontal line.

Richard F Stinson  
Director of Public Works

cc: Fred Civian, MA Department of Environmental Protection  
Stephen P. Maio, Town Administrator  
Michael M. Martello, DPW Business Manager  
Michael P. Collins, P. E., Town Engineer  
Wakefield NPDES Committee

## TABLE OF CONTENTS

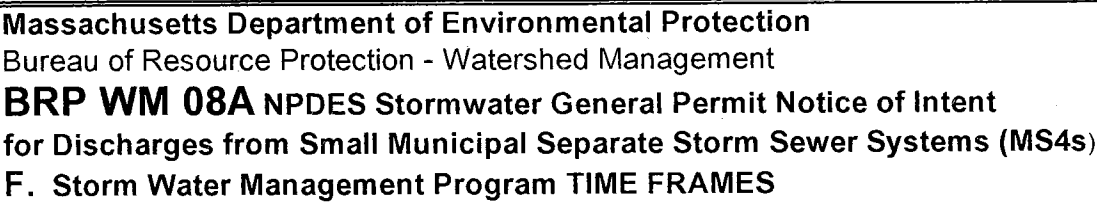
<u>SECTION</u>	<u>TITLE</u>
ES	EXECUTIVE SUMMARY
I.	A SELF-ASSESSMENT OF COMPLIANCE WITH THE PERMIT CONDITIONS.
II.	AN ASSESSMENT OF THE APPROPRIATENESS OF THE SELECTED BMP'S.
III.	ASSESSMENT OF THE PROGRESS TOWARDS ACHIEVING MEASURABLE GOALS.
IV.	SUMMARY OF THE RESULTS OF ANY INFORMATION THAT HAS BEEN COLLECTED AND ANALYZED. THIS INCLUDES ANY TYPE OF DATA.
V.	ONGOING ACTIVITIES.
VI.	A DISCUSSION OF ANY CHANGES IN IDENTIFIED BMP'S OR MEASURABLE GOALS.
VII.	REFERENCE ANY RELIANCE ON ANOTHER ENTITY FOR ACHIEVING ANY MEASURABLE GOAL.

## EXECUTIVE SUMMARY

During the Permit Year Six (May 1, 2008 through April 30, 2009) the Town of Wakefield complied with the Town's permit application submittal dated July 28, 2003. The overall five-year permit planned permit program is presented on the charts following this page.

During Permit Year Six, work activities occurred for each of the six planned Best Management Practices, primarily as an extension of the permit year five activities. The details of work activity conducted for each BMP are presented in Section I of this report.

We do not recommend as of this date, that the identified BMP's or measurable goals be changed with the exception of the Adopt-A-Stream Program, which has been changed to a Department of Public Works Annual Stream Cleaning Program.





**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. Storm Water Management Program TIME FRAMES

Transmittal Number W040850

Facility ID (if known)

Page \_\_\_\_\_ of 2

BMP ID #	Task	PERMIT YEAR ONE				PERMIT YEAR TWO				PERMIT YEAR THREE				PERMIT YEAR				PERMIT YEAR				Next Permit
		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	
3.9	Legality of Publicizing Violations																					
3.10	Potential Funding Programs																					
3.11	Establish Hot-Line							X														
	Construction Site Runoff Control																					
4.1	Develop Guidelines (Including ESC)																					
4.2	Develop Procedures for Site Inspection of Control Meas.																					
4.3	Update Existing Site Plan Review & Const. Regs.																					
4.4	Update Existing Policies & Procedures Relating to Compliance & Enforcement																					
4.5	Separate By-Law to Implement & Enforce																					
4.6	Brochure (Public Meeting & Hearing Process)																					
	Post-Construction Runoff Control																					
5.1	Review Existing Policies, Regs & Guidelines																					
5.2	Develop Guidelines																					
5.3	Procedures & Guidelines (Structural & Non-structural BMPs)																					
5.4	By-Law to Implement & Enforce																					
	Pollution Prevention / Good Housekeeping																					
6.1	Review Existing Practices, Guidelines & Training																					
6.2	Catchbasin Cleaning Guidelines																					
6.3	Street Sweeping Guidelines																					
6.4	Maintain Streams & Channels Guidelines																					
6.5	Calibrating Salt/Sand Spreaders Guidelines																					
6.6	Spill Control/Containment Guidelines																					
6.7	Recycling Refuse Program Guidelines																					
6.8	Employee Training Program																					
6.9	Animal Solid Waste Secreiton By-Law																					
6.10	Fertilizers/Pesticides Recommended Use Guidelines																					
6.11	Identify Sensitive Waterway & Waterbody Criteria																					
6.12	Identify Sensitive Waterway & Waterbodies																					
6.13	Identify Non-Stormwater Discharges																					
6.14	Good Housekeeping monitoring Program																					

permit conditions.

The chart presented on the following pages presents an identification of each of the activities scheduled under each BMP, the scheduling of work within Permit Year Six and a Self-Assessment of Compliance with Permit Conditions.

WAKEFIELD, MA NPDES STORMWATER PHASE II PERMIT						
ANNUAL REPORT COVERING MAY 2008 through APRIL 2009						
SECTION I. SELF-ASSESSMENT OF COMPLIANCE WITH PERMIT CONDITIONS						
		PERMIT YEAR SIX				
BMP ID #	Task	Spring 08	Summer 08	Fall 08	Winter 08-09	BRIEF DESCRIPTION
	<b>Education / Materials</b>					
1.4	Press Release (1/year)				X	Press release in local paper describing Stormwater Forum
1.5	Public Works Newsletter Article	X		X		Articles on Town's Stormwater Management Newsletters
1.7	Fact Sheets	X				Fact sheets developed and maintained
	<b>Event Education &amp; Outreach</b>					
1.11	Festival by the Lake	X				Held June 7, 2008, with Citizen Participation
1.12	FOLQ (Lake Cleanup)	X		X		Held May 3, 2008 and October 18, 2008
1.13	Library Display		X			Newsletter and Literature display at Library
1.14	Household Hazardous Waste Day (1/year)	X		X		Held May 17, 2008 and Sept. 8, 2008
	<b>Public Involvement &amp; Participation</b>					
2.1	FOLQ (Lake Clean up)	X				Held May 3, 2008 and October 18, 2008
2.2	Hazardous Waste Day (1/year)	X		X		Held May 17, 2008 and Sept. 8, 2008
2.3	Citizens Volunteer Group					Involved in 1.11 and 1.12, above
	<b>Steering Committee</b>					
2.6	Bi-annual Mtgs (future years)		X		X	Meetings conducted October 24, 2008; comments received
2.7	Annual Town SW Forum/Workshop				X	Conducted April 29, 2009
	<b>Distribute Educational Materials</b>					
2.8	Newsletter Article (Annual)	X		X		Articles on Town's Stormwater Management Newsletters
2.11	Stream cleaning program					DPW personnel with boat/motor and equipment on streams
	<b>Illicit Discharge Detection &amp; Elimination</b>					
3.2	Identify & Characterize Illicit Discharges					Upstream drainage system investigation; potential suspect locations for sampling
3.3	Map Locations of Illicit Discharges					None found yet for mapping
3.5	Ongoing Mapping of MS4s					Ongoing mapping of trunk drains, also aerial paper plans used as general reference; indicators of illicit discharges
3.8	Storm drain system bylaw					Codified and added new Town bylaw; enforcement needed
3.10	Potential Funding Programs					DPW continuing to investigate possibilities
	<b>Construction Site Runoff Control</b>					
4.5	Storm drain system bylaw					Codified and added new Town bylaw; enforcement needed
	<b>Post-Construction Runoff Control</b>					



WAKEFIELD, MA NPDES STORMWATER PHASE II PERMIT						
ANNUAL REPORT COVERING MAY 2008 through APRIL 2009						
SECTION I. SELF-ASSESSMENT OF COMPLIANCE WITH PERMIT CONDITIONS						
		PERMIT YEAR SIX				
BMP ID #	Task	Spring 08	Summer 08	Fall 08	Winter 08-09	BRIEF DESCRIPTION OF ACTIVITY
5.4	Storm drain system bylaw					Codified and added new Town bylaw to Town code books, administered as needed
	Pollution Prevention / Good Housekeeping					
6.2	Catchbasin Cleaning Guidelines		I			In place, being followed
6.3	Street Sweeping Guidelines		I			In place, being followed
6.4	Maintain Streams & Channels Guidelines		I			DPW crews with boat/motor and barge remove debris from streams and channels
6.5	Calibrating Salt/Sand Spreaders Guidelines		I			In place, being followed
6.7	Recycling Refuse Program Guidelines		I			In place, being followed
6.8	Employee Training Program					NPDES Program training provided for all DPW Staff April 23, 2009
6.10	Fertilizers/Pesticides Recommended Use Guidelines		I			Conforms to State guidelines / Child Protection Act
6.12	Identify Sensitive Waterway & Waterbodies		I			Results of work under BMP above provides this information
6.13	Identify Non-Stormwater Discharges		D			Thus far field sampling testing has not found any non-stormwater discharges
6.14	Good Housekeeping monitoring Program		D			Ongoing DPW activity at Municipal Facilities continues, as well as learning under 6.8 above

the MDEQ have a comment during the period prior to the July 23, 2009 permit submittal.

During the Permit Year Six (May 1, 2008 through April 30, 2009) the Town of Wakefield did identify that all of the pre-planned work items including the Department of Public Works Annual Stream Cleaning Program (implemented in lieu of the Adopt-A-Stream Program) will provide benefit to the Town.

### SECTION III.

#### ASSESSMENT OF PROGRESS TOWARDS ACHIEVING MEASURABLE GOALS.

This section presents an assessment of progress toward achieving the permit related measurable goals from work performed during NPDES Permit Year Six (May 1, 2008 through April 30, 2009.)

WAKEFIELD, MA NPDES STORMWATER PHASE II PERMIT						
ANNUAL REPORT COVERING MAY 2008 through APRIL 2009						
SECTION III. ASSESSMENT OF PROGRESS TOWARD ACHIEVING MEASURABLE GOALS						
		PERMIT YEAR SEVEN				
BMP ID #	Task	Spring 08	Summer 08	Fall 08	Winter 08-09	BRIEF DESCRIPTION
	<b>Education / Materials</b>					
1.4	Press Release (1/year)				X	Sixth year goal achieved
1.5	Public Works Newsletter Article	X		X		Sixth year goal achieved
1.7	Fact Sheets	X				Sixth year goal achieved
	<b>Event Education &amp; Outreach</b>					
1.11	Festival by the Lake	X				Held June 7, 2008 with citizens
1.12	FOLQ (Lake Cleanup)	X		X		Held May 3, 2008 and October
1.13	Library Date		X			Newsletter and material at
1.14	Household Hazardous Waste Day (1/year)	X		X		Held May 17, 2008 and Se
	<b>Public Involvement &amp; Participation</b>					
2.1	FOLQ (Lake Clean up)	X		X		Held May 3, 2008 and Octo
2.2	Hazardous Waste Day (1/year)	X		X		Held May 17, 2008 and Se
2.3	Citizens Volunteer Group					Sixth year goal achieved
	<b>Steering Committee</b>					
2.6	Bi-annual Mtgs (future years)		X		X	Held October 24, 2008 and
2.7	Annual Town SW Forum/Workshop				X	Held April 29, 2009
	<b>Distribute Educational Materials</b>					
2.8	Newsletter Article (Annual)	X		X		Sixth year goal achieved
2.11	Stream cleaning program					Sixth year goal achieved
	<b>Illicit Discharge Detection &amp; Elimination</b>					
3.2	Identify & Characterize Illicit Discharges					Sixth year goal achieved
3.3	Map Locations of Illicit Discharges					Sixth year goal achieved
3.5	Ongoing Mapping of MS4s					Sixth year goal achieved
3.8	Storm drain system bylaw					Sixth year goal achieved
3.10	Potential Funding Programs					DPW investigated possible
	<b>Construction Site Runoff Control</b>					
4.5	Storm drain system bylaw					Sixth year goal achieved
	<b>Post-Construction Runoff Control</b>					
5.4	Storm drain system bylaw					Sixth year goal achieved
	<b>Pollution Prevention / Good Housekeeping</b>					
6.2	Catchbasin Cleaning Guidelines		I			Sixth year goal achieved
6.3	Street Sweeping Guidelines		I			Sixth year goal achieved
6.4	Maintain Streams & Channels Guidelines		I			Sixth year goal achieved
6.5	Calibrating Salt/Sand Spreaders Guidelines		I			Sixth year goal achieved
6.7	Recycling Refuse Program Guidelines		I			Sixth year goal achieved
6.8	Employee Training Program					Held April 23, 2009
6.10	Fertilizers/Pesticides Recommended Use Guidelines		I			Sixth year goal achieved
6.13	Identify Non-Stormwater Discharges		B			Sixth year goal achieved
6.14	Good Housekeeping monitoring Program		B			Sixth year goal achieved

This section illustrates how the Town of Wakefield has catalogued all the information and material that was collected during the first six Permit Years (through April 30, 2009) related to the NPDES Phase II Stormwater Regulations.

Information and material shall be continually gathered and logged into the spreadsheet shown on the following pages, and filed in the NPDES Phase II Stormwater library at Town Hall. An area at the Wakefield Town Hall is reserved for the Municipal Stormwater Management Library consisting of reports, technical data, forms, workbooks, guidelines, fact sheets, instructions, product specifications, pamphlets, posters, articles, lists, manuals, maps, letters, memos, emails, magazines, videos, compact discs, seminar material, miscellaneous notes and information. Each item is categorized under an appropriate BMP for ease of reference throughout the permit process.