

9

Municipality/Organization: Town of Wilmington

EPA NPDES Permit Number: MA04123

MaDEP Transmittal Number: X228080

**Annual Report Number
& Reporting Period: No. 7: March 09-March 10**

NPDES PII Small MS4 General Permit Annual Report

PART I. GENERAL INFORMATION

Contact Person: Donald Onusseit Title: Superintendent, Dept. of Public Works

Telephone #: 978.658.4481 Email: donusseit@town.wilmington.ma.us

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: Donald N. Onusseit, PE

Title: Public Works Superintendent

Date: April 20, 2010

PART II. SELF-ASSESSMENT

The Town of Wilmington has completed the required self assessment and has determined that we are in compliance with all this year's permit conditions, with the exception of some areas which will require greater emphasis during next year's permit period:

Part II.A.2 - The successfully passed their Stormwater Bylaw at Town Meeting on May 2, 2009. However, the resulting Rules & Regulations are in the process of being finalized and approved through the Planning Board. Additional information regarding the efforts to date to implement this permit condition is provided in the Annual Report.

Part 2-2: Due to budgetary constraints, the Town has not been able to fund two (2) Household Hazardous Waste Collection Days. The Town has had one (1) day during the reporting period. As a compromise, the Town has reviewed alternatives and offers a relatively extensive recycling program. Mercury is collected 5 days a week year round, while white goods and Cathode Ray Tubes (CRTs) are collected by a private recycle company once a week. The DPW accepts waste oil from Wilmington Residents year round, Monday through Friday. Yard Waste was collected at residences during their normal trash collection day for 3 weeks in the spring and 3 weeks in the fall. Furthermore, residents had the opportunity to drop off yard waste and brush this past reporting year at the Town Recycling Center on selected Wednesday and Saturday dates during the spring and fall.

Part 3-(1-3): Nearly 100% of the Town's MS4 has been mapped and hand superimposed onto the Town's topographic map system (including pipe materials, sizes, and flow direction). During the reporting period, the Town has procured the services of SEA Consultants through an advertised procurement process to develop a complete Drainage System Master Plan, which included the GPS mapping of the Town's drainage system. The majority of the Town's drainage outfalls were located during the development of the Drainage System Master Plan as part of outfall assessments, which included water quality testing of outfall discharges. The Drainage System Master Plan provides a prioritized schedule of Town drainage projects and recommendations to improve the infrastructure as a whole. The Town has located 63 potential Dry Weather Flows of which 3 have a high suspicion to be an illicit discharge. Samples were taken and did not conclusively indicate illicit connections to the drainage system. Medium and low suspicion dry weather flows have not yet been analyzed due to testing budget constraints and personnel constraints. As recommended in the Drainage Master Plan, the Town of Wilmington will continue to monitor dry weather flow at the identified outfalls and perform additional water quality sampling depending on outfall survey results.

Furthermore, additional programs that are not listed as requirements in our Stormwater Management Permit have been active this past reporting year. Crews from the Massachusetts Mosquito Control Project continue to perform outfall cleaning and maintenance (plus removal of vegetative debris and trash) to reduce the amounts of standing water, thus improving water quality. Ongoing public education has continued, including the publication of a quarterly newsletter, the "Town Topics". Furthermore, the highly publicized

Low Impact Development (LID) project at Silver Lake has undergone construction and was completed during the summer of 2006. A public tour of the LID project and a “Rain Garden Day” was held during the reporting period. On June 9, 2009 the DCR is hosted an educational field trip to Silver Lake for state and local officials. Rainbarrels were again distributed to Wilmington residents at a discounted rate through “SkyJuice New England” during the summer of 2009.

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
1-1	Educational Material	DPW	<p>Measurable goals for this BMP will be:</p> <ol style="list-style-type: none"> 1) procurement, development or modification of four brochures or fact sheets that include stormwater information, and 2) posting of stormwater information on the Town's web site. During Years 2 through 5, distribute one of the brochures or fact sheets annually to property owners based on Assessors records and update the web site semi-annually. 	<p>The DPW has made this year's recycling brochure available for download on the DPW website. Included in the brochure is a collection schedule, information regarding specific collection items, hazardous waste information, a recycle hotline for more information, and the link to the DPW website.</p> <p>The Town of Wilmington Department of Public Works has continued to update the DPW website with stormwater and recycling related information. Separate links on the website have been dedicated to Phase II stormwater information, an illicit discharge reporting hotline, and recycling scheduling and FAQ's. The website can be viewed at http://www.town.wilmington.ma.us/old/dpw/index.html.</p> <p>Additional information regarding water conservation techniques, recycling information, and warnings about feeding waterfowl have been printed on bookmarks, handouts, letters in quarterly bills and posted on a sign at the Silver Lake Bath House which have been available to Wilmington Residents. The highly publicized Silver Lake LID Project completed final construction during the summer of 2006. An educational field trip to Silver Lake for state and local officials was hosted by DCR on June 9, 2009.</p> <p>The Town's trash hauler has been further enforcing the Recycling Bylaw by rejecting trash loads which contain visible recyclables.</p>	<p>Continue to develop and distribute stormwater informational brochures. Continue to publish articles in "Town Topics" including reminders about what an illicit discharge consists of by supplying the definition of illicit and non-illicit discharges and giving examples of them. Continue to update the Department of Public Works web page with stormwater-related information and modify/add FAQ's. Continue to distribute the recycling informational brochure to Wilmington residents and responding to hotline inquiries. The Town plans to further enforce the Recycling Bylaw by instructing trash collectors to leave recyclable materials for separate collection. The Town will have monthly reporting on recycling efforts throughout Town.</p> <p>Work to reinstate the stormwater/wastewater curriculum in the sixth grade science department at the Wilmington Middle School. This program was initiated in Permit Year 5, and provided hands-on learning methods for students. Parents were actively involved in take-home assignments and demonstrations. Consideration of new initiatives will be incorporated into the new five year program to be developed upon issuance of the EPA's General Permit.</p>

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
2-1	Stormwater Task Force	DPW	<p>The individuals who will serve on this task force will be identified within the first two months of the permitting period. On a yearly basis, this task force will hold meetings every four months, will be responsible for the development of material, and will keep track of the status of the control measures and record keeping associated with programs being developed.</p>	<p>The Town of Wilmington has procured the services of SEA Consultants through an advertised bid process to develop a 3-phase Townwide Drainage System Master Plan. The final report includes an inventory and conditional assessment of the drainage system, and analysis of the current capacity and integrity of the system.</p> <p>Based on the results of investigations and analysis of the Wilmington drain system, the Drainage System Master Plan provides a detailed recommended improvement plan that targets specific areas of concern as well as Town-wide administrative recommendations which are in line with the Town's Phase II permit.</p> <p>The Drainage System Master Plan is strategically aligned with the recommendations from the Town's highly publicized Comprehensive Water Resource Management Plan (CWRMP), which was also prepared by S E A Consultants.</p>	<p>Members of the Planning and Conservation Commission, the Engineering Department, and the Department of Public Works will continue to meet to coordinate implementation of the recommendations outlined in the Drainage System Master Plan. In addition, the Team will review and seek to improve the existing Town regulations.</p>

BMP ID #	BMP Description	Responsible Dept./Person	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
2-2	Promote Public Programs	DPW/BoH	The Town will hold a household hazardous waste day two times per year and will support community clean-up days by providing clean-up materials and will pick up and dispose of the waste collected.	<p>Due to budgetary constraints, the Town has held one hazardous waste day this past year. No cars are turned away during this collection day, regardless of the amount of hazardous waste. Over 250 cars dropped off hazardous waste during this past year's collection.</p> <p>Mercury is collected at a drop off location at the Board of Health 5 days a week year round, and Cathode Ray Tubes (CRTs) are collected by the Town Recycle Company once a week, by special pickup. The DPW accepts waste oil from Wilmington Residents year round, Monday through Friday.</p> <p>The Town has supported community clean-up programs for local volunteer groups to perform stream and roadway clean-up and has provided materials and safety equipment at the expense of the Town.</p> <p>The Public Buildings Department collects fluorescent bulbs from residents Monday through Friday.</p> <p>Yard Waste was collected at residences once a week for the month of April and the month of November in 2009. Furthermore, residents had the opportunity to drop off yard waste and brush this past reporting year at the Town Recycling Center on selected Wednesday and Saturday dates during the spring and fall.</p>	<p>The Town will continue to hold household hazardous waste days and support citizen group clean-up efforts. Also, the DPW will continue to investigate the possibility of sharing hazardous waste days with surrounding communities to maximize opportunities for area residents.</p> <p>The Town continues to use the Town website and the "Town Topic" to provide education and promote public programs. Additionally, the local newspaper, the "Town Crier" will be used to advertise Hazardous Waste Days.</p> <p>The Town will continue to offer water conservation kits and rain barrels to residents.</p>

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
3-1	Map Stormwater Assets	DPW	<p>Using GPS, the exact locations will be identified for outfalls. All information from field investigations will be attached to the database. During the first two years of this permit, this mapping will be updated on a quarterly basis to integrate all information into the database system from investigations. Following the first two years, this schedule will be revised based on the amount of data to be added, however, at a minimum, the database will be updated every six months. A Goal of completing mapping of 50 percent of surface water outfalls, major stormwater drainage structures, and receiving surface water bodies by the end of Year 5.</p>	<p>Approximately 100% of the Wilmington drain system, including catch basins, manholes and outfalls have been mapped and superimposed onto the Town's topographic map system. Pipe sizes and materials, direction of flow, and estimated age of the subsystem have also been included in the mapping. The Town drain system map can be viewed upon request at the Department of Public Works.</p> <p>As part of the Drainage System Master Plan, the Town has developed GPS mapping of the system's drainage structures and provided the Town with a more versatile electronic version of the storm drain system map.</p> <p>The Town currently employs one full-time GIS technician. Each summer the Wilmington Engineering Department hires an intern to help to provide GPS locating services within High to Medium Priority areas.</p>	<p>Ongoing incorporation of conditional assessment information into the Town's geodatabase.</p> <p>The Wilmington Engineering Department is planning to continue their internship program which will help to provide man-power for next year's reporting period.</p>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
3-2	Detection and Elimination Program	DPW/Boh	<p>The goal is to identify a plan for completing dry weather sampling during the first year of the permit term. Subsequent years will include completing dry weather investigations of all outfalls along the Ipswich River and Maple Meadow Brook, and 50% of outfalls along other waterways.</p>	<p>S E A Consultants and its subcontractors completed the mapping and illicit discharge detection and elimination program in spring/summer of Permit Year 4. All known and accessible outfalls were inspected which revealed 63 potential dry weather flows (DWF) of which 3 are highly suspected to be an illicit discharge. The 3 DWF's which were highly suspicious to be an illicit discharge were sampled along with 2 other outfalls identified by the Town for sampling.</p> <p>The outfall sampling analysis did not reveal any conclusive indication of an illicit connection. Recommendations outlined in the Drainage System Master Plan include additional sampling at the outfalls with high suspicion of illicit connections and investigations into the sources of the DWF at the outfalls with medium and low suspicion.</p>	<p>The Wilmington Engineering Department is planning to obtain another co-op student during next fiscal year (FY 11). The intern will be conducting several tasks associated with the IDDE Program.</p> <p>The Town will continue to investigate the potential DWF in upstream manholes in order to trace the illicit discharges to the sources. Additional sampling as outlined in the Drainage System Master Plan will be conducted.</p> <p>Medium and Low suspicion DWF will be sampled and analyzed for illicit criteria.</p>
3-3	Conduct Illicit Discharge Education Program	DPW	See BMP 1-1 and BMP 6-1	See BMP 1-1, BMP 3-2 and BMP 6-1	See BMP 1-1, BMP 3-2 and BMP 6-1

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
3-4	Proposed by-law to prohibit illicit discharges and illegal connections	DPW	The draft bylaw will be developed by the end of Year 2 of the permit period, and the final bylaw will be prepared by the end of Year 3. The bylaw will be presented to Town Meeting in Year 4. If it is not approved, it will be revised, if appropriate, and presented to Town Meetings in Year 5.	<p>In order to allow this by-law to advance, the Town has determined that a comprehensive by-law addressing all facets of the NPDES permit requirements was not feasible, and has generated separate by-laws to address respective minimum control measures. The Draft by-law to prohibit illicit discharges and illegal connections was developed and presented as an article on the Town Warrant for the May 2007 Town Meeting. The by-law passed at Town Meeting in May of 2007.</p> <p>The Wilmington Health Department has amended their environmental regulations to include a specific “illicit discharge” regulation which includes a \$300 per day fine. A copy of the Health Department Regulation was included in Year 5’s annual report.</p> <p>The Town has instructed their catch basin cleaner to inspect structures and identify an illicit connections or dry weather flow during catch basin cleaning activities.</p>	<p>The Town will continue to monitor the effectiveness of the newly amended Health Regulation regarding Illicit Discharges.</p> <p>The Town will continue to attempt to identify illicit connections during catch basin cleaning activities.</p>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
3-5	Enforce illicit discharges and illegal connections By-law	DPW	The draft changes to regulations and policies will be developed by the end of Year 2 of the permit period. The final changes will be prepared by the end of Year 3. Adoption of the new regulations and policies will be dependent upon approval of the bylaw. Regulations will be proposed for adoption within one year of approval of the bylaw	The Town will continue to investigate the potential DWF in upstream manholes in order to trace the illicit discharges to the sources. Additional sampling as outlined in the Drainage System Master Plan will be conducted at outfalls with high suspicion of illicit connections. See BMP 3-4 above.	See BMP 3-4 above.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
4-1	Revise Site Plan Review Bylaw	Planning	Draft changes to the bylaw will be developed by the end of Year 2 of the permit period. The proposed changes will be presented to Town Meeting in Year 4. . . If they are not approved, they will be revised, if appropriate, and presented to Town Meeting in Year 5.	The Stormwater Bylaw was passed at Town Meeting on May 2, 2009.	Rule and Regulations governing the Bylaw are in the process of getting approval through the Planning Board. Planning Board sessions have included public outreach for the new Rules and Regulations to the public and to area developers.
4-2	Improve Site Plan Review Process	DPW	The revised process will be developed with departments involved in the Construction Site Plan Review Process. A checklist or similar tracking tool will be developed during the first year of the permitting period. This tool will be adopted during the second year of the permitting period and employed as described thereafter	A site plan review checklist has been developed and was presented in Year 5's annual report. The Engineering Department uses this checklist during inspections and it has been incorporated into the current site plan review process.	The Town will continue to use the site plan review checklist during inspections.
Revised			Once the recommendations of the CWRMP are finalized, this BMP will be revisited.		

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
4-3	Develop Procedures for receipt and consideration of information submitted by the public	Planning	This program will be developed with departments involved in the Construction Site Plan Review Process. The review of existing procedures will be completed by the end of Year 2. If revisions to the procedures are deemed necessary, they will be drafted by the end of Year 3 and adopted during Year 4.	The CWRMP's local media publicity and public meetings have helped to provide the public with a public input forum. Furthermore, the Town has received a grant from EPA through the Department of Conservation and Recreation for an LID techniques demonstration project at Silver Lake. Several public hearings have been held at Wilmington Town Hall to publicize this innovative project. Meetings include the televised presentation to the Board of Selectmen, Conservation Hearings, and several "Informational Meetings" for the abutting residents. The DPW dedicated phone number and email address is advertised on the Town website to be contacted for stormwater questions.	The local media publicity and public hearings pertaining to the CWRMP and the new Drainage System Master Plan will continue to provide an informational forum for the residents of the Town of Wilmington. Furthermore, the Silver Lake LID project includes a public outreach program that will educate the public on why and how the LID techniques were chosen. The Town continues to use the Town website and the "Town Topic" to provide education and promote public programs. Additionally, the local newspaper, the "Town Crier" will be used to advertise Hazardous Waste Days. The Town will continue to offer water conservation kits and rain barrels to residents.
4-4	Develop site inspection and enforcement of control measures program	DPW	The program will be developed by the end of Year 2, and will be implemented in Years 3, 4 and 5.	See also BMP's 1-1 and 2-1. See BMP 3-4 above. Current inspection and enforcement control measures are being exercised by the Engineering Department, the Health Department, and the Conservation Commission. There is now a permitting process with associated fees to connect sump pumps to the MS4.	The Engineering Department and Conservation Commission will continue with their inspections as required and as needed. Once the recommendations of the Drainage System Master Plan have been finalized, amended enforcement procedures will be considered, as needed.

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 7	Planned Activities – Permit Year 8
5-1	Develop Post-construction runoff bylaw, regulations and guidance	Planning	A draft of the post-construction runoff bylaw will be completed by the end of Year 2. The final bylaw will be developed for inclusion on the Town Meeting warrant for Year 3. If the article does not pass, it will be revised as appropriate, and presented at Town Meeting in Years 4 and 5. The associated regulations and guidance will be developed in Year 3. If and when the bylaw is approved, a public meeting will be held to solicit input from municipal departments and the public on the regulations and guidance. If necessary, the regulations and guidance will be modified, and they will be presented for a vote at a public hearing of the Planning Board.	See BMP 3-4 and 4-1 above. Post-construction runoff is covered in the Stormwater Bylaw, and was passed on May 2, 2009.	Members of the Planning and Conservation Commission, the Engineering Department, and the Department of Public Works will work with the new Bylaw and the requirements of the Rules and Regulations of the Bylaw, once finalized.
5-2	Develop Post-construction monitoring program	Planning	The post-construction monitoring program will be developed during Years 3 and 4, and implemented in Year 5, provided the bylaw is approved by Town Meeting.	Efforts include inspections on an as-needed basis and the involvement of enforcement power of the Health Department and Conservation Dept.	The post-construction monitoring program will continue to progress with the development of the recommendations of the Drainage System Master Plan.

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
5-3	Ensure adequate long-term operation and maintenance of BMPs	DPW	A draft procedure for evaluation of BMPs for operation and maintenance issues will be developed by the end of Year 2 of the permitting period, and the final procedure will be prepared by the end of Year 3. This effort will be coordinated with the revisions to the procedure for joint board's review of construction projects. During Year 2, the DPW and Planning Board will investigate potential funding mechanisms, develop a draft warrant article, and hold a public meeting to solicit input from the community. During Year 3, the draft article will be revised if necessary and presented to Town Meeting. If it is not approved, it will be revised, if appropriate, and presented to Town Meeting in Years 4 and 5, if necessary	See BMP 3-4 above. The Drainage System Master Plan includes long term operation and maintenance recommendations based on inspections within the high and medium priority areas. Recommendations include catch basin cleaning, street sweeping, periodic inspections and targeted maintenance at outfalls, detention basins and culverts.	The Engineering Department, the Department of Public Works, the Conservation Commission, and the Health Department will coordinate to implement the recommendations outlined in the Drainage System Master Plan

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 7	Planned Activities – Permit Year 8
6-1	Educate Municipal Employees	DPW	<p>General stormwater training sessions will be held by the Department of Public Works on an annual basis. The goal will be for 90% of municipal employees with storm water management responsibilities to attend at least one session over the permit period. Department specific training sessions will be held annually, with a goal of 50% of personnel responsible for storm water management attending 90% of the sessions.</p>	<p>Ongoing DPW staff training has taken place throughout the permit period including discussions on old and new erosion control efforts and reporting suspicious connections.</p>	<p>Education efforts will continue throughout the permit period.</p> <p>Consideration for a new educational framework will be given during development of the new five-year program. The Town intends to utilize an outside consultant for staff training in the upcoming year.</p>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 7	Planned Activities – Permit Year 8
6-2	Develop and adhere to operation and maintenance schedule	DPW	The Municipal Operation and Maintenance Schedule will be created and implemented within the first two years of the permit period	<p>The Town owns one vacuum street sweeper and a mechanical sweeper and contracts for a third mechanical sweeper. This additional equipment has enabled the Town to increase its street sweeping and catch basin cleaning schedule, and helps the Town achieve spring cleaning by the end of May. Each catch basin in Wilmington is cleaned at least every three years, and high-load areas are cleaned multiple times every year. A draft plan for residuals management has been developed and is currently still being reviewed by the DEP.</p> <p>The Town of Wilmington is part of the Mosquito Control Project, which performs routine stream maintenance throughout the year. Furthermore, a summer crew was hired last year to perform stream cleaning activities throughout the Town.</p>	<p>The DPW will continue to hire summer employees to perform stream-cleaning activities and will continue to provide regular street sweeping and cleaning operations throughout the Town. The Drainage System Master Plan includes recommendations for increased operations and maintenance activities.</p>

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 7	Planned Activities – Permit Year 8
1-1	Educational Material	DPW	See BMP 1-1	See BMP 1-1	See BMP 1-1
3-3,4,5	Conduct Illicit Discharge Education Program, Propose & Enforce Illicit Discharge By-Law	DPW	See BMP 3-4	See BMP 3-4	See BMP 3-4
5-1,2,3	Develop Post-Construction Runoff By-Law, Regulations & Guidance, Develop Post-Construction Monitoring Program, & Ensure Long-Term O&M of BMP's.	DPW	See BMP 5-1	See BMP 5-1	See BMP 5-1

7b. WLA Assessment

A relatively small portion of Wilmington lies within the Shawsheen River basin, for which the TMDL has been developed. The majority of the Stormwater Drainage System has already been mapped within the Shawsheen River Basin, and GIS locations for all known Town outfalls have been obtained during the development of the Town's Comprehensive Water Resource Management Plan (CWRMP) by SEA Consultants. Furthermore, the recommendations of the Drainage Master Plan target high priority areas, in conjunction with standards of the Massachusetts Stormwater Management Guidelines.