

**Municipality/Organization:** Town of Wareham

**EPA NPDES Permit Number:** MAR-04-1168

**MaDEP Transmittal Number:** W-045147

**Annual Report Number**

**& Reporting Period:** No. 8: March 10-March 11

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** Mark Gifford

**Title:** Director of Municipal Maintenance

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**Email:** mgifford@wareham.ma.us

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:** Mark Gifford

**Printed Name:** Mark Gifford

**Title:** MMIS Director

**Date:** 9/21/11

## **Part II. Self-Assessment**

The Town of Wareham has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions, except for the following provisions:

**Part II.B.1-6** Any Provisions of Part II.B.1-6 that have not been met are detailed in Part III below.

**Part II.B.8** The Town encourages BMPs that promote groundwater recharge and Standard 3 of the state Storm Water Management Policy. However, specific groundwater recharge/infiltration policies have not yet been developed.

**Part II.F** Failed to submit annual report on or before May 1, 2011. Submitted on September 21, 2011.

**Part III. Summary of Minimum Control Measures**

**1. Public Education and Outreach**

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 9</b>
1-1 Revised	Form Partnerships	Town Administrator	Partnerships Developed	The Town continues to work with the Buzzards Bay Project.	Continue to work with the Buzzards Bay Project.
1-2 Revised	Educational Material	Dir. of Municipal Maintenance	Educational Material Developed	The educational materials were made available in the Town Clerk’s office, Municipal Maintenance office and the Selectmen’s office. In addition, the educational materials were posted on the Town of Wareham’s website.	Continue to make educational materials available throughout the Town and on the Town’s website.
1-3 Revised	Annual Public Hearing	Town Administrator	Y1. Meetings Held Y2. Radio ads for participation Y3. Community participation in community cleanups Y4. Establish Citizen Watch Groups	The annual meeting on the Phase II Stormwater Permit requirements was not held during Permit Year 8. The Town invites the public to assist with various activities pertaining to the Phase II permit. The Town participates in the annual Earth Day activities, as well as, various designated beach clean up days.	Continue to invite the public to participate in Phase II activities including Earth Day activities and beach clean up days.

**1a. Additions**

None at this time.

## 2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
2-1	Encourage Citizen Action	Dir. of Municipal Maintenance	Brochure and flyers prepared in step 1-2 utilized to invite public participation in discharge mapping and detection.	For both Permit Years, the Town invites the public to assist with various activities pertaining to the Phase II permit. The Town participates in the annual Earth Day activities, as well as, various designated beach clean up days.	Continue to invite the public to participate in Phase II activities including Earth Day activities and beach clean up days.
Revised					
2-2	Establish Stormwater Committee	Town Administrator	Committee Created	The Stormwater Committee did not hold any meetings during Permit Year 8.	Hold at least one Stormwater Committee meeting.
Revised					
2-3	Selectmen's Meeting	Town Administrator	Meeting Held	The Town of Wareham worked on coordinating a progress update on Phase II requirements at a Selectmen's meeting.	Discuss progress on Phase II requirements at a Selectmen's meeting.
Revised					
2-4	Storm Drain Stenciling	Dir. of Municipal Maintenance	Record No. of CB's Stenciled	The Town of Wareham worked on reorganizing the storm drain stenciling program.	During Permit Year 9, at least 30 storm drains will be stenciled.
Revised					
2-5	Stream Cleanup	Dir. of Municipal Maintenance	Report on Cleanup Activities	The Town invites the public to assist with various activities pertaining to the Phase II permit. The Town participates in the annual Earth Day activities, as well as, various designated beach clean up days.	Continue to invite the public to participate in Phase II activities including Earth Day activities and beach clean up days.
Revised					

### 2a. Additions

None at this time.

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
3-1 Revised	Discharge Identification	Dir. of Municipal Maintenance	Discharges Identified	In Permit Year 8, the Town did not update the drainage system mapping because all there have been no new structures added.	In Permit Year 9, the Town will update the drainage system mapping on an as-needed basis.
3-2 Revised	Prohibition/ Enforcement	Board of Health	Report Prepared, Bylaws Amended	During Permit Year 8, the Town has not amended the bylaws to provide a mechanism for illicit discharge detection and elimination. However, during both permit years, the Town presented the Nitrogen Loading Bylaw at the Fall 2010 Town Meeting and it passed. Unfortunately, it was repealed at the Spring 2011 Town Meeting.	In Permit Year 9, the Town will start to draft a stormwater bylaw. The Town plans to present a stormwater bylaw at the Fall 2012 Town Meeting.
3-3 Revised	Drainage Network Map	Town Planner	Map Produced	In Permit Year 8, the Town did not update the drainage system mapping because all there have been no new structures added.	In Permit Year 9, the Town will update the drainage system mapping on an as-needed basis.
3-4 Revised	Illicit Discharge Identification	Dir. of Municipal Maintenance	Y1. Illicit Discharges Quantified Y2. Ordinances adopted re: illicit discharges Y3. Elimination of illicit discharges ongoing & household hazardous collection program in place Y4. Elimination of most illicit discharges complete	During Permit Year 8, the Town has not taken any formal steps to identify illicit discharges. However, if an illicit discharge is discovered, the Town takes steps to eliminate the illicit discharge. The Town held an annual Hazmat Day in 2010. The Hazmat Day is available to Wareham, Carver, and Marion residents on the first Saturday in May.	The Town plans to continue the annual Hazmat Day on the first Saturday in May. For illicit discharge detection, the Town will work on updating the drainage system mapping. Since the original drainage system map was produced, new subdivisions and developments with drainage systems have been built. These drainage systems will be added to the drainage system mapping.

3-5	Illicit Discharge Enforcement	Dir. of Municipal Maintenance	Y1. Illicit Discharges Quantified Y2. Ordinances adopted re: illicit discharges Y3. Elimination of illicit discharges ongoing & household hazardous collection program in place Y4. Elimination of most illicit discharges complete	During Permit Year 8, the Town has not taken any formal steps to identify illicit discharges. However, if an illicit discharge is discovered, the Town takes steps to eliminate the illicit discharge. The Town held an annual Hazmat Day in 2010. The Hazmat Day is available to Wareham, Carver, and Marion residents on the first Saturday in May.	The Town plans to continue the annual Hazmat Day on the first Saturday in May. For illicit discharge detection, the Town will update the drainage system mapping on an as-needed basis.
Revised					
3-6	DPW Training	Dir. of Municipal Maintenance	Training Provided	Employees of the municipal maintenance department have not attended any stormwater seminars during Permit Year 8; however, the Conservation Administrator attended meetings of the Buzzards Bay Action Committee (BBAC). The BBAC goal is to assist in the implementation of the Buzzards Bay Comprehensive Conservation and Management Plan.	Continue attending BBAC meetings. In addition, the Town plans to develop a stormwater training program for DPW and other Town employees during Permit 9.
Revised					

3-7	Public Information	Dir. of Municipal Maintenance	Complaint File Completion and Maintenance	The Town produced educational flyers that educated residents about illicit discharges and made them available in various Town buildings. The Town does not have a specific complaint log for stormwater remediation. If a resident calls about an illicit discharge, the message is taken and the Director or Foreman is notified. They, in turn, investigate the call and determine ways to rectify the situation.	Continue educating residents about illicit discharges. Continue current practice of accepting stormwater and illicit discharge calls at the Municipal Maintenance office. The Director or Foreman will investigate the call and determine ways to rectify the situation.
Revised					

**3a. Additions**

**None at this time.**

#### 4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
4-1             Revised	Conservation Commission Bylaw	Conservation Commission Agent	1. Review bylaw, prepare findings report on necessary changes/amendments to bylaw, revise bylaw to incorporate necessary revisions 2. Institute site inspection procedures 3. Realize improved water clarity 4. Realize increased number of aquatic organisms in water bodies.	The Conservation Commission already prevents erosion from construction sites and controls post construction stormwater management, although the bylaw language does not directly state this. The Conservation Committee has developed a by-law.	The Conservation Committee plans to present a bylaw at the Fall 2012 Town Meeting.
4-2             Revised	Subdivision Rules and Regulations	Town Planner	1. Review regulations, prepare findings report, rules and regulations revised per findings 2. Institute site inspection procedures 3. Realize improved water clarity 4. Realize increased number of aquatic organisms.	The Town did not update the subdivision rules and regulations to prevent erosion from construction sites and to control post construction stormwater management during both permit years. However, during Permit Year 8, the Town presented the Nitrogen Loading Bylaw at a Town Meeting and it passed. The Nitrogen Loading Bylaw will better manage nitrogen pollution to the Town’s coastal estuaries. Unfortunately, it was repealed at the Spring 2011 Town Meeting.	The Stormwater Committee with assistance of the Town Planner will start to draft a stormwater bylaw during Permit Year 9. The Town plans to present a stormwater bylaw at the Fall 2012 Town Meeting. In addition, the Town will work on updating the subdivision rules and regulations.



4-3	Zoning Review	Town Planner	<ol style="list-style-type: none"> <li>1. Review bylaw, prepare findings report on necessary changes/amendments to bylaw, revise bylaw to incorporate necessary revisions</li> <li>2. Institute site inspection procedures</li> <li>3. Realize improved water clarity</li> <li>4. Realize increased number of aquatic organisms in water bodies.</li> </ol>	<p>The Town did not update the zoning board bylaws to prevent erosion from construction sites and to control post construction stormwater management during Permit Year 8. However, during Permit Year 8, the Town presented the Nitrogen Loading Bylaw at a Town Meeting and it passed. The Nitrogen Loading Bylaw will better manage nitrogen pollution to the Town's coastal estuaries. Unfortunately, it was repealed at the Spring 2011 Town Meeting.</p>	<p>In Permit Year 9, the Town will work on updating the zoning board bylaws.</p>
Revised					

**4a. Additions**

**None at this time.**

### 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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
5-1 Revised	Conservation Commission Bylaw	Conservation Commission Agent	Bylaw Amended	The Conservation Commission already controls erosion from construction sites and controls post construction stormwater management, although the bylaw language does not directly state this. However, during Permit Year 8, the Town presented the Nitrogen Loading Bylaw at a Town Meeting and it passed. The Nitrogen Loading Bylaw will better manage nitrogen pollution to the Town's coastal estuaries. Unfortunately, it was repealed at the Spring 2011 Town Meeting. The Conservation Committee has developed a by-law.	The Conservation Committee plans to present a bylaw at the Fall 2012 Town Meeting.
5-2 Revised	Subdivision Rules and Regulations	Town Planner	Rules and Regulations Revised	The Town did not update the subdivision rules and regulations to prevent erosion from construction sites and to control post construction stormwater management during permit year 8.	In Permit Year 9, the Town will work on drafting a stormwater bylaw. In addition, the Town will start the process to update the subdivision rules and regulations.
5-3 Revised	Zoning Review	Town Planner	Bylaws Amended	The Town did not update the zoning board bylaws to prevent erosion from construction sites and to control post construction stormwater management during both permit years.	The Town will work on updating the zoning board bylaws.

#### 5a. Additions

**None at this time.**

## 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 8 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 9
6-1 Revised	D.P.W. Policy Guide	Dir. of Municipal Maintenance	Policy Guide Developed	The Town did not establish a policy guide for vehicle maintenance and salt storage.	The Town plans to start the development of a policy guide for vehicle maintenance and salt storage.
6-2 Revised	D.P.W. Annual Training	Dir. of Municipal Maintenance	Training Manual Prepared, Employee Training completed, recycling program fully implemented, pesticide reduction implemented	The Town did not complete the training manual for stormwater pollution prevention. The Town continued the recycling program. In addition, the DPW has used pesticides minimally for weed control only.	The Town plans to continue the recycling program. The Town plans to start the development of a training manual for stormwater pollution prevention. The Town plans to continue using pesticides minimally for weed control only.
6-3 Revised	D.P.W. Maintenance Schedule	Dir. of Municipal Maintenance	Maintenance Schedule Developed	Street sweeping and catch basin cleaning are constant and ongoing. The Town purchased a street sweeping vehicle and catch basin truck which will enable the Town to do a more efficient job with maintaining the streets and catch basins.	The Town plans to continue street sweeping and catch basin cleaning.
6-4 Revised	D.P.W. Permit Filing	Dir. of Municipal Maintenance	Permits on File	On-going filing of all stormwater related projects.	Continue permit filing.

### 6a. Additions

None at this time.

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

<b>BMP ID #</b>	<b>BMP Description</b>	<b>Responsible Dept./Person Name</b>	<b>Measurable Goal(s)</b>	<b>Progress on Goal(s) – Permit Year 8</b> (Reliance on non-municipal partners indicated, if any)	<b>Planned Activities – Permit Year 9</b>
7-1	Pooper Scooper Educational Materials	Department of Public Works	Y8. Start to develop educational materials on pet waste and pooper scooper regulations Y9. Distribute educational materials	The Town researched educational materials for proper removal of pet waste.	The Town plans to develop and distribute educational material on pet waste and the pooper scooper regulations.
Revised					

**7a. Additions**

7-2	Educational Materials for Reduction in Phosphorus in Stormwater	Department of Public Works	Y9. Start to develop educational materials on phosphorus reduction Y10. Distribute educational materials	N/A	The Town plans to develop educational material on septic system maintenance and reducing fertilizer use.

**7b. WLA Assessment**

Not applicable at this time.

**Part IV. Summary of Information Collected and Analyzed**