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**Municipality/Organization:** Town of Wareham

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

**MaDEP Transmittal Number:** W- 045147

**Annual Report Number  
& Reporting Period:** No. 12: April 1, 2014-March 31, 2015

## NPDES PII Small MS4 General Permit Annual Report

### Part I. General Information

**Contact Person:** David Menard **Title:** Director of Municipal Maintenance

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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:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **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. Specific groundwater recharge/infiltration policies, however, have not yet been instituted.

## 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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
1-1	Form Partnerships	Town Administrator	Partnerships Developed	The Town continues to work with the Buzzards Bay Natural Estuaries Program.	Continue to work with the Buzzards Bay Natural Estuaries Program. Reach out to other similar groups.
Revised					
1-2	Educational Material	Dir. of Municipal Maintenance	Educational Material Developed	The town displays educational pamphlets and provides handouts in the Town Hall and Municipal Maintenance Building. Links are provided on the town website that access storm water regulations and guidelines. Some prior MS4 annual reports are available on the Maintenance Dept. web page.	Continue to make educational materials available throughout the Town and on the Town's website. Update the website by including the MS4 annual reports from 2008-2014. Review the storm water related links and update the information as needed.
Revised					
1-3	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 12. 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					

#### 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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
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 Permit Year 12, the Town invited 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 cleanup days. Rain barrels were purchased for use at municipal buildings and made available to the public.	Continue to invite the public to participate in Phase II activities including Earth Day activities and beach cleanup days. Rain barrels will continue to be made available to the public and utilized at municipal buildings.
Revised					
2-2	Establish Stormwater Committee	Town Administrator	Committee Created	The Stormwater Committee did not hold any meetings during Permit Year 12.	Hold at least one Stormwater Committee meeting.
Revised					
2-3	Selectmen's Meeting	Town Administrator	Meeting Held	Storm water compliance issues were discussed at the selectmen's meeting held on August 19.	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	15 storm drains were stenciled during Permit Year 12.	During Permit Year 13, at least 15 new 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

The Director of Municipal Maintenance attended multiple meetings with the Buzzards Bay Action Committee. The purpose of the meetings was to interact with other town officials regarding testing of storm water outfalls to better manage shellfish area closures.

### 3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
3-1 Revised	Discharge Identification	Dir. of Municipal Maintenance	Discharges Identified	In Permit Year 12, the Town continued to update the drainage system mapping.	In Permit Year 13, the Town will continue to 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 12, the Town has not amended the bylaws to provide a mechanism for illicit discharge detection and elimination. During Permit Year 12, the Town continued to draft an article.	In Permit Year 13, the Town will continue to work on a stormwater article. The Town plans to present a stormwater article at a future Town Meeting.
3-3 Revised	Drainage Network Map	Town Planner	Map Produced	In Permit Year 12, the Town updated the drainage system mapping.	In Permit Year 13, the Town will continue to 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 12, 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 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. The Director will meet with the Buzzards Bay Action Committee to coordinate the detection of illicit discharges.

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 12, 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 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 12; however, the Director and 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 the permit year.
Revised					
3-7	Public Information	Dir. of Municipal Maintenance	Complaint File Completion and Maintenance	The Town has implemented a system for residents to report illicit discharge complaints. If a resident calls about an illicit discharge, the message is taken and the Director 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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
4-1	Conservation Commission Bylaw	Conservation Commission Agent	<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>	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 Commission has developed a local wetland by-law.	The Conservation Commission may propose updates to the bylaw at the Fall 2015 Town Meeting.
Revised					
4-2	Subdivision Rules and Regulations	Town Planner	<ol style="list-style-type: none"> <li>1. Review regulations, prepare findings report, rules and regulations revised per findings</li> <li>2. Institute site inspection procedures</li> <li>3. Realize improved water clarity</li> <li>4. Realize increased number of aquatic organisms.</li> </ol>	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. The subdivision rules and regulations has a provision that the Planning Board could require a “Soil Erosion and Sedimentation Control Plan” if erosion due to development activity is excessive or significant to wetlands, streams, ponds, or other water bodies.	The Stormwater Committee with assistance of the Town Planner will start to draft a stormwater bylaw during Permit Year 13. The Town plans to present a stormwater bylaw at the Fall 2015 Town Meeting. In addition, the Town will work on updating the subdivision rules and regulations.
Revised					

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>	The Town did not update the zoning bylaws to prevent erosion from construction sites and to control post construction stormwater management during Permit Year 12.	In Permit Year 13, the Town will work on updating the zoning bylaws.
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 11 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 12
5-1	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. The Conservation Commission has developed a by-law.	The Conservation Commission may propose changes to the bylaw at the Fall 2015 Town Meeting.
Revised					
5-2	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 12. The subdivision rules and regulations have a provision that the Planning Board could require a “Soil Erosion and Sedimentation Control Plan” if erosion due to development activity is excessive or significant to wetlands, streams, ponds, or other water bodies.	In Permit Year 13, the Town will work on drafting a stormwater bylaw. In addition, the Town will start the process to update the subdivision rules and regulations.
Revised					
5-3	Zoning Review	Town Planner	Bylaws Amended	The Town did not update the zoning bylaws to prevent erosion from construction sites and to control post construction stormwater management during Permit Year 12.	The Town will work on updating the zoning bylaws.
Revised					

**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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
6-1	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.
Revised					
6-2	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.
Revised					
6-3	D.P.W. Maintenance Schedule	Dir. of Municipal Maintenance	Maintenance Schedule Developed	Street sweeping begins in March and catch basin cleaning is ongoing. Over 180 catch basins were cleaned during permit year 12.	The Town plans to continue street sweeping and catch basin cleaning.
Revised					
6-4	D.P.W. Permit Filing	Dir. of Municipal Maintenance	Permits on File	On-going filing of all stormwater related projects.	Continue permit filing.
Revised					

**6a. Additions**

6-5					
Revised	Water Quality Improvements to Existing Drainage System	Dir. of Municipal Maintenance	Y12. Design stormwater treatment system Y12. Construct stormwater treatment system	In partnership with Buzzards Bay National Estuary Program, the town installed stormwater treatment systems as part of the Main Street streetscape project.	Existing streets proposed for reconstruction, drainage, and sidewalk improvement in Year 13 will include stormwater treatment BMPs and Low Impact Development techniques where possible.

**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 12 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 13
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 continued to work on developing educational material on pet waste and the pooper scooper regulations.	The Town plans to develop and distribute educational material on pet waste and the pooper scooper regulations.
Revised					
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	The Town continued to work on educational material on septic system maintenance and reducing fertilizer use.	The Town plans to develop educational material on septic system maintenance and reducing fertilizer use.

**7a. Additions**

**7b. WLA Assessment**

Not applicable at this time.

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