

MAY 03 2017

Municipality/Organization: WAYLAND, MASSACHUSETTS

EPA NPDES Permit Number: MAR041169

MassDEP Transmittal Number: W-041312

**Annual Report Number
& Reporting Period:** April 1, 2016 – May 1, 2017

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NPDES PII Small MS4 General Permit Annual Report (Due: May 1, 2017)

Part I. General Information

Contact Person: Linda Hansen 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: Nan Balmer

Printed Name: Nan Balmer

Title: Town Administrator

Date: 4-28-17

Part II. Self-Assessment:

The Conservation Commission (“Commission”) works in concert with other Town departments, boards, and commissions to assess and evaluate stormwater management in Wayland. The Commission is responsible for preparing this MS4 annual report, review and approval of applications submitted under the town’s stormwater and land disturbance bylaw, implementing measures to protect natural resources from untreated runoff, educating citizens, and coordinating town efforts to manage stormwater. The Department of Public Works and, as applicable, the Board of Public Works, duties include the maintenance, repair, and upgrading of the town’s stormwater system, collecting data and monitoring activities such as BMP maintenance throughout the town, oversee road and capital improvement projects, and inspect drainage systems for illicit discharges. In addition, other Boards participate in the review of projects including the Planning Board and the Board of Health. The Town of Wayland has a Board of Selectmen who, through the Town Administrator, have broad authority over many activities and functions that relate to the activities of those directly dealing with stormwater matters.

During this permit year, the Town of Wayland underwent a number of staffing changes. A new Conservation Administrator was hired in December 2016 to replace the previous administrator who retired in August 2016. A new DPW director was appointed in January 2017. The head of operations at DPW also recently retired. The Town is in the process of hiring a full-time engineer to work for the DPW. These transitions may have stalled some control measures including public education initiatives, finalizing stormwater bylaw regulations, and post-construction inspections, however, the new staff has the knowledge and expertise to resurrect all of these stalled control measures.

The Commission continues to develop stormwater regulations. The stormwater permit and permit application was finalized and the application and bylaw is available on the town website. A submittal requirement checklist was also created that defines the submittal requirements under the local stormwater management and land disturbance (SMLD) application. A total of nine stormwater management applications were submitted, reviewed, and approved.

The Town continues its commitment to reduce the use of phosphates on town land along the Sudbury River and other tributaries. The Department of Public Works now oversees the maintenance of recreational facilities and documents the use of phosphates on town lands. No fertilizers are used on town land managed by the conservation department. In addition, pretreatment to reduce phosphate in stormwater runoff is required for all new development located near perennial or intermittent streams, including the Sudbury River.

The Conservation Commission permanently protected an agricultural property from future development by purchasing a conservation restriction on 218 acres from the property owner. Although this property does not directly abut the Sudbury River, the conservation restriction protects the land from future development, thus essentially eliminating an increase in impervious surfaces within this property. The conservation restriction also includes a statement that non-chemical, naturally sustainable, organic farming is preferred. A portion of the community garden and an existing open meadow will be converted to a perennial organic pollinator garden this year. Also, the Commission encourages gardeners at the community gardens not to use chemical fertilizers.

The Town funded a capital improvement project at the municipal library. A private contractor installed 400 linear feet of drainage pipe with a duck bill end to help control flooding and erosion. DPW was responsible for oversight of this project.

Annual Transfer Station and Annual Post-Closure Landfill Inspections are conducted by a contractor. The inspections are typically conducted in the spring. Written reports are prepared and submitted to the MassDEP and the Town. The landfill storm water management system consisting of water bars, drainage swales, culverts and detention areas is checked and any needed corrective actions are listed in the inspection report, and discussed with DPW staff. Storm water drainage at the Transfer Station is also checked. Inactive, closed, or capped landfills are no longer subject to storm water permitting requirements and are also not regulated under EPA's Phase II Small MS4 program and therefore this BMP is not a required to be completed under the Town's MS4 program.

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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
PEO-3	SuAsCo			Status of continued participation is presumed to have ended.	Communicating with public will be done by town staff and provided on the town website.
Revisec					
Revisec	<i>No longer participating in SuAsCo</i>				

PEO-2	Stormwater Flyer	SuAsCo	Flyer , poster, and postcards	Displayed poster at DPW	Distribute postcards at DPW open house
Revised					Continued use of web page and tax bill inserts as well as participation in community events.

1a. Additions

PEO 3	Introduction to possible changes to MS4 Permit	DPW and ConCom	Fact sheet on proposed changes	Create a fact sheet or summary document and circulate it when new Permit is promulgated.	The new MS4 Permit will be prepared by town's contractor or the newly hired town engineer
PEO	Increase public education regarding local Bylaw	ConCom and others	Hearing on the stormwater regulations, update web page, notice to other departments	Prepared a draft of SW regulations and submission checklist for permit applications.	Continue public education through tax bill inserts, signs, and notice via other permitting departments. Hold hearing on draft SW regulations. DPW open house

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
PP-2	Storm water web page	All	Link or links on Town of Wayland Web page	Check links, add additional material	Continue same
Revised					
Revised					

2a. Additions

PP-3	Interdepartmental Coordination	Land Use Depts.	Compatible standards and implementation	Participated in monthly Land Use meeting. Contact other permitting departments about existing Stormwater and Land Disturbance Bylaw.	Continued participation in Land Use meetings. Evaluate on-line permitting options to include SW requirements.
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PP-4	Coordination of regulatory boards	BOPW, BOH, CONCOM, et.al	Meeting attendance by representative - minutes	Developed new Building permit application with department sign-offs	Continued work with other permitting or review Boards and/or Commissions.
	Litter clean-up	Volunteers	Annual clean up of roadsides and town owned land	Collected 25 bags of rubbish	Done annually by a group of volunteers
	Rain barrel installation	DPW	Providing Rain barrels to residents	Work with the state to sell and distribute rain barrels	Implement rain barrel program

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
IDE-1 Revised	Storm water Mapping	ConCom/GIS, Others	Prepare map	Drainage added to GIS-restricted to town staff.	Updated drainage information and drainage assets from Utility Cloud will be uploaded to GIS by summer 2017
IDE-3	Illicit Discharge Detection	DPW	Identification of illicit discharges	Improved IIDE in the existing Stormwater Bylaw.	
Revised	Develop enforcement procedures	Cons Com	Draft enforcement procedures	Include enforcement procedures in SW regulations for projects without a valid SW permit	Finalize the SW regulations
IDE-3	Illicit Discharge Detection	All Town Depts.	Coordinate efforts to identify illicit discharges	DPW regularly inspected drainage system for illicit discharge to town system	Continue regular inspections
Revised	Removal of Illicit Discharges	DPW	Adopt procedures	Illicit discharges will be handled on a case by case basis	No further action

3a. Additions

IDE-4	Amend or Adopt Bylaw	ConCom/Town Meeting	Create report with outline of changes to improve addressing illicit discharges	Bylaw was amended. Explored a separate IDDE Bylaw, however, could not define an oversight agency.	Continue to monitor effectiveness of the amended Bylaw. Finalize SW regulations.

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
Revised					
BMP CSW-3	Dept. site inspections	Planning Bd, Con. Comm.	Site inspections	Evaluate and report on other means of inter-departmental cooperation and communication and report on same.	Continue to expand upon present year efforts.
Revised		Add BOH and Building			
	Erosion and sediment control for construction sites	Con. Com	Implement bylaw	Permit requires pre-construction site visit and erosion control inspection	Continue to implement bylaw requirements.
Revised					

4a. Additions

BMP-1A	Implementation of Stormwater Bylaw	Conservation and others	Draft regulations and general permit	Drafted regulations – prepared a submittal requirement checklist for SW applications	Finalized and approve SW regulations through a public process.

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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
GH-1 Revised	Develop controls for reducing discharge	Various Depts.	On-site implementation	Depts. are generally aware of requirements and using BMPs	Seek continued compliance
GH-2 Revised	Landfill SWPP	Public Works Board	By others	Ongoing. Continue to maintain BMPs at site.	Evaluate the new MS4 requirements.
GH-4 Revised	Record depository	Undefined	Annual Reports	Assess reporting methodology for more effective tool. Started a database of O&M Plans for BMPs	Continue to expand database for both O&M Plans and the related BMPs. Start a program to monitor submittals of annual reports.
Revised					
Revised					

5a. Additions

GH-7	Coordinated O&M efforts for BMPs	Land Use Dept and DPW	Undefined – Land Use minutes, anecdotal	New Goal: Began to collect and review O&M Plans – do not have status report on coordination done at this point.	Continue to pursue a report on status of coordination with planning/permitting, and implementation among Town Depts.
GH-8		DPW	Use of vactor for bmp maintenance.	Record amount of material collected by Vactor cleaning vehicle.	Continue to use Vactor cleaning vehicle for cleaning pipes, catch basins and manholes not accessible by clam style units.

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 14 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 15
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GH-2	Interdepartmental Efforts	B.O.H./Conservation/Public Works/Building Department		Capping of landfill complete. Facility being operated as transfer station. Will assess any further needs or requirements	Reporting done by Town contractors when applicable.
Revised					
GH-3	Cleaning and maintenance	DPW	Regular housekeeping operations	Yearly cleaning of over 2,500 catch basins, cleared 5 clogged outfalls, cleared beaver dams from 6 culverts, road sweeping of 96 miles of road.	
Revised					
GH3	Development of Stormwater Regulations	ConCom	Draft regulations	Prepared draft regulations	Finalize regulations
Revised					

6a. Additions

GH#	Pollution prevention	Con.Com	Manage pet waste	Three pet stations were installed at two open space parcels. Weekly disposal of the pet waste container.	Continue maintaining pet waste stations. Seek outside funding to pay for weekly disposal.
	Decrease use of road sand	DPW	Use less sand during winter operations	Use of sand was down 628 tons from previous year	Continue to decrease use of sand.
	Direct road runoff	DPW	Install or repair road berms or curbing	Installed 4000 feet of berm to control flow of runoff to catch basins and minimize erosion.	Identify other areas of roadway for installation or repair of berms and curbing.

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 13 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 14
Revised	Address Sudbury River TMDL report	Wastewater	Review TMDL report		Seek to define impact of TMDL on the Town.

7a. Additions

	none				

7b. WLA Assessment: Currently no TMDL applicable however, with new permit Charles River Basin may have TMDL. Conservation Commission, through assessment of drainage, considers water quality and attempts to ascertain if WLA are applicable. Aware of no change in status of TMDL. Consideration of phosphorous removal by ConCom, Surface Water and others continues to be applicable. NO CHANGE IN THIS AT THE PRESENT TIME.