

TOWN OF WELLESLEY
WELLESLEY, MASSACHUSETTS 02481

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DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

September 30, 2019

Mrs. Glenda Velez
U. S. Environmental Protection Agency – Region 1
5 Post Office Square – OEP06-01
Boston, MA 02109-3912

Mr. Fred Civian
Massachusetts Dept. of Environmental Protection
One Winter Street – 5th Floor
Boston, MA 02108

**RE: NPDES Phase II Small MS4 General Permit
Annual Report
Wellesley, Massachusetts
EPA NPDES Permit Number: MA 041067
MA DEPT Transmittal Number: W-036293**

Dear Mrs. Velez and Mr. Civian:

Please find enclosed herewith a copy of our annual report for the period May 1, 2018 to June 30, 2019 as required by our NPDES Phase II Small MS4 General Permit. The annual report highlights stormwater related activities and tasks performed during the past year.

Should you have any questions or if you require additional information, please feel free to contact me.

Sincerely,

George J. Saraceno
Certified Stormwater Manager

David J. Hickey, Jr., P.E.
Town Engineer

Cc: David Cohen, Director
Jeff Azano Brown, Assistant Director
Meghan Jop, Executive Director
Brandon Schmitt, Natural Resources Commission
Laura Harbottle, Planning Board

Year 1 Annual Report
Massachusetts Small MS4 General Permit
Reporting Period: May 1, 2018-June 30, 2019

Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form

Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed.

Part I: Contact Information

Name of Municipality or Organization:

EPA NPDES Permit Number:

Primary MS4 Program Manager Contact Information

Name:

Title:

Street Address Line 1:

Street Address Line 2:

City:

State:

Zip Code:

Email:

Phone Number:

Fax Number:

Stormwater Management Program (SWMP) Information

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

Part II: Self Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

Impairment(s)			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
TMDL(s)			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input checked="" type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
			Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

Year 1 Requirements

- Develop and begin public education and outreach program
- Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 - The SSO inventory is attached to the email submission
 - The SSO inventory can be found at the following website:

<https://wellesleyma.gov/DocumentCenter/View/17108/List-of-SSOs-2014-2019>
- Develop written IDDE plan including a procedure for screening and sampling outfalls
- IDDE ordinance complete
- Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 - The priority ranking of outfalls/interconnections is attached to the email submission
 - The priority ranking of outfalls/interconnections can be found at the following website:
- Construction/ Erosion and Sediment Control (ESC) ordinance complete
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review
- Keep a log of catch basins cleaned or inspected
- Complete inspection of all stormwater treatment structures

Annual Requirements

- Annual opportunity for public participation in review and implementation of SWMP
- Comply with State Public Notice requirements
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- All curbed roadways have been swept a minimum of one time per year

Charles River Watershed Phosphorus TMDL

- Begin Phase 1 Phosphorus Control Plan (PCP)

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

Year 1 Requirements - ESC ordinance, the Town has existing regulations and requirements in-place to cover all significant land disturbances including erosion and sediment controls.

Wellesley supplemental information - The Town has implemented a comprehensive Pond Management Program to improve water quality including an active phosphorus removal program and annual reporting at Morses Pond. The Town is working on a Morses Pond Shoreline Stabilization Project for 11 locations around Morses Pond to improve sediment and erosion controls. The Town is executing a sampling plan at Fuller Brook to evaluate the impact of the Fuller Brook Park Preservation Project on water quality in the brook and determine if Fuller Brook can be removed from the list of impaired waters.

The Town continues through education materials and website, to require projects disturbing over one acre of land site plan review, which includes drainage review, encouragement to use LID techniques, sedimentation and erosion control and landscaping. The Town has reviewed and inspected the installation of 12 on-site stormwater BMP's such as sub-surface infiltration systems, rain gardens, porous pavements and bio-swales. The Town requires as-built plans for each private BMP installation, which are geo-referenced into the Town's GIS system. The Town's annual spring newsletter included information about pet waste, pesticide free lawn care and highlighting, root wads, an engineering feature at Fuller Brook. The WPC held an educational meeting to discuss compliance with the MS4 Permit and requirements of the State Wetland regulations and local bylaw.

In 2016, the DPW replaced and upsized the winter operations center to insure all materials including salt, calcium, sand and brine were contained in a building and installed stormwater controls. Over the last two years the Town has installed infiltration systems associated with the construction of a new senior center, Schofield School renovations, Fiske School and 900 Worcester Street.

We continue to attend stormwater seminars and stormwater coalitions, including the local Charles River Stormwater Coalition and Statewide Municipal Stormwater Coalition to discuss and share information in preparation for the MS4 Permit requirements. Our municipality participated in the Massachusetts Statewide Municipal Stormwater Coalition (State Coalition).

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

Yes No

If yes, describe below, including any relevant impairments or TMDLs:

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed during the reporting period: 4

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP:Pesticide Awareness

Message Description and Distribution Method:

Pesticide awareness
Department of Public Works Newsletter

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Fall 2018, annually, 11,050 mailed to residents, commercial and institutions.

Message Date(s): Spring 2019

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP:Pet Waste Management

Message Description and Distribution Method:

Pet Waste
Department of Public Works Newsletter

Targeted Audience: Residents, Businesses, Institutions and Commercial Facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

Fall 2019, annually, 11,050 mailed to residents, commercial and institutions.

Message Date(s): Spring 2019

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP:Think Blue Massachusetts

Message Description and Distribution Method:

Think Blue Massachusetts, "Fowl Water", video (<https://www.thinkbluemassachusetts.org/>)
Link on the Town's Stormwater Management website, advertisement on Facebook, Instagram and Youtube

Targeted Audience: residents, businesses, developers, industrial facilities

Responsible Department/Parties: Engineering

Measurable Goal(s):

Facebook: 15,715, Youtube: 15,033 = 30,748 total views

Message Date(s): June 23, 2019-June 30, 2019

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

BMP:Pond Restoration & Phosphorus Reduction

Message Description and Distribution Method:

Forum: "Saving Our Ponds: What Wellesley is Doing and How You Can Help"

Targeted Audience: Residents

Responsible Department/Parties: Natural Resources Commission

Measurable Goal(s):

Held meeting with 50 people in attendance. Member of Charles River Association and Pond Management consultant leading discussions.

Message Date(s): October 18, 2018

Message Completed for: Appendix F Requirements Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

[Empty text box for describing changes]

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

Wellesley arranged and facilitated multiple public space cleanup days. Our Natural Resource Commission (NRC), conducted X workshops, where approximately attended. NRC facilitated the rain barrel program. The DPW facilitated the stenciling project with half a dozen students from the High School, and installed 120 stencils on catch basins.

The Town has improved the Stormwater Management webpage to include our annual reports, notice of intent, information regarding the new MS4 Permit, educational materials and mapping. We also offer contact information to provided questions or comments regarding stormwater related issues in the Town.

Was this opportunity different than what was proposed in your NOI? Yes No

Describe any other public involvement or participation opportunities conducted during the reporting period:

-Wellesley Rain Barrel Program in May 2019. 10 rain barrels purchased.

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Below, report on the number of SSOs identified in the MS4 system and removed during this reporting period.

Number of SSOs identified: 0

Number of SSOs removed: 0

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified: 7

Total number of SSOs removed: 7

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

We have made substantial progress in updating our MS4 map utilizing GPS equipment, as-built data and survey equipment. We update the GIS map with newly installed BMP's such as on-site subsurface stormwater infiltration systems.

Since 2013, we have completed approximately 300 outfall inspections resulting in five instances of dry weather flow, which subsequent tests indicated were natural sources.

Screening of Outfalls/Interconnections

If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.

- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

<https://wellesleyma.gov/322/Stormwater-Reports>

Below, report on the number of outfalls/interconnections screened during this reporting period.

Number of outfalls screened: 41

Below, report on the percent of total outfalls/ interconnections screened to date.

Percent of total outfalls screened: 95%

Catchment Investigations

If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

This work is ongoing.

Below, report on the number of catchment investigations completed during this reporting period.

Number of catchment investigations completed this reporting period: 0

Below, report on the percent of catchments investigated to date.

Percent of total catchments investigated: 0

Optional: Provide any additional information for clarity regarding the catchment investigations below:

A catchment investigation report will be available on the Town's Stormwater Management website and included in year 2 of the Annual Report.

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed during this reporting period.

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: NA [UNITS]

Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed since the effective date of the permit.

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

We have had no reports or phone calls of suspicious or illicit discharges during this reporting period. Over the last five years, the Town has investigate 6 reports of possible illicit discharges resulting in 2 corrections.

Employee Training

Describe the frequency and type of employee training conducted during the reporting period:

The Town's DPW provides new employee training, which includes IDDE training. This training was completed in the summer of 2018 for new temporary employees for summer work.

MCM4: Construction Site Stormwater Runoff Control

Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.

Number of site plan reviews completed: 12

Number of inspections completed: 12

Number of enforcement actions taken: 0

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The Town has established post-construction stormwater management in new development and redevelopment for projects disturbing over an acre of land, any local or state wetland jurisdictional projects, and also single lots under the Large House Review process. In year 2, the Town will revise its requirements to comply with the requirements of the 2016 permit.

As-built Drawings

Describe the status of the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites required to be complete in year 2 of the permit term:

The Town typically requires as-built drawings and operation and maintenance plans for completed construction sites for the site plan review process. The as-built requirement includes projects disturbing over an acre of land and private single house lots having under an acre disturbance of land.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town has recently reviewed 3 projects that involved new parking lots; a sports center, senior center and supermarket. We have recommended using BMP's and LID techniques, which have been implemented on two out of three project. Further changes to our local regulations and guidelines will be reviewed in year two (2) of the permit.

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Town on its website and through educational materials offers rain barrels to residents or business owners. For any new building projects, the Town considered the use of green roofs, reduced impervious surfaces, porous pavement and landscaping such as bioretention areas to help mitigate stormwater runoff. We have proposed a new parking lot that will include two bioretention basins when constructed in year two (2) of the permit term.

Retrofit Properties Inventory

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

In year 2 of the permit, the Town has a softball field project that proposes a new constructed wetland to mitigate stormwater runoff from an upstream residential area. The constructed wetland should help reduce phosphorus and nitrogen from stormwater runoff and will include educational signage.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

The Town has an annual catch basin maintenance program to remove sediment and debris in each catch basin

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins during this reporting period.

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

Below, report on the total number of catch basins in the MS4 system, if known.

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

The DPW has a list of catch basins with the potential of having higher sediment load that are monitored twice per year and vacuum cleaned if necessary.

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

The Town has written procedures for sweeping streets and municipal-owned lots that include spring street sweeping of all the streets, business areas twice per week, RDF once a week and Municipal lots twice a season.

Report on street sweeping completed during the reporting period using one of the three metrics below.

Number of miles cleaned: 69 lane miles

Volume of material removed: 58 c.y.

Weight of material removed: 1,397 Tons

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

The Town has developed written procedures for winter road maintenance in draft form. Two years ago, the Town built a storage facility for salt storage. The Town also built storage for a brine tank and chemical mixing area.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The Town has prepared GIS mapping of the Town-owned properties, parks and open spaces, buildings and facilities. A separate excel spreadsheet lists all Town owned facilities, including vehicles and equipment. We are preparing procedures to address the storage and handling of fertilizers, chemicals and other hazardous material within these facilities.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

The Town has a buildings and facilities operation and maintenance procedures in-place since 1992 for all Town buildings, including maintenance activities. The Town has operation and maintenance procedures for vehicles and equipment maintenance .

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The Town has completed SWPPP for Town-owned facilities including maintenance garages, public works yards, transfer stations and other facilities where pollutants are exposed to stormwater. These facilities include the DPW Operations Building Complex, Recycling and Disposal Facility (RDF), two water treatment facilities, middle schools and high school.

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed: 4

Describe any corrective actions taken at a facility with a SWPPP:

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

For every new installation, develop an O&M plan at the time of installation for each stormwater treatment structure and the DPW follows that procedure.

Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete system mapping Phase I
- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

Annual Requirements

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters

- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

Provide any additional details on activities planned for permit year 2 below:

The Town is poised in year 2 of the permit to achieve the permit requirements, including additional educational materials that will be available to the public through the Town's Stormwater webpage, which links to other stormwater educational material such as Think Blue Massachusetts. We will continue to improve water quality at Morses Pond by completing several sedimentation and erosion control projects. New projects either private or public will include new stormwater treatment devices and/or LID techniques, such as a proposed parking lot at Whole Foods that will include bioretention basins, and we anticipate the installation of a constructed wetland.

Part V: Certification of Small MS4 Annual Report 2019

40 CFR 144.32(d) 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, I certify that 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.

Name: Title:

Signature: Date:

[Signatory may be a duly authorized representative]