

## Part I: General Conditions

### General Information

Name of Municipality or Organization:  State:

EPA NPDES Permit Number (if applicable):

### 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:

### Other Information

Stormwater Management Program (SWMP) Location (web address or physical location, if already completed):

### Eligibility Determination

Endangered Species Act (ESA) Determination Complete?  Eligibility Criteria (check all that apply): ☐ A ☐ B ☒ C

National Historic Preservation Act (NHPA) Determination Complete?  Eligibility Criteria (check all that apply): ☒ A ☐ B ☐ C

☒ Check the box if your municipality or organization was covered under the 2003 MS4 General Permit

### MS4 Infrastructure (if covered under the 2003 permit)

**Estimated Percent of Outfall Map Complete?**  If 100% of 2003 requirements not met, enter an estimated date of completion (MM/DD/YY):

*(Part II, III, IV or V, Subpart B.3.(a.) of 2003 permit)*

Web address where MS4 map is published:

*If outfall map is unavailable on the internet an electronic or paper copy of the outfall map must be included with NOI submission (see section V for submission options)*

### Regulatory Authorities (if covered under the 2003 permit)

<b>Illicit Discharge Detection and Elimination (IDDE) Authority Adopted?</b> <i>(Part II, III, IV or V, Subpart B.3.(b.) of 2003 permit)</i>	<input type="text" value="Yes"/>	Effective Date or Estimated Date of Adoption (MM/DD/YY):	<input type="text" value="01/15/09"/>
<b>Construction/Erosion and Sediment Control (ESC) Authority Adopted?</b> <i>(Part II, III, IV or V, Subpart B.4.(a.) of 2003 permit)</i>	<input type="text" value="Yes"/>	Effective Date or Estimated Date of Adoption (MM/DD/YY):	<input type="text" value="01/15/09"/>
<b>Post- Construction Stormwater Management Adopted?</b> <i>(Part II, III, IV or V, Subpart B.5.(a.) of 2003 permit)</i>	<input type="text" value="Yes"/>	Effective Date or Estimated Date of Adoption (MM/DD/YY):	<input type="text" value="01/15/09"/>

# Notice of Intent (NOI) for coverage under Small MS4 General Permit

## Part II: Summary of Receiving Waters

Please list the waterbody segments to which your MS4 discharges. For each waterbody segment, please report the number of outfalls discharging into it and, if applicable, any impairments.

Massachusetts list of impaired waters: [Massachusetts 2014 List of Impaired Waters- http://www.mass.gov/eea/docs/dep/water/resources/07v5/14list2.pdf](http://www.mass.gov/eea/docs/dep/water/resources/07v5/14list2.pdf)

Check off relevant pollutants for discharges to impaired waterbodies (see above 303(d) lists) without an approved TMDL in accordance with part 2.2.2.a of the permit. List any other pollutants in the last column, if applicable.

[illegible]

Click to lengthen table

## Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary

Identify the Best Management Practices (BMPs) that will be employed to address each of the six Minimum Control Measures (MCMs). For municipalities/organizations whose MS4 discharges into a receiving water with an approved Total Maximum Daily Load (TMDL) and an applicable waste load allocation (WLA), identify any additional BMPs employed to specifically support the achievement of the WLA in the TMDL section at the end of part III.

For each MCM, list each existing or proposed BMP by category and provide a brief description, responsible parties/departments, measurable goals, and the year the BMP will be employed (public education and outreach BMPs also requires a target audience). **Use the drop-down menus in each table or enter your own text to override the drop down menu.**

#### MCM 1: Public Education and Outreach

<b>BMP Media/Category</b> (enter your own text to override the drop down menu)	<b>BMP Description</b>	<b>Targeted Audience</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b>	<b>Beginning Year of BMP Implementation</b>
1.1 Brochures/Pamphlets	Provide targeted (residents, industry, commercial, construction) brochures online/ at Town Hall	Residents, Commercial, Developers, ar	DPW Stormwater Manager	Twice (2x) in permit term	2019
1.2 Web Page	Post seasonally relevant stormwater information on Town webpages	General Public, Residents, Businesses, Developers (construction), Industrial Facilities	DPW Stormwater Manager	Four times (4x) annually	2018
1.3 Displays/Posters/Kiosks	Displays relating to pertinent Town programs (ie. rain barrel and rain garden how-to book display at the Town library, etc.)	General Public	DPW Stormwater Manager	Once (1x) annually	2019
1.4 Newspaper Articles/Press Releases	Articles on the Town's Stormwater Management Program in DPW Newsletters	Residents, Businesses, Institutions, and Commercial Facilities	DPW Stormwater Manager	Three times (3x) annually	2019
1.5 Videos	Stormwater Collaborative Videos viewed through social media and local TV	Residents, Businesses, Institutions and	DPW Stormwater Manager	Once (1x) annually	2019

1.6 Stormwater Forum	Facilitate Meetings for 1. Advisory Board of Public Works and 2. stakeholders and residents to engage with ongoing stormwater projects and educational programs	General Public, Residents	DPW Stormwater Manager	Once (1x) annually	2018
1.7 School Curricula/Programs	Participate in Wakefield Public School events. Create curriculum via regional collaboratives and others	Residents, Students, Parents	DPW Stormwater Manager, and other collaborations	Attend event (ie. STEAM Night) once (1x) annually. Facilitate class within permit term.	2018
1.8 Special Events/Festivals/Fairs	Attend Wakefield 101, Festival by the Lake, and the Italian Festival with stormwater/ conservation/ water quality related brochures	General Public	DPW Stormwater Manager and others	Attend Events and provide information	2018
1.9 Social Media Outreach	Develop social media posting plan to maintain monthly contact with facebook users	General Public	DPW Stormwater Manager and Social Media Manager	Promote relevant messaging on social media monthly, (12x) annually	2018
1.10 Household Hazardous Waste Day	Provide residents with the notification of and information to properly dispose of their respective household hazardous waste	Residents	Assistant Director of Public Works	Flyers, Webpage, and Newspaper Article Notifications	2018

[illegible]

## Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary *(continued)*

#### MCM 2: Public Involvement and Participation

<b>BMP Categorization</b>	<b>Brief BMP Description</b> (enter your own text to override the drop down menu)	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Additional Description/ Measurable Goal</b>	<b>Beginning Year of BMP Imple- mentation</b>
Public Review	2.1 SWMP Review	DPW Stormwater Manager	Allow annual review of stormwater management plan and posting of stormwater management plan on website	2019
Public Participation	2.2 Household haz. waste/used oil collection	Assistant Director of Public Works	Conduct biannually (held in accordance held in once in Reading and once in Wakefield in addition to Reading DPW monthly used oil collection)	2018
Public Review	2.3 Catch Basin Stenciling/Markers	DPW Stormwater Manager	100% of catch basins marked out by end of permit	2019
Public Participation	2.4 Cleanups - Shoreline/Waterbody	FOLQ, DPW Parks Department	Conduct at least two (2) cleanups per year via The Friends of Lake Quannapowitt (FOLQ)	2018
Public Participation	2.5 Work Order Program: hotline/website - reporting problems/violatio	DPW Administration	Accept public input for stormwater quality, infrastructure, and flooding issues within Town	2018
Public Participation	2.6 Lend support to various Town environmental advocacy groups	DPW Stormwater Manager	Partner with at least two (2) environmental advocacy groups in permit cycle	2019
Public Participation	2.7 Public Meeting - Stormwater	DPW Stormwater Manager	Conduct at least one (1) public meeting every spring for public participation	2019
Public Review	2.8 Stormwater Committee/Task Force	DPW Stormwater Manager	Conduct at least one (1) meeting for the Stormwater Committee every spring	2018

[illegible]



## Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary (continued)

#### MCM 3: Illicit Discharge Detection and Elimination (IDDE)

<b>BMP Categorization</b> (enter your own text to override the drop down menu)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Implementation</b>
3.1 SSO inventory	Develop SSO inventory in accordance of permit conditions	DPW Stormwater Manager	Complete within one (1) year of effective date of permit	2018
3.2 Drainage system map	Create map and update during IDDE program completion to include catchments and ranking	DPW Stormwater Manager	Update map within two (2) years of effective date of permit and complete full system map ten (10) years after effective date of permit	2019
3.3 Written IDDE program	Updates written IDDE program	DPW Stormwater Manager	Updates within one (1) year of the effective date of permit and update as required	2019
3.4 Implement IDDE program	Implement catchment investigations according to program and permit conditions	DPW Stormwater Manager	Complete ten (10) years after effective date of permit	2019
3.5 Employee training	Train employees on IDDE implementation	DPW Stormwater Manager	Train annually	2018
3.6 Conduct dry weather screening	Conduct in accordance with outfall screening procedure and permit conditions	DPW Stormwater Manager	Complete three (3) years after effective date of permit	2020
3.7 Conduct wet weather screening	Conduct in accordance with outfall screening procedure	DPW Stormwater Manager	Complete ten (10) years after effective date of permit	2021
3.8 Ongoing screening	Conduct dry weather and wet weather screening (as necessary)	DPW Stormwater Manager	Complete ongoing outfall screening upon completion of IDDE program	2020

[illegible]

## Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary *(continued)*

#### MCM 4: Construction Site Stormwater Runoff Control

<b>BMP Categorization</b> (enter your own text to override the drop down menu or entered text)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Implementation</b>
4.1 Site inspection and enforcement of Erosion and Sediment Control (ESC) measures	Written procedures of site inspections and enforcement procedures	Building Inspector, Conservation Commission, and Board of Health, Advisory Board	Maintain and enforce written procedures	2018
4.2 Site plan review	Written procedures of site plan review	Building Inspector, Conservation Commission, Board of Health, Planning Board, Z	Follow site plan review procedure	2018
4.3 Erosion and Sediment Control	Requirements for contractors to maintain a sediment and erosion control program	DPW Engineering , Conservation Commission, DPW Stormwater Manager	Follow requirements as dictated by erosion and sediment control program	2018
4.4 Waste Control	Requirements to control wastes, including but not limited to, discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes	DPW Engineering, Conservation Commission, DPW Stormwater Manager, Building	Practice waste control in accordance with waste control requirements	2018
4.5 Development of Tracking Matrix	Develop matrix to track all construction site erosion controls	DPW Engineering, DPW Stormwater Manager	Minimize erosion	2018

[illegible]

## Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary (continued)

#### MCM 5: Post-Construction Stormwater Management in New Development and Redevelopment

<b>BMP Categorization</b> (enter your own text to override the drop down menu or entered text)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Implementation</b>
5.1 As-built plans for on-site stormwater control	The procedures to require submission of as-built drawings and ensure long term operation and maintenance will be a part of the SWMP	Conservation Commission, Planning Board, Zoning Board, Board of Health, DPW	Require submission of as-built plans for completed projects	2019
5.2 Target properties to reduce impervious areas	Identify at least 5 permittee-owned properties that could be modified or retrofitted with BMPs to reduce impervious areas and update annually	DPW Town Engineer, DPW Stormwater Manager	Complete 4 years after effective date of permit and report annually on retrofitted properties	2021
5.3 Provide green infrastructure	Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist	Conservation Commission, Planning Board, Zoning Board, Board of Health, DPW	Complete 4 years after effective date of permit	2021
5.4 Street design and parking lot guidelines	Develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if changes to design standards for streets and parking lots can be modified to support low impact design options.	DPW Town Engineer, DPW Stormwater Manager, DPW Highway Supervisor, Com	Complete 4 years after effective date of permit	2021

[illegible]

## Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary (continued)

#### MCM 6: Municipal Good Housekeeping and Pollution Prevention

<b>BMP Categorization</b> (enter your own text to override the drop down menu or entered text)	<b>BMP Description</b>	<b>Responsible Department/Parties</b> (enter your own text to override the drop down menu)	<b>Measurable Goal</b> (all text can be overwritten)	<b>Beginning Year of BMP Implementation</b>
6.1 O&M procedures	Written O&M procedures including all requirements contained in 2.3.7.a.ii for parks and open spaces, buildings and facilities, and vehicles and equipment	DPW Stormwater Manager, DPW Engineering, DPW Operations, Municipality	Completion	2020
6.2 Inventory all permittee-owned parks and open spaces, buildings and facilities, and vehicles and equipment	Update and compile Inventory	DPW Stormwater Manager, Parks and Forestry/ Cemetery Supervisor, B	Compile inventory	2020
6.3 MS4 Infrastructure O&M	Program for repair and rehabilitation of MS4 infrastructure	DPW Stormwater Manager, DPW Engineering, Highway Supervisor, Mu	Update existing policies to reflect program requirements	2020
6.4 Stormwater Pollution Prevention Plan (SWPPP)	Create SWPPPs for maintenance garages, Public Works facilities, and other waste-handling facilities	DPW Environmental Officer, DPW Stormwater Manager, Director of Pub	Complete and implement 2 years after effective date of permit	2020
6.5 Catch basin cleaning	Maintain schedule for catch basin cleaning such that each catch basin is no more than 50% full and clean catch basins on that schedule	DPW Highway Supervisor, DPW Stormwater Manager	Clean catch basins on established schedule and report number of catch basins cleaned and volume of material removed annually	2020
6.6 Street sweeping program	Sweep streets in accordance with DPW policy	DPW Highway Supervisor	Policy Followed	2020
6.7 Road salt use optimization program	Minimize the use of road salt	DPW Highway, DPW Operations	Utilize salt use optimization techniques during deicing season	2020

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# Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary (continued)

## Actions for Meeting Total Maximum Daily Load (TMDL) Requirements

Use the drop-down menus to select the applicable TMDL, action description to meet the TMDL requirements, and the responsible department/parties. If no options are applicable, or more than one, **enter your own text to override drop-down menus.**

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## Notice of Intent (NOI) for coverage under Small MS4 General Permit

### Part III: Stormwater Management Program Summary (continued)

## Actions for Meeting Requirements Related to Water Quality Limited Waters

Use the drop-down menus to select the pollutant causing the water quality limitation and enter the waterbody ID(s) experiencing excursions above water quality standards for that pollutant. Choose the action description from the dropdown menu and indicate the responsible party. If no options are applicable, or more than one, **enter your own text to override drop-down menus.**

[illegible]

**Part IV: Notes and additional information**

Use the space below to indicate the part(s) of 2.2.1 and 2.2.2 that you have identified as not applicable to your MS4 because you do not discharge to the impaired water body or a tributary to an impaired water body due to nitrogen or phosphorus. Provide all supporting documentation below or attach additional documents if necessary. Also, provide any additional information about your MS4 program below.

Click to add text

## Part V: 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:

Stephen Maio

Title:

Town Administrator

Signature:

Stephen P. Maio

Digitally signed by Stephen P. Maio  
Date: 2018.10.01 14:47:45 -04'00'

Date:

[To be signed according to Appendix B, Subparagraph B.11, Standard Conditions]

Note: When prompted during signing, save the document under a new file name

Feature Type	Feature Name	Count*
Upland	N/A	70
Wetland	N/A	93
Streams/Rivers	Mill River (MA93-31)	10
	Saugus River(MA93-34)	9
	Saugus River (MA93-35)	3
	Unnamed Stream	13
Water Bodies	Crystal Lake (MA93018)	4
	Lake Quannapowitt (MA93060)	27
	<b>Grand Total</b>	<b>229</b>

\* Number of wetland outfalls determined by counting the number of outfalls that fall within a 100 foot buffer from the wetland. Ponds, Lakes, St

reams and rivers counts were determined by counting the number of outfalls that fall within a 200 foot buffer from these features.

# Department of Public Works

WILLIAM J. LEE MEMORIAL TOWN HALL  
ONE LAFAYETTE STREET  
WAKEFIELD, MASSACHUSETTS 01880

Tel. (781) 246-6301  
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Claire F Moss  
Stormwater Project Manager



March 6, 2019

Michelle Vuto  
Stormwater and Construction Permits  
US Environmental Protection Agency, Region 1  
5 Post Office Square- OEP06-4  
Boston, MA 02109

Re: NOI for coverage under Small MS4 General Permit (MAR041065) feedback

Dear Ms. Michelle Vuto:

Thank you for your feedback. Please find the requested clarification to the Town of Wakefield's submitted NOI below:

1. The results from the U.S. Fish and Wildlife IPaC system determined that the Town of Wakefield's MS4 area contains the Northern Long-eared Bat. Using the ESA Eligibility criteria as referenced in Appendix C of the MA Small MS4 General Permit, the Town falls under criterion C. Based on our review, there is no discharge related activities that will affect the habitat of the Northern Long-eared Bat.
2. Catch basin cleaning, street sweeping, road salt use optimization program, and inspections and maintenance of stormwater treatment structures will take place annually beginning year of implementation: 2019.
3. The Town of Wakefield will adhere to part II of the Appendix H according to part 2.2.2.b.i. for the phosphorus impairment in the Saugus River, MA93-34.

Please let me know if anything else needs to be clarified.

Thank you,  
Claire Moss



**From:** [Claire Moss](#)  
**To:** [Vuto, Michelle](#)  
**Subject:** RE: Updated- Small MS4 NOI submission - additional or corrected information required  
**Date:** Tuesday, March 12, 2019 8:28:07 AM

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Confirmed. Thank you, Michelle.

Thanks,  
Claire

-----Original Message-----

From: Vuto, Michelle [<mailto:Vuto.Michelle@epa.gov>]  
Sent: Tuesday, March 12, 2019 8:21 AM  
To: Claire Moss <[cmoss@wakefield.ma.us](mailto:cmoss@wakefield.ma.us)>  
Subject: RE: Updated- Small MS4 NOI submission - additional or corrected information required

Thanks for the updated information, Claire. Please also confirm that the town will follow the requirements in part I of Appendix H for nitrogen for the Saugus River (MA93-34) and the requirements in part V of Appendix H for turbidity for the Saugus River (MA93-34).

Thanks,  
Michelle

Michelle Vuto  
Stormwater & Construction Permits  
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617-918-1222