

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)

Bacteria/Pathogens Chloride Nitrogen Phosphorus
 Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

In State:

Assabet River Phosphorus Bacteria and Pathogen Cape Cod Nitrogen
 Charles River Watershed Phosphorus Lake and Pond Phosphorus

Out of State:

Bacteria/Pathogens Metals Nitrogen 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:
- 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

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provide information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increase street sweeping frequency of all municipal owned streets and parking lots to a schedule to target areas with potential for high pollutant loads
- Prioritize inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Clean catch basins more frequently if inspection and maintenance activities indicate excessive sediment or debris loadings

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:

There were no SSOs in Town from 2013 to present.

The Town has completed the preliminary outfall identification and priority ranking. The Town is working to finalize the identification of interconnections and will have those complete by Year 2, as required by the MS4 Permit, and will include them in the Year 2 updated outfall and interconnection ranking.

SOPs have been developed for street sweeping and parking lot cleaning as well as catch basin cleaning and inspections. These SOPs are being implemented and the sweeping and catch basin cleaning schedules are being reviewed to determine optimal cleaning frequencies.

The Town completed 171 BMP inspections during Year 1 and identified 22 BMPs that required maintenance.

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:

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:1A - Brochures for Residences

Message Description and Distribution Method:

Town wide mailers were distributed to all residences. The educational message included an overall review of what stormwater pollution is, what the Town is doing to address stormwater pollution, and stormwater pollution prevention tips for residents.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Prepare and distribute to all residents appropriate stormwater management messages annually. 12,488 mailers were sent to all residential property in Town.

Message Date(s):

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:1B - Displays for Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

A display was left in the DPW office and brochures are available on the counters. The display is of information about stormwater BMPs and the brochures include information on proper waste disposal.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Update posters and displays with appropriate non-residential stormwater pollution control messages annually. New posters and brochures were prepared.

Message Date(s): April 2019 through June 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:1C - Brochures for Developers

Message Description and Distribution Method:

Brochures educating construction developers about soil erosion controls were distributed with the online building permit application via Viewpoint Cloud.

Targeted Audience: Developers (construction)

Responsible Department/Parties: GIS Manager

Measurable Goal(s):

Preparation and distribution to local developers of stormwater messages targeting development community every 2 years. 5 brochures were distributed with building permit applications in Year 1.

Message Date(s): Implemented March 20, 2019. Distributed March 20, 2019 through 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:1D - Brochures for Industrial Facilities

Message Description and Distribution Method:

Brochures educating industrial facility personnel on gas, oil, and grease spill prevention and controls were distributed by mail.

Targeted Audience: Industrial facilities

Responsible Department/Parties: GIS Manager

Measurable Goal(s):

Preparation and distribution of stormwater messages targeting industrial operations every 2 years. The Stormwater brochures were mailed to 85 industrial facilities in Town.

Message Date(s): May 5, 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:1E - Website Updates for General Public

Message Description and Distribution Method:

A Stormwater Division page was added to the DPW website directory and includes links to download the SWMP and provide comment, as well as the electronic copies of the educational materials for the residents, businesses, industrial facilities, and construction developers.

Targeted Audience: General Public

Responsible Department/Parties: GIS Manager and DPW Administration

Measurable Goal(s):

Promote stormwater awareness by linking key stormwater information, regulations, and activity updates; Goal to continue to increase website hits. The website has received approximately 1,500 hits to date.

Message Date(s): Messages updated April - June 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:1F - Special Events for General Public

Message Description and Distribution Method:

On May 22, 2019, the DPW Director provided a public outreach presentation on the Town's stormwater management program.

Targeted Audience: General public

Responsible Department/Parties: GIS Manager

Measurable Goal(s):

Provide annual hands-on stormwater education event and track attendance. 3 people attended the event.

Message Date(s): May 22, 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:1G - Brochures for Dog Owners and Residents

Message Description and Distribution Method:

Brochures educating dog owners about proper pet waste management are distributed along with the on-line dog license registration via Viewpoint Cloud. This message also meets permit requirements for enhanced BMP requirements under Appendix F.A.III.

Targeted Audience: Dog Owners/ Residents

Responsible Department/Parties: GIS Manager and Town Clerk

Measurable Goal(s):

Update and disseminate with dog license information annually and make available at select public locations. 448 registrants received the brochure on-line.

Message Date(s): Implemented March 20, 2019. Distributed March 20 through 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:1H - Brochures for Septic Tank Owners

Message Description and Distribution Method:

Brochures educating septic system owners on septic system care and maintenance were distributed at the Building Department's office. This message is also distributed as part of the enhanced BMP requirements of Appendix F.A.III.

Targeted Audience: Septic System Owners

Responsible Department/Parties: GIS Manager and Health Department

Measurable Goal(s):

Update and distribute biannually to septic system owners. The message was updated in April and 25 brochures were distributed.

Message Date(s): April 23, 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:

[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:

As part of the Public Involvement and Participation Program the Town has provided the SWMP online for public review and no comments were received during the Year 1 reporting year. During the Year 1 reporting year, DPW crews completed 120 catch basin/storm drain stenciling. The Town will pursue opportunities to involve the public with the catch basin stenciling. The Town continues to operate the illicit stormwater discharge hotline and track the phone calls. On April 27, 2019, the Town sponsored an Earth Day clean-up event and approximately 100 people attended and several truckloads of trash were collected and disposed of by the DPW. During Year 1, the stormwater hotline was active, but no calls were received.

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:

[Empty text box for describing other opportunities]

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: 0

Total number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period (phase I map due in year 2):

Of the Phase I updates the Town currently has the outfalls, basins, and receiving waters identified (including impaired waterbodies). Of the Phase II updates the Town currently has the manholes, catch basins, sewer system, and 95% of the drainage network mapped.

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:

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

Number of outfalls screened:

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

Percent of total outfalls screened:

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:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

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:

Number of illicit discharges removed:

Estimated volume of sewage removed: [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:

Total number of illicit discharges removed:

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

Employee Training

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

The Town has developed the training materials for the Illicit Discharge Detection and Elimination and the Good Housekeeping programs and the training is scheduled for October 4, 2019.

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:

Number of inspections completed:

Number of enforcement actions taken:

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 current Post Construction Stormwater Management bylaw (Chapter 153, Article III) has been evaluated for potential changes and additions and recommendations are being reviewed.

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 current Post Construction Stormwater Management bylaw (Chapter 153, Article III) has been evaluated for potential changes and additions and recommendations are being reviewed.

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:

Informal guidelines are being reviewed and the Town will develop a report assessing the current street design and parking lot guidelines.

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:

Current bylaws have been reviewed and potential revisions noted.

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:

The Town has begun to track roadway reconstruction projects on a case by case basis to identify opportunities for impervious reductions. The Town will continue to evaluate parking lots, buildings, and maintenance yards for additional opportunities to reduce impervious areas and develop an inventory of properties that could be modified or retrofitted.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

During Year 1 written catch basin inspection and cleaning standard operating procedure was developed and is c

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:

Street Sweeping

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

During Year 1 street and parking lot sweeping standard operating procedures were developed and are currently being implemented. Street sweeping during Year 1 occurred between April 15, 2018 and June 30, 2019.

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

- Number of miles cleaned:
- Volume of material removed: [UNITS]
- Weight of material removed:

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:

During Year 1 winter road maintenance standard operating procedures were developed and are currently being implemented. During Year 1 3730 pounds of sodium chloride rock salt and 1570 pounds of sodium chloride rock salt treated with magnesium chloride were used. The Town will continue to track the amount of salts used, seek opportunities for use of alternative materials, and minimize the use of salts.

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 parks, open spaces, and building/facilities inventories and is working on including vehicle and equipment maintenance and storage 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 plans to develop the O&M procedures during Year 2.

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 will evaluate the Town owned properties in Year 2 and determine if any will require a SWPPP.

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

Number of site inspections completed:

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:

During Year 1 written BMP inspections standard operating procedures have been developed and will be implemented in Year 2.

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:


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: James P. Kelley

Title: Town Administrator

Signature: 

Date: 9/30/19

[Signatory may be a duly authorized representative]