

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: Millbury

EPA NPDES Permit Number: MAR041136

Primary MS4 Program Manager Contact Information

Name: Keith Caruso

Title: DPW Supervisor

Street Address Line 1: 127 Elm Street

Street Address Line 2:

City: Millbury

State: MA

Zip Code: 01527

Email: kcaruso@townofmillbury.net

Phone Number: (508) 865-9143

Fax Number: (508) 865-0843

Stormwater Management Program (SWMP) Information

SWMP Location (web address): https://www.millbury-ma.org/sites/millburyma/files/uploads/millbury_stormwater_management_plan_-_final.pdf

Date SWMP was Last Updated: June 2019

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:

An inventory is being maintained in the Town's SWMP located at: https://www.millbury-ma.org/sites/millburyma/files/uploads/millbury_stormwater_management_plan_-_final.pdf
- 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)*

Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

*Public Education and Outreach**

- Distribute an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release and phosphorus-free fertilizers
- Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distribute an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

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

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- Increase street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

- Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents shall be tracked and the permittee shall estimate the
- phosphorus removal by the BMP consistent with Attachment 1 to Appendix H. Document the BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP in each each annual report

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

Lake and Pond Phosphorus TMDL

- Begin Phase 1 Lake Phosphorus Control Plan (LPCP)

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:

The Town conducted its annual IDDE training just after the end of the reporting period. The next IDDE training session for Permit Year 2 will be conducted prior to June 30, 2020.

The Town did not inspect any stormwater treatment structures in Permit Year 1. The Town is still working to identify the location of structural BMPs that are municipally owned, and develop operation & maintenance procedures/inspection forms as required in Permit Year 2. Once all BMPs have been located, and the O&M procedures/inspection forms have been developed, the Town will be in a better position to inspect all BMPs by the end of Permit Year 2.

Due to staffing shortages, the Town was unable to sweep every street located within the MS4 regulated area twice during the reporting period. The Town does all of their street sweeping in-house. The Town did sweep every street at least once, and did sweep selected streets adjacent to impaired water bodies and in response to emergencies/complaints a second time during the reporting period. The Town has recently been able to hire additional operations staff and is now in a better position to be able to sweep streets in regulated areas twice per year during Permit Year 2.

The Town will begin the legal analysis associated with Phase 1 of the Lake Phosphorus Control Plan in Permit Year 2, as outlined in the Stormwater Management Plan and required by Appendix F of the Permit. As the Town moves forward in developing their Lake Phosphorus Control Plan, they will begin to track and estimate the amount of phosphorus removed by structural BMPs existing or installed in regulated areas tributary to those receiving waters with phosphorus TMDLs, including reporting on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year in each annual report.

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:

Changes have been made to the list of receiving waters and outfalls as additional data has been collected regarding outfall ownership, outfall discharge location, and drainage system configuration as part of a comprehensive drainage mapping effort. No new applicable impairments or TMDLs have been identified as part of this effort. The list of outfalls, receiving waters, and impairments included in the Town's Stormwater Management Plan reflects these changes.

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:Video

Message Description and Distribution Method:

The Town placed an educational video provided by Think Blue MA on its website: <http://www.millbury-ma.org/town-manager/pages/ms4>. The video explains to residents how the stormwater system works, and how pollutants end up in our waterways when materials are improperly disposed of in catch basins.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Placing the video on the Town Manager's page made it highly visible to residents, raising awareness of stormwater management to as broad an audience as possible. The Town is also planning to air this video on the local cable access channel and will track the number of times that it airs during Permit Year 2.

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:Brochure/Pamphlet/Website

Message Description and Distribution Method:

The Town uploaded educational information provided by Think Blue MA regarding the proper handling of pet waste to its website: http://www.millbury-ma.org/sites/millburyma/files/uploads/residential_pet_waste.pdf. A different pet waste flyer was uploaded to the Town's website on the same page as the Dog License information: <http://www.millbury-ma.org/town-clerk/pages/dog-license-information-2019>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The distribution of this information increased public awareness of the negative impacts of mismanaged dog waste and should incite behavior change among dog owners.

Message Date(s): FY2019

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:Brochure/Flyer/Website

Message Description and Distribution Method:

The Town posted information pertaining to proper disposal of leaf litter on the DPW page of its website: http://www.millbury-ma.org/sites/millburyma/files/uploads/11-17_leaf_mulching_0.jpg

Targeted Audience: Residents, Commercial Property Owners

Responsible Department/Parties: DPW

Measurable Goal(s):

This information increased public awareness of the potential impacts of leaf litter on water quality, and encouraged residents to either compost their leaf litter or bring it to the DPW Garage.

Message Date(s): Fall 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:

BMP:Brochure/Flyer/Website

Message Description and Distribution Method:

A message to septic system owners regarding proper system maintenance was uploaded to the Town's website: http://www.millbury-ma.org/sites/millburyma/files/uploads/septic_smart_flyer.pdf.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

This message on proper septic system maintenance encourages regular servicing and household behavior change. Its posting on the Town Manager's web page makes the information visible to all residents.

Message Date(s): FY2019

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: Brochure/Flyer/Website

Message Description and Distribution Method:

A message was included on the Town's website regarding proper lawn care from the Think Blue Massachusetts Campaign, including information on natural ways to fertilize lawns.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

This message on proper lawn care encourages household behavior change and links to the Think Blue Massachusetts statewide campaign where additional information is available regarding proper lawn care maintenance. Its posting on the Town's website reaches a larger audience by making the information visible to all residents that reach the site.

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:

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:

The completed Storm Water Management Plan (SWMP) was posted to the Town's website. Once submitted, this Annual Report will be appended to the SWMP, and the Town will update the SWMP annually.

On November 27, 2018, a presentation was made at a Board of Selectmen meeting regarding the status of the Town's MS4 Program. The Selectmen and other citizens present were informed of the Permit requirements, how the Permit impacts the Town and how the Town intends to comply with the Permit including progress to date.

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:

Millbury provided multiple opportunities for public involvement and participation during this reporting period. The DPW continues to collect yard waste and brush twice in the fall and twice in the spring, most recently on April 27, 2019. Yard waste disposal is available at the Transfer Station Tuesday through Saturday from 7am to 3:30pm for residents with stickers, is free to the elderly, and prevents significant amounts of grass clippings, leaf litter, and other potential contaminants from entering the MS4.

Hazardous waste including batteries and used oil was accepted at the Millbury Transfer Station twice during the reporting period for sticker holders, and the Town continued its participation in the Regional NEDT Hazardous Products Collection Center. The Town organized Earth Day clean-ups on April 20 & 21, providing trash bags and dumpsters around town and encouraging residents to pick up litter off the streets. The Town also supports shoreline clean-ups at Dorothy Pond and Ramshorn Pond.

Millbury is part of the Central Massachusetts Regional Stormwater Coalition (CMRSWC), which ran an educational advertising campaign through Think Blue Massachusetts from June 23 to July 12, 2019. Facebook and Instagram sponsored videos and YouTube pre-roll ads were used to help viewers visualize how trash, pet waste, and motor oil become stormwater pollution. While ad impressions targeted members of all communities in the CMRSWC, 2,934 Facebook and Instagram ad impressions and 7,797 YouTube ad impressions were attributed to Millbury during the reporting period (June 23-June 30). The ad campaign was followed by a survey of residents in the targeted communities-- those who recalled seeing the ad were more likely to know that stormwater pollution ends up in local waterways and to consider polluted runoff a serious threat.

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:

Number of SSOs removed:

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: 1

Total number of SSOs removed: 1

MS4 System Mapping

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

The Town of Millbury has mapped a majority of its drainage infrastructure, receiving waters, interconnections with other MS4s, impaired water bodies, and performed initial catchment delineations. The Town is in the process of mapping open channel conveyances and municipally-owned stormwater treatment structures. The most recent drainage map has been incorporated into the Town's Stormwater Management Plan.

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: 0

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

Percent of total outfalls screened: 0

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: 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:

The Town has developed catchment investigation procedures, which have been incorporated into the Town's Illicit Discharge Detection and Elimination Plan, which was developed during Permit Year 1. The catchment System Vulnerability Factor inventory is also being incorporated into the Town's IDDE Plan.

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:

N/A

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:

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 conducted employee training on Illicit Discharge Detection and Elimination, as well as good housekeeping and pollution prevention for municipal operations. In attendance was 10 staff from the Highway and Sewer Departments.

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

Number of site plan reviews completed: 4

Number of inspections completed: 23

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 of Millbury developed a stormwater bylaw to address construction runoff and runoff from new development and redevelopment projects under the 2003 MS4 Permit. Chapter 13.15 - Post Construction Stormwater Management of New Developments and Redevelopments- of the Town's bylaws was adopted on May 1, 2007. This bylaw includes measures to control stormwater runoff from new and redeveloped sites to the MS4, and requires a stormwater management permit for land disturbances of 5,000 square feet or more. The existing bylaw has been reviewed for compliance with the 2016 MS4 Permit and will be updated in Year 2 to fully meet the requirements of the 2016 MS4 Permit. A copy of the existing bylaw is included in Appendix H of the Town's Stormwater Management Plan.

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:

Section 13.15.060, Permits and Procedures, of Millbury's existing Post-Construction Stormwater Management Bylaw, includes a requirement that all permittees submit as-built record drawings at the completion of the project. These drawings must show all stormwater controls and treatment BMPs required for the site, any deviations from the approved plans, and must be certified by a registered professional engineer. Section 13.15.080, Operation and Maintenance Plans, of the Town's Post-Construction Stormwater Management Bylaw requires that an O&M plan be submitted at the time of application for all construction sites. This sections requires that O&M plans be designed to ensure compliance with all granted permits and the Massachusetts Surface Water Quality Standards.

The Town's Post-Construction Stormwater Management Bylaw, as well as the Town's Subdivision Regulations, will be revised as needed during Permit Year 2 to fully meet the 2016 MS4 Permit requirements.

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:

Millbury will develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if existing design standards for streets and parking lots can be modified to support low impact design options. The report will be completed during Permit Year 4 as outlined in the Town's NOI and as required by the 2016 MS4 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:

Millbury will develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist. The report will be completed during Permit Year 4 as outlined in the Town's NOI and as required by the 2016 MS4 Permit.

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:

Millbury will begin to develop an inventory of at least 5 municipal properties that could be modified with BMPs in FY2022, as noted in the Notice of Intent and as required by the 2016 MS4 Permit. The Town recently completed the design of drainage improvements to Millbury's downtown area as part of the redevelopment of this area. Green infrastructure and low impact development techniques have been incorporated as part of the design.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

See information included under Additional Information section below.

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:

Millbury currently sweeps streets once a year, and more frequently in densely populated areas, areas adjacent to impaired water bodies or in response to public complaints. The Town has developed a list of street-sweeping areas of concern, and is working to develop written procedures for street sweeping, including increased sweeping in areas draining to waters impaired for phosphorus or turbidity, by the end of Permit Year 2.

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: [UNITS]

If applicable:

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

The Town currently sweeps all streets at least once per year, including rural, uncurbed roadways with no catch basins. The Town will include rural, uncurbed roadways with no catch basins as part of the targeted sweeping plan being developed during Permit Year 2.

Winter Road Maintenance

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

The Town developed a written procedure for Snow Removal and De-icing, which includes procedures for the application and storage of de-icing material, road salt, and washed sand. The completed SOP is included in

Appendix I of the Town's Stormwater Management Plan.

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 will complete the inventory of its facilities in Permit Year 2 and append it to the Stormwater Management Plan. All municipal vehicles and equipment used for winter road maintenance have already been inventoried as part of the Snow Removal and De-icing SOP.

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 is working to develop written Standard Operating Procedures for the municipal activities and facilities identified in the permit section 2.3.7. These SOPs will be completed during Permit 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 is working to develop SWPPPs for all waste handling facilities, including the Millbury DPW and the Town's Transfer Station. Any necessary SWPPPs will be completed during Permit Year 2.

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:

N/A

O&M Procedures for Stormwater Treatment Structures

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

The Town began mapping stormwater treatment structures in FY2019. The Town will finish mapping these structures and begin developing written operation and maintenance procedures in Permit Year 2 as part of the overall SOPs for drainage infrastructure O&M. These SOPs will include inspection forms that are tailored to

specific BMPs.

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:

The Town of Millbury generally cleans its catch basins on an annual basis as staff allows. All catch basin cleaning is currently being performed utilizing in-house staff. For catch basins cleaned during Permit Year 1, the Town collected additional data to ensure that no catch basin was more than 50% full. This data included depth from the catch basin rim to the top of sediment, bottom of basin, and outlet pipe invert. Data will also be collected during the FY20 catch basin cleaning and incorporated into the Town's GIS. The collected data will be used to identify which catch basins are filling more quickly, and those catch basins will be given priority in the catch basin cleaning optimization plan.

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: Title:

Signature:  Date:

[Signatory may be a duly authorized representative]

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

NOI Submission

Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA: stormwater.reports@epa.gov

MassDEP: frederick.civian@mass.gov

Paper Signature:

If you did not sign electronically above, you can print the signature page by clicking the button below.

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.