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: Town of North Attleborough

EPA NPDES Permit Number: MAR041142

Primary MS4 Program Manager Contact Information

Name: Mark Hollowell Title: Director of Public Works

Street Address Line 1: 49 Whiting Street

Street Address Line 2: na

City: North Attleborough State: MA Zip Code: 02760

Email: mhollowell@north-attleboro.ma.us Phone Number: (508) 695-9621

Fax Number: na

Stormwater Management Program (SWMP) Information

SWMP Location (web address): https://www.nattleboro.com/department-of-public-works/pages/stormwater-management-program

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)

- [x] Bacteria/Pathogens
- [ ] Chloride
- [ ] Nitrogen
- [x] Phosphorus
- [x] 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:

- [x] Bacteria/Pathogens
- [x] Metals
- [ ] Nitrogen
- [x] 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

- [x] Develop and begin public education and outreach program
- [x] 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://www.nattleboro.com/department-of-public-works/pages/stormwater-management-program
- [x] Develop written IDDE plan including a procedure for screening and sampling outfalls
- [ ] IDDE ordinance complete
- [x] 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:

    https://www.nattleboro.com/department-of-public-works/pages/stormwater-management-program
- [ ] Construction/ Erosion and Sediment Control (ESC) ordinance complete
- [ ] Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- [x] Develop written procedures for site plan review
- [x] 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 Attachment 3 to Appendix F 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

- [x] 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

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:

- Stormwater Bylaw, including IDDE and ESC ordinances is drafted and is being reviewed by Town Council. The town has recently changed from a Board of Selectmen and Representative Town Meeting structure to a Town Council and Town Manager. Ordinance is expected to be completed this calendar year.
- Inspection of stormwater treatment structures did not begin in year 1. The Town has created two positions as of July 1, 2019 to assist in the implementation of this program.
- IDDE training was performed in September 2019.
- The DPW is currently working on creating a program to inspect & maintain existing BMP's and an inspection and maintenance program for catch basin cleaning.

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:

In the SWMP, we have included the proposed Massachusetts Year 2016 additional impairments where they are more stringent than the 2014 listing:

-Ten Mile River (MA52-03): Aquatic Macroinvertebrate Bioassessments, Nutrient/Eutrophication Biological Indicators, and E. coli were added as an impairment in the 2016 ILW. "In Fish Tissue" was added as a clarification to "Chlordane" , and "Unspecified Metals in Sediments" was added as a clarification to "Other" in the 2016 ILW.

-Bungay River (MA52-06): Aquatic Macroinvertebrate Bioassessments and Dissolved Oxygen, were added as an impairment in the 2016 ILW.

-Sevenmile River (MA52-07): Escherichia coli was added as an impairment in the 2016 ILW

-Ten Mile River (MA52-02): Escherichia coli was added as an impairment in the 2016 ILW, and (Unspecified Metals) was added as a clarification to "Other" in the 2016 ILW.

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: 1 - Stormwater pollution is trash, oil, cigarette butts, & dog waste.

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video (https://www.thinkbluemassachusetts.org/)
Advertisement on Facebook, Instagram, & YouTube

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

34,770 social media impressions from residents of North Attleboro. Data obtained from Think Blue Massachusetts

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:

Think Blue Massachusetts campaign

BMP: 2 - Do your "doody" for clean water

Message Description and Distribution Method:

Think Blue Massachusetts flyer on proper management of pet waste. Flyers were displayed at the Town Clerk's office and distributed to dog owner's at time of dog license issuance or renewal.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

The DPW is working with the Town Clerk's office to develop a system for improved methods of distributing educational materials to dog owners for year 2.

Message Date(s): April 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: 3 - Lawn and Garden Tips to Help Curb Stormwater Pollution

Message Description and Distribution Method:

Think Blue Massachusetts flyer on proper use and disposal of grass clippings and encourages proper use of slow-release and phosphorous-free fertilizers. Message posted on the DPW Stormwater management webpage https://www.nattleboro.com/sites/northattleboroughma/files/uploads/tbm-lawn_care_flyer.pdf

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

DPW is working with the IT Department to develop a system for improved methods of distributing annual messages and tracking the measurable goals for year 2.

Message Date(s): posted April 19, 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: 4 - EPA Septicsmart flyers

Message Description and Distribution Method:

Three separate EPA "septicsmart" flyers on proper septic system maintenance distributed at the Board of Health office to septic system owners as septic permits were issued.

Targeted Audience: Residents

Responsible Department/Parties: Health Department

Measurable Goal(s):

Approximately 40% of the Town is on private septic systems. 46 septic permits were issued during the reporting period. The Health Dept. will be adding information to their web site in year 2 and will work to improve their system to distribute materials with Certificates of Compliance and septic permits issued.

Message Date(s): May 1, 2018 - 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:

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 SWMP is posted on the website and there is a link for comments and questions on the Program. There was a public commenting period which is ongoing. Public feedback is very important to the Town and we are committed to listening to the feedback of our residents.

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:

The "Great American Cleanup" was held on May 4, 2019. Over 600 volunteers participated in removing two and a half tons of filled letter bags and one ton of illegally dumped materials. The cleanup was sponsored by "Keep North Attleboro Beautiful"
http://www.keepnabeautiful.com/residents/letter-editor-big-thank-help-keep-north-attleboro-beautiful/

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: NA

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: NA

MS4 System Mapping

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

https://www.nattleboro.com/department-of-public-works/pages/stormwater-management-plan-draft

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:

No outfall screening has been completed at this time

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:

No catchment investigations has been completed at this time

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:

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:

No illicit discharges removed this reporting period

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: NA

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: NA

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

IDDE ordinance is currently being reviewed by Town Council. The Town has created two positions as of July 1, 2019 to assist with the implementation of this program.

Employee Training

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

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: 14

Number of inspections completed: 21

Number of enforcement actions taken: 3

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:

Ordinance is drafted and is currently being reviewed by Town Council

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:

Draft regulations include this requirement

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:

To be completed by year 4

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:

To be completed by year 4

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:

To be completed by year 4

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

See catch basin Inspection and Maintenance Optimization plan included in Volume 3 of SWMP

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:

https://www.nattleboro.com/department-of-public-works/files/good-houskeeping-volume-3

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: 0

Number of catch basins cleaned: 0

Total volume or mass of material removed from all catch basins: 0 [UNITS]

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

Total number of catch basins: 3341

If applicable:

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

Waiting to complete 2 cycles of inspections
The Town's catch basin cleaning equipment was out of service from May 2018 thru August 2019. Catch basin cleaning has resumed as of September 2019

Street Sweeping

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

Completed - see Sweeping and or Cleaning of Street and Town Owned Parking Lots plan included in Volume 3 of SWMP

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

- (●) Number of miles cleaned: 150
- ( ) 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:

To be included in year 2

Winter Road Maintenance

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

Completed - see Winter Road Maintenance Procedures included in Volume 3 of SWMP

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:

To be completed by year 2

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:

To be completed by 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:

To be completed by 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: 0

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:

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:	MICHAEL H. GALLAGHER	Title:	TOWN MANAGER
Signature:		Date:	09/30/19

[Signatory may be a duly authorized representative]