

**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)*

### **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*

- 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:

The Town is currently developing a written structural stormwater treatment mapping and inspection program. The Town has recently secured the services of VHB Engineering Consultants to perform a potential structural BMP evaluation.

### 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: 6

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: Stormwater Management Website (SWMP 1.A)**

Message Description and Distribution Method:

Westborough is updating the Town's Stormwater Management web page on a yearly basis. This reporting year targets Residents and the importance of proper pet waste disposal.

"Westborough Dog Owners - help keep stormwater clean!" @ [https://www.town.westborough.ma.us/sites/westboroughma/files/uploads/westborough\\_dog\\_owners\\_-\\_help\\_westborough\\_keep\\_its\\_stormwater\\_clean.pdf](https://www.town.westborough.ma.us/sites/westboroughma/files/uploads/westborough_dog_owners_-_help_westborough_keep_its_stormwater_clean.pdf)

Targeted Audience: Residents

Responsible Department/Parties: DPW Engineering/ IT Dept/ Board of Health Department

Measurable Goal(s):  
page views:

Message Date(s): RYR2  
posted on the website on 10-18-18 and will remain on the website until it is changed for

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:

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##### **BMP: Think Blue Massachusetts Advertising Campaign (SWMP 1.B.)**

Message Description and Distribution Method:

The Town maintains a link to the "Think Blue Massachusetts" organization website on the stormwater page. Think Blue assists MS4 communities by maintaining their website and creating advertising campaigns targeting different target audiences aimed to help viewers visualize stormwater pollution issues.

The current advertising campaign is a YouTube video called "Fowl Water 2019" and can be found on the Think Blue Massachusetts homepage listed below.

<https://www.thinkbluemassachusetts.org>

Targeted Audience: Residents, Businesses and Commercial Developers and Industrial Facilities

Responsible Department/Parties: Massachusetts Statewide Stormwater Coalition

Measurable Goal(s):

views / hits:

Message Date(s): Link added to Town Stormwater page on July 2, 2019 & is ongoing

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:Town Meeting Display Table (SWMP 1.D)**

Message Description and Distribution Method:

The Town provided a table at the annual Spring Town Meeting (March 2019) with educational displays and printed handouts available to those residents who would like more information and ways to get involved. A stormwater awareness poster was on display with 3 different hand outs. The handouts included a brochure explaining what stormwater is, a post card on catch basins and where they flow to, and a postcard about how litter effects our waterways.

Targeted Audience: Residents

Responsible Department/Parties: DPW Engineering / Conservation Commission

Measurable Goal(s):

hand outs taken : 27

people who attended TM : 130 +/-

Message Date(s): March 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:1.G Assabet River Phosphorus Impairments Requirements (SWMP 1.G)**

Message Description and Distribution Method:

The Town of Westborough is located within the Assabet River Watershed. Therefore, extra measures are required to ensure that current phosphorus loads from Town's stormwater discharges do not increase those levels.

The Town distributed annual timed messages on the following topics:

I. (March/April). Encourage the proper use and disposal of grass clippings and the proper use of slow-release and phosphorous-free fertilizers. (April 2019) - [https://www.town.westborough.ma.us/sites/westboroughma/files/uploads/lawn\\_and\\_garden\\_tips\\_posted\\_april\\_2019.pdf](https://www.town.westborough.ma.us/sites/westboroughma/files/uploads/lawn_and_garden_tips_posted_april_2019.pdf)

II. (June/July). Encourage proper management of pet waste including any pertinent ordinances when appropriate [also satisfies requirement 1.H.I] (Summer 2019) – [https://www.town.westborough.ma.us/sites/westboroughma/files/news/dog\\_waste\\_facts\\_-\\_pet\\_management.pdf](https://www.town.westborough.ma.us/sites/westboroughma/files/news/dog_waste_facts_-_pet_management.pdf)

III. (August/September/October). Encourage proper disposal of leaf litter. (October 2019) - [https://www.town.westborough.ma.us/sites/westboroughma/files/uploads/get\\_wise\\_about\\_leaf\\_litter\\_posted\\_october\\_2018.pdf](https://www.town.westborough.ma.us/sites/westboroughma/files/uploads/get_wise_about_leaf_litter_posted_october_2018.pdf)

Targeted Audience: Residence / Business and Commercial

Responsible Department/Parties: DPW Engineer / IT

Measurable Goal(s):

Facebook posts: I. 182 likes / II. 9 likes, 3 comments, 1 share / III. 4 likes

Message Date(s): I. April 16, 2019 II. July 1, 2019, III. October 31, 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: Bacteria / Pathogens Impairments Requirements (SWMP 1.H)**

Message Description and Distribution Method:

The Assabet River's Upper and Lower Segments are classified as water quality limited waters due to bacteria. Therefore, the Town has taken extra steps to comply with this provision of the MS4 Permit. Public education program was enhanced with additional BMPs to address bacteria and pathogens water quality issues due to poor pet waste management. An annual message (in addition to the messages required under BMP 1.A) will continue to be provided to the public encouraging of proper management of pet waste. This enhanced BMP is covered by BMP 1.G.

Targeted Audience: Dog Owners

Responsible Department/Parties: DPW Engineering/ Board of Health/ IT

Measurable Goal(s):

Number of Views: 9 likes, 3 comments, 1 share

Message Date(s): July 1, 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:

Westborough SWMP is posted on the Town website to allow public for on-going review. When a new version of the SWMP becomes available, the Town will post on Westborough's social media pages to notify the public that the SWMP is available for review. The DPW Engineering Department maintains a separate email on the website for feedback and comments. This permit year the Town received no feedback or emails.

[https://www.town.westborough.ma.us/sites/westboroughma/files/uploads/swmp\\_0.pdf](https://www.town.westborough.ma.us/sites/westboroughma/files/uploads/swmp_0.pdf)

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 Town will continue to provide the following public participation events: Earth Day, Rain Barrel Program, CB Stenciling, Waste Collection & School Student lesson plan.

I. Earth Day Events - The Town held Earth Day events that the public participated in. The annual town-wide litter cleanup day was held April 13, 2019. A record 320 volunteers filled 410 bags of trash. The press release was printed in the Westborough Patch Newspaper on March 22, 2019. The event is organized by the Westborough Community Land Trust and is supported by the DPW who provided the materials needed, including tools and personnel to collect debris and trucks to move disposed of material.

II. Rain Barrel Program - The Town participated in the Great American Rain Barrel Program. The purpose is for residents/businesses to collect rain water prior to it becoming surface water reducing the occurrence of contaminants that enter stormwater. The following web page is updated annually with an informational flyer, copy of the current year's press release and rain barrel order form. A total of 15 barrels were sold during RYR1.

<https://www.town.westborough.ma.us/home/news/great-american-rain-barrel-program-0>

III. Catch Basin Stenciling - The Town worked with a high school student volunteer to perform catch basin

stenciling in various parts of Town as part of his Eagle Scout Service Project. The work was performed between September 18, 2018 - October 18, 2018. Approximately 200 catch basins were stenciled.

**IV. Household Hazardous Waste Collection Day/ Waste Oil & Antifreeze Collection -**

The Town held the annual household waste collection day on October 27, 2018. It gives residents the opportunity to safely dispose of hazardous waste. In addition, waste oil and antifreeze may be taken to the DPW facility at 131 Oak Street for disposal throughout the year. A total of 227 cars came to the collection day and the Town paid Clean Harbors Environmental Services \$11,332.00 to dispose of the waste properly.

V. The Town actively included middle school children in its public involvement. Mr. Paul Goldman from the Oars, Inc. organization and the DPW Engineering Department partnered to create a stormwater curriculum for the fifth grade students at the Mill Pond School. Mr. Goldman's lesson plan included hands on projects and teaching tools like the Environscape. Each year about 50 students participate and receive MS4 Certificates. This program runs every year.

**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:

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):

The mapping has continued with 100% outfalls already located and mapped. Initial catchment delineations have been started and is approximately 75% completed. Pipe configuration and asset details are being edited whenever possible. The Town is in the process of seeking an outside consultant to assist in the mapping and upcoming requirements including, but not limited to, sampling, IDDE investigations and employee training.

**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:*

The Town is in the process of seeking an outside consultant to assist in the catchment investigation.

### **IDDE Progress**

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

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

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

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: [UNITS]

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

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

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

[Empty text box for optional information]

**Employee Training**

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

For Year 1, staff from the Engineering Division attended two training sessions. As discussed above, the Town is in the process of securing a Consultant for the NPDES work which will include regular employee training for field staff.

**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: 18

Number of inspections completed:

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 Westborough has had post-construction management requirements within the written Stormwater Management and Erosion Control Bylaw since last revision of May 19, 2008 which can found on

the Town's Stormwater Webpage. The intent is to reduce pollutants in stormwater runoff discharged to the municipal drainage system from post construction activities for all new development and redevelopment sites greater than one acre. Westborough will work with a Consultant to update the bylaw/stormwater management regulations by June 30, 2020. Updates will reference the new water quality retention/treatment requirements, optimize for phosphorus removal, use of Low Impact Development strategies to the maximum extent feasible, submission of as built plans, and allowance for off-site mitigations for redevelopment projects. Construction Phase of projects are required to control construction wastes.

**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:

All projects that are under site plan review, special permit and subdivision review are required to supply as-built drawings as part of their approval. As well as, all commercial permits and larger residential building permits are required to provide as-builts prior to issuance of occupancy permits. The Westborough Engineering, Building Department and Planning Board work jointly to ensure all projects that qualify are subject to 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:

The Town has not started on this report. However, the Town intends on using this report to improve our 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:

The Town has not started on this report

**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 not started on this report

**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The Town is diligent in cleaning its catch basins. Catch Basins in the downtown area are given priority as well

*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: 137

Number of catch basins cleaned: 137

Total volume or mass of material removed from all catch basins: 2071 [CF]

*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:

In Year 1 the Town developed an Infrastructure Operation and Maintenance Plan. Included in the O&M plan is standard operating procedures (SOP) for street and parking lots. Year 2 the Town will review and enhance this SOP as necessary, as well as, create additional SOP's to improve the Program.

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

Number of miles cleaned: 178

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:

[Empty text box for description]

**Winter Road Maintenance**

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

In Year 1 the Town developed a Stormwater Infrastructure Operation and Maintenance Plan. Draft Standard Operating Procedures for winter road maintenance are under review and will be added to Town's O&M Plan by November 1, 2019.

**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 DPW is in the process of developing a list of Town owned properties.

**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:

In Year 1 the Town developed an Infrastructure Operation and Maintenance Plan. Included in the O&M plan is standard operating procedures for storage and use of pesticides and fertilizers. Year 2 the Town will expand its list of SOP's under this requirement.

**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 SWPPP has not been started. The Town will be working with a consultant to accomplish this task.

[Empty text box]

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:

[Empty text box]

**O&M Procedures for Stormwater Treatment Structures**

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

In Year 1 the Town developed an Infrastructure Operation and Maintenance Plan. Included in the O&M plan is standard operating procedures for stormwater treatment structures and required checklists. Year 2 the Town will review and enhance this SOP as necessary.

**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):

[Empty text box]

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:

[Empty text box]

**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:

[Empty text box]

### **Activities Planned for Next Reporting Period**

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

Yes, I agree

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

### **Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually

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

The Town of Westborough will be making more progress in RYR 2 by hiring an outside Consultant.

## 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]*