

**Year 2 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**New Permittees**  
**Reporting Period: July 1, 2019-June 30, 2020**

*\*\*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. Please ONLY report on activities between July 1, 2019 and June 30, 2020 unless otherwise requested.*

**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:

**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:

## Part II: Self-Assessment

*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.*

### Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice Requirements
- Kept records relating to the permit available for 5 years and made available to the public
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information for your self-assessment, and/or if any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

### 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? Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

- Yes  
 No

If yes, describe below, including any relevant impairments or TMDLs:

## Part IV: Minimum Control Measures

*Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, these metrics are optional for new permittees; please fill out any of the metrics below that you have started within this reporting period. Then, proceed to Part V.*

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

*Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

#### **BMP: Protecting Water Resources: Stormwater Impacts in Adams**

Message Description and Distribution Method:

A two-page informational brochure flyer explaining why stormwater runoff is a concern to the quality of the Hoosic River and its tributaries and Town efforts to address stormwater impacts was distributed in the spring 2020 tax bills to the 6,450 property owners within Adams. The flyer includes recommended actions for residents and businesses to undertake to help address stormwater pollution.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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: You & Your Dog: Impact on Surface Water Quality**

Message Description and Distribution Method:

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Increase awareness of Adams dog owners and reduce pollution through improved behaviors to ensure pet waste is not allowed in yards and on Town streets/sidewalks.

Message Date(s): 2020

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 this reporting period:**

The Town allowed annual review and comment on the stormwater management plan and maintained posting of the stormwater management plan on website.

In coordination with the Northern Berkshire Solid Waste Management District, the Town participated in a Household Hazardous Waste Collection effort on August 22, 2020 held at the DPW Garage on Summer Street in Adams. The event had a high level of participation. Earlier in the summer on June 27, 2020, the Town conducted the 17th Annual Bulky Waste Collection Day (8 AM to Noon) at the Transfer Station on East Road in Adams.

Although the Town mailed out the informational brochure in the spring tax bills, it will consider doing this again during the next reporting year because there has been little response given the focus on COVID-19.

Was this opportunity different than what was proposed in your NOI? Yes  No

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

### **MCM3: Illicit Discharge Detection and Elimination (IDDE)**

#### **Sanitary Sewer Overflows (SSOs)**

Check off the box below if the statement is true.

- This SSO section is NOT applicable because we DO NOT have sanitary sewer

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 the effective date of the permit (July 1, 2018)**.

Total number of SSOs identified:

Total number of SSOs removed:

#### **MS4 System Mapping**

Below, check all that apply.

The following elements of the Phase I map have been completed:

- Outfalls and receiving waters
- Open channel conveyances
- Interconnections
- Municipally-owned stormwater treatment structures
- Waterbodies identified by name and indication of all use impairments
- Initial catchment delineations

Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

All of the outfalls have been identified in the field with handheld GPS. The outfalls are mapped and the map is available online. The online map includes attributes for each outfall such as size, material, condition, etc. For many of the outfalls photos are also included.

The Town has purchased the Smart Asset Management and Inventory System by VHB, Inc. (SAM IS), a cloud-hosted, configurable solution to inventory, inspect, maintain, and manage physical assets. Use of the SAM IS program will allow a more robust inspection program for the Town's MS4 system.

All of the outfalls (192, 100%) were screened in 2017 and it is planned that follow-up screening and initial catchment delineations will be conducted in 2021.

#### **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:

<http://berkshire.maps.arcgis.com/apps/webappviewer/index.html?id=701352a4b08f4dc1abc4abee72d33ec8>

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

Number of 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:

As stated within the NOI, catchment investigations are scheduled to begin in 2022.

**IDDE Progress**

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

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

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

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

*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 (July 1, 2018)**.*

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:

The Town developed an IDDE Plan in 2005, but it was never fully implemented. The IDDE Plan will be updated and any new data incorporated. As stated within the NOI, implementation of the IDDE Plan is scheduled to begin in 2022.

### **Employee Training**

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

There have been limited opportunities for outside training. There are limited trainings available in the immediate area. In addition, the Town of Adams DPW crew consists of 13 people that are responsible for parks, cemeteries, flood control chutes, roads and much more. There simply isn't enough capacity to get the work done and participate in outside training on a regular basis. This concern has been discussed with the Town's regional planning agency and we anticipate that new, convenient training opportunities will be developed within the next permit year. Until then, internal trainings are conducted during which the DPW Operations Supervisor and Working Foreman train crew members.

### **MCM4: Construction Site Stormwater Runoff Control**

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

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

### **MCM5: Post-Construction Stormwater Management in New Development and Redevelopment**

#### **Ordinance Development**

Describe the status of the post-construction ordinance required to be complete by year 3 of the permit term:

The Berkshire Regional Planning Commission has been awarded a planning grant from the MA Executive Office of Energy and Environmental Affairs to assist the Town to develop a stormwater bylaw. The bylaw

was slated for completion by June 30, 2020; however, due to the impacts of COVID-19 the grant has been extended. BRPC has contracted VHB to lead the team in the development of the stormwater bylaw, which is slated for completion by 12/31/2020 and will be on the warrant for adoption at the Annual Town Meeting in Spring 2021. Currently, as part of its site plan review process, the Town requires erosion & sediment control BMPs and staff inspects to ensure these measures are properly installed prior to the start of construction. The new stormwater management bylaw will more comprehensively address stormwater runoff from construction sites.

### **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:

The submission of as-built drawings and long term operation and maintenance plans for completed construction projects will be included as a requirement within the stormwater bylaw which is slated for completion by December 31, 2020. For the past five (5) years, the Town has required as-built drawings and operation & maintenance plans for any public reconstruction project involving Town facilities (municipal parking lots, parks, roadways, etc.).

### **Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment including any planned or completed changes to local regulations and guidelines:

The street design and parking lot assessment is on schedule to be completed within 6 years after the effective date of the permit and is slated to begin in 2023. The Planning Board will be briefed on this topic as they review the draft stormwater bylaw.

### **Green Infrastructure Report**

Describe the status of the green infrastructure report, including the findings and progress towards making the practice allowable:

The green infrastructure report is on schedule to be completed within six (4) years after the effective date of the permit and is slated to begin in 2021. The Planning Board will be briefed on this topic as they review the stormwater management bylaw and it is anticipated that work will begin once the stormwater bylaw is adopted.

### **Retrofit Properties Inventory**

Describe the status of the inventory 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 inventory of permittee-owned properties that could be modified or retrofitted is on schedule to be completed within six (6) years after the effective date of the permit. This activity is scheduled to begin in 2021. The DPW Operations Supervisor has been briefed on this activity.

## **MCM6: Good Housekeeping**

**Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The Town is working to integrate the catch basin cleaning optimization plan into SAM IS.

*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:

The Town continues to work towards establishing a system within the SAM IS program to have a catch basin sump, if more than 50% full during two consecutive routine inspections/cleaning events, automatically red flagged to key DPW operations personnel.

**Street Sweeping**

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

The DPW sweeps all streets in town at least twice a year and sweeps areas prone to sediment accumulation (downtown, and low lying neighborhoods) on a more frequent basis. The Town has engaged Berkshire Regional Planning Commission to assist it complete written procedures for DPW operations and conduct training of DPW personnel during the next program year.

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

Number of miles cleaned:

Volume of material removed:  [Select Units]

Weight of material removed:  [Select Units]

*If applicable:*

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

**O&M Procedures and Inventory of Permittee-Owned Properties**

*Below, check all that apply.*

The following permittee-owned properties have been inventoried:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- Parks and open spaces
- Buildings and facilities
- Vehicles and equipment

**Winter Road Maintenance**

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

The Town of Adams no longer uses sand for winter road maintenance, which has significantly reduced the volume of debris to be swept from streets or cleaned from catch basins. The Town has engaged Berkshire Regional Planning Commission to assist it complete written procedures for DPW operations and conduct training of DPW personnel during the next program year.

**Stormwater Pollution Prevention Plan (SWPPP)**

Describe the status of any SWPPP 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:

SWPPPs for the DPW Garage and Town Parks were completed in 2003. The Town had planned to review these SWPPPs and update them as necessary over the past permit year; however, due to the impacts of COVID-19 this review has been delayed and is anticipated to begin in 2021.

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

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

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

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

The Town has informal O&M procedures for stormwater infrastructure. The Town will work with Berkshire Regional Planning Commission (BRPC) to review the Town's procedures against approved templates and make recommendations for formal O&M and SOPs. This work is on schedule to be completed within four (4) years of the effective date of the permit and is slated to begin in Fall/Winter 2020.

## Part V: 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:

### **COVID-19 Impacts**

*Optional:* If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

The Town had planned a much more robust implementation of its public education plan during spring/summer 2020 but because of COVID-19, the Senior Planner position within the Community Development Department was eliminated and support staff within the department were furloughed. When this personnel were allowed to return it was only on a part-time basis. The Senior Planner was charged with developing the graphics for the educational materials and this individual maintained the Stormwater page on the Town's website.

Stormwater related training for DPW was severely curtailed due to COVID-19 impacts. The Town's DPW crew was quarantined after one employee contracted COVID-19. Staff were brought back in a staggered schedule to maintain safety, but annual spring work duties were delayed from the reduced workforce. Training for the SAM IS program (to assist with field inspections, etc.) was first held in February but then had to be stopped and did not resume until September 2020, when a second training was held remotely.

Beginning in March 2020, the Board of Selectmen meetings have been held remotely, making it more difficult to provide periodic updates on the implementation of the SWMP. Town Hall has been closed to the public since March 17, 2020.

The Town had hoped to strengthen its on-going partnership with the Hoosic River Watershed Association to assist in implementation of its SWMP, but with COVID-19 impacts no activities were coordinated with the organization.

The Town curtailed its annual roadside cleanup (typically undertaken in relation to Earth Day) in 2020.

### **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 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete IDDE ordinance
- Complete Construction/ Erosion and Sediment Control (ESC) ordinance
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review

### **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
- Continue public education and outreach program

Provide any additional details on activities planned for permit year 3 below:

- 1) A final recommended draft of the new stormwater management bylaw (now under development) will be completed, a public review process conducted involving meetings of the Selectmen and the Adams Planning Board, and the bylaw will be recommended for approval by the Planning Board, after which it will be advanced to Town Meeting for formal adoption.
- 2) The Town will work with Berkshire Regional Planning Commission to provide employee trainings for all DPW staff and facility managers.
- 3) SWPPPs for DPW Garage and Park facilities will be reviewed and updated consistently with the Town's MS4 General Permit.
- 4) Staff training on SAM IS will be completed to implement a robust inspection program of the Town's stormwater collection system and facilitate the Town's ability to maintain accurate records of its inspection program and MS4 BMPs. Implementation of the SAM IS program will also improve the accuracy of the Town's inventory and mapping of its stormwater collection system over time.
- 5) Develop new public outreach materials for targeted distributions (including info in tax bills; developing more materials on Town website and FB page) and develop an educational stormwater-focused display at Town Hall, and eventually the Adams Free Library and the Council on Aging (Visitors Center building).

## Part VI: Certification of Small MS4 Annual Report 2020

### 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:  Digitally signed by Jay R. Green  
Date: 2020.09.28 15:33:19 -04'00' Date:

*[Signatory may be a duly authorized representative]*

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

### Annual Report 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](mailto:stormwater.reports@epa.gov)

MassDEP: [laura.schifman@mass.gov](mailto:laura.schifman@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.*