

**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:

N/A

## 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: Seasonal Messages - webpage**

Message Description and Distribution Method:

Posted seasonal messages on our stormwater webpage regarding proper disposal of grass clippings, dog waste, and leaf litter. The messages are on a slideshow that continually switches between messages. Copies of the seasonal messages (flyers) are attached with this report.

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: Mailing - Spring Stormwater Education**

Message Description and Distribution Method:

Mailed flyer about ways to prevent stormwater pollution to residents. Included information on lawn care, septic systems, pet waste, and rain barrels. Mailed with the residential water/sewer bills, and posted to social media (Facebook & Twitter). A copy of the spring flyer is attached with this report.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Mailed to approximately 6,500 households. The Town of Amherst has 2,032 followers on Facebook and 1,795 followers on Twitter.

Message Date(s): Mailed between April-June 2020. Posted to social media on 5/12/20.

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: Educational Videos**

Message Description and Distribution Method:

Stormwater pollution prevention videos for residents, business/institutions, developers, and industrial audiences were posted on the Town's stormwater webpage.

Targeted Audience: Residents, Business/Institutions, Developers, & Industrial

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Posted to our stormwater webpage from 4/1/20 - 6/30/20.

Message Date(s): 4/1/20 - currently

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: Stormwater Management Announcement for Developers/Contractors**

Message Description and Distribution Method:

Announcement regarding management of construction site erosion control during construction season. Posted on the Town Announcements on the Town's main webpage and to social media. A copy of the announcement is attached with this report.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Operations

## Measurable Goal(s):

Our Town webpage had 63,366 unique page views between 5/18/20 - 6/18/20, and 425 direct subscribers who receive emails regarding announcements. The Town of Amherst has 2,032 followers on Facebook and 1,795 followers on Twitter.

Message Date(s): 5/18/20 - 6/18/20

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 SWMP is posted on the Town's stormwater webpage, and readers are asked to submit comments to the Town. Contact information is provided.

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:**

On September 28, 2019 the Town participated in a Source to Sea event with the Connecticut River Conservancy and the Fort River Watershed Association. The Town borrowed an Enviroscape watershed/non-point source model and had it on display for visitors to try. We also had non-point source and wetland educational flyers available. Approximately 50 people (mostly children) tried out the Enviroscape education tool during the event. A photograph of our table at the event is attached with this report.

The 2020 Town of Amherst annual Cleanup Day was canceled due to COVID-19 concerns. This event, typically held in May, involves volunteers picking up along roadways and public lands, and helps to educate them on keeping drainage areas clear of debris.

## 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:

We are in the process of field checking all our outfalls, catch basins, and municipally-owned stormwater treatment structures to make the map as accurate as possible. A copy of the draft outfall map is attached with this report.

**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:

**Catchment Investigations**

If conducted, please submit all data collected **during this reporting period** as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.

- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

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

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

**IDDE Progress**

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

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

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

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  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:*

**Employee Training**



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

N/A

### **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:

Draft Stormwater Management and IDDE bylaws have been written and submitted to the Town Council for review and approval in FY21. The draft bylaws will require review by various Town committees prior to final approval by the Town Council. Copies of the draft bylaws are attached with this report.

#### **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:

Requirements to submit as-built drawings and conduct long term operation and maintenance of constructed stormwater BMPs will be included in Stormwater Management regulations being developed in FY21.

#### **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:

This assessment has not been started to date.

### **Green Infrastructure Report**

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

This report has not been started to date.

### **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:

This inventory has not been compiled to date.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

Describe the status of the catch basin cleaning optimization plan:

The Town is in the process of updating the current catch basin cleaning schedule and procedures to optimize su

*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:

That catch basin would be prioritized for cleaning. The source of the sediment would be identified and, to the extent practicable, altered to reduce the amount of sediment being released.

### **Street Sweeping**

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

All of Amherst's streets and municipal-owned lots are swept annually in the spring, and the downtown area is swept two or three times per year. Amherst stopped using sand for winter road maintenance in 2014, which has greatly reduced the amount of street sweeping debris collected. A written procedure for street and parking lot sweeping has not been written to date.

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

Number of miles cleaned:

Volume of material removed:

Weight of material removed:

*If applicable:*

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

N/A. All our roads are part of our street sweeping program.

### **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 exclusively uses salt for winter road maintenance. The salt is stored at the Department of Public Works building and at a second public work yard (Ruxton). A written procedure for winter road maintenance has not been written to date.

### **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:

The Town has contracted with a consultant (Tata & Howard) to write SWPPPs for our transfer station on Belchertown Rd and a public work yard (Ruxton) on Pulpit Hill Road. Those projects are approximately 50% complete, we expect to have the final documents by the end of the calendar year. A SWPPP already exists for our Wastewater Treatment Plant as part of their EPA Multi-Sector General Stormwater Permit.

*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 procedure for stormwater treatment structure maintenance hasn't been written to date.

## 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:

In FY20 the Town worked on drainage infrastructure along East Hadley Rd adjacent to the Fort River. Four stormwater treatment structures were installed, along with vegetated swales and drywells to improve drainage treatment and infiltration. The Town also constructed a rain garden to treat parking lot runoff at one of our parks.

To clarify, the SSOs reported above refer to situations where the sanitary sewer line became plugged resulting in a sanitary sewer manhole overflowing into a storm sewer catch basin. No cross connections of sanitary sewer lines and storm sewer lines are known to exist in Amherst.

### **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:

In last year's annual report we included having a town Clean-Up Day in May, 2020 which did not happen due to COVID-19. In the fall of 2019 DPW staff met with the Amherst Middle School Environmental Club to start an "Adopt a Drain Program" to educate downtown commercial businesses about stormwater protection. This project was halted when the schools closed in March due to COVID-19.

### **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:

#### 2020/21 Proposed MS4 Activities

1. Adopt Stormwater Management & IDDE Bylaws
2. Adopt Stormwater Management Regulations (include procedures for construction site runoff control, site plan review, and long-term O&M)
3. Finalize SWPPPs for the transfer station and Ruxton storage yard.
4. Write IDDE Program
5. Continue public education and outreach activities initiated in year 2. Add mailing dog waste flyer to dog owners with their dog licenses.

## 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:  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.*