

**Year 2 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**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

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. 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>

<b>Impairment(s)</b>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> 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 2 Requirements

- Completed Phase I of system mapping
- Developed a written catchment investigation procedure and added the procedure to the SWMP
- Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
  - Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or
  - operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, 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:

- Phase I system mapping was completed by DPW using ArcGIS. The data is compiled in a geodatabase.
- A written catchment investigation procedure is included in the IDDE Plan.
- Written procedures to require the submission of as-built drawings and ensure long-term O&M of completed

construction sites are included in the Stormwater Regulations (also included in Subdivision and Site Plan Regulations).

-As indicated in the SWPPP for the DPW Highway Location, the Town's Salt Storage is covered in the Salt Storage Building at the DPW (25 Brook Street).

-Written O&M procedures and Inventories for the abovementioned bulleted items have been completed by the DPW and included in the SWMP.

-Written SWPPPs were completed by the DPW for the required facilities, including the DPW Highway Yard, the Grove Pond Water Treatment Plant, and the Transfer Station. Note: The Wastewater Treatment Plant already has a SWPPP per the EPA Multi-Sector General Permit.

### 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
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - This is not applicable because we do not have sanitary sewer
  - This is not applicable because we did not find any new SSOs
  - The updated SSO inventory is attached to the email submission
  - The updated SSO inventory can be found at the following website:

<https://www.ayer.ma.us/stormwater-department/pages/stormwater-management-program-swmp>

- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated outfall and interconnection inventory and priority ranking as needed

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual 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:

Although staffing levels were reduced in half for several months due to COVID-19, the DPW was able to perform our routine street sweeping and catch basin cleaning, among other duties.

A comment period for the SWMP was provided on the Town website in June 2020. The Town did not receive any comments.

One SSO occurred in the reporting period, details are in the SWMP (IDDE Plan).

Annual IDDE training was sponsored by CMRSWC and given by its consultant Fuss & O'Neill.

Catch basin cleanings and street sweepings were properly stored at the DPW yard. All roadways were swept in accordance with the SWMP.

**Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach\**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided 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)*

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

**Phosphorus** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach\**

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed 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*

- Increased 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 already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. 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 were documented.

- The BMP information is attached to the email submission
- The BMP information can be found at the following website:

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

There are no structural BMPs in the regulated area so no phosphorus removal is estimated. However, the Town tracks phosphorus concentrations in 6 ponds as discussed in the "Monitoring and Study Results" section of this report.

## **Solids, Oil and Grease (Hydrocarbons), or Metals**

### Annual Requirements

#### *Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
- Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

The Town of Ayer joined the Central Massachusetts Regional Stormwater Coalition (CMRSWC) in February 2020. The town anticipates to see benefits to meeting its Permit requirements from the collaboration and knowledge sharing of CMRSWC.

A rain garden was constructed near 109 Oak Ridge Drive to reduce phosphorus loading to Flannagan Pond. A Section 319 Grant Application was submitted with several BMPs focused on removal of Phosphorus in the Flannagan Pond Watershed.

The Town of Ayer has been designated a Municipal Vulnerability Preparedness (MVP) community by the Commonwealth. The MVP process resulted in priority actions to improve resilience in the Town. The Top Priority Action is to develop an integrated Stormwater Management Plan for the Town. The Town has submitted for a CWSRF Asset Management Grant to fulfill this action item.

The Town appropriated \$25,000 at Spring 2020 Town Meeting for revisiting a Stormwater Utility Fund, originally approved in 2011 and rescinded in 2015.

### 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:

The most up-to-date approved Integrated List of Waters (303d List) is for Year 2016. The NOI was based on the 2014 Integrated List of Waters. Changes from the 2014 Report to the 2016 Report are:

1. Cold Spring Brook identified in the NOI is erroneous and should be Bowers Brook. Bowers Brook has been added as Category 2 Water in the 2016 Report with uses attained for aesthetic, primary and secondary contact recreation. The segment description indicates "From outlet Barre Hill Pond, Harvard to mouth at inlet unnamed pond, Ayer." This is tributary to Grove Pond.
2. Nashua River segments MA81-05 and MA81-06 impairments changed from "Aquatic Macroinvertebrate Bioassessments" in 2014 to "Benthic Macroinvertebrates" in 2016.

## 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 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:Pet Waste**

Message Description and Distribution Method:

Web Page - Distribute educational announcement related to effects of pet waste on water quality to web page, eblast, and social media.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Created one announcement via social media. 58 Likes, 7 Comments, and 8 Shares.

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:Household Hazardous Waste Including Pool and Lawn Chemicals**

Message Description and Distribution Method:

Web Page - Distribute educational announcement related to disposing of pool and lawn chemicals at Devens Regional Household Hazardous Products Collection Center to web page, eblast, and social media.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Created one announcement via social media. 8 Likes, 0 Comments, and 3 Shares.

Message Date(s): August 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:

Worked with Conservation Administrator to implement "enhanced" public education messaging in FY20. Enhance messaging consisted of social media messages distributed each month and geared towards activities that could impact stormwater in the respective season.

### **BMP:Car Care**

Message Description and Distribution Method:

Web Page - Distribute educational announcement related to effects of not maintaining vehicles on water quality to web page, eblast, and social media.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Created one announcement via social media. 58 Likes, 5 Comments, and 4 Shares.

Message Date(s): September 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:

Worked with Conservation Administrator to implement "enhanced" public education messaging in FY20. Enhance messaging consisted of social media messages distributed each month and geared towards activities that could impact stormwater in the respective season.

### **BMP:Leaf Disposal**

Message Description and Distribution Method:

Web Page - Distribute educational announcement related to effects of not disposing of leaves properly on water quality to web page, eblast, and social media.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Created one announcement via social media. 8 Likes, 0 Comments, and 1 Shares.



Message Date(s): October 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:Household Hazardous Waste**

Message Description and Distribution Method:

Web Page - Distribute educational announcement related to Devens Regional Household Hazardous Products Collection Center to web page, eblast, and social media.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Created one announcement via social media. 4 Likes, 0 Comments, and 1 Shares.

Message Date(s): November 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:

Worked with Conservation Administrator to implement "enhanced" public education messaging in FY20. Enhance messaging consisted of social media messages distributed each month and geared towards activities that could impact stormwater in the respective season.

**BMP:Septic Maintenance**

Message Description and Distribution Method:

Web Page - Distribute educational announcement related to effects of septic maintenance on water quality to web page, eblast, and social media.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Created one announcement via social media. 2 Likes, 0 Comments, and 0 Shares.

Message Date(s): December 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:Holiday Tree Disposal**

Message Description and Distribution Method:

Web Page - Distribute educational announcement related to effects of Holiday tree disposal on water quality to web page, eblast, and social media.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Created one announcement via social media. 0 Likes, 0 Comments, and 0 Shares.

Message Date(s): January 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:

Worked with Conservation Administrator to implement "enhanced" public education messaging in FY20. Enhance messaging consisted of social media messages distributed each month and geared towards activities that could impact stormwater in the respective season.

### **BMP:De-icers, Salt, and Sand Use**

Message Description and Distribution Method:

Web Page - Distribute educational announcement related to effects of de-icer, salt, and sand on water quality to web page, eblast, and social media.

Targeted Audience: Residents, businesses, institutions, and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

Created one announcement via social media. 16 Likes, 1 Comments, and 0 Shares.

Message Date(s): February 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:

Worked with Conservation Administrator to implement "enhanced" public education messaging in FY20. Enhance messaging consisted of social media messages distributed each month and geared towards activities that could impact stormwater in the respective season.

**BMP:Lawn Fertilizer Use include Friendly Fertilizers and Grass Clipping Disposal**

Message Description and Distribution Method:

Web Page - Distribute educational announcement related to effects of lawn care on water quality to web page, eblast, and social media.

Targeted Audience: Residents, businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

Created two announcements via social media. May 2020 - 13 Likes, 0 Comments, and 7 Shares. June 2020 - 12 Likes, 0 Comments, and 1 Shares.

Message Date(s): May and June 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:

**BMP:Rain Barrels**

Message Description and Distribution Method:

Web Page - Distribute educational announcement related to effects of rain barrels and their benefits to web page, eblast, and social media.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Created one announcement via social media. 34 Likes, 25 Comments, and 12 Shares.

Message Date(s): June 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:

Worked with Conservation Administrator to implement "enhanced" public education messaging in FY20. Enhance messaging consisted of social media messages distributed each month and geared towards activities that could impact stormwater in the respective season.

### **BMP:Stormwater Tips for Parking Lot Maintenance**

Message Description and Distribution Method:

Brochure/Pamphlet - Distribute pamphlet to major industries regarding proper maintenance of parking facilities.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

Mailed pamphlets to 9 major industries. Inspections and follow-up to occur in Year 3.

Message Date(s): June 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:

### **BMP: CMRSWC - Pet Waste Message**

Message Description and Distribution Method:

Ayer joined the Central Massachusetts Regional Stormwater Coalition (CMRSWC) in February 2020. CMRSWC shared messages on Twitter to encourage the proper management of pet waste.

Targeted Audience: Residents

Responsible Department/Parties: CMRSWC

Measurable Goal(s):

The CMRSWC twitter account has approximately 240 followers and averages between 100-200 impressions

per tweet.

Message Date(s): June 23, 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:

CMRSWC provided outreach.

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:**

Annual review for public comment on the SWMP was available on the Town's webpage from June 15 to 26, 2020. Notification of the availability to comment was distributed via the Town's web and social media. No comments were received.

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:**

Other public involvement and participation opportunities conducted during the reporting period include maintaining the Stormwater Hotline, promoting Devens regional household hazardous waste collection, and mercury waste collection boxes. The Town Engineer gave a presentation to the Board of Selectman on June 30, 2020 on the MS4 permit activities conducted in Year 2 and anticipated in Year 3. The Town typically schedules an annual earth day cleanup, "A Cleaner Ayer", in April; however, the cleanup did not occur this reporting period due to COVID-19 and has been rescheduled for October 3, 2020.

CMRSWC members participated in public outreach and involvement at the following public events in Year 2 of the permit (Note: Ayer joined CMRSWC in February 2020):

- Holden Truck Day (July 25, 2019)
- Grafton National Night Out (August 7, 2019)
- Palmer National Night Out (August 7, 2019)
- Holden Days (August 24, 2019)
- Mass STEM Week at Framingham State University (October 22, 2019)
- Mass STEM Week at Keefe Technical High School (October 23, 2019)
- Metrowest STEM mentorship program (October 23, 2019)
- Mass STEM week showcase (October 25, 2019)
- Elementary school programs in Auburn, Dudley, Framingham, Hopkinton, and Holden

• Framingham Public Works Open House (December 7, 2019)

As a result of the COVID-19 pandemic, CMRSWC halted participation in public events from March 2020 – June 2020.

### **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:

#### **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

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

#### **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:*

The Ayer DPW has retained SDE consultants for IDDE Dry Weather Monitoring. IDDE Dry Weather Sampling began on July 1, 2020. Though not in Year 2, ongoing dry weather sampling has occurred at 102 outfalls as of September 22, 2020, and no flow has been observed at any outfall.

**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:

It should be noted illicit discharges related to an oil release and pet waste occurred in 2017. The oil release has been managed by a private party in accordance with the Massachusetts Contingency Plan (MCP). Notices were distributed in the problem neighborhood and no pet waste issues were identified in the problem neighborhood during the reporting period.

### **Employee Training**

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

Employees involved in the IDDE program attended training workshops sponsored by CMRSWC on May 5, 2020 and/or May 7, 2020 remotely via GoTo Meeting. The workshops were originally intended to be inperson but were adapted to virtual workshops due to COVID-19. The workshops trained participants on important aspects of the IDDE program, including how to recognize illicit discharges and SSOs. A summary of the training, copies of the slides, an attendee roster, and a recording of the training is available at: <https://www.centralstormwater.org/toolbox/pages/2020-idde-workshop-ms4-assistance-grant>

Employees involved in the development of SWPPPs and SOPs attended workshops sponsored by CMRSWC on April 28, 2020, April 30, 2020, June 16, 2020, and/or June 18, 2020 remotely via GoTo Meeting. The workshops trained participants on the applicability of SWPPPs and SOPs and information of their contents.

### **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:

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

Two subdivision applications (54/56 Littleton Road and Shaker Mill Pond) were completed but construction has yet to begin on either subdivision. No enforcement was deemed necessary at any of the construction sites associated with Site Plan Approval. An ANR site on Central Avenue had no erosion control and sediment was witnessed discharging into a catch basin. The DPW required the Contractor to install and maintain erosion control measures.

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



### **Ordinance or Regulatory Mechanism**

*Below, select the option that describes your ordinance or regulatory mechanism progress.*

- Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- Bylaw, ordinance, or regulations have not been updated or adopted

### **As-built Drawings**

Describe 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:

As-built drawings are required for all Subdivisions, Site Plans, ANR lots, and per our Stormwater Bylaw and Regulations. Long term O&M Plans are required to be submitted where stormwater BMPs are implemented. All inspections and maintenance of private drainage is recorded and submitted to the DPW.

### **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:

This report is anticipated to be started in Year 3.

### **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:

This report is anticipated to be started in Year 3.

### **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:

This report is anticipated to be started in Year 3.

## **MCM6: Good Housekeeping**

**Catch Basin Cleaning**

*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.*

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:

Per the Optimization Plan, the contributing drainage area will be investigated for sources which will be addressed. If no sources are found, the frequency of inspection and cleaning will be increased.

Please note a combined total of 200 tons of material was removed from catch basin cleaning AND street sweeping.

**Street Sweeping**

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

- Number of miles cleaned:
- Volume of material removed:  [Select Units]
- Weight of material removed:

**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

**Stormwater Pollution Prevention Plan (SWPPP)**

*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:

No corrective actions during this reporting period.

## **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):

<https://www.ayer.ma.us/stormwater-department/pages/stormwater-management-program-swmp>

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:

Water Quality of Long Pond, Sandy Pond, Balch Pond, Grove Pond, Flannagan Pond, and Pine Meadow Pond is monitored by the DPW three (3) times per year in accordance with the "Biological Survey, Assessment and Management Recommendations for Ayers Ponds" by Geosyntec Consultants (2015). Basic field parameters are collected and lab samples for Total Phosphorus, Ammonia Nitrogen, and Chlorophyll-a.

### **Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

- The SSO event identified in this report did not enter the MS4 system, the SSO was confined to a homeowner's basement.
- The Town's current NPDES Bylaw (complying with the 2003 Permit) is undergoing review by Arcadis Engineers through an agreement with CMRSWC. We anticipate the bylaw update to be completed by the end of Year 3 as required.
- Town owned stormwater BMPs were inspected and maintained or maintenance has been scheduled.
- DPW maintains a list of stenciled storm drain locations. In previous years, DPW stenciled and/or marked storm drains for a total of over 800 storm drains. Storm drains will be re-stenciled as needed in Year 3.
- The DPW completed utility construction on Prospect and Oak Streets in the Fall of 2019 and on High Street in the Spring of 2020 with new industry standard drainage (catch basins with sumps).
- The Town is provided "enhanced" public education messaging in FY2020, which consisted of a social media

message distributed each month and geared towards activities that could impact stormwater in the respective season (e.g. leaf litter disposal in October).

Our municipality is a member of the Central Massachusetts Regional Stormwater Coalition (CMRSWC). CMRSWC was awarded an Environmental Merit Award from EPA Region 1 in September 2019. CMRSWC presented on building public awareness and the benefits of regional collaboration at the following events:

- EPA New England Soak up the Rain webinar titled “Working Together: Collaborative Stormwater Management in Central Massachusetts” (December 5, 2019)
  - New England Water Environment Association Annual Conference (Jan 2020)
  - Massachusetts Association of Conservation Commissions Annual Conference, presentation titled "NPDES MS4 Permit: How are Municipalities Complying with Permit Requirements?" (February 28, 2020)
- CMRSWC partnered with MassDEP to sponsor two 2020 Worcester Polytechnic Institute -Water Resource Outreach Center projects: 1) “Managing Stormwater Costs” and (2) “Promoting STEM Education on Watersheds & Stormwater in MA”.

### **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:

COVID-19 caused several issues for the Town, however, NPDES Permit requirements were still met for Year 2. The DPW was working with half of its staff in each Division, rotating every 2 weeks during most of the Spring of 2020. Water quality monitoring of the 6 ponds is routinely conducted in May every year; however, due to COVID-19, monitoring was not completed in May 2020 (monitoring continued as scheduled in July 2020). IDDE dry weather sampling was going to start in Spring of 2020 but due to COVID-19 and budget concerns we decided to push to July 2020. The Town has, so far, been able to continue normal funding of its Stormwater budget without cuts.

### **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

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

### **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
- 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
- Continue investigations of catchments associated with Problem Outfalls
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary

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

- Additional Public Education Messages
- Update SWMP and Public Review for Year 3
- IDDE Dry Weather Sampling Completion
- Stormwater Bylaw and Regulation Revised and Adopted
- Infrastructure/Outfall Improvements
- Begin Work on items due at the end of Year 4
- Activities required by Appendix H as identified in the SWMP.
- Other required BMPs not listed above but included in the SWMP:
- Annual Roadside Cleanup "A Cleaner Ayer"
- Maintain the Stormwater Hotline
- Promotion of Devens Household Hazardous Waste Collection
- Promotion of Mercury Waste Collection

## Part V: 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 Dan Van Schalkwyk  
DN: cn=Dan Van Schalkwyk, o=Ayer DPW,  
ou, email=dvanschalkwyk@ayer.ma.us,  
c=US  
Date: 2020.09.23 14:24:28 -0400 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.*