

# 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>

### Impairment(s)

- ☒ Bacteria/Pathogens
 ☐ Chloride
 ☐ Nitrogen
 ☐ Phosphorus  
☒ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

### TMDL(s)

- In State:**
☐ Assabet River Phosphorus
 ☐ Bacteria and Pathogen
 ☐ Cape Cod Nitrogen  
☐ Charles River Watershed Phosphorus
 ☐ Lake and Pond Phosphorus  
**Out of State:**
☐ Bacteria/Pathogens
 ☐ Metals
 ☐ Nitrogen
 ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

### Year 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:

Written O&M procedures for parks and open space, buildings and facilities, and vehicles and equipment and the municipal inventory have been developed. The Town planned to integrate these items into their SWMP, however, they did not complete their Permit Year 2 SWMP update as a result of the COVID-19 pandemic.

The Town plans to update their SWMP in Permit Year 3.

Due to the COVID-19 pandemic and lack of staffing resources and funding, the Town was not able to complete the MS4 system mapping, MS4 infrastructure operations & maintenance procedures, and a SWPPP for the Town's Department of Public Works Facility this Permit Year. These tasks are expected to be completed in Permit Year 3.

A SWPPP for the Town's Recycling and Transfer Station was developed in September 2015 under the Multi-Sector General Permit (MSGP) for Industrial Stormwater Dischargers. The Town maintains compliance with the SWPPP and MSGP with routine inspections and ongoing maintenance activities. The 2015 MSGP expired on June 3, 2020 and the Town will update the SWPPP and obtain permit coverage once EPA reissues the MSGP.

### 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:
- ☒ 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:

During Permit Year 1, the Town conducted IDDE and good housekeeping/pollution prevention training programs in June 2019, included staff from the DPW, Highway Department, Transfer Station, Sewer Department, and the Tree and Parks Departments. The Town could not conduct this training in June 2020 due to the COVID-19 pandemic.

The Town did not screen any outfalls during this Permit Year due to limited staff resources and budget constraints related to the COVID-19 pandemic. The outfall and interconnection inventory and priority ranking will be updated as needed upon completion of the Town's outfall screening program.

**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:

Due to the COVID-19 pandemic, the Town's informational pet waste "Scoop It" cards were not distributed at the Town Clerk's office during issuance or renewal of dog licenses and at veterinarian offices and businesses in the Town this Permit Year.

**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:

Due to the COVID-19 pandemic and lack of staffing resources, the Town was only able to sweep each Town-owned roadway and parking lot once this Permit Year.

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

### **Part III: Receiving Waters/Impaired Waters/TMDL**

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

☐ Yes

☒ No

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

## Part IV: Minimum Control Measures

*Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.*

### MCM1: Public Education

Number of educational messages completed **during 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:1A - General Stormwater Education**

Message Description and Distribution Method:

WaterSmart is a nonprofit partnership between the North and South Rivers Watershed Association (NSRWA) and 12 towns on the South Shore, including Hingham. WaterSmart produces educational stormwater materials for each of the four target audiences within the Town and hosts events focused around educating residents on ways to improve water quality throughout the community.

WaterSmart created a message about leaf litter to post on the NSRWA Facebook page in October. The post directed residents to avoid blowing, sweeping, or dumping leaf litter into storm drains, and explained the negative impacts leaves can cause within waterbodies. The Facebook post was boosted with a \$50 ad to specifically target Hingham residents.

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:

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#### **BMP:1A - General Stormwater Education**

Message Description and Distribution Method:

WaterSmart created a message about fertilizer use to post on the NSRWA Facebook page in May. The post explains to residents that phosphorus-containing fertilizers are harmful to waterways and are actually illegal to apply without obtaining a soil test to show that they are needed. The Facebook post was boosted with a \$50 ad to specifically target Hingham residents.

Targeted Audience: Residents

Responsible Department/Parties: Hingham DPW in partnership with NSRWA

Measurable Goal(s):

Prepare and distribute appropriate stormwater management messages on an annual basis.

The Facebook posting was viewed by 1,978 Hingham residents and had 207 engagements.

Message Date(s): May 13, 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:

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### **BMP:1A - General Stormwater Education**

Message Description and Distribution Method:

WaterSmart created a message about grass clippings to post on the NSRWA Facebook page in June. The post explains why residents should leave their grass clippings on their lawn instead of bagging them or dumping them into a storm drain, and the negative impacts grass clippings can cause within waterbodies. The Facebook post was boosted with a \$50 ad to specifically target Hingham residents.

Targeted Audience: Residents

Responsible Department/Parties: Hingham DPW in partnership with NSRWA

Measurable Goal(s):

Prepare and distribute appropriate stormwater management messages on an annual basis.

The Facebook posting was viewed by 13,960 Hingham residents and had 682 engagements.

Message Date(s): June 16, 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:

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### **BMP:1B - Displays for Businesses, Institutions and Commercial Facilities**

Message Description and Distribution Method:

Display posters with stormwater management tips in Town Hall at the Conservation Commission office. These posters serve as educational tools for proper stormwater management.

Targeted Audience: Businesses, Institutions, and Commercial Facilities

Responsible Department/Parties: DPW Superintendent and Conservation Commission - Senior Planner

Measurable Goal(s):

Update posters and displays with appropriate non-residential stormwater pollution control messages annually to provide diverse messages about stormwater management. The posters and displays were visible to the community until March 2020, when Town offices closed to the public as a result of the COVID-19 pandemic.

Message Date(s): July 2019 to March 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:

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### **BMP:1C – Message to Developers**

Message Description and Distribution Method:

A brochure titled “Construction Stormwater Pollution Prevention Guide” was created and delivered to all Town departments responsible for issuing permits; primarily the Building and Conservation Departments. These brochures were distributed to developers as they receive construction permits.

Targeted Audience: Developers (Construction)

Responsible Department/Parties: Hingham DPW in partnership with NSRWA, Building and Conservation Dep

Measurable Goal(s):

Prepare and distribute appropriate stormwater management messages to the local development community every 2 Years.

The Town of Hingham printed 1,500 of these brochures for distribution.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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### **BMP:1E – Press Release and 1H – Proper Septic System Management**

Message Description and Distribution Method:

The Town of Hingham and WaterSmart coordinated a press release related to proper septic system management. The release informed residents that their systems should be maintained every 3-5 years in order to keep them functioning properly and, as a result, minimize their impacts on surrounding water quality. The



press release was issued to the Town, The Globe, the Patriot Ledger, Wicked Local, and the Hingham Journal. The release was posted to the NSRWA's Facebook page in September and was boosted with a \$50 ad to specifically target Hingham residents.

Targeted Audience: Residents

Responsible Department/Parties: Hingham DPW in partnership with NSRWA, Conservation Commission – Se

Measurable Goal(s):

Submit one press release every spring and fall to highlight ongoing stormwater activities.

Deliver messages to residents regarding proper maintenance of septic systems.

The Facebook posting was viewed by 3,278 Hingham residents and had 162 engagements.

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:

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### **BMP:1E - Press Release**

Message Description and Distribution Method:

WaterSmart (including the Town of Hingham), in conjunction with NSRWA and Kennedy's Country Gardens, hosts an annual event every March called the Gardening Green Expo. This year's Gardening Green Expo took place on March 28, 2019 and had to be held virtually because of the COVID-19 pandemic. Press releases for the event were issued in the Globe, the Patriot Ledger, Wicked Local, and the Hingham Journal. More information about the Gardening Green Expo event can be found in the MCM2 section of this report.

Targeted Audience: General Public

Responsible Department/Parties: DPW Superintendent and Conservation Commission – Senior Planner

Measurable Goal(s):

Submit one press release every spring and fall to highlight ongoing stormwater activities.

Message Date(s): Spring 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:1F – Town Website Updates**

## Message Description and Distribution Method:

The Town's stormwater website has been updated to include various stormwater topics and educational materials as well as links to the Town's Stormwater Management Plan, the EPA's NPDES web page, and contact information for Town staff associated with the stormwater program. Educational topics on the website include proper pet waste disposal, fertilizer use, nutrient loading and green landscaping tips, household hazardous materials management, proper yard waste management, and more.

The Town's stormwater website can be accessed at: <https://www.hingham-ma.gov/330/Stormwater>

Targeted Audience: General Public

Responsible Department/Parties: DPW Superintendent and Website Manager

## Measurable Goal(s):

Promote stormwater awareness by posting key stormwater information on regulations and activities on the Town's website. Track hits with goals of increasing hits annually.

Message Date(s): Ongoing

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:1G – Pet Waste Management**

## Message Description and Distribution Method:

Due to the COVID-19 pandemic, the Town's informational pet waste "Scoop It" cards were not distributed at the Town Clerk's office during issuance or renewal of dog licenses and at veterinarian offices and businesses in the Town this Permit Year.

An article was written on "The Problem of Dog Waste on the South Shore." This article was sent to The Globe, the Patriot Ledger, Wicked Local, and the Hingham Journal. In addition, the article was posted to the NSRWA's Facebook page in September and was boosted with a \$50 ad to specifically target Hingham residents.

Targeted Audience: Residents and Businesses

Responsible Department/Parties: Hingham Town Clerk's Office in partnership with NSRWA

## Measurable Goal(s):

Update messages, disseminate with dog license paperwork, and post messages at public locations annually.

The Facebook posting was viewed by 8,156 Hingham residents and had 210 engagements.

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:

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**BMP:II Stormwater TV Broadcasts for General Public**

Message Description and Distribution Method:

Stormwater program updates were provided to the Board of Selectman meeting on September 5, 2019 and the presentation re-broadcasted on cable TV on September 30 and October 1, 2019.

Targeted Audience: General Public

Responsible Department/Parties: DPW Superintendent and Town Officials

Measurable Goal(s):

Continue broadcasting stormwater meetings, tips, and videos on local cable TV at least twice a year

Message Date(s): September 5, 2019, September 30, 2019, and October 1, 2019

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

Was this message different than what was proposed in your NOI? Yes ☐ No ☒

If yes, describe why the change was made:

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**BMP:Water All Around You Program**

Message Description and Distribution Method:

WaterSmart put on their popular “Water All Around You” annual program to Hingham public schools. Due to the COVID-19 pandemic, the school program had to be completed virtually this Permit Year. Environmental Educator Brian Taylor created videos with school program content for teachers to use with their students. The teachers were also given a Watershed Jeopardy game to play with their students and a packet of supplemental materials to go with the program. A press release went out to the Town, The Globe, the Patriot Ledger, Wicked Local, and the Hingham Journal. The program had 535 views on the school program web page.

Targeted Audience: Residents

Responsible Department/Parties: Hingham DPW in partnership with NSRWA, Hingham Public Schools

Measurable Goal(s):

Provide opportunities for school-aged residents to learn about water and stormwater.

Message Date(s): Spring 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 of Hingham made their SWMP available for review and comment at the Department of Public Works and posted on their website, at: <https://www.hingham-ma.gov/330/Stormwater>

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:**

The Town continues to operate their illicit stormwater discharge hotline at (781) 804-2437. Calls and requests that require further attention are put into the Town's work order system, which allows the Town to track their responses to these calls. During Permit Year 2, no calls were made to the hotline.

WaterSmart, in conjunction with NSRWA and Kennedy's Country Gardens, hosts an annual event every March called the Gardening Green Expo. During this event, residents can attend lectures on topics such as lawn care or sustaining bee and butterfly populations, view, learn about, and purchase rain barrels and composters, purchase a variety of plants, and more. This year's Gardening Green Expo took place on March 28, 2019, and had to be held virtually because of the COVID-19 pandemic. During the event, the Gardening Green Expo's web page received 2,399 views while residents placed orders for rain barrels, downloaded lists of water saving plants, watched video lectures, and could enter a raffle to win a custom water-saving garden design. 38 residents entered the drawing.

A press release regarding the sale of rain barrels went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Hingham Journal. Facebook posts were made on the NSRWA page and on the Hingham Connect page. Information about the sale also went out in the NSRWA E-newsletter to 7,800+ subscribers. Through this outreach, there were 7 rain barrels sold to residents of Hingham.

Various groups of students and young Hingham community members performed community service throughout the Town during this Permit Year. Approximately 203 volunteers from Hingham High School's

sports teams and classes, boy scout troops, the Plymouth River Green Team, and the Hingham Congregational Church Youth Group completed clean-up activities at several Town-owned schools, facilities, conservation areas, beaches, and parks.

### **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:

Due to the COVID-19 pandemic and lack of staffing resources and funding, the Town was not able to complete the MS4 system mapping this Permit Year. Mapping efforts are ongoing and are expected to be completed in Permit Year 3.

#### **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:*

To assist with the Town's stormwater infrastructure mapping, the Town performed closed-circuit television (CCTV) investigations of portions of the drainage infrastructure to evaluate the condition and identify any unmapped connections. During these activities, the Town reviews the locations of unmapped pipe connections not clearly connected to catch basins or other stormwater infrastructure to further investigate as part of the IDDE program. CCTV inspections were completed in the storm drain system along the following roads: Harborview Drive, Bradley Hill Road, Bremer Circle, South Street, Blue Sky Drive, Hobart Street, Main Street, Jordan Way, Weir Street.

Catchment investigations are anticipated to begin following the Permit Year 3 outfall screening and reprioritization activities.

**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:

During the Town's CCTV investigation of drainage infrastructure described above, the Town discovered an illicit discharge from a resident's washing machine. The illicit discharge was removed upon discovery.

Future removal of illicit discharges are to be conducted in upon verification of an illicit discharge.

### **Employee Training**

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

During Permit Year 1, the Town conducted IDDE and good housekeeping/pollution prevention training programs in June 2019, included staff from the DPW, Highway Department, Transfer Station, Sewer Department, and the Tree and Parks Departments. The Town could not conduct this training in June 2020 due to the COVID-19 pandemic.

### **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:

### **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:

The Town of Hingham requires the submission of as-built plans prior to the issuance of a Certificate of Compliance for the project. If any drainage or stormwater infrastructure was constructed as part of the project, a Long-Term Operation and Maintenance Plan must be submitted. The project-specific Certificate of Compliance will include the following statement (as modified for each project):

"It is the sole responsibility of the owner of record to maintain drainage structures at all times. The property owner shall comply with the approved Long-term Operation and Maintenance Plan, submitted by \_\_\_\_ on DATE. The property owner is also responsible for retaining records of the maintenance and cleaning for review by the Commission. This condition shall apply in perpetuity and shall not expire with the issuance of a Certificate of Compliance."

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

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

To be developed in future permit years.

### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

To be developed in future permit years.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

To be developed in future permit years.



## 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:

If necessary, schedule adjustments will be made to prioritize catch basins located at known problem areas (low spots) and near construction activities (roadway construction, residential, commercial, or industrial development). If inspections and maintenance activities indicate excessive sediment and debris loading (i.e. the sump is more than 50% full during two consecutive routine inspections/cleanings), these catch basins will be marked for more frequent cleaning. Where necessary, street sweeping will be utilized to aid in minimizing catch basin sediment loading.

### **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:
- ☒ 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:

**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:

**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:



## 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.

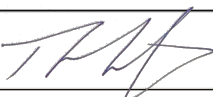
Name:

Tom Mayo

Title:

Town Administrator

Signature:



Date:

09/24/2020

*[Signatory may be a duly authorized representative]*