

**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 procedures to require submission of as-buils are being developed as part of SW rules and regs. We will continue our existing practice of requiring the submission of long term operation and maintenance as conditions for approvals for special and subdivision permits and as-buils for street acceptance.

See MCM5 for more information regarding the progress made for developing a regulatory mechanism for the as built drawings and long term maintenance of BMPs.

### 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:

*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: Gas, Oil, and Grease...Oh My! Do Your Part to Stop Spills and Leaks at the Source**

Message Description and Distribution Method:

Shared a Think Blue Massachusetts Industrial Spill Prevention Flyer on the Town's website. Normally, flyers were also handed out at annual festivals, but due to COVID 19, the festivals were canceled.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The web page was viewed a total of 267 times, with an average view time of 3 minutes and 21 seconds

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: Stop Erosion in its Tracks to Keep Our Waters Clean**

Message Description and Distribution Method:

Shared a Think Blue Massachusetts Construction Erosion Control Flyer on the Town's website. Normally flyers were also handed out at annual festivals, but due to COVID 19, the festivals were canceled.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The web page was viewed a total of 267 times, with an average view time of 3 minutes and 21 seconds

Message Date(s): On 10/3/2019 the flyer was posted to the web site.

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: Resident Message - Stormwater pollution is trash, oil, cigarette butts, & dog waste.**

Message Description and Distribution Method:

This BMP was an educational advertisement that ran to help viewers visualize stormwater pollution from motor oil, pet waste, and trash. The distribution was via Facebook and Instagram sponsored video, and YouTube pre-roll advertisements online. All members of the CMRSC were able to track impressions of their ads. Think Blue Massachusetts "Fowl Water" video (<https://www.thinkbluemassachusetts.org/>)

Targeted Audience: Residents

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

Measurable Goal(s):

The number of Impression for each platform were tracked.

Holden received the following impressions:

Facebook/Instagram- 25,994

YouTube- 25,675

Over 13 Million impressions across Massachusetts

Message Date(s): May 16th to June 5th, 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:

This was an additional educational message over the minimum requirements. The Town was not aware of this BMP while we were preparing the NOI.

**BMP: Proper lawn maintenance**

Message Description and Distribution Method:

ThinkBlue Massachusetts shared posts on Facebook in the spring encouraging the proper use and disposal of grass clippings and encouraged the proper use of slow-release fertilizers.

Targeted Audience: Businesses, institutions and commercial facilities; Residents

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): Nov 1, 2019; April 28 & 30, 2020; May 14 & 22, 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:

This was an additional educational message over the minimum requirements. The Town was not aware of this BMP while we were preparing the NOI.

**BMP:Annual pet waste message - Scoop the Poop**

Message Description and Distribution Method:

Think Blue Massachusetts shared posts on Facebook in summer to encourage the proper management of pet waste.

Targeted Audience: Residents

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): July 17, 2019; Aug 14, 2019; April 9, 14, & 16, 2020; May 13, 18, 28 & 29, 2020; June 2, 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:

This was an additional educational message over the minimum requirements. The Town was not aware of this BMP while we were preparing the NOI.

**BMP:Annual septic maintenance message**

Message Description and Distribution Method:

Think Blue Massachusetts shared posts on Facebook regarding Septic Smart week to provide information to owners of septic systems about proper maintenance.

Targeted Audience: Residents

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

## Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): September 16, 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:

This was an additional educational message over the minimum requirements. The Town was not aware of this BMP while we were preparing the NOI.

**BMP: Annual winter deicing/salt message**

## Message Description and Distribution Method:

Think Blue Massachusetts shared posts on Facebook regarding road salt application for residential, commercial, & industrial site owners on the proper storage and application rates of winter deicing material

Targeted Audience: Businesses, institutions and commercial facilities; Industrial; Residential

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

## Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): Nov 14, 2019; Dec 5, 9, 13, 17, 18, 16, & 24, 2019; Jan 7, 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:

This was an additional educational message over the minimum requirements. The Town was not aware of this BMP while we were preparing the NOI.

**BMP: Resident Message - Stormwater pollution is trash, oil, cigarette butts, & dog waste.**

## Message Description and Distribution Method:

This BMP was an educational advertisement that ran to help viewers visualize stormwater pollution from motor oil, pet waste, and trash. The distribution was via Facebook and Instagram sponsored video, and YouTube pre-roll advertisements online. All members of the CMRSC were able to track impressions of their ads. Think Blue Massachusetts "Fowl Water" video (<https://www.thinkbluemassachusetts.org/>)

Targeted Audience: Residents

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

Measurable Goal(s):

The number of Impression for each platform were tracked.  
Holden received the following impressions:  
Facebook/Instagram- 4,055  
YouTube- 10,775  
Over 7 Million impressions across Massachusetts

Message Date(s): July 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:

This was an additional educational message over the minimum requirements. The Town was not aware of this BMP while we were preparing the NOI.

### **BMP: Scope your Poop Brochures**

Message Description and Distribution Method:

The flyer with the "Scope your Poop" provided by the CMRSWC, was printed and given to the Town Clerk's office to distribute to residents when they mailed the dog registrations..

Targeted Audience: Residents

Responsible Department/Parties: DPW and Town Clerk

Measurable Goal(s):

1500 were printed, and 500 were kept to distribute as needed.

Message Date(s): Brochures were printed in February, 2020 and began distributing in 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:

This was an additional educational message over the minimum requirements.

### **BMP: Annual message - Proper lawn maintenance**

Message Description and Distribution Method:

CMRSWC shared a message on Twitter encouraging the proper use and disposal of grass clippings and encouraged the proper use of slow-release fertilizers.

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: Annual leaf litter message - Leaf litter & brush collection**

Message Description and Distribution Method:

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: Annual pet waste message - Scoop the Poop**

Message Description and Distribution Method:

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): August 9, 2019; October 2, 2019; October 14, 2019; 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:

This was an additional educational message over the minimum requirements.

**BMP: Annual septic maintenance message**

Message Description and Distribution Method:

CMRSWC shared a message on Twitter messages regarding Septic Smart week to provide information to owners of septic systems about proper maintenance.

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): September 12, 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:

This was an additional educational message over the minimum requirements.

**BMP: Annual leaf litter message - Leaf litter & brush collection**

Message Description and Distribution Method:

Think Blue Massachusetts shared posts on Facebook in Fall to encourage proper disposal of leaf litter.

Targeted Audience: Residents

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 300 followers and averages approximately 3,000 reaches per month.

Message Date(s): Sep 26 & 27, 2020; Oct 1, 8, & 11, 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:

This was an additional educational message over the minimum requirements.

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 plan is publicly available on the the Town Website with a comment section for residents to ask questions and send comments. On August 19, 2019, the DPW held a public opportunity to review and comment on the SWMP during the Board of Selectmen (BOS) Meeting. The DPW used this time to present the new MS4 requirements and plans to fulfill them. The SWMP has been posted on the Town website with an option for residents to comment or ask questions. The latest revision to the SWMP is posted on the web. A second SWMP meeting will be held in Fall 2020 to update the Town on the revisions and additions to the SWMP.

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:**

CMRSWC members participated in public outreach and involvement at the following public events in Year 2 of the permit:

- Holden Truck Day (July 25, 2019)
- Holden Days (August 24, 2019)

As a result of the COVID-19 pandemic, The Town of Holden and CMRSWC halted participation in public events for 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:

The Town has mapped approximately 30% of the existing drainage pipe using record drawings.

**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:

<https://www.holdenma.gov/department-of-public-works/pages/stormwater-information>

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:

No catchment investigations have been performed during this reporting period. The data will be available as an appendix to the online IDDE Plan

### **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:

No IDDEs were identified 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 a training workshop sponsored by CMRSWC on May 5, 2020 remotely via GoTo Meeting. The workshop was originally intended to be in person but was adapted to virtual workshops due to COVID-19. The workshop trained the Town 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.centralmastormwater.org/toolbox/pages/2020-idde-workshop-ms4-assistance-grant

Records of attendees are maintained in the IDDE Plan.

### **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:

All Site plans reviews are required and approved prior to the start of any construction. In addition to subdivision and commercial site plans, any disturbance greater than 20,000 s.f. requires a site plan review. Plans are reviewed for proper stormwater management, including erosion control methods and practices, achieving the Massachusetts Stormwater Handbook standards, MS4 requirements, encouraging LID and green infrastructure.

The number of inspections completed is an estimate based on field reports of subdivisions by third party consultants hired by the Town, and other inspections by DPW for other projects during key construction activities for residential and commercial construction projects. Key activities include, that establishment of erosion controls, construction of BMPs, field visits after heavy rain events, installation of all utilities, and street paving.

The Conservation Commission Agent inspects the erosion control barriers, before and during the construction of sites to ensure that they are installed properly, in the locations as shown on the approved plans and maintained during the construction process.

The enforcement orders were issued by the Conservations Commission for unauthorized work in the 100-foot buffer. Work associated with the enforcement orders were required to stop work immediately and stabilize the sites. Vegetation was restored and planting were required.

### **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:

On June 29, 2020, the Town voted to approve Article XXIV - Stormwater Management Bylaw. The Bylaw applies to any land disturbance activity greater than 20,000 sq.ft. or more than 5,000 sq. ft of new impervious area. Activities subject to the Bylaw requires a Land Disturbance Permit. The Land Disturbance Permit includes the requirements of the latest versions of the MA Stormwater Handbook and the MS4 Permit. As part of the Land Disturbance Permit, the DPW, with assistance from a third party consultant, is in the process of drafting new Stormwater Management Rules and Regulations. The Stormwater Management Rules and Regulations will include requirements for submission of as-built drawings and long term operation and maintenance of construction sites. It is expected that the Stormwater Management Rules and Regulations will be adopted and become effective this calendar year.

The requirement of as-built drawings are currently included with the existing subdivision approval and street acceptance procedures. As-built drawings of BMPs, revised calculations (if necessary) and field inspections are part of the review process to ensure the constructed site is in compliance with the Massachusetts Stormwater Handbook and the MS4 permit.

As part of the approval for Definitive Subdivision plans and the street acceptance plans, the Planning Board conditions the approval contingent upon a written agreement between the developer or home owners association to ensure the long term operations of BMPs.

### **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:

As part of the revisions to the existing Subdivision Rules and Regulations, the current draft proposes to reduce the required pavement width from 28' to 24' to help reduce the amount of impervious area.

The DPW will continue to assess street designs and parking lot regulations and expect to have it completed before year 4 of the permit.

### **Green Infrastructure Report**

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

The existing Subdivision Rules and Regulations and the new Stormwater Management Rules and Regulations are being evaluated to determine the feasibility of practices that encourage green infrastructure.

### **Retrofit Properties Inventory**

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

The DPW will develop an inventory of at least 5 Town-owned properties that could potentially be modified or retro-fitted with BMPs designed to reduce the frequency, volume and pollutant loads of stormwater discharges through the reduction of impervious area.

## 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:  [Select Units]

*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:

The Town has contracted with a third party company to clean all the catch basins in Town this fall. The contract is required to use an online form to track the number of basins, location of basin, invert and sump depths, and other pertinent information for each location. This will be used to help identify where the largest amounts of sediment build up occur, and determine if any become more than 50% full after the next round of catch basin cleanings.

### **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:  [Select Units]

### **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:

During the inspection of the Adams Rd Garage, it was noticed that there was a stock pile of sand/salf mix that is used for winter maintenance. The Garage is now covering any outside stockpiles of salt and sand.

**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:

The oil/water separator for Adams Road, Public Safety Building, and Municipal Light Department have been

cleaned.

The Town of Holden is a member of the Central Massachusetts Regional Stormwater Coalition (CMRSWC). CMRSWC was awarded an Environmental Merit Award from EPA Region 1. Each participating community, including Holden, was recognized as part of the award. The award was presented 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:

### **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:  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.*

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