

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:

All of the unchecked items were part of a proposal for outside consulting that was ultimately not funded by City Council. The City does not have in-house resources to complete this work, so DPW will request funds to complete this work in Permit Year 3, along with additional Permit Year 3 requirements. once the DPW

facility SWPPP inspection is completed, the Plan will include recommendations to address uncovered sand and salt storage.

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:

Due to COVID-19 restrictions, it was not possible to gather DPW personnel for IDDE Training in the spring of Permit Year 2. A prerecorded IDDE training will be prepared for DPW employees to view in small groups or individually.

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:

Phosphorus, Solids, Metals Good Housekeeping: All streets are swept at least once annually, and priority areas are swept twice annually. The town anticipates increasing the street sweeping frequency in target watersheds in future Permit Years to meet phosphorus, solids, and copper impairment requirements, dependent on available resources.

Year 1 Requirement, Phosphorus Potential Structural BMPs. The City improved mapping of structural BMPs in Permit Year 2 and applied for an MVP Action Grant for funding to develop a program to inspect these BMPS and determine sizing information, pollutant removal, maintenance needs/schedule by BMP type, and other key information to meet this requirement. Funding was not awarded and the City plans to make progress with City BMPs in Permit Year 3.

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:

Solids, Oil and Grease (Hydrocarbons), or Metals, Catch Basin Prioritization: During Permit Years 1 and 2, data was collected during catch basin cleanings using an iPad application and some paper forms. Due to lack of funding, the City will develop the Good Housekeeping Program Plan in Permit Year 3 to formalize and improve catch basin cleaning and inspection SOPs. In Permit Year 3, the DPW will determine how many catch basins require additional cleaning and at what frequency; SOPs will be implemented.

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:

The impairments included in the Town's original NOI submission were based on the Massachusetts Year 2014 Integrated List of Waters approved on February 23, 2016. On January 2, 2020 the 2014 list was replaced with the approval of the Massachusetts Year 2016 Integrated List of Waters. The 2016 list includes the following changes to Methuen's waterbodies:

- Spicket River (MA84A-10): Mercury in Water Column impairment was removed. Nutrients was added.
- Forest Lake (MA84014): Aquatic Plants was removed.

No changes to the outfall inventory were made in Permit Year 2.

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: Education and Outreach to Residents (Multi-media Methods)

Message Description and Distribution Method:

Multiple brochures and flyers on proper pet waste management and septic system maintenance are posted on the City's website. These brochures were used to satisfy the pet waste education requirement per Appendix H for discharges to waters impaired for phosphorus and bacteria/pathogens. City began distribution the MassDEP "Dog Waste and Surface Water Quality" brochure to pet owners with dog licenses in Permit Year 2.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The brochures and flyers are available to all visitors on the City's website.

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: Education and Outreach to Residents (Multi-media Methods)

Message Description and Distribution Method:

Multiple brochures and flyers on proper usage of slow-release fertilizer are posted on the City's website. Additionally, announcements for City leaf and yard waste pickup were posted on the City's website and Facebook page in the Fall and Spring. These materials were used to satisfy the annual Spring and Fall messaging requirements per Appendix H for discharges to waters impaired for phosphorus

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The brochures, flyers, and announcement are available to all visitors on the City's website and the 7,200 people that follow the City of Methuen's Facebook page. The September 11, 2019 Yard Waste Collection Announcement had 45 Likes, 28 Comments, and 102 shares. Similar metrics are available for other posts.

Message Date(s): Ongoing; Facebook posts were published on 9/11/2019 and 3/18/2020

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:Education and Outreach to Residents (Multi-media Methods)

Message Description and Distribution Method:

A message to residents on stormwater topics of significance such as identifying and reporting illicit discharges and illegal dumping, pesticide and fertilizer use, sweeping walkways after snow melt, and auto care were included in the 2019 Water Quality Report. Additionally, information about the NPDES permit program was included. https://www.cityofmethuen.net/sites/g/files/vyhli886/f/uploads/2019_water_quality_report.pdf
Print copies are also available at City Hall, Engineering Dept.

Targeted Audience: Residents; Businesses, Institutions, Commercial Facilities; Industrial Facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

The 2019 Water Quality Report is available to all visitors on the City Water Department's website and the audience is intended to be all water customers.

Message Date(s): 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:Education and Outreach to Residents (Multi-media Methods)

Message Description and Distribution Method:

The DPW maintains "Mutt Mitt" stations at Riverside Park that include messaging regarding proper disposal of pet waste.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Maintain signage and supplies for collection and disposal of pet waste. Keep trash barrels from being full.

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:

BMP:Education and Outreach to Residents (Multi-media Methods)

Message Description and Distribution Method:

The Mayor hosted a Stormwater Informational Workshop on the City of Methuen and MCTV Facebook Live on May 14, 2020 which discussed the City's efforts to comply with stormwater requirements and provided residents with an overview of the 2016 MS4 General Permit requirements and new City ordinances. Emily Scerbo of Tighe & Bond and Laura Schifman, MassDEP Stormwater Coordinator presented and answered questions with City staff.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

The livestream had 1,000+ view the week it was aired per MCTV archive/Facebook.

Message Date(s): May 14, 2020 and subsequent access on City webpage and MCTV website.

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:Education and Outreach to Residents (Multi-media Methods)

Message Description and Distribution Method:

On August 3, 2020, the City's Engineer and Environmental Planner/Energy Manager went on MCTV "Working for You" program to discuss the City's Energy/Environment Program and included Stormwater Management in this discussion.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

The show was shown on the Government Channel Comcast 8/ Verizon FIOS 32 on Wednesdays at noon, Saturdays at 9 am and Sundays at 5 pm. Can also be found On Demand. <https://methuen-ma.viebit.com/player.php?hash=uQMDZiQbbZbL>

Message Date(s): August 3, 2020 (Permit Year 3)

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:Education and Outreach (multi-media methods)

Message Description and Distribution Method:

On behalf of the members of the Merrimack Valley Stormwater Collaborative, Think Blue Massachusetts ran an educational advertising campaign from June 23rd to July 12th, 2019. The "Fowl Water" video advertisement helps viewers visualize stormwater pollution from motor oil, pet waste, and trash become stormwater pollution. This advertisement was used as a sponsored video on Facebook, Instagram, and YouTube.

Targeted Audience: Residents

Responsible Department/Parties: Merrimack Valley Stormwater Collaborative

Measurable Goal(s):

Methuen had 117,955 Facebook/Instagram impressions and 30,810 YouTube impressions for a total of 148,764 impressions. Full survey results can be found at: <https://www.thinkbluemassachusetts.org/ms4-communities>

Message Date(s): June 23- July 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:

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 Stormwater Management Plan (SWMP) was posted for public review and made publicly available on the Town's website. There is contact information provided along with the plan for the public to provide feedback. Additionally, the Town posted a link to their stormwater page on Facebook on May 19, 2020. The Stormwater Program requirements, stormwater Ordinances, and request for funding was presented at the April 6 City Council Special Meeting and discussed again at the April 21 City Council meeting. These meetings were open for public participation through Zoom and broadcast live (cable TV and online live).

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:**

- A Household Hazardous Waste Collection Day was held on April 18, 2020 by the City of Methuen Department of Public Works.
- The City of Methuen allowed residents to dispose of Christmas trees in two different City locations during the entire month of January.
- A volunteer group known as Keep Methuen Beautiful organizes community clean up events and maintains an active Facebook group to keep Methuen's roadways and waterways clean.
- The City sponsors and participates in events held by the Clean River Project, a non-profit organization dedicated to the cleaning and preservation of rivers, lakes, and streams. Events are held in Methuen to help clean the Merrimack River.
- The City's DPW personnel participate in the Merrimack Valley DPW/Stormwater Collaborative and attended most of the monthly meetings. These meetings included the following topics: local MS4 planning efforts, grant opportunities, good housekeeping, and workplace safety.

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 City has made significant progress in mapping of the stormwater system for Phase I and Phase II requirements and developing a GIS base map of outfalls, catch basins, drainage manholes, receiving waters, and known connectivity. Phase I mapping reflects the location of City drainage to the best of our knowledge and was developed from record drawings, field assessments, and institutional knowledge. Mapping updates are ongoing and the City is improving data collection practices in DPW operations.

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:

Not Applicable

*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 City has not identified any problem catchments. In 2004, the City retained CDM to inspect and screen all known outfalls. At that time 7 of the 500 screened were found to have elevated fecal coliform. In 2008, the City and consultants investigated these 7 catchment areas using drain inspection procedures developed by Boston Water & Sewer Commission, including dye testing to confirm one suspected cross connection. Additional work was completed to address suspected illicit discharges; however it is unclear is confirmatory

sampling was conducted. This will need to be addressed as part of the IDDE Program.

IDDE Progress

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

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

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

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018).***

Total number of illicit discharges identified:

Total number of illicit discharges removed:

Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

Employee Training

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

- The City's Environmental Planner/Energy Manager completed the EPA-Webinar: Community Buy In for Stormwater Funding training on 6/11/2020.

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:

In addition to the 18 construction inspections noted, City staff routinely check on sites. For the "Preserve Methuen" development, the City's peer review consultant (TEC) provided Planning with routine construction inspection reports. Construction is ongoing and currently reports are submitted weekly.

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 requirement of submission of as-built drawings to ensure long term operation and maintenance of completed construction sites has been met through the adoption of Chapter 30 of the City's Municipal Code: Stormwater Management and Erosion Control Ordinance.

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:

Preparation for the Street Design and Parking Lots Report has not yet begun as this requirement is due in Permit Year 4.

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:

Preparation for the Green Infrastructure Report has not yet begun as this requirement is due in Permit Year 4.

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:

Preparation for the Retrofit Properties Inventory has not yet begun as this requirement is due in Permit Year 4.

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:

N/A: Because Methuen has only been tracking this data for the last two permit years, the City will need to review data collected and develop improved SOPs.

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:

City Code Updates: The City spent significant effort to adopt two Ordinances in Permit Year 2: Chapter 29 - Ordinance Governing Illicit Connections and Discharges to the Municipal Storm Drain System and Chapter 30 - Ordinance Governing Stormwater Management and Erosion Control. These were adopted on May 19, 2020 after a first reading on April 21. Both became effective on June 18, 2020. Regulations for Chapter 30 have been drafted and will be adopted by the Conservation Commission in Permit Year 3.

City Stormwater Working Group. The City has held many meetings in Permit Year 2, involving the Mayor's office, to meet permit requirements and improve the program. The Working Group includes DPW, Engineering, Department of Economic & Community Development, and Conservation. Meetings were held on January 29, February 24, March 26, 2020.

The City has struggled to identify a dedicated source of funding for stormwater management, as such they submitted an SRF Asset Management Planning Grant for \$150,000 (total project budget is \$250,000) that will include the following MS4 program requirements:

- Develop an inventory of the City's facilities
- Continue data collection for outfalls and catch basins that will be included in Phase II mapping.
- Conduct catchment investigations
- BMP retrofit assessment
- Inspect municipal BMPs and maintenance needs
- Develop educational materials
- Funding Analysis
- Conduct a condition assessment of the stormwater system which will help update the outfall and interconnection priority ranking
- Prepare Asset Management Plan

The proposed timeline for this work will begin in December 2021. It is anticipated that the updates will be completed in Permit Year 5 (FY 2023).

List of Grant Recipients Published (Final IUP) - January 2021

Notice to Proceed - December 2021

Grant/Financing Agreement - March 2022

Develop of Inventory in GIS - March to April 2022

Field Condition Assessment - May to September 2022

Drainage Improvement Needs and BMP Retrofit Assessment - May to September 2022

Public Education - November 2022

Funding Analysis - October to December 2022

Asset Management Summary Report - January 2023

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:

The City acknowledges the Permit Year 3 requirements in the General Permit and intends to complete as many activities as possible based on funding, staff availability, and City support.



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

MassDEP: 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.