

**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:

The Town has developed written procedures to require the submission of as-built drawings and ensure the long-term operation and maintenance of stormwater BMPs, which have been incorporated into the Town's stormwater bylaw, Chapter 13.15 of the Millbury Municipal Code. These updates were adopted at a Town

Meeting held on June 23, 2020, and the updated stormwater bylaw was attached to the SWMP. While referenced in the SWMP, the detailed written catchment investigation procedures were incorporated into the Town's IDDE Plan, not the actual SWMP. The IDDE Plan and the SWMP are currently two separate documents. A written SWPPP was developed for the Town's DPW Facility and the Transfer Station. However, these are both separate standalone documents and the complete documents were not incorporated into the written SWMP, although again, they are referenced in this document.

### 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:

The Town completed annual training to employees on the IDDE Program on August 1, 2019. The Town had hoped to provide a second training towards the end of the permit year, but the Town was not able to complete this training due to the effects of COVID-19. The Town has developed the materials necessary to conduct these trainings, and will hold the training again once it is deemed safe to do so.

Some public engagement and participation activities, such as the annual waterbody and roadside cleanup days, could not be held during Permit Year 2 due to COVID-19. These BMPs will resume in Permit Year 3 assuming it is safe to do so.

### **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:

The Town was unable to sweep every street located within the MS4 regulated area twice during the reporting period. The Town does all of their street sweeping in-house. The Town did sweep every street at least once, and did sweep selected streets adjacent to impaired water bodies and in response to emergencies/complaints a second time during the reporting period. The Town has recently been able to hire additional operations staff and is now in a better position to be able to sweep streets in regulated areas twice per year during Permit Year

3.

The inventory of Town-owned structural BMPs was completed in Permit Year 2. The Town will begin tracking the estimated phosphorus removal from its BMPs in future years according to permit requirements. As the Town moves forward in developing their Lake Phosphorus Control Plan, they will begin to track and estimate the amount of phosphorus removed by structural BMPs existing or installed in regulated areas tributary to those receiving waters with phosphorus TMDLs, including reporting on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year in each annual report. Since the Blackstone River is impaired for phosphorous, and does not currently have an approved TMDL, the Town is also subject to the requirements of Appendix H. Appendix H requires the Town to track and estimate the amount of phosphorus removed by structural BMPs installed as a result of the retrofit inventory conducted as part of the Phosphorus Source Identification Report required for the Blackstone River, which is due in Permit Year 4. As dictated by the permit, at least one structural BMP must be installed by the end of Permit Year 6. The Town will again report on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year for any BMPs installed in accordance with the Phosphorus Source Identification Report.

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

#### Annual Requirements

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

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

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

The Town developed a map entitled "Street Sweeping Areas of Concern" during Permit Year 2 that indicates those areas requiring more frequent street sweeping due to higher potential pollutant loads. The Town generally sweeps all streets located adjacent to receiving water bodies that are impaired twice per year. The Town anticipates being able to sweep all streets located in catchments tributary to phosphorous-impaired water bodies twice per year in Permit Year 3.

The Town continues to work to collect data to build the required Catch Basin Optimization Plan to ensure that no catch basin sump is more than 50% full at any given time. As additional data is collected, catch basin cleaning schedules will continue to be adjusted accordingly to meet this requirement as resources allow. Catch basins in catchment areas tributary to water bodies impaired for solids, oil and grease will be prioritized for inspection and maintenance in that plan.

### **Lake and Pond Phosphorus TMDL**

- Completed Legal Analysis

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

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

In addition to completing all Phase I mapping and developing an operation and maintenance plan for the MS4, Millbury cleaned their Stormceptors or similar proprietary stormwater treatment structures during the reporting period. This maintenance effort will improve the drainage system's function and reduce the amount of sediment and other pollutants discharged to receiving waters.

### 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 list of outfalls and their receiving waters was updated during Permit Year 2 as part of the completed dry-weather outfall screening and sampling. The updated list of receiving waters and outfalls is included in Section 1 of the Town's SWMP. During the reporting period, the list was updated to more accurately reflect outfall ownership and regulated status.

## 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: Brochures/Pamphlets**

Message Description and Distribution Method:

The Town posted four flyers developed by ThinkBlue Massachusetts specifically targeted to businesses, institutions, and commercial facilities on its stormwater website during the reporting period. The subject of the flyers include lawn and garden tips, stormwater runoff at gas stations, parking lot maintenance, and proper waste disposal. The lawn & garden tips flyer also provides information for proper fertilizer use, which meets requirements for phosphorus-impaired waterbodies. The flyers can be found at the following link: <https://www.millbury-ma.org/public-works/pages/ms4-stormwater>

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: Brochures/Pamphlets**

Message Description and Distribution Method:

The Town posted two flyers developed by ThinkBlue Massachusetts specifically targeted to developers and construction site operators to its stormwater website during the reporting period. The topics covered by the flyers include reducing stormwater runoff during construction and sediment & erosion control. The flyers can be found at the following link: <https://www.millbury-ma.org/public-works/pages/ms4-stormwater>

Targeted Audience:

Responsible Department/Parties:



Measurable Goal(s):

This flyer was posted to the Town's website, making it accessible year-round.

Message Date(s): FY2020

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: Leaf Litter Message - Website**

Message Description and Distribution Method:

The Town maintained a webpage entitled "Be a Leaf Hero" during the reporting period, which provides multiple tips for residents to properly control leaf litter and includes information from ThinkBlue Massachusetts. The website can be located at this link: <https://www.millbury-ma.org/public-works/pages/be-leaf-hero>

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

By posting this information to their website, the Town made it readily accessible year-round.

Message Date(s): FY2020

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: Septic System Message - Website**

Message Description and Distribution Method:

The Town maintained the SepticSmart flyer developed by EPA on its stormwater website during the reporting period. The flyer can be found at this link: [https://www.millbury-ma.org/sites/g/files/vyhlif4706/f/uploads/septic\\_smart\\_flyer.pdf](https://www.millbury-ma.org/sites/g/files/vyhlif4706/f/uploads/septic_smart_flyer.pdf)

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

This flyer was posted to the Town's website, making it accessible year-round.

Message Date(s): FY2020

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: Pet Waste Flyer**

Message Description and Distribution Method:

The Town maintained a flyer developed by ThinkBlue Massachusetts entitled "Do Your Doody for Clean Water" on its stormwater webpage during the reporting period. This flyer encourages residents to pick up after their dogs and explains the negative impact dog waste can have on water quality.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

This flyer was posted to the Town's website, making it accessible year-round.

Message Date(s): FY2020

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: Pet Waste Brochure**

Message Description and Distribution Method:

The Town of Millbury developed a brochure entitle "Dog Waste and Surface Water Quality" during permit year 1. During the reporting period, the brochure was maintained on the "Dog License Information" website along with the Town's required dog licensing form and portal to pay dog licensing fees. This website can be found at the following link: <https://www.millbury-ma.org/town-clerk/pages/dog-license-information>

Targeted Audience: Residents

Responsible Department/Parties: DPW, Town Clerk

Measurable Goal(s):

Since this message is posted on the same page that residents must visit to renew their dog licenses, it is visible to the 1,000+ dog owners in the Town of Millbury.

Message Date(s): FY2020

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: Green Infrastructure Flyer**

Message Description and Distribution Method:

The Town developed and posted a flyer to its website entitled "Interested in Doing Your Part? Clean Water Can Start With You" to residents during the reporting period. The flyer includes information on small-scale green infrastructure projects that homeowners can implement, such as rain gardens, a pervious paver driveway/patio, and rain barrels. Links to instructional videos are also provided on the flyer. The flyer is posted at this location: [https://www.millbury-ma.org/sites/g/files/vyhlf4706/f/uploads/residential\\_clean\\_water.pdf](https://www.millbury-ma.org/sites/g/files/vyhlf4706/f/uploads/residential_clean_water.pdf)

Targeted Audience: Residents

Responsible Department/Parties: Planning & Development

Measurable Goal(s):

The flyer was posted on the Department of Planning and Development's website, making it accessible to residents year-round.

Message Date(s): FY2020

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

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The original SWMP, along with the Year 1 Annual Report, was posted to the Town's website and available for public review during the entirety of Permit Year 2. The updated SWMP was posted to the Town's website for public review. In addition to posting the SWMP to the Town's website, a presentation on the Town's efforts to comply with the MS4 permit was given at a public meeting of the Board of Selectmen on February 25, 2020. The presentation included background information on stormwater systems and the MS4 Permit, emphasized the importance of developing a capital improvement plan for stormwater, and provided information on a stormwater enterprise fund and how the Town could potentially use one to fund its stormwater needs in the future. Between the Board of Selectmen and the Finance Committee, up to an additional 10 meetings were held where the Town's MS4 Permit Program was discussed, and residents had the opportunity to contribute to a discussion on its development and implementation as the Town worked to develop a funding solution for stormwater needs.

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:**

Millbury provided multiple opportunities for public involvement and participation during this reporting period. The DPW continues to collect yard waste and brush in the fall and the spring, setting up a chipper and allowing residents to drop off brush for half a day on Saturday four times per year. Yard waste disposal is available at the Transfer Station on Tuesday through Saturday, 7am to 3:30pm for residents with stickers, is free to the elderly, and prevents significant amounts of grass clippings, lead litter, and other potential contaminants from entering the MS4.

While no formal Earth Day clean-up could be held due to the impacts of COVID-19, the Town hired local students to assist with roadside clean-up work during the summer. The efforts of these crews helped prevent litter and other debris from entering the MS4 and reaching nearby receiving waters.

The Town of Millbury is currently utilizing funding received through an MVP Action Grant, Complete Streets Construction Grant, MA DEP Section 319 Grant, and others to redevelop its downtown. The "Armory Village Revitalization Project" includes repaving, expanding sidewalks, incorporating bump outs to improve the streetscape, planting street trees, and upgrading the drainage system to use more green infrastructure. As part of this project, which is currently under construction, the Department of Planning and Development held a virtual public meeting on June 24, which was properly noticed with flyers and an article published in the Millbury-Sutton Chronicle on June 15. The meeting included a presentation on the project funding sources, progress made to-date, and the specific green infrastructure improvements, such as rain gardens and flow-through planters, that will be installed. Additional flyers and fact sheets about green infrastructure and bump outs related to the project were also posted to the Planning Department's website during the reporting period.

Millbury continued to participate in the Central Massachusetts Regional Stormwater Coalition (CMRSWC), which ran an educational advertising campaign through ThinkBlue Massachusetts from May 16 to June 5, 2020. Facebook and Instagram sponsored videos and YouTube pre-roll ads were used to help viewers visualize how trash, pet waste, and motor oil become stormwater pollution. While ad impressions targeted members of all communities in the CMRSWC, 18,809 Facebook and Instagram ad impressions and 18,578 YouTube ad impressions can be attributed to Millbury residents. The ad campaign was followed by a survey of residents in all targeted communities-- those who remembered seeing the ad were more likely to know that stormwater pollution ends up in local waterways and more likely to consider polluted runoff a serious environmental threat.

**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 is working to review as-builts and documents on file to refine/update the inventory of stormwater treatment structures to distinguish between those that are municipally-owned and privately-owned. The Town is also working to incorporate new and updated infrastructure data into the stormwater GIS database.

**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:

Dry and wet weather catchment investigations were not conducted during the reporting period. The Town will begin catchment investigations during Permit Year 3. The Town's System Vulnerability Factor matrix has been attached in the e-mail included with this annual report submission.

*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 Town re-prioritized its outfalls based on the dry weather screening and sampling results. Since the Town does not have any problem outfalls, no catchment investigations were conducted during the reporting period. The Town will begin investigating its high priority catchments in accordance with permit requirements.

**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:

N/A

*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 illicit discharges were identified, removed, or planned to be removed during the reporting period.

### **Employee Training**

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

The Town held an in-person training on Illicit Discharge Detection and Elimination and Good Housekeeping/Pollution Prevention procedures for municipal employees on August 1, 2019. The Town had planned to hold a second training toward the end of Permit Year 2. However, this training was delayed due to COVID-19.

### **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: 4

Number of inspections completed: 48

Number of enforcement actions taken: 0

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

There were 3 Site Plan Reviews, and 1 Multi-Family Special Permit Review completed during the reporting period where a stormwater permit was issued. There were 48 inspections of stormwater control measures on these sites and on sites for projects that were permitted in the years prior to the reporting period.

### **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 updated its stormwater bylaw, Chapter 13.15 of the Millbury Municipal Code, to meet the permit requirement for the submission of as-built drawings and the submission of long-term operation and maintenance plans for stormwater systems on new development and redevelopment sites. These updates were adopted at a Town Meeting held on June 23, 2020.

**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:

The Town is working to compile its street design and parking lots assessment. The assessment will be complete within 4 years of the permit effective date.

**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 Town is working to develop its green infrastructure report. The report will be complete within 4 years of the permit effective date.

**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 Town is working to compile an inventory of municipal properties that could be retrofitted with BMPs. The inventory will be complete within 4 years of the permit effective date.

**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:

As previously reported, the Town is still working to collect additional data to develop their Catch Basin Optimization Plan to ensure that no sump is ever more than 50% full. Once all the information needed is collected and analyzed, the Town will develop a catch basin cleaning schedule that meets the permit requirements assuming adequate resources exist for implementation.

### **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:

Inspections were completed as part of the development of the SWPPPs for the Transfer Station and the DPW Facility. Recommendations were made as part of each SWPPP that the Town is working to address in accordance with the timelines identified in each SWPPP. However, no corrective actions were taken at each

of these facilities during Permit Year 2.

**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:

Town staff began maintenance of stormwater treatment swales in the fall of 2019-- the stormwater treatment structures had become overgrown, so the Department of Public Works put time and resources into restoring them to a more functional state. The Town will continue to inspect its stormwater treatment structures and conduct maintenance as necessary as outlined in the operation and maintenance plan that was developed during Year 2.

**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:

Impacts due to COVID-19 response are noted above in applicable MCMs/sections of this annual report.

**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]*