

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: Town of Rockport

EPA NPDES Permit Number: MAR041217

Primary MS4 Program Manager Contact Information

Name: Gary LeBlanc

Title: Assistant DPW Director

Street Address Line 1: 34 Broadway

Street Address Line 2:

City: Rockport

State: MA

Zip Code: 01966

Email: gleblanc@rockportma.gov

Phone Number: (978) 546-3525

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.rockportma.gov/dpw-engineering-division/pages/rockport-npdes-phase-ii-stormwater-management-program>

Date SWMP was Last Updated: September 2020

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:

Development of operations and maintenance procedures began during the Year 2 reporting period; however, due to impacts of COVID-19, these procedures were not finalized until September 2020. The O&M Procedures are included in the updated SWMP located at the website address included in this report.

Catchment investigation procedures and SWPPPs were developed during Years 1 and 2 as part of standalone documents.

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:

In-person IDDE training was scheduled for June 2020, but was not able to be held due to impacts of COVID-19. Previous training presentation materials have been distributed to DPW staff for review and in-depth IDDE and SWPPP training is scheduled to be conducted during the Year 3 reporting period.

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:

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:

Additional outfalls were identified and added to the town's stormwater system map. After reviewing outfall locations, it was determined that some outfalls should not be classified as regulated outfalls. An updated list of regulated outfalls is included in the SWMP located at the website address included in this report.

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:Brochure

Message Description and Distribution Method:

Pet waste brochures were made available to residents in Rockport. The brochures were distributed and displayed for residents to take at the Town Hall. The brochures included the importance of picking up dog waste, that can cause a health threat to water quality with high levels of E. Coli bacteria that can wash into storm drains and waterways.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Approximately 200 brochures were distributed to residents during the reporting period.

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:Social Media Post

Message Description and Distribution Method:

Social media post on the importance of picking up dog waste which can cause a health threat to water quality. The post also contained a link to a page on the Town's website discussing responsible and eco-friendly pet ownership.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The social media post was viewed 2,803 times.

Message Date(s): September 23, 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 message was in addition to the brochure described above and in the NOI to increase the effectiveness of educating the public on the importance of proper pet waste management.

BMP: Social Media Post

Message Description and Distribution Method:

Social media post containing information on proper procedures for dechlorination and disposal of swimming pool water and the effect it may have on water quality. The post contained a link to detailed information and instructions for dechlorination of pool water.

Targeted Audience: Residents

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

The social media post was viewed 412 times.

Message Date(s): September 20, 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:

The Town of Rockport has found social media posts to be an extremely effective way to communicate information within the town. This message was released at a time of year most relevant to the subject of the message.

BMP: Website

Message Description and Distribution Method:

A page was created within the Rockport DPW's website containing information on the importance of septic system maintenance and helpful tips.

Targeted Audience: Residents

Responsible Department/Parties: Department of Public Work/Health Department

Measurable Goal(s):

The website was viewed 170 times.

Message Date(s): FY20

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:**

While a public meeting was not held in which the SWMP was discussed, the SWMP has remained posted on the town's website and available to the public for review. The town intends to establish a system thorough the website in which the public can submit comments on the SWMP during the Year 3 reporting period.

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:**

During Permit Year 2, the Rockport DPW utilized its Facebook and Twitter pages to provided resources to residents relating to pet waste management, proper procedures for dechlorination and disposal of swimming pool water, water usage, and reasons for surface water discoloration. While the impacts of COVID-19 prevented the Town from holding its annual Earth Day cleanup, resources were provided to residents to encourage them to participate individually. The Town's annual household hazardous waste collection day was postponed due to COVID-19, but used oil continued to be collected quarterly at the wastewater treatment facility except for in March 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:

Interconnections and all known public and private BMPs were mapped during the Year 2 reporting period.

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:

The Town completed their System Vulnerability Factor analysis in Permit Year 1 and incorporated it into the Town's IDDE Plan. This analysis is also attached to the email submission. As the Town did not identify any problem outfalls in its catchment prioritization and ranking, no catchment investigations were conducted during Year 2. The Town will begin catchment investigations after dry-weather screening has been completed in Year 3.

*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: 0

Optional: Provide any additional information for clarity regarding the catchment investigations below:

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: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 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: 0

Total number of illicit discharges removed: 0

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**:

In-person IDDE training was scheduled for June 2020, but was not able to be held due to impacts of COVID-19. Previous training presentation materials have been distributed to DPW staff for review and in-depth IDDE and SWPPP training is scheduled to be conducted during the Year 3 reporting period.

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:

No site plan review applications were processed. This is mainly due to impacts of COVID-19. This information will continue to be tracked and reported during the Year 3 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 drafted Stormwater Rules and Regulations during Year 2 which, in addition to meeting the permit requirements for post-construction stormwater management, include a requirement for developers to submit as-built plans upon construction completion. The regulations also include a requirement for developers to submit operation and maintenance plans for the stormwater system prior to project approval. These regulations will be adopted in Year 3.

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 will develop the street design and parking lot assessment report by the end of Permit Year 4, as required by the 2016 MS4 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 town's current by-laws include provisions recommending the use of green infrastructure/low impact development in all new development and redevelopment projects. Rockport will develop a specific green infrastructure assessment report by the end of Permit Year 4, as required by the 2016 MS4 Permit.

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 develop an inventory of its properties to be retrofitted with BMPs. This inventory will be completed by the end of Permit Year 4, as required by the 2016 MS4 Permit.

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:

Catch basins are periodically inspected each year and cleaned as needed. Data collected annually from catch basin cleaning will be utilized to identify those catch basins that are filling up more frequently and will

therefore need to be cleaned more than once annually to ensure that the catch basin sump is never more than 50% full.

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 DPW Facility, Water Filtration Plant, Wastewater Treatment Facility, and Transfer Station. 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 any 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:

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:

In person IDDE training was not conducted due to COVID-19 restrictions.

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:

mitchell R. Vieira

Title:

Town Administrator

Signature:

mitchell R. Vieira

Date:

9/28/2020

[Signatory may be a duly authorized representative]