

Year 2 Annual Report
Massachusetts Small MS4 General Permit
New Permittees
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:

If the SWMP is not available at the link above a physical copy can be accessed at:
Seekonk Town Hall
100 Peck Street
Seekonk, MA 02771

Part II: Self-Assessment

*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.*

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
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters

Optional: If you would like to describe progress made on any incomplete requirements listed above, provide any additional information for your self-assessment, 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 of Seekonk's Stormwater Advisory Committee (SWAC) continues to hold monthly meetings to track MS4 program implementation and compliance, discuss system maintenance, and accept public comment. Due to COVID-19, SWAC meetings were put on hold in late Winter / early Spring 2020 and resumed virtually in late Spring 2020.

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? 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>

- Yes
 No

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

Part IV: Minimum Control Measures

Part IV includes some of the metrics that will be required in upcoming annual reports. For this annual report, these metrics are optional for new permittees; please fill out any of the metrics below that you have started within this reporting period. Then, proceed to Part V.

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: Pet Waste Brochure / Pamphlet

Message Description and Distribution Method:

Seekonk Pet Waste Brochure outlining proper pet waste cleanup / disposal. Brochures are mailed upon the issuance / renewal of pet license. Copies are also available at Town Hall.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Distribute information to pet owners and reduce the amount of pet waste improperly disposed of in municipal facilities and open spaces (based on DPW maintenance and observation) as well as the amount disposed of in catch basins (based on catch basin cleaning and outfall screening).

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: Stormwater Information Webpage

Message Description and Distribution Method:

The Town of Seekonk maintains a "Stormwater Information" web page containing information on Nonpoint Source Pollution, Stormwater Management, Seekonk's "Adopt-A-Drain" Program, relevant links to Federal and State Agencies, and tips on reducing stormwater impacts and pollution.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Make stormwater guidance, content, and information available annually and update as needed.

Message Date(s):

Information is available year round on the website. The website is referenced in all stormwater materials that are distributed at Town Hall and via mailings.

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: Stormwater Pollution Prevention Brochure Census Mailing

Message Description and Distribution Method:

A copy of the Town of Seekonk's Stormwater Pollution Prevention brochure was mailed to Seekonk residents along with the 2020 US Census. The brochure defines stormwater runoff, outlines common stormwater pollutants and sources, and provides residents with a series of steps they can take to improve stormwater and surface water quality in their community.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations / Conservation

Measurable Goal(s):

Distribute copies of the brochure annually with the Census.

Message Date(s): Annually at time of Census mailing.

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

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

The Town of Seekonk hosts a monthly Stormwater Advisory Committee (SWAC) Meeting to discuss the development and implementation of its SWMP as well as any other relevant stormwater topics that may arise. The meeting is generally attended by the DPW Superintendent, Assistant Superintendent, Town Planner, and Conservation Agent and written comments from the public are accepted. The Town was unable to host additional public meetings due to COVID-19.

Was this opportunity different than what was proposed in your NOI? Yes No

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

The Town of Seekonk continues to operate its "Adopt-a-Drain" program in which residents are given the opportunity to monitor and perform simple maintenance (clearing of trash, organic matter, or other debris from the grate / area adjacent to the drain). Due to the impact of COVID-19, the Town was unable to host its normal annual events including an Earth Day Cleanup, Earth Day Litter Patrol, and Household Hazardous Waste Collection Day.

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:

*Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified **since the effective date of the permit (July 1, 2018).***

Total number of SSOs identified:

Total 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

Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

The Town of Seekonk has continued to expand its stormwater map to include open channel conveyances, municipal interconnections, municipally-owned stormwater treatment structures, and catchment delineations. The Town had hoped to resume its stormwater infrastructure mapping internship in Summer 2020 but was unable to do so due to COVID-19.

Screening of Outfalls/Interconnections

*If conducted, please submit any outfall monitoring results **from this reporting period**. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses.*

- The outfall screening data is attached to the email submission
 The outfall screening data can be found at the following website:

<https://www.seekonk-ma.gov/public-works/pages/stormwater-information>

*Below, report on the number of outfalls/interconnections screened **during this reporting period**.*

Number of outfalls screened:

Catchment Investigations

*If conducted, please submit all data collected **during this reporting period** as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- The catchment investigation data is attached to the email submission
 The catchment investigation data can be found at the following website:

<https://www.seekonk-ma.gov/public-works/pages/stormwater-information>

*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:

Catchment investigations were initiated in 2019 during the Town's Stormwater Mapping internship. During the process of mapping outfalls and catch basins interns took photos of the catchment areas and noted potential stormwater issues / impairments. The Town aims to complete its catchment investigations with interns in Spring 2021.

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:

<https://www.seekonk-ma.gov/public-works/pages/stormwater-information>

*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:

The Town did not identify any illicit discharges during this reporting year.

Employee Training

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

DPW and Conservation employees have been presented with the information contained within the Stormwater Management Plan and Illicit Discharge Detection and elimination plan.

MCM4: Construction Site Stormwater Runoff Control

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period**.*

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

Ordinance Development

Describe the status of the post-construction ordinance required to be complete by year 3 of the permit term:

The Town of Seekonk has incorporated into its By-Laws "Category 20C - Stormwater Management; Post Construction New Developments & Redevelopments".

As-built Drawings

Describe the status of 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:

As part of "Category 20B - Stormwater Management; Construction Erosion and Sedimentation Control" the Town of Seekonk requires all applicants to submit Final Reports that include as-built construction plans from a Professional Engineer, surveyor, or Certified Professional in Erosion and Sedimentation Control.

Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment including any planned or completed changes to local regulations and guidelines:

The Town of Seekonk has evaluated its current street and parking lot design standards and identified potential improvements including: encouraging the use of pervious pavements / treatments in parking lots and on pedestrian sidewalks / walkways; requiring developers to evaluate opportunities for the implementation of vegetated / landscaped stormwater structures and treatments; and providing turnarounds with landscape islands on "dead end" streets.

Green Infrastructure Report

Describe the status of the green infrastructure report, including the findings and progress towards making the practice allowable:

The Town of Seekonk operates and encourages the construction of various green infrastructure practices including tree box filters, bioretention areas and rain gardens, pervious pavement, and conservation landscaping / the preservation of urban tree canopy. The Town will continue to expand these practices on both private and municipal properties.

Retrofit Properties Inventory

Describe the status of the inventory 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 of Seekonk Department of Public Works is responsible for the maintenance of Seekonk Town Hall, Senior Center, Library, Public Safety Complex, Banna Fire Station, Animal Shelter, Public Works Facility, County Street Fire Station, former School Administration building, and all building, garages, and concession standards at three (3) recreational areas. The Services provided at these facilities included janitorial, utility management, preventative maintenance, capital improvements, and emergency repairs.

The DPW works closely with the Conservation agent to maintain and improve trails, parking areas, and trail heads at Gammino Pond, Burr's Pond and Town Hall as well as the conservation land on Chestnut Street and at the Seekonk Meadows. The DPW is also responsible for the maintenance of 15 baseball fields, 4 soccer fields, and several multipurpose fields. In total, the DPW manages more than 127 acres of municipal property.

The DPW maintains an inventory of all municipal properties and generally takes corrective action on stormwater issues as they arise. The Town will continue to identify opportunities for stormwater retrofits on municipal properties.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

The Town of Seekonk administers its catch basin cleaning program through a contractor. Per the requirements

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- The catch basin cleaning optimization plan or schedule is attached to the email submission
- The catch basin cleaning optimization plan or schedule can be found at the following website:

<https://www.seekonk-ma.gov/public-works/pages/stormwater-information>

*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, if known.

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:

No catch basin sumps were found to be more than 50% full during two consecutive routine inspections, however, 6 catch basins with blocked lines were identified and required jet vac service.

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

The Town of Seekonk sweeps all municipally owned streets and parking areas twice annually and has begun to identify areas to increase sweeping frequency. These revised written procedures will be posted on the Stormwater Information Webpage upon completion (Fall 2020).

Report on street sweeping completed during the 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]

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

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

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Road salt is stored indoors in a designated salt shed to prevent the salt from entering runoff generated during

storm events. Salt is typically only applied to main and secondary roadways and to certain hills on an as needed basis. The written procedure for the application of salt is available at the DPW Office.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

All municipally owned facilities where pollutants are exposed to stormwater are operated in accordance with an approved 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:

N / A

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

The Town of Seekonk has developed O&M procedures for all municipal stormwater treatment structures in accordance with the MassDEP Stormwater Handbook.

Part V: Additional Information

Monitoring or Study Results

Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

Additional Information

Optional: Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

COVID-19 Impacts

Optional: If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Activities Planned for Next Reporting Period

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 3 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Complete IDDE ordinance
- Complete Construction/ Erosion and Sediment Control (ESC) ordinance
- Develop written procedures for site inspections and enforcement of sediment and erosion control measures
- Develop written procedures for site plan review

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
- Continue public education and outreach program

Provide any additional details on activities planned for permit year 3 below:

Part VI: 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.