

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 process and review for the submission of as-built drawings and O&M plans is currently being observed by this department, however, we have yet to have a Town Meeting in order to approve any changes to our Stormwater Bylaws due to delays by COVID-19.

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:

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:

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

Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- Yes
- No

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

Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

MCM1: Public Education

Number of educational messages completed **during this reporting period:**

Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: Maintain Educational Website

Message Description and Distribution Method:

Maintained a comprehensive educational website to serve the Neponset Stormwater Partnership service area as a primary resource for key information for all four target audiences.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Achieve at least unique 500 site visits every year.

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: Operate Stormwater Hotline

Message Description and Distribution Method:

Operated a regional "stormwater hotline" to field questions and problem reports regarding stormwater from across the region. Responses were collected via a website form hosted at yourcleanwater.org, via email submissions to stormwater@neponset.org, and phone calls to 781-575-0354 x 300. Responses included answers to questions, additional information or follow up investigation, and/or referral of inquiries/reports to the appropriate municipalities as appropriate. Anonymity of inquiries was maintained as requested.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Provide immediate answers to inquiries generated by regionalized outreach activities.

Message Date(s): Ongoing since May 1, 2018

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: Distribute Pet Waste Information With Dog Licenses

Message Description and Distribution Method:

Educational “rack cards” regarding proper pet waste disposal were printed and provided to town clerks’ offices in member towns to include with dog license renewal requests, either in person or via mail. In towns where online renewal is either available or the only renewal method offered, online graphics that link to the pet waste page of the NSP website were provided. Posters, which were also used last year, were determined to be ineffective since many of the dog license renewals are completed by mail. All NSP municipalities participated. The following distribution numbers were based on the number of licensed dogs per NSP town. The number of rack cards distributed correlated to the number of dogs licensed per town to ensure all dog owners received the message, although some towns had leftover cards from last year.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Participation by 100% of Town Clerks in order to reach 80% of dog owners annually with pet waste management information. Over the 5-year permit period achieve a reduction in the number of pet waste bags found when cleaning catch basins in the member communities that track this information.

Message Date(s): Materials were distributed to Town Clerks in December 2019 and disseminated to dog owners over the next several months.

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: Summer Pet Waste Campaign

Message Description and Distribution Method:

Prepared a social media campaign directed at the proper disposal of pet waste consisting of social media posts, flyers/posters, and informational postcards. The social media materials were posted to the Neponset River Watershed Association’s Facebook and Twitter Accounts and Neponset Stormwater Partnership member communities were asked to “share/retweet” it on their own Facebook and/or Twitter accounts. The pet waste

section of the NSP website was updated and electronic copies of the campaign flyer/poster and informational postcard was provided for towns to print and use during public events or post on their websites.

The social media post was shared on Town-run accounts.

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties:

Measurable Goal(s):

Participation by 100% of NSP communities and reach to at least 1,000 people in the NSP region through social media.

Message Date(s): August 15-21, 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: Fall Leaf Waste Campaign

Message Description and Distribution Method:

Prepared a social media campaign directed at the proper disposal of leaf waste consisting of two social media posts each to Facebook and Twitter and an informational flyer/poster. The social media messages were posted to the Neponset River Watershed Association's Facebook and Twitter Accounts and Neponset Stormwater Partnership member communities were asked to "share/retweet" it to their own Facebook and/or Twitter accounts. The leaf and yard waste section of the NSP website was updated with detailed local information on yard waste disposal options. An electronic copy of the leaf campaign flyer/poster was provided for towns to use during public events or to post on their websites.

The social media posts were shared on Town accounts and the information was also posted on the Town's website. Flyers were printed for use in the office.

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties:

Measurable Goal(s):

Participation by 100% of NSP communities and reach to at least 1,000 people in the NSP region through social media.

Message Date(s): October 10, 2019 and October 24, 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: Spring Fertilizer and Grass Clipping Campaign

Message Description and Distribution Method:

Prepared an outreach campaign regarding proper use (or abstention from use) of fertilizer consisting of social media posts and an interactive “fertilizer calculator” on the NSP website. Social media posts were made on the Neponset River Watershed Association’s Facebook and Twitter Accounts and Neponset Stormwater Partnership member communities were asked to “share/retweet” it to their own Facebook and/or Twitter accounts. The fertilizer and lawn care section of the NSP website was updated, and a new webpage was created to host a “fertilizer calculator” that allows a user to enter several pieces of information and returns a suggested fertilizer application rate based on guidance from the NEIWPCCC Northeast Voluntary Turf Fertilizer Initiative. No physical materials (flyers, posters, etc.) were produced for this campaign as most Town Halls and municipal events were closed/cancelled due to COVID.

The social media message was shared on the Town’s Facebook and Twitter pages.

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties:

Measurable Goal(s):

Participation by 100% of NSP communities and reach to at least 1,000 people in the NSP region through social media.

Message Date(s): April 23, 2020

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: Paid Facebook Advertising

Message Description and Distribution Method:

A Facebook advertising campaign mimicking one of the regular social media outreach campaigns was piloted tested. Facebook ads regarding proper fertilizer use were designed for every participating community (Canton, Dedham, Foxborough, Medfield, Milton, Randolph, Sharon, Stoughton, and Westwood). These ads were nearly identical to the educational posts designed as part of the Spring outreach activity (Public Education BMP 6). The ads were set up to be shown to pertinent groups in each town. For example, this ad targeted homeowners that were at least 25 years old. Results of the pilot test’s reach were then compared to the reach of the previous social media post on the same topic to determine if Facebook ads are a viable option for future outreach.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Conduct a pilot test of Facebook advertising and compare the reach results to the analogous social media outreach post.

Message Date(s): June 19 – June 30, 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: School Outreach Program

Message Description and Distribution Method:

Prepared a hands-on watershed education curriculum for 4th or 5th grade students. Curriculum covered drinking water and stormwater infrastructure, local water resources, wastewater systems, water conservation, and stormwater pollution prevention techniques, and incorporated slides, videos, models, and hands-on activities. Curriculum was designed and adapted with input from teachers in participating schools and aligned with the MA 5PthP grade science curriculum standards. The program was delivered at the individual classroom level over the course of one (Quincy) or two (Foxborough, Milton, Canton, Sharon, Stoughton, Dedham and Westwood), 60-minute visits by a watershed educator. The educator also provided students with a water use / pollution prevention checklist and summary of the program for students to take home and review with their families. In addition to the elementary program a limited number of high school level programs were conducted in Norwood and Canton, wherein the watershed educator visited several times with art or media classes to educate them about stormwater and engage them in creating original artwork or outreach materials of their own design that are then shared with the community. Canton students designed, built, and painted rain barrels for auction and Norwood students worked on educational posters. Due to the spring 2020 COVID restrictions, schools were shut down and some scheduled school visits during this period could not occur. In lieu of these visits, the educator created digital materials for teachers to use in their virtual classrooms.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Reach at least 80% of households with 4th or 5th grade children in participating communities, and 100% positive feedback from participating classroom teachers.

Message Date(s): September 2019 through June 2020 (school year)

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: Regional Education Mailing

Message Description and Distribution Method:

An educational mailing was prepared and mailed to all addresses in participating communities. The mailing was an 11x17 trifold brochure that highlighted general stormwater pollution prevention tips. The mail piece referenced key information on fertilizer, pet waste, yard waste, and litter and referred readers to additional information available at yourcleanwater.org and the stormwater hotline. The mailing was distributed to all business and residential addresses in the participating communities (Avon, Canton, Dedham, Foxborough, Medfield, Milton, Randolph, Sharon, Stoughton and Westwood) totaling approximately 86,000 mailing addresses in all.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Reach 100% of addresses in participating towns, including those who do not use social media or follow town government communication channels.

Message Date(s): June 5, 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: Outreach to Septic System Owners

Message Description and Distribution Method:

Prepared an outreach campaign directed at all septic system owners in member communities. Effective outreach was designed to be efficiently delivered to the target audience. The campaign was carried out in different ways in different towns, depending on the prevalence of septic systems within the town. In Canton, Foxborough, Medfield, and Stoughton, septic systems are relatively common, so a rack card was designed and sent to all addresses in the town as a bill stuffer. In Dedham, Milton, Norwood, Quincy, Randolph, and Westwood, septic systems are much less common, so a postcard was designed and sent to all properties that utilized a septic system, according to the records kept by each town's Board of Health. In Sharon, septic is also nearly universal, and an edition of the Water Department quarterly newsletter was prepared with a septic theme and distributed to all water service customers. All outreach pieces (the rack card, the postcard, and the newsletter) contained similar information regarding the care and maintenance of septic systems.

Targeted Audience: Septic System Owners

Responsible Department/Parties:

Measurable Goal(s):

Reach 100% of known septic systems in member communities.

Message Date(s): March 2020 (various specific dates depending on outreach method, billing cycle, etc.)

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: "Problem Area" Outreach

Message Description and Distribution Method:

Prepared specific, targeted outreach campaign designed to correct known stormwater pollution issues in particular areas. The list of "problem areas" was compiled from the knowledge of Town officials as well as communications via the stormwater hotline. The best method to address many issues was determined to be storm drain marking, which is described in the Public Education BMP 12. One issue that was reported on the hotline this year regarded concern over the residents' treatment of a wetland area along Atherton Street in Milton, including issues with yard waste, pet waste, and chemical lawn treatments. This was addressed through an educational mailer to all residents in the vicinity that included a letter to each identified address describing the issue and a specifically-designed outreach piece that contained stormwater pollution prevention tips that were pertinent to the issues reported by the caller. The letter and outreach were sent to 8 residences.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Respond to identified "problem areas" with methods designed to correct specific pollution-generating behaviors.

Message Date(s): September 19, 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: Storm Drain Marking

Message Description and Distribution Method:

A program through which volunteers are able to mark storm drains with educational messages was piloted this year, with a full launch planned for the following year. The program will consist of providing volunteers with

all materials and information they need to carry out the task. Aluminum medallions will be attached to the curb or pavement adjacent to storm drains using construction adhesive. The medallions have one of 3 messages “No Dumping, Only Rain in the Drain,” “Drains to Neponset,” or “No Dumping, Drains to Ocean.” Additional medallion variations such as “Drains to Charles” may be developed as the program ramps up. Volunteers will be able to pick the areas they’d like to mark, but will be encouraged to pick areas with high pedestrian traffic or areas with known issues that can be addressed by storm drain marking (such as a high prevalence of improper pet waste disposal). Records of which catch basins have been marked will be maintained by the NSP.

Targeted Audience: Residents, Businesses, and Institutions

Responsible Department/Parties:

Measurable Goal(s):

Conduct a pilot project for the storm drain marking activity.

Message Date(s): Pilot test completed on June 24, 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: Think Blue “Fowl Weather” Video

Message Description and Distribution Method:

Partnered with MA Statewide Municipal Stormwater Coalition to secure MassDEP grant funding to distribute “Fowl Weather” advertising campaign, which helps viewers visualize how motor oil, pet waste, and trash become stormwater pollution. The campaign was operated on Facebook, Instagram, and YouTube.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Reach a significant portion of the NSP service area population with a stormwater awareness message in a highly engaging format.

Message Date(s): May 16 to June 5, 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: Regional Water Quality Forum

Message Description and Distribution Method:

Organized an evening public presentation on data from the 2019 Volunteer Water Quality Monitoring Program (Public Participation BMP 2). The presentation covered the results from the 2019 sampling season and how they fit into the broader context of long-term water quality trends in the watershed. Also discussed were remaining challenges facing various waterways in the Watershed, and actions individuals can take to address those challenges. The event was held at the Canton Public Library, was publicized across the entire NSP service area and drew attendees from numerous communities. In addition, the presentation was broadcasted on the local cable news network and a link to the recording was shared on social media. Canton, Dedham, Westwood, Foxborough and Milton participated in this task.

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

Deliver detailed site-specific water quality data to interested residents and local officials in addition to general "how to" information for broader audiences.

Message Date(s): February 6, 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: Regional Water Quality Data Reports and Press Releases

Message Description and Distribution Method:

Organized data from the 2018 Volunteer Water Quality Monitoring Program (Public Participation BMP 2) into town-specific reports and press releases. These materials were provided to each town to aid in the dissemination of the results of the water quality monitoring program to residents and/or the media.

Targeted Audience: Residents, Businesses, Institutions

Responsible Department/Parties:

Measurable Goal(s):

Produce materials for each participating town to use in disseminating the results of this year's water quality monitoring program.

Message Date(s): July 2019

Message Completed for: Appendix F Requirements Appendix H Requirements Was this message different than what was proposed in your NOI? Yes No

If yes, describe why the change was made:

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

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video (<https://www.thinkbluemassachusetts.org/>) Advertisement on Facebook and YouTube

Targeted Audience: Residents

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

Measurable Goal(s):

19,838 social media impressions from residents of Sharon. Over 7 Million impressions across Massachusetts.

Message Date(s): July 2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

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

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video (<https://www.thinkbluemassachusetts.org/>) Advertisement on Facebook and YouTube

Targeted Audience: Residents

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

Measurable Goal(s):

49,202 social media impressions from residents of Sharon. Over 13 Million impressions across Massachusetts.

Message Date(s): June 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: Annual message - Proper lawn maintenance

Message Description and Distribution Method:

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

Targeted Audience: Businesses, institutions and commercial facilities; Residents

Responsible Department/Parties:

Measurable Goal(s):

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

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

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: Annual leaf litter message - Leaf litter and brush collection

Message Description and Distribution Method:

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

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

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

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

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: Annual pet waste message - Scoop the Poop

Message Description and Distribution Method:

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

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

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

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

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: Annual septic maintenance message

Message Description and Distribution Method:

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

Targeted Audience: Residents

Responsible Department/Parties:

Measurable Goal(s):

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

Message Date(s): September 16, 2019

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

BMP: Annual winter deicing/salt message

Message Description and Distribution Method:

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

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

Responsible Department/Parties:

Measurable Goal(s):

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

Message Date(s): Nov 14, 2019; Dec 5, 9, 13, 17, 18, 16, & 24, 2019; Jan 7, 2020

Message Completed for: Appendix F Requirements Appendix H Requirements

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

If yes, describe why the change was made:

Add an Educational Message

MCM2: Public Participation

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

The SWMP remains on the town website available for download and comment.

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:**

Shared NRWA's Twitter and Facebook posts regarding various outreach opportunities and training. Maintained the Stormwater hot-line and responded to various calls in town regarding stormwater.

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 GIS map is continually updated to ensure accuracy of our system map.

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:

None

*Below, report on the number of catchment investigations completed **during this reporting period.***

Number of catchment investigations completed this reporting period: 0

*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:

No catchment investigation has been completed at this time

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:

None

*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:

No IDDE sampling or testing has been performed at this time.

Employee Training

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

The Engineering Division has attended multiple Neponset Stormwater Partnership and Central Mass Stormwater Coalition meetings and presentations.

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: 36

Number of inspections completed: 1,289

Number of enforcement actions taken: 6

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

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:

Construction site as-builts have been submitted to this department for review and O&M contracts required for regulated sites.

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:

Assessment in progress, no other actions taken at this time.

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:

Review and coordination with other departments in progress.

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:

Review and evaluation of properties in progress.

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:

Looking into sediment control measures including increasing frequency of cleaning at problem catch basins.

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:

No recommendation made for changes at this time.

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:

The process and review for the submission of as-built drawings and O&M plans is currently being observed by this department, however, we have yet to have a Town Meeting in order to approve any changes to our Stormwater Bylaws due to delays by COVID-19.

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:

Continued IDDE action and testing for dry weather outfalls

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: Digitally signed by: Kevin Davis
DN: c=US, o=Town of Sharon, ou=Engineering Division, email=Kevin.Davis@townofsharon.org 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.