

**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>

<b><u>Impairment(s)</u></b>			
<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b><u>TMDL(s)</u></b>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input checked="" type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
			<b>Clear Impairments and TMDLs</b>

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 and implementation of written SWPPPs for the Public Works Facility (190 Boston Post Road Bypass) and the Weston Transfer Station (195 Church Street) were delayed due to COVID-19 related impacts.

The SWPPPs were to be developed by DPW staff over the second quarter of 2020, however Town office closures and staff reductions related to COVID-19 resulted in these projects being temporarily put on hold. Town offices began reopening in mid July 2020. Barring any future Town closures, it is anticipated that these two SWPPPs will be developed and implemented by the winter of 2020/21.

### 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:

Most of the Town was swept one time, but additional street sweeping has happened more than one time in some sections of Town, but not all sections of Town yet.

## **Charles River Watershed Phosphorus TMDL**

- Completed Legal Analysis

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

The Phosphorous Control Plan legal analysis has not been completed in Year-2. The legal analysis is scheduled to be prepared in Year-3 of the MS4 Permit.

*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: Education Messaging on Proper Management of Pet Waste**

Message Description and Distribution Method:

Public education messaging on proper management of pet waste. Message distributed via DPW Weekly Updates, Conservation Connections Newsletters, Weston Leaf updates, Weston Facebook page & on Town website. DPW Weekly Updates, Conservation Connections Newsletters and Weston Leaf updates are posted on the Town website, emailed and text messaged to registered residents, and linked to the Town Facebook page. This information is also posted at DPW and available at Town Hall/Town website with Dog Registration renewals.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Decrease in observed pet waste and pet waste bags on the ground in typical dog walking areas. Increase use in pet waste bags provided on Town properties. Increase in used pet waste bags placed in Town waste containers.

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:

Implemented the use of social media and DPW Weekly Updates for messaging.

**BMP: Proper Use/Disposal of Grass Clippings & Environmentally Friendly Landscaping Practices Educa**

Message Description and Distribution Method:

Public education messaging encouraging the proper use and disposal of grass clippings and encouraging environmentally friendly landscaping practices. Message distributed via DPW Weekly Updates, Conservation Connections Newsletters, Weston Leaf updates, Weston Facebook page and on Town website. DPW Weekly Updates, Conservation Connections Newsletters and Weston Leaf updates are posted on the Town website,

emailed and text messaged to registered residents, and linked to the Town Facebook page. This information is also posted at DPW and available at Town Hall.

Targeted Audience: Residents

Responsible Department/Parties: DPW/Engineering, Conservation

Measurable Goal(s):

A majority of the messaging occurs electronically. Distribution of email messaging is measured and social media messaging can be tracked via the views/likes/shares/engagements.

Message Date(s): DPW Weekly Updates from February 2020 to July 2020  
Conservation Connections Winter 2019/2020  
Weston Leaf November February 2020 & June 2020  
Weston Facebook Page - Two (2) separate posts throughout permit 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:

Implemented the use of social media and DPW Weekly Updates for messaging.

### **BMP: Messaging on Proper Disposal of Leaf Litter**

Message Description and Distribution Method:

Public education messaging encouraging proper disposal of leaf litter. Message distributed via DPW Weekly Updates, Conservation Connections Newsletters, Weston Leaf updates, Weston Facebook page and on Town website. DPW Weekly Updates, Conservation Connections Newsletters and Weston Leaf updates are posted on the Town website, emailed and text messaged to registered residents, and linked to the Town Facebook page. This information is also posted at DPW and available at Town Hall.

Targeted Audience: Residents

Responsible Department/Parties: DPW/Engineering, Conservation

Measurable Goal(s):

Observed increase in resident use of the transfer station for yard waste disposal and composting. Monitor the frequency of yard waste dumping complaints to the Conservation Department.

Message Date(s): DPW Weekly Updates from September 2019 to November 2019  
Conservation Connections Winter 2019/2020  
Weston Leaf November October 2019  
Weston Facebook Page - Three (3) separate posts throughout permit 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:

Implemented the use of social media and DPW Weekly Updates for messaging.

**BMP: Septic System Maintenance Education**

Message Description and Distribution Method:

Distribution of educational brochure entitled Healthy Septic Systems available at the Board of Health office and via the Board of Health website. Brochure distributed to property owner when septic system permit closed out.

Targeted Audience: Residents

Responsible Department/Parties: Board of Health

Measurable Goal(s):

Number of septic system permits closed out during permit year. Number of brochures taken from the Board of Health.

Message Date(s): Ongoing throughout 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: Rain Distribution Barrel Program**

Message Description and Distribution Method:

The Town of Weston has partnered with the Great American Rain Barrel Co. to offer residents the opportunity to buy discounted rain barrels to help homeowners save money, promote water conservation, and promote environmentally friendly landscaping practices. An educational press release/email about the program and its environmental benefits is issued as a part of this program. This information is also included in the DPW email list / FaceBook / DPW Weekly Updates.

Targeted Audience: Residents

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

The number of rain barrels distributed are tracked. At the end of Year 1 Weston reported that 40 rain barrels had been distributed to 30 residents. By the end of 2019, an additional 27 rain barrels were distributed to another 33 residents. Technically this additional distribution was tied to the Spring 2019 campaign. In all, a total of 67 rain barrels were distributed to 53 residents throughout all of 2019. The Rain Barrel Program was put on hold for 2020 due to COVID-19 impacts. The Town plans to continue the program in 2021 and supplement it with more robust educational messaging.

Message Date(s): September 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:

In the Town's SWMP, the Rain Barrel Program was identified as a Public Participation item to be implemented in 2021. The program was implement 2019 instead of 2021, Additionally, Weston sees this program as a combination of public education and public participation, where promoting water conservation and environmentally friendly landscaping practices can be tied in and highlighted during this campaign.

### **BMP: School Curricula / Programs**

Message Description and Distribution Method:

Information focused on stormwater and environmental issues presented to Weston Public School students. The presentations are typically given by the Town's Conservation Agent to high school environmental students. This program occurred as planned in Fall 2019 (Permit Year 2), was canceled for Fall 2020 (Permit Year 3), and will resume in 2021 (Permit Year 4) if possible.

Targeted Audience: Residents - School Students and Staff

Responsible Department/Parties: Conservation Committee

Measurable Goal(s):

A minimum of one school presentation a year is planned. In September 2019, one presentation was given to the high school's Environmental Studies class. Approximately 24 students we in attendance.

Message Date(s): September 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: School Curricula/Programs**

Message Description and Distribution Method:

Presentation to Weston Public High School Environmental Studies students focused on stormwater issues. The presentation includes a tour of DPW operations and facility. The tour of the facility highlights the stormwater management system and LEED Certified standards the building was designed to meet. The presentations are typically given by the Town's Public Works staff. This program occurred as planned in Fall 2019 (Permit Year 2), was canceled for Fall 2020 (Permit Year 3), and are planned to resume in 2021 (Permit Year 4).

Targeted Audience: Residents - High School Environmental Studies Class

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

The number of events and students in attendance are documented.  
Students engage in Q&A with the DPW staff.  
Feedback is provided by the teachers.

Message Date(s): Fall 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: Pre-Construction Meetings & Review of Stormwater Management Conditions**

Message Description and Distribution Method:

The Stormwater Management Permits' conditions has the message that a pre-construction meeting for construction projects is required. The stormwater management conditions for construction are reviewed in detail with the project proponent and contractor, and the required inspections for the project are reviewed. Also, while these projects are under construction they will undergo regular stormwater construction site inspections conducted by the Town's Engineering Department.

Targeted Audience: Developers (construction), contractors

Responsible Department/Parties: Engineering

Measurable Goal(s):

Projects with Stormwater Management Permits that go to construction require pre-construction meetings and inspections. The conditions of the construction site and erosion controls are inspected for any negative impacts due to the construction. The measurable goals are that the construction projects are completed in compliance with the Stormwater & Erosion Control Regulations and receive a Certificate of Completion for the Stormwater Management Permit if completed in compliance with the approved plan and the Regulations.

Message Date(s): Construction projects with Stormwater Permits are ongoing throughout permit 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:

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:**

Public Meetings - Stormwater Permitting Authority (SWPA) meetings are open to the public; and are given an opportunity to comment.  
A SWPA Meeting was to be held in April, 2020, but due to COVID-19, the meeting did not take place. SWPA Meetings will planned using Zoom or other online resources to meet.

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:**

Rain Barrel Distribution Program - The Spring 2020 rain barrel distribution program was canceled due to COVID-19 impacts. The program will resume in 2021.  
Household Hazardous Waste Day - The Spring 2020 event was canceled due to COVID-19 impacts. HHW day events did take place in August 2021.

## 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:

### **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:

Attached: Weston Outfall Sampling Memo  
Memorandum: Illicit Discharge, Detection, and Elimination (IDDE) Investigations

*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:

Attached: Storm System Map, Catchment Delineations, and Rankings

*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:

### **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:

Attached: Weston Outfall Sampling Memo  
 Memorandum attached: Illicit Discharge, Detection, and Elimination (IDDE) Investigations

*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:

It is planned to do a confirmatory dry weather sampling at outfall DF-5870 along with further field investigations to identify potential source of the high fecal coliform.

### **Employee Training**

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

Webinar training is done throughout the reporting period.  
 IDDE Training on Web for IDDE Plan  
 Absorbents and Spills training - December 2019  
 Erosion Control Field Day - October 1, 2019

### **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:

There were 30 Site Plan Reviews and 47 Stormwater Management Permit project reviews;  
 Inspections are made at all construction sites for erosion controls and proper installation of erosion controls;  
 and to check that sediment is not getting into the drainage systems, wetlands, or off site. Drainage systems are

inspected during construction, especially infiltration systems in which bottom of excavations are inspected for groundwater elevations, and for soil conditions, and of the installed systems before backfill.

## **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:

As-Built Drawings are required per the Weston Stormwater & Erosion Control Regulations for Stormwater Management Permit projects, and per the Planning Board Regulations for Site Plan projects. A Stormwater Management Permit project can not be closed out or receive a Certificate of Occupancy until a final as-built plan and Operation & Maintenance (O&M) Plan are submitted at the completion of a construction project.

### **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:

Any changes in the impervious areas in the street and parking lots are addressed in the Stormwater and Erosion Control By-Law and Regulations. A report on the assessment of the streets and parking lots guidelines regarding the creation of impervious cover has not yet been prepared. An assessment will be prepared before year-4.

### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

A green infrastructure report has not been prepared yet. It will be prepared before or in Year 4 of the 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:

There have been upgrades to existing drainage systems or new drainage at some Town properties such as adding deep sump catch basins and water quality units, or retrofitting existing catch basins with hoods. An inventory has not yet been prepared, but it will be prepared by Year 4..

## MCM6: Good Housekeeping

### Catch Basin Cleaning

Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:  cubic feet

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:

The Town catch basins were not cleaned during the during the reporting period of 7/1/2019 - 6/30/2020. The catch basins were planned to be cleaned in March & April of 2020, however due to COVID-19, the cleaning did not take place until after June 30, 2020. The catch basins were cleaned after the reporting period in August and September, 2020.

### 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:

The SWPPPs for the DPW and Transfer Station have not been completed yet, but the drainage systems for the DPW have been inspected 2 times.

**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:

Planned Public Education events were canceled due to COVID-19 related impacts. Cancellations were due to Town office closures and staff reductions related, school closures, and/or inability for groups to gather given restrictions related to COVID-19. The following events were canceled and will resume in Year 3/4 if possible:

- Household Hazardous Waste Collection was canceled, but happened in August, 2020
- DPW Presentation on Stormwater and DPW Tour of Operations to High School Students - occurred as planned in Fall 2019 (Permit Year 2), canceled for Fall 2020 (Permit Year 3)
- Conservation Agents In School Presentations on Stormwater Issues - occurred as planned in Fall 2019 (Permit Year 2), canceled for Fall 2020 (Permit Year 3)
- Rain Barrel Distribution Program - canceled for 2020 (Permit Year 2), planned to resume in 2021 (Permit Year 3)

### **Activities Planned for Next Reporting Period**

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

Yes, I agree

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow
- Complete follow-up ranking as dry weather screening becomes available

### **Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all uncurbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls

- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary

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

## Part V: Certification of Small MS4 Annual Report 2020

### 40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name:  Title:

Signature:  Date:

*[Signatory may be a duly authorized representative]*

*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](mailto:stormwater.reports@epa.gov)

MassDEP: [laura.schifman@mass.gov](mailto: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.*