Year 3 Annual Report

Massachusetts Small MS4 General Permit Reporting Period: July 1, 2020-June 30, 2021

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, 2020 and June 30, 2021 unless otherwise requested.

Part I: Contact Information

Name	of Municipality or Organi	zation: To	own of Brews	ter				
EPA N	PDES Permit Number: M	IAR04109	96					
Prima	ry MS4 Program Manag	ger Conta	ct Informati	on				
Name:	Griffin Ryder			Title:	Public Wo	orks Supe	rintendent	
Street	Address Line 1: 201 Run l	Hill Road	[
Street	Address Line 2:							
City:	Brewster State: MA			Zip Co	de: 02631			
Email: gryder@brewster-ma.gov		Phone Number: (508) 896-3212						
Storm	water Management Prog	gram (SV	VMP) Inform	nation				
SWMI	P Location (web address):	_		_	-		-	-
Date S	WMP was Last Updated:	Septemb	er 2021					
If the S	SWMP is not available on	the web	please provid	e the ph	ysical addı	ess:		
N/A								

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

	1 0	1		
Impairment(<u>s)</u>			
	☐ Bacteria/Pathogens	Chloride	□ Nitrogen	
	☐ Solids/ Oil/ Grease (Hy	drocarbons)/ Meta	ls	
TMDL(s)				
In State:	☐ Assabet River Phospho	rus 🗵 Bact	eria and Pathogen	
	☐ Charles River Watersho	ed Phosphorus	\square Lake and Pon	d Phosphorus
Out of State:	☐ Bacteria/Pathogens	☐ Metals	☐ Nitrogen	☐ Phosphorus
			C	Clear Impairments and TMDLs
unchecked. Ad Year 3 Requir	pleted that permit requirent dditional information will be rements ted and screened all outfalls	e requested in later	sections.	
□ Update weathe □ Post-ce	ed outfall/interconnection pr er inspections as necessary	iority ranking base	d on the information	
any additional impacts of Coattempt to co		of the above year 3 e requirement that of reason the requirement.	B requirements could could not be completed ment could not be completed.	ompleted below:

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
- \bowtie 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
 - C This is not applicable because we did not find any new SSOs

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○ The updated SSO inventory is attached to the email submission
The updated SSO inventory can be found at the following website:
N/A
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 system map due in year 2 as necessary
Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
⋈ Updated inventory of all permittee owned facilities as necessary
⋈ O&M programs for all permittee owned facilities have been completed and updated as necessary
\bowtie Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
⋈ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
⊠ Inspected all permittee owned treatment structures (excluding catch basins)
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: IDDE training was delayed due to COVID-19 safety concerns, but has since been scheduled for early October
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

X	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

- \bowtie 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:

The Town of Brewster has information about proper dog waste management on the Board of Health website

Nitrogen (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) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release 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)

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:

N/A

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

Town of Brewster

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

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:
sen-assessment.

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

submitted?

YesNo

Part III: Receiving Waters/Impaired Waters/TMDL

If yes, describe below, including any relevant impairments or TMDLs:
The Town attempted to visit a total of 16 locations during dry weather. This represents approximately 100% of the 16 total identified MS4 outfalls in the Town of Brewster. During outfall screening, 12 of The Town's 16 MS4 outfalls were found to be dry. Three (3) outfalls could not be located, and one outfall was recategorized as non-existent based on field observations. The new MS4 outfall count for Brewster is 15.
brewster is 13.

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 : 7
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 Message Message Description and Distribution Method:
The Board of Health created an informational page on their website titled "Pet Waste" which outlines the problem with pet waste, why clean water is important, and gives tips on how you can get rid of pet waste in order to keep local waters clean. The web page also provides additional links to find out more about how non point source pollution and how to prevent it.
Targeted Audience: Residents
Responsible Department/Parties: Town of Brewster Board of Health
Measurable Goal(s):
The "Pet Waste" page is always available for residents to reference on the Board of Healths Website here: https://www.brewster-ma.gov/departments-mainmenu-26/health-department-mainmenu-33/1181-pet-waste Annual message was distributed encouraging the proper management of pet waste, including noting any
existing ordinances where appropriate; Distributed an annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
Message Date(s): Ongoing
Message Completed for: Appendix F Requirements ⊠ Appendix H Requirements ⊠ Was this message different than what was proposed in your NOI? Yes ○ No ●
If yes, describe why the change was made:

BMP: Septic Systems Message

Message Description and Distribution Method:

The Board of Health created an informational page on their website titled "How often should I get my septic system pumped?" which advises residents to pump their septic systems every 3 years to avoid system failure.

Targeted Audience:	Resdients

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Responsible Department/Parties: Town of Brewster Board of Health
Measurable Goal(s):
The "How often should I get my septic system pumped?" page is always available for residents to reference the Board of Healths Website here: https://www.brewster-ma.gov/departments-mainmenu-26/health-department-mainmenu-33/141-how-often-should-i-have-my-septic-system-pumped
Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria
Message Date(s): Ongoing
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: Be a Leaf Hero Post: Tip #2
Message Description and Distribution Method:
The Town shared a Face Book post titled "Be a leaf Hero" encouraging residents to help clean our waterway by keeping storm drains clear of debris such as leaf litter and yard debris, which plug storm drains and increase flooding.
Targeted Audience: Residents
Responsible Department/Parties: Town of Brewster, Cape Cod Commision
Measurable Goal(s):
The Town of Brewster Face Book page has 2,045 likes and 2,470 followers. https://www.facebook.com/brewstermass
The "Be a leaf Hero" Facebook Post can be found here: https://www.facebook.com/brewstermass/posts/3980369765325580
and on the Cape Cod Stormwater Collaborative page here: https://capecodstormwater.wordpress.com/fortowns/
Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter.
Message Date(s): Oct 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: Be a Leaf Hero Post: Tip #3

Message Description and Distribution Method:

The Town shared a Face Book post titled "Be a leaf Hero" encouraging residents to help clean our waterways by avoiding dumping into ditches or streams, because decaying leaf litter releases excess nutrients causing eutrophication and algal blooms.

Targeted Audience: Residents

Responsible Department/Parties: Town of Brewster, Cape Cod Commision

Measurable Goal(s):

The "Be a leaf Hero" Facebook Post, located on The Town of Brewster Face Book page, can be found here: https://www.facebook.com/brewstermass/posts/3986204824742074
and on the Cape Cod Stormwater Collaborative page here: https://capecodstormwater.wordpress.com/fortowns/

Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

Message Date(s): Oct 25, 2020

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

BMP: Be a Leaf Hero Post: Tip #4

Message Description and Distribution Method:

If yes, describe why the change was made:

The Town shared a Face Book post titled "Be a leaf Hero" encouraging residents to help clean our waterways by composting leaves and yard clippings, and reducing added chemicals in your yard and garden by utilizing composted leaves as natural fertilizer.

Targeted Audience: Residents

Responsible Department/Parties: Town of Brewster, Cape Cod Commision

Measurable Goal(s):

The "Be a leaf Hero" Facebook Post, located on The Town of Brewster Face Book page, can be found here: https://www.facebook.com/brewstermass/posts/3994826060546617

and on the Cape Cod Stormwater Collaborative page here: https://capecodstormwater.wordpress.com/fortowns/

Distributed an annual message that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers

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Message Date(s): Oct 28, 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: Catch Basin Cleaning Post
Message Description and Distribution Method:
The Town shared a Face Book post aiming to educate residents on the importance of catch basin cleaning in regards to stormwater runoff. The post links the Towns "Private Road Catch Basin Cleaning" page on their website which goes on to explain how removing trash, sediments, debris, and other solids from catchbasins keeps them out of stormwater runoff, and thus reduces pollutants that could potentially enter waterways, as well as prevents stomrdrains from becoming clogged.
Targeted Audience: Residents
Responsible Department/Parties: Town of Brewster
Measurable Goal(s):
The Town of Brewster Face Book page has 2,045 likes and 2,470 followers. https://www.facebook.com/brewstermass The post titles "Private Road Catch Basin Cleaning" can be found here: https://www.facebook.com/brewstermass/posts/4928774893818391
Message Date(s): Sep 10, 2021
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: Fowl Water Campaign
Message Description and Distribution Method:
Stormwater social media video campaign called "Fowl Water" that educates residents on how "stormwater pollution is trash, oil, cigarette butts, & dog waste." Campaign is run by Think Blue Massachusetts and published with advertisements on Facebook, Instagram, and YouTube.
Targeted Audience: Residents
Responsible Department/Parties: Think Blue Massachusetts
Measurable Goal(s):
Think Blue Massachusetts estimates that 14,209 people in Brewster have been reached by this campaign

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MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

 ${oxtimes}$ 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: 0	
Number of SSOs removed: 0	
MS4 System Mapping	
Optional: Provide additional status information regarding your map:	
The Town of Brewster has started updating mapping and tracking of catch basin cleaning and inspections tablets.	with
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 analys Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.	
○ No outfalls were inspected	
 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: 12	
Below, report on the percent of outfalls/interconnections screened to date.	
Percent of outfalls screened: 75	
Optional: Provide additional information regarding your outfall/interconnection screening:	
Three (3) outfalls could not be located, two of which were blocked by dense vegetation, and one was submerged due to high tide. These locations should be revisited in the fall when the vegetation is less dens	e.
Catchment Investigations If conducted, please submit all data collected during this reporting period as part of the dry and wet weath investigations. Also include the presence or absence of System Vulnerability Factors for each catchment. No catchment investigations were conducted	er
 The catchment investigation data is attached to the email submission 	
○ The catchment investigation data can be found at the following website:	
Below, report on the number of catchment investigations completed during this reporting period.	
Number of catchment investigations completed this reporting period: 0	
Relow report on the percent of catchments investigated to date	

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Percent of total catchments investigated: 0	
Optional: Provide any additional information for clarity regarding t	he catchment investigations below:
	_
IDDE Progress	
If illicit discharges were found, please submit a document describin	
period, and cumulative to date, including location source; descripting date of discovery; and date of elimination, mitigation, or enforceme	· · ·
schedule of removal.	in off prainted corrective measures and
 No illicit discharges were found 	
 The illicit discharge removal report is attached to the 	e email submission
 The illicit discharge removal report can be found at 	the following website:
Below, report on the number of illicit discharges identified and rem removed during this reporting period.	oved, along with the volume of sewage
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 the number of illicit discharges identified and removed since the eff	
Total number of illicit discharges identified: 0	
Total number of illicit discharges removed: 0	
Optional: Provide any additional information for clarity regarding in planned to be removed below:	llicit discharges identified, removed, or
Employee Training	
Describe the frequency and type of employee training conducted du	iring this reporting period:
IDDE employee training materials have been created and the Town	
process by October 2021.	and the complete are training

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: 9
Number of inspections completed: 0
Number of enforcement actions taken: 0
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
As-built Drawings Below, report on the number of as-built drawings received during this reporting period.
Number of as-built drawings received: 0
Optional: Enter any additional information relevant to the submission of as-built drawings:
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:

Green Infrastructure Report

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:			
The Town has not made any progress on this task yet.			
Retrofit Properties Inventory Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned pr be modified or retrofitted with BMPs to mitigate impervious areas and report on any property			
modified or retrofitted:	ties that have been		
The Town has not made any progress on this task yet.			
MCM6: Good Housekeeping Catch Basin Cleaning Below, report on the number of catch basins inspected and cleaned, along with the total volucemoved from the catch basins during this reporting period.	ume of material		
Number of catch basins inspected: 1,147			
Number of catch basins cleaned: 1,147			
Total volume or mass of material removed from all catch basins: 209.24	tons		
Below, report on the total number of catch basins in the MS4 system.			
Total number of catch basins: 900			
If applicable:			
Report on the actions taken if a catch basin sump is more than 50% full during two consecutinspections/cleaning events:	tive routine		

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Street Sweeping

Town of Brewster

Report on street sweeping completed during this reporting period using <u>one</u> of the three metrics below.

\circ	Number of miles cleaned:			
0	Volume of material removed	:	[Select Units]	
•	Weight of material removed:	96.06	tons	
Stormwater P	ollution Prevention Plan (SV	WPPP)		
	on the number of site inspection		hat require a SWPPP c	ompleted during this
	Number of site inspections co	ompleted: 2		
Describe any o	corrective actions taken at a fa	cility with a SWI	PPP:	
3.5		ditional Infor	mation	
_	<u>Study Results</u> ny other stormwater or receiv	ing water auglity	monitoring or studies	conducted during the
	nd not otherwise mentioned ab		_	_
	eness must be attached.	ove, where the a	and is some used to inje	m permit compiletive or
•	Not applicable			
0	The results from additional re	eports or studies	are attached to the emai	il submission
\circ	The results from additional re	_		
				,,
	ring or studies were conducted eported to you, a brief descript w:	•	_	•
Additional Inf	<u>Cormation</u>			
•	er any additional information a porting period. Include any BM	•		
	ched document regarding a W		-	<u> </u>

Town of Brewster

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COVID-19 Impacts

Optional: If any of the above year 3 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:

DDE training was delayed due to COVID-19 safety concerns, but has since been scheduled for early Oct	ober.

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 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ⊠

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

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 curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities

- 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

- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

Provide any additional details on activities planned for permit year 4 below:			

Part V: Certification of Small MS4 Annual Report 2021

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:	[Signatory may be a duly authorized representative]	Date:	