

**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 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 3 Requirements

- ☒ Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)  
☐ Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary  
☐ Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

*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 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:

All outfalls were screened and the associated catchments were investigated during Permit Year 3. Outfalls and/or upgradient drainage structures were observed to be dry and no evidence of actual or potential illicit discharges were identified during these IDDE activities. As such, all outfalls have been assigned a low priority ranking and will be reassessed within 5 years. No formal priority ranking list has been developed because the Town did not identify Problem or High priority outfalls upon completion of their catchment investigations inspections.

The Town has completed a review of their Comprehensive Stormwater and Illicit Discharge Regulations. The regulations substantively meet requirements, but minor edits are required to align with the permit. The Town will advance recommendations to incorporate the recommended edits during permit year 4.

### 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 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
- ☒ 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:

The Town was unable to inspect treatment structures during this permit year due to staff shortages. A consultant has been contracted to inspect Town-owned treatment structures during Permit Year 4.

**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:

## **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)

#### *Potential structural BMPs*

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was

- ☐ estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen 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:

The Highway and Maintenance webpage, <https://www.harwich-ma.gov/highways-and-maintenance/pages/storm-water-guide>, contains information about proper disposal of yard debris and yard waste.

In Permit Year 3, the Town of Harwich Department of Public Works staff defined which roadways drain to nitrogen-impaired waters and increased street sweeping frequencies on these roadways to twice per year in the spring and fall. There are currently no BMPs that are optimized for nitrogen removal, so this

parameter was not tracked during Permit Year 3. The Town will track BMPs installed during new or redevelopment and require them to be optimized for nitrogen removal in accordance with Part 2.3.6.

The northeastern portion of the Town drains via mostly overland flow to Round Cove and Pleasant Bay, which are impaired/have a TMDL for nitrogen. Catchments defined by the limited drainage infrastructure and topography indicative of overland flow were created during end of this permit year to define enhanced street sweeping areas. In addition, a list of roadways was developed to assist the Department of Public Works with identifying roadways subject to enhanced street sweeping requirements. The Town was able to sweep some of these roads twice and plans on implementing an enhanced street sweeping program in the newly defined enhanced sweeping areas during upcoming permit years.

The Town personnel responsible for distribution of the annual timed pet waste message period (June/July) resigned around the time of the message distribution, so it was not distributed during this permit year. The Town will distribute this message during permit year 4.

The Town has prepared a leaf litter message designed to be aired on Channel 18, the local cable access channel, in order to reach a wider audience. This message will be delivered during the August-October time frame during permit year 4.

*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:

Allens Harbor (MA96-95), Round Cove (MA 96-75), and Wychmere Harbor (MA96-96) are now listed as having fecal coliform impairments in the 2016 Integrated List of Waters. This recently updated impairment will not affect enhanced educational messaging already in place as part of the Appendix F and Appendix H requirements.

One location previously identified as an outfall was determined to be a culvert and 18 outfalls (one new outfall) were verified during illicit discharge detection and elimination activities. Two Town-owned interconnections were identified on a MassDOT owned road. Receiving waters remained unchanged.

## 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:Fertilizer and Nutrient Control**

Message Description and Distribution Method:

The Town of Harwich posted a fertilizer and nutrient control regulation to the Health Department website (<https://www.harwich-ma.gov/health/pages/fertilizer-regulation>). The regulation explains that the Massachusetts Estuaries Project found fertilizers account for a large portion of controllable nitrogen load in Cape Code watersheds and the harmful impacts of excessive nitrogen getting into watersheds from stormwater runoff. The regulation provides a legal mechanism to ensure fertilizer application is performed in a manner consistent with best management practices.

The Town continued to provide a flyer at the Town Hall for public distribution to educate residents on how the misuse and ingredients in fertilizer can cause stormwater pollution and ways they can prevent fertilizer from entering the Town's waterbodies. Strategies highlighted include reducing fertilizer use and using organic fertilizers.

A grass clipping message and a fertilizer message were aired on the local cable access channel, Channel 18, beginning May 18, 2021. The message aired throughout the end of the permit year and continues to air as of the submittal of this report.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

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:Household Hazardous Waste**

## Message Description and Distribution Method:

The Town of Harwich posted information on their Department of Public Works website (<http://www.harwichhighway.com/Departments/DisposalArea/tabid/79/Default.aspx>) and Water Department website (<http://www.harwichwater.com/water-protection/household-hazardous-waste.html>) that directs residents to locations of Massachusetts facilities where residents can drop off hazardous waste. The Water Department website also lists items that are considered to be hazardous waste and that are accepted by the facilities. By educating residents on locations to drop off hazardous waste, in addition to outlining what is considered hazardous waste, Harwich is mitigating the risk of hazardous waste being incorrectly disposed of and ending up in waterways via runoff.

In addition, the Town conducted 6 Household Hazardous Waste Collection Days in Permit Year 3 (July/August/September/October 2020 and May/June 2021). The events took place at the Town's Transfer Station and provided residents from Harwich, Brewster, and Chatham with an opportunity to drop off waste.

The Town distributes flyers and mailers to residents to inform them about the Collection Day schedule and products they can dispose. The 2021 event brochure is located here: [http://www.capecodextension.org/wp-content/uploads/2021/02/2021-HHW-Brochure-\\_BrewChatHar.pdf](http://www.capecodextension.org/wp-content/uploads/2021/02/2021-HHW-Brochure-_BrewChatHar.pdf) and here: <http://www.harwichhighway.com/Departments/DisposalArea/tabid/79/Default.aspx>.

Permanent signs regarding littering are also placed at key walking paths throughout the Town.

Targeted Audience: Residents

Responsible Department/Parties: Town Administrator, Highways and Maintenance Department

## Measurable Goal(s):

Continue to raise the Town residents' awareness of Household Hazardous Waste Collection Days to prevent improper waste disposal.

Message Date(s): Ongoing, updated annually

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:Pesticides and Water Supply Protection**

## Message Description and Distribution Method:

The Town of Harwich Water Department posted a link on their website (<http://www.harwichwater.com/water-protection/household-hazardous-waste.html>) to a mass.gov web page about pesticides and their effects on water supplies from runoff and infiltration. Information on the website includes ways to comply with state Groundwater Protection Regulations and pesticides listed on the groundwater protection list.

Targeted Audience: Residents



Responsible Department/Parties: Town Administrator, Water Department

Measurable Goal(s):

Provide content on the Town website to educate audiences about the effects of pesticide application on stormwater and water quality.

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:

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### **BMP:Source Water Protection**

Message Description and Distribution Method:

The Town of Harwich Water Department website contains a Resident Participation page (<http://www.harwichwater.com/water-protection/resident-participation.html>). This website informs residents of methods they can use to manage their property to protect drinking water. Links provided on this web page include "easy things you can do", "manage your property to protect drinking water", and "dispose of hazardous materials properly". Additionally, there are links to groups that provide volunteer opportunities. The groups promoted are the Cape Cod Groundwater Guardian Team and the Town of Harwich Boards & Commissions.

Targeted Audience: Residents

Responsible Department/Parties: Town Administrator, Water Department

Measurable Goal(s):

Provide content on the Town website to educate audiences about the methods they can use to protect drinking water.

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:

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### **BMP: Guidance on Proper Septic System Maintenance**

Message Description and Distribution Method:

Provide content on the Town's website to inform septic system owners about how to properly manage and maintain their systems.

Educational messaging is located on the Water Department website: <http://www.harwichwater.com/water-protection/do-s-don-ts-of-septic-system-use.html>

and Health Department website: <https://www.harwich-ma.gov/health/pages/septic-systems-title-5>

Targeted Audience: Septic System Owners

Responsible Department/Parties: Health Department, Water Department

Measurable Goal(s):

Provide educational content related to septic system maintenance to decrease incidents of failing septic systems and, as a result, improve water quality.

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:

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### **BMP: Town Website - Preventing Stormwater Pollution**

Message Description and Distribution Method:

The Town posted a "Storm Water Guide" page on their Highways and Maintenance website, <https://www.harwich-ma.gov/highways-and-maintenance/pages/storm-water-guide>. This guide includes multiple ways residents can help reduce stormwater pollution, including: not washing cars on impervious surfaces or near storm drains; checking vehicles, boats, and equipment periodically for leaks; proper lawn care and garden care techniques; home repair and improvement BMPs; proper pet waste management; guidance on draining swimming pools and spas; and how to dispose of household hazardous waste.

Targeted Audience: Residents, Businesses/Commercial, Developers, Industrial

Responsible Department/Parties: Highways and Maintenance Department

Measurable Goal(s):

Educate residents and people who have businesses, industries, and development projects in the Town on ways to reduce impacts to stormwater.

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:Water Department Consumer Confidence Reports**

## Message Description and Distribution Method:

The Water Department provides Consumer Confidence Reports that contain information about ways residents and business owners can protect their water supply, including septic system maintenance, proper disposal of hazardous household waste and chemicals at Hazardous Materials Collection Days, and limiting nutrient use to protect water quality by fertilizing less.

The Consumer Confidence Report is posted to the Water Department's website each year (<http://www.harwichwater.com/assets/CCR/2020%20Harwich%20CCR.pdf>) and distributed with water bills.

Targeted Audience: Residents, Business/Commercial, Industrial

Responsible Department/Parties: Water Department

## Measurable Goal(s):

Educate audiences about ways to improve water quality and decrease audience activities and behaviors that degrade water quality.

Message Date(s): Annually

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:

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**BMP:Pet Waste Messaging**

## Message Description and Distribution Method:

The Town posted messages regarding proper pet waste disposal on the Animal Control Facebook page on June 1, 2021, including reference to the pet waste bylaw. This post was "liked" 20 times and received 4 comments. The Town's Animal Control Facebook page has 840 followers.

The Town's Highways and Maintenance Department "Storm Water Guide", <https://www.harwich-ma.gov/highways-and-maintenance/pages/storm-water-guide>, contains information about pet waste disposal and the effects of pet waste on water quality.

The Town continued to provide "Do Your Doody" pet waste management flyers for public distribution at the Town Hall. The flyer educates dog owners that pet waste can cause stormwater pollution and ways they can prevent pet waste from entering the Town's waterbodies.

Targeted Audience: Residents

Responsible Department/Parties: Harwich Animal Control, Highway and Maintenance Department

## Measurable Goal(s):

Increase pet owner awareness of proper pet waste disposal techniques.

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:

[Add an Educational Message](#)

## MCM2: Public Participation

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

The Town of Harwich provided their Stormwater Management Plan and Annual Reports on the Engineering Department website (<https://www.harwich-ma.gov/engineering/pages/stormwater>) and Town Engineer's Office for public review and comment. No comments regarding these documents were received during this permit year.

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

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

The Town held their annual fall beach cleanup event, "Coastsweep" on October 31, 2020 at various Town beaches.

The Town also held an annual spring event called "Tour de Trash", where volunteers collect trash along the Town's roadways. The event was held on April 24, 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***Optional:* Provide additional status information regarding your map:

The MS4 map was updated to incorporate changes related to the 2016 Massachusetts Integrated List of Waters. Changes have also been made to reflect that one location previously identified as an outfall was determined to be a culvert, and one previously unidentified outfall was located next to an existing mapped outfall. There has been no net increase of the amount of outfalls located in the Town. The map was also updated to identify two Town-owned interconnections to a MassDOT owned road.

**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. 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: 

*Below, report on the percent of outfalls/interconnections screened **to date**.*

Percent of outfalls screened: *Optional:* Provide additional information regarding your outfall/interconnection screening:

No dry weather flow was observed at any of the outfalls and/or upgradient drainage structures inspected during screenings. No evidence of actual or potential illicit discharges were identified. Two interconnections located in a MassDOT road were identified but have not been screened. The Town will discuss potential future screening activities during future IDDE related activities.

**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.*

- ☐ No catchment investigations were conducted
- ☒ 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: 18

*Below, report on the percent of catchments investigated **to date**.*

Percent of total catchments investigated: 100

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

Catchments are limited due to the widespread use of infiltrating catch basins and limited drainage infrastructure. Investigated catchments are located in areas with no sanitary sewer. Based on this and other related information, no SVFs exist. No potential or actual evidence of illicit discharges were identified during catchment investigations.

### **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.*

- ☒ No illicit discharges were found
- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period**.*

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0 gallons/day

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

Total number of illicit discharges identified: 0

Total number of illicit discharges removed: 0

*Optional: Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:*

### **Employee Training**

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

Town Department of Public Works staff and the Town Engineer attended IDDE and Good Housekeeping/ Pollution Prevention training on April 27, 2021.

### **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: 5

Number of inspections completed: 1

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: 1

*Optional:* Enter any additional information relevant to the submission of as-built drawings:

The Town's Comprehensive Stormwater and Illicit Discharge Regulations require the submittal of as-built drawings no later than one year after the completion of construction projects and the long-term operation and maintenance of stormwater BMPs.

#### **Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town has contracted with a consultant to complete this work during Permit 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:

The Town has contracted with a consultant to complete this work during Permit Year 4.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The Town has contracted with a consultant to complete this work during Permit 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:

*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:

If necessary, the inspection and cleaning schedule will be adjusted to prioritize catch basins located at known problem areas (low spots) and near construction activities. If inspection and maintenance activities indicate excessive sediment and/or debris loading these catch basins will be noted for more frequent cleaning.

### **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:

**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:

**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 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:

Staffing constraints prevented the Town from fully implementing requirements related to eSWPPP inspections for the DPW and Transfer Stations. The Town anticipates SWPPP facility inspections will resume during permit year 4.

The Town Hall was closed to the public starting in March of 2020 and did not re-open to the public until June 2021. The Town anticipates educational messaging typically distributed at the Town Hall will resume during the upcoming permit year if the Town Hall remains accessible to the public.

A stormwater general education related bookmark was developed during this permit year for distribution at the library, but the library remained closed for most of the permit year. The Town anticipates the bookmark will be provided to the library for distribution during permit year 4.

### **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:

The Town has contracted with a consultant to perform tasks that were deferred during permit year 3 due to COVID-19 and related staffing issues and some of the permit year 4 requirements.

**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:

Joseph F. Powers

Title:

Town Administrator

Signature:



Date:

9/28/2021

*[Signatory may be a duly authorized representative]*