

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

The Town had to defer evaluation of their post-construction bylaw because the Director of Community Planning resigned. The Town plans to engage with an engineer to conduct a peer review of the existing regulatory mechanisms and make required updates in the upcoming permit year.

The Town was not able to conduct screenings of all outfalls and interconnections due to limited staff resources and budget constraints related to the COVID-19 pandemic. The Town evaluated historic data for dry weather outfall screening and identified approximately 175 of the Town's 301 outfalls meet MS4 General Permit requirements for dry weather screenings. The Town also screened 31 outfalls during Permit Year 3. Remaining outfalls will be screened during the upcoming permit year. The outfall and interconnection priority ranking will be updated as needed upon the completion of the Town's screening program.

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 completed a SWPPP for the Department of Public Works facility during this permit year. This work was deferred from permit year 2 due to lack of staffing resources and funding.

The Multi-Sector General Permit (MSGP) SWPPP for the Town's Recycling and Transfer Station, developed in 2015, was also updated and the Town applied for coverage under the recently reissued MSGP.

The Town deferred completing updated O&M programs for their facilities during this permit year due to lack of staffing resources and funding. The Town has reviewed the permit requirements and is implementing the required procedures. Written record of their O&M programs will be developed as part of future permit compliance activities.

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:

Solids, Oil and Grease (Hydrocarbons), or MetalsAnnual Requirements*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
- ☒ Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

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 downtown area and Transfer Station were prioritized for enhanced street sweeping activities. These areas were selected because of their potential for higher pollutant loads in accordance with Appendix H requirements.

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:

Escherichia Coli was added as an impairment to Hingham Harbor (MA74-18) and Old Swamp River (MA74-03). Plymouth River (MA74-20) was added to the list of Impaired Water Bodies, also with an Escherichia Coli impairment. Inclusion of these impairments does not change Appendix H requirements currently being completed by the Town as part of bacteria/pathogen impairments associated with other waterbodies.

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: 1A - Brochures for Residences and Businesses

Message Description and Distribution Method:

The Town maintains a website to inform residents about Household Hazardous Waste Collection Days. The website contains a link to a flyer describing accepted and prohibited waste and the location(s) and date(s) of collection events.

On October 30, 2020 and December 22, 2020, the Town shared a Facebook post about clearing leaf litter from catch basins to reduce flooding. The first post was "liked" 4 times and received 1 share. The second post was "liked" 2 times and received 1 comment.

On June 1, 2021 the Town shared a Facebook post created by the NSRWA about fertilizer impacts to waterbodies. The post explains that excessive application can cause fertilizer to enter storm drains and local waterways, harming fish and wildlife. The post contains links to with additional information on ways to protect water quality. This post was "liked" 9 times and received 1 comment.

The Town's Facebook page has approximately 3,000 followers and 2,400 "likes".

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:1B - Displays for Businesses, Institutions, and Commercial Facilities

Message Description and Distribution Method:

Display posters with stormwater management tips in Town Hall at the Conservation Commission office. These posters serve as educational tools to promote stormwater awareness and proper management of potential pollutants that may impact stormwater and waterbodies receiving stormwater discharges.

Targeted Audience: Businesses, institutions, and commercial facilities

Responsible Department/Parties: DPW Superintendent and Conservation Commission - Senior Planner

Measurable Goal(s):

Update posters and displays with appropriate non-residential stormwater pollution control messages.

Message Date(s): On-going

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: 1C - Messaging to Developers**Message Description and Distribution Method:**

A brochure called "Construction Stormwater Pollution Prevention Guide" continued to be distributed by the Building and Conservation Departments during issuance of construction related permits.

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW in partnership with NSRWA, Building and Conservation Departments.

Measurable Goal(s):

Prepare and distribute appropriate stormwater management messages to local development community every 2 years.

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: 1E - Press Releases

Message Description and Distribution Method:

WaterSmart, in partnership with the NSRWA and 12 towns on the South Shore, including Hingham, conducted a virtual Gardening Green Expo in March 2021. During this event, residents and other interested parties were able to attend lectures on topics relevant to green gardening techniques, stormwater harvesting, low impact development and green infrastructure, and nutrient reduction techniques. Press releases for the event were issued in the Globe, the Patriot Ledger, Wicked Local, and the Hingham Journal. More information about the Gardening Green Expo can be found in the MCM2 section of this report.

Targeted Audience: General Public

Responsible Department/Parties: DPW in partnership with NSRWA, Conservation Commission

Measurable Goal(s):

Submit one press release every spring and fall to highlight ongoing stormwater activities.

Message Date(s): Spring 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: 1F - Town Website**Message Description and Distribution Method:**

The Town of Hingham maintains a website designed to educate people about what stormwater is and the effects of stormwater pollution on waterbodies. The website provides an overview of how runoff can pick up and transport pollutants into waterways. The page emphasizes that storm drains are discharged without being treated so pollutants picked up by runoff can have large effects on waterbodies and includes rotating educational messages on a flash screen about best practices for managing pet waste, appropriate management to prevent pollutants generated from lawn and garden care from entering waterbodies, motor oil and other chemical disposal, and the proper way to discharge pool and spa water.

Targeted Audience: General Public

Responsible Department/Parties: DPW Superintendent and Website Manager

Measurable Goal(s):

Promote stormwater awareness by posting relevant stormwater information. Track hits with the goal of increasing website traffic annually.

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:1G - Pet Waste Management

Message Description and Distribution Method:

The Town provided informational pet waste "Scoop It" cards at the Town Clerk's office during issuance or renewal of dog licenses. Approximately 200 of these messages were distributed during the permit year.

Targeted Audience: Residents/Dog Owners

Responsible Department/Parties: Town Clerk and NSRWA

Measurable Goal(s):

Update and disseminate with dog license information annually and posts at public locations.

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:1H - Proper Septic System Management

Message Description and Distribution Method:

NSRWA posted a series of Facebook messages in conjunction with EPA's SepticSmart Week (September 14-18, 2020) to educate septic system owners on proper maintenance of septic systems and why septic system care is important to protect water quality. The NSRWA Facebook page is followed by approximately 4,700 people. The posts were boosted to specifically target Hingham residents.

Targeted Audience: Septic System Owners

Responsible Department/Parties: Board of Health and NSRWA

Measurable Goal(s):

Update and distribute educational messaging biannually to septic system owners.

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:

Messaging was switched from pamphlets to Facebook posts to reach a broader audience due to the COVID-19 related Town Hall closure.

BMP: Local Cable Access Programing

Message Description and Distribution Method:

The Town provides citizens with access to Public, Educational and Government channels through Comcast and Verizon. The Government channel in particular is used to broadcast live coverage of Board of Selectmen and other Board and Commission meetings. The channel also provides bulletin board notification of town news and announcements. Stormwater infrastructure and related costs have been discussed at several of the meetings broadcast on this channel.

Targeted Audience: Local cable subscribers

Responsible Department/Parties: Various Town Departments and Boards

Measurable Goal(s):

Promote stormwater awareness to the general public.

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:[Message name here]

Message Description and Distribution Method:

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:

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 Hingham had their SWMP available at the Department of Public Works and on their website for public viewing and commentary.

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 continues to operate their illicit stormwater discharge hotline at (781) 804-2437. Calls and requests that require immediate attention are put into the Town's work order system, allowing the Town to track the status of their response to the calls.

WaterSmart, in partnership with the North and South Rivers Watershed Association (NSRWA) and 12 towns on the South Shore, including Hingham, conducted a virtual Gardening Green Expo in March 2021. During this event, residents and other interested parties were able to attend lectures on topics relevant to green gardening techniques, stormwater harvesting, low impact development and green infrastructure, and nutrient reduction techniques. Press releases for the event were issued in the Globe, the Patriot Ledger, Wicked Local, and the Hingham Journal. More information about the Gardening Green Expo can be found in the MCM2 section of this report. In conjunction with this event, the NSRWA posted information about ordering rain barrels and composters on March 2, 2021 and rain barrel and composter sales on Facebook on April 2, 2021 and April 7, 2021.

The Cleaner Greener Hingham Committee held an April 17, 2021 cleanup event.

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 System Map is actively updated to include new information as it is identified. During this permit year the Town collected information during catchment investigations that was directly incorporated into PeopleGIS. Catchment delineations are ongoing as previously unidentified infrastructure is mapped.

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:

The Town evaluated historic data for dry weather outfall screening and identified approximately 170 of the Town's 301 outfalls meet the MS4 General Permit requirement Part 2.3.4.7.b.4.iv for dry weather screening. The Town will attempt to screen remaining outfalls in the upcoming permit year.

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:

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

Percent of total catchments investigated: 8

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

Catchment investigations are ongoing and include concurrent updates to the Town's MS4 map. DPW employees have been trained to identify and report illicit discharges and use this knowledge to opportunistically inspect drainage infrastructure for potential illicit discharges during infrastructure operation, maintenance, and repair activities.

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:

The Town is currently working with a resident to remove an identified illicit discharge. An illicit discharge report will be provided upon removal of the illicit discharge.

*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: 1

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: 1

Total number of illicit discharges removed: 1

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

The Town identified a potential illicit connection and conducted a CCTV inspection to verify that a pipe originating from a residence is illegally connected to the MS4. Suspected illicit discharges have been identified during catchment investigations and will be verified during upcoming catchment investigation activities.

Employee Training

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

Stormwater Pollution Prevention Plan (SWPPP) and Spill Prevention Control and Countermeasure (SPCC)

Plan trainings were conducted for the DPW on 5/27/2021. IDDE training for staff of the Department of Public Work was conducted on 11/16/2020, including a training on how to conduct dry weather screenings.

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: 0

Number of enforcement actions taken: 0

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

The Town has recently undergone staffing changes related to the personnel who typically track these parameters. This information is still being reviewed and will be provided in permit year 4.

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:

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

The Town has recently undergone staffing changes related to the personnel who typically track these parameters. This information is still being reviewed and will be provided in permit year 4.

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 anticipates evaluating regulations and other guidance related to street design and parking lot assessments 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 anticipated evaluating regulations and other guidance related to facilitating green infrastructure practices 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 anticipates evaluating properties feasible for BMP modifications and/or retrofits 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: 1,530

Number of catch basins cleaned: 1,530

Total volume or mass of material removed from all catch basins: 493.66 tons

Below, report on the total number of catch basins in the MS4 system.

Total number of catch basins: 1,530

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, schedule adjustments will be made to prioritize catch basins located at known problem areas (low spots, etc.) and near construction activities (roadway construction, residential/commercial/industrial development). If inspection and maintenance activities indicate excessive sediment and debris loading, these catch basins will be marked for more frequent cleaning. Where necessary, street sweeping will be utilized to aid in minimizing catch basin sediment loading.

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]

Stormwater Pollution Prevention Plan (SWPPP)

Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

No corrective actions were identified as a result of inspections or during routine operations.

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:

Town offices remained closed to the public during the majority of the permit year, impeding educational message delivery via postings and distribution at relevant departments. The Town was also unable to complete some public participation events due to remote learning and cancellations of events due to COVID-19.

Staffing shortages also prevented advancement of some permit year 3 requirements such as the advancement of the post-construction regulations, which was being led by the Planning Department. The Town was able to advance some requirements not completed during permit year 2, such as SWPPP development and dry weather outfall screening activities.

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:

Thomas Maye

Title:

Town Administrator

Signature:



Date:

9-28-21

[Signatory may be a duly authorized representative]