

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: Town of Lynnfield

EPA NPDES Permit Number: MAR041045

Primary MS4 Program Manager Contact Information

Name: John Tomasz

Title: DPW Director

Street Address Line 1: 55 Summer Street

Street Address Line 2: na

City: Lynnfield

State: MA

Zip Code: 01940

Email: dpw@town.lynnfield.ma.us

Phone Number: (781) 334-9500

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.town.lynnfield.ma.us/stormwater-management>

Date SWMP was Last Updated: September 2021

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:

-Dry Weather Outfall Screening - The Town has attempted to inspect 264 stormwater outfalls within the urbanized area during dry weather. In most cases where an outfall could not be found, the location was revisited again when there was less vegetation. In the event it still could not be located, or was inaccessible, the upgradient catch basin or manhole was inspected for dry weather flows as a proxy. Five of the 264 outfalls that could not be found/accessed and the four interconnections require an additional visit in Year 4 to complete screening. There were also three locations where there was insufficient flow to sample and/or the pipe was submerged and the upgradient structure could not be opened. These will also be revisited in Year 4. The Town has also identified data gaps in the MS4 mapping and is working on reconciling these. Any additional outfalls identified through this process will be screened as found.

-Update Outfall Inventory and Priority Ranking - A new prioritization table and map was created.

-Post-Construction Bylaw and Regulations: The Town updated its Stormwater Management (MS4) By-Law,

which was adopted June 12, 2021. Updates to the Stormwater Rules and Regulations were approved in August 2021. The Town has updated its Suvdivision Regulations and Wetland Bylaw for consistency, which are in the process of being approved and adopted.

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:

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:

Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach**

- ☒ Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- ☒ Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

** Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

Good Housekeeping and Pollution Prevention for Permittee Owned Operations

- ☒ Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

Potential structural BMPs

- Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.
- ☒

- ☒ The BMP information is attached to the email submission
- ☐ The BMP information can be found at the following website:

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

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:

Street Sweeping - Sweeping is performed once a year in turbidity impaired watersheds, twice a year where the

watershed is also impaired for nutrients. Turbidity impaired watersheds were not observed to accumulate more sediment and debris than other areas within the Town, therefore the current sweeping schedule is deemed adequate.

Catch Basin Cleaning - The Town currently cleans all catch basins once a year. A plan for optimizing catch basin cleaning was completed in Year 1. In accordance with its plan, the Town is currently tracking sediment accumulation during its annual inspection and cleaning of catch basins using a GIS based platform. One year of catch basin inspections has been completed using the GIS based platform. This also allowed for more accurate mapping of the Town's stormwater infrastructure. Once a second year of data becomes available, the data will be used to determine if certain structures/areas require more frequent cleaning and to update the prioritization plan as needed for future years.

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:

The 2016 Integrated List of Waters was finalized and includes the following new or removed impairments and/or TMDLs in Lynnfield:

- Hawkes Brook (MA93-32) has a TMDL for E.Coli (previously just fecal coliform)
- Saugus River (MA93-35) has a TMDL for E.Coli (previously just fecal coliform)
- Beaverdam Brook (MA93-30) has a TMDL for E.Coli (previously just fecal coliform)
- Wills Brook (MA92-10) - fecal coliform impairment removed

The Town also updated its list of outfalls and receiving waters as new outfalls were found during the dry weather screening. The inspection results are attached to this annual report and a list and updated prioritization are also kept with the Town's IDDE Plan.

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: Benefits of Trees Outreach

Message Description and Distribution Method:

The initial press release titled "Planning Board Works to Develop Tree Protection Bylaw" was submitted to local newspapers on 8/24/2020 for immediate release. Newsblog "Studies suggest old large trees are best at absorbing carbon" posted on September 15, 2020. Newsblog "Does money grow on trees?" posted on September 27, 2020. Press release and Newsblog "The Popular Lynnfield "Tree-O-Cache" Tree Treasure Hunt Continues!" as sponsored by the Tree Committee was submitted to local newspapers on 10/1/2020 for immediate release. Newsblog "Planners Eye Revised Tree Bylaw for Spring Town Meeting. Residents weigh in on proposed changes at Jan. 13 public forum" posted January 23, 2021. Press release "When it comes to trees – bigger is better for carbon capture! Carbon capture is most efficient in big trees." posted on March 31, 2021. This press release kicked off a regularly appearing column in one of the two local newspapers. Press release "Lynnfield earns Arbor Day Foundation's Prestigious GROWTH AWARD. 2020 award adds to over 10 years' Tree City designation" posted on April 5, 2021. Press release "Tree Committee Launches 1,000 TREES Project. Calling Lynnfield residents, young and old!" posted on April 10, 2021. Press release and newsblog "Our Native Oak Trees – environmentally, our biggest bang for the buck. Plant new (or, even better) keep your Oak Trees!" posted April 14, 2021. Newsblog and press release "Getting too hot out there? Think trees! Tree cover reduces your energy costs, improves your air quality and helps manage stormwater" posted on June 14, 2021. Newsblog and column press release "Forest Carbon offsets and Carbon credits. Perhaps a program coming to a forest near you?" posted on June 29, 2021.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Combination of newsblogs and press releases posted August 2020, September 2020, October 2020, January 2021, March 2021, April 2021, and June 2021.

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:

Lynnfield launched a new education campaign in support of a proposed Tree Protection Bylaw. The campaign

highlights the benefits trees provide to the environment.

BMP: Septic Maintenance Outreach

Message Description and Distribution Method:

"Do Your Part-Be Septic Smart" EPA flyer made available to Town Hall visitors. Newsblog - "Your well-maintained septic system protects public health, water resources and your wallet!" posted 9/17/2020.

Targeted Audience: Residents

Responsible Department/Parties: DPW, BOH, Town Hall

Measurable Goal(s):

Newsblog posted 9/17/2020

Message Date(s): Flyer continuously available. Newsblog posted September 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: Lawn Care Outreach

Message Description and Distribution Method:

Press release "Update - Organic Lawn Care Program for Town Common!" posted on Town website and submitted to local newspapers for immediate release on October 4, 2020. Press release described how the Town will use organic treatment measures to maintain the new lawn on the Town Common and serves as a demonstration project for residents and businesses in Town. Press release and newsblog "Town Common ready for new organic lawn! Over an acre of sod to be installed and ready for Spring." posted on November 10, 2020. Newsblog "Lawn care – Here's everything you need - early Spring to late Fall! From our partner GREENSCAPES - a 1-page flyer to download" posted on April 22, 2021. Tri-fold brochure "Your Grass – Beautiful and Healthy!" was produced in-house with content provided by GREENSCAPES and brochures were replicated for Town Hall card rack and Lynnfield Public Library. The brochure was distributed in Spring 2021. Press release and newsblog "Doug Tallamy presentation - ZOOM link here - Wed. June 2 at 7:00pm, We can restore ecosystem function in our yards" posted on May 31, 2021.

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW, Conservation Commission, Greenscapes, Public Library

Measurable Goal(s):

Posted in October 2020, November 2020, April 2021, and May 2021. 40 "Your Grass - Beautiful and Healthy!" brochures delivered to Lynnfield Public Library.

Message Date(s): October 4, 2020, November 10, 2020, April 22, 2021, May 31, 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: Management of Fall Leaves

Message Description and Distribution Method:

The "Be a Leaf Hero" publication, a resource of the Cape Cod Stormwater Managers Group, was branded with the Lynnfield Stormwater link, replicated, and distributed in the Town Hall rack card and provided to the Lynnfield Public Library in Fall 2020. Newsblog "Time to Rake? Maybe not! Use (don't dispose of) fallen leaves and grass clippings." posted on October 18, 2020. Newsblog "Leaves that clog storm drains can be quite harmful. You can help by removing leaves from storm drains near your property!" posted on December 4, 2020.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition, DPW and Conservation Commission

Measurable Goal(s):

Posted in Fall and Winter 2020

Message Date(s): October 18, 2020, December 4, 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: Invasive Species Outreach

Message Description and Distribution Method:

Newsblog "Avoid Using Invasive Plants in Holiday Decor! Bittersweet and Multiflora Rose are aggressive invasives." posted on October 29, 2020. Newsblog "Fall - the Perfect Time to Free Your Trees from Invasive Vines - Here's the simplest way!" posted on October 31, 2021.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Posted Fall 2020

Message Date(s): October 29, 2020 and October 31, 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:

To raise awareness of invasive species.

BMP: Pillings Pond Outreach

Message Description and Distribution Method:

Newsblog "Please Don't Feed the Waterfowl! Their droppings negatively affect Pillings Pond's water quality", posted on November 6, 2020. Press release "ConCom approves test of BIOCHAR for Pillings Pond. Test will measure filtration of harmful phosphorous flow to Pond waters" posted on April 2, 2021. Press release "Volunteers gather at Pillings Pond for Planting Day! Demonstration Bank Planting project kicks off at Rotary Park site" posted on May 2, 2021.

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

Posted November 6, 2020, April 2, 2021, and May 2, 2021

Message Date(s): November 6, 2020, April 2, 2021, May 2, 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:

To raise awareness of water quality and contributors to Pillings Pond, which is impaired with phosphorus.

BMP: Parcel Acquisition & Open Space

Message Description and Distribution Method:

Press release "ConCom Recommends Town-purchase of Richardson Green parcel to Select Board. Recommendation includes ConCom votes for starter funding and federal appraisal" posted on December 30, 2020. The vote was to place conservation restriction on 20-acre undeveloped parcel. Press release and newsblog "Lynnfield Awarded \$1.6M grant for Richardson Green purchase. MVP grant award is 3rd largest from the State." posted September 10, 2021. Press release and newsblog "Grant Awarded for "A Vision for Willis Woods"! MAPC to provide technical assistance for regional open space vision" posted August 2, 2021.

Targeted Audience: Residents

Responsible Department/Parties: Conservation Commission

Measurable Goal(s):

Posted December 30, 2020, September 10, 2021. Willis Woods press release and newsblog posted August 2, 2021.

Message Date(s): December 30, 2020 and September 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:

To raise awareness of Town efforts to preserve and conserve land.

BMP:Pet Waste Outreach

Message Description and Distribution Method:

Flier "Help keep our water clean – Throw dog waste in the trash!" was produced in house with content provided by Think Blue Massachusetts, replicated and provided to all dog owners for license renewals, beginning January of each year.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition, DPW, Conservation Commission and To

Measurable Goal(s):

Distributed pet waste education with all dog licenses, 1067 fliers sent out in 2021 (as of Sept. 18, 2021).

Message Date(s): Ongoing distribution with dog licenses. Materials continuously available on website.

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:ThinkBlue MA "Stormwater" Video

Message Description and Distribution Method:

Newsblog "Stormwater - An excellent summary video here! This brief video sums it up simply!" posted on January 4, 2021 with a video from Think Blue Massachusetts.

Targeted Audience: Residents

Responsible Department/Parties: DPW and Conservation Commission

Measurable Goal(s):

Posted on website January 4, 2021

Message Date(s): January 4, 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:Ipswich River Video

Message Description and Distribution Method:

Press release and newsblog "John Kerry focuses climate lens on IPSWICH RIVER. Powerful remarks in YouTube video BELOW from the U.S. Special Presidential Envoy for Climate" posted on April 15, 2021.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Posted April 15, 2021

Message Date(s): April 15, 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:

To raise awareness of climate change and impacts to Ipswich River.

BMP:Vegetated Buffers

Message Description and Distribution Method:

Tri-fold brochure "Grow a Vegetated Buffer - How to use native plants to protect our water" produced in-house with content provided by Ipswich River Watershed Association. Brochures replicated for Town Hall card rack and Public Library.

Targeted Audience: Residents, Businesses

Responsible Department/Parties: DPW and Conservation Commission

Measurable Goal(s):

30 brochures delivered to Lynnfield Public Library.

Message Date(s): August 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:

Added as supplemental education materials to raise awareness of water protection and measures that can be taken.

BMP: Web Outreach

Message Description and Distribution Method:

Lynnfield developed a stormwater website in 2019. The website contains various education materials available for residents, businesses, institutions, commercial facilities and developers as described in the Year 2 annual report.

Targeted Audience: Residents, Businesses, institutions and commercial facilities, and Developers

Responsible Department/Parties: DPW

Measurable Goal(s):

Website developed in 2019 and updated periodically.

Message Date(s): Continuously available.

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:**

SWMP Plan for Download - The Town has posted the SWMP Plan on Town website along with contact information to allow for public comment.

Annual household hazardous waste/used oil collection held November 21, 2020.

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:**

A Town-wide survey sponsored by a citizens advocacy group regarding interest in the Town's purchase of a 20-acre parcel to protect with a conservation restriction took place in October and November 2020.

Development and installation of demonstration bank planting took place on May 1, 2021 with public invited. Publicity measures included conventional press releases and newsblogs, in addition to development of a tri-fold brochure (published) and educational sign (currently in design).

The Tree Committee launched the 1000 trees project in Spring 2021. The Tree Committee kicked off the tree photo contest in Fall 2021.

An internship project launched with UMASS Environmental Science student to analyze water quality at Pillings Pond at 3 intake sites after 3 storm events is ongoing and sampling and testing is complete.

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:

All known outfalls, stormwater BMPs, and receiving waterbodies with impairments have been mapped to date. Initial catchment delineations have also been completed based on topographic mapping and available stormwater system information. Mapping of open channel conveyances and any newly located outfalls is ongoing. Mapping interconnections with other MS4s (e.g. DOT) is ongoing, and it is expected that this will continue as part of DOT's own mapping efforts to be completed under a future TS4 permit.

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:

As of June 30, 2021, the Town attempted to inspect all 264 known stormwater outfalls (includes 4 new outfalls located during inspections) within the urbanized area during dry weather. Of the 264 stormwater outfalls that were attempted to be inspected, 224 were located. 29 outfalls could not be found or accessed. Proxy inspections of the immediate upgradient structure were performed at 24 of these locations. The remaining 5 require a revisit which will be performed in Year 4, along with inspection of the four known interconnections. Mapping interconnections with other MS4s (e.g., DOT) is ongoing, and it is expected that this will continue as part of DOT's own mapping efforts to be completed under a future TS4 permit. Inspections will be performed once mapped.

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:

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

IDDE Progress

If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.

- ☒ 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:

Number of illicit discharges removed:

Estimated volume of sewage removed: gallons/day

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

Total number of illicit discharges identified:

Total number of illicit discharges removed:

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

No illicit discharges of sewage were identified during the reporting period. There was a transformer oil spill in September 2020 due to a lightning strike. The oil flowed with rain runoff into the catch basin system. The DEP report can be found here: <https://eeaonline.eea.state.ma.us/portal#!/wastesite/3-0036530>.

Employee Training

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

IDDE training was performed on October 21, 2020 and included background information on stormwater pollution, MS4 requirements, illicit discharge program requirements and investigations and general good housekeeping practices.

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: 45

Number of enforcement actions taken: 0

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

No enforcement actions were taken, only field modifications.

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: 3

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:

N/A, to be completed during 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:

N/A, to be completed during 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:

N/A, to be completed during 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:

The Town is currently collecting data during its annual cleaning to determine whether any structures fill more than 50% between cleaning cycles and will update its catch basin cleaning prioritization plan once data has been collected and reviewed for trends.

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:

☐ 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:

The Town hires a consultant to perform formal, written quarterly SWPPP inspection. The Permit Year 3 contract was not executed until December 2020. Town personnel perform informal inspections when on site. No corrective actions were taken at the facility this period.

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:

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.

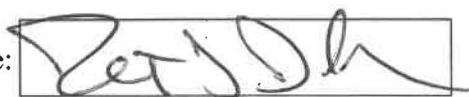
Name:

Robert Dolan

Title:

Town Administrator

Signature:



Date:

9/28/21

[Signatory may be a duly authorized representative]

Note: When prompted during signing, save the document under a new file name.

Annual Report Submission

Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.

EPA:

MassDEP:

Paper Signature:

If you did not sign electronically above, you can print the signature page by clicking the button below.

[Print Signature Page](#)

Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.

[Lock Form](#)