

# 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 Medfield

EPA NPDES Permit Number: MAR041131

#### Primary MS4 Program Manager Contact Information

Name: Maurice Goulet

Title: Public Works Superintendent

Street Address Line 1: 55 North Meadows Road

Street Address Line 2: NA

City: Medfield

State: MA

Zip Code: 02052

Email: mgoulet@medfield.net

Phone Number: (508) 906-3002

#### Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.town.medfield.net/1793/Storm-Water-Information>

Date SWMP was Last Updated: June 30, 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>

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

On May 20, 2021 the Medfield Town Meeting voted to amend the Code of the Town of Medfield Chapter 235, Stormwater Management as required by the MS4 General Permit.

### 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:

<https://www.town.medfield.net/1793/Storm-Water-Information>

- ☒ 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:

In PY3, the Town of Medfield worked with the Neponset River Watershed Association (NRWA) to developed a Nutrient Source Identification Report dated June 14, 2021. The report incorporated the dry weather analytical testing results from PY1, PY2 and PY3.

## **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:

The Town of Medfield has been working with the Neponset Stormwater Partnership on Public Education and Outreach.

**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:

<https://www.town.medfield.net/1793/Storm-Water-Information>

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

The Town of Medfield collected potential pollutants by conducting two Household Hazardous Waste Collection Days at the Medfield Town Garage located at 55 Meadows Street on August 29, 2020 and November 13, 2021.

In PY3, the Town also replaced 6 catch basins and upgraded them with 4' sumps.

**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:

<https://www.town.medfield.net/1793/Storm-Water-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:

All public facilities were investigated and existing BMPs have been inventoried. In PY2 the Town submitted a 604B grant application with the NSP to find public parcels for BMP retrofit projects. The grant award was made in PY3 (October 2020) and when the funds become available the Town will be working with the NSP to rank priority BMP Sites and conceptual design the top three.

**Solids, Oil and Grease (Hydrocarbons), or Metals**

Annual 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 Town of Medfield uses PeopleGIS to track catch basin sumps that are more than 50% full. The Town has developed a Catch Basin Optimization Schedule, dated September 26, 2019.

**Charles River Watershed Phosphorus TMDL**

- ☒ Completed the funding source assessment

*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:

In PY3, the Town of Medfield has complied with the watershed standards of both the Neponset River and the Charles River. The Town continued working with the Neponset Stormwater Partnership (Kerry Snyder) to identify regulatory changes that were needed to meet the Neponset River watershed standards. We also worked with the Charles River Watershed Association (Heather Miller) to ensure that the CRWA phosphorous TMDL requirements supplement the NSP proposed changes to the local regulations. The revised bylaws and regulations were adopted at the CY2021 Spring Town Meeting. The coordination was delayed a few months due to the COVID-19 virus.

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

A copy of the stormwater management documents and proposed regulatory changes were submitted to the library public repository for public review. In addition, the proposed regulations were reviewed by the public during public hearings held with the local Finance Committee, the Planning Board and the Conservation Commission. Questions and comments on the proposed regulations were limited and coordinated with Town Counsel before acceptance by Town Meeting.

### 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:

Sections 1.2 and 5.3 of the Town's SWMP (June 24, 2019) indicated that there were 426 outfalls in Medfield. Based on the Permit Year 1 (PY1), Permit Year 2 (PY2) and Permit Year 3 (PY3) investigations, the Town has determined that 28 more outfalls are classified as "culverts" and 4 of these have been abandoned. Therefore, for the revised total of 494 locations, there are 361 outfalls (17 private) and 133 "culverts" (21 of which are private). The local GIS has been updated and the SWMP Amendment has been updated, including the number of outfalls by receiving water, and is posted to the local website (<https://www.town.medfield.net/1793/Storm-Water-Information>).

A review of the updated Section 303d waterways indicates that there have been no changes to the relative impairments or TMDLs.

## Part IV: Minimum Control Measures

*Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.*

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

*Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.*

#### **BMP: 1: Maintain Educational Website**

Message Description and Distribution Method:

The Town assisted the NSP with maintaining a comprehensive educational website to serve the NSP service area as a primary resource for key information for all four target audiences.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Achieve at least unique 500 site visits every year. This year, there were 3,562 site visitors and 5,614 unique page views.

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:

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#### **BMP: 2: Operate Stormwater Hotline**

Message Description and Distribution Method:

The Town assisted the NSP in operating a regional “stormwater hotline” to field questions and problem reports regarding stormwater from across the region. Responses were collected via a website form hosted at [yourcleanwater.org](http://yourcleanwater.org), via email submissions to [stormwater@neponset.org](mailto:stormwater@neponset.org), and phone calls to 781-575-0354 x 300. Responses included answers to questions, additional information or follow up investigation, and/or referral of inquiries/reports to the appropriate municipalities as appropriate. Anonymity of inquiries was maintained as requested.

Targeted Audience:

Responsible Department/Parties:

## Measurable Goal(s):

Provide immediate answers to inquiries generated by regionalized outreach activities. Eight contacts were made to the stormwater hotline this year.

Message Date(s): Ongoing since May 1, 2018

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: 3: Distribute Pet Waste Information With Dog Licenses**

## Message Description and Distribution Method:

Educational “rack cards” regarding proper pet waste disposal were printed and provided to the Medfield Town Clerks’ office to include with dog license renewal requests, either in person or via mail. Since online renewal is available, online graphics that link to the pet waste page of the NSP website were provided. Posters, which were also used last year, were determined to be ineffective since many of the dog license renewals are completed by mail.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

## Measurable Goal(s):

Participation by 100% of Town Clerks in order to reach 80% of dog owners annually with pet waste management information. Over the 5-year permit period achieve a reduction in the number of pet waste bags found when cleaning catch basins in the member communities that track this information.

Message Date(s): Materials were distributed to Town Clerks in December 2020 and disseminated to dog owners as licenses were issued.

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: 4: Summer Pet Waste Campaign**

## Message Description and Distribution Method:

Worked with the NSP in preparing a social media campaign directed at the proper disposal of pet waste consisting of social media posts, flyers/posters, and informational postcards. The social media materials were posted to the Neponset River Watershed Association’s Facebook and Twitter Accounts and Neponset Stormwater Partnership member communities were asked to “share/retweet” it on their own Facebook and/or Twitter accounts. The pet waste section of the NSP website was updated and electronic copies of the

campaign flyer/poster and informational postcard was provided for towns to print and use during public events or post on their websites. The social media post was shared on the Town of Medfield's Twitter account and posters were printed and placed at Town Hall and the Town library.

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Participation by 100% of NSP communities and reach to at least 1,000 people in the NSP region through social media. The social media posts were shared on the Town's Facebook and Twitter accounts.

Message Date(s): July 2 and July 6, 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:

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### **BMP: 5: Fall Leaf Waste Campaign**

Message Description and Distribution Method:

Worked with the NSP to prepare a social media campaign directed at the proper disposal of leaf waste consisting of two social media posts each to Facebook and Twitter and an informational flyer/poster. The social media messages were posted to the Neponset River Watershed Association's Facebook and Twitter Accounts and Neponset Stormwater Partnership member communities were asked to "share/retweet" it to their own Facebook and/or Twitter accounts. The leaf and yard waste section of the NSP website was updated with detailed local information on yard waste disposal options. An electronic copy of the leaf campaign flyer/poster was provided for towns to use during public events or to post on their websites. The information was posted on the Town's website as a "Public Works News Flash," which linked to information from the NSP website.

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

The social media message was shared on the Town's Facebook and Twitter page. Facebook ads were also used to reach 3,135 people.

Message Date(s): September 23, 2020 and October 8-18, 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: 6: Spring Fertilizer and Grass Clipping Campaign**

## Message Description and Distribution Method:

Worked with the NSP on an outreach campaign regarding proper use (or abstention from use) of fertilizer consisting of social media posts and an interactive “fertilizer calculator” on the NSP website. Social media posts were made on the Neponset River Watershed Association’s Facebook and Twitter Accounts and Neponset Stormwater Partnership member communities were asked to “share/retweet” it to their own Facebook and/or Twitter accounts. The fertilizer and lawn care section of the NSP website was updated, along with the NSP’s “fertilizer calculator” that allows a user to enter several pieces of information and returns a suggested fertilizer application rate based on guidance from the NEIWPCC Northeast Voluntary Turf Fertilizer Initiative. Additionally, Facebook ads regarding fertilizer and lawn maintenance were

Targeted Audience: Residents, Businesses, Industry

Responsible Department/Parties: DPW Operations

## Measurable Goal(s):

The social media post was shared on the Town’s Facebook and Twitter account. Facebook ads also reached 3,548 people.

Message Date(s): April 8-18, 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: 7: School Outreach Program**

## Message Description and Distribution Method:

Due to COVID-19, all lessons had to take place on-line over Zoom or Google Meet. The NSP prepared new on-line PowerPoint-based watershed education curriculum for 5th grade students. Curriculum covered drinking water and stormwater infrastructure, local water resources, wastewater systems, water conservation, and stormwater pollution prevention techniques. Curriculum was designed and adapted with input from teachers in participating schools and aligned with the MA 5PthP grade science curriculum standards. The program was delivered at the individual classroom level over the course of one or two 60-minute on-line visits by a watershed educator. The educator also provided teachers with follow up materials to share with students and their families.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

## Measurable Goal(s):

Reach 100% of addresses in participating towns, including those who do not use social media or follow town government communication channels.

Message Date(s): Due to COVID, the Town of Medfield has scheduled the actual training sessions for PY4.

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: 8: Outreach to Septic System Owners**

Message Description and Distribution Method:

Worked with the NSP on an outreach campaign directed at all septic system owners in member communities. Effective outreach was designed to be efficiently delivered to the target audience. The campaign was carried out in different ways in different towns, depending on the prevalence of septic systems within the town. In Medfield septic systems are relatively common, so a rack card was designed and sent to all addresses in the town as a bill stuffer. All outreach pieces (the rack card, the postcard, and the newsletter) contained similar information regarding the care and maintenance of septic systems.

Targeted Audience: Septic System Owners

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Reach 100% of known septic systems in member communities.

Message Date(s): March 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:

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### **BMP: 9: "Problem Area" Outreach**

Message Description and Distribution Method:

Working with the NSP, maintain a list of "problem areas" relying on the knowledge of Town officials as well as communications via the stormwater hotline. Address these "problem areas" with methods designed to correct stormwater pollution problems. Most of the issues were determined to be transient in nature and needing something at the storm drain to warn potential polluters of the consequences of their actions. Thus, these issues were addressed through storm drain marking.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations



Measurable Goal(s):

Respond to identified “problem areas” with methods designed to correct specific pollution-generating behaviors.

Message Date(s): Spring-Summer 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:

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### **BMP: 10: Storm Drain Marking**

Message Description and Distribution Method:

A program through which volunteers are able to mark storm drains with educational messages was launched this year with the NSP, after a successful pilot test last year. The program consists of providing volunteers with all materials and information they need to carry out the task. Aluminum medallions are attached to the curb or pavement adjacent to storm drains using construction adhesive. The medallions have one of 3 messages “No Dumping, Only Rain in the Drain,” “Drains to Neponset,” or “No Dumping, Drains to Ocean.” Additional medallion variations such as “Drains to Charles” may be developed as the program ramps up. Volunteers are able to pick the areas they’d like to mark, but are encouraged to pick areas with high pedestrian traffic or areas with known issues that can be addressed by storm drain marking (such as the “problem areas” discussed in Public Education BMP 10). Records of which catch basins have been marked are maintained by the NSP.

Targeted Audience: Residents, Businesses, and Institutions

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Continually distribute drain marking kits to interested volunteers.

Message Date(s): Spring-Summer 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:

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### **BMP: 11: Think Blue “Fowl Weather” Video**

Message Description and Distribution Method:

The Town and NSP partnered with MA Statewide Municipal Stormwater Coalition to secure MassDEP grant

funding to distribute “Fowl Weather” advertising campaign, which helps viewers visualize how motor oil, pet waste, and trash become stormwater pollution. The campaign was operated on Facebook, Instagram, and YouTube.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Reach a significant portion of the NSP service area population with a stormwater awareness message in a highly engaging format. A survey found that 16% of respondents recalled seeing the campaign, which is slightly down from 2020 results, but within the survey margin of error. Additionally, respondents who saw the ad were more likely to recognize that stormwater directly enters local waterways (50%) than those who did not recall the ad (36%). Finally, those who recall the ad were more likely to describe stormwater has having “major” or “some” impact on waterways (53%) than those who do not recall the ad (27%).

Message Date(s): May 17 to June 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:

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### **BMP: 12: Educational Outreach Evaluation**

Message Description and Distribution Method:

Conduct a survey through the NSP to determine the extent of the public’s knowledge regarding stormwater pollution prevention and the impact of the outreach campaigns thus far. The survey also served as an educational opportunity, as information on why a particular answer was correct was revealed after the user submitted their responses. These feedback pieces also contained links to the pertinent webpages on the YourCleanWater.org website. The survey was advertised via social media channels and various municipal email listservs. The intent is to repeat this survey regularly and monitor results over time.

Targeted Audience: Residents, Businesses, Institutions

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Produce results to compare future surveys against. In the results, determine the number of respondents who recall seeing previous outreach materials, and quantify the correct responses to basic stormwater pollution prevention questions.

Message Date(s): January-March 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:

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**BMP: 13: Stormwater Education Presentations**

Message Description and Distribution Method:

Town Representatives attended several stormwater-related NSP presentations to various groups of residents. At these events, residents received basic information on stormwater pollution and tips to prevent it around their own residences and places of business. At some presentations, residents were also educated on stormwater utility programs and how they can help to provide the funding needed for stormwater system management, upgrades and enhancements. Due to COVID restrictions, all presentations occurred online via Zoom.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Present pertinent stormwater-related information to gathered groups as the opportunity arises.

Message Date(s): Throughout the Permit Year

Message Completed for: Appendix F Requirements ☐ Appendix H Requirements ☐

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

If yes, describe why the change was made:

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**BMP: BMP 14: Construction Outreach**

Message Description and Distribution Method:

The NSP prepared and provided the construction-focused stormwater pollution prevention outreach to the Medfield Conservation Departments. The NSP Outreach Committee reviewed and revised the prepared outreach prior to distribution.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Provide construction-focused stormwater pollution prevention outreach to anyone who expresses interest.

Message Date(s): Outreach distributed on June 29, 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:

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### **BMP: 15: Regional Education Mailing**

Message Description and Distribution Method:

An educational mailing was prepared by the NSP and mailed to all addresses in participating communities. The mailing was an 11x17 trifold brochure that highlighted general stormwater pollution prevention tips. The mail piece referenced key information on fertilizer, lawn maintenance, methods to reduce stormwater runoff, and referred readers to additional information available at [yourcleanwater.org](http://yourcleanwater.org) and the stormwater hotline. The mailing was distributed to all business and residential addresses in Medfield totaling about 14,000 mailing addresses.

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

Reach 100% of addresses in participating towns, including those who do not use social media or follow town government communication channels.

Message Date(s): June 28, 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:

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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:**

Opportunity 1: Document Review

A copy of the original stormwater documents are made available at the Medfield Public Library repository for public review. The amendments are posted on the web site. In PY3, there were also several public meetings regarding the revised Stormwater Management and Land Use regulations. Questions and comments by the public were limited and coordinated with Town Counsel before approval at Town Meeting.

**Opportunity 2: Household Hazardous Waste Day**

In PY3, two Household Hazardous Waste Collection Days were held at the Medfield Town Garage located at 55 Meadows Street. The events were held on August 29, 2020 and November 13, 2021

**Opportunity 3: Earth Week Cleanup**

During Earth Week 2021 (April 22, 2021) many volunteers came out to collect over 300 bags of litter on roadsides, parking lots, the grounds of public buildings, churches, schools, parks and river fronts etc.

**Opportunity 4: Arbor Day**

In PY3, a new tree was planted at the post office, sponsored by Brownie Troop #8206 of Medfield and supported by the USPS.

The chemical treatment of Vine Lake, Bakers Pond, Danielson Pond, Flynn's Pond and/or Turbidity Pond are now done under contract with Solutions Inc. They monitor the ponds that are managed by the town and offer volunteer opportunities. No chemical treatment was needed in PY3.

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:**

### **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:

Changes made in PY3 resulted in the Town now tracking 361 outfalls (17 private) and 133 "culverts" (21 private), for a total of 494 locations. The local GIS has been updated and the SWMP has been updated, including the number of outfalls by receiving water.

**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:

<https://www.town.medfield.net/1793/Storm-Water-Information>

*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 5.8% is based on the number of outfalls/DMH's that exhibited flow during dry weather conditions. All other outfall locations (for 100%) have been inspected and were observed to be dry.

**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:

<https://www.town.medfield.net/1793/Storm-Water-Information>

*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:*

The total catchments investigated also include those in which partial work has been done. The dry weather testing results have been provided to Woodard Curran, and IDDE activities are being planned with their I/I and SSES 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:

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:

### **Employee Training**

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

Nine employees from the Town of Medfield attended an IDDE training session on January 19, 2021. As a result, the IDDE Plan was amended with a New Hot Spot Lab Data Sheet Form.

Pollution prevention and good housekeeping for municipal operators course was also completed.

### **MCM4: Construction Site Stormwater Runoff Control**

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed **during this reporting period.***

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

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

The 3 Site Plan Reviews were conducted by the Medfield Planning Board (Clark Tavern, Bank of America, Kingsbury Club PV).

The 1 Site Inspection was conducted by the Medfield Zoning Board of Appeals (Tetra Tech monitoring of Chapel Hill Landing 40B)

## **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:

Prior to PY3, as-built drawings were required by the local Conservation Commission. In PY3, the Town amended its Stormwater Management regulation to require the submittal of as-builts.

All projects subject to the Stormwater Management and Land Disturbance Ordinance are required to submit a Stormwater Management Plan, Erosion and Sediment Control Plan, and Operations & Maintenance Plan as part of their permit application. Upon project completion, a final report, including as-built construction plans, are required to be sent to the Department of Public Works to ensure Stormwater Management BMPs have been constructed in accordance with City standards and meet design and performance criteria.

### **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 Neponset Stormwater Partnership and Metropolitan Area Planning Commission previously completed an analysis of zoning and other local bylaws in partial fulfillment of the Street Design and Parking Lot Report and Green Infrastructure Report requirements of the permit. This is viewed as an ongoing task, as the NSP also plans to update this information before the end of year four of the MS4 Permit.

As discussed in the PY2 report, the Town has compiled an inventory of all public properties including parking areas and other impervious surfaces. In PY3, the Town and NSP were awarded a 604B grant to develop conceptual designs for 3 stormwater BMPs to retrofit these areas.

### **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:

In PY3, the Town and NSP secured a Section 604B grant to support an evaluation of retrofit and green infrastructure opportunities Town-wide and that will address areas highlighted in the recently completed Nutrient Loading Report. Opportunities will be assessed and conducted in PY4-PY5.

### **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 developed an inventory of public properties and has worked with the NSP to complete a Nutrient Loading Report. We have also received a 604B grant to develop conceptual designs for 3 stormwater BMPs to retrofit these areas. We anticipate an evaluation of retrofit and green infrastructure opportunities Town-wide that will be conducted in PY4-PY5.

NSP and MAPC have developed tools and conducted field evaluations of potential stormwater retrofit locations toward satisfaction of the Retrofit Property Inventory requirement, and the NSP aims to make sure this requirement is fully satisfied for all communities before year four of the MS4 Permit.

## **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: 2,395

Number of catch basins cleaned: 2,331

Total volume or mass of material removed from all catch basins: 1,250 tons

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

Total number of catch basins: 2,331

*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 sump volume is tracked in the Town's GIS system (PeopleGIS) and the structure is scheduled for more frequent inspections and cleanings as needed.

The Town contracts with McPhail Associates and W.L. French to remove and dispose of all catch basin cleanings, street sweepings and dispose of within the guidance of State and EPA's reuse and disposal policy.

**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:

Recommendations centered around good housekeeping measures.

**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:

The Town has retained the services of Woodard Curran for its Sewer System Evaluation Survey (SSES) activities and they also assist the Town with its IDDE investigations. This is in addition to the sewer and drain investigation conducted by the Town internally.

**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:

Additional planned activities for PY4 are discussed throughout this annual report.

## 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:

Maurice Goulet

Title:

Public Works Superintendent

Signature:

Maurice Goulet

Digitally signed by Maurice Goulet  
DN: cn=Maurice Goulet, o=Town of  
Medfield, ou=Public Works,  
email=mgoulet@medfield.net, c=US  
Date: 2021.09.28 08:43:21 -0400

Date:

09/28/21

*[Signatory may be a duly authorized  
representative]*