

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 Saugus

EPA NPDES Permit Number: MAR041059

Primary MS4 Program Manager Contact Information

Name: Brendan B. O'Regan

Title: Director of Public Works

Street Address Line 1: 515 Main Street

Street Address Line 2:

City: Saugus

State: MA

Zip Code: 01906

Email: boregan@saugus-ma.gov

Phone Number: (781) 231-4143

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.saugus-ma.gov/public-works/pages/stormwater-management-program>

Date SWMP was Last Updated: Sep 24, 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>

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

Due to COVID-19, Town budgeting processes were delayed and staggered. Adequate funding was not appropriated for stormwater compliance assistance prior to July 1, 2021 and therefore the Town was unable to inspect all outfalls prior to June 30, 2020. As of July 1, 2021 funding has been appropriated and the Town has completed dry weather inspections of 94% of the MS4 outfalls and interconnections as of the date of this report. Outfall screening information and reprioritization are included for all outfalls inspected to date. The Town intends to complete the remaining outfall screening work prior to January 1, 2022.

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:

Cumulative list is attached.

- ☒ 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:

A consultant performs the IDDE program work but IDDE and Good Housekeeping/Pollution Prevention Training was held virtually for DPW employees and department heads on October 7, 2020. Due to COVID-19, Town budgeting processes were delayed and staggered. Adequate funding was not appropriated for stormwater compliance assistance prior to July 1, 2021 and therefore the Town was unable to inventory and inspect potential permittee owned treatment structures. Funding is now in place to put together a full inventory and begin inspections.

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:

Public education materials on proper management of pet waste are available at Town Hall where licenses are renewed and at the DPW.

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 began a new catch basin cleaning program this permit year. 1319 catch basins were cleaned during the permit year. The vendor used tablet-based forms linked to a GIS database and the data will begin to inform the program such that the cleaning program can be optimized.

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

During Permit Year 3, drainage line repairs and improvements were completed at Venice Avenue and Harlow Street, Mt. Vernon Street, Norma Lane, and Altamont Avenue/Essex Street. Drainage line cleaning was completed at Bristow Street, Harlow Street, Pillings Road area and the Lynn Fells Parkway to Central Street area. Annual Brook cleaning work was also completed. Catch basin repairs were completed at Richards Street, Dudley Street, Wildwood Terrace, and Blacksmith Way. Drainage work was also performed at Felmont Avenue and Springdale Avenue. Record plans for the stormwater drainage system were scanned and linked to the Town's GIS such that record drawings can be pulled up for a given area with greater ease. The Town has also contracted engineering services for a condition assessment of 25 bridges and culverts in Town. Pertinent Town department heads (DPW, Engineering, Board of Health, Inspectional Services, and Conservation) meet quarterly to coordinate on and discuss developments and stormwater concerns/issues in Town.

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:

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: Annual Flyers Available - Septic Smart and Pet Waste

Message Description and Distribution Method:

Make available fact sheet on Septic Smart and Pet Waste at website, Town Hall, Board of Health, and DPW.

Targeted Audience: Residents, Businesses, and Commercial/Industrial Facilities

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

Publish on Town website. Number of views.

Message Date(s): July 1, 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:

Add an Educational Message

MCM2: Public Participation

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

The MS4 Program was presented and discussed in detail during Town Meetings held on May 24, 2021 and June 7, 2021 with public comment opportunities available. Town Meeting ultimately decided to appropriate funds to support the implementation of the MS4 program, after delayed budgeting due to COVID-19.

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:

Mapping is updated in an ongoing fashion as IDDE inspections are completed.

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: 94

Optional: Provide additional information regarding your outfall/interconnection screening:

Due to COVID-19, Town budgeting processes were delayed and staggered. Adequate funding was not appropriated for stormwater compliance assistance prior to July 1, 2021 and therefore the Town was unable to inspect all outfalls prior to June 30, 2021. As of July 1, 2021 funding has been appropriated and the Town has completed dry weather inspections of 94% of the MS4 outfalls and interconnections as of the date of this report. Outfall screening information and reprioritization are included for all outfalls inspected to date. The Town intends to complete the remaining outfall screening work prior to January 1, 2022.

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: 3

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

Percent of total catchments investigated: 0.01

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

Catchment area investigations progressed in 3 catchment areas during the reporting period, and have extended into Year 3.

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:

Please see attached catchment area investigation memo for information on illicit discharges.

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

Number of illicit discharges identified: 1

Number of illicit discharges removed: 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:

The source of the discharge has not been definitively confirmed. Cleaning of the drainage pipes contributed to a significant decrease in bacteria levels at the outfall. The lateral pipe in question is on a schedule to be replaced during the next round of upcoming sanitary sewer rehabilitation work, as it was determined that it would not be cost-effective for the town to replace one lateral at a time, particularly given budget constraints during COVID-19.

Employee Training

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

IDDE and Good Housekeeping/Pollution Prevention Training were held virtually on October 7, 2020. Several DPW employees and Town Department heads attended this training and the training was recorded so that those who could not attend live could view at a later time.

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:

MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

As-built Drawings

Below, report on the number of as-built drawings received during this reporting period.

Number of as-built drawings received:

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

The reviewed development/redevelopment projects are in various stages of review by others and construction, but none are fully constructed. Town anticipates as-built plans at the end of construction for each project in compliance with Stormwater Regulations.

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:

Based on funding appropriated as of July 1, 2021, the reports and inventory work have begun.

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:

Based on funding appropriated as of July 1, 2021, the reports and inventory work have begun.

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:

Based on funding appropriated as of July 1, 2021, the reports and inventory work have begun.

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 current CB cleaning procedure has been instituted whereby DPW personnel confirm sediment removal at each CB cleaned by the CB cleaning contractor the day after the contractor has performed cleaning. DPW has consulted out for assistance with the optimization of data collection and tracking for CB cleaning and inspections performed within the Town's MS4.

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:

No corrective actions needed.

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:

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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:

Scott C. Crabtree

Title:

Town Manager

Signature:



Date:

09/28/2021

[Signatory may be a duly authorized
representative]