

**Year 3 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2020-June 30, 2021**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.*

## **Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

### **Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

### **Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

## Part II: Self-Assessment

*First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>*

### Impairment(s)

- |                                                                     |                                              |                                   |                                                |
|---------------------------------------------------------------------|----------------------------------------------|-----------------------------------|------------------------------------------------|
| <input checked="" type="checkbox"/> Bacteria/Pathogens              | <input checked="" type="checkbox"/> Chloride | <input type="checkbox"/> Nitrogen | <input checked="" type="checkbox"/> Phosphorus |
| <input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals |                                              |                                   |                                                |

### TMDL(s)

- |                      |                                                             |                                                           |                                            |
|----------------------|-------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------|
| <i>In State:</i>     | <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         |                                            |
| <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:

### 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:

## **Chloride**

### Annual Requirements

#### *Public Education and Outreach*

- Included an annual message in November/ December to private road salt applicators and commercial industrial site owners on the proper storage and application rates of winter deicing material, along with the steps that can be taken to minimize salt use and protect local waterbodies
- 

*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.
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- 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:

Any structural BMPs already existing or installed in the regulated area by the permittee or its agents will be tracked in the Phosphorus Source Identification Report which will be completed in permit Year 4 as stated in Appendix H

*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:

## 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:** 14

*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: Dedicated Web Page**

Message Description and Distribution Method:

The Town's website has a dedicated url address that contains all information to residents about the stormwater management program, public outreach messages, links and important documents for public viewing.

[www.tewksbury-ma.gov/stormwater](http://www.tewksbury-ma.gov/stormwater)

Targeted Audience: Residents

Responsible Department/Parties: Engineering Division

Measurable Goal(s):

The Town's Stormwater Website was visited 1588 times over the permit year (including subpages). All of the public awareness messages, brochures, mailings and TV PSA's include a link to our dedicated web page.

Message Date(s): July 1, 2020 to June 30, 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:"All About Stormwater" Brochure Distribution**

Message Description and Distribution Method:

The Town designed it's own town specific Tri-fold brochure "All About Stormwater" which is available for download and viewing on the website and is disturbed at displays at following public buildings:

- Library
- Town Hall
- Town Hall Annex
- Senior Center
- Public Works Building
- Police Station

The Town also distributes the brochure at all Community Events and Presentations as needed

The canceling of the community events in the spring and summer hindered the distribution of the paper version of Stormwater brochure

Link To View Brochure:

[https://www.tewksbury-ma.gov/sites/g/files/vyhlif1316/f/uploads/stormwater\\_brochure\\_rev\\_4-27-21.pdf](https://www.tewksbury-ma.gov/sites/g/files/vyhlif1316/f/uploads/stormwater_brochure_rev_4-27-21.pdf)

Targeted Audience: Residents, Businesses

Responsible Department/Parties: Engineering Division

Measurable Goal(s):

Approximately 150 copies printed and distributed throughout the permit year.

(Fewer brochures were distributed this permit year because of the cancellation of in-person community events in 2020 -2021 due to COVID -19)

Message Date(s): July 1, 2020 to June 30, 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: Alternatives and Tips for De-Icing Public Awareness Message**

Message Description and Distribution Method:

Public Awareness Message about Alternatives for De-Icing At Your Home or Business. The message was distributed town-wide on our website, posted to social media and broadcasted through the Town's local access TV station.

Link to Message Text:

<https://www.tewksbury-ma.gov/engineering-division/webforms/stormwater-public-awareness-messages>

Link to Youtube Channel Playlist:

<https://www.youtube.com/playlist?list=PLiF6fIIt8vwqz4gbA4C4mr2U1-EWYDJ6Z>

Targeted Audience: Residents, Businesses

Responsible Department/Parties: Engineering Division

Measurable Goal(s):

Broadcasted 85 times on the Town's local access TV station

Message Contained Link to Town's Dedicated Web page, which received 1588 views over the permit year

Message Date(s): December 15, 2020 - Social Media/Website

Message Date(s): July 1, 2020 to June 30, 2021 - Town Public Access TV

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:

For a more effective public awareness campaign, the Town has designed a series of Public Awareness Messages to be distributed on an annual basis through social media and local access TV.

### **BMP: Pet Waste Disposal Public Awareness Message**

Message Description and Distribution Method:

Public Awareness Message for Pet Waste Disposal. The message was distributed town-wide on our website, posted to social media and broadcasted though the Town's local access TV station.

Link to Message Text:

<https://www.tewksbury-ma.gov/engineering-division/webforms/stormwater-public-awareness-messages>

Link to Youtube Channel Playlist:

<https://www.youtube.com/playlist?list=PLiF6fIIt8vwqz4gbA4C4mr2U1-EWYDJ6Z>

A messages is included in the text of all new and renewed dog permits administered by the Town Clerk

Targeted Audience: Residents

Responsible Department/Parties: Engineering Division

Measurable Goal(s):

2399 Dog Permits issued in the Permit Year that included the Pest Waste Disposal Public Awareness Message

Broadcasted 53 times on the Town's local access TV station

Message Contained Link to Town's Dedicated Web page, which received 1588 views over the permit year

Message Date(s): April 5, 2021 - Social Media/Website  
July 1, 2020 to June 30, 2021 - Town Public Access TV

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:

For a more effective public awareness campaign, the Town has designed a series of Public Awareness Messages to be distributed on an annual basis through social media and local access TV.

### **BMP: Lawn Maintenance and Yard Waste Tips Public Awareness Message**

Message Description and Distribution Method:

Public Awareness Message for Lawn Maintenance and Yard Waste Tips. Includes Leaf pick up options, exterior cleaning, fertilizer use tips. The message was distributed town-wide on our website, posted to social media and broadcasted though the Town's local access TV station.

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**Link to Message Text:**

<https://www.tewksbury-ma.gov/engineering-division/webforms/stormwater-public-awareness-messages>

**Link to Youtube Channel Playlist:**

<https://www.youtube.com/playlist?list=PLiF6fIIt8vwqz4gbA4C4mr2U1-EWYDJ6Z>

**Targeted Audience:** Residents**Responsible Department/Parties:** Engineering Division**Measurable Goal(s):**

Broadcasted 82 times on the Town's local access TV station

Message Contained Link to Town's Dedicated Web page, which received 1588 views over the permit year

Message Date(s): May 10, 2021 - Social Media/Website

July 1, 2020 to June 30, 2021 - Town Public Access TV

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:

For a more effective public awareness campaign, the Town has designed a series of Public Awareness Messages to be distributed on an annual basis through social media and local access TV.

**BMP:Septic Systems Maintenance Public Awareness Message****Message Description and Distribution Method:**

Public Awareness Message for Septic Systems Maintenance. The message was distributed town-wide on our website, posted to social media and broadcasted though the Town's local access TV station.

**Link to Message Text:**

<https://www.tewksbury-ma.gov/engineering-division/webforms/stormwater-public-awareness-messages>

**Link to Youtube Channel Playlist:**

<https://www.youtube.com/playlist?list=PLiF6fIIt8vwqz4gbA4C4mr2U1-EWYDJ6Z>

**Targeted Audience:** Residents**Responsible Department/Parties:** Engineering Division**Measurable Goal(s):**

Broadcasted 126 times on the Town's local access TV station

Message Contained Link to Town's Dedicated Web page, which received 1588 views over the permit year

Message Date(s): June 14, 2021 - Social Media/Website

July 1, 2020 to June 30, 2021 - Town Public Access TV

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:

For a more effective public awareness campaign, the Town has designed a series of Public Awareness Messages to be distributed on an annual basis through social media and local access TV.

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### **BMP: Licensed Drain Layers Construction Site BMP's Mailing**

Message Description and Distribution Method:

A list of Stormwater Best Management Practices (BMPs) for Construction Sites were distributed via US mail to all Licensed Drain Layers. Licensed Drain Layers work on water, sewer excavation, and site work at residential/commercial developments.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Engineering Division

Measurable Goal(s):

Mailed Letter with list of BMP's to the 55 Licensed Drain Layers

Message Date(s): May 24, 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: Brochure in annual Consumer Confidence Report (CCR)**

Message Description and Distribution Method:

Stormwater Brochure is included the annual Consumer Confidence Report distributed by the Water Treatment Plant about the Town's Drinking water supply that is distribute to entire town, in print and online.

Link to CCR:

<https://www.tewksbury-ma.gov/water-treatment-plant/pages/consumer-confidence-reports>

Targeted Audience: Residents

Responsible Department/Parties: Water Division

Measurable Goal(s):

Consumer Confidence Report (CCR) is displayed on the Town's Website and is distributed to be viewed by every resident and business in town

Message Date(s): June 1, 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: Video PSA's On Local Access TV**

Message Description and Distribution Method:

Broadcasting of two Stormwater Videos PSA's that were produced by NMCOG on the Town's Local Access TV Station

Targeted Audience: Residents

Responsible Department/Parties: Engineering Division

Measurable Goal(s):

30 Second NMCOG Stormwater PSA aired 141 times

2 Minute NMCOG Stormwater PSA aired 162 times

Message Date(s): July 1, 2020 to June 30, 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:

The Town added a Telemedia Department and Local Access TV after the NOI was submitted

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### **BMP: Annual High School Science Class Presentation**

Message Description and Distribution Method:

Engineering Division staff participated in a one hour virtual presentation on Stormwater and performed a demonstration using EnviroScape Model for high school science classes on January 27, 2021

Targeted Audience: Residents

Responsible Department/Parties: Engineering Division

Measurable Goal(s):

Approximately 35 Students participated in high school science classes presentation

Message Date(s): January 27, 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: Newspaper Publications**

Message Description and Distribution Method:

Public Awareness Messages published in Newspaper (Town Crier) in print and website as follows:

"De-Ice your Home and/or Business/Salt Alternatives" published on February 3, 2021

Link:

[http://homeneWShere.com/tewksbury\\_town\\_crier/news/article\\_8a2415e4-665e-11eb-b116-17b9e025d86b.html](http://homeneWShere.com/tewksbury_town_crier/news/article_8a2415e4-665e-11eb-b116-17b9e025d86b.html)

"Storm Drain Work In Town/Only Rain In The Drain" published on March 4, 2021

Link:

[http://homeneWShere.com/tewksbury\\_town\\_crier/news/article\\_ebe98eec-a2e2-11eb-bfc3-572f67c9e286.html](http://homeneWShere.com/tewksbury_town_crier/news/article_ebe98eec-a2e2-11eb-bfc3-572f67c9e286.html)

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

Town Crier's print circulation estimate is 2,700 Copies

Article was also featured on newspapers website: [http://homeneWShere.com/tewksbury\\_town\\_crier/](http://homeneWShere.com/tewksbury_town_crier/)

Message Date(s): February 3, 2021 & March 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: Think Blue Massachusetts Online Campaign**

Message Description and Distribution Method:

Think Blue Massachusetts ran an educational advertising campaign from May 17th to July 4th, 2021. The "Fowl Water" video advertisement help viewers visualize stormwater pollution from motor oil, pet waste, and trash become stormwater pollution. The video was a Facebook and Instagram sponsored video and YouTube pre-roll advertisements.

Targeted Audience: Residents

Responsible Department/Parties: Think Blue Massachusetts & Northern Middlesex Stormwater Collaborative

Measurable Goal(s):

Metrics For Tewksbury:

Facebook/Instagram Impressions 12,522

YouTube Ad Impressions 31,872

Message Date(s): May 17, 2021 - July 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:

Think Blue Massachusetts was included because it provides a broad reach to more residents and business owners through their grant funded advertisement campaigns.

### **BMP: Town Wide Direct Mailings**

Message Description and Distribution Method:

The Town contracted Spectrum Marketing Co. to design and mailout 4 inch by 6 inch mailers (flyers) to each home and multifamily residency in the Town of Tewksbury. There were two mailings with two different messages and two different designs. See below for dates and links to mailer (flyer):

"All About Stormwater"

Mailed on May 6, 2021

<https://www.tewksbury-ma.gov/sites/g/files/vyhlif1316/f/uploads/townoftewks-strmwtrmlr-0321.pdf>

"Help Keep Our Stormwater Clean as You Maintain Your Lawn and Property"

Mailed on June 25, 2021

<https://www.tewksbury-ma.gov/sites/g/files/vyhlif1316/f/uploads/townoftewks-strmwtrmlr-0621-lr.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Engineering Division

Measurable Goal(s):

Mailed each time to:

Homes: 10,897

Multifamily: 950

Message Date(s): May 6, 2021 & June 25, 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 the direct marketing mailing strategy to reach more residents

**BMP: Dedicated YouTube Video Playlist**

Message Description and Distribution Method:

The Town with the assistance of the Telemedia Department has compiled all its stormwater related videos to one YouTube playlist. There are currently 12 Videos that include PSA's, presentations and trainings.

Link To Video Playlist:

<https://www.youtube.com/playlist?list=PLiF6f1It8vwqz4gbA4C4mr2U1-EWYDJ6Z>

Targeted Audience: Residents

Responsible Department/Parties: Engineering/Telemedia Department

Measurable Goal(s):

The playlist was setup at the end of the permit year, so no plays were counted but it is anticipated that views will be counted in the next permit year.

Message Date(s): July 1, 2020 to June 30, 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:

The Town added a Telemedia Department and Local Access TV after the NOI was submitted

Add an Educational Message

**MCM2: Public Participation**

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

The Town's SWMP and all related documents are available on the Town's website for public view and contact information is available for comments.

<https://www.tewksbury-ma.gov/engineering-division/pages/tewksbury-stormwater-management-plan-2019>

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**:

Of the 23 BMPs installed under Long Pond 319 Non-Point Source Pollution Grant, nine of the BMPs were installed on private property under a license agreement with the Town. Of the 23, six BMP have been adopted by the homeowner which includes a yearly agreement to maintain the BMP to its original capacity and functionality.

Due to Covid 19 any planned public involvement activities such as catch basin stenciling or other projects

~~Due to COVID-19 any planned public involvement activities such as catch basin stenciling or other projects have been postponed.~~

## 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: 0

Number of SSOs removed: 0

### **MS4 System Mapping**

*Optional:* Provide additional status information regarding your map:

Mapping will be updated with data attained during outfall dry weather screening, including any correction or additions found in the field.

### **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.tewksbury-ma.gov/sites/g/files/vyhlif1316/f/uploads/dry\\_weather\\_screening\\_and\\_sampling\\_report.pdf](https://www.tewksbury-ma.gov/sites/g/files/vyhlif1316/f/uploads/dry_weather_screening_and_sampling_report.pdf)

*Below, report on the number of outfalls/interconnections screened during this reporting period.*

Number of outfalls screened: 513

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

Percent of outfalls screened: 100

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

During dry weather screening the majority of outfalls were screened and verified but some were determined to be privately owned or not outfalls as defined under the permit (i.e culverts). This information will be used to update or Storwater System Map.

### **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: 0

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

Percent of total catchments investigated: 0

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

Catchment Investigations have begun in September of 2021

### **IDDE Progress**

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

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

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

Number of illicit discharges identified: 0

Number of illicit discharges removed: 0

Estimated volume of sewage removed: 0  gallons/day

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

Total number of illicit discharges identified: 13

Total number of illicit discharges removed: 13

*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**:

The Engineering Division staff conducted IDDE training for all employees who participate in field work, site inspections and facilities management on the following dates:

- Monday, June 28, 2021 at 10AM @ Main Hall in Town Hall
- Tuesday, June 29, 2021 at 10AM @ Main Hall in Town Hall

31 Full Time Employees attended training

A recording of the live training session could be viewed here: <https://youtu.be/maJ0IDAQpTs>

### **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: 12

Number of inspections completed: 18

Number of enforcement actions taken: 2

*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: 4

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

The Town has as-built requirements in Chapter 19 of the General Bylaw, Site Plan Special Permit Regulations, and Subdivision Rules and Regulations. The Planning Board requires Applicants/Developers to submit an as-built plan. This is a condition of the project approval either through the Site Plan Special Permit and Definitive Subdivision process. As additional assurance, the Applicant/Developer is also required to post a bond to cover the cost of an as-built should they not provide one on their own.

### **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:

This work has not 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:

This work has not 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:

This work has not 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: 2,382

Number of catch basins cleaned: 2,382

Total volume or mass of material removed from all catch basins: 520.55 tons

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

Total number of catch basins: 2,382

*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's contractor utilized PeopleGis Stormwater Suite to collect data during the two Consecutive years of cleaning of all the Town's catch basins. The town has generated a Catch Basin Cleaning Optimization Map based on percentage of sump filled. The town plans to clean again catch basin sump that more than 50% full, during a planned second cleaning in the Fall of 2021 or Spring of 2022.

Catch Basin Cleaning Optimization Plan can be viewed here:

<https://www.tewksbury-ma.gov/engineering-division/pages/tewksbury-stormwater-management-plan-2019>

### **Street Sweeping**

*Report on street sweeping completed **during this reporting period** using one of the three metrics below.*

- Number of miles cleaned: 145
- Volume of material removed: [Select Units]
- Weight of material removed: [Select Units]

### **Stormwater Pollution Prevention Plan (SWPPP)**

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

Number of site inspections completed: 8

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

The only corrective action was to remind facilities managers to keep dumpsters covered at all times.

## **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:

The Town annual inspects and keeps a database of all the Town's detention basins.

### **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:

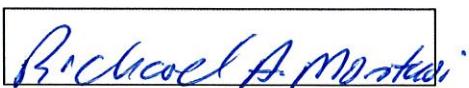
The Town plans to continue to fulfill all annual permit requirements.

## Part V: Certification of Small MS4 Annual Report 2021

### **40 CFR 144.32(d) Certification**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

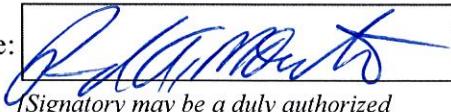
Name:



Title:



Signature:



Date:



*[Signatory may be a duly authorized  
representative]*