

**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: West Boylston

EPA NPDES Permit Number: MAR041171

**Primary MS4 Program Manager Contact Information**

Name: Kevin Duffy

Title: Director of Public Works

Street Address Line 1: 35 Worcester Street

Street Address Line 2:

City: West Boylston

State: MA

Zip Code: 01583

Email: kduffy@westboylston-ma.gov

Phone Number: 508-835-4820

**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:

West Boylston is working to allocate funding to develop their SWMP during FY22. It will be posted to the Town's website once it is completed. It will be complete by June 30, 2022, and reflect permit requirements through the end of Year 4.

## Part II: Self-Assessment

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

### Impairment(s)

- ☒ Bacteria/Pathogens      ☐ Chloride      ☐ Nitrogen      ☐ Phosphorus  
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

### TMDL(s)

- In State:      ☐ Assabet River Phosphorus      ☐ Bacteria and Pathogen      ☐ Cape Cod Nitrogen  
                  ☐ Charles River Watershed Phosphorus      ☐ Lake and Pond Phosphorus

- Out of State:      ☐ Bacteria/Pathogens      ☐ Metals      ☐ Nitrogen      ☐ Phosphorus

Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

### Year 3 Requirements

- ☐ Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)  
☐ Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary  
☐ Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

COVID-19, staff turnover, and limited resources have impacted the Town's ability to complete many Year 3 requirements. The Town is working to bring the mapping of its drainage system into a workable GIS format, after which the Town will develop a preliminary outfall and interconnection priority ranking. The Town will then conduct dry weather outfall and interconnection screening and sampling during Permit Year 4. Once dry weather outfall/interconnection screening and sampling is completed in Year 4, the Town will update the outfall and interconnection priority ranking based on the collected data.

The Rules and Regulations Governing the Subdivision of Land in West Boylston and the West Boylston Zoning Bylaw include some requirements for post-construction stormwater management, including a requirement to submit drainage calculations to demonstrate compliance with the MA Stormwater Standards, however those regulatory mechanisms do not set specific pollutant removal requirements for BMPs that are outlined in the MS4 Permit. The Town also currently has a stormwater bylaw embedded in the Town's General Bylaws that gives the Town the authority to develop supporting Rules & Regulations, which may be

developed to consolidate all of the Town's regulatory language relating to stormwater management for new development and redevelopment into one document. West Boylston will review and update these regulatory mechanisms in Permit Year 4 as needed to meet permit requirements.

### Annual Requirements

- ☐ Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- ☒ Kept records relating to the permit available for 5 years and made available to the public
- ☒ The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - ☐ This is not applicable because we do not have sanitary sewer
  - ☐ This is not applicable because we did not find any new SSOs
  - ☒ The updated SSO inventory is attached to the email submission
  - ☐ The updated SSO inventory can be found at the following website:
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☐ Provided training to employees involved in IDDE program within the reporting period
- ☒ All curbed roadways were swept at least once within the reporting period
- ☐ Updated system map due in year 2 as necessary
- ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☐ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☐ Updated inventory of all permittee owned facilities as necessary
- ☐ O&M programs for all permittee owned facilities have been completed and updated as necessary
- ☐ Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- ☐ Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- ☐ Inspected all permittee owned treatment structures (excluding catch basins)

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

The Town was not able to complete its SWMP, IDDE Plan, O&M Program, or SWPPPs for applicable facilities in Permit Year 3 due to COVID-19, staff turnover, and limited resources. No employee IDDE or SWPPP training was held during Permit Year 3. However, the Town has recently allocated funds to these efforts and hired a consultant to assist, and will work to accomplish these tasks during Permit Year 4.

**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:

An informational message about dog waste management was included on the "Dear Resident" letter sent to every residence ahead of Spring Town Meeting during Permit Year 3.

*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: 3

*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: Brochure/Website**

Message Description and Distribution Method:

The Board of Health maintains a brochure on their website informing residents about dog waste and its impacts on surface water quality. The brochure was developed by DCR and focuses specifically on pet waste management within DCR watershed lands. The flyer can be found at this link: <https://www.westboylston-ma.gov/sites/g/files/vyhlf1421/f/uploads/wachdogwaste.pdf>

Targeted Audience: Residents

Responsible Department/Parties: Board of Health

Measurable Goal(s):

The flyer was available to the public for the entirety of Permit Year 3. The exact number of times the flyer was viewed is unknown.

Message Date(s): FY2021

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: Dear Resident Letter**

Message Description and Distribution Method:

The Town distributes an annual "Dear Resident" letter prior to Spring Town Meeting, notifying residents of the meeting and sharing town announcements. The "Dear Resident" letter distributed during Permit Year 3 included a message reminding residents to pick up after their dog and that, when improperly disposed of, dog waste contributes to water pollution.

Targeted Audience: Residents

Responsible Department/Parties: Select Board

Measurable Goal(s):

The letter was sent to every residence in West Boylston during Permit Year 3.

Message Date(s): Spring 2021

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

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

If yes, describe why the change was made:

---

**BMP: Social Media Outreach - Video**

Message Description and Distribution Method:

West Boylston participated in the Central Massachusetts Regional Stormwater Coalition (CMRSWC) in Year 3, which partnered with ThinkBlue MA to run an educational advertising campaign on social media. The campaign ran the "Fowl Water" advertisement through sponsored posts on Facebook and Instagram and as a YouTube pre-roll video.

Targeted Audience: Residents

Responsible Department/Parties: Public Works

Measurable Goal(s):

The campaign received 3,391 impressions on Facebook and Instagram, 8,426 impressions on YouTube and 1,434 Spanish Language impressions during Permit Year 3.

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:

The opportunity to participate in this ad campaign arose after the NOI was filed.

---

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:**

As West Boylston did not complete its written SWMP during Permit Year 3, no opportunity for public comment or involvement was provided. The Town will make the SWMP available for public comment and input during Permit Year 4 and in future permit years as the document is developed and updated.

The Town held a public meeting on June 30, 2021 with the Select Board to discuss the status of the Town's compliance with the MS4 Permit, and next steps to bring the Town into compliance with the permit by the end of Permit Year 4.

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

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

The Town provides various opportunities for public involvement and participation in implementation of its stormwater management program. The Town continued to be a part of the Wachusett Watershed Regional Recycling Center, which accepts hazardous waste on a continual basis. The Town continued its "Pay as you throw" initiative for household waste management and continued to offer single-stream recycling during Year 3. No organized waterway or earth day cleanups were held due to the ongoing impacts of COVID-19.

## MCM3: Illicit Discharge Detection and Elimination (IDDE)

### Sanitary Sewer Overflows (SSOs)

*Check off the box below if the statement is true.*

☐ This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period.***

Number of SSOs identified:

Number of SSOs removed:

### MS4 System Mapping

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

The Town mapped its drainage infrastructure in certain areas of town in 2008 as part of an as-built survey for a sewer expansion project. The mapping that exists is comprehensive, however it is in CAD format and does not include the entire regulated area in West Boylston. The Town will update, expand, and convert its MS4



mapping into a more workable GIS format during Permit Year 4.

### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- ☒ No outfalls were inspected
- ☐ The outfall screening data is attached to the email submission
- ☐ The outfall screening data can be found at the following website:

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

Number of outfalls screened:

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

Percent of outfalls screened:

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

The Town will complete its dry weather outfall and interconnection screening during Permit Year 4.

### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- ☒ No catchment investigations were conducted
- ☐ The catchment investigation data is attached to the email submission
- ☐ The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed **during this reporting period**.*

Number of catchment investigations completed this reporting period:

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

Percent of total catchments investigated:

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

### **IDDE Progress**

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

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

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

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

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

Total number of illicit discharges identified:

Total number of illicit discharges removed:

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

### **Employee Training**

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

No employee training relating to the MS4 Permit and/or Illicit Discharge Detection and Elimination was conducted during the reporting period.

### **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: 0

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

The West Boylston Planning Board, with assistance from a consultant, conducted site inspections and stormwater management permit monitoring at 7 sites that are either subdivisions or site plan developments. DCR conducted 28 additional site inspections for 2 development projects in West Boylston during the reporting period: the subdivision extension at 29 Westland Circle and the development at 20 Holt Street.

## **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: 2

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

### **Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town will begin working on the street design and parking lots report during Permit Year 4.

### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Town will begin working on the green infrastructure report during Permit Year 4.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The Town will begin assembling the retrofit properties inventory during Permit Year 4.

## MCM6: Good Housekeeping

### Catch Basin Cleaning

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period**.*

Number of catch basins inspected: 800

Number of catch basins cleaned: 800

Total volume or mass of material removed from all catch basins: 600 cubic yards

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

Total number of catch basins: 800

*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 plans to start collecting the required data to build their catch basin cleaning optimization plan in Permit Year 4 to establish the frequency of cleaning needed to ensure that no catch basin sump is ever more than 50% full. The Town currently cleans all catch basins town-wide annually, and will make adjustments to their cleaning schedule as needed once the catch basin cleaning optimization plan has been developed.

### Street Sweeping

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

☒ Number of miles cleaned: 50

☐ 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: 0

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

N/A

### **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:

In previous permit years, DCR has conducted sampling at outfalls located within West Boylston that are under their jurisdiction. This effort, as well as ongoing monthly in-stream monitoring, continued during the reporting period, however no data has been shared with West Boylston or posted on DCR's website.

#### **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:

Through its participation in the Central Massachusetts Regional Stormwater Coalition, West Boylston has collaborated with DCR to address certain MS4 Permit requirements. As mentioned under MCM1, West Boylston has utilized materials developed by DCR in its public education efforts. DCR continues to conduct water quality monitoring in West Boylston-- monthly monitoring in Year 3 was conducted at 8 locations in 7 streams. DCR also assisted the Town in conducting construction inspections of two developments-- the subdivision extension at 29 Westland Circle and the Lenkarski development at 20 Holt Street-- to ensure compliance with the sites' Construction General Permits. There were 28 total inspections, including 7 wet-weather inspections, conducted at those sites during the reporting period.

#### **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:

COVID-19 continued to strain already limited resources in West Boylston during Permit Year 3, preventing

the Town from meeting many permit requirements. These impacts have been discussed above and the Town is committed to coming into compliance with the MS4 Permit as soon as practicable. The Town has recently secured funding and has retained the services of an outside consultant to assist the Town in coming into compliance with the permit requirements.

### **Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

### **Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction

- bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

Provide any additional details on activities planned for permit year 4 below:



**Part V: Certification of Small MS4 Annual Report 2021****40 CFR 144.32(d) Certification**

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

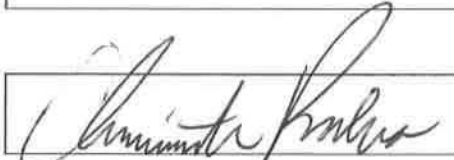
Name:

Christopher Rucho

Title:

Chairman, Select Board

Signature:



Date:

9-29-21

*[Signatory may be a duly authorized representative]*