

**Year 4 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2021-June 30, 2022**

**\*\*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, 2021 and June 30, 2022 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>

<u>Impairment(s)</u>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input checked="" type="checkbox"/> Chloride	Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<u>TMDL(s)</u>			
In State:	Assabet River Phosphorus	<input checked="" type="checkbox"/> Bacteria and Pathogen	Cape Cod Nitrogen
	<input checked="" type="checkbox"/> 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 4 Requirements

- Developed a report assessing current street design and parking lot guidelines and other local
- ☒ requirements within the municipality that affect the creation of impervious cover, made it available as part of the SWMP, and:

☐ No updates were recommended

- ☒ Updates were recommended. The anticipated date or date of completion for updates is/was:

2027

- Developed a report assessing local regulations to determine the feasibility of making green
- ☒ infrastructure practices allowable when appropriate site conditions exist, made it available as part of the SWMP, and:

☐ No updates were recommended

- ☒ Updates were recommended. The anticipated date or date of completion for updates is/was:

2027

- ☒ Identified a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover

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

These recommendations are going to be reviewed within a 5 year plan by the responsible parties within the Town.

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:
- × Updated system map due in year 2 as necessary
- × Provided training to employees involved in IDDE program within the reporting period
- × Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- × All curbed roadways were swept at least once within the reporting period
- × 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 or provide any additional details, please use the box 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:

Educational material for dog owners used to be funded by a Grant. Copies of the "Pet Waste Disposal" are in the public information area in the lobby where dog owners get their licenses. Copy is attached. There are no septic systems in any catchment that discharges to a water body impaired for bacteria or pathogens.

## Chloride

Completed the Salt Reduction Plan due in Year 3, updated if necessary

- ☒ The Salt Reduction Plan is attached to the email submission
- ☐ The Salt Reduction Plan can be found at the following website:

## 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

Please fill out the following information on salt usage over Year 4 of the permit. Be sure to include units for amount of salt:

Type(s) of salt applied: Salt brine (manufactured in-house), rock salt, and BioMelt AG-64 (Sugar Beet, Corn and Soybean Derivative) Brine Enhancer

Amount of salt applied: 3,812 gallons

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:

3,812 gallons of Salt, 196,057 gallons of Brine, and 23,839 gallons of Carbohydrates used this permit year.

We have a SNOW Pamphlet that is available to the Public, and we get information published in the newspaper before the season begins.

Standard Operating Procedure for Winter Road Maintenance is attached. The Salt Reduction Plan will be completed consistent with EPA regulations when due in 3 years. Met with operations leaders on May 27, 2022 to go through the SOP and has been updated. We will further investigate new technologies and update as we go. The Salt Reduction Plan will be completed consistent with EPA regulations when due in 3 years. We will continue this approach with current technologies and implement as we see fit. Our Operations Director has trained multiple municipalities in New England about the importance of winter road maintenance, use and storage of salt and sand and proper disposal of snow.

Nitrogen (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

## Public Education and Outreach\*

Distributed an annual message in the spring (April/May) that encourages the proper use and disposal of grass clippings and encourages the proper use of slow-release fertilizers

Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate

Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

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

## Good Housekeeping and Pollution Prevention for Permittee Owned Operations

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

## Nitrogen Source Identification Report

Completed the Nitrogen Source Identification Report

- ☐ The Nitrogen Source Identification Report is attached to the email submission
- ☐ The Nitrogen Source Identification Report can be found at the following website:

## Potential structural BMPs

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.

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

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

## Phosphorus (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

Annual Requirements

## Public Education and Outreach\*

\* Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers

\* Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate

- x 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

- x 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)

#### Phosphorus Source Identification Report

Completed the Phosphorus Source Identification Report

- ☒ The Phosphorus Source Identification Report is attached to the email submission
- ☐ The Phosphorus Source Identification Report can be found at the following website:

#### 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
- x Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.

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

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

25 Infiltration Trench BMPs were installed in the Mystic River Watershed in July of 2021, the as-builts have been attached. 2 Infiltration Trench BMPs were installed in the Charles River Watershed prior to paving work, the as-builts have been attached.

Phosphorous Source Identification Report not applicable to Lexington, MA.

#### 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

- ☒ The street sweeping schedule is attached to the email submission
- ☐ The street sweeping schedule can be found at the following website:

- Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50
- x 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 sweeps twice a year and will be increasing sweeping on Charles River Watershed area roads next permit year. The Town will sweep the Charles River Watershed first in the Fall and return there at the end of the season if time permits.

#### Charles River Watershed Phosphorus TMDL

✖ Defined the scope of the Phosphorus Control Plan (PCP). Please select one of the following:

- ☒ The PCP scope is the entire area within our jurisdiction within the Charles River Watershed
- ☐ The PCP scope is the urbanized area portion of our jurisdiction within the Charles River Watershed

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:

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#### NON-TRADITIONAL AND TRANSPORTATION MS4s ONLY- municipalities please skip this section:

Estimated the current impervious area of permittee owned property, determined the Land Use information for permittee owned property, calculated the phosphorus removal in pounds per year for any structural BMP owned by the permittee in accordance with Appendix F Attachment 3, and recorded the date of last maintenance activity for all structural BMPs for which phosphorus removal is calculated

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

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#### Lake and Pond Phosphorus TMDL

Defined the scope of the Lake Phosphorus Control Plan (LPCP). Please select one of the following:

- ☐ The PCP scope is the entire area within our jurisdiction discharging to the impaired waterbody
- ☐ The PCP scope is the urbanized area portion of our jurisdiction discharging to the impaired waterbody

Calculated baseline phosphorus, allowable phosphorus load, and phosphorus reduction requirement

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:

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: 26

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:Proper Disposal of pool water: September 2021

##### Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Facebook page. "Clean Water Tip. Draining your Pool? Keep chlorine out of our river!"

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

##### Measurable Goal(s):

194 people reached

1 reaction

0 shares

0 comments

Message Date(s): September 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:Proper Disposal of pool water: September 2021

##### Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Twitter page. "Clean Water Tip. Draining your Pool? Keep chlorine out of our river!"

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

##### Measurable Goal(s):

3 likes

1 retweet  
250 impressions  
9 engagements

Message Date(s): September 26, 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:Leaf Litter: October/November 2021

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Facebook page. "Clean Water Tip #5. Bag Your Leaves"

Targeted Audience: Residents, businesses, institutions, commercial facilities, and industrial facilities

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

214 people reached  
5 reactions  
2 shares  
1 comments  
7 link clicks

Message Date(s): October 16, 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:Leaf Litter: October/November 2021

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Twitter page. "Clean Water Tip #5. Bag Your Leaves"

Targeted Audience: Residents, businesses, institutions, commercial facilities, and industrial facilities

Responsible Department/Parties: External Contractor - MyRWA

## Measurable Goal(s):

6 likes  
5 retweets  
1 comment  
1144 impressions  
22 engagements

Message Date(s): October 17, 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:Leaf Litter: October/November 2021

## Message Description and Distribution Method:

The Town of Lexington, MA posted to their twitter page. "With heavy rain in the forecast, you can help your community by making sure storm drains are cleared of leaves and debris. This simple step can decrease the chances of flooding in #LexingtonMA"

Targeted Audience: Residents

Responsible Department/Parties: Engineering

## Measurable Goal(s):

1 retweet  
2 quote tweets  
3 likes

Message Date(s): October 26, 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:Salt and deicer: December 2021/January 2022

## Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Facebook page. "Clean Water Tip. Shovel More, Salt Less"

Targeted Audience: Residents, businesses, institutions, commercial facilities, and industrial facilities

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

522 people reached  
11 reactions  
3 shares  
0 comments  
9 link clicks

Message Date(s): December 21, 2022

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:Salt and deicer: December 2021/January 2022

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Twitter page.  
"Clean Water Tip. Shovel More, Salt Less"

Targeted Audience: Residents, businesses, institutions, commercial facilities, and industrial facilities

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

4 likes  
5 retweets  
2 comment  
883 impressions  
21 engagements

Message Date(s): December 22, 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:Salt and deicers: December 2021/January 2022

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Twitter page  
(Spanish). "Clean Water Tip. Shovel More, Salt Less"

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Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

4 likes  
1 retweets  
0 comment  
345 impressions  
10 engagements

Message Date(s): January 6, 2022

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:Salt and deicers: December 2021/January 2022

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Instagram page (Spanish). "Clean Water Tip. Shovel More, Salt Less"

Targeted Audience: Residents, businesses, institutions, commercial facilities, and industrial facilities

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

420 people reached  
35 likes  
12 shares

Message Date(s): January 6, 2022

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:Salt and deicers: December 2021/January 2021

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Instagram Stories. "Clean Water Tip. Shovel More, Salt Less"

Targeted Audience: Residents, businesses, institutions, commercial facilities, and industrial facilities

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

120 people reached

Message Date(s): January 6, 2022

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:General stormwater education for families, February Vacation Week: February 2022

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Facebook page.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

1024 people reached

2 reactions

2 shares

0 comments

7 link clicks

Message Date(s): February 21, 2022

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:General stormwater education for families, February Vacation Week: February 2022

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Twitter page.

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Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

1 likes  
0 retweets  
1 comment  
182 impressions  
6 engagements

Message Date(s): February 21, 2022

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:General stormwater education for families, February Vacation Week: February 2022

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post and/or video to the MyRWA Instagram page.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

445 people reached  
16 likes  
0 shares

Message Date(s): February 22, 2022

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:Trash: March 2022

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media video to the MyRWA Facebook page.



Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

195 people reached  
7 reactions  
2 shares  
1 comments  
11 link clicks

Message Date(s): March 26, 2022

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:Trash: March 2022

Message Description and Distribution Method:

The Mystic River Watershed Association shared social media video to the MyRWA Twitter page.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

Measurable Goal(s):

12 likes  
10 retweets  
0 comment  
892 impressions  
46 engagements

Message Date(s): March 27, 2022

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:Trash: March 2022

## Message Description and Distribution Method:

The Mystic River Watershed Association shared social media video to the MyRWA Instagram page.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

## Measurable Goal(s):

4541 people reached

118 likes

25 shares

7 comments

2 saves

Message Date(s): April 5, 2022

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:Trash: March 2022

## Message Description and Distribution Method:

The Mystic River Watershed Association shared social media video to the MyRWA Instagram Stories.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

## Measurable Goal(s):

141 people reached

Message Date(s): April 5, 2022

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:General Stormwater: March - June 2022

## Message Description and Distribution Method:

DPW day at the Lexington, MA public works department. Town Engineering staff educated residents and children on the importance of keeping our streams and ponds clean by not littering, using safe fertilizers, picking up leaf litter, picking up dog waste, and more. Utilized an Enviroscope to show how drainage works.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

## Measurable Goal(s):

100 residents attended the event.

Message Date(s): May 19, 2022

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:Fertilizer: May 2022

## Message Description and Distribution Method:

The Town shared Think Blue Massachusetts post to the Facebook Page. "Fertilizer does not belong in our waterways"

Targeted Audience: Residents, businesses, institutions, commercial facilities, and industrial facilities

Responsible Department/Parties: External Contractor - Think Blue Massachusetts

## Measurable Goal(s):

2 likes

2 shares

Message Date(s): April 1, 2022

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:Dog Waste: June 2022

## Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post to the MyRWA Facebook page.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

## Measurable Goal(s):

298 people reached

2 reactions

1 shares

0 comments

4 link clicks

Message Date(s): June 26, 2022

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:Dog Waste: June 2022

## Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post to the MyRWA Twitter page.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

## Measurable Goal(s):

3 likes

1 retweets

0 comment

257 impressions

5 engagements

Message Date(s): June 27, 2022

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:Dog waste: June 2022

## Message Description and Distribution Method:

The Mystic River Watershed Association shared social media post (Spanish) to the MyRWA Twitter page.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - MyRWA

## Measurable Goal(s):

0 likes  
0 retweets  
0 comment  
108 impressions  
0 engagements

Message Date(s): June 27, 2022

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:Dog Waste: June 2022

## Message Description and Distribution Method:

The Town of Lexington shared social media post to the Town's Facebook page. "You hate stepping in it, and fish hate swimming in it, too! Regularly scoop your dog's poop from public areas AND your backyard, before it washes into our waterways. Visit [mysticriver.org/stormwater](https://mysticriver.org/stormwater) for more info!" Photo post: "Clean Water Tip. Do Your Doody, Scoop the Poop!"

Targeted Audience: Residents

Responsible Department/Parties: Engineering

## Measurable Goal(s):

538 impressions  
513 post reach  
1 like

Message Date(s): June 21, 2022

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:Dog Waste: June 2022

Message Description and Distribution Method:

The Town of Lexington shared social media post to the Town's Twitter page. "You hate stepping in it, and fish hate swimming in it, too! Regularly scoop your dog's poop from public areas AND your backyard, before it washes into our waterways. Visit mysticriver.org/stormwater for more info!" Photo post: " Clean Water Tip. Do Your Doody, Scoop the Poop!"

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

860 impressions  
22 engagements  
3 likes  
3 retweets

Message Date(s): June 21, 2022

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:Erosion Control Class

Message Description and Distribution Method:

When contractors apply for a trench permit they are emailed the erosion control regulations, a detail of a silt sock, catch basin silt bag, and a construction entrance. They must reply that they have read and understand and will adhere to the erosion control regulations. All building permits for additions and teardowns are reviewed and required to show erosion controls on the plot plan.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Engineering

Measurable Goal(s):

Message Date(s): July 1, 2021 - present

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:

Erosion issues were becoming a problem so this step was taken to help reduce construction site erosion.

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#### BMP:Septic Smart Week

Message Description and Distribution Method:

Six Facebook posts about proper septic management as it relates to stormwater. Posts were over a 1 week period as part of their Septic Smart week.

Targeted Audience: Residents

Responsible Department/Parties: External Contractor - Think Blue Massachusetts

Measurable Goal(s):

The Think Blue Massachusetts Facebook account has approximately 390 followers and averages approximately 3,000 reaches per month. The posts had 12 shares and 11 likes.

Message Date(s): September 13-22, 2021 and November 9, 2021.

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

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

If yes, describe why the change was made:

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Add an Educational Message

### MCM2: Public Participation

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

SWMP was posted to the website with contact information for any comments or questions from visitors.

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:

Select Board meeting 6/6/2022 to update the regulations to meet MS4 permit requirements.

Select Board meetings 9/13/2021 and 6/6/2022 for stormwater utility. Agenda's attached.

### 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: 1

Number of SSOs removed: 1

#### MS4 System Mapping

Optional: Provide additional status information regarding your map:

Map updates are made in real time. We have the ability to update GIS maps in office and 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:

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

Number of outfalls screened: 167

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:

All located outfalls/interconnections have been screened. Those that have been unable to be located have been sampled from the nearest upstream structure.



### 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:

Five catchments were investigated in 2020 but due to COVID the suspected pipe segments could not be verified with dye testing so they remain incomplete. The Town is continuing to do investigations where possible and working to develop a plan to determine illicit connections that are within safety protocols.

### 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:

Our IDDE program has grown tremendously with the use of our staff, stormwater interns, and stream team interns who have all had IDDE training prior to outfall screening and sampling. We have our own equipment in house, a quickzoom camera, and a CCTV contractor under contract.

### Employee Training

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

IDDE Training was conducted for interns in July of 2021 and in June 2022.

Employee training:

Marissa –

1. MS4 Phosphorous and Nitrogen Source Identification Reports (10/28/21)
2. IDDE training for MS4 permitting (12/16/21)
3. UMWG: Confirming flood exposure analysis methodology (2/9/22)
4. Final 2022 CGP Webinar (2/24/22)
5. Workshop #1: All About the Loads: Baseline Loads, Impact from EPA's RDA, and Managing with Non-structural Controls (3/8/2022)
6. Innovative Urban Stormwater Solutions (3/9/22)
7. Lexington Stormwater and Redevelopment Planning (3/18/22)
8. Workshop #2 - Private BMPs: How to get credits (4/5/2022)
9. Workshop #3 - Public BMPs: Maximizing the Cost Benefit Equation (5/10/2022)
10. Workshop #4: Q&A Session with EPA and Technical Experts (5/24/2022)
11. Stormwater Policy Requirements Meeting (5/27/2022)

Meghana –

1. IDDE training for MS4 permit (12/16/21)

Omar -

1. Final 2022 CGP Webinar (2/24/22)
2. Workshop #1: All About the Loads: Baseline Loads, Impact from EPA's RDA, and Managing with Non-structural Controls (3/8/2022)
3. Innovative Urban Stormwater Solutions (3/9/22)
4. Workshop #2: Private BMPs: How to get Credits (4/5/22)
5. Workshop #3: Public BMPs: Maximizing the Cost Benefit Equation (5/10/22)
6. Workshop #4: Q&A Session with EPA and Technical Experts (5/24/2022)

### 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: 97

Number of inspections completed: 204

Number of enforcement actions taken:

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

97 site plan reviews for erosion control compliance done this permit year. 129 inspections of erosion controls done on these properties this permit year.

Erosion and Sediment Training for contractors and builders/developers was continued this permit year. Due to COVID, in-person trainings were restricted to email only and handouts were sent to applicants for all trench permits. They must send the town an email stating they read and understand the erosion and sediment control requirements before a trench permit will be issued. This training aims to capture the majority of soil disturbing construction activities, including the ones below the acre threshold. We issued 2 warnings for violations and all 2 are now in compliance.

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

### Ordinance or Regulatory Mechanism

Date update was completed (due in year 3):

### 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:

As-builts are required as part of the Stormwater Management Regulations. On-going O & M is required through the regulations as well, however enforcement is an issue the Town is trying to solve as this has been difficult to enforce. None of the permitted projects have been completed and are still under construction so as-builts have not been required of them yet.

### Retrofit Properties Inventory

Below, list the permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (at least 5):

Jonas Clarke Middle School  
Bowman Elementary School  
Munroe Road  
Philip Road  
Green Lane  
Valleyfield Street

More potential retrofit properties are shown in the Lexington PCP attachment.

## MCM6: Good Housekeeping

### Catch Basin Cleaning

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

Number of catch basins inspected:

Number of catch basins cleaned:

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

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

Total number of catch basins:

If applicable:

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

The town has developed a program to analyze catch basin cleaning data to identify basins that need to be cleaned more than once a year. This program will be run on a yearly basis to direct work in order to meet permit requirements.

### 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:

## 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:

We do not have the amount of material removed from all catch basins because we did not dispose of it last year.

### COVID-19 Impacts

Optional: If any of the above year 4 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 the suspected pipe segments during our IDDE program could not be verified with dye testing so they remain incomplete. The Town is continuing to do investigations where possible and working to develop a plan to determine illicit connections that are within safety protocols.

### 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 5 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ✕

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)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 5 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.

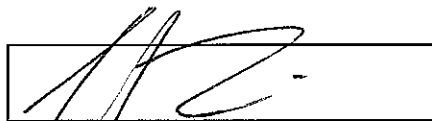
Name:

JOHN LIVSEY

Title:

TOWN ENGINEER

Signature:



Date:

9-28-22

[Signatory may be a duly authorized  
representative]