

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>

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 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:

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:

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:

1. Informal discussion was had between the conservation agent and the planning board chairman regarding the assessing of the current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover. However, no formal report has been developed. During the reporting year July 2022 to June 2023, the conservation department, the zoning board and the

planning board will formalize a report and publish it.

2. As part of the self evaluation of the town's regulations, the conservation department, the zoning board and the planning board will develop a report during the reporting year July 2022 to June 2023 assessing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist.
3. In addition to the above self assessments, the same group plus the DPW will assess, during the reporting year July 2022 to June 2023, the town's owned properties, a select a minimum of 5 properties that could potentially be modified or retrofitted with BMPs to reduce impervious cover on them during the reporting year July 2022 to June 2023..

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:

SWPPPs and O&M plans will be developed and implemented for all town owned facilities after an inventory of them is made during the next reporting year July 2022 to June 2023. The MS4 coordinator will develop and implementation plan for MS4 infrastructure maintenance.

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:

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

The previous MS4 Coordinator has retired as of July 2022. A new conservation agent has been hired to start the last week of September 2022. In addition, the town will hire a Town Planner the reporting year July 2022 to June 2023. The new conservation agent, the GIS staff person and the new Town Planner will need to do the coordination of the MS4 program.

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:[Scoop the Poop]

Message Description and Distribution Method:

Scoop the Poop brochure. Distributed with all dog licenses.

Targeted Audience: Dog Owners

Responsible Department/Parties: Conservation Commission & Town Clerk's office

Measurable Goal(s):

1200 +/-; Licenses/Brochures

Message Date(s): April 1, 2021 to April 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:[Scoop the Poop]

Message Description and Distribution Method:

October 27, 2021 & November 1, 2021 Facebook postings by "Wes Bridgewater", the avatar for John W. DeLano, and the West Bridgewater Open Space & Recreation Committee and the West Bridgewater Conservation Commission (182 Followers). Posting was for tips on preventing pollution from pet waste.

Targeted Audience: Dog Owners

Responsible Department/Parties: Conservation Commission and Open Space Committee

Measurable Goal(s):

Educating pet owners about the impacts of pet waste on stormwater.

Message Date(s): October 27, 2021 & November 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:

BMP:[Care and Maintenance of your Septic System]

Message Description and Distribution Method:

How to care for and maintain your septic system link to MA DEP web page with a link to "Care and Maintenance of Your Septic System" Start by going to the Board of Health Web Page: https://www.westbridgewaterma.org/government/board_of_health/index.php.

Targeted Audience: Septic System Owners

Responsible Department/Parties: Board of Health

Measurable Goal(s):

Improving operation of and maintenance of on-site septic systems throughout the town.

Message Date(s): July 2021 to June 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:

[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**:

Updates to and the addition of various forms and documents were done to the Stormwater web page. This allowed for public participation and feedback. A notice of a change to the Stormwater Regulation was posted on the web page prior to the 06-21-2022 Public Hearing where the change was discussed and voted upon. The town held a town wide clean-up day on April 23, 2022 and sponsored by the Open Space Committee. Streets, open spaces and wetlands were cleaned of waste and debris. An Adopt a Catch Basin was started

during this reporting period and can be found on the DPW web page using the following link: <https://westbridgewater.maps.arcgis.com/apps/webappviewer/index.html?id=2de0a1f2116e45b89671c5ff1c7c1f61>

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

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

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

Check off the box below if the statement is true.

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

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

Number of SSOs identified:

Number of SSOs removed:

MS4 System Mapping

Optional: Provide additional status information regarding your map:

The system mapping is complete and will be continually updated on an annual basis by using asbuilt plans and field inspections.

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:

Report from GIS Person: "All the town's outfalls and catch basins have been mapped. I would also say that the "2016 MS4 Permit requirement to screen all applicable outfalls/interconnections for the presence of dry-weather flow" has also been accomplished in full, as I mapped them all in dry weather and noted/photographed the presence of any flow apparent at that time." Five outfalls had dry weather flows and 20 catch basins had dry weather flows. These structures will be investigated by field testing screening kits and if determined to need laboratory testing, they will be sampled. If testing results show contamination, an investigation of the source will be started.

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:

The GIS person is in the process of getting access to mapping software that will help map the catchment areas so that the catchment areas will be mapped during the reporting period July 2022 to June 2023.

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: | 0 |
| Total number of illicit discharges removed: | 0 |

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:**

1 - Outfall Screening Training on 01-05-2022

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: | 24 |
| Number of inspections completed: | 129 |
| Number of enforcement actions taken: | 3 |

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

In addition to the conservation agent reviewing the site plans, the conservation commission sends the site plans, having stormwater management systems designed for the project, to an independent engineering consultant. Typically the reviews by the engineering consultant are two to three reviews. After the reviews have been completed, the final plan is approved with special conditions and an General Stormwater Management permit is issued. The number shown for the site plan reviews above are just the initial review.

The inspections noted above are just the agent's inspections. On the project issued a Stormwater Management permit, the condition of the permit requires the owner to hire an Erosion Control Specialist (ECS) to oversee the construction phase erosion and sedimentation BMPs. The ECS must submit reports on a regular basis to

the conservation agent. The conservation agent makes periodic spot checks on the accuracy and work of the ECS.

The enforcement actions are rare and usually they are only a comment to the ECS requiring a minor change to the BMPs. The three noted above are for those where a notice of fine under the local stormwater bylaw was issued.

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

Ordinance or Regulatory Mechanism

Date update was completed (due in year 3):

REVISED & Approved 5-4-2021, (Added Section 8.4 & Appendix L), Amended Appendices F & G;
Also, REVISED & Approved 6-21-2022
(Added Section 8.5)

As-built Drawings

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

Number of as-built drawings received: 11

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

A Certificate of Compliance is required at the completion of the project. An asbuilt plan is a condition of the stormwater management permit and a Certificate of Compliance will not be issued without the asbuilt. In addition, a Drainage Maintenance Agreement is required by the applicant and it must be recorded at the Registry of Deeds.

Retrofit Properties Inventory

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

1. Town Hall Parking Lot - retrofit with 1 additional deep sump catch basin with overflow outlet to an infiltration trench located in the grass area near the concession stand; or as determined by the report of the various departments working to assess the town's 5 permittee-owned properties during the next reporting year July 2022 to June 2023.
2. DPW Parking Lot - Retrofit the catch basin in front of the maintenance garage with a deep sump catch basin and install an overflow pipe to a stormwater basin in the grassy area at the rear easterly side of the DPW building; or as determined by the report of the various departments working to assess the town's 5 permittee-owned properties during the next reporting year July 2022 to June 2023.
3. Water Department Parking Lot - reduce the amount of impervious surface by elimination unused pavement; or as determined by the report of the various departments working to assess the town's 5 permittee-owned properties during the next reporting year July 2022 to June 2023.
4. Howard Street School Parking Lot - retrofit with 1 additional deep sump catch basin with overflow outlet to

an infiltration basin located in the grass area near the basket ball court; or as determined by the report of the various departments working to assess the town's 5 permittee-owned properties during the next reporting year July 2022 to June 2023.

5. Council on Aging Facility - etrofit with 1 additional deep sump catch basin with overflow outlet to an infiltration basin located in the grass area near the basket ball court; or as determined by the report of the various departments working to assess the town's 5 permittee-owned properties during the next reporting year July 2022 to June 2023.

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: tons

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:

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: [Select Units]

Weight of material removed: tons

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:

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:

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

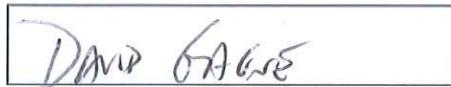
Provide any additional details on activities planned for permit year 5 below:

Part V: Certification of Small MS4 Annual Report 2021

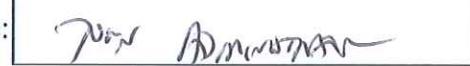
40 CFR 144.32(d) Certification

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:



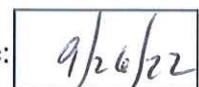
Title:



Signature:



Date:



*[Signatory may be a duly authorized
representative]*