

**Year 5 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2022-June 30, 2023**

***\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites\*\****

***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, 2022 and June 30, 2023 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 (publicly available 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.**

### 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 publicly available 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:

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#### **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
  - This is not applicable because there are no septic systems present

*\* 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:

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

##### Annual Requirements

###### *Public Education and Outreach\**

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

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

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

*Structural BMPs*

Completed the evaluation of all permittee owned properties identified as presenting retrofit

opportunities or areas for structural BMP installation under permit part 2.3.6.d or identified in the Phosphorus Source Identification Report, including: *(select the items of the evaluation that have been completed below)*

- Next planned infrastructure, resurfacing, or redevelopment activity planned for the property (if applicable) OR planned retrofit date
- Estimated cost of redevelopment or retrofit BMPs
- Engineering and regulatory feasibility of redevelopment or retrofit BMPs
- Completed a listing of planned structural BMPs and a plan and schedule for implementation
  - The BMP list and implementation schedule is attached to the email submission
  - The BMP list and implementation schedule can be found at the following publicly available website:

Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to

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

- No BMPs were installed
- The above referenced BMP information is attached to the email submission
- The above referenced BMP information can be found at the following publicly available website:

Total estimated phosphorus removed in **lbs/year** from the installed BMPs: 0

*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:

**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 publicly available website:

Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

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

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

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### **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:

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## 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:** 16

*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 Dog Waste**

Message Description and Distribution Method:

Leave no pile behind! Be sure to clean up after your pet. Clean up your pet's waste, protect our public waters, drinking water supply, and your health!

Targeted Audience: residents

Responsible Department/Parties: Town Clerks Office

Measurable Goal(s):

1,291 brochures were distributed with dog license.

Message Date(s): January and is available throughout the year

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:

This BMP was not proposed in our NOI, but it is a practice that has been executed by the Town's Clerks office.

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#### **BMP:Lawn and Leaf Disposal/Compost Dates**

Message Description and Distribution Method:

This message described the dates that the DPW's compost facility was open for lawn, leaf, and brush drop off. These dates also reflect the dates that compost is available to residents for pick up. This message is televised via Dracut Access T.V at the Board of Selectman's Meetings as well as posted on the Town of Dracut's website.

Targeted Audience: residents

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

The compost was open for 28 saturdays during July 1, 2022 - June 30, 2023. The compost site is also open

year round for residents Monday-Friday from 7:30 AM- 3:00 PM (except on Sundays and Holidays) as long as weather permits.

Message Date(s): 7/19/22, 8/9/22, 9/13/22, 9/27/22, 10/11/22, 10/25/22, 11/22/22, 12/13/22, 3/21/23, 4/11/23, 4/25/23, 5/9/23, 5/23/23, 6/13/23

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 Signage and WASTE Management Stations**

Message Description and Distribution Method:

Pet waste management signage and waste bags are installed in high traffic areas where there is heavy volume for dog walking. There are also waste barrels along the pathways for easy waste disposal.

Targeted Audience: residents

Responsible Department/Parties: Department of Public Works

Measurable Goal(s):

800 dog waste bags were ordered and installed in stations between July 1, 2022 - June 30, 2023

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Message Date(s): Year-Round at: Monahan Park, Beaver Brook Trail, and Dillion McAnespie Park

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:Town of Dracut's Old Home Day - Coloring Books and Crayons**

Message Description and Distribution Method:

The Stormwater Department has a booth at the Dracut Old Home Day event where we provide education materials to residents and their families through an interactive story coloring book.

Targeted Audience: Residents/Children

Responsible Department/Parties: Stormwater Department

Measurable Goal(s):

82 Coloring Books

Message Date(s): 9/10/22

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:

This was an opportunity for the Town to engage and educate the residents.

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#### **BMP:Dracut's Annual Old Home Day - Pamphlets**

Message Description and Distribution Method:

The Stormwater Department has a booth at the Dracut Old Home Day event where we provide education materials to businesses/commercial property owners on the importance of Stormwater Management for Small businesses, Stormwater pollution prevention for industrial sites, and a Builders guide to low impact development

Targeted Audience: Business and Commercial Entities

Responsible Department/Parties: Stormwater Department

Measurable Goal(s):

35 Pamphlets were distributed

Message Date(s): 9/10/22

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**:

The Stormwater Permitting Authority (SWPA) has held a public participation meeting on June 13, 2023 where residents were able to comment on the development of the SWMP and other working documents; SOP's and IDDE Plan.

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**:

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

#### **Sanitary Sewer Overflows (SSOs)**

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

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

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

Number of SSOs identified: 0

Number of SSOs removed: 0

#### **MS4 System Mapping**

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

The Town has completed all of the MS4 system mapping requirements in Phase 1. The next step is to refine catchment mapping for each watershed.

#### **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 above referenced outfall screening data is attached to the email submission  
 The above referenced outfall screening data can be found at the following publicly available website:

<https://dracutma.maps.arcgis.com/apps/webappviewer/index.html?id=1fe61e5a168e4bc2a1f097986af9454a>

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

Number of outfalls screened: 0

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

Percent of outfalls screened: 42

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

### **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 publicly available website:

<https://dracutma.maps.arcgis.com/apps/webappviewer/index.html?id=1fe61e5a168e4bc2a1f097986af9454a>

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 96

*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 publicly available 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**:

Training was provided to all Department of Public Works employees who conduct work on the drainage system, work on the sanitary sewer system, work in the public right of way where public utilities are present, and any employee who will assist in the outfall sampling program. The Town participated in the Northern Middlesex Stormwater Collaborative MS4 Program employee training on June 22, 2023.

### **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: 4

Number of inspections completed: 11

Number of enforcement actions taken: 1

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

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

### Ordinance or Regulatory Mechanism

Date update was completed (due in year 3): August 2020

Website of ordinance or regulatory mechanism: <https://www.dracutma.gov/DocumentCenter/View/1410/Dracut----Stormwater-Rules-and-Regulations-PDF>

### As-built Drawings

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

Number of as-built drawings received: 0

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

No as-built drawings were submitted for this permit reporting period between July 1, 2022 - June 30, 2023.

### Street Design and Parking Lots Report

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

For Town owned properties and accepted roadways, when roadway construction or re-construction is necessary, the Town looks at limiting roadway widths, driveway openings, and minimizing the amount of parking. Stormwater Best Management Practices are achieved by considering Stormwater features (STU's, green infrastructure, rain gardens, etc.)

### Green Infrastructure Report

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

For all Town Projects that are assessed for capital planning, green infrastructure is a practice that is considered for each project.

### **Retrofit Properties Inventory**

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

1. Tally Ho Drive
2. Department of Public Works
3. Beaver Brook Farm
4. Carrick Park
5. Dracut Fire Station
6. Monahan Park
7. Joseph A. Campbell Elementary School

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

1. There has been no retrofits completed in year 5's permit term, but both Tally Ho Dr. and Beaver Brook Farm is either in final states of construction or beginning phases in design.
2. Long-term planning for DPW retrofit with landfill recapping is contracted with Weston and Sampson, an Engineering firm for evaluation.
3. Joseph A. Campbell Elementary School is slated to be assessed as a part of the school study in Town where best management practices and mitigation of stormwater runoff, impervious coverage, and stormwater features will be a part of the discussion.

### **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:

Catch basins more than 50% full require yearly cleaning.

**Street Sweeping**

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

- Number of miles cleaned: 320
- Volume of material removed: [Select Units]
- Weight of material removed: 229.57 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: 4

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

Long Term Planning has been developed for the Public Works facility to improve the recommended retrofits to the site.

**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 publicly available 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. If any of the above year 5 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 6 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

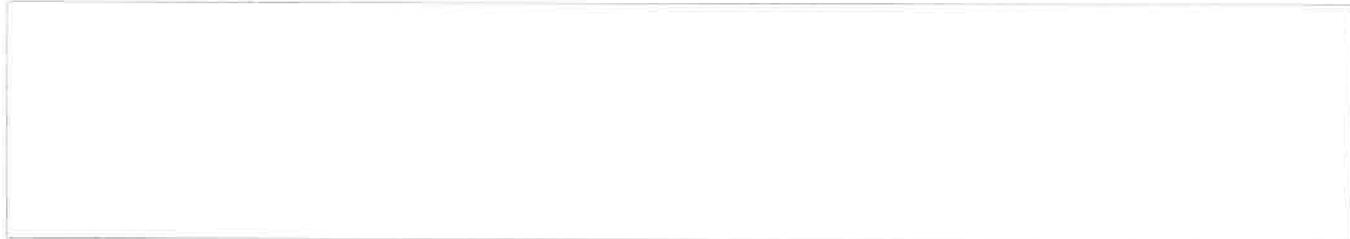
Yes, I agree

#### 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

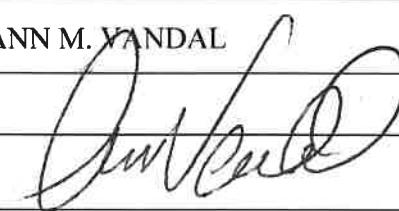
Provide any additional details on activities planned for permit year 6 below:



## Part V: Certification of Small MS4 Annual Report 2023

### **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:	ANN M. VANDAL	Title:	TOWN MANAGER
Signature:			
	Date: 9/27/23		

*[Signatory may be a duly authorized representative]*