

Year 6 Annual Report
Massachusetts Small MS4 General Permit
New Permittees
Reporting Period: July 1, 2023-June 30, 2024

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 publicly accessible

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, 2023 and June 30, 2024 unless otherwise requested.

Part I: Contact Information

Name of Municipality or Organization: Cheshire

EPA NPDES Permit Number: MA4041243

Primary MS4 Program Manager Contact Information

Name: Jennifer Morse

Title: Town Administrator

Street Address Line 1: 191 Church St

Street Address Line 2:

City: Cheshire

State: MA

Zip Code: 01255

Email: jmorse@cheshire-ma.gov

Phone Number: (413) 743-1690

Stormwater Management Program (SWMP) Information

SWMP Location (web address): town website currently being modified

Date SWMP was Last Updated: 7/6/2022

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

191 Church St. Cheshire, MA 01255

Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4.

<u>Impairment(s)</u>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input type="checkbox"/> Phosphorus
<input type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<u>TMDL(s)</u>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
<div style="border: 1px solid black; padding: 2px 10px; display: inline-block;">Clear Impairments and TMDLs</div>			

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 6 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:

more detail provided below

- 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:

more detail provided below

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

1. Cheshire Senior Center
2. Cheshire Elementary School
3. Cheshire Fire Department
4. Former Town Office Building (80 Church St.)
5. 39 Church St- Across from Fire Dept

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 has not yet completed reports on street design, parking lot guidelines, or local regulations for green infrastructure due to understaffing and a temporary service disruption from department relocations. However, the town has completed an inventory of town-owned properties within the MS4 area to document impervious surfaces, which will inform a future report. The full assessment is still in development. Additionally, with a recent hire to the DPW staff, the town anticipates regaining momentum on these efforts

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 the outfall and interconnection inventory and priority ranking as necessary
 - ☐ The priority ranking of outfalls/interconnections is attached to the email submission
 - ☒ The priority ranking of outfalls/interconnections can be found at the following website:

<https://berkshire.maps.arcgis.com/apps/webappviewer/index.html?id=85368797413f4efca05598ac07ac071c>

- ☒ Updated system map due in year 5 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
- ☒ Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- ☒ Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- ☒ 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:

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? 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>

☐ 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:** 8

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:Pet Waste Flyer

Message Description and Distribution Method:

Pet Waste flyers distributed along with dog license renewal notices and posted at Town Hall

Targeted Audience: Dog Owners

Responsible Department/Parties: Town Admin

Measurable Goal(s):

reduce dog waste, increase education

Message Date(s): June 2024

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:Pollution Prevention for Businesses

Message Description and Distribution Method:

Information pamphlet on how businesses can use pollution prevention to reduce stormwater pollution. Posted at Town Hall.

Targeted Audience: Businesses, Institutions, and Commercial facilities

Responsible Department/Parties: Town Admin

Measurable Goal(s):

Increase awareness

Message Date(s): ongoing

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: Stormwater- What you can do as a developer

Message Description and Distribution Method:

EPA brochure on actions developers can take to prevent stormwater pollution, such as designing with natural drainage in mind, controlling erosion, and protecting water resources during construction. Available through building inspector in Town Hall

Targeted Audience: Developers

Responsible Department/Parties: Building Permitting and Enforcement

Measurable Goal(s):

reduce pollution through improved construction best management practices

Message Date(s): ongoing

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:Stormwater Pollution Prevention for Industrial Sites

Message Description and Distribution Method:

DCR brochure for construction site operators to reduce stormwater pollution by stabilizing soils, controlling sediment, and managing materials. Made available at Town Hall

Targeted Audience: Industrial facilities

Responsible Department/Parties: Health Department

Measurable Goal(s):

Reduce pollution through improved industrial practices

Message Date(s): ongoing

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:Stormwater Pollution Prevention for Residential Construction

Message Description and Distribution Method:

distribute pamphlets through building inspector in Town Hall

Targeted Audience: Developers

Responsible Department/Parties: Town Admin/Building Inspector

Measurable Goal(s):

increase awarness

Message Date(s): ongoing

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:Be a Beneficial Lake Effect: Protecting Your Lake or Pond From Stormwater Pollution

Message Description and Distribution Method:

a MassDEP brochure that provides guidelines for homeowners and residents living near lakes and ponds on how to reduce stormwater pollution by minimizing nutrient and bacteria runoff through practices such as planting vegetation, proper waste disposal, and using low-phosphate products.

Targeted Audience: Residents

Responsible Department/Parties: Town Admin

Measurable Goal(s):

increase awarness

Message Date(s): ongoing

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 outreach is an additional component and was not originally included in our NOI.

BMP:Stormwater Pollution Prevention Guide for Homeowners

Message Description and Distribution Method:

a handout that advises homeowners on preventing stormwater pollution by managing yard waste, reducing fertilizer use, and properly disposing of household chemicals.

Targeted Audience: residents

Responsible Department/Parties: Town Admin

Measurable Goal(s):

increase awariness

Message Date(s): ongoing

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:Homeowner Guide to Septics

Message Description and Distribution Method:

Septic tips and guidelines for homeowners made available in Town Hall through health inspectors office

Targeted Audience: residents

Responsible Department/Parties: Town Admin

Measurable Goal(s):

increase awareness and management of septic systems

Message Date(s): ongoing

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 outreach is an additional component and was not originally included in our NOI.

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 is published on town website with contact information for public comment

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:**

Conservation Commission held an open meeting to discuss and vote on stormwater management regulations.

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:

*Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified **since the effective date of the permit (July 1, 2018).***

Total number of SSOs identified: 0

Total number of SSOs removed: 0

MS4 System Mapping

Percent of Phase II map complete: 0

Optional: Describe any additional progress you made on your map during this reporting period or provide additional status information regarding your map:

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:

no outfalls were inspected

*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: 100

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

Outfalls were initially screen in 2018. Additional screening was completed in Year 5 during stormwater mapping efforts. Outfall inspections were attempted with DPW limited staff several times but could not be completed due to a lack of the required 72-hour dry period after rainfall. The Town is working with an external contractor to advance outfall and mapping efforts in Year 7.

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:

<https://berkshire.maps.arcgis.com/apps/webappviewer/index.html?id=85368797413f4efca05598ac07ac071c>

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 0

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

The town was unable to conduct catchment investigations due to limited staff and is currently in the process of developing the necessary resources and plans to implement these investigations in a scheduled manner.

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:

We have not yet formally identified any illicit discharges. However, during the stormwater sewer system mapping, catchments were investigated for potential physical evidence of illicit discharge. We are actively conducting further assessments to confirm the presence of illicit discharges.

Employee Training

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

The DPW Director, DPW foreman and a member from the Conservation Commission attended an annual

meeting on topics and procedures related to IDDE.

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: 0

Number of inspections completed: 0

Number of enforcement actions taken: 0

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

No permits were received during Year 6 reporting period.

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

Ordinance or Regulatory Mechanism

Date ordinance was completed:

10/20/2023 (adopted by attorney general)

Website of ordinance or regulatory mechanism:

The Town is in the process of incorporating it's stormwater bylaw into the town website. The paper copy is attached to this email submission.

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:

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 weight of material removed from all catch basins:

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

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:

No catch basin sump was more than 50% full during two consecutive route.

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:

The Town contracts with BRPC as an external contractor. Due to staffing changes, site visits were delayed but are now on track for Fall 2024.

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

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.

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 7 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

- Continue public education and outreach program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Sweep all curbed roadways at least once within the reporting period
- Annual training to employees involved in IDDE program
- Clean catch basins in accordance with catch basin cleaning procedures to ensure that no catch basin is greater than 50% full
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspections of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Implement 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
- Enclose all road salt storage piles or facilities and implement 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

Provide any additional details on activities planned for permit year 7 below:

Part VI: Certification of Small MS4 Annual Report 2024

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:

Jennifer Mense

Title:

Thon Administrator

Signature:

Jennifer Mense

Date:

9/30/24

[Signatory may be a duly authorized representative]