

**Year 7 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2024-June 30, 2025**

*\*\*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, 2024 and June 30, 2025 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](#):

<b>Impairment(s)</b>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<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 checked="" type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
<a href="#">Clear Impairments and TMDLs</a>			

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 7 Requirements

- ☐ Completed catchment investigations associated with Problem Outfalls
- ☐ Completed catchment investigations where information gathered on the outfall/interconnection indicated sewer input

### 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 10 with information from completed catchment investigations
- ☒ 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:

*Catchment investigations begun during this Permit Year in conjunction with outfall screenings.*

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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:

### 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:

*Updates based on the adoption of the Massachusetts 2022 Integrated List of Waters:*

- *Silver Lake (MA21907): added as Category 5 waterbody for PCBs in Fish Tissue impairment*
- *Pontoosuc Lake (MA21083): removed Non-Native Aquatic Plants impairment and added Brittle Naiad – Najas Minor, Curly-leaf Pondweed, and Water Chestnut impairments*
- *Housatonic River (MA21-04): removed Non-Native Aquatic Plants impairment and added PCBs in Sediment and Water Chestnut impairments*
- *Southwest Branch, Housatonic River (MA21-17): added Temperature impairment*
- *West Branch, Housatonic River (MA21-18): removed Combined Biota/Habitat Bioassessments and PCBs impairments, added Habitat Assessment, Lack of a coldwater assemblage, PCBs in Sediment, and Temperature impairments, and changed trash impairment*
- *Onota Lake (MA21078): changed from a Category 4c to 5 waterbody. Removed Non-Native Aquatic Plants impairment and added Brittle Naiad – Najas Minor, Curly-leaf Pondweed, Dissolved Oxygen, and Water Chestnut impairments*
- *Richmond Pond (MA21088): Removed Non-native Aquatic Plants impairment and added Brittle Naiad – Najas Minor and Curly-leaf Pondweed impairments*
- *Churchill Brook – Changed from a Category 3 to 2 waterbody.*

## 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:**

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: Dog Waste Brochure**

Message Description and Distribution Method:

*The brochure discusses proper disposal of dog waste and negative environmental effects of not cleaning up the waste. The brochure was incorporated into the City's dog licensing campaign in spring 2023 and has continued to be distributed with their spring 2025 licensing campaign. The brochure was posted in the City Clerk's office and on two bulletin boards at City Hall. It was handed out to all residents who came in to register their dog in person and was mailed to all who registered online.*

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

*Number of brochures distributed: over 1,000*

Message Date(s):

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: Be a Stormwater Steward**

Message Description and Distribution Method:

*This was a social media post encouraging proper use and disposal of grass clippings and slow-release fertilizers. The two photo infographic was posted on the City's website and on the City Hall's Facebook page.*

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

*The Facebook post was posted on the City Hall's page which has 8.4k followers and received 10 likes, 7 shares, and 1 comment.*

Message Date(s): *Posted 5/7/2025*

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:**

*The SWMP is publicly available on the City's website for the public's review and 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:**

*A hazardous waste collection event was held on November 2, 2024 at the highway yard, where approximately 3,000 pounds of hazardous waste was collected.*

*HVA and BEAT hosted two West Branch Housatonic River Cleanups on July 13, 2024 and June 21, 2025 at Wahconah Park and five other locations along the West Branch.*

*The City's Engineering Department visited three (3) fifth grade classes, totaling approximately 50 students and presented on the water cycle, the impacts of human development on it, and what the City does to mitigate those impacts.*

## 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**Percent of Phase II map complete: *Optional: Provide additional status information regarding your map:*

*This permit year field verification of structures and review of record drawings led to the following map updates: 30 outfalls added, 1 outfall replaced with 1 catch basin, and 75 outfalls declassified (no longer included in MS4 inventory). The declassified as MS4 outfalls are because they were discovered to be privately-owned or state-owned or they were found to be outside of the 2010 Census-designated urbanized areas of Pittsfield.*

*The City's MS4 system map includes the stormwater pipes, manholes, catch basins, and municipal sanitary sewer system. Phase II mapping items that need to be completed include:*

- Confirm existence, survey, and collect field data of assets in known incomplete areas of the Storm Sewer System map.*
- Refine spatial location of outfalls.*
- Refine catchment delineations.*

**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:

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

Number of outfalls screened: 

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

Percent of outfalls screened: *Optional: Provide additional information regarding your outfall/interconnection screening:*

*The City has inspected a total of 270 of the 406, or 67% of the total outfalls in its MS4 system. The City is planning to continue its outfall sampling efforts.*

**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:

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

Number of catchment investigations completed this reporting period: 24

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

Percent of total catchments investigated: 6

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

The City has inspected a total of 24 of the 406, or 6% of the total catchments in its MS4 system. The City is planning to continue its catchment investigation efforts.

### **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: 1

Number of illicit discharges removed: 1

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: 5

Total number of illicit discharges removed: 5

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

The illicit discharge identified and removed was dumping of an asphalt emulsion used to seal driveways down the storm drain, which is why the estimated volume of sewage removed is 0 gallons per day.

### **Employee Training**

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



One day of IDDE training was held on 3/20/2024 for City staff to train for dry weather IDDE outfall screenings.

### 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: 8

Number of enforcement actions taken: 25

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

Site plan reviews completed for four sites: Allendale Pines, Bel-Air Dam Removal, Lot F Church Street, and Taconic High School Track.

Eight inspections completed: 2 inspections at Allendale Pines for initial installation of erosion controls. City has joined monthly to walk and inspect Bel-Air Dam construction erosion controls. Additionally, the City performed weekly inspections of the Taconic High School Track Construction (not included in number completed as no reports were sent to the City's DPW).

XX enforcement actions taken: 23 letter mailed to new owners of parcel subdivided under form A "Approval Not Required" parcels are required to acquire stormwater management permits, because disturbance areas are cumulative across the original parcel. Letters also sent in PY6. Correspondence sent to engineering firm/contractor of The Pines development to correct silt fence installation. Letter sent to business on Root Place caught dumping into storm drain. City alerted to the issue by DEP.

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

#### As-built Drawings

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

Number of as-built drawings received: 3

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

As-built drawings were received for the Taconic High School Track project and PEDAs Site 9 project. Complete as-built drawings have been received for the Bousquet Ski Mountain project.

#### 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:

In Permit Year 5, draft revisions for the identified regulations and ordinances were created from the report

## **Green Infrastructure Report**

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

*In Permit Year 7, final revisions for the identified regulations and ordinances were created from the report completed in Permit Year 4 for Green Infrastructure. Final revisions are attached in the email. The final revisions are planned to be reviewed by relevant City departments and to be reviewed by the City Solicitor for legal sufficiency. They are subject to change pending review and will be updated if necessary and implemented in Year 8. The revisions address the following topics:*

- Dead End Streets (Subdivisions): Requires vegetated islands to be a bioretention area if topographical and hydrological soil conditions are favorable. Allow perforated curbing, notches or cuts on curbing around bioretention islands, allow perforated under drain that ties into a traditional piped system at the discretion of the Planning Board.*
- ROW (Subdivisions): Allow native vegetation/landscaping common to infiltration or bioretention infrastructure (such as swales, rain gardens, tree box filters, etc.) in between the sidewalk and the road.*
- GI (Zoning): Allow (or require at the City's discretion) developers to incorporate GI into screening areas, buffer areas, parking lots, and open space areas if topographical and hydrological soil conditions are favorable.*
- Curbing (Zoning): Allow curb cuts, notches, perforated curbing in parking lots if used for an adjacent GI installation.*
- Parking lots (Zoning): Allow vegetated parking lot islands to be used for bioretention if topographical and hydrologic soil conditions exist.*

## **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):

*The following properties have been identified by the City and are presented in the Nitrogen and Phosphorus Source Identification report that could be modified or retrofitted with BMPs in high priority catchment areas to mitigate impervious areas:*

*Parcel ID # 1223937 Allendale Elementary School - 180 Connecticut Avenue*

*Parcel ID # 1210365 Egremont Elementary - 84 Agremont Avenue*

*Parcel ID # 1217454 Morningside Middle School - 100 Burbank Street*

*Parcel ID # 1213967 Pittsfield High School - 300 East Street*

*Parcel ID # 121762 Pittsfield Highway Department - 232 West Housatonic Street*

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 and the type of BMP(s) implemented. 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.

*The following properties have been modified or retrofitted with BMPs to mitigate impervious area and are presented in the Nitrogen and Phosphorus Source Identification report:*

*West Housatonic Street @ Elizabeth Street rain garden*

*Oak Hill Apartments detention basins*

*North Street rain garden*

*The Pittsfield Common infiltration basin*

*Municipal Parking Lot 3 infiltration basins*

*Taconic High School biofiltration and detention basins*

## 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:

### 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 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

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.

*City roads were swept once during the permit year because of equipment breaking down and labor shortages. The City contracted out street sweeping to complete sweeping the City roads once. Equipment maintenance is being handled differently for Permit Year 8 to mitigate these issues.*

## Year 8

### 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 8 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

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- 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 8 below:

- *Send out septic messaging in the summer and leaf litter messaging in the fall*
- *Complete catchment investigations to target catchment areas with problem and high priority ranked outfalls*
- *Continue dry weather outfall investigations and catchment investigations*

## Part V: Certification of Small MS4 Annual Report 2025

### 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:

Tyler Shedd

Title:

City Engineer

Signature:

Tyler Shedd

Date:

9/29/25

[Signatory may be a duly authorized representative]

*Note: When prompted during signing, save the document under a new file name.*

### Annual Report Submission

*Please submit the form electronically via email to both EPA and MassDEP by clicking on one of the links below or using the email addresses listed below. Please ensure that all required attachments are included in the email and not attached to this PDF.*

EPA:

MassDEP:

### Paper Signature:

*If you did not sign electronically above, you can print the signature page by clicking the button below.*

*Optional: If you did not sign electronically above, you may lock the form by clicking the "Lock Form" button below which will prompt you to save the locked version of the form. Save this locked version under a new file name.*