

**Year 2 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2019-June 30, 2020**

*\*\*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, 2019 and June 30, 2020 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>

|                                                                                                                   |                                                             |                                                           |                                            |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------|
| <b><u>Impairment(s)</u></b>                                                                                       |                                                             |                                                           |                                            |
| <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                                               |                                                             |                                                           |                                            |
| <b><u>TMDL(s)</u></b>                                                                                             |                                                             |                                                           |                                            |
| In State:                                                                                                         | <input type="checkbox"/> Assabet River Phosphorus           | <input checked="" 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         |                                            |
| Out of State:                                                                                                     | <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 2 Requirements

- ☒ Completed Phase I of system mapping
- ☒ Developed a written catchment investigation procedure and added the procedure to the SWMP
- ☒ Developed written procedures to require the submission of as-built drawings and ensure the long term operation and maintenance of completed construction sites and added these procedures to the SWMP
- ☒ Enclosed or covered storage piles of salt or piles containing salt used for deicing or other purposes
- ☒ Developed written operations and maintenance procedures for parks and open space, buildings and facilities, and vehicles and equipment and added these procedures to the SWMP
- ☒ Developed an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment and added this inventory to the SWMP
- ☒ Completed a written program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Developed written SWPPPs, included in the SWMP, for all of the following permittee owned or
- ☒ operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 2 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:

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:
- ☒ Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- ☒ Provided training to employees involved in IDDE program within the reporting period
- ☒ All curbed roadways were swept at least once within the reporting period
- ☒ Updated outfall and interconnection inventory and priority ranking as needed

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual 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:

Update Outfall and Interconnection inventory and priority ranking: Interconnections were identified and added to the MS4 mapping. Otherwise, no new information was obtained this year that would warrant an update to the inventory and ranking.

**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:

Due to the COVID-19 pandemic, the Pet waste Scoop It cards were not distributed to town clerk's offices for distribution with licenses. Instead, an article was written on The Problem of Dog Waste on the South Shore

and distributed as described in MCM1 below.

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

### **Part III: Receiving Waters/Impaired Waters/TMDL**

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

☒ Yes

☐ No

If yes, describe below, including any relevant impairments or TMDLs:

The approved Massachusetts Year 2016 Integrated List of Waters removed Fecal Coliform from Third Herring Brook (MA94-27) impairments and changed the Category designation for this segment from 5 to 2.

## 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: Pump It! It's SepticSmart Time**

Message Description and Distribution Method:

The North and South Rivers Watershed Association (NSRWA) created this post for distribution on social media platforms such as Facebook and Instagram for communities in the program to share with town residents. This post highlights the importance of proper septic system use and the disadvantages and issues to be aware of with improper maintenance procedures.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

A press release to went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Norwell Mariner. A Facebook post was boosted in September with a \$50 ad targeted to all WaterSmart towns with a reach of 27,648 people and 656 engagements, and a \$50 ad targeted to Hull with a reach of 3,171 people and 153 engagements.

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: School Program: Stormwater and Conservation Messaging**

Message Description and Distribution Method:

Curriculum on groundwater modeling, watershed modeling and cleaning dirty water were taught to elementary school students and parent volunteers in the school program. The event was distributed through school curriculum, programs, press release, and social media posts.

Targeted Audience:

Responsible Department/Parties:

## Measurable Goal(s):

Due to the COVID-19 pandemic, the school program went virtual. Environmental Educator Brian Taylor created videos on the school program content that teachers used with their students. The teachers also had the Watershed Jeopardy game to play with the students. All of the teachers were also given a packet of supplemental materials to go with the program. A press release went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Norwell Mariner. There were 535 views on the school program web page. The program was also posted on the NSRWA Facebook page with a reach of 884 people and 83 engagements.

Message Date(s): May 21, 2020

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: Regional Rain Barrel Sale**

## Message Description and Distribution Method:

Education about water conservation and the reduction of stormwater from impervious surfaces. Information about the sale was distributed through press release, social media posts, flyers, and the NSRWA and Town of Hull web pages.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

## Measurable Goal(s):

A press release went out to the town, The Globe, the Patriot Ledger, Wicked Local, and the Hull Times. Facebook posts were made on the NSRWA page and town connect pages. Information about the sale went out in the NSRWA E-newsletter to 7,800+ subscribers. There were 60 rain barrels sold with 3 sold to residents of Norwell.

Message Date(s): March 5, 2020

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: Gardening Green Expo**

## Message Description and Distribution Method:

This event was for NSRWA communities, which provided information on how residents could reduce stormwater pollution from improved landscaping practices. This event was conducted through videos due to the COVID-19 pandemic.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

Due to the COVID-19 pandemic, the Gardening Green Expo went virtual. Speaker videos were uploaded online (including videos from last year) and the site achieved 2,399 web page views. Rain barrels were sold and downloadable water saving plant lists were available online. Also a drawing for a custom water saving garden design was available for people interested and 38 people registered for that drawing.

Message Date(s): March 12, 2020

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: Greenscapes Guide**

Message Description and Distribution Method:

This is a digital download of landscaping techniques that reduce stormwater pollutants (fertilizers, pesticides, and herbicides)

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

Due to the COVID-19 pandemic, the Greenscapes Guide could not be distributed at the Gardening Green Expo. The downloadable Greenscapes Guide was promoted online and on the NSRWA Facebook page. It was also promoted on the Norwell Connect and Norwell Social Facebook pages. There were 2 downloads from Hull. A How to Build a Rain Garden Zoom webinar was held with 25 attendees.

Message Date(s): Posted online for the duration of 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:

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### **BMP: Fertilizer for May**

Message Description and Distribution Method:

This Facebook message highlights the legality and harm behind adding fertilizer containing phosphorus. The post urges users to read more tips on the NSRWA website to become a more informed and responsible lawn

caretaker.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A fertilizer message was posted on the NSRWA Facebook page in June. The fertilizer message had a reach of 23,001 people and 2,183 engagements. It was also posted to the Norwell Connect and Norwell Social Facebook pages. The Facebook post was boosted in June with a \$50 ad targeted to Norwell with a reach of 2,120 people and 239 engagements. There were also 19 page views on the Know Before You Mow! web page, 106 page views on the Best Mowing Practices web page, and 172 page views on the Stormwater web page. A Zoom webinar on Stormwater was held in May with 17 attendees.

Message Date(s): May and June 2020

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: Grass Clippings in June**

Message Description and Distribution Method:

This Facebook ad encourages homeowners to leave grass clippings on the yard instead of bagging them in order to help mitigate the issues of algal blooms in local lakes, ponds, and streams due to the high nutrient levels (nitrogen and phosphorus) in the grass clippings.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A grass clippings message was posted on the NSRWA Facebook page in June with a reach of 119,638 people and 24,325 engagements. It was also posted to the Norwell Connect and Norwell Social Facebook pages. The Facebook post was boosted in June with a \$50 ad targeted to Hull with a reach of 13,888 people and 672 engagements. There were also 19 page views on the Know Before You Mow! web page, 106 page views on the Best Mowing Practices web page, and 172 page views on the Stormwater web page.

Message Date(s): June 16, 2020 and September 5, 2020 (boosted)

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: Pet Waste Education**

## Message Description and Distribution Method:

This media post emulates the concern of improper disposal of pet waste on the South Shore. As a result, the NSRWA encourages community members to read more about proper pet waste handling on the NSRWA website.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

## Measurable Goal(s):

Due to the COVID-19 pandemic, the Pet waste Scoop It cards were not distributed to town clerk's offices, vets and businesses. An article was written on The Problem of Dog Waste on the South Shore. This was sent to The Globe, the Patriot Ledger, Wicked Local, and the Norwell Mariner. It was posted on the NSRWA Facebook page with a reach of 67,503 people and 10,088 engagements, and on the Norwell Connect and Norwell Social Facebook pages. The Facebook post was boosted with a \$50 ad targeted to Norwell with a reach of 8,456 people and 230 engagements. There were also 453 page views on The Problem of Dog Waste on the South Shore web page, 22 page views on the Pet Waste Education page, 202 page views on the Addressing the Elephant in the Room - Dog Waste on the South Shore web page.

Message Date(s): June 2, 2020

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: DON'T BLOW IT!**

## Message Description and Distribution Method:

This message explains the issues of blowing, sweeping, or dumping grass and yard waste into street and/or storm drains. This message was distributed through social media posts.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

## Measurable Goal(s):

A message about leaf litter was posted on the NSRWA Facebook page in October 2019. The Facebook post was boosted in October with a \$50 ad targeted to all WaterSmart towns with a reach of 25,444 people and 1,492 engagements, and a \$50 ad targeted to Norwell with a reach of 1,610 people and 174 engagements. There were also 106 page views on the Best Mowing Practices web page, and 172 page views on the Stormwater web page.

Message Date(s): October 18, 2019

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

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

If yes, describe why the change was made:

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### **BMP: Proper Sediment and Erosion Control Management**

Message Description and Distribution Method:

A Stormwater Pollution Prevention Guide was created to inform developers of proper construction practices to limit the impact of developments around existing stormwater infrastructure. These brochures were printed and distributed to permittees in town.

Targeted Audience: Developers (Construction)

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

A brochure entitled Construction Stormwater Pollution Prevention Guide was created and delivered to all of the town departments who issue permits, including Building and Board of Health. These brochures will be handed to the person when they receive their permit. There were 750 distributed to the Town of Norwell.

Message Date(s): January 10, 2020

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: Video Contest**

Message Description and Distribution Method:

Video submissions by community members are to be uploaded by the the NSRWA and WaterSmart website page and on social media to educate the public on either stormwater pollution and how to prevent it or of ways to conserve water resources. Harbor Media provided the ground rules for cash prize winners.

Targeted Audience: Residents

Responsible Department/Parties: North and South Rivers Watershed Association as part of the WaterSmart reg

Measurable Goal(s):

We are holding a WaterSmart Video Contest. Submissions will be a 1-3 minute videos to help educate the public by creating a fun video that highlights either stormwater pollution and how to prevent it, or ways to conserve water. The NSWRA partnered with Harbor Media for the contest and they provided the guidelines as well as a cash prize for the 1st place winner. All of the videos will be shared on the NSRWA and WaterSmart website pages and on social media following the August 31, 2020 deadline.

Message Date(s): August 31, 2020

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 posted to the Town website with contact information for questions/comments.

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:**

Throughout the reporting period the Town worked to develop a Stormwater Bylaw. During this process there were multiple opportunities for public participation through presentations made by the Stormwater bylaw working group. A public meeting presentation and information session on the Town's stormwater management program and the bylaw was made and televised on January 22, 2020. Presentations were also made at public hearings of the Selectboard and Planning Board.

## 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

*Below, check all that apply.*

The following elements of the Phase I map have been completed:

- ☒ Outfalls and receiving waters
- ☒ Open channel conveyances
- ☒ Interconnections
- ☒ Municipally-owned stormwater treatment structures
- ☒ Waterbodies identified by name and indication of all use impairments
- ☒ Initial catchment delineations

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

During this reporting period street ownership (town/private/state) was added to the mapping. Drain pipe connectivity was updated and storm water infrastructure mapping and data added to the Town's GIS in areas where record plans were available and based on town-owned facility 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.*

- ☐ 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:

### **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.*

- ☐ 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:

There were not any catchment investigations performed in this reporting period.

**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.*

- ☐ The illicit discharge removal report is attached to the email submission
- ☐ The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period.***

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

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

Total number of illicit discharges identified:

Total number of illicit discharges removed:

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

There were no illicit discharges identified in this reporting period.

**Employee Training**

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

IDDE TRAINING was conducted on September 18, 2019 at the Highway Department facility and the audience consisted of 13 Highway Department Employees. The goals of the presentation were to help the audience understand the difference between what is and is not an illicit discharge and to teach them how to report a potential illicit discharge.

PRESENTATION consisted of Power Point given by BETA Group that included the following:

- The Problem: Brief explanation and history of pollution in stormwater runoff and issues as it is directed to waters of the United States. Short video from <https://www.thinkbluemassachusetts.org/>
- The Permit: Brief summary of MS4 Permit focusing on IDDE program and reporting
- The Practicals: Detailed discussion of what is and is not an illicit discharge. Discussed and provided photos of illicit discharge indicators Discussed how to (and to whom) report a suspected illicit discharge using Illicit Discharge Reporting Form, Discussed how to disseminate this information to field staff

HANDOUTS included a packet with the following:

-Acronyms and Definitions  
-Lists of illicit and non-illicit discharges  
-Illicit Discharge Reporting Form

### **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: 48

Number of inspections completed: 425

Number of enforcement actions taken: 0

*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**

*Below, select the option that describes your ordinance or regulatory mechanism progress.*

- ☐ Bylaw, ordinance, or regulations are updated and adopted consistent with permit requirements
- ☒ Bylaw, ordinance, or regulations are updated consistent with permit requirements but are not yet adopted
- ☐ Bylaw, ordinance, or regulations have not been updated or adopted

#### **As-built Drawings**

Describe the measures the MS4 has utilized to require the submission of as-built drawings and ensure long term operation and maintenance of completed construction sites:

The Town has stormwater regulations that meet these requirements. Planning Board and Conservation Commission require as-built drawings and long term operation and maintenance through their permitting processes.

#### **Street Design and Parking Lots Report**

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

To be completed in year 4.

### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

To be completed in year 4.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

An inventory of permittee-owned facilities has been developed this year for the SWMP. The inventory effort included site visits and drainage infrastructure mapping. The information collected can be further evaluated to identify potential retrofit properties.

## **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: 1,400

Number of catch basins cleaned: 1,400

Total volume or mass of material removed from all catch basins: not avail [Select Units]

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

Total number of catch basins: 1,400

*If applicable:*

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

The Town contracts catch basin inspection and cleaning to TRUAX. They report on catch basins needing repair/maintenance and those that are excessively full at the time of cleaning. All catch basins were cleaned in

July-August of 2019 and none were reported to be excessively full or in need of maintenance. Records were kept of catch basin materials however total are not available at this time.

### **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:  [Select Units]

### **O&M Procedures and Inventory of Permittee-Owned Properties**

Below, check all that apply.

The following permittee-owned properties have been inventoried:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

The following O&M procedures for permittee-owned properties have been completed:

- ☒ Parks and open spaces
- ☒ Buildings and facilities
- ☒ Vehicles and equipment

### **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:

During this reporting period inspection was performed to create the SWPPP for the Highway Facility. Recommendations will be reviewed and addressed as necessary in the upcoming year.

## **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:

Over the past year a working group consisting of representatives from Highway, Planning, Conservation, Select Board, North South Rivers Watershed Association and other stakeholders worked diligently on creating a Stormwater Bylaw consistent with the MS4 Permit requirements to present at Town meeting. The Bylaw was voted on and passed at the July 25, 2020 Town meeting. Companion regulations have been drafted which include the new and re-development design standards consistent with permit requirements. These are currently being reviewed and finalized by the working group.

### **COVID-19 Impacts**

*Optional:* If any of the above year 2 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

Due to the COVID-19 pandemic, public education and outreach methods were modified as outlined in MCM1 descriptions above.

Due to COVID-19 some highway staff has been working in split shifts to provide for social distancing protocols. MS4 related field work for mapping, outfall screening and catchment investigation has been limited due to these restrictions and Town requirements to limit outside contractors/consultants from working in town.

Due to COVID-19 updates to the stormwater bylaw and regulations were delayed. Annual Town meeting was delayed until the end of July 2020 due to COVID restrictions at which time the bylaw was approved. Companion regulations have been drafted which include the new and re-development design standards consistent with permit requirements. This process is taking longer than anticipated due to COVID restrictions.

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

Yes, I agree ☒

- Inspect all outfalls/ interconnections (excluding Problem and Excluded outfalls) for the presence of dry weather flow

- Complete follow-up ranking as dry weather screening becomes available

#### 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 uncurbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- 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

Provide any additional details on activities planned for permit year 3 below:

## Part V: Certification of Small MS4 Annual Report 2020

### **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:

Glenn Ferguson

Title:

Highway Director

Signature:

Date:

*[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: [stormwater.reports@epa.gov](mailto:stormwater.reports@epa.gov)MassDEP: [laura.schifman@mass.gov](mailto:laura.schifman@mass.gov)

### **Paper Signature:**

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

[Print Signature Page](#)

*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.*

[Lock Form](#)