

**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>Impairment(s)</b>			
<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input checked="" 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 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	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
			Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

### Year 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:

The Town has mapped all known outfalls and receiving waters/waterbodies, known interconnections, stormwater BMPs, and completed initial catchment delineations. Additionally, most of the known catch basins, manholes, and piping have been mapped which is not required until Year 10. Mapping of open channel

conveyances and any newly located outfalls is ongoing as dry weather inspections are performed.

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:

The outfall and interconnection inventory is updated on an ongoing basis as dry weather screening is performed. The priority ranking will be updated after dry weather inspections are completed and before catchment investigations commence.

**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:

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

Annual Requirements

*Public Education and Outreach\**

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

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

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

*Potential structural BMPs*

Any structural BMPs listed in Table 3 of Attachment 1 to Appendix H already existing or installed in the regulated area by the permittee or its agents was tracked and the nitrogen removal by the BMP was

- estimated consistent with Attachment 1 to Appendix H. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated nitrogen removed in mass per year by the BMP were documented.

- The BMP information is attached to the email submission
- The BMP information can be found at the following website:

*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:*

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

Annual Requirements

*Public Education and Outreach\**

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

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

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

*Potential structural BMPs*

- Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.

- The BMP information is attached to the email submission  
 The BMP information can be found at the following website:

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

**Solids, Oil and Grease (Hydrocarbons), or Metals**

Annual Requirements

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads
- Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

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

Street Sweeping - Sweeping is performed once a year in turbidity impaired watersheds, twice a year where the watershed is also impaired for nutrients. Turbidity impaired watersheds were not observed to accumulate more sediment and debris than other areas within the Town, therefore the current sweeping schedule is deemed adequate.

Catch Basin Cleaning - The Town currently cleans all catch basins once a year. A plan for optimizing catch basin cleaning was completed in Year 1. In accordance with its plan, the Town is currently tracking sediment accumulation during its annual inspection and cleaning of catch basins using a GIS based platform. The data will be used to determine if certain structures/areas require more frequent cleaning and to update the prioritization plan as needed for future years.

*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 2016 Integrated List of Waters was finalized and includes the following new or removed impairments and/or TMDLs in Lynnfield:

- Hawkes Brook (MA93-32) has a TMDL for E.Coli (previously just fecal coliform)
- Saugus River (MA93-35) has a TMDL for E.Coli (previously just fecal coliform)
- Beaverdam Brook (MA93-30) has a TMDL for E.Coli (previously just fecal coliform)
- Wills Brook (MA92-10) - fecal coliform impairment removed

## 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: Greenscapes Guide**

Message Description and Distribution Method:

Comprehensive 24 page magazine, describing sustainable landscaping practices, DIY residential stormwater management projects, native plant suggestions, reducing chemical use, composting and more! Mailed to 139 Pillings Pond abutters along with a "Protecting Pillings Pond" brochure. Copies also stocked in pamphlet and newsletter corral at Town Hall and posted on Town website. Green Grass & Clear Water fact sheet also available online.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Greenscapes Guide posted on Lynnfield's website April 26, 2020 and mailed to 139 households in June 2020. Green Grass & Clear Water fact sheet continuously available on website.

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:

#### **BMP: Water Conservation**

Message Description and Distribution Method:

The Town published "Simple Indoor Water-Saving Measures for Everyone!" Greenscapes Winter 2020 Newsletter and "Let's start the conversation! FREE "Talking About Water Workshop" Greenscapes event invitation on the Conservation Commission webpage.

Targeted Audience:

Responsible Department/Parties:



Measurable Goal(s):

Posts in January 2019.

Message Date(s): Indoor water saving tips posed on January 15, 2020. Water Workshop posted on January 13, 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:

Water conservation was not a topic outlined in the NOI. Provided as supplemental education.

### **BMP: Management of Fall Leaves**

Message Description and Distribution Method:

"Please keep fall leaves out of streets and away from wetlands." published on Conservation Commission webpage on October 29, 2019 including "Be a Leaf Hero" publication. "It's Time for Fall Greenscaping Your Yard!" press release and published on Conservation Commission webpage October 1, 2019 with publication from Greenscapes "Fall Greenscaping".

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition, DPW and Conservation Commission

Measurable Goal(s):

Posted in Fall 2019.

Message Date(s): October 29, 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:

### **BMP: Pet Waste Outreach**

Message Description and Distribution Method:

"Always 'Scoop the Poop'! Dog Poop Belongs in the Trash" 1-minute video posted to Stormwater Management and ConCom webpages on January 19, 2020. Greenscapes "Scoop It" flier given out or mailed out from the Lynnfield Town Clerk's office to all residents requesting 2020 dog licenses as of December 2, 2019. Dog waste brochure available on Town website.

Targeted Audience: Residents

Responsible Department/Parties: Greenscapes North Shore Coalition, DPW, Conservation Commission and To

Measurable Goal(s):

Distributed pet waste education with all dog licenses.

Message Date(s): December 2, 2019 began distribution with dog licenses. Posted materials January 2020.  
Materials continuously available on website.

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: Lawn Care Outreach**

Message Description and Distribution Method:

"Lynnfield Initiates Organic Lawn Care Program on Town Common" press release on Town website and published on Conservation Commission webpage on November 19, 2019. Describes how the Town will use organic treatment measures to maintain the new lawn on the Town Common and monitor the effectiveness and expected cost savings. Serves as a demonstration project for residents and businesses in Town.

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW, Conservation Commission

Measurable Goal(s):

Posted in November 2019.

Message Date(s): November 19, 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:

The Town replaced the septic system on the Town Common and decided to try organic treatment measures for the lawn. Serves as a demonstration project for others and supplements the residential and business outreach program.

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**BMP: Septic Maintenance Outreach**

Message Description and Distribution Method:

"Do Your Part-Be Septic Smart" EPA flier photocopied and made available for the public at BOH office.

Newsblog - "Properly maintained, your septic system benefits your family and the environment" posted 2/26/2020.

Targeted Audience: Residents

Responsible Department/Parties: DPW, BOH

Measurable Goal(s):

Newsblog posted February 2020.

Message Date(s): Flyer continuously available. Newsblog posted February 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: Clean Water Outreach**

Message Description and Distribution Method:

Newsblog - advance announcement - "Lynnfield's 5th Graders to participate in 2-day 'Keeping Water Clean' program posted to Stormwater Management webpage on February 3, 2020. Public service announcement "How can we all keep Lynnfield stormwater clean"? 2 minute video running on vimeo indefinitely beginning November 18, 2019.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Posts in November 2019 and February 2020.

Message Date(s): Newsblog February 3, 2020. Video posted on November 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:

### **BMP: Benefits of Trees Outreach**

Message Description and Distribution Method:

Newsblog - "Protect your investment in your trees. Avoid "Mulch Volcanos"! posted to Town home page,

Conservation webpage and reprinted in local newspapers on June 7, 2020.

Targeted Audience: Residents

Responsible Department/Parties: DPW and Conservation Commission

Measurable Goal(s):

Posted on website and printed June 7, 2020.

Message Date(s): June 7, 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:

Topic not in NOI. Added to supplement residential outreach program.

### **BMP: BMP Maintenance Reminders**

Message Description and Distribution Method:

Stormwater inspection report - 2018 and 2019 letters sent to all residents and commercial property owners having stormwater structures, requesting required annual inspection reports.

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW

Measurable Goal(s):

Mailing to all known BMP owners.

Message Date(s): 2018 and 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:

Not outlined in NOI. Important to educate and remind property owners of their responsibilities to maintain stormwater treatment BMPs.

### **BMP: ThinkBlueMA "Fowl Water" Video**

Message Description and Distribution Method:

Think Blue Massachusetts "Fowl Water" video defines stormwater and explains the impact that pollution like

trash, oil, cigarettes and dog poop can have on stormwater and our waterways. Video available at <https://www.thinkbluemassachusetts.org/>, [www.greenscapes.org/resources-videos/](http://www.greenscapes.org/resources-videos/) and spread as an advertisement on Facebook, Instagram, & YouTube.

Targeted Audience: Residents, Businesses, institutions and commercial facilities

Responsible Department/Parties: ThinkBlueMA, Greenscapes North Shore Coalition

Measurable Goal(s):

37,982 impressions (20,580 views on Facebook & Instagram, 17,402 views on Youtube)

Message Date(s): May 16th 2020 - June 5th 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:

Not described in NOI. Supplemental to expected resident outreach.

### **BMP: Web Outreach to Residents**

Message Description and Distribution Method:

Lynnfield developed a webpage dedicated to Stormwater Management. The webpage outlines causes of stormwater pollution, actions that can be taken to prevent pollution and links to various public awareness materials geared towards various audiences. Residential awareness information includes: 1) a pet waste management brochure; 2) a brochure on how citizens can reduce their impact on stormwater and the environment, which includes tips on landscaping, septic system maintenance, automobile care, pet waste management and household waste; and 3) a flyer on fertilizing lawns to reduce pollution.

Targeted Audience: Residents

Responsible Department/Parties: DPW

Measurable Goal(s):

Webiste updated June 2019.

Message Date(s): Continuously available.

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: Web Outreach to Businesses, Institutions and Commercial Facilities**

## Message Description and Distribution Method:

Business awareness information was added to Lynnfield's webpage and includes: 1) Think Blue Massachusetts flyer on "Lawn and Garden Tips to Help Curb Stormwater Pollution"; 2) Think Blue Massachusetts flyer on "Keep Pollution at Bay - One Parking Lot at a Time"; and 3) Think Blue Massachusetts flyer on "Put Waste in its Place for Clean Water in Lynnfield". Businesses can also access other educational materials posted for residents and developers.

Targeted Audience:

Responsible Department/Parties:

## Measurable Goal(s):

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:

**BMP: Web Outreach to Developers**

## Message Description and Distribution Method:

Developer awareness information was added to Lynnfield's webpage and includes: 1) Think Blue Massachusetts flyer on "Stop Erosion in its Tracks to Keep Our Waters Clean"; 2) Builder's Guide to Low Impact Development; 3) EPA's "What you can do as a Developer"; and 4) information on the applicability of the NPDES Construction General Permit (CGP).

Targeted Audience:

Responsible Department/Parties:

## Measurable Goal(s):

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:

**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 Plan for Download - The Town has posted the SWMP Plan on Town website along with contact information to allow for public comment.

Annual household hazardous waste/used oil collection.

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

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

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

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

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

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

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

Number of SSOs identified:

Number of SSOs removed:

#### **MS4 System Mapping**

*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:

The Town has mapped all known outfalls and receiving waters/waterbodies, known interconnections, stormwater BMPs, and completed initial catchment delineations. Additionally, most of the known catch basins, manholes, and piping have been mapped which is not required until Year 10. Mapping of open channel conveyances and any newly located outfalls is ongoing as dry weather inspections are performed.

### **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:

No catchment investigations performed this 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:

No illicit discharges found this period.

### **Employee Training**

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

IDDE training was performed on January 8, 2020 and included background information on stormwater pollution, MS4 requirements, illicit discharge program requirements and investigations and general good housekeeping practices.

### **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:

Number of inspections completed:

Number of enforcement actions taken:

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

The Town is performing ongoing periodic inspections for seven active construction projects. Inspections are performed by Town staff or by the Town's third party inspector.

## **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 currently requires the submission of as-built record drawings of all structural stormwater controls and treatment best management practices required for the site at the completion of a construction project. The Town also requires submission of an O&M Plan and an annual certification from a Registered Professional Engineer (P.E.) that maintenance is being performed.

### **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:

N/A, to be completed during future permit years.

### **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:

N/A, to be completed during future permit years.

**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:

The Town completed an inventory of its permittee-owned properties. Facilities will be evaluated for potential BMP retrofit opportunities during future permit years.

**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:

The Town is currently collecting data during its annual cleaning to determine whether any structures fill more than 50% between cleaning cycles and will update its catch basin cleaning prioritization plan once data has been collected and reviewed for trends.

**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:

**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:

SWPPP developed at the end of Permit Year 2. SWPPP inspections will begin in Permit Year 3.

**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:

Catch basin cleaning - the town cleaned all 1,713 known catch basins within Town. The Town is using a GIS-based platform to track the location and number of catch basins cleaned each year. This information will be used to refine the total town-owned catch basins as the data is collected.

Street sweeping - All 85 road miles were swept in the Spring. The 47 road miles located within a nutrient impaired watershed were swept again in the Fall.

### **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:

### **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:  Title:

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.*

*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.*