

**Year 3 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2020-June 30, 2021**

*\*\*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, 2020 and June 30, 2021 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 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 checked="" type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input checked="" 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
			<input type="button" value="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 3 Requirements

- Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

*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 3 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:

Arcadis conducted an audit of bylaw/ordinance and regulations, providing results and recommendations for all members of the Central Massachusetts Regional Stormwater Coalition (CMRSWC). The CMRSWC also provided templates for both the bylaw and rules/regulations which the Town intends to complete in Year 4, as funding allows.

### 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 system map due in year 2 as necessary
- 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, 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 Town is currently procuring the design and construction of a new salt shed.

### **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:

[https://www.spencerma.gov/sites/g/files/vyhlif1246/f/uploads/spencer\\_municipal\\_parking\\_lot\\_03062020\\_final.pdf](https://www.spencerma.gov/sites/g/files/vyhlif1246/f/uploads/spencer_municipal_parking_lot_03062020_final.pdf)  
<https://www.spencerma.gov/highway-department/news/mechanic-street-green-infrastructure-parking-lot>

*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:

[https://www.spencerma.gov/sites/g/files/vyhlif1246/f/uploads/spencer\\_municipal\\_parking\\_lot\\_03062020\\_final.pdf](https://www.spencerma.gov/sites/g/files/vyhlif1246/f/uploads/spencer_municipal_parking_lot_03062020_final.pdf)  
<https://www.spencerma.gov/highway-department/news/mechanic-street-green-infrastructure-parking-lot>

*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:

**Lake and Pond Phosphorus TMDL**

Completed the funding source assessment

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

The Town has contracted with a consultant to complete the funding source assessment in Year 4.

*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:

## 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: Stormwater pamphlet**

Message Description and Distribution Method:

Hard-copies of the stormwater pamphlets are located at the DPW facility

Several stormwater pamphlets are also posted on the town website

[https://www.spencerma.gov/sites/g/files/vyhlf1246/f/uploads/pollution\\_prevention\\_guide.pdf](https://www.spencerma.gov/sites/g/files/vyhlf1246/f/uploads/pollution_prevention_guide.pdf)

[https://www.spencerma.gov/sites/g/files/vyhlf1246/f/uploads/what\\_you\\_can\\_do\\_as\\_a\\_citizen.pdf](https://www.spencerma.gov/sites/g/files/vyhlf1246/f/uploads/what_you_can_do_as_a_citizen.pdf)

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Number of flyers distributed and number of views measured as number of unique page visits.

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:

Hard copies provided for pick-up at DPW location. This flyer is an addition, not specified in the NOI.

#### **BMP: Automotive Maintenance & Car Care**

Message Description and Distribution Method:

Flyer is posted to the town website

<https://www.spencerma.gov/planning-board/pages/automotive-maintenance-car-care>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Number of views measured as number of unique page visits.



Message Date(s): Rolling throughout the year.

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

This flyer is an addition, not specified in the NOI.

### **BMP: Pet Waste Management (PE-1)**

Message Description and Distribution Method:

Think Blue Massachusetts made several posts on Facebook throughout the summer reminding residents to pick up dog waste to keep water clean.

Targeted Audience: Residents

Responsible Department/Parties: Town Clerk, Think Blue Massachusetts

Measurable Goal(s):

Number of post views, shares and likes.

Message Date(s): Annually in the summer

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:

Pet waste social media posts came from Think Blue Massachusetts this permit year.

### **BMP: Landscaping Infographic (PE-9)**

Message Description and Distribution Method:

Landscaping infographic and lawn fertilizer flyers are posted to the town website:

<https://www.spencerma.gov/transfer-station/news/lawn-and-garden-management-stormwater-pollution-prevention>

[https://www.spencerma.gov/sites/g/files/vyhlf1246/f/news/mcm1-pe9\\_-tbn-landscaping\\_company-infographic-fina\\_1.pdf](https://www.spencerma.gov/sites/g/files/vyhlf1246/f/news/mcm1-pe9_-tbn-landscaping_company-infographic-fina_1.pdf)

<https://www.spencerma.gov/planning-board/pages/stormwater-best-practices-fertilizing-lawn>

Think Blue Massachusetts also posted several educational infographics and links on their Facebook page, reaching Spencer residents. Some of these educational materials describe lawn and garden tips to reduce stormwater pollution, proper disposal of yard waste (grass clippings and leaf litter), and fertilizer use.

Targeted Audience: Residents

Responsible Department/Parties: Town Clerk; Think Blue Massachusetts

Measurable Goal(s):

Number of views measured as number of unique page visits as well as likes, shares, comments on social media.

Message Date(s): Rolling throughout the year; Fall & spring

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 Flyer Distribution (PE-2)**

Message Description and Distribution Method:

A flyer describing the negative effects of pet waste on water quality will be distributed with each dog license renewal. This flyer is also posted on the Town website and on the bulletin board.

[https://www.spencerma.gov/sites/g/files/vyhlf1246/f/uploads/swmp\\_mcm1\\_flyer\\_think\\_blue\\_pet\\_waste\\_flyer\\_spencer\\_version\\_3-19.pdf](https://www.spencerma.gov/sites/g/files/vyhlf1246/f/uploads/swmp_mcm1_flyer_think_blue_pet_waste_flyer_spencer_version_3-19.pdf)

Targeted Audience: Residents

Responsible Department/Parties: Utilities and Facilities

Measurable Goal(s):

Number of flyers distributed, measured as number of dog licenses issued (renewals and new dog owners).  
Year 3: approximately 1,900 dog licenses

Message Date(s): Annually, May 15-June 30

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: Think Blue Massachusetts Advertising Campaign**

Message Description and Distribution Method:

Town will maintain a link to the "Think Blue Massachusetts" organization website. Think Blue assists MS4 communities by maintaining their website and create advertising campaigns targeting different target audiences aimed to help viewers visualizes stormwater pollution issues.

The current advertising campaign is a YouTube video called "Fowl Water: Think Blue Massachusetts" and can be found on the Think Blue Massachusetts homepage on the town stormwater page (<https://www.thinkbluemassachusetts.org/>)

Targeted Audience: Residents, Businesses and Commercial, Developers (construction), Industrial Facilities

Responsible Department/Parties: Massachusetts Statewide Municipal Stormwater Coalition

Measurable Goal(s):

Social media impression estimated for Spencer residents.

Facebook and Google provide aggregate information for the Central Massachusetts Region and impressions have been allocated among each city in the region on a proportional basis using US Census estimates of the population.

~9,194 total impressions from the FY2021 "Fowl Water" campaign via Facebook, Instagram, and YouTube sponsored video advertisements: <https://www.thinkbluemassachusetts.org/fowl-water-videos-results>.

Message Date(s): May 17 through June 4, 2021

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 benefits from Think Blue's posts of educational materials that reach Spencer residents.

### **BMP: Think Blue Developers Sediment Control Flyer Distribution (PE-5)**

Message Description and Distribution Method:

A flyer describing the importance of erosion controls for construction sites will be distributed with every approved construction permit. During Year 3, hard copies of the sediment control flyer were at the DPW facility to be distributed with approved construction permits.

The Sediment Control Flyer is also posted to the town website.

<https://www.spencerma.gov/sites/g/files/vyhlf1246/f/uploads/toc-tbm-construction-flyer-06262018.pdf>

Targeted Audience: Developers (construction)

Responsible Department/Parties: Utilities and Facilities

Measurable Goal(s):

Number of flyers distributed, measured as number of construction permits issued per year.

Message Date(s): Continuous

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:[Message name here]**

Message Description and Distribution Method:

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:**

The Town has posted the SWMP on its website for public review with contact information

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:**

Earth Day Cleanup - a local congregational church organized did an Earth Day Cleanup, which the Highway Department supported by supplying bags, gloves, and vests, and removing and disposing the bags after the

event.

The Town attempt to hold a hazardous waste collection day, which was hampered due to COVID-19. The Town is working toward facilitating a regional hazardous waste collection effort in future years.

### **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**

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

The Town has already completed or substantially completed many of its Phase II mapping requirements, including mapping catch basins, manholes, and pipes. It is currently working with a consultant to update the system map.

#### **Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- No outfalls were inspected
- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

*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 Town has completed their outfall investigations. One outfall was found to have evidence of likely sewer input. One outfall had visual evidence of intermittent illicit discharge (chlorinated pool water discharge). The

results of the screening indicated that two additional outfalls could be moved from low to high priority ranking for catchment investigations.

### **Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

*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:*

### **IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

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

Number of illicit discharges identified:

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:

The Town was recently made aware of a transient illicit discharge of residential pool water and will work with the resident and provide additional educational materials to pool owners to eliminate this discharge. The Town also identified one outfall with likely sewer input and will move this outfall to the top of its priority ranking for catchment investigations.

### **Employee Training**

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

Employees involved in the IDDE program watched a virtual training session hosted by CMRSWC on June 14, 2020

### **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:

Site plan review:

Charlton/Bacon Solar: The applicant is requesting a definitive subdivision approval under Article 2.3 (Definitive Subdivision Plans) of the Spencer Subdivision Regulations. The property is located within the Rural Residential zoning district.

Site visits are conducted by a third party. Those from FY21 are listed below:

21 Site Visits for GH Wilson Solar Farm

40 Site Visits for 20 McCormick Solar Farm

37 Site Visits for 32 McCormick Solar Farm

41 Site Visits for 103 No. Spencer Road

No enforcement actions occurred during Year 3.

### **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:

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

GH Wilson solar (8/11/2020)

### **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:

The Town intends to complete this report during 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:

The Town intends to complete this report during 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:

The Town intends to complete this inventory during Year 4

## **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:

For any catch basin that has a sump and is 50% full, an inspection is conducted to identify the source of sediment and the CB is scheduled to be cleaned within the next 6 months.

### **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]

### **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 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:

Streets are swept up to 3-4 times per year in the downtown area, which has most of the town's curbed streets. Low spots and roads adjacent to ponds are also swept more frequently. The Town did not record street miles swept or the amount of material collected during street sweeping. The current year's estimate is from the previous year's report.

The Town experienced turnover in the MS4 Coordinator position during Year 3.

### **COVID-19 Impacts**

*Optional:* If any of the above year 3 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:

Protocols were implemented to reduce the spread of COVID-19, including requiring only one person per truck where feasible, and if that was not possible, employees had to wear masks. Several employees contracted COVID-19 causing them to isolate at home. In addition, there were changes in staffing this year, causing work to be less efficient and making it difficult to complete all of the necessary requirements in Year 3.

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

Yes, I agree

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

### **Annual Requirements**

- Annual report submitted and available to the public

- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program
- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

Provide any additional details on activities planned for permit year 4 below:

## Part V: Certification of Small MS4 Annual Report 2021

### 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)

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### **Paper Signature:**

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