

Year 1 Annual Report

Massachusetts Small MS4 General Permit

Reporting Period: May 1, 2018-June 30, 2019

*****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.

Part I: Contact Information

Name of Municipality or Organization: Town of Paxton

EPA NPDES Permit Number: MAR041148

Primary MS4 Program Manager Contact Information

Name: Carol L. Riches

Title: Town Administrator

Street Address Line 1: 697 Pleasant Street

Street Address Line 2:

City: Paxton

State: MA

Zip Code: 01612

Email: criches@townofpaxton.net

Phone Number: (508) 754-7638

Fax Number: N/A

Stormwater Management Program (SWMP) Information

SWMP Location (web address): <https://www.townofpaxton.net/vertical/sites/%7B4877D6D1-B638-4BAD-B942-A67C40C2215D%7D/uploads/20190919100927168.pdf>

Date SWMP was Last Updated: June 10, 2019

If the SWMP is not available on the web please provide the physical address and an explanation of why it is not posted on the web:

Part II: Self Assessment

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

Impairment(s)

- ☐ Bacteria/Pathogens ☐ Chloride ☐ Nitrogen ☐ Phosphorus
☐ Solids/ Oil/ Grease (Hydrocarbons)/ Metals

TMDL(s)

- In State: ☐ Assabet River Phosphorus ☐ Bacteria and Pathogen ☐ Cape Cod Nitrogen
 ☐ Charles River Watershed Phosphorus ☒ Lake and Pond Phosphorus

- Out of State: ☐ Bacteria/Pathogens ☐ Metals ☒ Nitrogen ☐ 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 1 Requirements

- ☒ Develop and begin public education and outreach program
☒ Identify and develop inventory of all known locations where SSOs have discharged to the MS4 in the last 5 years
 ☐ The SSO inventory is attached to the email submission
 ☐ The SSO inventory can be found at the following website:

N/A - no SSOs

☒ Develop written IDDE plan including a procedure for screening and sampling outfalls
☒ IDDE ordinance complete
☐ Identify each outfall and interconnection discharging from MS4, classify into the relevant category, and priority rank each catchment for investigation
 ☐ The priority ranking of outfalls/interconnections is attached to the email submission
 ☐ The priority ranking of outfalls/interconnections can be found at the following website:

N/A - not yet started

☒ Construction/ Erosion and Sediment Control (ESC) ordinance complete
☒ Develop written procedures for site inspections and enforcement of sediment and erosion control measures
☒ Develop written procedures for site plan review
☒ Keep a log of catch basins cleaned or inspected
☒ Complete inspection of all stormwater treatment structures

Annual Requirements

- ☒ Annual opportunity for public participation in review and implementation of SWMP
- ☒ Comply with State Public Notice requirements
- ☒ 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
- ☒ All curbed roadways have been swept a minimum of one time per year

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

Annual Requirements

*Public Education and Outreach**

- ☒ Distribute 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
- ☒ Distribute an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- ☒ Distribute 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

- ☐ Increase 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 shall be tracked and the permittee shall estimate the

- ☒ nitrogen removal by the BMP consistent with Attachment 1 to Appendix H. Document 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 in each annual report

Lake and Pond Phosphorus TMDL

- ☐ Begin Phase 1 Lake Phosphorus Control Plan (LPCP)

Use the box below to input additional details on any unchecked boxes above or any additional information you would like to share as part of your self assessment:

-The Town did not inspect and clean catch basins in Year 1 but intends to resume the process in Year 2. The Town has adopted a catch basin cleaning/inspection form to log future cleanings/inspections.

-The Town has not completed outfall and interconnection prioritization but anticipates contracting with a consultant for completion in Fall 2019.

-The permit does not require tracking of already existing BMPs for municipalities subject to Nitrogen TMDL requirements (Appendix F, part B.I.1.c.iii). No new structural BMPs have been installed to date, but a tracking spreadsheet has been developed, and any such BMPs will be tracked as they are installed.

-The Town is currently in discussion with its consultants regarding an approach for the Lake Phosphorus Control Plan.

-The Town is considering options for an employee training program to begin in Spring of 2020.

-Observation by DPW staff did not indicate a need for a second street sweeping in Year 1.

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:

Receiving waters have been refined through further review of mapping. The following receiving waterbody segments were listed under the NOI but not included in the SWMP:

- Unnamed tributary (UNT) to Bumbo Brook at WCMP
- Unnamed pond north of Asnebumskit Road
- UNTs to unnamed pond south of Holden Road and east of Grove Street
- UNTs to unnamed pond north of Asnebumskit Road (that crosses Asnebumskit Road)
- Wetlands north of West Street
- Wetlands east of Keep Avenue
- UNTs to Southwick Pond east of Walbridge Road
- UNTs to Southwick Pond east of Cutler Road
- Wetlands at Brooks Road
- Wetland area west of Arlene Drive
- UNTs to Silver Spring Brook north of Camp Street
- Unnamed stream crossing Old Lantern Circle
- UNTs east of Richards Avenue

The following receiving waterbody segments were included in the SWMP but not in the NOI:

- Unnamed wetland complex draining to Eames Pond crossing West Street and Davis Hill Road (Long Island Sound TMDL)
- Unnamed wetland complex, south of Elizabeth Lane
- Unnamed wetland draining to Asnebumskit Pond
- Unnamed wetland draining to Eames Pond (Long Island Sound TMDL)
- Unnamed wetland draining to Lynde Brook
- Unnamed wetland south of Holden Road
- UNT to Crook's Pond (Worcester) crossing Old Lantern Circle
- UNT to Holden Reervoir 2, east of Camp Street and Howard Street
- UNT to Kettle Brook north of Briarcliff Lane
- UNT to Kettle Brook Reservoir crossing Alderwood Road
- UNT to Kettle Brook Reservoir crossing Birchwood Road
- UNT to Kettle Brook Reservoir crossing Pleasant Street at Reservoir Drive
- UNT to Lynds Brook
- UNT to Southwick Pond crossing Pleasant Street west of Crystal Street
- UNT to Southwick Pond, south of Cutler Road (N Blackstone Lakes Phosphorus TMDL)
- UNT to Southwick Pond, southeast of Cutler Road (N Blackstone Lakes Phosphorus TMDL)
- UNT to Turkey Hill Brook crossing West Street and South Street (Long Island Sound Nitrogen TMDL)
- UNT to unnamed pond between Davis Hill Road and Arrowhead Drive
- UNT to unnamed pond west of Asnebumskit Road
- UNT to unnamed pond west of Asnebumskit Road crossing Knollwood Road
- UNT to unnamed pond west of Asnebumskit Road, crossing Grove Street
- UNT to unnamed pond west of Asnebumskit Road, east of Grove Street

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 the reporting period:

Below, report on the educational messages completed during the first year. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

BMP: Pet waste flyer at Paxton Days

Message Description and Distribution Method:

The DCR Pet Waste Flyer was distributed at Paxton Days in June. The flyer explains why pet waste is a concern for water quality and encourages owners to pick up after their pets.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

85 flyers were distributed.

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:

Not included in the NOI but the Town decided that this would be a good way to introduce residents to stormwater issues generally.

BMP: Do Your "Doody" for Clean Water

Message Description and Distribution Method:

A flyer describing the negative effects of pet waste on water quality was distributed to residents with the Town census form.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

1950 flyers were distributed.

Message Date(s): January 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 included in the NOI but the Town decided that this would be a good way to reach all residents.

BMP: Think Blue Developers Sediment Control Press Release

Message Description and Distribution Method:

A flyer describing the importance of erosion controls for construction sites was posted on the Town's website.

Targeted Audience: Developers (construction)

Responsible Department/Parties: Conservation Committee

Measurable Goal(s):

708 visitors to the post on the website.

Message Date(s): Rolling

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 included in the NOI but the Town decided that this would be a good way to introduce stormwater issues to developers.

BMP: Think Blue Business Waste Disposal Social Media Post

Message Description and Distribution Method:

A social media post on the Town of Paxton's Facebook page that reminded business owners to keep dumpsters covered to keep water clean and provided a link to the Think Blue Massachusetts website.

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

N/A

Message Date(s): Fall 2018

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 included in the NOI but the Town decided that this would be a good way to reach businesses and institutions.

BMP: Gas, Oil, and Grease...Oh My!

Message Description and Distribution Method:

A web post detailing proper handling of gas, oil, and grease for spill prevention, particularly as related to vehicle maintenance, was posted on the Town website to reach industrial facilities.

Targeted Audience: Industrial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

276 hits on the post on the website.

Message Date(s): N/A

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 included in the NOI but the Town decided that this would be a good way to reach industrial facilities.

BMP: Think Blue Landscaping Infographic

Message Description and Distribution Method:

A flyer describing lawn and garden tips to reduce stormwater pollution was posted on the Town of Paxton's website. The link to the flyer was shared on social media twice a year (once in the spring and once in the fall). This flyer discussed proper disposal of yard waste (grass clippings and leaf litter) and fertilizer use.

Targeted Audience: Residents

Responsible Department/Parties: Town Administrator

Measurable Goal(s):

528 views on the website page.

Message Date(s): Fall 2018; Spring 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:

Message was the same but distribution method changed and frequency of distribution increased to twice a year. Began message distribution ahead of date indicated in NOI (2020).

Add an Educational Message

MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) during the reporting period:

The SWMP was not posted on the Town's website for public comment as indicated in the NOI.

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

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

-The Town maintains a log of problems/violations/complaints relating to stormwater via the town phone. No complaints were received in Year 1.

-The Town is a member of Wachusett Earthday, Inc., which holds 4-6 collection days a year at the Wachusett Earthday Regional Recycle Center for household hazardous products.

-The Town is one of 13 member communities of the Central Massachusetts Regional Stormwater Coalition (CMRSWC). CMRSWC works collaboratively to create and disseminate tools and stormwater management practices for its members. Through CMRSWC and MassDEP, the Town of Paxton participated in two education/outreach projects with the Water Resource Outreach Center (WROC) at the Worcester Polytechnic Institute (WPI) - "Increasing Watershed Awareness in Education Development of Educational Curricula" and "Evaluation of the Effectiveness of the Think Blue Massachusetts Campaign." The first project evaluated the 2018 education curriculum and identified how it could meet the new Massachusetts Next Generation Science Standards. The team also determined key criteria for increasing stormwater awareness in schools, including an emphasis on hands-on activities and inviting guest lecturers to speak. The second project delivered recommendations on effective social media management and metric collection, including what type of content to use for different social media platforms and how to benchmark the effectiveness of future social media campaigns.

-CMRSWC Public Education Subcommittee also made presentations or participated in the Think Blue Massachusetts booth at numerous events in Year 1, including:

- September 12, 2018: Massachusetts Municipal Association (MMA) Energy and Environment Policy Committee
- October 4, 2018: Metrowest/495 Partnership
- November 20, 2018: Metrowest Stormwater Roundtable hosted by MetroWest Regional Collaborative (MWRC) of the Metropolitan Area Planning Council (MAPC)
- January 18-19, 2019: Massachusetts Municipal Association (MMA) Meeting and Trade Show
- January 28, 2019: New England Water Environment Association Annual Conference
- March 2, 2019: Massachusetts Association of Conversation Commissions Annual Conference
- April 12, 2019: Massachusetts Congress of Lake and Pond Associations Annual Workshop
- April 16-19, 2019: Ecotarium Earth Day activities

MCM3: Illicit Discharge Detection and Elimination (IDDE)

Sanitary Sewer Overflows (SSOs)

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

Number of SSOs identified:

Number of SSOs removed:

Below, report on the total number of SSOs identified in the MS4 system and removed to date. At a minimum, report SSOs identified since 2013.

Total number of SSOs identified:

Total number of SSOs removed:

MS4 System Mapping

Describe the status of your MS4 map, including any progress made during the reporting period:

In Year 1, a consultant was contracted to review the Town's mapping and indicate data gaps for the mapping of stormwater outfalls, manholes, and catch basins - Phase 1 mapping is in-progress. Aerial review and field confirmation were used to verify and refine the outfall layer of the 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.

- ☐ 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: 0

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

Percent of total outfalls screened: 0

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:

N/A - not yet started

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

Number of catchment investigations completed this reporting period: 0

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

Percent of total catchments investigated: 0

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

The Town did not begin catchment investigations or outfall/interconnection screening in Year 1. The Town anticipates contracting with a consultant to begin outfall inspections in Fall 2019.

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:

N/A - no illicit discharges found during the reporting period

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: N/A

Number of illicit discharges removed: N/A

Estimated volume of sewage removed: N/A [UNITS]

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.

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:

In Year 1, the Town contracted with a consultant to develop a written IDDE program that can be used going forward. The Town anticipates beginning outfall inspections in Fall 2019.

Employee Training

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

Training is conducted on an as-needed basis for employees on proper equipment operation. The Town is considering contracting with a consultant for a training session for employees for Year 2 in Spring 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:

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

Ordinance Development

Describe the status of the post-construction ordinance required to be complete in year 2 of the permit term:

The Town is reviewing necessary revisions to existing regulations.

As-built Drawings

Describe the status of 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 required to be complete in year 2 of the permit term:

Ongoing. As-builts are required to be developed at further cost to builder/owner.

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:

Not yet started.

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:

Not yet started.

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:

Not yet started.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

Completed. See attached document.

If complete, attach the catch basin cleaning optimization plan or the schedule to gather information to develop the optimization plan:

- ☒ The catch basin cleaning optimization plan or schedule is attached to the email submission
- ☐ The catch basin cleaning optimization plan or schedule can be found at the following website:

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, if known.

Total number of catch basins:

If applicable:

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

N/A

Street Sweeping

Describe the status of the written procedures for sweeping streets and municipal-owned lots:

Completed. The Town has developed an operations and maintenance document that includes standard operating procedures for municipal street and parking lot sweeping and disposal of street sweepings.

Report on street sweeping completed during the reporting period using one of the three metrics below.

- ☐ Number of miles cleaned:
- ☒ Volume of material removed:
- ☐ Weight of material removed:

If applicable:

For rural uncurbed roadways with no catch basins, describe the progress of the inspection, documentation, and targeted sweeping plan:

Completed. The Town has developed an operations and maintenance document that includes standard operating procedures for municipal street and parking lot sweeping and disposal of street sweepings.

Winter Road Maintenance

Describe the status of the written procedures for winter road maintenance including the storage of salt and sand:

Completed. The Town has developed an operations and maintenance document that includes standard operating procedures for winter road maintenance.

Inventory of Permittee-Owned Properties

Describe the status of the inventory, due in year 2 of the permit term, of permittee-owned properties, including parks and open spaces, buildings and facilities, and vehicles and equipment, and include any updates:

The Town anticipates contracting with a consultant to complete this inventory in Year 2.

O&M Procedures for Parks and Open Spaces, Buildings and Facilities, and Vehicles and Equipment

Describe the status of the operation and maintenance procedures, due in year 2 of the permit term, of permittee-owned properties (parks and open spaces, buildings and facilities, vehicles and equipment) and include maintenance activities associated with each:

The Town anticipates completing this operations and maintenance plan using available templates from CMRSWC.

Stormwater Pollution Prevention Plan (SWPPP)

Describe the status of any SWPPP, due in year 2 of the permit term, for permittee-owned or operated facilities including maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater:

The Town anticipates contracting with a consultant to complete a SWPPP for the DPW facility in Year 2.

Below, report on the number of site inspections for facilities that require a SWPPP completed during this reporting period.

Number of site inspections completed: 0

Describe any corrective actions taken at a facility with a SWPPP:

N/A

O&M Procedures for Stormwater Treatment Structures

Describe the status of the written procedure for stormwater treatment structure maintenance:

Completed. The Town has developed an operations and maintenance document that includes standard operating procedures for maintaining stormwater treatment structures.

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:

N/A

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:

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 2 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree ☒

- Complete system mapping Phase I

- Begin investigations of catchments associated with Problem Outfalls
- Develop or modify an ordinance or other regulatory mechanism for post-construction stormwater runoff from new development and redevelopment
- Establish and implement written procedures to require the submission of as-built drawings no later than two years after the completion of construction projects
- Develop, if not already developed, written operations and maintenance procedures
- Develop an inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; review annually and update as necessary
- Establish a written program detailing the activities and procedures the permittee will implement so that the MS4 infrastructure is maintained in a timely manner
- Develop and implement a written SWPPP for maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater
- Enclose or cover storage piles of salt or piles containing salt used for deicing or other purposes
- Develop, if not already developed, written procedures for sweeping streets and municipal-owned lots
- Develop, if not already developed, written procedures for winter road maintenance including storage of salt and sand
- Develop, if not already developed, a schedule for catch basin cleaning
- Develop, if not already developed, a written procedure for stormwater treatment structure maintenance
- Develop a written catchment investigation procedure (*18 months*)

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 in the last 5 years
- 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

Provide any additional details on activities planned for permit year 2 below:

For Year 2, the Town is anticipating contracting out the following with a consultant:

- Outfall inventory and initial ranking
- Dry weather outfall screening/sampling
- Inventory and evaluation of municipal facilities
- Stormwater Pollution Prevent Plan (SWPPP) for applicable facilities
- Employee training
- Land use regulatory review

Part V: Certification of Small MS4 Annual Report 2019

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:

Carol Riches

Title:

Town Administrator

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.govMassDEP: frederick.civian@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](#)