

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:

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:

Fax 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 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:

The Town will keep an inventory in their SWMP located on their website at the following location: <http://www.dedham-ma.gov/departments/environmental/stormwater-management>. However, the Town has not had any SSOs in the last five years.
- 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:
- 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

Bacteria/ Pathogens (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)Annual Requirements*Public Education and Outreach**

- Annual message encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminate educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provide 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)*

Phosphorus (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 and phosphorus-free 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

- phosphorus 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 phosphorus removed in mass per year by the BMP in each annual report

Solids, Oil and Grease (Hydrocarbons), or Metals

Annual Requirements*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

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

Charles River Watershed Phosphorus TMDL

- Begin Phase 1 Phosphorus Control Plan (PCP)

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:

There are no known locations where SSOs have discharged to the MS4 during the reporting period or in the 5 years prior to the start of the permit term.

The Town did not perform any catch basin cleaning during Permit Year 1 as it took longer to get a contractor on board and schedule the work than anticipated, and also secure a proper disposal location. While no log of catch basin cleanings was kept exclusively for Permit Year 1 since no cleaning was performed, the Town is keeping a log and tracking metrics for all catch basins being cleaned in Permit Year 2. More information is provided under MCM 6.

The Town does have an informal BMP inspection and maintenance program, which was implemented in Permit Year 1. As the Town continues to identify and map the location of BMPs during Permit Year 2, and develop operation & maintenances procedures/inspection forms as required in Permit Year 2, the Town will implement a more formal BMP inspection and maintenance program by the end of Permit Year 2.

The Board of Health did not distribute educational information directly to septic system owners. Information regarding septic system maintenance is available on the Town's website. The Board of Health will prioritize sending out targeted messages to homeowners during Permit Year 2. There are a very limited number of septic systems within Town. The Town estimates that less than 5% of properties are served by septic systems.

Estimated phosphorus removal associated with existing structural BMPs has been calculated for some developments in Town. However, the Town is still working to refine this information and expand this analysis. As the Town moves forward in developing their Phosphorus Control Plan, they will continue to track and estimate the phosphorus removed by each BMP including reporting on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year. The Town will begin the legal analysis associated with Phase 1 of the Phosphorous Control Plan in Permit Year 2, as outlined in the SWMP and required by Appendix F of the Permit.

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:

In their NOI, the Town identified two (2) impaired receiving waters with direct discharges: the Charles River and Mother Brook. The NOI identified 26 outfalls discharging into the Charles River and 43 outfalls discharging into Mother Brook. During Permit Year 1, changes were made to outfalls and receiving waters as additional data has been collected regarding outfall ownership and outfall discharge location through field reconnaissance thereby impacting outfall regulatory status. The Town now has 18 outfalls discharging directly to the Charles River and 47 outfalls discharging directly to Mother Brook. All other outfalls discharge to various brooks and streams that are tributary to the Charles or Neponset Rivers. The Town has currently identified 159 outfalls and 25 interconnections, and these updates are reflected in the Town's Stormwater Management Plan.

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: Mailing, website, event, school program, press coverage, and/or other means

Message Description and Distribution Method:

Dedham continues to provide stormwater-related educational information on the town website, including copies of the Town's Stormwater Rules and Regulations, a flyer of Best Management Practices compiled by the Town, information about the Town's storm drain stenciling program, and information regarding compliance with the MS4 Permit at: <http://www.dedham-ma.gov/departments/environmental/stormwater-management> An APWA flyer including Best Management Practices was also distributed to students in school. Dwayne the Storm Drain coloring books and flyers were also distributed at events such as the Farmer's Market, Dedham Trails Day, and Water in Dedham – Past, Present and Future.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

While the exact number of webpage views is not known, the online posting reached a large audience during the reporting period. The information is visible to those actively searching for it as well as those visiting the Town's website for other reasons, raising awareness more effectively than targeted mailings or postings might.

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: Flyer/Brochure

Message Description and Distribution Method:

The Town posted flyers about proper pet waste disposal around town, targeting neighborhoods of concern, and made brochures with the same information available in Town Hall. This information was also posted to social media, and distributed at events such as the Farmer's Market, Dedham Trails Day, Water in Dedham – Past, Present and Future. The information was shared with the Animal Rescue League of Boston's branch in Dedham, to be provided to pet adopters and visitors, and the Town Clerk's office to distribute at the time of dog license issuance or renewal.

Targeted Audience: Residents

Responsible Department/Parties: Environmental Department

Measurable Goal(s):

1,500 flyers were distributed by the Town Clerk. Even more were printed and distributed at events such as Dedham Trails Day, the Farmers Market and the Water in Dedham Symposium. They were distributed within Town Hall, the libraries, and hung at local businesses. The flyer was posted on the Town's website and shared through social media and the local newspaper. While the exact number of online messages is not known, the Town actively tried to reach as broad an audience as possible.

Message Date(s): FY2019

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: Website/Flyer/Brochure

Message Description and Distribution Method:

The Town shared a link on its website to information regarding proper disposal of yard clippings and encouraging the use of slow-release or phosphorus-free fertilizers: <https://yourcleanwater.org/lawn/>. This information was posted to the main slider of the Town's website and to social media. Postings were made to Green Dedham, the Dedham Trails Facebook page and Twitter account, the DPW Facebook page on April 23. A poster with the same information was put in Town Hall, the public library, and the DPW building. Copies were distributed at the Town's Public Participation events including the Farmer's Market, Dedham Trails Day, Water in Dedham – Past, Present and Future. Informational cards were also distributed on racks throughout the town.

Targeted Audience: Residents, Businesses, Institutions, Commercial Facilities

Responsible Department/Parties: Environmental Department

Measurable Goal(s):

The large distribution of these materials reached many members of the Dedham community, serving to increase awareness of the negative impacts yard clippings and phosphorus-heavy fertilizers can have on receiving water quality. The exact number of materials distributed is not known.

Message Date(s): FY2019

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: Press Release/PSA

Message Description and Distribution Method:

The Town distributed a press release about the importance of properly disposing of leaf litter. This release included a link to information on yard waste management provided by the Neponset Stormwater Partnership: <https://yourcleanwater.org/yard-waste-disposal/> This information was also distributed on the main slider of the Town's website and also via social media. The information was shared on the Green Dedham, Dedham Trails, and DPW Facebook pages, and appeared in the Dedham Times newspaper on October 12, 2018. It was also distributed at events such as the Farmer's Market, Dedham Trails Day, Water in Dedham – Past, Present and Future.

Targeted Audience: Residents, Businesses, Institutions, Commercial Facilities

Responsible Department/Parties: Environmental Department

Measurable Goal(s):

This message was well distributed, reaching approximately 3,000 people on Facebook alone. This easily accessible information increased awareness of the impacts of mishandled leaf litter.

Message Date(s): FY2019

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: Website/Flyer/Brochure

Message Description and Distribution Method:

The Town posted information to their website regarding proper maintenance of septic systems.

Targeted Audience: Residents, Businesses, Institutions, Commercial Facilities

Responsible Department/Parties: Health Department

Measurable Goal(s):

The Town's goal is to reach all septic system owners. Less than 5% of the Town is currently served by septic systems. Septic system information was placed on the Town's website. A more targeted approach is planned for Permit Year 2, where mailings will be sent to property owners with septic systems directly.

Message Date(s): FY2019

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 the reporting period:

The Town of Dedham posted the SWMP to their town website in June 2019, making it available for public comment through July 31, 2019. At the close of the comment period, zero comments had been received. Once submitted, this Annual Report will be appended to the SWMP and the online version will be updated accordingly.

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:

Dedham provided multiple opportunities for public involvement and participation during this reporting period. On October 13, 2018 the Town held a Hazardous Waste Collection Day, collecting pesticides/herbicides, oil-based plants, acid, alkaline, oxidizers, aerosols, lithium batteries, fluorescent bulbs, CFLs, oils, pesticides, and mercury containing devices. The Town spent \$14,393 to haul approximately 100 tons of hazardous waste to appropriate disposal facilities.

The DPW sponsored an Arbor Day Celebration on April 25, 2019, and the Dedham Environmental Department held a Water in Dedham symposium on May 4, 2019. This initiative highlighted the critical role water has played in the community, and took participants through its early use as a means for industry, and subsequent pollutant and cleanup efforts. The exhibits were placed in each neighborhood of the Town, showing historical pictures of the Charles River. The event was sold out, as was the guided tour of the Charles River in Dedham with L.L. Bean.

Over 90% of the Town's catch basins have been stenciled to date, but no stenciling was performed during Permit Year 1. All new catch basins are required to be installed with grates that state: "Do Not Dump, Drains To Waterways".

As part of Earth Day in April 2019, DPW provided assistance with clean-ups performed around water resource areas. Clean-ups were performed by various groups including Dedham Civic Group, Neponset River Watershed Association, Dedham Middle School, and Dedham High School. These activities provided the opportunity for residents to learn about and help implement the MS4 program.

Many Dedham residents volunteered to help the Neponset River Watershed Association (NepWRA) collect water quality data through the Citizen Water Monitoring Network (CWMN). Volunteers took samples from the CWMN station in Dedham located on Mother Brook at Washington Street once per month between May and October, and tested samples for E.coli, total phosphorus, pH, dissolved oxygen, temperature, ortho-

phosphate, total nitrogen, and ammonia. The sampling effort conducted during the reporting period is part of an initiative that has been in place for 23 years, and provides an active way for citizens to take responsibility for water quality in their town.

Twice per year, the Sustainability Advisory Committee hosts a recycling event for hard to recycle items such as styrofoam, textiles, mercury, packing peanuts, scrap metal and bikes. These events were held on Saturday, October 13th and Saturday, April 21st during the reporting period. At the April 21st event, 1,250lbs of paper, 800lbs of styrofoam, 1.78 tons of metal, 30 bikes, 6,883lbs of electronics, 112.5lbs of mercury lamps, and 340lbs of textiles were collected.

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:

Prior to the start of the permit term, Dedham had a comprehensive map of their drainage system. The map includes outfalls, pipes, manholes, catch basins, interconnections with other MS4s, and impaired water bodies. During this reporting period, defined catchment areas were delineated for each outfall and interconnection. The Town has also been working to identify open channel conveyances and determine outfall ownership and regulated status. The Town also continues to work on mapping of municipally owned stormwater treatment structures. The Town map, which is in accordance with the 2016 MS4 Permit's accuracy guidelines, is available at the following location: <http://gis.dedham-ma.gov/infraviewer2>.

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:

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

Percent of total 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:

No Catchment Investigations were performed during the reporting period, but the System Vulnerability Factor Assessment is included as part of the Catchment Ranking and Prioritization Matrix submitted in conjunction with this Annual Report.

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:

The Town does not currently have any problem catchments based on current rankings. As information becomes available from dry weather screening and sampling, catchments will be re-prioritized and investigation of catchments will proceed in accordance with permit requirements.

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

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:

Employee Training

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

Materials were provided to municipal staff on Illicit Discharge Detection and Elimination during Permit Year 1. A more formal training on recognizing and eliminating illicit discharges, and on good housekeeping practices for municipal activities is planned for Permit Year 2.

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:

Dedham has separate Rules and Regulations for Stormwater Management, as referenced in Chapter 246 of the Town's bylaws. These Rules and Regulations were most recently revised on November 15, 2018, and are included in Appendix H of the Stormwater Management Plan. Further minor revisions will be completed in Permit Year 2 to bring the Town into compliance with the 2016 MS4 Permit.

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:

For Major Stormwater Permits, Dedham's Stormwater Rules and Regulations require the submission of as-built plans, as well as a site inspection confirming the accuracy of as-built plans, prior to the issuance of a Stormwater Management Certificate of Compliance (SMCC). SMCCs are required to fully comply with the conditions of Major Stormwater Management Permits in Dedham. Under Dedham's Stormwater Management Rules & Regulations, Major Stormwater Management Permits must include a "Post Construction Operation and Maintenance Plan (O&M)." Required components of the plan include the names and contact information of responsible parties, an inspection and maintenance schedule, estimated annual O&M budget, and inspection forms. Additionally, the plan must be signed by the property owner and recorded with the Norfolk County Registry of Deeds.

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 will develop the street design and parking lots assessment report during Permit 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:

While the Town's Stormwater Management Rules and Regulations include provisions recommending the use of green infrastructure/low impact development in all new development projects, the Town will develop a specific green infrastructure assessment and report. This report will be completed during Permit 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 is working to develop an inventory of its properties to be retrofitted with BMPs. This inventory will be completed within Permit Year 4.

MCM6: Good Housekeeping

Catch Basin Cleaning

Describe the status of the catch basin cleaning optimization plan:

See additional information section below.

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:

Street Sweeping

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

The Town continued its existing schedule of sweeping arterial roads every three days and sweeping all other roads in town at least three times per year. The Town is working to develop a Standard Operating Procedure for street sweeping, which will be complete by the end of Permit Year 2.

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

Number of miles cleaned:

Volume of material removed: [UNITS]

Weight of material removed: [UNITS]

If applicable:

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

All uncurbed roadways with no catch basins are also swept twice per year.

Winter Road Maintenance

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

The Town has developed Standard Operating Procedures for Snow Removal and De-icing, which can be found in Appendix I of the Stormwater Management Plan. This SOP includes written procedures for plowing, sanding, and salting roads, and designates appropriate covered storage areas for sand, salt, and pre-wetting chemicals that are used for road maintenance in the winter.

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 is working to compile a complete inventory of their property, including vehicles and equipment. All vehicles and equipment used for Winter Road Maintenance have been inventoried and are included in the Snow Removal and De-Icing SOP in Appendix I of the SWMP.

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 is working to develop written operation and maintenance procedures for parks and open spaces, buildings and facilities, and buildings and equipment. These SOPs will be included in Appedix I of the SWMP as completed.

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 is working to create a SWPPP for their DPW facility. This SWPPP will be complete by the end of Permit 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:

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:

The Town will develop a written procedure for stormwater treatment structure maintenance including inspection forms for stormwater treatment structures. This procedure will be incorporated into the operation and maintenance plan for all MS4 infrastructure in the Town, and will be complete by end of Permit Year 2.

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:

The Town was unable to clean any catch basins during the reporting period. The Town had planned to clean all of its catch basins in the summer of 2019 using an outside contractor, but there were a number delays outside of the Town's control mostly related to the limited options available for disposal of catch basin cleanings. The Contractor plans to start cleaning of call catch basins imminently. The Town recently developed an electronic catch basin cleaning and inspection form. This form runs on an iPad, and will standardize the way data is collected for each catch basin. The form includes fields for the depth to top of sediment, depth to bottom of basin after cleaning, depth to invert of outlet pipe, and evidence of pollutants. Once filled out, the information in the form will be automatically uploaded into a database, which will be used

to develop the Town's catch basin cleaning optimization plan.

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:

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: Title:

Signature: Date:

[Signatory may be a duly authorized representative]

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