

**Year 5 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2022-June 30, 2023**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form. Also ensure any websites included on this form are to publicly accessible sites\*\**

*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, 2022 and June 30, 2023 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 (publicly available 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>

**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.

### 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 publicly available website:

- Updated system map due in year 2 as necessary
- Provided training to employees involved in IDDE program within the reporting period
- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- All curbed roadways were swept at least once within the reporting period
- 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 or provide any additional details, please use the box below:

### **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
  - This is not applicable because there are no septic systems present

*\* 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:

### **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)

*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:

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

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

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

- Yes  
 No

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

The Town evaluated the "Final Massachusetts Integrated List of Waters from the Clean Water Act 2022 Reporting Cycle" and noted the following change had been made to the Town's waterbody impairments:

1. Nashoba Brook (MA82B-14): Benthic Macroinvertebrates was added as monitoring requirements.
2. Assabet River (MA82B-06): Escherichia Coli (E. Coli) was added as monitoring requirements.

## 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: Targeted Message**

Message Description and Distribution Method:

The Department of Public Works has a page dedicated to stormwater. The page gives an overview of stormwater, provides information on good stormwater management practices, explains the benefits of proper stormwater management, and what the Town is doing to address stormwater issues. The page also includes a "Think Blue Massachusetts" educational youtube video. The video breaks down and explains where stormwater pollution can start from, how it affects our environment, and the waterbodies they can discharge into.

Other resource links are available on the Town stormwater page, such as a link to MassDEP, EPA, and a Stormwater 101 video.

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

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

If yes, describe why the change was made:

#### **BMP: Annual Arbor Day Event Outreach**

Message Description and Distribution Method:

Various posters and handouts were given to the public who attended the Arbor Day event. The posters and Handouts include "Increase Recharge, Decrease Runoff, Put a LID on Stormwater Pollution," "Oil and Water Don' Mix", "Please Scoop the Poop", "Green Lawns without Green Waters", "What's Going Down your Storm Drain?", "Make the Connection, Storm Drains Empty into Waterbodies", "Where Does All the Litter Go?",

"Building a Cleaner Greener Massachusetts", and " Stormwater Matters." The handouts were in an effort to educate the public on to help mitigate contaminated runoff and increase stormwater awareness.

Targeted Audience: Businesses, Institutions, Commercial Facilities, Developers, Industrial Facilities, and Resid

Responsible Department/Parties: Town Manager/Mayor's Office

Measurable Goal(s):

Supplemental messages for water quality impaired waterways and maintain educational content throughout the Permit term.

Message Date(s): 4/20/2023

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: Supplemental Message - Do Your "Doody" for Clean Water**

Message Description and Distribution Method:

The Town attached an educational dog waste flyer along with dog license renewal forms. The flyer informs dog owners on proper dog waste handling and disposal procedures on private and public properties. It also informs owners of how dog waste is harmful to children, plants, and waterways.

Targeted Audience: Residents/Dog Owners

Responsible Department/Parties: Health

Measurable Goal(s):

Supplemental message for water quality impaired waterways.

Message Date(s): On-going

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: Supplemental Message - Municipal Monthly**

Message Description and Distribution Method:

The Town provided a monthly newsletter to the community via the Town's website and Facebook page. The Municipal Monthly included information on stormwater management practices that can be used to prevent

stormwater runoff pollution and contamination. It provides educations proper lawn care information such as adjusting lawnmower to cut grass 2" to 3" tall, using leaves as mulch to boost soil health, using proper fertilizer quantity, and proper grass clipping and leaves disposal. It provides additional communications on the annual household hazardous waste day, plastic reduction, winter road maintenance, "Snow is Stormwater" poster, etc.

Targeted Audience: Residents, Businesses

Responsible Department/Parties: DPW

Measurable Goal(s):

Supplemental message for water quality impaired waterways.

Message Date(s): On-going / Monthly

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: FY Budget Process Presentation**

Message Description and Distribution Method:

Presented a stormwater CIP to the Town Manager, Select Board, and Finance Committee

Targeted Audience: Town Manager, General Public

Responsible Department/Parties: DPW

Measurable Goal(s):

Provide funding for projects geared towards stormwater management to meet MS4 permit requirements.

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: Climate Action Plan Notifications**



Message Description and Distribution Method:

Presentation on stormwater was given at a Town Select Board meeting, and this information was posted at the Climate Action Plan .

Targeted Audience: Town Manager, General Public

Responsible Department/Parties: DPW

Measurable Goal(s):

Message Date(s): On-going

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: Tax Bill Insert**

Message Description and Distribution Method:

Stormwater-related information in the Municipal Monthly provided as an insert to the quarterly tax bill mailing.

Targeted Audience: Residents, Businesses

Responsible Department/Parties: DPW

Measurable Goal(s):  
Supplemental message for stormwater related information.

Message Date(s): Quarterly

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 of Acton has their SWMP posted on the Town website. It was available to the audience to review and comment. Additionally, Town Budget presentations provided additional opportunity for public comment on the MS4 program.

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:**

The Town Held an Arbor Day event on 04/28/2023. The event was open to the public to participate in a traditional event of planting a magnolia tree to recognize the Town's efforts for a greener environment. Throughout the event, an information station was open to the public in which provided information about the Town's programs and organizations. It allowed the Town to distribute educational messages, receive comments from the public and answer questions.

## 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 will continue to update their Storm Sewer System Map as needed to stay consistent with the Town's operation program and to meet permit requirements. Adjustment will be made to the map as new information is discovered.

### **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 above referenced outfall screening data is attached to the email submission
- The above referenced outfall screening data can be found at the following publicly available 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:

All outfall screening was completed in PY4 and was previously submitted.

### **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 publicly available 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:

This is planned to be completed in further permit years. It was delayed due to funding and staffing support.

### **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 publicly available 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:

### **Employee Training**

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

The Town's stormwater team (Public Works Department) conducts frequent internal meetings/trainings on various aspects of the compliance program. The Public Works Department held training on 5/24/2023 and educated staff on the following topics: MS4, IDDE, SWPPP, pollution prevention, and good housekeeping.

### **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:

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

### **Ordinance or Regulatory Mechanism**

Date update was completed (due in year 3):

Website of ordinance or regulatory mechanism:

### **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:

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

Below, describe any changes made or planned to be made to local regulations and guidelines based on the report completed in Year 4:

Town of Acton developed the Acton Code and Ordinance Assessment Report assessing current street design, parking lot guidelines, and other “code” requirements to identify the possible influence the creation of impervious cover or inadvertently create barriers to green infrastructure installations during property development and redevelopment.

During this permit year, the Town addressed green infrastructure and influenced site design in several planning documents, including the Climate Action Plan (CAP) and Master Plan. The CAP includes the action that specifically addresses sustainable and resilience water management, calling for the Town to incorporate green infrastructure in the upcoming Hazard Mitigation Plan and Municipal Vulnerability Preparedness Plan. These public improvements could include: small-scale “vest-pocket” with bioretention areas, rain gardens, playgrounds, and public seating areas.

Additionally, the Town works closely with the Acton Water District (AWD) to continue to explore ways to ensure clean water for current and future generations. As part of these efforts, the Town recently partnered with the AWD to install a water-wise garden with information panels educating the public on sustainable water management practices, complete with a bioswale, rain garden, and plants that help filter stormwater.

### **Green Infrastructure Report**

Below, describe progress towards making green infrastructure practices allowable based on the report completed in Year 4:

Town will develop a report assessing how local regulations affect the ability of development projects to include infiltration practices and water harvesting devices that promote use of stormwater for non-potable uses.

During this permit year, the Town addressed green infrastructure and influenced site design in several planning documents, including the Climate Action Plan (CAP) and Master Plan. The CAP includes the action that specifically addresses sustainable and resilience water management, calling for the Town to incorporate green infrastructure in the upcoming Hazard Mitigation Plan and Municipal Vulnerability Preparedness Plan. These public improvements could include: small-scale "vest-pocket" with bioretention areas, rain gardens, playgrounds, and public seating areas.

Additionally, the Town works closely with the Acton Water District (AWD) to continue to explore ways to ensure clean water for current and future generations. As part of these efforts, the Town recently partnered with the AWD to install a water-wise garden with information panels educating the public on sustainable water management practices, complete with a bioswale, rain garden, and plants that help filter stormwater.

### **Retrofit Properties Inventory**

Below, list remaining permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas (must maintain a minimum of 5 sites in inventory until less than 5 sites remain):

Kelley's Corner Infrastructure  
 Commuter Rail Parking  
 Minuteman Ridge Subdivision  
 Town Hall/Library/Goward Field Complete Street/Traffic Calming Project  
 530 Mass Ave (Gardner Field Playground Improvement Project)  
 Jones Field Improvement Project  
 Powder Mill Road Complete Street/Streetscape Project  
 53 River Street - Old Paving Company

Below, list all properties that have been modified or retrofitted with BMPs to mitigate impervious area that were inventoried as part of 2.3.6.d of the permit. Non-MS4 owned properties that have been modified or retrofitted with BMPs to mitigate impervious area may also be listed, but must be indicated as non-MS4.

The Town installed one deep sump catch basin on one of the roadways using this permit year. Additionally, the Gardner Field Playground Improvement Project was completed this permit year to update the playground and install a new underground infiltration basin with parking.

## **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:

If necessary, schedule adjustments will be made to prioritize catch basins located at known problem areas (low spots) and near construction activities. If inspections and maintenance activities indicate excessive sediment and debris loading (i.e. the sump is more than 50% full during two consecutive routine inspections/cleanings), these catch basins will be marked for more frequent cleaning.

**Street Sweeping**

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

Number of miles cleaned:

Volume of material removed:

Weight of material removed:

**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:

Site review is undertaken on a continuous basis during operations. Facility personnel have been trained on the SWPPP and help to reduce exposure of potential stormwater pollutants.

**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 publicly available 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. If any of the above year 5 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

**Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 6 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

**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)
- Identify additional permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas so that the permittee maintains a minimum of 5 sites in their inventory, until such a time when the permittee has less than 5 sites remaining

Provide any additional details on activities planned for permit year 6 below:

## Part V: Certification of Small MS4 Annual Report 2023

### 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:

John S. Mangiaratti

Title:

Town Manager

Signature:



Date:

9/27/2023

*[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:

MassDEP:

### 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](#)